

CITY OF SHEBOYGAN
BOARD OF REVIEW MINUTES

Monday, April 22, 2024

OPENING OF MEETING

1. Roll Call

Board members present: Linda Serrano, Fay Wingrove, David Hinze, Mike Vandersteen, and Andy Ross – 5.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Confirmation of appropriate Board of Review and Open Meeting notices.

City Clerk DeBruin confirmed that the Board of Review notice was published on March 20, 2024 and the 24-hour notice for this meeting was met.

4. Selection of Board of Review Chairperson and Vice Chairperson.

Motion by Andy Ross, Seconded by Linda Serrano to nominate Mike Vandersteen as Chair. All ayes.

Motion by Andy Ross, Seconded by Fay Wingrove to nominate David Hinze as Vice Chair. All ayes.

5. Discussion regarding timeline for mandatory training requirements.

City Clerk DeBruin confirmed that mandatory training needs to be completed prior to the next Board meeting scheduled for September 11, 2024.

6. Verify the City of Sheboygan has adopted an Ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).

City Clerk DeBruin verified that the Common Council adopted Gen. Ord. No. 90-99-00 on February 21, 2000.

7. Policy regarding the procedure for sworn telephone testimony and sworn written testimony.

Motion by David Hinze, Seconded by Linda Serrano to adopt policy. All ayes.

8. Policy regarding the procedure for waiver of Board of Review hearing requests.

Motion by David Hinze, Seconded by Andy Ross to adopt policy. All ayes.

NEXT MEETING DATE

9. Next meeting date: September 11, 2024

ADJOURN

10. Motion to adjourn

Motion by David Hinze, Seconded by Andy Ross to adjourn at 1:08 p.m. All ayes.