

CITY OF SHEBOYGAN
BOARD OF REVIEW MINUTES
Wednesday, September 9, 2025

OPENING OF MEETING

1. Roll Call

Board members present: Andy Ross, Fay Uraynar, David Hinze, and Chair Michael Vandersteen.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Minutes from the April 21, 2025 Board of Review Meeting

MOTION TO APPROVE THE MINUTES

Motion made by Uraynar. Seconded by Ross.

Voting Yea: Ross, Uraynar, Hinze, and Vandersteen

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4. Verification of any additional member(s) having met the mandatory training requirements.

City Clerk confirmed that Board members Vandersteen, Hinze, Uraynar, and Ross completed the training requirements and information was submitted to the Department of Revenue.

5. Receipt of Assessment Department qualifications/credentials.

Assessment Department qualifications were logged into the record.

6. Assessor's Affidavit regarding 2025 Assessment Roll.

Assessor's Affidavit was signed and logged into the record.

7. Receipt and review of Assessment Roll.

MOTION TO RECEIVE

Motion made by Hinze. Seconded by Ross.

Voting Yea: Ross, Uraynar, Hinze, and Vandersteen

8. Certify all corrections of error and verify that open book changes are included in the Assessment Roll.

Chair Vandersteen received the corrections and verified the changes were included in the roll.

9. Allow taxpayers to examine the Assessment Roll.

Assessment Roll remained open for entire meeting for taxpayers' review.

10. Consider any waivers of the 48-hour notice of intent to file requirement.

No waivers were filed.

11. Consider request for waiver of a Board of Review hearing.

Two properties submitted a request for waiver of the Board of Review hearing. Properties located at 595 S. Taylor Drive and 3711 S. Taylor Drive.

MOTION TO APPROVE BOTH THE WAIVERS

Motion by Uraynar, Seconded by Hinze.

Voting Yea: Ross, Uraynar, Hinze, and Vandersteen

12. Consider requests to testify by telephone or submit a sworn written statement.

None to consider.

13. Review Notices of Intent to file objections and prepare hearing schedule.

Two objections were submitted. 30-minute hearings were set for Tuesday, September 30, 2025 for the following properties:

9:15 a.m. – 1302/1304 S 17th Street

9:45 a.m. – 3717 S 17th Place

NEXT MEETING DATE

14. Next meeting date: September 30, 2025

ADJOURN

15. Motion to adjourn

MOTION TO ADJOURN AT 11:02 AM

Motion by Hinze. Seconded by Ross.

Voting Yea: Ross, Uraynar, Hinze, and Vandersteen