CITY OF SHEBOYGAN

BOARD OF REVIEW MINUTES

Tuesday, October 13, 2026

OPENING OF MEETING

Meeting was called to order at 9:02 a.m.

1. Roll Call
   Board members present: Ross, Schenk, Uraynar, Hinze (joined at 9:04 a.m.)
   Board member excused: Ranieri

2. Pledge of Allegiance

3. Approval of minutes from the April 20, 2026 Board of Review meeting

   MOTION TO APPROVE THE MINUTES
   Motion made by Ross, Seconded by Schenk.
   Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4. Confirmation of appropriate Amended Board of Review and Open Meeting notices.

   City Clerk DeBruin confirmed notices posted appropriately.

5. Verification that mandatory training requirements by member(s) have been met.

   City Clerk DeBruin confirmed mandatory training requirements met and submitted to the Department of Revenue.

6. Receipt of Assessment Department qualifications/credentials.

   MOTION TO ACCEPT QUALIFICATIONS
   Motion made by Ross, Seconded by Schenk
   Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

7. Assessor's Affidavit regarding 2026 Assessment Roll.

   MOTION TO ACCEPT AFFIDAVIT
   Motion made by Ross, Seconded by Schenk
   Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

8. Receipt and review of Assessment Roll.

   MOTION TO RECEIVE ASSESSMENT ROLL

   Motion made by Ross, Seconded by Hinze.
   Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

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

   MOTION TO RECEIVE ASSESSORS CORRECTION OF ERRORS AND CERTIFY AND VERIFY CHANGES TO ASSESSEMENT ROLL
   Motion made by Ross, Seconded by Hinze.
   Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

10. Allow taxpayers to examine the Assessment Roll.

    Assessment roll was open to taxpayers for the 2-hour requirement.

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

    MOTION TO ACCEPT WAIVER FOR PROPERTY 2315/2317 N 15TH STREET
    Motion by Hinze, Seconded by Ross.
    Before action was taken, taxpayer was instructed to accurately complete PA-115A Objection form to include their opinion of assessed value and complete "C".
    Taxpayer submitted new form. Board accepted the form and scheduled the hearing.
    On motion to accept the 48-hour notice of intent to file waiver,
    Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.

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

    MOTION TO ACCEPT WAIVER SUBMITTED BY WALMART (3711 S TAYLOR DRIVE)
    Motion made by Ross, Seconded by Schenk
    Voting Yea: Ross, Schenk, Uraynar
    Voting Nay: Hinze
    MOTION TO ACCEPT WAIVER SUBMITTED BY FESTIVAL FOODS (595 S TAYLOR DRIVE)
    Motion made by Ross, Seconded by Schenk
    Voting Yea: Ross, Schenk, Uraynar
    Voting Nay: Hinze

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

    Submitted requests are not applicable due to waivers of the Board of Review approved.

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

    SUBMITTED OBJECTION FORMS REVIEWED AND HEARINGS SCHEDULED FOR NOVEMBER 11TH:

    9:00 AM – 1417 N 8TH STREET
    9:30 AM – 609 ALABAMA AVENUE
    10:30 AM – 37 N POINT DRIVE
    11:00 AM – 2315/2317 N 15TH STREET

    BOARD RECESSED AT 9:39 AM
    Motion made by Hinze, Seconded by Ross

BOARD RECONVENED AT 9:55 AM TO ACCEPT OBJECTION FORM FROM 2315/2317 N 15th STREET
Motion made by Hinze, Seconded by Ross
BOARD RECESSED AT 9:57 AM
Motion made by Schenk, Seconded by Ross.
BOARD RECONVENED AT 10:54 PM
Motion made by Hinze, Seconded by Ross.

NEXT MEETING DATE

15. Next tentatively scheduled meeting: November 11, 2026

ADJOURN

16. Motion to Adjourn

MOTION TO ADJOURN AT 11:02 AM
Motion made by Hinze, Seconded by Ross.
Voting Yea: Ross, Schenk, Uraynar, Hinze – 4.