



BOARD OF REVIEW

Tuesday, June 24, 2025 at 4:00 PM

**Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241**

MINUTES

1. CALL BOARD OF REVIEW (BOR) TO ORDER

City Clerk Baryenbruch called the meeting to order at 4:10 PM

2. ROLL CALL BY CITY CLERK

Members Present: Scott Stechmesser, Doug Brandt, Amanda Baryenbruch, Greg Buckley

Members Absent: Bill LeClair

3. ELECT CHAIRPERSON

Brandt nominated Scott Stechmesser to serve as Chairperson of the Board of Review. Nomination was seconded by Buckley. Motion carried.

4. ELECT VICE CHAIRPERSON

Stechmesser nominated Brandt to serve as Vice Chairperson of the Board of Review. Nomination was seconded by Buckley. Motion carried.

5. CONFIRMATION OF APPROPRIATE BOR AND OPEN MEETINGS NOTICES

City Clerk Baryenbruch reported that a joint Open Book and Notice of the Two-Hour Board of Review Meeting was published in the Herald Times Reporter on May 8, 2025 and posted at City Hall, the J.E. Hamilton Community House and the Lester Public Library on May 5, 2025.

6. VERIFY THAT AT LEAST ONE BOR MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS

City Clerk Baryenbruch reported that she completed the training on April 17, 2025 and a copy of the Board Member Training Affidavit is included in the meeting packet.

7. VERIFY THAT THE CITY HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW (WIS. STAT. 70.47(7)(AF))

A copy of the City's ordinance, Municipal Code Section 2-5-4, relating to the confidentiality of income and expense information provided to the Assessor under state law was included in the meeting packet.

8. FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE

Assessor Loughrin read the Assessor's Affidavit and filed the Annual Assessment Report with the City Clerk.

9. RECEIPT OF THE ASSESSMENT ROLL BY THE CLERK FROM THE ASSESSOR

City Clerk Baryenbruch acknowledged receipt of the Assessor's Affidavit and Assessment Roll from the Assessor.

10. RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK

The Assessment Roll and Assessor's Affidavit was made available to the other members of the Board of Review.

11. REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:

- Examine the roll,
- Correct descriptions or calculation errors,
- Add omitted property, and
- Eliminate double assessed property

The Assessment Roll was available for members of the Board of Review to examine. Per the Assessor, there were no corrections of errors.

12. DISCUSSION/ACTION - CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (WIS. STAT. 70.43)

No correction of errors.

13. DISCUSSION/ACTION - VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

Assessor Loughrin indicated that all open book changes are included in the assessment roll.

14. ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA

There were no taxpayers present wishing to examine the assessment data.

15. DURING THE FIRST TWO HOURS, CONSIDERATION OF:

- Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- Requests to testify by telephone or submit a sworn written statement,
- Subpoena requests, and
- Act on any other legally allowed or required BOR matters

16. REVIEW NOTICES OF INTENT TO FILE OBJECTION

There were no taxpayers present wishing to examine the assessment data.

Clerk Note: Bill LeClair arrived at 5:06 PM. Greg Buckley left the meeting at 5:07 PM

City Clerk Baryenbruch administered the oath of office to Bill LeClair.

Greg Buckley rejoined the meeting at 6:15 PM

17. PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN, UNLESS SCHEDULED FOR ANOTHER DATE

-- Objection from Joanne H Matik Trust for real property assessment for property located at 211 Park Road, parcel 053-300-001-030.09

City Clerk Baryenbruch reported that the property owner has withdrawn their objection and no longer wishes to appear before the Board

-- Objection from Daniel P & Carol J Wergin for real property assessment for property located at 1726 Blue Heron Drive, parcel 053-317-000-340.07

Motion made by Baryenbruch, seconded by Buckley to determine the Assessor's valuation to be correct.

Motion carries by a unanimous roll call vote.

-- Objection from Anna Monika Chiu for real property assessment for property located at 2317 Jefferson Street, parcel 053-101-005-020.03

Due to an error in providing the Assessor with a copy of the objection, the Assessor requested 48 hours to review any written evidence.

The Board granted the 48-hour extension and rescheduled the hearing to July 21, 2025, at 5:00 PM.

-- Objection from George L & Mary Lynn Schmidt for real property assessment for property located at 1720 Blue Heron Drive, parcel 053-317-000-310.03

City Clerk Baryenbruch reported that the property owner has withdrawn their objection and no longer wishes to appear before the Board

-- Objection from Cynthia Musial for real property assessment for property located at 1610 Deer Brook Drive, parcel 053-317-000-380.03

Motion made by Baryenbruch, seconded by Brandt to determine the Assessor's valuation to be correct.

Motion carries by a unanimous roll call vote.

-- Objection from Patricia Kiekhaefer for real property assessment for property located at 1501 Blue Heron Drive, parcel 053-317-000-010.09

Due to neither the Assessor nor the City Clerk having spoken directly with the property owner regarding the scheduled hearing, and only a voicemail having been left, the Board has decided to reschedule the hearing to July 21, 2025, at 4:45 PM.

-- Objection from Gerard & Carissa Neuser for real property located at 419 Highland Court, parcel 053-161-011-040.01

Due to an error in providing the Assessor with a copy of the objection, the Assessor requested 48 hours to review any written evidence.

The Board granted the 48-hour extension and rescheduled the hearing to July 21, 2025, at 5:15 PM.

-- Objection from Andre & Kristine LaFond for real property located at 1615 Blue Heron Drive, parcel 053-317-000-150.06

Motion made by LeClair, seconded by Brandt to determine the Assessor's valuation to be correct.

Motion carries by a unanimous roll call vote.

18. CONSIDER/ACT ON SCHEDULING ADDITIONAL BOR DATE(S)

An additional meeting will be scheduled for July 21, 2025 at 4:30 PM at Two Rivers City Hall.

19. ADJOURN (TO FUTURE DATE IF NECESSARY)

Motion made by Buckley, seconded by Baryenbruch to adjourn to July 21, 2025 at 4:30 PM.

Motion carried with a unanimous voice vote.

Respectfully submitted,

Amanda Baryenbruch
City Clerk / Secretary of Board of Review