

CITY OF SHEBOYGAN

BOARD OF REVIEW

Tuesday, June 9, 2020

1. OPENING OF MEETING

BOARD MEMBERS PRESENT: Ken King, David Hinze, Linda Serrano, Pat Weisrock, and Andy Ross  
STAFF MEMBERS PRESENT: City Clerk Meredith DeBruin, City Attorney Charles Adams, City Assessor Mike Grota, Property Appraiser RaeAnn Schmitz

1.1 ROLL CALL

1.2 PLEDGE OF ALLEGIANCE

1.3 INTRODUCTION OF BOARD MEMBERS, STAFF, AND GUESTS

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Confirmation of appropriate Board of Review and Open Meetings notices.

City Clerk Meredith DeBruin indicated that the Board of Review notice and agenda were properly noticed.

2.2 Selection of a Board of Review Chairperson.

Motion by David Hinze, seconded by Andy Ross to elect Ken King as Board of Review Chairperson. Motion carried.

2.3 Selection of a Board of Review Vice-Chairperson.

Motion by Pat Weisrock, seconded by Andy Ross to elect David Hinze as Board of Review Vice-Chairperson. Motion carried.

2.4 Selection of a Board of Review Secretary.

Motion by David Hinze, seconded by Andy Ross to elect Linda Serrano as Board of Review Secretary. Motion carried.

2.5 Verification that a member has met the mandatory training requirements.

City Clerk Meredith DeBruin indicated that Ken King completed the training requirements in 2019.

Andy Ross completed the training requirements in 2020.

Training certification is valid for two years.

2.6 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 Attorney Charles Adams indicated that the City of Sheboygan has adopted Gen. Ord. No. 90 - 99 - 00 regarding the confidentiality of income and expense information provided to the assessor.

2.7 Review of new laws.

City Attorney Charles Adams briefly reviewed new COVID- 19 guidelines.

2.8 Discussion on policy regarding the procedure for sworn telephone testimony and sworn written testimony.

Motion by Ken King, seconded by Andy Ross to direct the City Attorney to develop a policy based on the example provided. Motion carried.

2.9 Discussion on policy regarding the procedure for waiver of Board of Review hearing requests.

Motion by David Hinze, seconded by Andy Ross to direct the City Attorney to develop a policy based on the example provided. Motion carried.

### 3. NEXT MEETING DATE

3.1 Next meeting date will be July 16, 2020 at 8: 00 a.m.

### 4. ADJOURN

4.1 Board of Review adjourned at 8: 47 a.m.