

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Administration Committee and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
BOARD OF REVIEW  
Third Floor Council Chambers  
140 Main Street, Menasha  
May 25, 2017  
10:00 AM**

**AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLIGENCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. ACTION ITEMS
  - 1. Select Chairman
  - 2. Select Vice-Chairman
  - 3. [Approve Minutes of May 26, 2016](#)
  - 4. Clerk's Report – Posting of Board of Review Notification
  - 5. Examine Assessor's Roll
  - 6. Hearing Objections, Review, Board Determinations
- E. ADJOURNMENT – Sine Die

§70.47(3)(a) The Board shall be in session for at least 2 hours for taxpayers to appear and examine the assessment roll and other assessment data.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA  
BOARD OF REVIEW  
Third Floor Council Chambers  
140 Main Street, Menasha  
May 26, 2016  
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 10:10 a.m.

B. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Commissioner Eckrich, Keil, Nichols, Rudolph, Zielinski

ALSO PRESENT: CA Captain, Assessors Mark Brown & Luke Mack, ASD Steeno,  
Rochelle Rodrigues (Stenographer), Clerk Galeazzi.

D. ACTION ITEMS

1. Select Chairman

Clerk Galeazzi opened floor for nominations for Chairman.

Moved by Comm. Nichols seconded by Comm. Rudolph to nominate Comm. Eckrich for Chairman.

Having no other nominations, Clerk Galeazzi closed the nominations and unanimous ballot was cast for Comm. Eckrich as Chairman.

2. Select Vice-Chairman

Comm. Eckrich opened floor for nominations for Vice-Chairman.

Moved by Comm. Keil seconded by Comm. Zielinski to nominate Comm. Rudolph for Vice-Chairman.

Having no other nominations, Comm. Eckrich closed the nominations and unanimous ballot was cast for Comm. Rudolph as Vice-Chairman.

3. Clerk's Report – Posting of Board of Review Notification

Clerk Galeazzi reported Assessment Rolls have been received and signed by Clerk and Assessor. Open Book and Board of Review notices were published in Post Crescent in accordance with State Statute. Notices were also post in four different places within the City including City Hall. Commissions Nichols, Rudolph, Keil and Stoffel attended training and are certified for the next 2 years.

4. City Attorney – Review role of Board of Review

CA Captain gave a brief explanation of the responsibility of the Board of Review.

5. Examine Assessor's Roll

The Board examined the Assessment Roll.

6. Hearing Objections, Review, Board Determinations

In accordance with Wisconsin State Statute §70.47(3)(a) the Board of Review was in session for 2 hours. No one appeared for the Board to hear a case.

General discussion ensued on legal description and the listed owners of out lots in Lake Park Villas Subdivision. The Assessor will correct the records.

CA Captain stated the legal description does not change the assessed value of the properties.

E. ADJOURNMENT – Sine Die

Moved by Comm. Zielinski seconded by Comm. Nichols to adjourn Sine Die at 12:12 p.m.  
Motion carried.

Deborah A. Galeazzi, WCMC,  
City Clerk