

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  
First Floor Conference Room 133  
100 Main Street, Menasha**

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**May 21, 2020  
10:00 AM**

**AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. ACTION ITEMS
  - 1. Select Chairman and Vice-Chairman
  - 2. Approve Minutes of September 17, 2019
  - 3. Clerk's Report – Board of Review Notification
  - 4. Examine Assessor's Roll
  - 5. Review and accept correction of error
  - 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  
First Floor Conference Room 133  
100 Main Street, Menasha  
September 17, 2019  
MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Nichols at 9:00 a.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited

C. ROLL CALL

PRESENT: Commissioners Jessica Crane, Jeff Nichols, Patricia Rudolph, Tom Stoffel, Ray Zielinski.

ALSO PRESENT: CA Captain, ASD Jacobs, Luke Mack (Associated Appraisal Consultants), Court Reporter Nan Casper (Appleton Court Reporters), Ellen Maxymek (Alternate BOR Member), Clerk Galeazzi, Deputy Clerk Mader, Michael Hooyman (835 Woodland Drive).

D. ACTION ITEMS

1. Approve Minutes of May 29, 2019

Moved by Comm. Zielinski seconded by Comm. Stoffel to approve minutes.

Vice-Chairman Nichols stated corrections to the minutes; the correct starting time of the meeting was 9:00 a.m. and Comm. Rudolph made the motion to nominate Comm.

Nichols for Vice-Chairman. With no objection Comm. Nichols asked Clerk Galeazzi to make the corrections to the minutes.

Motion to approve minutes as corrected carried on voice vote.

2. Clerk's Report – Board of Review Notification

Clerk Galeazzi reported Board of Review notification was published in the Appleton Post Crescent on July 19, 2019 and posted at City Hall, Utilities, Library and Post Office on the same day.

Clerk Galeazzi referred to a memo prepared by CA Captain on the role of the Board of Review.

3. Examine Assessor's Roll

Luke Mack from Associated Appraisal Consultants provided the City's assessment rolls separated by County. He explained 2019 was a citywide re-evaluation year. Notices were sent out on August 1, 2019 and open book appointments were held on seven different dates.

Board of Review members reviewed the assessment rolls.

4. Hearing Objections, Review, Board Determinations

Clerk Galeazzi announced the first case: Michael A. Hooyman, 835 Woodland Drive, Menasha (Parcel #6-01259-05).

Clerk Galeazzi swore in Assessor Luke Mack and property owner Michael A. Hooyman.

Mr. Hooyman testified as to the reasons he believes the assessment is not accurate. He stated the assessed value of his property should be \$135,000 based on other similar properties in his neighborhood and the property behind his floods which impacts his property.

Mr. Hooyman presented pictures via his iPad of his property and the property behind his. He also provided property information sheets on properties in his neighborhood that he used to support his opinion of the correct assessed value.

Attorney Captain and board members asked Mr. Hooyman questions.

Luke Mack reviewed the property record report on 835 Woodland Drive. He explained the process used to establish the assessed value of the property and what comparables he used. Mr. Mack reviewed the properties Mr. Hooyman provided as his comparisons.

Attorney Captain and board members asked Mr. Mack questions.

Vice-Chairman Nichols closed the evidence portion and opened Board of Review deliberations.

Board members deliberated.

Moved by Comm. Rudolph seconded by Comm. Zielinski to sustain the assessment of the Assessor as no new evidence was presented to overturn the Assessor's value. Motion carried on roll call 5-0.

Clerk Galeazzi presented the Notice of Board of Review Determination to Michael Hooyman.

In accordance with Wisconsin State Statute §70.47(3)(a) the Board of Review was in session for 2 hours. No other cases came before the Board.

E. ADJOURNMENT – Sine Die

Moved by Comm. Zielinski seconded by Comm. Crane to adjourn sine die at 11:01 a.m. Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk