

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 Rooms  
100 Main Street, Menasha  
Thursday, May 27, 2021  
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 May 21, 2020
  - 2. Clerk's Report – Board of Review Notification
  - 3. Examine Assessor's Roll
  - 4. Review and accept correction of error
  - 5. 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.

CITY OF MENASHA  
BOARD OF REVIEW  
First Floor Conference Room 133  
100 Main Street, Menasha  
May 21, 2020  
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 10:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT IN PERSON: Commissioners Jessica Crane, Ellen Maxymek, Patricia Rudolph, Ray Zielinski.

PRESENT VIA TELEPHONE: Commissioner Jeff Nichols.

ALSO PRESENT IN PERSON: Luke Mack (Associated Appraisal), FD Jennifer Sassman, Clerk Debbie Galeazzi, Deputy Clerk Haley Mader.

D. ACTION ITEMS

1. Select Chairman and Vice-Chairman

Clerk Galeazzi opened the floor for nominations for Chairman.

Moved by Comm. Nichols seconded by Comm. Zielinski to nominate Comm. Rudolph as Chairman.

Motion carried on voice vote, all voting aye.

Comm. Rudolph opened the floor for nominations for Vice-Chairman.

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

Motion carried on voice vote, all voting aye.

2. Approve Minutes of September 17, 2019

Comm. Maxymek requested corrections to the minutes: D4, first paragraph should include the word "because" in the second sentence. The sentence should be "He stated the assessed value of his property should be \$135,000 based on other similar properties in his neighborhood and because the property behind his floods which impacts his property.

Fourth paragraph, the word "compatibles" should be changed to "comparables".

Moved by Comm. Zielinski seconded by Comm. Nichols to approve the minutes as corrected.

Motion carried on voice vote, all voting aye.

3. Clerk's Report – Board of Review Notification

Clerk Galeazzi reported Open Book and Board of Review notifications were published in the Appleton Post Crescent on April 20 and May 4. Notifications were posted on the front door of City Hall, Post Office, Library, Utilities, and on the City's website.

She also reported Commissioners Tom Stoffel, Jeff Nichols and Patty Rudolph attending training and are certified until 2022.

4. Examine Assessor's Roll

Luke Mack, Associated Appraisal, explained the 2020 assessment rolls. Level of assessment is at approximately 100%. Property owners whose property value changed from 2019 were sent assessment notices on April 22, 2020. Open Book was held on May 5 & 7 by telephone because of the current COVID-19 pandemic.

5. Review and accept correction of error

Luke Mack explained the one correction of error for 724 Nicolet Blvd, Menasha. The acreage of the property was listed incorrectly. It has been corrected in the GIS mapping system and the assessment files. The correction reduces the total assessment of the property by \$12,500. The change in assessment reduced the property taxes by \$314.23. The Board of Review can certify the correction and refund the property owners of 724 Nicolet Blvd \$314.23 for overpayment of 2019 property taxes.

Moved by Comm. Maymek seconded by Comm. Zielinski to certify the correction of error for 724 Nicolet Blvd and refund \$314.23 of the 2019 property taxes.  
Motion carried on voice vote, all voting aye.

6. Hearing Objections, Review, Board Determinations

Luke Mack explained an Objection of Real Property Assessment was filed by Chifest Properties Menasha LLC, d/b/a Festival Foods, 1355 Oneida Street, Menasha. He explained the Assessor and/or the property owner have the right to request the Board of Review waive a hearing. He is requesting the assessment be sustained and the hearing be waived based on the information that was provided by the property owner. He feels it would be the in the best interest of the City to waive the hearing as this case is better suited for the courts. The property owner has the right to appeal to Circuit Court.

Moved by Comm. Zielinski seconded by Comm. Nichols to sustain the assessment and waive the Board of Review hearing of Chifest Properties Menasha LLC, d/b/a Festival Foods, 1355 Oneida Street, Menasha.  
Motion carried on voice vote, all voting aye.

Moved by Comm. Nichols seconded by Comm. Crane to recess at 10:25 a.m.  
Motion carried on voice vote, all voting aye.

Reconvened at 12:00 p.m.

No other cases for the Board of Review.

E. ADJOURNMENT – Sine Die

Moved by Comm. Crane seconded by Comm. Maymex to adjourn sine die at 12:00 p.m.  
Motion carried on voice vote, all voting aye.

Deborah A. Galeazzi, WCMC  
City Clerk