

1 The Meeting of the Board of Review of the City of Onalaska was called to order at 9:00 a.m. on  
2 Wednesday, May 16, 2018. It was noted that the meeting had been announced and a notice  
3 posted at City Hall.

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5 Roll call was taken with the following members present: Mayor Joe Chilsen, Ald. Jim Binash,  
6 Ald. Ron Gjertsen, Ald. Diane Wulf, City Clerk Cari Burmaster

7  
8 Also Present: City Assessor Heather Wolf, City Attorney Sean O’Flaherty  
9

10 **Item 2 – Approval of minutes from previous meeting**

11  
12 Motion by Ald. Binash, second by Ald. Gjertsen, to approve the minutes from the previous  
13 meeting as printed and on file in the City Clerk’s Office.

14  
15 On voice vote, motion carried.

16  
17 **Consideration and possible action on the following items:**

18  
19 **Item 3 – Select Chairperson**

20  
21 Motion by Ald. Gjertsen, second by Ald. Binash, to nominate and elect Ald. Jim Binash as Chair  
22 of the Board of Review.

23  
24 On voice vote, motion carried.

25  
26 **Item 4 – Select Vice-Chairperson**

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28 Motion by Ald. Gjertsen, second by Ald. Binash, to nominate and elect Ald. Diane Wulf as Vice-  
29 Chairperson of the Board of Review.

30  
31 On voice vote, motion carried.

32  
33 **Item 5 – Verify that mandatory training requirements specified in Sec. 70.46 (4) Wisconsin**  
34 **Statutes have been met**

35  
36 Cari told board members she has submitted to the State of Wisconsin training affidavits for  
37 herself, Deputy City Clerk JoAnn Marcon, and Ald. Binash for completing the training. There  
38 are three on file.

39  
40 **Item 6 – Roll review for errors in description, computation, add omitted or eliminate**  
41 **double assessments**

42  
43 Cari said she does not have anything to present at this time.

44  
45 Heather told board members there are two errors to discuss:

- 46
- 47 • Tax Parcel #18-6271-001, which is a real estate parcel. The owners are Mark and  
48 Stephanie Wemette. Heather said this was an issue of percentage of completion for  
49 January 1, 2017. The house was listed as 60 percent complete for the 2017 assessment.  
50 However, Heather noted it was approximately 50 percent complete and said it became  
51 necessary to refund the difference for the percent complete. Heather said the difference  
52 in value is a total of \$56,100.
  - 53 • Tax Parcel #18-2016-036, which a personal property account. The account name is  
54 under Nextage Assured Realty Solutions. Heather said that in 2017 the owner claims the  
55 business was located in the City of Sparta and not in the City of Onalaska, as assessed.  
56 Heather said this needs to be corrected and has been written into the assessment roll.

57  
58 Ald. Binash asked Heather to explain the second error.

59  
60 Heather said that while Nextage Assured Realty Solutions still has its sign up at its Mason Street  
61 location, the business had moved by January 1, 2017.

62  
63 Ald. Binash asked if the business leases the building and does not own it.

64  
65 Heather said Nextage Assured Realty Solutions leases Suite 18.

66  
67 Ald. Binash asked, “The person who owns that building is responsible for any taxes on that  
68 building?”

69  
70 Heather said, “For the real estate taxes, yes. The owner of the business would be responsible for  
71 any personal property tax to their business itself.”

72  
73 **Item 7 – Requests for waivers/testimony**

- 74
- 75 a. Waivers of the required 48-hour notice of intent to file an objection when there is good  
76 cause
  - 77 b. Request for Waiver of the Board of Review hearing allowing the property owner an  
78 appeal directly to circuit court
  - 79 c. Request to testify by telephone or submit sworn written statement

80  
81 Cari noted there are no objections on file, and therefore this item may be skipped.

82

83 **Item 8 – Review of Confidentiality Ordinance**

84  
85 Cari noted the Common Council had passed the Confidentiality Ordinance (Ordinance No. 1605-  
86 2018) at its May 8 meeting and said it address the information that is presented to the Board of  
87 Review, including what is to be held confidential. Cari noted it is on file for the city’s records.  
88

89 **Item 9 – Presentation of objections for actual real/personal property values by owners or**  
90 **their representatives according to the procedures established in Sec. 70.47 (8) of the**  
91 **Wisconsin Statutes**

92  
93 Cari said there are no objections on file at this time and noted staff checked for emails and faxes  
94 prior to the start of this session. Cari said the board is required to be in session for two hours and  
95 told board members they must remain at City Hall until 11 a.m.

96  
97 Motion by Ald. Gjertsen, second by Ald. Wulf, for the Board of Review to adjourn until 10:55  
98 a.m.

99  
100 On voice vote, motion carried.

101  
102 Ald. Binash noted the board was adjourning at 9:09 a.m. and would reconvene at 10:55 a.m.

103  
104 **Item 10 – Create new hearing schedule for written objections filed but not heard**

105  
106 Ald. Binash noted the Board of Review was back in session at 10:56 a.m.

107  
108 Cari noted there are no objections on file at this time and said it is not necessary for the Board of  
109 Review to have an additional meeting in 2018.

110  
111 Heather told board members she would like to present the 2018 Annual Assessment Report to  
112 Mayor Chilsen, which is a summary of the work that was performed throughout the year to  
113 arrive at the 2018 assessment roll.

114  
115 Mayor Chilsen noted he had accepted the 2018 Annual Assessment Report.

116  
117 Ald. Wulf thanked Heather for her work.

118  
119 Heather shared the following statistics from the 2018 Annual Assessment Report:

- 120  
121 • Milde Appraisal Service, LLC, the City of Onalaska’s Assessor, was allowed 61 full  
122 inspections of properties that had building permits. To be specific, Milde Appraisal  
123 Service was allowed to measure the outside, and also was allowed into the interior of a

124 home. Heather noted that since the 2017 Board of Review there had been a court case  
125 that specifically affected interior inspections. Homeowners are no longer required to  
126 allow assessors into their homes in order to argue their value at Board of Review.  
127 • Milde Appraisal Service performed 112 exterior inspections.  
128 • Milde Appraisal Service performed 117 drive-by inspections.  
129 • Milde Appraisal Service sent 1,054 letters (e.g. sales validation letters, assessments  
130 notices, personal property notices) this year.  
131 • Milde Appraisal Service responded to 105 questions from taxpayers regarding their  
132 assessed values.

133

134 **Adjournment**

135

136 Motion by Ald. Gjertsen, second by Ald. Wulf, to adjourn sine die at 11:00 a.m.

137

138 On voice vote, motion carried.

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140

141 Recorded by:

142

143 Kirk Bey