



136 North Monroe Street
Waterloo, WI 53594
Phone: 920-478-3025
Fax: 920-478-2021
www.waterloowi.us

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE
COMMON COUNCIL OF THE CITY OF WATERLOO

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

COMMITTEE: **BOARD OF REVIEW MEETING**

DATE: **Wednesday, June 1, 2016** TIME: **12:00 - 12:05 p.m.**

LOCATION: **Council Chamber of the Municipal Building
136 N. Monroe Street**

to consider the following:

1. Call to order
2. Roll call
3. Select a 2016 Board of Review Chairperson
4. Select a 2016 Board of Review Vice-Chairperson
5. Verify that a member has met the mandatory training requirements specified in sec 70.46 (4) Wis. Stats.
6. Approval of Minutes for June 1, 2015
7. **NO OBJECTIONS WILL BE HEARD**
8. Next meeting date - **July 14, 2016 from 3:00 p.m. to 5:00 p.m.**
9. Adjournment


Morton J. Hansen
Clerk/Treasurer

Posted and Mailed: Monday, May 16, 2016

Board of Review Minutes from June 1, 2015

- 1. Call to Order:** The Board of Review was called to order at 4:05 by Robert Crosby.
- 2. Roll Call:** All board of review members were present except Linda Norton and Kay Radloff.
- 3. Select a 2015 Board of Review Chairperson:** Zastrow made a motion to nominate Robert Crosby as Chair. It was seconded by Sellnow and passed 3-0.

At 4:08pm Kay Radloff entered and joined the Board of Review.

- 4. Select a 2015 Board of Review Vice-Chairperson:** Zastrow made a motion to nominate Kay Radloff as the Vice Chair. It was seconded by Sellnow and passed 4-0.

5. Verify that a member has met the mandatory training requirements specified in section 70.46 (4) Wis. Statutes: Both Zastrow and Crosby attended training in 2015 and Clerk/Treasurer Astrella attended training this year. The information was sent to the Department of Revenue and the Board has enough members that have met the requirement for 2015.

In addition, Clerk/Treasurer Astrella officially swore in Zastrow as a member of the Board of Review to serve his five year appointment.

- 6. Approval of minutes from June 5, 2014:** Zastrow made a motion to approve the minutes as presented. It was seconded by Sellnow and passed 4-0.

7. Receive the assessment roll and sworn statements from the Clerk: Assessor Ross Borgwardt presented the official tax roll to Clerk/Treasurer Chris Astrella. Borgwardt and the Clerk/Treasurer signed it.

Without objection, Chair Crosby moved numbers 9 and 10 on the agenda up since there was one case to be heard by the board.

9. Verify with the assessor that open book changes have been included in the assessment roll: Assessor Borgwardt confirmed changes made as a result of Open Book or any conversations he had with property owners were changed in green, and the pages were flagged with sticky notes. Changes made as a result of Board of Review (if any) would be noted in red.

10. Written Objections to be heard: The first case heard was by Rediscovered LLC, Jay Lang agent. Both Mr. Lang and the assessor, Ross Borgwardt were sworn in. After the property description was read by the Clerk, it was noted that the assessor has dropped the value of this property by \$365,700 in response to some new information Mr. Lang had brought to his attention. Mr. Lang was requesting the taxable value of the property to be dropped an additional \$76,900 to \$900,000.

As a part of his testimony, Mr. Lang provided an excel spreadsheet of improvements made, bills paid, and the lease he signed with Trek Bikes. There were no receipts or copies of bills presented to accompany this material. In the opinion of the assessor this should not have been a part of the testimony. In his opinion the assessment was too high, but he was unable to provide any comparable sales because the building is a unique property. Mr. Lang gave his testimony and did not call any witnesses to testify on his behalf. He also responded to some questions from the Board of Review.

Assessor Borgwardt presented his case, and affirmed that it was not possible to use an arm's length transaction because the city of Waterloo was the previous owner of the property and the purchase price was \$10.00. Both of these facts prevented him from use of the previous sale as arm's length. Additionally, Ross informed the Board that he would be unable to pull any comparable sales from outside the city because that would invalidate the sales. The ways he came up with a value for the assessment was the income generated by the building and the cost of the building.

Ross presented a three page summary of the property for the board to review. He also talked about how he arrived at his assessment number, and also explained that only one-third of the building was currently rented out, further diminishing the value. Ross then took questions from Jay Lang (none) and the Board of Review.

Jay Lang did not have any further evidence to share.

Ross Borgwardt presented further evidence to his case, in the form of replacement costs of the building. He presented the Calculator Method of replacement value for office buildings from Marshall and Swift. Ross responded a few questions from the Board of Review.

Jay Lang gave a summary of why he felt the assessment should be lowered, and felt it was not appropriate to take the numbers provided by Marshall and Swift because they are a national average, and the building is unique as is Waterloo.

Ross declined to give any further testimony. Testimony was closed.

Zastrow expressed that he believed the request to drop the assessment was valid. Radloff concurred. Mr. Lang began to speak during deliberations but was cut off by Clerk/Treasurer Astrella because testimony was closed.

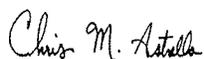
Zastrow moved to lower the assessment from \$976,900 to \$900,000 and it was seconded by Radloff. Clerk/Treasurer Astrella asked the motion to be clarified, and asked what the values of the land and improvements would be. It was determined the land value should not change, but the building value, or improvements would be reduced. Zastrow agreed to add that to his motion and Radloff agreed to add it to her second. Chair Crosby restated the motion with the new values assigned: land would be valued at \$130,600 and improvements would be valued at \$769,400. The motion passed 4-0.

This was the only case heard by the Board of Review. It was stated in the recording there were no more cases to be heard.

8. Examine the roll and correct errors in description or computation, and add omitted or eliminate double assessed property: The Board of Review checked the roll and did not find any errors or additional changes to make.

11. Adjournment: Sellnow moved to adjourn and it was seconded by Radloff. The motion passed unanimously and Board of Review was adjourned at 7:05pm.

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

**STATE OF WISCONSIN
CITY OF WATERLOO
JEFFERSON COUNTY
NOTICE OF OPEN BOOK, JUNE 29, 2016
AND
BOARD OF REVIEW, JULY 14, 2016**

Notice is hereby given that the **2016 Assessment Roll** of the City of Waterloo will be open for examination in the Council Room of the Municipal Building, 136 N Monroe Street on **Wednesday, June 29, 2016 from 3:00 p.m. to 5:00 p.m.**

All property owners whose real estate assessment was changed will receive a written notice of their new and former assessments.

Notice is hereby given that the **Board of Review** for the City of Waterloo, Jefferson County, Wisconsin, shall hold its first meeting on **Thursday, July 14, 2016, from 3:00 p.m. to 5:00 p.m., in the Council Room of the Municipal Building.**

Please be advised of the following requirements to appear before the board of review and procedural requirements if appearing before the board:

1. No person will be allowed to appear before the board of review, to testify to the board by telephone, or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view the property.
2. After the first meeting of the board of review and before the board's final adjournment, no person who is scheduled to appear before the board of review may contact or provide information to a member of the board about the person's objection, except at a session of the board.
3. The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.
4. Objections to the amount or valuation of property shall first be made in writing and filed with the clerk of the board of review within the first 2 hours of the board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to

that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the board in support of the objections and made full disclosure before the board, under oath, of all of that person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the board.

5. When appearing before the board of review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
6. No person may appear before the board of review, testify to the board by telephone, or object to a valuation if that valuation was made by the assessor or the objector using the income method of valuation, unless the person supplies the assessor with all the information about income and expenses, as specified in the assessor's manual under s. 73.03 (2a), Wis. stats., that the assessor requests. The City of Waterloo has an ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph that provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their officer or by order of a court.* The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35 (1), Wis. stats.
7. The board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, surgeon, or osteopath that confirms their illness or disability. No other persons may testify by telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.
8. No person may appear before the board of review, testify to the board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board, or at least 48 hours before the objection is heard if the objection is allowed under s.70.47 (3) (a), Wis. stats., that person provides to the clerk of the board of review notice as to whether the person will ask for the removal of a member of the board of review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

Notice is hereby given this 16th day of May, 2016.



Morton J. Hansen
City Clerk/Treasurer

Posted: May 16, 2016
Municipal Building, 136 N Monroe Street
Farmers & Merchants State Bank, 210 W Madison Street
Karl Junginger Memorial Library, 625 N Monroe Street
Waterloo Utilities 575 Commercial Ave

Publish: The Courier: May 19, 2016

Department of Revenue has created form PA-814 for requesting to testify by phone or written statement