



# City of West Allis

## Meeting Minutes

### Board of Review

*Wayne Clark, Winard Coley, Randy Kassa, Sharon Prindiville, Eric Torkelson; Members*

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Tuesday, May 23, 2017

3:00 PM

City Hall, Common Council Chambers

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#### REGULAR MEETING

**3:00 p.m. to 5:00 p.m.**

1. Call to Order

*The meeting was called to order at 3:00 pm.*

2. Roll Call

**Present** 4 - Mr. Wayne Clark, Mr. Winard Coley, Mr. Randy Kassa, and Ms. Sharon Prindiville

**Excused** 1 - Mr. Eric Torkelson

3. Confirmation of publishing and posting of the Board of Review Meeting and Assessment Roll Inspection notices

*City Clerk Schultz confirmed the appropriate notices were posted and published.*

4. Selection of 2017 Chairperson and Vice-Chair

**A motion was made by Mr. Coley, seconded by Ms. Prindiville, to select Wayne Clark as Chair. The motion carried by the following vote:**

**Aye:** 4 - Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

**A motion was made by Ms. Prindiville, seconded by Mr. Clark, to select Winard Coley as Vice-Chair. The motion carried by the following vote:**

**Ayes:** 4- Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

5. Verify that a member has met the mandatory training requirement and the Training Affidavit was filed with the Department of Revenue

*Ms. Schultz confirmed the open book and meeting notices were published and posted, and that the training requirement was met and Affidavit filed with the Department of Revenue.*

6. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af), Wis. Stats.)

*Verification was made that the City has an ordinance for the confidentiality of income and expense information.*

7. Adoption of the policy regarding the procedure for sworn telephone testimony and sworn written testimony

**A motion was made by Mr. Coley, seconded by Ms. Prindiville, that this matter was Adopted.  
The motion carried by the following vote:**

**Aye:** 4 - Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

8. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests

**A motion was made by Ms. Prindiville, seconded by Mr. Coley, that this matter was Adopted.  
The motion carried by the following vote:**

**Aye:** 4 - Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

9. Summary of Assessed Values provided by the City Assessor

*Jason Williams reported on the mailed notices of assessment and Open Book. He reviewed the 2017 assessment roll and a summary of the assessed values. Mr. Williams also presented his credentials for the record.*

10. Receive the Assessment Roll

*The Board reviewed the assessment roll.*

**A motion was made by Mr. Coley, seconded by Ms. Prindiville, to accept the roll as presented. The motion carried by the following vote:**

**Aye:** 4 - Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

11. Discussion/Action

*Certification of correction of error under state law and verify with the City Assessor that open book changes are included in the assessment roll.*

12. Examination of Assessment Data

*Taxpayers were allowed to examine assessment data.*

13. Consideration of Waivers and Requests

**A motion was made by Mr. Coley, seconded by Ms. Prindiville, to deny the hearing waiver request and request to testify by telephone submitted by Sam's Club, 1540 S. 108 St. The motion carried by the following vote:**

**Aye:** 4 - Mr. Clark, Mr. Coley, Mr. Kassa, and Ms. Prindiville

**No:** 0

*A second roll call was taken to reflect Winard Coley as excused.*

**Present** 3 - Mr. Wayne Clark, Mr. Randy Kassa, and Ms. Sharon Prindiville

**Excused** 2 - Mr. Winard Coley, and Mr. Eric Torkelson

14. Proceed to hear objections

***Hearing 1***

***Property Address: 1136 S. 108 St. (commercial) Tax key #444-0460-001***

Ms. Schultz introduced the case, and Gary Kohlenberg of Bustos Asset Management and City Assessor Jason Williams were sworn in.

Gary Kohlenberg offered his credentials. He described the building, referred to the vacancy, and commented on the transaction. He provided examples of comparable properties.

City Assessor Jason Williams offered his credentials to be accepted for all cases thereafter. Mr. Williams provided a review of his valuation report including references to the Markarian hierarchy, adjustments, range and variation for similar properties, square footage, operating income, and tenant improvement.

Discussion ensued, and Chair Clark closed the testimony.

Mr. Clark moved to postpone the deliberation until June 1st, seconded by Sharon Prindiville, and carried unanimously, 3-0.

***Hearing 2***

***Property Address: 1126 S. 108 St. (commercial) Tax key #444-0463-001***

Ms. Schultz introduced the case, and Gary Kohlenberg of Bustos Asset Management and City Assessor Jason Williams were sworn in.

Gary Kohlenberg described the building, and referred to the market listing, plans for improvement, no value on the building, and the Markarian Hierarchy.

City Assessor Jason Williams provided a review of his valuation report including references to the highest and best use analysis, and referred to the demolition costs and access.

Discussion ensued, and Chair Clark closed the testimony. Deliberation occurred by the Board.

Wayne Clark moved to accept the total assessed value of \$119,000, seconded by Sharon Prindiville, and carried unanimously, 3-0.

## Consideration of Waivers and Requests

**A motion was made by Mr. Clark, seconded by Mr. Kassa, to deny the hearing waiver request and request to testify by telephone submitted by Menard, Inc., 2535 S. 108 St. The motion carried by the following vote:**

**Aye:** 3 - Mr. Clark, Mr. Kassa, and Ms. Prindiville

**No:** 0

## 15. Schedule additional Board of Review date(s), if needed

*The Board announced they will reconvene on June 1, 2017 at 10:30 am.*

## 16. Adjournment

**A motion was made by Ms. Prindiville, seconded by Mr. Kassa, to adjourn at 6:27 pm. The motion carried unanimously.**