Office of the Town Clerk
Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045
Office: 262-796-3788 | Clerk@TownofBrookfield.com

**MEETING MINUTES**

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| | | Eric Gnant Room |
| Monday, June 3, 2024 | | TOB Municipal Building |
| 6:00 p.m. for a minimum of two hours. | Board of Review | 645 N. Janacek Rd., Brookfield, WI |

1. Call to Order & Roll Call.
   Chairman Henderson called the meeting to order at 6:00 p.m.
   Present: Chairman Keith Henderson; Supervisors Steve Kohlmann, John Charlier, John Schatzman and Ryan Stanelle; Bob Wiseman.
   A quorum was met (6-0).
   Staff Present: Administrator Tom Hagie; Clerk Deanna Alexander; Catalis Assessor Dwight Frame and Robert Kilday.
2. Meeting Notices.
   Alexander confirmed the meeting notices were posted as required by law.
3. Adoption of Agenda.
   Motion by Kohlmann to adopt the agenda; seconded by Stanelle.
   Motion prevailed by a voice vote (6-0).
4. Election of Officers: Chairman and Vice Chairman
   Motion by Stanelle to elect Keith Henderson as the Chairman; seconded by Charlier.
   Motion prevailed by a voice vote (5-0). Keith Henderson abstained.
   Motion by Schatzman to elect Steve Kohlmann as the Vice Chairman; seconded by Stanelle.
   Motion prevailed by a voice vote (5-0). Steve Kohlmann abstained.
5. Verification of Training Certification Affidavit
   Pursuant to Wis. Stats. 70.46(4), a minimum of one member must have completed training.
   Alexander confirmed Ryan Stanelle and John Charlier completed the Board of Review training and filed their affidavits.
6. Reminder to Board of Review Members of Ordinance 1.23(2) related to the confidentiality of information about income and expenses required by the Town Assessor in property assessment matters.
7. Review Board of Review Rules and Procedures Policy.
   Keith Henderson provided a brief review of the Board of Review Rules and Procedures Policy with no changes noted.
8. Assessor's Report on the Values and Trends in the Town of Brookfield.
   Alexander swears in Catalis Assessor Dwight Frame.
   One Open Book change to Parcel #: BKFT 1128960002. Office building lost keyholder and is at 60% vacancy. Value $12,748,600 reduced down to $10,847,000. Property owner provided three year generative income to justify adjustment. Dwight stated it was a maintenance year. Personal property tax done away as of January 1, 2024.
   Open Book correction to Parcel #: BKFT 1123-977-020. Address: 501 Uptown Blvd, Brookfield, WI due to new construction building assigned value based upon inspection report received. However, no building had been constructed. Value reduced. Provided notice of amended assessment.

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Comparison of 2023 final assessment roll vs. 2024 start.

9. Examination, correction of errors, and certification of corrections (if warranted) and acceptance of the 2024 assessment roll following a determination that open book changes are included in the assessment roll presented.
10. Review objections for acceptability and schedule, deny or waive hearings for written objections received. Consider Assessor's request for Subpoena(s) as needed.
    a. Parcel #: BKFT 1126-012-001. Address: 21300 Doral Rd. Waukesha, WI.
    Owner: Extra Space Storage, Inc.
    Objector absent.
    Chairman Henderson confirmed with assessor the property owner received written notice of Board of Review date.
    Frame confirmed. Frame received verbal confirmation through a phone call prior that the objector would not be present.
    Assessor directed objector to email the Clerk to withdraw objection for which the objector did not do.
    Testimony by Objector: None.
    Testimony presented by Assessor.
    Motion by Schatzman to sustain the assessor's the evaluation for 2024; second by Kohlmann.
    Roll Call Vote: Charlier (Y), Kohlmann (Y), Henderson (Y), Stanelle (Y), Schatzmann (Y), Wiseman (Y).
    Motion prevailed by a voice vote (6-0).
    b. Parcel #: BKFT 1123-977-016. Address: 501 Uptown Blvd, Brookfield, WI.
    Owner: The NorthTown at Poplar Creek, LLC
    Objector present.
    Alexander swears in Shawn Lovell representing the objector.
    Testimony presented by Objector.
    Testimony presented by Assessor.
    Motion by Schatzman to accept the assessment as presented by the assessor as correct; seconded by Stanelle.
    Roll Call Vote: Charlier (N), Kohlmann (Y), Stanelle (Y), Schatzmann (Y), Wiseman (Y), Henderson (Y).
    Motion prevailed by a voice vote (5-1).
    c. Parcel #: BKFT 1123-977-019. Address: 501 Uptown Blvd, Brookfield, WI.
    Owner: Poplar Creek Hospitality, LLC.
    Objector present.
    Testimony presented by Objector.
    Testimony presented by Assessor:
    Motion by Kohlmann to approve the assessor's assessment that the assessor's evaluation is correct; seconded by Schatzman.
    Roll Call Vote: Charlier (N), Kohlmann (Y), Stanelle (Y), Schatzmann (Y), Wiseman (Y), Henderson (Y).
    Motion prevailed by a voice vote (5-1).
    d. Parcel #: BKFT 1123-977-020. Address: 501 Uptown Blvd, Brookfield, WI.
    Owner: Poplar Creek Club II LLC, et. Al.
    Objection withdrawn for this assessment. Resolved with notice of waiver and amended assessment previously.
    e. Parcel #: BKFT 1123-977-021. Address: 501 Uptown Blvd, Brookfield, WI.
    Owner: The CrossTown at Poplar Creek, LLC.
    Objector present.

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Testimony presented by Objector.
Testimony presented by Assessor.
Motion by Stanelle to approve the assessor's value as correct; seconded by Schatzman.
Roll Call Vote: Charlier (N), Kohlmann (N), Stanelle (Y), Schatzmann (Y), Wiseman (N), Henderson (N).
Motion failed by a voice vote (2-4).
Motion by Charlier to move that exercising its judgement and discretion pursuant to Wis Stat 70.47(9)(8) Board of Review by majority and roll call vote hereby determines that the assessors evaluation is incorrect, the property owner has presented sufficient evidence to rebut the presumption of correctness granted by the law to the assessor, that the property owner's valuation is reasonable in light of relevant evidence and herby sets the new assessment at $3,296,600 Land, $5,550,900 Improvements, for a total of $8,847,500; seconded by Kohlmann.
Roll Call Vote: Charlier (Y), Kohlmann (Y), Stanelle (N), Schatzmann (N), Wiseman (Y), Henderson (Y).
Motion prevailed by a voice vote (4-2).

f. Parcel #: BKFT 1123-977-022. Address: 501 Uptown Blvd, Brookfield, WI.
Owner: The WestTown at Poplar Creek, LLC
Motion by Kohlmann to approve the assessor's assessment that the assessor's evaluation is correct; seconded by Schatzman.
Roll Call Vote: Charlier (N), Kohlmann (Y), Stanelle (Y), Schatzmann (Y), Wiseman (Y), Henderson (Y).
Motion prevailed by a voice vote (5-1).

11. Adjourn.
Motion by Charlier to adjourn at 9:55 p.m.; seconded by Kohlmann.
Motion prevailed by a voice vote (6-0).

Respectfully submitted by

Tom Hagie, Administrator/Interim-Clerk

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