



OFFICE OF REAL ESTATE ASSESSMENTS
BOARD OF EQUALIZATION AND ASSESSMENT REVIEW

MEETING INFORMATION

DATE: Tuesday, April 01, 2025

TIME: 9:30 am

LOCATION: City Hall, Room 3008

ATTENDANCE

PRESENT:

Chitlik, David
Coldsmith, Janet
Gorman, Elizabeth
Kindrick, Stephen
Wade, Gregory

ABSENT:

N/A

VIRTUAL:

Anderson, Alan
Brock, William
Capelle, Michele
Van Diepen, Vann

MEETING MINUTES

1. WELCOME AND CALL TO ORDER

The meeting of the Board of Equalization was called to order by Chair David Chitlik at 09:30 AM.
A quorum of membership was present.

2. ADMINISTRATIVE CHANGES

- a. BOE Chair and Secretary Elections
- b. Member Contact Information
- c. Training
- d. Vacation Calendars

3. APPROVALS

- a. Approval of Historic Meeting Minutes (2022-2023, 2023-2024)
- b. Approval of 2024-2025 Meeting Minutes
(Motion made by Vann Van Diepen to approve the minutes of 2022, 2023, and 2024. Motion was seconded by Janet Coldsmith. Motion carried unanimously.)
- c. Approval of 2025-2026 Appeal of Assessment Form
- d. Approval of 2025-2026 Rules and Procedures for Hearings
- e. Approval of Appeal Hearing Schedule
- f. Approval of Appeal Hearing Withdrawal Requirements (e.g. 48 hours)

4. STAFF CHANGES/PRESENTATIONS

- a. Clerk to the BOE, Staff Changes
- b. 2024-2025 BOE Statistics (Annwyn Milnes)
- c. Apartment Valuation (Madison Blume)

5. ADJOURNMENT

The meeting was adjourned at 11:30 AM.

The next meeting of the Board of Equalization is TBD.

