



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 Secretary Election
(Motion made by David Chitlik to appoint Vann Van Diepen as the 2025-2026 Board Secretary. Motion was seconded by Stephen Kindrick. Motion carried unanimously.)
- b. BOE Chairman Election
(Motion made by Alan Anderson to appoint David Chitlik as the 2025-2026 Board Chairman. Motion was seconded by Gregory Wade. Motion carried unanimously.)
- c. Member Contact Information Updates
- d. Training for BOE Members
- e. Vacation Calendars for 2025-2026

3. APPROVALS

- a. Approval of Appeal Hearing Schedule
(Previous year hearing schedule carried forward: Mondays and Wednesdays from 4:00pm to 7:00 pm and Tuesdays from 9:00 am to 1:00 pm.)
- b. Approval of Historic Meeting Minutes (2022-2023, 2023-2024)
(Motion made by Vann Van Diepen to approve the minutes of 2022-2023 and 2023-2024. Motion was seconded by Janet Coldsmith. Motion carried unanimously.)
- c. Approval of 2024-2025 Meeting Minutes
(Motion made by Elizabeth Gorman to approve the minutes of 2024-2025. Motion was seconded by William Brock. Motion carried unanimously.)

- d. Approval of 2025-2026 Appeal of Assessment Form
(Board Members suggested edits to make form easier for citizens to understand. Edits were approved after reviewed by board members post-meeting and later released to the public.)
- e. Approval of 2025-2026 Rules and Procedures for Hearings
(Board Members suggested edits to clarify the verbiage within the rules and procedures. Edits were approved after reviewed by board members post-meeting and later released to the public.)
- f. Approval of Appeal Hearing Withdrawal Requirements (e.g. 48 hours)
(Appeal hearing withdrawal requirements were discussed and modified within the rules and procedures edits.)

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.

