



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

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**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

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**MEETING MINUTES**

**1. WELCOME AND CALL TO ORDER**

- The meeting of the Board of Equalization (BOE) 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.)*  
*(The following items were received as updates by the BOE)*
- 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.

