



MEMORANDUM

October 21, 2013

TO: Common Council
FROM: Mark Brown, City Assessor
RE: Sikh Temple - Timeline of Events

January, 2011

- Verified the contact person and preferred mailing address of the Sikh Temple as 1304 Midway Road as indicated on their 2010 tax exemption report form filed with the Clerk on April 30, 2010 (Statutory due date is by March 31 in even numbered years)

January 3, 2011

- Mailed request letter for property exemption information

January 14, 2011

- On site property inspection attempted but owner or contact person was unavailable, door hanger left requesting interior review of assessment records (no response)

March 1, 2011

- Statutory deadline for filing exemption forms with the assessor (no response)

April 22, 2011

- Mailed assessment notice indicating the property was being assessed for 2011 (no response)

May 10, 2011

- Open Book meetings held from 8:30 am – 4:00 pm (no response)

May 12, 2011

- Open Book meetings held from 12:00 pm – 8:00 pm (no response)

June 2, 2011

- Board of Review meeting held from 10:00 am – 12:00 pm. Final chance to contest assessments for the 2011 year (no response)

December 2011

- Property tax bill mailed to all taxable properties in the City of Menasha (no response)

January 31, 2012

- Statutory deadline for filing a recovery of unlawful taxes claim against the municipality pursuant to Wis. Stat. 74.35 (no response)

March 1, 2012

- Statutory deadline for filing exemption forms with the assessor (no response)

June 26, 2012

- Open Book meetings held from 8:30 am – 4:00 pm (no response)

June 28, 2012

- Open Book meetings held from 12:00 pm – 8:00 pm (no response)

July 19, 2012

- Board of Review meeting held from 10:00 am – 12:00 pm. Final chance to contest assessments for the 2012 year (no response)

August 16, 2012

- Contacted by Dr. Paul regarding the delinquent tax bill they received for the 2011 assessment year

August 27, 2012

- Received a completed request for property tax exemption form dated August 22, 2012 from Dr. Paul for the 2012 assessment year

October 11, 2012

- Email sent to Dr. Paul with attachments of all correspondence regarding the change in exemption for 2011

December, 2012

- Assessment for the 2012 year was revised to exempt pursuant to Wis. Stat. 70.73(1m)

January 9, 2013

- Open records request by Steven Frassetto, Menn Law Firm on behalf of the Sikh Temple

January 21, 2013

- Complied with open records request

September 20, 2013

- Media coverage of the Sikh Temple requesting the 2011 taxes be rescinded
- Contacted by the media for a comment to the situation (unavailable, was in Minnesota)

September 23, 2013

- Associated Appraisal issued a press release to all media outlets who contacted us on September 20, 2013

October 7, 2013

- Common Council rescinded the City's portion of the 2011 tax bill