

**Town of New Hope**  
**Board of Review Minutes**  
**Monday, May 19th, 2025 4:00 – 6:00 pm**  
**845 County Road T North, Amherst Junction, WI**

Members present: Chair Todd Knepfel, Timm Raddatz, Ray Reser, Pat Zellmer

Also present: Assessor Todd Pauls

1. **Call Board of Review to order.** Chair Todd Knepfel called the 2025 Board of Review to order at 4:00 pm.
2. **Roll Call.** All Town of New Hope Board of Review members were present.
3. **Confirmation of appropriate Board of Review and Open Meetings notices** (and form BOR-C Open Book and BOR Calendar posted on DOR). Zellmer confirmed that all notices were posted on the town website and at the two kiosks, and that form BOR-C Open Book and the BOR calendar were posted on the DOR website.
4. **Select Chairperson for Board of Review.** Reser nominated Todd Knepfel to continue as chair, seconded by Zellmer; motion carried, 4-0.
5. **Select Vice-Chairperson for Board of Review.** Knepfel nominated Ray Reser to serve as vice-chair, seconded by Zellmer; motion carried, 4-0.
6. **Verify that at least one member has met the mandatory training requirements in the calendar year.** (PA-107, posted on DOR website). Zellmer verified that she and Chair Knepfel completed the mandatory training online, offered through WI Towns Association (March 18-19, 2025).
7. **Approval of Minutes of Thursday, May 23, 2024.** Reser moved to approve the minutes from the BOR meeting in 2024 as written, seconded by Knepfel; motion carried, 4-0.
8. **Verify that the Town has an ordinance for the confidentiality of income and expense information,** provided to the Assessor under state law (sec.70.47(7)(af). Zellmer will investigate, and if not already adopted, will submit the Ordinance at the next regular town meeting for approval, followed by submission to Pauls and Associates.
9. **Review of new laws.** Assessor Pauls stated that there are no new laws.
10. **Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.** Finding no procedural policy on record, Reser moved to adopt the procedure set forth in the WI Towns Association guidelines, seconded by Knepfel. Motion carried, 4-0.
11. **Adoption of policy regarding the procedure for waiver of Board of Review hearing request.** Finding no procedural policy on record, Reser moved to adopt the procedure set forth in the WI Towns Association guidelines, seconded by Knepfel. Motion carried, 4-0.
12. **Filing and Summary of Annual Assessment Report by Assessor's Office (MAR).** Assessor Pauls will file the MAR to the State DOR after completion of this meeting.
13. **Receipt of the Assessment Roll by Clerk from Assessor.** Assessor Pauls submitted a receipt to Zellmer, to be filed. The Assessment Roll was emailed to the town clerk from the County Register of Deeds prior to Open Book.
14. **Receive the Assessment Roll and sworn statements from the Clerk.** Completed
15. **Review the Assessment Roll and perform Statutory Duties:**
  - a. Examine the Roll. Completed with Board and Assessor.
  - b. Correct description or calculation errors. No calculation errors were reported.
  - c. Add omitted property. No omitted property was reported.
  - d. Eliminate double assessed property. No double assessed property was reported.There were no omissions, double assessments, or corrections made to the assessment roll.  
**Discussion/Action – Certify all corrections of error under state law** ((sec.70.43, Wis.Stats.) . No correction was made to the assessment roll.  
**Discussion/Action – Verify with the Assessor that Open Book changes are included in the assessment roll.**  
There were no corrections to the assessment roll – no one appeared for Open Book.
16. **Allow taxpayers to examine assessment data.** No one appeared before the Board.

**17. During the first two hours, consideration of:**

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the Circuit Court
- c. Requests to testify by telephone or submit sworn written statement
- d. Subpoena requests
- e. Act on any other legally allowed/required Board of Review matters

No one appeared before the Board.

**18. Review Notices of Intent to File Objection.** No one filed an objection.

**19. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.**

No one appeared before the Board; no requests were made to hear objections.

**20.** Consider/act on scheduling additional Board of Review Date(s). No one requested a future meeting.

**21.** Adjourn (to future date if necessary). Reser moved to adjourn, seconded by Zellmer, motion carried 4-0.

The 2025 Board of Review was adjourned at 6:00 pm, with no future meetings planned for 2025. A complete revaluation is planned for 2026 (beginning in Fall, 2025).

\_\_\_\_\_ (signature)

Pat Zellmer, Town Clerk

Town of New Hope, Portage County, WI

Draft Posted: 6/12/2025