

Note: These are proposed minutes that will be approved at the next Board of Review Meeting.

Town of New Hope
Board of Review Town of New Hope
Board of Review Minutes
Thursday, September 10, 2026 5:00 PM – 7:00 PM
North New Hope Church, 845 County Road T North, Amherst Junction WI 54407
Present: Todd Knepfel (Chair), Timm Raddatz, Ray Reser, Pat Zellmer
Also Present: Assessor Todd Pauls, Joann Pauls

1. **Call Board of Review to order.** Chair Todd Knepfel called the 2025 Board of Review meeting to order at 5:00 pm.
2. **Roll Call - Confirmation of appropriate Board of Review and Open Meeting notices.** All Town of New Hope Board of Review members were present. 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 Board of Review Calendar were posted on DOR website.
3. **Select Chairperson for Board of Review.** Reser nominated Todd Knepfel to continue as chair, seconded by Zellmer; motion carried, 4-0.
4. **Select Vice-Chairperson for Board of Review.** Knepfel nominated Ray Reser to serve as vice chair, seconded by Zellmer; motion carried, 4-0.
5. **Verify that at least one member has met the mandatory training requirements in the calendar year.** Zellmer verified that Todd Knepfel and Pat Zellmer had completed the mandatory online training offered through WI Towns Association (March 18-19, 2025). (PA107 BOR Member Training Affidavit was submitted to DOR on 04-08-2026)
6. **Approval of Minutes of Monday, May 19, 2025, and Thursday, May 21, 2026.** Reser made a motion to combine approval of both sets of minutes and to accept them as written, seconded by Zellmer; motion carried, 4-0.
7. **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 verified this.
8. **Review of new laws.** Pauls reported the cell towers exemption is in effect.
9. **Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.** Zellmer confirmed that this policy was in place effective 2025.
10. **Adoption of policy regarding the procedure for waiver of Board of Review hearing request.** Zellmer confirmed that this policy was in place effective 2025.
11. **Filing and summary of the Annual Assessment Report by Assessor's Office (MAR).** Pauls and Associates will file the MAR report to the State DOR.
12. **Receipt of the Assessment Roll by Clerk from Assessor.** A digital copy of the original assessment roll was provided to Clerk Zellmer.
13. **Receive the Assessment Roll and sworn statements from the Clerk.** The final assessment roll will be completed in one week and sent via email, per Pauls. Assessor Pauls gave a copy of the Assessor's Affidavit (PA-533).
14. **Review the Assessment Roll and perform statutory duties.**
 - a. **Examine the roll:** Completed
 - b. **Correct description or calculation errors:** No errors were reported; Pauls stated there is a two-year window to correct errors, rescinded or omitted properties.
 - c. **Add omitted property:** There was no omitted property.
 - d. **Eliminate double assessed property:** There were no double assessed properties.
15. **Discussion/Action – Certify all corrections of error under state law (sec.70.43, Wis.Stats.)** There were 16 corrections made by the Assessor during Open Book; Reser moved to accept the changes, seconded by Raddatz. Motion passed 4:0.
16. **Discussion/Action – Verify with the Assessor that open book changes are included in those assessment roll.** Pauls verified this.

NOTICE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE R CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 715.677.4784

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17. **Allow taxpayers to examine assessment data.** No one appeared before the Board.
18. **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.
19. **Review Notices of Intent to File Objection.** No one filed a notice of intent.
20. **Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.** There were no objections filed.
21. **Consider/act on scheduling additional Board of Review Date(s).** No one appeared before the Board.
22. Adjourn (to future date if necessary). Zellmer moved to adjourn at 7:00 pm, seconded by Reser. The 2026 Board of Review was adjourned at 7:00 pm, with no future meetings planned for 2026.

-S- Town Clerk Pat Zellmer
Town of New Hope, Portage County WI
Posted: 09/19/2026