

**TOWN OF STAR PRAIRIE, WIS.
BOARD OF REVIEW MINUTES
THURSDAY, MAY 15, 2025 – 2:00 P.M.
STAR PRAIRIE TOWN HALL
2118 COOK DRIVE, SOMERSET, WISCONSIN**

With all proper postings and publishing requirements having been met, the 2025 Board of Review was called to order by Town Chair Tom Heintz at 2:08 p.m. in the Star Prairie Town Hall: 2118 Cook Drive, Somerset, WI 54025. The Assessor's Affidavit was signed by Town Assessor Adam Kremer and Clerk/Treasurer Andrea Neumann.

Roll Call: In attendance were Town Chair Tom Heintz, Supervisor Michele Hermansen, Supervisor Darryl Wendt, Supervisor Brian Duggan and Supervisor Bob Crotty. Also in attendance were Clerk/Treasurer Andrea Neumann and Wisconsin Certified Assessor Adam Kremer.

Selection of Chairperson: Motion M/S by Michele Hermansen/Bob Crotty to appoint Darryl Wendt as Chairperson for the Board of Review. Motion carried.

Select a Board of Review Vice Chairperson: Motion M/S by Michele Hermansen/Darryl Wendt to appoint Brian Duggan as Vice Chairperson for the Board of Review. Motion carried.

Verification of Training: The clerk has affirmed that Brian Duggan completed the BOR training, as mandated by Wisconsin Department of Revenue and that an affidavit is on-file with the Department of Revenue.

Verification of Ordinance for the Confidentiality of Income and Expense Information: The clerk has affirmed that the Assessor has a copy of the Town's ordinance, ToSP Ordinance Chapter 6, Sec. 2-6-7(b).

Filing and Summary of Annual Assessment Report: Town Assessor Adam Kremer noted the Town is in its second year of non-compliance and the Town must be back in compliance next year or the Department of Revenue will require the Town to conduct a full interior/exterior revaluation. He estimated we're at or just below 60% assessment and recommends a market reevaluation update, which reviews in-depth sales analysis data, building permits, and sold properties to adjust the market assessment value.

Michele Hermansen noted data page 3 would be useful to include in the Comprehensive Plan. Clerk to request data from Assessor for inclusion.

Receipt of the assessment roll by the Clerk from the Assessor: Clerk received assessment roll and signed Assessor's Affidavit.

Review the Assessment Roll: Board of Review examined the roll, verifying open book changes were reflected in the assessment roll.

Review Notices of Intent to File Objection: No notices were received by the Town Clerk.

Motion to Temporarily Recess: Motion M/S by Michele Hermansen/Bob Crotty to temporarily recess. Motion carried at 2:26 p.m.

Reconvene: Motion M/S by Michele Hermansen/Brian Duggan to reconvene at 4:03 p.m. Motion carried. Tom Heintz was absent, but all other members of the Board of Review, as well as the assessor, were still present.

Adjourn: Motion to adjourn was M/S by Michele Hermansen/Bob Crotty. Motion carried unanimously at 4:04 p.m.