

City of New Holstein
Board of Review

City Hall
2110 Washington St.

5:30 P.M.

May 26, 2020

The meeting was called to order at 5:30 P.M. by Cassandra Langenfeld.

Clerk of the Board of Review, Cassandra Langenfeld, took roll call by name. Present at roll call were Board of Review Members – Scott Konkle, Brad Hess, Richard Snelson, Board of Review Clerk Cassandra Langenfeld and Mayor Jeffrey Hebl. Also present was City Assessor, Michael J. Stutz.

The Board examined the notices that were posted and published.

Election of Chairperson. Langenfeld called for nominations for Chairperson. Hebl nominated Scott Konkle. No additional nominations were made and Langenfeld moved to close nominations announcing Scott Konkle as Chairperson.

Election of Vice-Chairperson. Chairperson Konkle called for nominations for Vice-Chairperson. Konkle nominated Brad Hess. No additional nominations were made and Konkle moved to close nominations and announce Brad Hess as Vice-Chairperson.

The Board examined the Affidavits of Attendance for Cassandra Langenfeld and Jeffrey Hebl.

A motion was made by Hebl, seconded by Konkle and carried to approve the adoption of the policy regarding procedures for sworn telephone testimony and sworn written testimony.

A motion was made by Hebl, seconded by Snelson, and carried to approve the adoption of the procedure for waiver of Board of Review hearing requests.

Chairperson Konkle reviewed with the Board the functions of the Board of Review.

Assessor Michael Stutz was sworn in by the Board of Review Clerk.

The Board examined the assessment roll. The Assessor announced that no changes were made to the Assessment roll during open book.

A motion was made by Snelson, seconded by Hebl, and carried to certify that there were no corrections made.

A motion was made by Hebl, seconded by Hess, and carried to verify that no changes were made during open book.

Stutz presented the Assessor's Annual Report.

There being no objectors, Chairperson Konkle adjourned the meeting at 7:30 P.M.

Cassandra Langenfeld
Clerk of the Board of Review