

City of New Holstein
Board of Review

City Hall
2110 Washington St.

5:00 P.M.

May 25, 2021

The meeting was called to order at 5:00 P.M. by Jeff Hebl.

Clerk of the Board of Review, Cassandra Langenfeld, took roll call by name. Present at roll call were Board of Review Members – Gene Woelfel, Raneë Raether, 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. Hebl called for nominations for Chairperson. Langenfeld nominated Woelfel. No additional nominations were made and Hebl moved to close nominations announcing Woelfel as Chairperson.

Election of Vice-Chairperson. Chairperson Woelfel called for nominations for Vice-Chairperson. Langenfeld nominated Raether. No additional nominations were made and Woelfel moved to close nominations and announce Raether as Vice-Chairperson.

The Board examined the Affidavits of Attendance of training for Cassandra Langenfeld and Raneë Raether.

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

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

Chairperson Woelfel 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 Hebl, seconded by Raether, and carried to certify that there were no corrections made.

No action taken as no changes were made during open book.

Stutz presented the Assessor's Annual Report.

Board member Becca Mosier Arrived.

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

Cassandra Langenfeld
Clerk of the Board of Review