

1 - Order

Clerk Jennifer Bass called the Board of Review meeting to order at 10:03 a.m. at the Caledonia Village Hall.

2 - Roll Call

PRESENT: 4 –Richard Mielke, Eugene Pagel, Kimberly Hoover, and Dale Stillman

EXCUSED: 1 – Becky Girard

STAFF: Clerk Jennifer Bass, Deputy Clerk Norgie Metzinger, Assessor Rebecca Claus

3 – Confirmation of Meeting Notice

The clerk provided a copy of the meeting notice that was published 30 days prior to the meeting.

4 – Election of Board of Review Chair

Motion by Dale Stillman to appoint Richard Mielke as Chair of the Board of Review, seconded by Eugene Pagel. Motion carried by the following roll call vote:

Ayes: 4 – Richard Mielke, Eugene Pagel, Kimberly Hoover, and Dale Stillman

Nays: 0

Motion by Dale Stillman to appoint Eugene Pagel as Vice-Chair of the Board of Review, seconded by Richard Mielke. Motion carried by the following roll call vote:

Ayes: 4 – Richard Mielke, Eugene Pagel, Kimberly Hoover, and Dale Stillman

Nays: 0

5 – Verify at least one member meets the mandatory training requirements under state law (Sec. 70.46(4) Wis. Stats.)

The clerk provided a copy of the affidavits of training filed with the Department of Revenue for Becky Girard and Jennifer Bass.

6 – Review policy regarding the procedure for sworn telephone testimony and sworn written testimony

The Board of Review members reviewed the policy for sworn telephone testimony and sworn written testimony, which was passed by the Village Board.

7 – Review policy regarding the procedure for waiver of BOR hearing requests

The Board of Review members reviewed the policy for a waiver of BOR hearing requests, which was passed by the Village Board.

8 – Adjournment

Chair Richard Mielke adjourned the meeting at 10:17 a.m.

Dated June 12, 2025

Jennifer Bass
Village Clerk