



BOARD OF REVIEW AGENDA
Thursday, October 9, 2024 at 9:00 a.m.
Caledonia Village Hall Board Room – 5043 Chester Lane
Caledonia, WI 53402

1. Meeting called to order
2. Roll Call
3. Approval of Meeting Minutes – June 12, 2025
4. Filing and summary of Annual Assessment Report by Assessor
5. Receipt of the Assessment Roll by the Clerk from the Assessor
6. Review the Assessment Roll and perform statutory duties: examine the roll, correct description or calculation errors, add omitted property, and eliminate double assessed property
7. Certify all corrections of error under state law (Sec. 70.43. Wis Stats.)
8. Verify with Assessor that Open Book changes are included in the Assessment Roll
9. 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 a sworn written statement
 - D. Subpoena requests
 - E. Act on any other legally allowed or required BOR matters
10. Review Notices of Intent to File Objection
11. Proceed to hear Objections, if any and if proper notice/waivers given
12. Consider and act on scheduling additional BOR Dates (if necessary)
13. Adjourn (to future date if necessary)

Dated October 2, 2025

Jennifer Bass
Village Clerk

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