

# TOWN OF SPRING BROOK – DUNN COUNTY, WISCONSIN

Board of Review

May 12, 2025

Town Board Chairperson John Schaefer called the Board of Review to order at 7 p.m. Also present were Town Board Supervisors Mike Hase and Jerry Hotchkiss, Town Clerk Mary Strand, and Assessor Robert Irwin.

Assessor Robert Irwin held Open Book on Monday, May 5, 2025, from 1-3 p.m. Restrictions require at least seven (7) days between the dates of Open Book and Board of Review. No landowners came forward to attend Open Book.

Mike Hase/Jerry Hotchkiss moved to appoint John Schaefer as Chair for Board of Review. Motion passed unanimously by voice vote.

Jerry Hotchkiss/John Schaefer moved to appoint Mike Hase as Vice-Chair for Board of Review. Motion passed unanimously by voice vote.

John Schaefer/Jerry Hotchkiss moved to appoint Mary Strand as Clerk for Board of Review. Motion passed unanimously by voice vote.

Clerk Mary Strand verified proper notice of Open Book as follows:

- Open Book notice was posted April 16, 2025, to the Town's outside posting board and to the Town's website ([www.spring-brook.org](http://www.spring-brook.org));
- Open Book notice, within the Board of Review long notice, was posted April 21, 2025, to the Town's outside posting board and to the Town's website ([www.spring-brook.org](http://www.spring-brook.org)).

Clerk Mary Strand verified proper notice of Board of Review as follows:

- Board of Review long notice was posted April 21, 2025, to the Town's outside posting board and to the Town's website ([www.spring-brook.org](http://www.spring-brook.org)).

There were no landowners who notified the Town Clerk within the 48-hour notice requirement of an intention to come before the Board of Review.

At least one member of the Board of Review is required to be trained every year. Mike Hase, Jerry Hotchkiss, John Schaefer, and Mary Strand received Board of Review training through an approved 2023 "How to Conduct the First BOR Meeting" thumb drive from the UW Extension Office (Local Government Education Program), viewed and tested together at the Spring Brook Town Hall on March 12, 2025.

An affidavit of Board of Review training was filed online with the Wisconsin Department of Revenue on March 13, 2025.

The Town of Spring Brook has a current assessment ratio of approximately 92 percent (92%).

There were no new Board of Review ordinances to review, nor an Annual Assessment Report by the Assessor. The Assessment Roll was received by the Town Clerk from the Assessor.

At 7:04 p.m., Board of Review was "paused" to conduct the Regular Town Board Meeting. It was noted that if a landowner came forward, the Board of Review would exit the "pause" immediately to address the landowner and assessment objection.

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At 9:05 p.m., the "pause" of Board of Review came to an end.

There were no landowners who came forward during this minimum two-hour Board of Review session to object or challenge their assessment or valuation.

Mike Hase/Jerry Hotchkiss moved to adjourn. Motion passed unanimously by voice vote. Board of Review was adjourned at 9:06 p.m.

  
Mary L. Strand, Clerk