

BOARD OF REVIEW
November 18, 2025

The meeting of the Clintonville Board of Review was called to order at 10:00 am on Tuesday, November 18, 2025 in accordance with Wisconsin Open Meeting Laws and ADA requirements. Members present: Steve Conradt, Mark Goerlinger, and Steve Kettenhoven. Also present were City Assessor Adam Servi and City Clerk Peggy Johnson.

The Clerk swore in Steve Kettenhoven.

Kettenhoven/Goerlinger m/s/c to approve the June 2, 2025 minutes.

Johnson stated the City has policies for: Procedure for Sworn Telephone or Sworn Written Testimony Request; Procedure for Waiver of Board of Review Hearing Requests; and Confidentiality of Income and Expense Information Provided to the Assessor Under State Law – WI Stat. 70.47(&)(af)

Servi read the Assessor's Affidavit and provided a Board of Review summary, assessment/sales ratio analysis, and summary reasons for change. Servi described the assessment procedure. The Board received the assessment roll and the sworn statement from the Clerk.

The Board reviewed the assessment roll and the statutory duties.

No other requests or waivers were received.

Hearings were scheduled for two petitioners that scheduled appointments to appear before the board.

At 11:00 am the Board began to hear the objection of Eric D & Beth E Betz, 46 W 14th St, for the residential property at 73 6th St. Clerk Johnson administered the oath to Betz & Servi. As a result of the revaluation the property is valued at \$37,500 land, \$69,800 improvements, for a total of \$107,300. Betz stated the property should be assessed at \$60,000. Betz spoke regarding the purchase in 2018 for \$27,000; land is within 100 year flood plain of Honey Creek; it is a small 2-bedroom home not remodeled or updated for 30-40 years; and lenders require Federal Flood Insurance. Servi explained the process of how he arrived at the current assessment value. He did not receive access to the interior of the property; condition was rated average; 2005 sale was not a market sale;

2018 sale for \$27,000; possibility of interior condition being changed to fair category and recalculation of that based on Boards request to \$88,400.

Kettenhoven/Goerlinger m/s/c u/roll call to accept the Assessor's total valuation of \$84,00.

The Board then heard the objection of Eric D & Beth E Betz residential property for 46 W 14th St. As a result of the revaluation the property is valued at \$26,900 land, \$242,300 improvements, for a total of \$269,200. Betz stated the property should be assessed at \$200,000. Betz spoke regarding not receiving the second letter and he wanted an interior inspection. Servi stated there was a new garage in 2019; no foundation issues seen; and sales of homes with similar square footage of 3,539 square feet. It was discussed to request an interior inspection for 2026.

Goerlinger/Kettenhoven m/s/c u/roll call to sustain the Assessor's total valuation of \$269,200.

Notices of Board of Review Determinations were handed to Mr. Betz for both properties.

At 12:00 pm the Board began to hear the objection of Dennis & Cathy Wied for 119 N Main St. Clerk Johnson administered the oath to Dennis Wied and Servi. As a result of the revaluation the property is valued at \$24,300 land, \$186,400 improvements, for a total of \$210,700. Wied stated the property should be assessed at \$150,000. Wied spoke regarding the roof, old windows, worn carpets, detached garage, front stoop moving away from house, water seepage in basement, antenna on water tower is noisy, and loss of parking. Servi changed the category from 5 to 4 as it is more worn and doesn't afford functionality and removed the basement as refinished due to leaking. The recalculation reduces the assessment to \$187,700.

Kettenhoven/Goerlinger m/s/c u/roll call to accept the Assessor's total valuation of \$187,700.

The notice of Board of Review Determination was handed to Mr. Wied.

Kettenhoven/Goerlinger m/s/c to adjourn at 1:03 pm.

Respectfully submitted,

Peggy Johnson, Clerk-Treasurer

**CITY OF CLINTONVILLE BOARD OF REVIEW POLICY
PROCEDURE FOR SWORN TELEPHONE
OR
SWORN WRITTEN TESTIMONY REQUESTS**

WHEREAS, Wis. Stat. §70.47(8) authorizes the Board of Review to consider requests from a property owner or the property owner's representative to testify under oath by telephone or written statements under oath to the Board of Review and whether to allow the same; and

WHEREAS, the Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law prior to a Request to Testify by Telephone or Submit a Sworn Written Statement from being submitted.

NOW, THEREFORE, the City Board of Review of the City of Clintonville, Waupaca County does hereby adopt as Board of Review policy the following:

1. Procedure:

Before the Board of Review ("BOR") can consider a request from a property owner or the property owner's representative ("owner") to testify by telephone or submit a sworn written statement, the owner must first complete and file with the clerk of the BOR the following documents:

- a) A timely Notice of Intent to appear at BOR; and
- b) A timely Objection Form for Real Property Assessment (PA-115A); and
- c) A fully completed request to Testify by Telephone or Submit a Sworn Written Statement at BOR (Form PA-814).

Such requests must be filed with the clerk of the BOR within the first 2 hours of the BOR's first scheduled meeting. If the owner fails to file the aforementioned documents as required, the BOR will not consider the request.

2. Criteria:

The BOR may consider any or all of the following factors when deciding whether to grant or deny the request:

- a) The owner's stated reason(s) for the request as indicated on the PA-814 form; and
- b) Fairness to the parties; and
- c) Ability of the owner to procure in-person oral testimony and any due diligence exhibited by the owner in procuring such testimony; and
- d) Ability to cross examine the person providing the testimony; and
- e) The BOR's technical capacity to honor the request; and
- f) Any other factors that the BOR deems pertinent to deciding the request.

3. Effective Date:

This policy shall be effective upon passage.

Passed on the 4th day of June 2015.

By the Board of Review of the City of Clintonville

Wayne Rindt
Board of Review Chairperson

Attested by:

Peggy Johnson
Clerk of the Board of Review

**CITY OF CLINTONVILLE BOARD OF REVIEW POLICY
PROCEDURE FOR WAIVER OF BOARD OF REVIEW
HEARING REQUESTS**

WHEREAS, Wis. Stat. §70.47(8m) authorizes the Board of Review (“BOR”) to consider requests from a taxpayer or assessor, or at its own discretion to waive the hearing of an objection under Wis. Stat. §70.47(8) or, in a 1st class city, under §70.47(16) and allow the taxpayer to have the taxpayer’s assessment reviewed under §70.47(13); and

WHEREAS, Wis. Stat. §70.47(8m) further states that the BOR shall submit notice of its decision under § 70.47(12) using the amount of the taxpayer’s assessment as established by the municipal assessor as the finalized amount; and

WHEREAS, Wis. Stat. §70.47(8m) further states that if the BOR waives the hearing, the waiver disallows the taxpayer’s claim on excessive assessment under §70.37(3) and notwithstanding the time period under §70.37(3)(d), the taxpayer has 60 days from the notice of hearing waiver in which to commence an action under § 70.37(3)(d).

WHEREAS, the Department of Revenue has determined that the legal requirements of the Notice to Appear at the BOR must be satisfied and the Objection Form must be completed and submitted to the BOR as required by law by the taxpayer prior to a Request for Waiver being considered.

NOW, THEREFORE, the City Board of Review of the City of Clintonville, Waupaca County does hereby adopt as Board of Review Policy the following:

1. Procedure:

Before the Board of Review (“BOR”) can consider a request from a taxpayer or assessor or at its own discretion to waive the hearing of an objection, the taxpayer must first complete and file with the Clerk of the BOR the following documents:

- a) A timely filed Notice of Intent to appear at BOR; and
- b) A timely filed Objection Form for Real Property Assessment (PA-115A).

If the owner fails to file the aforementioned documents as required, no hearing will be scheduled on the objection.

If the owner files the aforementioned documents as required and a request from a taxpayer or assessor or at its own discretion is made to waive the hearing of an objection, the BOR shall use the following criteria when making its decision.

2. Criteria:

The BOR may consider any or all of the following factors when deciding whether waive the hearing:

- a) The benefits or detriments of the BOR process; and
- b) The benefits or detriments of having a record for the Court review; and
- c) Avoidance of unruly, lengthy, burdensome appeals; and
- d) Ability to cross examine the person providing the testimony; and
- e) Any other factors that the BOR deems pertinent to deciding whether to waive the hearing.

3. Effective Date:

This policy shall be effective upon passage.

Passed on the 4th day of June 2015

By the Board of Review of the City of Clintonville

Wayne Rindt
Board of Review Chairperson

Attested by:

Peggy Johnson
Clerk of the Board of Review

ORDINANCE NUMBER 1232

INTRODUCED BY: Rose

SECONDED BY : Strey-Hirt

The Common Council of the City of Clintonville, Wisconsin, does hereby ordain that Chapter 1, Common Council, Section 1.18(3) is hereby created to read as follows:

CONFIDENTIAL INFORMATION. Any information received by the City or its agents, pursuant to state statute 70.47(7)(af), shall be confidential except for disclosure to those persons using the information in order to discharge duties imposed by law, their office, or by an order of a Court.

This ordinance shall take effect upon passage and publication as provided by law.

CITY OF CLINTONVILLE

By: Steven Kettenhoven, Mayor
Peggy Johnson, Clerk

Adopted: 05/13/2025
Published: 05/22/2025