

**VILLAGE OF JUNCTION CITY BOARD OF REVIEW  
VILLAGE HALL, 972 MAIN STREET, JUNCTION CITY, WI  
MAY 15, 2025 6:00 p.m. to 8:00 p.m.**

1. Call Board of Review (BOR) to order and Meeting Recording Announcement.
2. Roll call- Confirmation of appropriate Board of Review and Open Meetings notices.
3. Elect Chairperson for BOR.
4. Elect BOR Vice-Chairperson.
5. Verify that at least one BOR member has met the mandatory training requirements.
6. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).
7. Review of new laws.
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
10. Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
11. Receipt of the Assessment Roll by Clerk from the Assessor.
12. Receive the Assessment Roll and sworn statements from the Clerk.
13. Review the Assessment Roll and Perform Statutory Duties:
  - a. Examine the Roll,
  - b. Correct Description or Calculation Errors,
  - c. Add Omitted Property, and
  - d. Eliminate Double Assessed Property.
14. Discussion/Action – Certified all corrections of error under state law (Wisconsin Statutes 70.43).
15. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
16. Allow taxpayers to examine assessment data.
17. During the first two hours, 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 Board of Review hearing allowing the property owner an appeal directly to circuit court,
  - c. Requests to testify by telephone or submit sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed/required BOR matters.
18. Review Notice of Intent to File Objection.
19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
20. Consider/act on scheduling additional BOR Date(s).
21. Annual Assessor contract.
22. Adjourn (to a future date if necessary).

Betty A. Bruski Mallek, Village of Junction City  
Posted on May 1, 2025

**NOTICE**

**UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLE INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE VILLAGE CLERK' S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 715-457-2353**