

**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.**

Members

Present: President Peter Mallek, Trustees Alex Peden, John Spreda, Craig Vitort and
Clerk Betty Bruski Mallek

Excused: Brad Wiernik

Also

Present: Assessor Terry Vosburgh

Call Board of Review (BOR) to order and Meeting Recording Announcement.

Clerk Betty Bruski Mallek called the meeting to order at 6:00 p.m.

Roll call- Confirmation of appropriate Board of Review and Open Meetings notices.

Clerk Betty Bruski Mallek confirmed appropriate Board of Review and Open meeting notices were posted and noticed in the Portage County Gazette.

Elect Chairperson for BOR.

Clerk Betty Bruski Mallek asked for nominations for chairperson of BOR.

Alex Peden **moved**, seconded by John Spreda to elect Craig Vitort as chairperson of BOR.

Ayes all, nays none; motion carried.

Elect BOR Vice-Chairperson.

Peter Mallek **moved**, seconded by Craig Vitort to elect John Spreda as the BOR Vice-Chairperson.

Ayes all, nays none; motion carried.

Verify that at least one BOR member has met the mandatory training requirements.

Clerk Betty Bruski Mallek reported that the Clerk, President and all 4 trustees watched the 2024 Board of Review training materials on Monday, May 12th prior to the regular board meeting.

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)).

Clerk Betty Bruski Mallek verified that the Village Board updated the ordinance at the May 13, 2024, regular village board meeting.

Review of new laws.

Assessor Terry Vosburgh stated that there are no new laws for this year.

**Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
Adoption of policy regarding the procedure for waiver of BOR hearing requests.**

Clerk Betty Bruski Mallek verified that both of the above policies were updated at the May 13, 2024, regular village board meeting.

**Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
Receipt of the Assessment Roll by Clerk from the Assessor.
Receive the Assessment Roll and sworn statements from the Clerk.**

Assessor Terry Vosburgh filed the Annual Assessment Report, and the Clerk received the Assessment Roll from the Assessor.

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.

Discussion/Action – Certified all corrections of error under state law (Wisconsin Statutes 70.43).

Board members reviewed the Assessment Roll at this time.

Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.

Assessor Terry Vosburgh verified that there were no changes during the open book held in the Village.

Allow taxpayers to examine assessment data.

No taxpayers were present to examine the assessment data.

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.

Review Notice of Intent to File Objection.

Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.

The Clerk verified that no one had filed an Intent to file an objection before the BOR this year.

Consider/act on scheduling additional BOR Date(s).

No additional dates for BOR are necessary.

Annual Assessor contract.

Craig Vitort **moved**, seconded by Alex Peden, to renew the Assessor contract for 2026 with Terry Vosburgh.

Ayes all, nays none; motion carried.

Adjourn (to a future date if necessary).

Craig Vitort **moved**, seconded by Alex Peden, to adjourn the 2025 Board of Review meeting.

Ayes all, nays none; motion carried. 8:01 p.m.