

TOWN OF UNION BOARD OF REVIEW

Saturday, November 8, 2025

Time: 9 am to 11 am

Location: Union Town Hall

E15175 State Highway 82, Hillsboro, WI 54634

Agenda:

1. Call Board of Review (BOR) to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairperson for BOR.
5. Select a BOR Vice-Chairperson.
6. Verify that at least one BOR member has met the annual mandatory training requirements.
7. Filing and summary of Annual Assessment Report by Assessor's Office.
8. Receive the Assessment Roll by the Clerk from the Assessor.
9. Receive the Assessment Roll and Sworn statements from the Clerk.
10. 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.
11. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. §70.43).
12. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
13. Allow taxpayers to examine assessment data.
14. 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 BOR hearing allowing the property owner to appeal directly to the circuit court,
 - c. Requests to testify by telephone or submit a sworn written statement,
 - d. Subpoena requests, and Act on any other legally allowed or required BOR matters.
15. Review Notices of Intent to File Objection.
16. Proceed to hear objections, if any, and if proper notice/waivers given.
17. Consider/act on scheduling additional BOR date(s) (to a future date if necessary).
18. Adjourn.

Fay Urban, Clerk
Town of Union