

VILLAGE OF NEW AUBURN
BOARD OF REVIEW MEETING AGENDA
Wednesday, May 27, 2026 6:00 p.m. – 8:00 p.m.
Meeting Location: Village Hall, 130 E Elm St., New Auburn, WI 54757

1. Call the Board of Review to order & Meeting Recording Announcement
2. Roll Call – Confirmation of appropriate BOR and Open Meeting notices;
3. Select a Chairperson for Board of Review;
4. Select a Vice-Chairperson for Board of Review;
5. Verify that a 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 amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony;
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests;
10. Review the Assessor's level of assessment (Annual Assessment Report or similar documentation)
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 - Certify all corrections of any error under state law WI Stat. 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 BOR hearing allowing the property owner an appeal directly to the circuit court;
 - c. Requests to testify by telephone or submit sworn written statement;
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required Board of Review matters;
18. Review Notices 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. Adjourn

Prepared by
Stephanie Daniells, Municipal Clerk-Treasurer