

Village of Spencer
Board of Review First 2-hour Meeting
May 14, 2026 – 6:00 to 8:00 P.M.
Spencer Municipal Complex

- 1) Call to Order
- 2) Roll Call
- 3) Confirmation of appropriate BOR and Open Meeting notices
- 4) Select a BOR Chairperson
- 5) Select a BOR Vice-Chairperson
- 6) Verify that at least one BOR member has met the annual mandatory training requirements
- 7) Approve the previous meeting minutes – May 13, 2025
- 8) Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 70.47(7)(af))
- 9) Review new laws
- 10) Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony
- 11) Adoption of policy regarding the procedure for waiver of BOR hearing requests
- 12) Filing and summary of Annual Assessment Report by Assessor's Office
- 13) Receipt of the Assessment Roll by the Clerk from the Assessor
- 14) Receive the Assessment Roll and sworn statements from the clerk
- 15) 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
- 16) Discussion/Action – Certify all corrections of error under state law (Wis. Stat. 70.43)
- 17) Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
- 18) Allow taxpayers to examine assessment data

19) 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
- e) Act on any other legally allowed or required BOR matters.

20) Review Notices of Intent to File Objection

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

22) Consider/act on scheduling additional BOR date(s)

23) Adjourn

Posted on May 13, 2026 at 12:30 pm at 105 S Park Street and at villageofspencerwi.gov.

It is possible that members of, and possibly a quorum of, other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Village Clerk's office with as much advance notice as possible by calling 715-659-5423.