Village Hall, 262-567-2757
Fax, 262-567-4115
Dept. of Public Works, 262-567-2422
Police Dept., 262-567-1134
www.villageofsummitwi.gov

Summit Village Hall ● 37100 Delafield Road ● Summit, WI 53066

AGENDA

2026 BOARD OF REVIEW

Wednesday, September 30, 2026

4:00 PM

At: Summit Village Hall 37100 Delafield Rd, Summit WI 53066

1. Call Board of Review (BOR) to order & Meeting Recording Announcement.
2. Roll Call - Confirmation of appropriate BOR and Open Meetings notices.
3. Select Chairperson for BOR.
4. Select Vice-Chairperson for BOR.
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 (Wis. Stat. § 70.47(7)(af)).
7. Review of new laws if applicable.
8. Verify policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Verify policy regarding the procedure for waiver of BOR hearing requests.
10. Review the Assessor's level of assessment (Annual Assessment Report or similar document).
11. Receipt of the assessment roll by the 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 error under state law (Wis. 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 a sworn written statement,
d. Subpoena requests, and
e. Act on any other legally allowed or required BOR 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 (to future date if necessary).

Debra J Michael, WCMC
Village of Summit
Administrator-Clerk/Treasurer

Posted on September 24, 2026

NOTICE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED 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 CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 262-567-2757.