

**BOARD OF REVIEW
VILLAGE OF ROBERTS
WEDNESDAY, MAY 13, 2026, AT 11:00AM
ROBERTS VILLAGE HALL
107 E MAPLE ST, ROBERTS WI**

1. Call the Board of Review to order & Meeting Recording Announcement.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meeting Notice.
4. Select a Chairperson for the Board of Review.
5. Select Vice-Chairperson for Board of Review.
6. Verify that at least one member has met the mandatory training requirements.
7. Receipt of the Assessment Roll by Clerk from the Assessor.
8. Receive the Assessment Roll and Sworn Statement from the clerk.
9. Review of the Assessment Roll and Person Statutory Duties.
 - a. Examine the Roll
 - b. Correct description or calculation errors.
 - c. Add omitted property.
 - d. Eliminate double-assessed property.
10. Discussion/Action – Certify all correction(s) of any error(s), under state law (Wis. Stat 70.43).
11. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
12. Allow taxpayers to examine assessment data.
13. 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. Request for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
 - c. Request 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.

14. Review Notices of Intent to File Objection.
15. Proceed to hear objections, if any, and if proper notice/waivers are given unless scheduled for another date.
16. Consider/act on scheduling additional BOR Date(s).
17. Adjourn

Megan Dull
Clerk/Treasurer