

Town of Utica Town Hall
1730 County Road FF
Oshkosh, WI 54904
Winnebago County, State of Wisconsin

Board of Review Agenda
Thursday, June 4, 2026
5:00pm – 7:00pm

1. Call Board of Review (BOR) to order
2. Roll Call
3. Select a Chairperson for BOR
4. Select a BOR Vice-Chairperson
5. Verify that at least one BOR member has met the mandatory training requirements
6. Confirm appropriate BOR and Open Meetings notices in compliance with state law – Sign Affidavits
7. Verify that the Town has an ordinance for the Confidentiality of Income and Expense Information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))
8. Review of new laws
9. Adoption of amendment to policy regarding the procedure for Sworn Telephone Testimony and Sworn Written Testimony
10. Adoption of policy regarding the procedure for Waiver of BOR Hearing Requests
11. Review the Assessor's level of assessment (Annual Assessment Report or similar document).
12. Receipt of the assessment roll by the Clerk from the Assessor
13. Receive the Assessment Roll and sworn statements from the Clerk
14. 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
15. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43)
16. Discussion/Action – Verify with Assessor that Open Book changes are included in the assessment roll
17. Allow taxpayers to examine assessment data
18. 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 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
19. Review Notices of Intent to File Objection
20. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date
21. Consider/act on scheduling additional BOR Date(s)
22. Adjourn (to future date if necessary)

Jenny Sonnleitner, Town Clerk

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 TOWN OF UTICA'S CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. 920-410-0347.