

**Board of Review – Meeting Minutes**  
**Thursday, June 4, 2026**  
**5:00pm – 7:00pm**

1. **Call Board of Review (BOR) to order**  
Clerk Jenny Sonneleitner called the meeting to order at 5:00pm on Thursday, June 4, 2026.  
ROLL CALL: Leonard Schmick, Ben Sawall, Chuck Kuhrt, Jenny Sonneleitner, Assessor Amy Zacharias and Amanda
2. **Roll Call**  
Clerk Jenny Sonneleitner provided the Affidavit of Publication and Affidavit of Postings for Leonard Schmick to sign
3. **Select a Chairperson for BOR**  
Chuck Kuhrt nominated himself to be Chairperson; seconded by Leonard Schmick. Carried 3-0
4. **Select a BOR Vice-Chairperson**  
Leonard Schmick nominated himself; seconded by Ben Sawall. Carried 3-0
5. **Verify that at least one BOR member has met the mandatory training requirements**  
Yes, Chuck Kuhrt attended the BOR training in March 2026.
6. **Confirm appropriate BOR and Open Meetings notices in compliance with state law – Sign Affidavits**  
Affidavits were signed by Chuck Kuhrt and Jenny Sonneleitner
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))**  
Town Clerk Jenny Sonneleitner stated this Ordinance was passed at the Special Town Board meeting on June 2, 2026
8. **Review of new laws**  
Assessor Amy Zacharias stated there are no new laws.
9. **Adoption of amendment to policy regarding the procedure for Sworn Telephone Testimony and Sworn Written Testimony**  
Town Clerk Jenny Sonneleitner stated this Policy was passed at the Special Town Board meeting on June 2, 2026
10. **Adoption of policy regarding the procedure for Waiver of BOR Hearing Requests**  
Town Clerk Jenny Sonneleitner stated this Procedure was passed at the Special Town Board meeting on June 2, 2026.
11. **Review the Assessor’s level of assessment (Annual Assessment Report or similar document).**  
Assessor Amy Zacharias stated the Town of Utica is at 103.23%.
12. **Receipt of the assessment roll by the Clerk from the Assessor**  
Assessment Roll was received and signed by both Assessor Amy Zacharias and Town Clerk Jenny Sonneleitner.
13. **Receive the Assessment Roll and sworn statements from the Clerk**  
Assessment Roll and Affidavit were received and signed by both Assessor Amy Zacharias and Town Clerk Jenny Sonneleitner.
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**  
Jenny Sonneleitner stated this will be reviewed.
15. **Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43)**  
Assessor Amy Zacharias stated there are no errors and nothing needed to be corrected.

16. **Discussion/Action – Verify with Assessor that Open Book changes are included in the assessment roll**  
Assessor Amy Zacharias stated all changes were made.
17. **Allow taxpayers to examine assessment data**  
No residents are present at this time.
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**  
None received by the Town Clerk or Assessor
  - b. **Requests for waiver of BOR hearing allowing the property owner an appeal directly to the circuit court**  
None received by the Town Clerk or Assessor
  - c. **Requests to testify by telephone or submit a sworn written statement**  
None received by the Town Clerk or Assessor
  - d. **Subpoena requests**  
None received by the Town Clerk or Assessor
  - e. **Act on any other legally allowed or required BOR matters**
19. **Review Notices of Intent to File Objection**  
No Town of Utica residents appeared.
20. **Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date**  
No residents attended.
21. **Consider/act on scheduling additional BOR Date(s)**  
No one else appeared, no other Board of Review dates are needed.
22. **Adjourn (to future date if necessary)**  
Chairman Chuck Kuhrt motions we adjourn at 7:00pm, seconded by Ben Sawall. Carried 3-0

Jenny Sonnleitner, Town Clerk

<b>Town Chairman:</b> Leonard Schmick		<b>Town Supervisor #2:</b> Chuck Kuhrt	
<b>Town Supervisor #1:</b> Ben Sawall		<b>Town Clerk:</b> Jenny Sonnleitner	