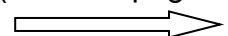


TOWN OF SPRING BROOK
Board of Review (BOR)
Monday, May 11, 2026 – 7- 9 PM
Spring Brook Town Hall @ N3519 810th Street; Elk Mound, WI
Agenda

1. Call to Order and Meeting Recording Announcement
2. Roll Call of Chairperson; Supervisor #1; Supervisor #2; Clerk; Assessor
3. Select Board of Review Chairperson, Vice-Chairperson, and Clerk
4. Verification of Proper Meeting Notice.
 - The BOR long notice, with Open Book notice, was posted April 17, 2026, on the Town Hall outside posting board and to the Town’s website (www.spring-brook.org).
5. Open Book was held Monday, May 4, 2026, from 5 – 7 p.m. with no landowners or citizens in attendance. Restrictions require at least seven (7) days between Open Book and Board of Review.
6. Affidavit to Verify Required Board of Review Training
 - At least one member is required to be trained every year (used to be every other year).
 - John Schaefer received Board of Review training through a WTA (Wisconsin Towns Association) District Meeting in Eau Claire on March 7, 2026.
 - Mary Strand received Board of Review training through an approved 2023 “Board of Review Training: How Conduct the First BOR Meeting” thumb drive from the UW Wisconsin Extension Office (Local Government Education Program), viewed on May 8, 2026.
 - A “Board of Review Member Training Affidavit” was filed online with the Wisconsin Department of Revenue on May 8, 2026.
7. Review related ordinance(s) and new laws, if any
8. Filing and summary of Annual Assessment Report by Assessor
9. Receipt of the Assessment Roll by the Clerk from the Assessor
 - This is a “maintenance” year;
 - What is the assessment ratio.
10. Review the Assessment Roll and perform statutory duties:
 - Examine the roll;
 - Correct description or calculation errors;
 - Add omitted property, and;
 - Eliminate double-assessed property.
11. Certify all corrections of error under State law (Wis Stat 70.43)

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12. Verify Assessor's roll is in balance with the Dunn County Land Lister
13. Discussion/Action – Verify with the Assessor that Open Book changes are included in the Assessment Roll.
14. Allow taxpayers to examine assessment data
15. During the first two hours, consideration of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause;
 - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the Circuit Court;
 - Requests to testify by telephone or submit a sworn written statement;
 - Subpoena requests, and
 - Act on any other legally allowed or required BOR matters.
16. Review Notices of Intent to File Objection
17. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date:
 - Clerk: Is best to swear in Assessor Robert Irwin with each case (objector and witness[es] also sworn in). Raise your right hand. "Do you solemnly swear in the matter now on hearing, to tell the truth, the whole truth, and nothing but the truth, so help you God."
 - Objectors: The objection form must be completed in its entirety. Then objector presents his/her case to the Board. Assessor's view point and statements are heard. Board asks questions.
 - When Board motions on a decision, state name and description from the objection form; second to motion. "All determinations of the Board of Review must be made on the record by **roll call vote.**"
 - Determinations are to be handed to the objector at BOR or mailed before final adjournment even if necessary to reconvene at a later date which is to be set.
18. Consider/Act on scheduling additional BOR date(s), if necessary.
19. Adjournment or final adjournment: Motion and second; Chairman asks all in favor say "aye," or opposed "nay;" motion carried. Time of adjournment stated.

Upcoming Meetings and/or Events:

Mon, June 8, 2026 – Town of Spring Brook Regular Town Board Mtg

Wed, June 10, 2026 – Elk Creek Lake Protection/Rehabilitation District Quarterly Mtg

Mon, July 27, 2026 – Dunn County Unit Meeting

Wed, Aug 12, 2026 – Elk Creek Lake Protection/Rehabilitation District Annual Mtg