

**Village of Webster**

**BOARD OF REVIEW**

**Tuesday, May 19, 2026**

**4:00 PM to 6:00 PM**

**Webster Village Office, 7461 Main Street West, Webster, WI 54893**

**Agenda:**

1. Call Board of Review (BOR) to order & Meeting Recording Announcement.
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairperson for BOR.
5. Select a BOR Vice-Chairperson.
6. Verify that at least one BOR member has met the mandatory training requirements.
7. 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)).
8. Review of new laws.
9. Verify that the Village has a policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Verify that the Village has a policy regarding the procedure for waiver of BOR hearing requests.
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 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 Doriott-Kuhnly  
Village Clerk  
Village of Webster

Posted on May 15, 2026

**NOTICE**

IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE-STATED MEETING TO GATHER INFORMATION; NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY AT THE ABOVE-STATED MEETING OTHER THAN THE GOVERNMENTAL BODY SPECIFICALLY REFERRED TO ABOVE IN THIS 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 WEBSTER CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 715-866-4211.