



Board of Review Agenda

Tuesday, September 30, 2025– 4:00 P.M.

Council Room Chambers

123 Mechanic Street

Hillsboro, WI 54634

- 1) Call Board of Review to Order
- 2) Roll Call
- 3) Confirmation of appropriate Board of Review and Open Meetings notices.
- 4) Select a Chairperson for Board of Review.
- 5) Select a Vice-Chairperson for Board of Review.
- 6) Training Verification
 - a) Verify which member(s) of the Board of Review have met the mandatory training requirement per §70.46(4) Wis. Stats.
- 7) Verify the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7) (af).
- 8) Review the laws
- 9) Receipt of the Assessment Roll by clerk from the Assessor.
- 10) Receive the Assessment Roll and sworn statements (Assessor's Affidavit).
- 11) Review Assessment Roll and Perform Statutory Duties:
 - a) Examine the Roll
 - b) Correct description or calculation errors
 - c) Add Omitted Property
 - d) Eliminate Double Assessments
- 12) Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
- 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 circuit court,
 - Requests to testify by telephone or submit sworn written statements,
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review 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.
- 18) Consider/act on scheduling additional Board of Review date(s).
- 19) Adjourn

Sheila Schraufnagel, WCMC
City of Hillsboro Municipal Clerk

Posted on September 23, 2025

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.

ALSO, 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 HILLSBORO CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS.
TEL: 608-489-2521.