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VILLAGE OF HILBERT BOARD OF REVIEW

Wednesday, May 14, 2025

5:30PM to 7:30PM

Hilbert Village Hall, 26 N 6th Street, Hilbert, WI 54129

Agenda:

1. Call board of Review to order
2. Roll call
3. Pledge of Allegiance
4. Citizens questions or concerns
5. Confirmation of appropriate BOR and Open Meetings notices
6. Announcement of Chairperson
7. Verify that at least one BOR member has met the annual mandatory training requirements
8. 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))
9. Review of new laws
10. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony
11. Adoption of policy regarding the procedure for waiver of BOR hearing requests
12. Filing and summary of Annual Assessment Report by Assessor's Office
13. Receipt of the assessment roll by the Clerk from the Assessor
14. Receive the Assessment Roll and sworn statements from the Clerk
15. Review the Assessment Roll and perform statutory duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
16. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. 70.43)
17. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
18. Allow taxpayers to examine assessment data
19. 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 the 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
 - e. Act on any other legally allowed or required BOR matters
20. Review Notices of Intent to File Objection
21. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date
22. Consider/act on scheduling additional BOR Date(s)
23. Adjourn

A handwritten signature in black ink, appearing to read "MKIESO".

Missy Kieso, Clerk Treasurer
Village of Hilbert