



BOARD OF REVIEW MEETING AGENDA

June 09, 2026 at 5:00 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Appointment of Chair**
3. **Appointment of Vice-Chair**
4. **Discussion and Action Regarding Minutes**
 - a. June 3, 2025
5. **Clerk's Report**
 - a. **Confirmation of Appropriate Open Book Meeting and Board of Review Meeting Notices:**
 - Long Combined Notice - Published 4/23/2026
 - Combined Short Notice - Published 5/7/2026 & 5/14/2026
 - b. **Date of Open Book - May 8, 2026**
 - c. **Verify Training Requirements have Been Met:**
 - Kayla Thomas
 - Casey Radcliff
 - Barbara Hoilien
 - James Allaby
 - Darryl Teske
 - Leanna Hagen
 - d. **Verify Confidentiality of Income and Expense Information Ordinance Per Wis. Stat. § 70.47(7)(af)**
 - e. **Discussion and Action Regarding New BOR Laws (if any)**
6. **Filing and Summary of Annual Assessment Report by Assessor's Office**
7. **The Board of Review Receives the Assessment Roll and Any Sworn Statements from the Clerk**
8. **Review of Assessment Roll and Perform Statutory Duties**

- a. Examine the Roll
 - b. Correct Description and/or Calculation Errors
 - c. Add Omitted Property
 - d. Eliminate Double Assessed Property
- 9. Discussion and Action to Certify all Corrections of Error Under Wis. Stat. § 70.43**
- 10. Discussion and Action Verifying with Assessor that Open Book Changes are Included in the Assessment Roll**
- 11. Allow Taxpayers to Examine Assessment Data**
- 12. Consideration of Requests (during first two (2) hours)**
- a. Waivers of 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. Request to Testify by Telephone or Submit Sworn Written Statement
 - d. Subpoena Requests
 - e. Act on Any Other Legally Allowed or Required BOR Matters
- 13. Hear Objections**
- a. Consider Timely Receipt of Objection Form
 - b. Swearing in of Citizen and Assessor
 - c. Testimony by Citizen
 - d. Testimony by Assessor
 - e. Decision on Objection to Assessment
- 14. Discussion and Possible Action Regarding Scheduling Additional BOR Date/s**
- 15. Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum 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. For additional information or to request this service, contact City Deputy Clerk Carole Wolff at (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



June 3, 2025 at 5:00 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Mauston Board of Review met on Tuesday, June 3, 2025, in the Council Chambers of Mauston City Hall. Chair Daron Haugh called the meeting to order at 5:00 p.m. Members present were Barb Hoilien, Rick Noe, Leanna Hagen (via phone), Courtney Ray, Mary Bender, Kayla Thomas, and City Administrator Daron Haugh. Also present were Assessor Tony Robley and Municipal Court Clerk Carole Wolff. Absent were Jim Allaby and Mayor Darryl Teske.
2. **Appointment of Chair:** Motion made by Noe, seconded by Thomas, to appoint Haugh as Chair. Motion carried.
3. **Appointment of Vice-Chair:** Motion made by Bender, seconded by Noe, to appoint Kayla Thomas as Vice-Chair. Motion carried.
4. **Minutes:** Motion made by Noe, seconded by Bender, to approve the May 21, 2024 meeting. Motion passed.
5. **Clerk's Report:** Haugh confirmed that all required Board of Review and Open Meeting notices were properly published as follows:

The Long Combined Notice (covering Open Book and Board of Review) was published on April 24, 2025.

The Combined Short Notice was published on May 8 and May 15, 2025.

Haugh also confirmed that the Open Book session was held on May 14, 2025, from 5:00 p.m. to 7:00 p.m. Board of Review training was completed by Bender on April 17, 2025. Additionally, Haugh verified compliance with the Confidentiality of Income and Expense Information Ordinance, in accordance with State Statute §70.47(7)(af).

Robley reported that there were no new laws affecting the Board of Review.
6. **Annual Assessment Report:** No longer required. Nothing to report.
7. **Assessment Roll and Sworn Statements from the Clerk:** No sworn statements were submitted.
8. **Review of Assessment Roll and Perform Statutory Duties:** The Board performed the required statutory duties. Haugh confirmed with Robley that the Open Book changes are incorporated into the assessment roll.
9. **Allow Taxpayers to Examine Assessment Data:** No taxpayers appeared.
10. **Consideration of Requests (During First Two Hours):** Motion made by Haugh, seconded by Noe, to recess until 7:00 pm or until a taxpayer shows up. Motion carried at 5:37 p.m. Motion made by Haugh and Seconded by Noe, to resume. Motion carried at 6:57 p.m.

11. **Appearances by Citizens:** None Appeared.

12. **Adjourn:** Motion made by Haugh, seconded by Noe, to adjourn. Motion carried at 7:00 pm.

Chair-Daron Haugh

Date

**OPEN BOOK AND BOARD OF REVIEW
CITY OF MAUSTON, JUNEAU COUNTY**

Notice of Open Book-May 8, 2026

Pursuant to s. 70.45, Wis. Stats, the assessment roll for the year 2026 assessment will be open for examination on May 8, 2026, from 10:00 a.m. to 4:00 p.m. Open Book will be conducted by telephone. To make an appointment for Open Book, property owners should call Associated Appraisal Consultants at 920-749-1995. The assessment roll will be available for review at Mauston City Hall, 303 Mansion Street, Mauston, WI during regular business hours and online at www.apraz.com.

Notice of Board of Review Meeting- June 9, 2026

Notice is hereby given that the Board of Review for the City of Mauston, Juneau County, Wisconsin, shall hold its first meeting on June 9, 2026, from 5:00 p.m. to 7:00 p.m. at Mauston City Hall, 303 Mansion Street, Council Chambers. Please be advised of the following requirements to appear before the Board of Review:

1. After the first meeting of the Board of Review and before final adjournment, no person may contact a Board member regarding an objection, except during a Board session. Open book shall occur no less than 7 days prior to the Board of Review.
2. The Board of Review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the Board's first scheduled meeting, the objector provides to the Board's Clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the Board shall waive that requirement during the first 2 hours of the Board's first scheduled meeting, and the Board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.
3. Objections to the amount or valuation of property shall first be made in writing and filed with the Clerk of the Board of Review within the first 2 hours of the Board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the Board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The Board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the Board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the board in support of the objections and made full disclosure before the Board, under oath, of all of that person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the board.
4. When appearing before the Board of Review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate

5. No person may appear before the Board of Review, testify to the board by telephone, or object to a valuation that valuation was made by the assessor or the objector using the income method of valuation, unless the person supplies the assessor with all the information about income and expenses, as specified in the assessor's manual under s. 73.03 (2a), Wis. stats., that the assessor requests. The City of Mauston has an ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph that provides exceptions for persons using the information in the discharge of duties imposed by law or the duties of their officer or by order of a court.* The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35 (1), Wis. stats.

6. The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, surgeon, or osteopath that confirms their illness or disability. No other persons may testify by telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.

7. No person may appear before the Board of Review, testify to the Board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the Board, or at least 48 hours before the objection is heard if the objection is allowed under s.70.47 (3) (a), Wis. stats., that person provides to the Clerk of the Board of Review notice as to whether the person will ask for the removal of a member of the Board of Review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

Notice is hereby given this 23 day of April 2026.
Daron Haugh, Clerk
Publish as Class 1 Legal– 4/23/26



To make an appointment for Open Book property owners should call Associated Appraisal Consultants at 920-749-1995.

- 4/14/26 – Publication to Column to publish 4/23/26
- 4/14/26 Sent via email to Media to post
- 4/14/26 – To Courtney to publish on Website
- 4/14/26 – Published at City Hall – Council Chambers

**OPEN BOOK AND BOARD OF REVIEW
CITY OF MAUSTON, JUNEAU COUNTY**

Section 5, Item a.

Notice of Open Book- May 8, 2026

Pursuant to s. 70.45, Wis. Stats, the assessment roll for the year 2026 assessment will be open for examination on May 8, 2026, from 10:00 a.m. until 4:00 p.m. via telephone. Instructional material will be provided at the Open Book to persons who wish to object to valuations under s. 70.47, Wis. Stats.

Notice of Board of Review Meeting-June 9, 2026

Notice is hereby given that the Board of Review for the City of Mauston, Juneau County, Wisconsin, shall hold the Board of Review on June 9, 2026, from 5:00 p.m. to 7:00 p.m., at 303 Mansion Street, Mauston City Hall Council Chambers. Please be advised that previously published detailed requirements to appear before the Board of Review and procedural requirements if appearing before the BOR, are available at Mauston City Hall, 303 Mansion St, or on our website at www.mauston.com.

Notice this 27th day of April, 2026
Carole Wolff, Deputy Clerk
Publish as legal-5/7 and 5/14

Sec. 2-91. City assessor.

- (a) *Appointment and term.* The city assessor shall be appointed on the basis of merit with due regard to education, training, experience and general fitness for the office, by a majority vote of the common council. He shall be properly certified under Wis. Stats. § 73.09. He shall serve at the pleasure of the council, and shall hold office for an indefinite term subject to termination by the council, with or without cause.
- (b) *Compensation.* The salary and other benefits payable to the assessor shall be established by separate ordinance, resolution and/or written contract.
- (c) *Duties and powers.* The city assessor shall have the following duties and powers:
 - (1) He shall carry out the duties and responsibilities of the assessor enumerated in state statutes, the state administrative code, directives from the state department of revenue, and city ordinances and resolutions.
 - (2) He shall carry out the directives of the council, the mayor and the administrator.
 - (3) He shall advise the city on assessment issues, and shall keep the city informed regarding current legislation and administrative rules affecting the city's assessment.
 - (4) He shall attend all meetings of the board of review, and he shall attend meetings of the council or committees thereof when requested by the mayor or committee chairperson.
- (d) *Additional contractual obligations.* Nothing herein shall preclude or limit the city and the assessor from establishing, by written contract, other employment terms and conditions not inconsistent herewith.
- (e) *Confidentiality of information provided to assessor.*
 - (1) Wis. Stats. § 70.47(7)(af) is hereby adopted by reference.
 - (2) An officer may make disclosure of such information under the following circumstances:
 - a. The assessor has access to such information in the performance of his duties;
 - b. The board of review may review such information when needed, in its opinion, to decide upon a contested assessment;
 - c. Another person or body has the right to review such information due to the duties of an office or as set by law;
 - d. The officer is complying with a court order;
 - e. The person providing the income and expense information has contested the assessment level at either the board of review or by filing a claim for excessive assessment under Wis. Stats. § 74.37, in which case the base records are open and public.

(Code 1991, § 3.311)

State law reference(s)—City assessor, Wis. Stats. § 62.09(1)(a).