
BOARD OF REVIEW – AGENDA

VILLAGE OF MINONG

Board of Review will be held Wednesday, May 8th, 2024, from 5:00-7:00 p.m. in the Minong Village Hall located at 123 5th Ave Minong, WI 54859. 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 Village of Minong office at least 48 hours in advance to request adequate accommodation. Tel: 715-466-2322.

1. Call to Order
2. Roll Call
3. Confirmation of BOR and Open Meeting Notices
4. Select a Chairperson for BOR
5. Select a Vice Chairperson for BOR
6. Verify Mandatory Training Requirements for at least one member of the BOR
7. Verify Clerk has Notified the Department of Revenue
8. Verify Village Confidentiality Ordinance for Income & Expense Information
9. Adoption of Policy
 - a. Sworn Telephone Testimony and Sworn Written Testimony
 - b. Waiver of BOR Hearing Requests
10. Filing and Summary of Annual Assessment Report by Assessor's Office
11. Receipt of the Assessment Roll by the Clerk from the Assessor
12. Receive the Assessment Roll and Sworn Statements from 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 in the Assessment Roll

16. Hearing Considerations (First 2 hours)
 - a. Waivers of Required 48-hour Notice of Intent to File an Objection
 - b. Requests for Waiver of the BOR Hearing Allowing the Property Owner to Appeal Directly to Circuit Court
 - c. Requests to Testify by Telephone or Submit Sworn Written Statement
 - d. Subpoena Requests, and
 - e. Discussion/Act on any other Legally Allowed or Required BOR Matters
17. Review Notices of Intent to File Objection
18. Clerk to Swear in Assessor and Property Owner
19. Proceed to Hear Objections (if any) Providing Proper Notice/Waivers are Given. Unless Scheduled for Another Date
20. Consider/Act on Scheduling Additional BOR Date(s)
21. The Board makes all Determinations by Roll Call Vote
22. Review and Schedule Written Objections to be Heard
23. Adjourn or Adjourn to Future Date (if necessary)