
BOARD OF REVIEW – AGENDA

VILLAGE OF MINONG

NOTICE IS HEREBY GIVEN that the Board of Review for the Village of Minong, Washburn County, Wisconsin, shall convene on Thursday, June 4, 2026, from 3:30 p.m. to 5:30 p.m. at the Minong Village Hall, 123 5th Avenue, Minong, Wisconsin 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, please contact the Village Office at (715) 466-2322 at least 48 hours in advance to request adequate accommodations.

1. Call to Order
2. Roll Call
3. Confirmation of Proper Board of Review and Open Meetings Notices
4. Selection of Chairperson and Vice Chairperson
5. Verification of Mandatory Training Requirements for Board of Review Members
6. Verification of Clerk's Notification to Wisconsin Department of Revenue
7. Verification of Village Ordinance for Confidentiality of Income and Expense Information
8. Verification of Board of Review Policies and Procedures
 - a. Sworn Telephone Testimony and Sworn Written Testimony
 - b. Waiver of Board of Review Hearing Requests
9. Summary of Annual Assessment Report by Assessor
10. Receipt of Assessment Roll and Sworn Statements from Clerk
11. Review Assessment Roll and Perform Statutory Duties
 - a. Examine Roll
 - b. Correct Description or Calculation Errors
 - c. Add Omitted Property and Eliminate Double-Assessed Property
12. Discussion/Action – Certify Corrections of Error under Wis. Stat. § 70.43
13. Discussion/Action – Verify Open Book Changes have been Incorporated into the Assessment Roll
14. Hearing and Objection Matters (Items 14-18 if a hearing is needed).
 - a. Waiver of Required 48-Hour Notice of Intent to File Objection
 - b. Requests for Waiver of Board of Review Hearing
 - c. Requests to Testify by Telephone or Submit Sworn Written Statements
 - d. Subpoena Requests
 - e. Review Notices of Intent to File Objection
15. Clerk to Swear in Assessor and Objectors
16. Hear Objections to Assessments (if any)
17. Discussion/Action – Schedule Additional Board of Review Dates if Necessary
18. Board Determinations by Roll Call Vote
19. Adjournment

Janel Lee
Village of Minong Clerk/Treasurer

Posted: 06.02.2026 at 5:00 p.m.

