

BOARD OF REVIEW MINUTES

Tuesday, July 14, 2026 at 2:00 PM

Harrison Village Hall
W5298 State Road 114
Menasha, WI 54952

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

Present: Scott Handschke, Julene Baldwin and Frank Thiel

Staff: Village Manager Chad Pelishek and Clerk/HR Manager Meghan Winkler

4. **Election of Chairperson and Vice-Chairperson**

Confirmed from May 26, 2026, Meeting that Village President Scot Handschke would be chairperson and Trustee Frank Thiel would be Vice-Chairperson.

5. **Statement and Verifications by Village Clerk**

- a. Open Book and Board of Review Notices

The clerk confirmed that the appropriate Board of Review and Open Meeting notices were completed.

- b. Board of Review Training

Verification showing Trustee Baldwin completed the mandatory training requirements was printed and circulated with the packet.

6. **Corrections and Approval of the Previous Meeting Minutes**

- a. May 26, 2026 Meeting Minutes

Motion made by Thiel, Seconded by Baldwin to approve the minutes from May 26, 2026 as printed and circulated.

Voting Yea: Handschke, Baldwin and Thiel

Motion carried 3-0.

7. **Rules and Procedure Policy for Board of Review**

No action taken.

8. Report of Prior Year's Omissions and Chargebacks

Village Assessor brought to the attention 5 Correction of Errors that relates to a chargeback from previous year.

8. Presentation and Filing of Assessment Roll

Village Assessor, Lori Stacco, presented to the Village the assessment roll and gave an oral summary. This is a maintenance year for the Village.

9. Annual Assessment Report

a. Examination of 2026 Assessment Roll

b. Correct Description or Calculation Errors

None.

c. Add Omitted Property/Eliminate Double Assessed Property, if any

None.

d. Certify Corrections of Error under Wis. State. section 70.43

One Correction of Error for 2026 W5710 Mase Ct.

e. Action to Accept the Roll - *either as presented or with corrections*

Motion by Baldwin, Seconded by Thiel to table item 10e to after item 12.

Voting Yea: Handschke, Baldwin and Thiel

Motion carried 3-0.

10. Compliance Review of Filed Assessment Objection Forms (if any)

If any Assessment Objection forms are filed, they are included in the BOR packet or, for late filings, they will be disseminated within the first 2 hours of the BOR meeting.

11. Hearings of Assessment Objection (if any)

If any hearings are scheduled, information will be included in the packet or disseminated during the first two hours of the first BOR meeting.

Two hearings were scheduled and held during the first two hours of the Board of Review meeting.

State Park Road – Motion by Handschke, Seconded by Baldwin to change the assessment value, by reduction from each of the improvements from \$128,800 to \$120,800.

Voting Yea: Handschke, Baldwin and Thiel

Motion carried 3-0.

W6583 Firelane 7 – Motion by Baldwin, Seconded by Thiel to deny objection as presented.

Voting Yea: Handschke, Baldwin and Thiel

Motion carried 3-0.

12. Schedule Additional Meeting Date(s) (if any)

Discussion to add 2026 Board of Review meeting prior to the Board Meeting on August 25, 2026 at 5:00 pm.

13. Adjourn

Motion made by Baldwin, Seconded by Thiel to adjourn the meeting.

Voting Yea: Handschke, Baldwin and Thiel

Motion carried 3-0.

Minutes submitted by:

/s/ Meghan Winkler, Clerk