



**Town of Peshtigo Board of Review
Tuesday, July 16, 2024
10 a.m. – 12 p.m.**

STATE OF WISCONSIN, Town of Peshtigo, Marinette County
Peshtigo Town Hall, W2435 Old Peshtigo Road, Marinette, Wisconsin

- 1) Call to order
- 2) Roll call
- 3) Verification that proper notice was given
- 4) Select Chairperson and Vice-Chairperson
- 5) Verify that at least one Board of Review (BOR) member has met the annual mandatory training requirements (*verified 6/4/2024*)
- 6) Verify that the Town has an ordinance for confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))
- 7) Verify that the Town has policy on procedure for sworn telephone or sworn written testimony request
- 8) Verify that the Town has an ordinance for policy on procedure for waiver of BOR hearing requests
- 9) Verify that the Town has an ordinance to appoint alternate members to the BOR
- 10) Review of new laws
- 11) Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
- 12) Receipt of the assessment roll by the Clerk from the Assessor
- 13) Receive the Assessment roll and sworn statements from the Clerk
- 14) 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
- 15) Discussion/Action – certify all corrections of error under state law (Wis. Stat. § 70.43)
- 16) Discussion/Action – verify with the Assessor that open book changes are included in the assessment roll
- 17) Allow taxpayers to examine assessment data
- 18) Consideration of:
 - a. Waivers of the 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. 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
- 19) Review Notices of Intent to File Objection



- 20) Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date
- 21) Consider/act on scheduling additional BOR date(s)
- 22) Motion to Adjourn

Jennifer Friday, Town Chairperson 7/9/2024

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format must contact either the Town of Peshtigo office at 715-582-4332, W2435 Old Peshtigo Road, Marinette, Wisconsin 54143 or the respective committee/meeting chairperson as soon as possible so any necessary arrangements can attempt to be made to accommodate each request. Respective Committee Chair contact information can be found at townofpeshtigo.org