



Town of Peshtigo Board of Review
Tuesday, June 17, 2025
9 a.m. – 11 a.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 Vice-Chairperson
- 5) Verify that at least one Board of Review (BOR) member has met the annual mandatory training requirements (*verified 6/3/2025*)
- 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)) (*Section 2-500, Code of Ordinances, Town of Peshtigo, Wisconsin*)
- 7) Verify that the Town has policy on procedure for sworn telephone or sworn written testimony request (*Adopted 6/20/2023*)
- 8) Verify that the Town has an ordinance for policy on procedure for waiver of BOR hearing requests (*Adopted 6/20/2023*)
- 9) Verify that the Town has an ordinance to appoint alternate members to the BOR (*Section 2-495(b), Code of Ordinances, Town of Peshtigo, Wisconsin*)
- 10) Review of new laws
- 11) Review the Assessor's level of assessment (Annual Assessment report or similar document)
- 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) Discuss revaluation/adjustment plan for the future

23) Motion to Adjourn

Jennifer Friday, Town Chairperson 6/3/2025

Proper notice/posting has been given. Items may not be considered in order listed. Discussion and action may occur on any agenda item. 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 chairperson as soon as possible so any necessary arrangements can be attempted to accommodate each request. Chairperson contact information can be found at townofpeshtigo.org.