



Board of Review
W239 N2242 Pewaukee Road
Waukesha WI 53188
Phone: 262-691-0770

**BOARD OF REVIEW
MEETING NOTICE AND AGENDA
Wednesday, July 23, 2025
9:00 AM**

Pewaukee City Hall Common Council Chambers
W240N3065 Pewaukee Road, Pewaukee, WI

1. Call to Order and Pledge of Allegiance
2. Board of Review Business:
 - 2.1 Swear In 2025 Board of Review Members [Attorney Martell]
 - 2.2 Select a Chairperson for the 2025 Board of Review [Tarczewski]
 - 2.3 Select a Vice-Chairperson for the 2025 Board of Review [Chairperson]
 - 2.4 Verify Board of Review Members Met Training Requirements [Tarczewski]
 - 2.5 Verify the City has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law Section 70.47(7)(af) (**Ordinance 00-3**) [Tarczewski]
 - 2.6 Summary of Annual Assessment Report Including the Level of Assessment by the Assessor's Office [Tuff]
 - 2.7 Board to Receive the Assessment Roll and Sworn Statements from the Clerk
 - 2.8 Board to Examine the Roll, Correct Description or Calculation Errors, Add Omitted Property, and Eliminate Double-Assessed Property Per Section 70.43 Wisconsin Statutes
 - 2.9 Certify all Corrections of Error Under State Law Per Section 70.43, Wisconsin Statutes
 - 2.10 Verify with the Assessor that Open Book Changes are Included in the Assessment Roll [Tuff]
 - 2.11 Review and Possible Action Regarding Requests to Waive the Required 48-Hour Notice of Intent to File an Objection by Determining if there is **Good Cause**
 - 2.12 Review and Possible Action Regarding Requests by the City Assessor and/or Property Owner(s) to Waive Board of Review Hearings Directly to Circuit Court [Tuff]
 - 2.13 Review and Possible Action Regarding Requests to Testify by Telephone or Submit Sworn Written Statement [Tarczewski]
 - 2.14 Discussion and Possible Action Related to Any Stipulations [Tuff]
 - 2.15 Discussion and Possible Action Regarding Subpoena Requests from the Assessor's Office [Tuff]
 - 2.16 Discussion and Possible Action Related to Future Board of Review Hearing Dates and Times [Tarczewski]

3. Adjourn to Future Date/Time if Necessary or Sine Die

3.1 Adjourn to Wednesday, July 23, 2025 at 1:00 p.m.

Kelly Tarczewski
Clerk/Treasurer
July 18, 2025

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.



Board of Review Member Training Affidavit

This affidavit confirms that one or more Board of Review (BOR) voting members attended training before the BOR met, satisfying state law (sec. 70.46(4), Wis. Stats.).

STATE OF WISCONSIN

County of WAUKESHA

Co-muni code 67270

I, Kelly Tarczewski, the clerk for the CITY OF PEWAUKEE,

swear the following BOR voting member(s), who represent(s) the municipality's chief executive officer or the officer's designee(s), attended a Wisconsin Department of Revenue approved BOR training program before the BOR's first meeting. (sec. 70.46 (4), Wis. Stats.)

BOR member(s) and attendance date:

<u>THOMAS P. FARLEY</u>	<u>05/28/2025</u>
Name	Date
<u>ANN GOLOMBOWSKI</u>	<u>05/28/2025</u>
Name	Date
<u>GWENN ROBINSON</u>	<u>05/28/2025</u>
Name	Date
<u>JAMES MARLIN</u>	<u>05/28/2025</u>
Name	Date
<u>CAROL SAZAMA</u>	<u>05/28/2025</u>
Name	Date

05-29-2025 02:53 PM

Date electronically filed

tarczewski@pewaukee.wi.us

Clerk email



Board of Review Member Training Affidavit

Preparer Information

Name Kelly Tarczewski	Title Clerk/Treasurer
Email tarczewski@pewaukee.wi.us	Phone 262-691-0770

Signature Statement

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with the statement above?

YES NO

Submission Information

You successfully submitted your report. Print a copy for your records.

Comuni code: 67270
Submission date: 05-29-2025 02:53 PM
Confirmation: PA10720251818O1748548395839
Submission type: ORIGINAL

ORDINANCE 00-3

**AN ORDINANCE RELATING TO THE
CONFIDENTIALITY OF INFORMATION
ABOUT INCOME AND EXPENSES
REQUESTED BY THE ASSESSOR
IN PROPERTY ASSESSMENT MATTERS
IN THE CITY OF PEWAUKEE**

WHEREAS, as part of the Budget Adjustment Act, 1997 Wisconsin Act 237, a number of significant changes regarding property tax assessment appeals and Board of Review procedures were enacted; and,

WHEREAS, at Section 279(K) of 1997 Wisconsin Act 237, Section 70.47(7)(af) of the Wisconsin Statutes was created; and,

WHEREAS, Section 70.47(7)(af), Wis. Stats., requires that the municipality provide by ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under Section 70.47(7)(af), Wis. Stats. and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of the court.

NOW, THEREFORE, the Common Council of the City of Pewaukee, Waukesha County, Wisconsin, DO ORDAIN AS FOLLOWS:

SECTION 1: Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, then, such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that said information may be revealed to and used by persons: in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), unless a court determines that it is inaccurate, is, per Section 70.47(7)(af), not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

SECTION 2: SEVERABILITY

The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and

effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 3 day of April, 2000.

COMMON COUNCIL OF THE CITY OF PEWAUKEE
WAUKESHA COUNTY, WISCONSIN

Attest:


Sandra J. Salbashian, Clerk/Treasurer


Brent J. Redford, Mayor