



**Board of Review**  
W240 N3065 Pewaukee Road  
Pewaukee WI 53072  
Phone: 262-691-0770

**BOARD OF REVIEW  
MEETING NOTICE AND AGENDA  
Wednesday, May 6, 2026  
10:00 AM**

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

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1. Call to Order and Pledge of Allegiance
2. New Business
  - 2.1 Roll Call - Confirmation of Appropriate Board of Review and Open Meetings Notices and Meeting Recording Announcement [Tarczewski]
  - 2.2 Select a Chairperson of the Board of Review [Tarczewski]
  - 2.3 Select a Board of Review Vice-Chairperson [Chairperson]
  - 2.4 Verification that the City has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law (Wis. Stat. § 70.47(7)(af)). [Tarczewski]
  - 2.5 Verify that at Least One Board of Review Member has Met the Mandatory Training Requirements [Tarczewski]
  - 2.6 Review of New Laws [Attorney Martell]
  - 2.7 Adoption of Amendment to Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony [Attorney Martell]
  - 2.8 Adoption of Policy Regarding the Procedure for Waiver of Board of Review [Attorney Martell]
  - 2.9 Review the Assessor's Level of Assessment [Tuff]
  - 2.10 Receipt of the Assessment Roll by the Clerk from the Assessor [Tarczewski / Tuff]
  - 2.11 Receive the Assessment Roll and Sworn Statements from the Clerk [Tarczewski]
  - 2.12 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
  - 2.13 Discussion and Possible Action to Certify all Corrections of Any Errors, Under State Law (Wis. Stat. § 70.43).
  - 2.14 Discussion and Possible Action to Verify with the Assessor that Open Book Changes are Included in the Assessment Roll [Tuff].

2.15 Allow Taxpayers to Examine Assessment Data

2.16 During the First Two Hours, Consideration of:

- a. Waivers of the Required 48-Hour Notice of Intent to File an Objection When There is a Good Cause
- b. Requests for Waiver of the Board of Review 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 Request
- e. Stipulations
- f. Act on Any Other Legally Allowed or Required Board of Review Matters

2.17 Reivew Notices of Intent to File Objection

2.18 Discussion and Possible Action to Schedule Additional Board of Review Date(s)

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

3.1 Adjourn to May 11th, 2026 at 10:00 a.m.

Kelly Tarczewski  
Clerk/Treasurer  
April 22, 2026

#### **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.