



**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.

**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



# 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>CAROL SAZAMA</u>	<u>04/17/2026</u>
Name	Date
<u>GWENN ROBINSON</u>	<u>04/17/2026</u>
Name	Date
<u>ANN GOLOMBOWSKI</u>	<u>04/17/2026</u>
Name	Date
<u>JIM AESCKE</u>	<u>04/17/2026</u>
Name	Date

04-20-2026 08:22 AM

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: 04-20-2026 08:22 AM  
Confirmation: PA10720261818O1776691330783  
Submission type: ORIGINAL