



Office of the Clerk/Treasurer

W240N3065 Pewaukee Road
Pewaukee, WI 53072
(262) 691-0770 Fax 691-1798

**BOARD OF REVIEW
MEETING NOTICE AND AGENDA
Wednesday, May 24, 2023
9:00 AM**

Common Council Chambers ~ Pewaukee City Hall
W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin

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1. Call to Order and Pledge of Allegiance
 2. Confirmation of Appropriate Board of Review and Open Meeting Notices [Tarczewski]
 3. Swear in Board Members [Tarczewski]
 4. Discussion and Possible Action to Select the Chairperson for the 2023 Board of Review [Tarczewski]
 5. Discussion and Possible Action to Select the Vice-Chairperson for the 2023 Board of Review [Newly Appointed Chairperson]
 6. Verify Which Members have Met the Mandatory Training Requirements [Tarczewski]
 7. Verify the City of Pewaukee has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law Section 70.47(7)(af) [Tarczewski]
 8. Discussion and Possible Action to Waive Objections Directly to the Circuit Court [Tuff]
 9. Receive and Review the Assessment Roll and Sworn Statement from the City Assessor [Tuff]
 10. Discussion and Possible Action to Certify all Corrections of Error Under State Law - Section 70.43, Wisconsin Statutes
 - 11.1 Correct Description or Calculation Errors
 - 11.2 Add Omitted Properties
 - 11.3 Eliminate Double Assessed Properties
 11. Discussion and Possible Action Verifying Open Book Changes are Included in the Assessment Roll [Tuff / Aho]
 12. Discussion and Possible Action Regarding Stipulations [Tuff]
 13. Discussion and Possible Action Regarding Subpoena Requests [Tuff]
 14. Review Notices of Intent to File Objections
 15. Discussion and Possible Action Regarding Waivers of the Required 48-Hour Notice of Intent to File an Objection When There is Good Cause
 16. Allow Taxpayers to Examine the Assessment Data
 17. Discussion and Possible Action to Schedule Additional Board of Review Meeting Dates(s)

[Tarczewski / Tuff]

18. Adjournment

Kelly Tarczewski
Clerk/Treasurer

May XX, 2023

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.

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 2.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Confirmation of Appropriate Board of Review and Open Meeting Notices [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 3.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Swear in Board Members [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 4.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Select the Chairperson for the 2023 Board of Review [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 5.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Select the Vice-Chairperson for the 2023 Board of Review [Newly Appointed Chairperson]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 6.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Verify Which Members have Met the Mandatory Training Requirements [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Training Affidavit



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>03/27/2023</u>
Name	Date
<u>GWENN ROBINSON</u>	<u>03/27/2023</u>
Name	Date
<u>ANN GOLOMBOWSKI</u>	<u>03/27/2023</u>
Name	Date
<u>JAMES JAESCHKE</u>	<u>03/27/2023</u>
Name	Date
<u>JOSUA FIGURSKI</u>	<u>03/27/2023</u>
Name	Date

03-28-2023 08:19 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: 03-28-2023 08:19 AM
Confirmation: PA10720231818O1680009564425
Submission type: ORIGINAL

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 7.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Verify the City of Pewaukee has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law Section 70.47(7)(af) [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 8.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Waive Objections Directly to the Circuit Court [Tuff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 9.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Receive and Review the Assessment Roll and Sworn Statement from the City Assessor [Tuff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 10.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Certify all Corrections of Error Under State Law - Section 70.43, Wisconsin Statutes

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 11.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Verifying Open Book Changes are Included in the Assessment Roll [Tuff / Aho]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 12.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding Stipulations [Tuff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 13.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding Subpoena Requests [Tuff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 14.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Review Notices of Intent to File Objections

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 15.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding Waivers of the Required 48-Hour Notice of Intent to File an Objection When There is Good Cause

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 16.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Allow Taxpayers to Examine the Assessment Data

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 17.**

DATE: May 24, 2023

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Possible Action to Schedule Additional Board of Review Meeting Dates(s) [Tarczewski / Tuff]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: