



Town of Peshtigo BOARD OF REVIEW MINUTES

Tuesday, June 17, 2025

9 a.m. – 11 a.m.

- 1) Call to order: **Chairperson Friday called the meeting to order at 9:00am.**
- 2) Roll call: **4 present- Chairperson Friday, Supervisor Coble, Supervisor Wortner, and Supervisor Joy. Supervisor Bergeson not present.**
- 3) Verification that proper notice was given: **Chairperson Friday and Clerk Okins verified.**
- 4) Select Vice-Chairperson: **Unanimous consent to appoint Supervisor Coble as Vice-Chairperson.**
- 5) Verify that at least one Board of Review (BOR) member has met the annual mandatory training requirements (verified 6/3/2025): **Chairperson Friday has been trained. Clerk Okins verified.**
- 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): **Chairperson Friday verified.**
- 7) Verify that the Town has policy on procedure for sworn telephone or sworn written testimony request (Adopted 6/20/2023): **Chairperson Friday verified.**
- 8) Verify that the Town has an ordinance for policy on procedure for waiver of BOR hearing requests (Adopted 6/20/2023): **Chairperson Friday verified.**
- 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): **Chairperson Friday verified.**
- 10) Review of new laws: **None heard.**
- 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: **None presented.**
 - d. Subpoena requests
 - e. Act on any other legally allowed or required BOR matters
- 19) Review Notices of Intent to File Objection: **None presented.**
- 20) Proceed to hear objections and if proper notice/waivers given, unless scheduled for another date: **None heard.**
- 21) Consider/act on scheduling additional BOR date(s): **N/A**
- 22) Discuss revaluation/adjustment plan for the future
- 23) Motion to Adjourn: **Unanimous consent to adjourn at 11:00am.**

Kayla Okins, Clerk 06/19/2025