



## Town of Peshtigo BOARD OF REVIEW MINUTES

Tuesday, July 16, 2024

10 a.m. – 12 p.m.

- 1) Call to order: **Chairperson Friday called the meeting to order at 10:00am.**
- 2) Roll call: **3 present- Chairperson Friday, Supervisor Bergeson, Supervisor Joy. Supervisor Coble and Supervisor Wortner not present.**
- 3) Verification that proper notice was given: **Chairperson Friday and Clerk Okins verified.**
- 4) Select Chairperson and Vice-Chairperson: **Chairperson Friday motion to appoint Supervisor Joy as Vice-Chairperson. Motion carried with 3 yes.**
- 5) Verify that at least one Board of Review (BOR) member has met the annual mandatory training requirements (verified 6/4/2024): **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)): **Chairperson Friday verified.**
- 7) Verify that the Town has policy on procedure for sworn telephone or sworn written testimony request: **Chairperson Friday verified.**
- 8) Verify that the Town has an ordinance for policy on procedure for waiver of BOR hearing requests: **Chairperson Friday verified.**
- 9) Verify that the Town has an ordinance to appoint alternate members to the BOR: **Chairperson Friday verified.**
- 10) Review of new laws: **None heard.**
- 11) Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
- 12) Receipt of the assessment roll by the Clerk from the Assessor: **Clerk Okins received.**
- 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: **No Open Book changes, per Assessor McGuire.**
- 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
  - d. Subpoena requests
  - e. Act on any other legally allowed or required BOR matters
- 19) Review Notices of Intent to File Objection: **No objections presented.**
- 20) Proceed to hear objections and if proper notice/waivers given, unless scheduled for another date: **None presented.**
- 21) Consider/act on scheduling additional BOR date(s): **N/A**
- 22) Motion to Adjourn: **Chairperson Friday adjourned at 12:00pm.**

Kayla Okins, Clerk 07/09/2024