



## Village of Pewaukee Board of Review Agenda

May 30, 2024, at 3:00 p.m.

(Must be in session a minimum of 2 hours)

Village Hall, Village Board Room  
235 Hickory Street, Pewaukee, WI 53072

1. Call to Order and Roll Call
2. Approval of Minutes of Previous Meeting
  - a. May 11, 2024
3. Confirm appropriate Board of Review and Open Meeting Notices
4. Nominations for Chairperson and Vice Chairperson
5. Verify Training has met the mandatory training requirements – minimum of one BOR member
6. Verify the confidentiality of income and expense information provided to the assessor under state law (sec 70.47(7)(af))
7. Review the policy regarding the procedure for sworn telephone testimony and sworn written testimony
8. Review the policy regarding the procedure for waiver of Board of Review hearing requests
9. Receipt of the Assessment Roll by Clerk from the Assessor and sworn statements from the Clerk
10. Presentation of the Assessment Roll –Associated Appraisals
11. Review of the assessment roll
  - a. Examine the roll,
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double-assessed properties
12. Discussion/Action – Certify all corrections of error under State Law 70.43 and verify that open book changes are included in the assessment roll
13. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
14. Allow taxpayers to review the assessment data
15. During the first 2 hours, 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, and
  - e. Act on any other legally allowed or required BOR matters
16. Review notices of Intent to file scheduled objections
  - a. Proceed to hear objections
17. Schedule future BOR date if needed
18. Adjournment

Note: Notice is hereby given that a quorum of a Village Committee and/or Commission may be present at the Village Board meeting, and if so, this meeting shall be considered an informational meeting of that Committee or Commission and no formal action of that Committee or Commission shall occur. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the Village Clerk's office at 262-691-5660 at least 48 hours in advance to request adequate accommodation.

**Posted May 3, 2024**