

**Village of Pewaukee  
Board of Review  
May 29, 2025  
1:00 PM**

**1. Call to Order/Roll Call**

Clerk Peter called the meeting to order at approximately 1:02 PM

**Members Present:** Village President; Jeff Knutson, Village Clerk; Jenna Peter, Cheryl Mantz, Laurin Miller, and Alternate Samuel Liebert.

**Excused:** Kyle McNulty

**Also Present:** Village Attorney, Matt Gralinski; Deputy Clerk, Mackenzie Quigley; and Assessor Nick Laird.

**2. Approval of minutes of previous meeting**

**a. May 30, 2024**

**Miller motioned/seconded by Liebert to approve the May 30, 2024, Board of Review meeting minutes as presented.**

**Motion carried 5-0.**

**3. Confirm appropriate Board of Review and Open Meeting Notices**

Peter stated the Board of Review and Open Book notice was published in the Waukesha County Freeman on April 18, 2025, and agendas were posted on May 23, 2025 at the following locations: Village Hall, Pewaukee Public Library, Downtown and on the Village of Pewaukee Website.

**4. Nominations for Chairperson and Vice Chairperson**

**Knutson motioned/seconded by Mantz to nominate Laurin Miller as Chairperson.**

**Laurin Miller accepted the nomination.**

**Motion carried on a roll call vote: 5-0**

**Knutson motioned/seconded by Miller to nominate Sam Liebert as Vice Chairperson.**

**Sam Liebert accepted the nomination.**

**Motion carried on a roll call vote: 5-0**

**5. Verify Training has met the mandatory training requirements.**

Miller confirmed the mandatory training requirements were met with the following satisfying the 2025 training requirements: Mackenzie Quigley and Jenna Peter.

Samuel Liebert and Cheryl Mantz submitted their training affidavits after the agenda packet was published.

**6. Verify the confidentiality of income and expense information provided to the assessor under state law (sec 70.47(7)(af))**

Miller confirmed the confidentiality of income and expense information was in the digital packet.

**7. Review of new laws (if any)**

None

**8. Review the policy regarding the procedure for sworn telephone testimony and sworn written testimony.**

Miller confirmed the policy regarding the procedure for sworn telephone testimony and sworn written testimony was made available digitally in the packet.

**9. Review the policy regarding the procedure for waiver of the Board of Review hearing requests.**

Miller confirmed the policy regarding the procedure for waiver of Board of Review hearing requests was made available digitally in the packet.

**10. Receipt of the Assessment Roll by Clerk from the Assessor and sworn statements from the Clerk.**

Clerk Peter received the final Assessment Roll from the Assessor and signed the Assessor's Affidavit.

**11. Presentation of the Assessment Roll – Associated Appraisals**

The assessor recited the date property owners were sent notice of assessment, the date open book notices were sent, and the date and time Open Book was actually held. The level of assessment is 95%. Received roll.

**12. Review of the Assessment Roll**

**2 changes to assessment roll included in paper copy.**

Miller asked if the Board had any questions or concerns and then offered the Assessment roll to be reviewed by the attendees. All open book changes were included in the roll.

**13. Discussion/Action – Certify all corrections of error under the State Law 70.43 and verify the open book changes are included in the assessment roll.**

Laird certified that all corrections of error have been included in the assessment roll.

**14. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll. – same as in #12**

Assessor Laird stated the changes to the open book have been made and the final assessment includes changes.

**15. Allow taxpayers to review the assessment data**

No taxpayers were in attendance.

**16. 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.
- No requests were presented.**

**17. Scheduled Objections**

No taxpayers were in attendance or scheduled.

The Board of Review members agreed to recess and to reconvene at 2:45 p.m. to address any walk-in objections.

**18. Schedule future BOR date if needed**

No future BOR date was presented.

**19. Adjournment**

Miller confirmed no walk-in objections were present at 2:45pm. The Board reconvened at 2:59pm.

**Liebert motioned/seconded by Mantz to adjourn the May 29, 2025, Board of Review meeting at approximately 3:00 p.m.**

**Motion carried 5-0.**

Respectfully submitted,

Mackenzie Quigley  
Deputy Clerk