



Office of the Clerk/Treasurer

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

**BOARD OF REVIEW
MEETING NOTICE AND AGENDA
Thursday, October 4, 2018
5:00 PM**

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. Roll Call
 3. Confirmation of Appropriate Board of Review and Open Meetings Notices [Tarczewski]
 4. Verify that a Member has Met the Mandatory Training Requirements [Tarczewski]
 5. Verify that the City has a Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law Section 70.47(7)(af) [Tarczewski]
 6. Review New Laws Pertaining to the Board of Review [Tarczewski]
 7. Discussion and Action Regarding the Adoption of Policies/Procedures for Sworn Telephone Testimony and Sworn Written Testimony.
 8. Adoption of Policy Regarding the Procedure for Waiver of Board of Review Hearing Requests
 9. Discussion Related to the Filing and Summary of the Annual Assessment Report by the Assessor's Office [Siebers]
 10. Receipt of the Assessment Roll by the Clerk from the Assessor
 11. Receive the Assessment Roll and Sworn Statements from the Clerk
 12. Review the Assessment Roll and Perform Statutory Duties
 - 12.1 Correct Description or Calculation Errors
 - 12.2 Add Omitted Property
 - 12.3 Eliminate Double Assessed Property
 13. Discussion and Action to Certify all Corrections of Error Under State Law - Section 70.43, Wisconsin Statutes
 14. Discussion and Action Verifying with the Assessor that Open Book Changes are Included in the Assessment Roll
 15. Allow Taxpayers to Examine Assessment Data
 16. Discussion and Action Regarding the Possible Considerations
 - 16.1 Waivers of the Required 48-Hours Notice of Intent to File an Objection When There is Good Cause

- 16.2 Request for Waiver of the Board of Review Hearing Allowing the Property Owner an Appeal Directly to Circuit Court
 - 16.3 Request to Testify by Telephone or Submit Sworn Written Statement
 - 16.4 Subpoena Requests
 - 16.5 Act on any other Legally Allowed / Required Board of Review Matter
- 17. Review Notices of Intent to File Objection
 - 18. Discussion and Action to Schedule Additional Board of Review Dates
 - 19. Adjournment

Kelly Tarczewski
Clerk/Treasurer

September 20, 2018

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: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Roll Call

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

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

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Verify that a Member has Met the Mandatory Training Requirements [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Verify that the City has a 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 6.**

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Review New Laws Pertaining to the Board of Review [Tarczewski]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Action Regarding the Adoption of Policies/Procedures for Sworn Telephone Testimony and Sworn Written Testimony.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Adoption of Policy Regarding the Procedure for Waiver of Board of Review Hearing Requests

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion Related to the Filing and Summary of the Annual Assessment Report by the Assessor's Office [Siebers]

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Receipt of the Assessment Roll by the Clerk from the Assessor

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Receive the Assessment Roll and Sworn Statements from the Clerk

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Review the Assessment Roll and Perform Statutory Duties

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and 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 14.**

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Action Verifying with the Assessor that Open Book Changes are Included in the Assessment Roll

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Allow Taxpayers to Examine Assessment Data

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Action Regarding the Possible Considerations

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Review Notices of Intent to File Objection

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
BOARD OF REVIEW AGENDA ITEM 18.**

DATE: October 4, 2018

DEPARTMENT: Clerk/Treasurer

PROVIDED BY:

SUBJECT:

Discussion and Action to Schedule Additional Board of Review Dates

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: