

City of Peshtigo

AGENDA

BOARD OF REVIEW

THURSDAY – JUNE 3, 2021 – 1:00 P.M. (minimum of 2 hours)
COUNCIL CHAMBERS, MUNICIPAL BUILDING

Please take notice that the City of Peshtigo BOARD OF REVIEW will be held Thursday, June 3, 2021 at 1:00 p.m. in the Municipal Building Council Chambers.

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify a member has met the mandatory training requirements.
7. Review of new laws.
8. Filing and summary of Annual Assessment Report by Assessor's Office.
9. Receipt of the Assessment Roll by the Clerk from the Assessor.
10. Receive the Assessment roll and sworn statements from the clerk.
11. Review the Assessment Roll and perform statutory duties:
 - a. Examine the roll,
 - b. Correct description or calculation errors,
 - c. Add omitted property, and
 - d. Eliminate double assessed property
12. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43).
13. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
14. Allow taxpayers to examine assessment data.
15. During the first two 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 circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required Board of Review matters.
16. Review Notices of Intent to File Objection.
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
18. Consider/act on scheduling additional Board of Review Date(s) if needed.
19. Adjournment (to future date if necessary).

May 27, 2021

NOTE: A quorum of the City Council may be present.