**MEETING AGENDA**
**Town of Peshtigo Board of Review**
**Thursday, October 8, 2026 at 12 p.m.**

STATE OF WISCONSIN, Town of Peshtigo, Marinette County
Peshtigo Town Hall, W2435 Old Peshtigo Road, Marinette, Wisconsin

1) Call to order & meeting recording announcement
2) Roll call
3) Verification that proper notice was given
4) Select Chairperson
5) Select Vice-Chairperson
6) Verify that at least one Board of Review (BOR) member has met the annual mandatory training requirements *(verified 5/19/2026)*
7) Approve meeting minutes
    a. 6/17/2025
    b. 5/19/2026
    c. 8/18/2026
8) 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)) *(Section 2-500, Code of Ordinances, Town of Peshtigo, Wisconsin)*
9) Verify that the Town has a policy on procedure for sworn telephone or sworn written testimony request *(Adopted 6/20/2023)*
10) Verify that the Town has a policy on procedure for waiver of BOR hearing requests *(Adopted 6/20/2023)*
11) Verify that the Town has an ordinance to appoint alternate members to the BOR *(Section 2-495(B), Code of Ordinances, Town of Peshtigo, Wisconsin)*
12) Review new laws
13) Review the Assessor's level of assessment (Annual Assessment report or similar document)
14) Receipt of the assessment roll by the Clerk from the Assessor
15) Receive the Assessment roll and sworn statements from the Clerk

16) 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
17) Discussion/Action – Certify all correction(s) of any error(s) under state law (Wis. Stat. § 70.43)
18) Discussion/Action – Verify with the Assessor that Open Book changes are included in the assessment roll
19) Allow taxpayers to examine assessment data
20) 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
21) Review Notices of Intent to File Objection
22) Schedule objection hearings, if any, if proper notice/waivers given
23) Discuss future revaluation/adjustment plan
24) Adjourn **(must be in session minimum of 2 hours)**

Jennifer Friday, Town Chairperson
10/1/2026

Proper notice/posting has been given. Items may not be considered in order listed. Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format must contact the Town of Peshtigo office at 715-582-4332, W2435 Old Peshtigo Road, Marinette, Wisconsin 54143 or topclerk@townofpeshtigo.wi.gov as soon as possible so any necessary arrangements can be attempted to accommodate each request.