

**CITY OF GREEN LAKE**  
**NOTICE OF OPEN BOOK & BOARD OF REVIEW**

Notice is hereby given that Associated Appraisal Consultants from Appleton, WI, will conduct an Open Book Session on Friday, April 27<sup>th</sup>, 2018 from 2:00 p.m. to 4:00 p.m. for the purpose of allowing city property owners to review the 2018 Assessment Roll. This session will be held in the Green Lake City Hall Council Room, 534 Mill Street, Green Lake, WI.

Notice is hereby given that the Board of Review for the City of Green Lake, Green Lake County, shall hold its first meeting on the 16<sup>th</sup> day of May, 2018 from 4:00 p.m. to 6:00 p.m. at Green Lake City Hall Council Room, 534 Mill Street, Green Lake, WI.

Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board:

The Board of Review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the Board's first scheduled meeting, the objector provides to the Board's Clerk written or oral notice of intent to file an objection.

The Board of Review may deny a hearing to a property owner who does not allow the assessor to complete an interior and exterior view of such property. The lack of access to view, and the credibility of evidence offered can be managed as an evidentiary issue at the Board of Review hearing.

After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to a member of the Board about the person's objection except at a session of the Board.

No person may appear before the Board of Review, testify to the Board by telephone or contest the amount of the assessment unless, at least 48 hours before the first meeting of the Board or at least 48 hours before the objection is heard if the objection is allowed, that the person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal of any Board members and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

When appearing before the Board of Review, the person must specify in writing, the person's estimate of the land value and improvements that he or she is objecting and the person must specify the information that he or she used to arrive at that estimate.

No person may appear before the Board of Review, testify to the Board by telephone or object to a valuation; if the Assessor or the Objector made the valuation using the income method; unless the person supplies the Assessor with all the information about income and expenses, as specified in the Assessor's manual under Section 73.03(2a) of Wisconsin Statutes, that the Assessor requests. The City of Green Lake has an ordinance for the confidentiality of information about income and expenses provided to the Assessor under this paragraph and provide exceptions for persons using the information in the discharge of duties imposed by law or the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determines that it is inaccurate, is not subject to the right of inspection and copying under Section 19.35(1) of Wisconsin Statutes.

The Board of Review may allow the property owner or the property owner's representative to appear before the Board, under oath, by telephone or to submit written statements, under oath, to the Board. The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, osteopath, physician assistant or advanced practice nurse that confirms their illness or disability.

City of Green Lake  
Barbara L. Dugenske, Clerk

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