

## **Notice of Open Book Dates for 2020 Town of Lawrence**

**NOTICE IS HEREBY GIVEN** that the assessment roll for the Town of Lawrence will be complete and open for inspection at the OPEN BOOK SESSION, on Tuesday, May 5, 2020 from 3:00 p.m. – 5:00 p.m.

**FURTHER BE ADVISED** The Assessor is only conducting Open Book meetings by phone, email or internet video conferencing (Zoom application) rather than conducting in person meetings for your safety. Please call the assessor during their regular business hours (Monday – Friday, 8:00 AM to 4:30 PM). You may call anytime after receiving your assessment notice, but no later than 3 days prior to the Board of Review to conduct your Open Book meeting.

If the assessor is not available at the time of your call, they will make every effort to return your call within 24 hours. When leaving a message please provide your name, phone number, the Municipality in which the property is located, and the Tax Key Number from your assessment notice or tax bill.

You may contact the assessor at the following:

Associated Appraisal Consultants, Inc.  
PO Box 440  
Greenville, WI 54942

Phone: 920-749-1995

Fax: 920-731-4158

Email: [info.apraz@gmail.com](mailto:info.apraz@gmail.com)

Preliminary 2020 Assessment Roll and Department of Revenue instructional materials are available at the following link:

<https://www.apraz.com/2020assessmentroll>.

## **Notice of Board of Review Town of Lawrence**

**NOTICE IS HEREBY GIVEN** that the Board of Review for the Town of Lawrence of Brown County shall be held on Thursday, May 28, 2020 from 3:00 PM to 5:00 PM at the Town of Lawrence Town Hall at 2400 Shady Court, De Pere WI.

Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board and he required forms to be completed can be found on the Town's website at [www.townoflawrence.org](http://www.townoflawrence.org) under Town Clerk-Treasurer, Forms & Application, Board of Review:

- 1) No person shall be allowed to appear before the Board of Review, to testify to the Board by telephone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the Assessor to view such property.
- 2) 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.
- 3) 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 because the person has been granted a waiver of the 48-hour notice of an intent to file a written objection by appearing before the Board during the first two hours of the meeting and showing good cause for failure to meet the 48-hour notice requirement and files a written objection, 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.
- 4) When appearing before the Board of Review, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
- 5) No person may appear before the Board of Review, testify to the Board or by telephone or object to a valuation; if that valuation was made by the Assessor or the Objector using the income method of valuation; unless the person supplies the Assessor all the information about income and expenses, as specified in the Assessor's manual under Sec. 73.03 (2a) of Wis. Statutes, that the Assessor requests. The Town of Lawrence has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph which provides exceptions for persons using 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 determined that it is inaccurate, is not subject to the right of inspection and copying under Sec. 19.35 (1) of Wis. Statutes.

- 6) The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, surgeon or osteopath that confirms their illness or disability. No other persons may testify by telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.
- 7) No person may appear before the Board of Review, testify to the board by telephone, or contest the amount of any 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 under s.70.47 (3) (a), Wis. stats., that person provides to the clerk of the Board of Review notice as to whether the person will ask for the removal of a member of the Board of Review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

Respectfully submitted,  
Town of Lawrence  
Cindy Kocken

*Posted in the following places in the Town of Lawrence on April 17, 2020*

- Town Hall, 2400 Shady Court; Fire Station #1, 2595 French Road; Fire Station #2, 1780 Crimson Court*
- Posted to the website*
- Notice in Green Bay Press Gazette*