

**Town of Lawrence**  
**Board of Review**  
**Town Hall, 2400 Shady Court, De Pere, WI 54115**  
**Thursday, May 28, 2020**  
**3:00PM to 5:00 PM**

This meeting can be accessed In-Person, Virtually or by Phone via Zoom.

**Virtual or Phone ACCESS INSTRUCTIONS:**

<https://zoom.us> "Join a Meeting"

**ZOOM Meeting ID – 857 9738 7149**

**ZOOM Meeting Password - 549808**

**Call 1-312-626-6799 for phone audio access, use meeting ID and password above.**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Confirmation of appropriate Board of Review and Open Meeting notices
5. Select a Chairperson for the Annual Board of Review
6. Select a Vice-Chairperson for the Annual Board of Review
7. Clerk will Verify Certified BOR Members- Allen Favour, Kevin Brien
8. Filing and summary of Annual Assessment Report by Assessor's Office
9. Clerk will certify Assessment Roll has been delivered and Affidavit is Signed
10. Review the Assessment Roll and Perform Statutory Duties:  
Examine Roll,  
Correct description or calculation errors,  
Add omitted property, and  
Eliminate double assessed property.
11. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
12. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. Clerk Swears in Assessor and Objecting Parties
15. Review notices of Intent to File Objection
16. Board hears Testimony and Provides Determination
17. Clerk completes Assessment Notice and delivers to Objecting Parties
18. Adjourn (to future date if necessary)

By: Cindy Kocken,  
Town of Lawrence Clerk-Treasurer

**AGENDA SENT TO:**

Board of Review Members

Associated Appraisals – James Carlson

Scott Beining, Building Inspector/Zoning Administrator

Media (Notice in Paper published April 17, 2020)