

Town of Lawrence
Board of Review
Town Hall, 2400 Shady Court, De Pere, WI 54115
Thursday, October 21, 2020
5:00PM to 7:00 PM

This meeting can be accessed In-Person, Virtually or by Phone via Zoom. ACCESS INSTRUCTIONS:
<https://zoom.us> "Join a Meeting" -ZOOM Meeting ID – 894 1537 8923 ZOOM Meeting Password - 119299
Call 1-312-626-6799 for phone audio access, use meeting ID & 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. Verify that at least one BOR Member has met the mandatory training requirements- Kevin Brien
8. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 70.47(7)(af))
9. Filing and summary of Annual Assessment Report by Assessor's Office
10. Clerk will certify Assessment Roll has been delivered and Affidavit is Signed
11. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine 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 (sec. 70.43, Wis. Stats.)
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. Clerk Swears in Assessor and Objecting Parties
16. Review notices of Intent to File Objection
17. Board hears Testimony and Provides Determination
18. Clerk completes Assessment Notice and delivers to Objecting Parties
19. 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 August 20, 2021)