

# **NOTICE OF BOARD OF REVIEW & OPEN BOOK FOR THE TOWN OF GRAFTON**

**NOTICE IS HEREBY GIVEN** that the **Board of Review** for the Town of Grafton of Ozaukee County shall hold its first complete meeting on **Tuesday, June 20, 2017, from 6:00pm to 8:00pm** at the Town Hall, 1230 11<sup>th</sup> Avenue, Grafton, Wisconsin for the purpose of reviewing and examining the assessment roll of real and personal property in said Town. Those wishing to be heard and reviewed who apply by phone, fax or email should apply **no later than 48 hours before the BOR. Objections made in person to the Town Hall will only be accepted until Noon on Friday, June 16, 2017.** Objection forms can be obtained at the **Town Hall Office, Mondays through Thursdays from 8:00am to 4:00pm, and Fridays from 8:00 am to 12:00 pm.** **Amanda L. Schaefer, Clerk,** will assign an appointment time upon receipt of a completed form.

**Open Book** for the 2017 assessment year will be held on **May 10, 2017, from 10:00am until 1:00pm, and then from 2:00pm until 7:00pm** at the Grafton Town Hall, 1230 11<sup>th</sup> Avenue, Grafton, WI, with the Town Assessor, Grota Appraisals.

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

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.

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 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.

When appearing before the Board, 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.

No person may appear before the Board of Review, testify to the Board by telephone or subject or object to a valuation; if that valuation was made by the Assessor or the Objector using the income method; unless the person supplies the Assessor all the information about income and expenses, as specified in the manual under Sec. 73.03(2a), that the Assessor requests.

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.

Members of the Town Plan Commission, Board of Appeals, or other committees, boards, commissions, and authorities may attend and participate at this meeting, but will not take official action unless notice so provides.

No qualified individual with a disability shall, by reason of that disability, be excluded from participation in or denied the benefits of the services, programs or activities of the Town of Grafton, or be subjected to discrimination by the Town. If you are disabled and require special accommodations, please advise the Town no later than 5 working days before the scheduled meeting or activity.

Respectfully submitted,  
Amanda L. Schaefer, Clerk  
Town of Grafton