

**NOTICE OF THE BOARD OF REVIEW**

**For the Town of Grand Rapids**

**NOTICE IS HEREBY GIVEN** that the Board of Review for the Town of Grand Rapids of Wood County shall meet on the 16th day of May, 2013 at 6:00 p.m. at the Grand Rapids Municipal Building, 2410 48<sup>th</sup> Street South, Wisconsin Rapids, WI 54494.

Any citizen wishing to appear before the Board of Review must file a Notice of Intent to File an Objection with the Town Clerk by Tuesday, May 14, 2013 at 4:00 p.m. This notice may be filed by calling, faxing, writing or appearing at the Town Clerk's office. Phone 424-1821; fax 424-0688; address; 2410 48<sup>th</sup> Street S. Wisconsin Rapids, WI 54494. Once notice is given, citizens will be given an Objection Form to complete and return, also by Tuesday, May 14, 2013 at 4:00 p.m. When the completed Objection Form and any exhibits are filed, an appointment will be scheduled for a hearing. All of these actions are required to be completed by Tuesday, May 14, 2013 at 4:00 p.m. unless good cause or extreme circumstances are proven.

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 requirement 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 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 of the information about income and expenses, as specified in the manual under Sec. 73.02(2a), that the Assessor requests. The Town of Grand Rapids has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph which provides exemptions for persons using information in the discharge of duties imposed by law or of the duties of their office or by order of the 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 Section 19.35 (1) of Wisconsin Statutes.

The Board shall hear upon oath, by telephone, all ill or disable persons who present to the Board a letter from a physician, surgeon or osteopath that confirms their illness or disability. No other person may testify by telephone.

Respectfully submitted,

Town of Grand Rapids, Judy McLellan, Clerk