

TOWN OF OTTAWA
NOTICE OF OPEN BOOK AND BOARD OF REVIEW

NOTICE IS HEREBY GIVEN that the Board of Review for the Town of Ottawa of Waukesha County held its first meeting on the 11th day of May, 2020, at 6:00P.M., at the Ottawa Town Hall, located at W360S3337 State Road 67, Dousman, WI, for the purpose of calling the Board of Review into session during the forty-five day period beginning on the 4th Monday of April, pursuant to Sec. 70.47(1) of the Wis. Statutes. **The Board of Review immediately adjourned to Monday, June 8, 2020, at 6:00 P.M. It is assumed that the Board of Review will immediately adjourn to Wednesday, June 30, 2020, at 6:00 P.M.**

NOTICE IS HEREBY FURTHER GIVEN that pursuant to Sec. 70.45 of the Wis. Statutes, the **Assessment Roll for the year 2020 will be open for public examination starting the 10th day of June, 2020 from 9:00 A.M. to 3:00 P.M., Monday through Thursday, and 9:00 A.M to 1:00 P.M on Fridays**, in the office of the Town Clerk, Town of Ottawa, W360S3337 State Road 67, Dousman, WI. Additionally, the Town Assessor, Schultz Appraisal Agency, will hold hours for **OPEN BOOK, on Wednesday, June 10, 2020, between the hours of 10:00 A.M. and 12:00 Noon**. Instructional material will be provided at the open book to persons who wish to object to valuation under 70.47, Wis. Stats.

Objection form(s) for “Real Property Assessment” and/or for “Personal Property Assessment” may be obtained at the Town Clerk’s office, W360S3337 State Road 67, Dousman, WI, or by calling (262) 965-3228. **Intent to file objections must be filed in the Office of the Town Clerk at least 48 hours prior to the first Board of Review meeting (by 6:00 P.M., Monday, June 28, 2020).** A waiver to the 48-hour notice may be granted by the Board of Review during the first two hours of the meeting if the applicant shows good cause for the failure to meet the 48 hour notice requirement. Persons are encouraged to discuss their objections with the Town Assessor, Schultz Appraisal Agency, prior to their appearance at the Board of Review meeting. Contact Schultz Appraisal Agency at (262) 392-9828 to discuss your assessment value with the Assessor.

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

1. 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. Open Book shall occur no less than 7 days prior to the Board of Review.
2. The Board of Review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the Board’s first scheduled meeting, the objector provides to the Board’s Clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the Board shall waive that requirement during the first 2 hours of the Board’s first scheduled meeting, and the Board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the Board of Review during the first 2 hours of the first scheduled meeting.
3. Objections to the amount of valuation of property shall first be made in writing and filed with the Clerk of the Board of Review within the first 2 hours of the Board’s first scheduled meeting, except that, upon evidence of extraordinary circumstances, the Board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The Board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the Board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the Board in support of the objections and made full disclosure before the Board, under oath, of all of that person’s property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the Board.
4. When appearing before the Board of Review, the objecting 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 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), Wis. Stats., that the Assessor requests. The Town of Ottawa has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph that 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 determines that it is inaccurate, is not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.
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 Wis. Stat. 70.47(3)(a), that person provides to the Clerk of the Board of Review 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.

Notice is hereby given this 26th day of May, 2020.

Melissa M. Klein, Clerk, CMC, WCMC
Town of Ottawa