

PLEASE TAKE NOTICE THAT THE 2020 BOARD OF REVIEW PROCESS WILL BE CONDUCTED AS FOLLOWS:

The Board of Review will meet on Monday, May 18, 2020 at 5:15 p.m. at the Oak Creek City Hall Council Chambers, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin, to comply with statutory requirements; the Board adjourned at that time, since the final Assessment Roll was not complete.

Assessment notices are scheduled to be mailed on or about March 31, 2020. Notices will be sent to all property owners. Property owners are being notified at that time that appointments may be scheduled for an individual open book review between April 6<sup>th</sup> and May 1<sup>st</sup>, 2020. Starting March 31<sup>st</sup>, you may contact the Assessor's office to schedule an Open Book appointment.

A preliminary 2019 Assessment Roll will be available on or around March 31, 2020 for review in City Hall at the City Clerk's office during regular City Hall business hours, as well as on the City's website, [www.oakcreekwi.org](http://www.oakcreekwi.org). A final Assessment Roll will be available for public inspection following the Open Book period. Open Book will run between April 6<sup>th</sup> and May 1<sup>st</sup>, 2020. Specific dates and times to be determined.

The preliminary 2019 Assessment Roll will also be available for review at the Oak Creek Public Library, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin, during regular Library hours.

The first regular meeting of the 2020 Board of Review will be held on Wednesday, June 17<sup>th</sup>, beginning at 5:30 p.m., for the purpose of reviewing and examining all sworn statements and valuations of real property therein, and of correcting all errors in said roll, whether in description of property or otherwise, to perform such other duties imposed by law, and to schedule appointments and conduct hearings. Starting Tuesday, May 19<sup>th</sup>, you may contact the City Clerk's office to obtain appropriate paperwork. Once paperwork is completed in its entirety you may contact the City Clerk's office to schedule a Board of Review appointment.

Additionally, Wisconsin State Statutes provide that:

Section 70.47(7)(aa): 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.

Section 70.47(7)(ac) 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 that person's objection except at a session of the Board.

Section 70.47(7)(ad): 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 sub. (3)(a), that person provides to the Clerk of the Board of Review notice as to whether the person will ask for

removal under sub. (6m)(a) and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

Section 70.47(7)(ae): 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.

Section 70.47(7)(af): 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 to the Assessor all of the information about income and expenses, as specified in the manual under s. 73.03(2a), that the Assessor requests. The municipality or county shall provide by ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of 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 §19.35(1).

If you have any questions, please contact the Assessor's Office at 766-7000, or the City Clerk's Office at 766-7023.

Dated this 24<sup>th</sup> day of February, 2020.

/s/ Catherine A Roeske, CMC/WCMC

City Clerk