

Village of Sullivan
PO Box 6
Sullivan, WI 53178

NOTICE OF MEETING OF BOARD OF REVIEW

NOTICE IS HEREBY GIVEN that the Board of Review for the Village of Sullivan of Jefferson County shall hold its first meeting on **June 7, 2018 from 5:00-7:00pm** at the Sullivan Village Hall, 500 Madison Avenue (Hwy 18).

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

No person will be allowed to contest the amount to 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 may contact or provide information to a member of the Board about the person's objection except at a session of the Board.

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.

When appearing before the Board of Review, 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 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) of Wis. Statutes, that the Assessor requests. The Village of Sullivan has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor

under this paragraph which 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 provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under Sec. 19.35 (1) of Wis. Statutes.

The Board of Review 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.

No person may appear before the Board of Review unless, at least 48 hours before the first meeting of the Board, that person provides to the clerk of the Board of Review written notice as to whether the person will ask for the removal of a member of the Board and, if so, which member, and provides a reasonable estimate of the length of time that the hearing will take.

NOTICE IS FURTHER GIVEN that the 2018 Assessment Roll will be on file in the office of the Village Clerk for examination by property owners and may be reviewed during office hours of 8:00am-4:30pm Monday thru Friday.

Diane Penosky, Acting Clerk/Treasurer
Village of Sullivan
May 16, 2018