

VILLAGE OF SULLIVAN
P.O. BOX 6
SULLIVAN, WI 53549

**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 THE 11TH DAY OF **MAY, 2017 FROM 5:00 P.M. TO 7:00 P.M.** 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 shall 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 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 provided to the clerk of 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 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 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.

NOTICE IS ALSO FURTHER GIVEN that the 2017 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 8:00a.m. to 4:30 p.m., Monday thru Friday.

Respectfully submitted
Village of Sullivan
Heather Rupnow
Clerk/Treasurer