

## Town of Berlin, Marathon County

### **Notice that the Assessment Roll is open for Examination and Open Book**

Town of Berlin, Marathon County Pursuant to Wis. Stat. 70.45, the assessment roll for the year 2023 will be open for examination starting on the 10<sup>th</sup> day of July, 2023 at 3:00 p.m. until 7:00 p.m. at Town of Berlin Center 243240 Berlin Lane, Athens WI. The assessor will also be available. Instructional material will be provided at the open book to person who wish to object to valuations under Wis. Stat. 70.47.

### **Notice is hereby given that the Board of Review for the Town of Berlin, Marathon County, Wisconsin, shall hold its first meeting on July 18, 2023, from 7:00pm until 9:00pm at the Berlin Town Center.**

Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board or Review. Wisconsin Statute Sec. 70.47(2) requires as follows:

1. After the first meeting of the Board of Review and before the Board of Review'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 of Review about the person's objection, except at a session of the Board of Review. 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 of valuation of property unless, at least 48 hours before the Board of Review's first scheduled meeting, the objector provides to the Board of Review Clerk written or oral notice of an intent to file an objection, the Board of Review shall waive that requirement during the first two hours of the Board of Review's first scheduled meeting, and the Board of Review may waive the requirements up to the end of the fifth day of the session or up to the end of the final day of the session if the session is less than five 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 two 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 Board of Review Clerk within the first two hours of the Board of Review's first scheduled meeting, except that upon evidence of extraordinary circumstances, the Board of Review may waive the requirement up to the fifth day of the session, or up to the end of the final day of the session if the session is less than five days. The Board of Review may require objections to the amount of valuation of property to be submitted on forms approved by the Department of Revenue, and the Board of Review 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 of valuation of property unless the written objection has been filed and that person in good faith presented evidence to the Board of Review in support of the objection and made full disclosure before the Board of Review, 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 of Review.

4. When appearing before the Board of Review, the objecting person shall specify in writing the person's estimate of the value land and of the improvements that are the subject of the person's objection and specify the information used to arrive at that estimate.
5. No person may appear before the Board of Review, testify to the Board of Review 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 no later than seven days before the first meeting of the Board of Review, the person supplies to the assessor with all the information about income and expenses, as specified in the assessor's manual under s. 73.03(2a), Wis. Stats, that the Assessor requests. The Town of Berlin 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 the information in the discharge of duties imposed by law or of the duties of their officer 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 Sec. 19.35(1), Wis. Statutes.
6. The Board of Review shall hear upon oath, by telephone, all ill or disabled persons who present to the Board of Review a letter from a physician, physician assistant, or advanced practice nurse prescriber certified under s. 441.16(2) that confirms their illness or disability. No other persons may testify by telephone unless the Board of Review, 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 of Review by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the Board of Review, or at least 48 hours before the objection is heard if the objection is allowed under Sec. 70.47 (3) (a), Wis. Stats., that person provides to the clerk of the Board of Review notice 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.
8. No person shall be allowed to appear before the Board of Review, to testify to the Board of Review 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 enter onto property to conduct an exterior view of such property being assessed.

Notice is hereby given this 18th day of June 2023. By: Connie Nowak, Clerk Town of Berlin 715-432-3837  
[townofberlinclerk@gmail.com](mailto:townofberlinclerk@gmail.com)

Posted June 18, 2023 at 4:10 p.m.