

**PUBLIC NOTICE  
2017 BOARD OF REVIEW  
CITY OF MAYVILLE**

**NOTICE IS HEREBY GIVEN** that the Board of Review for the City of Mayville shall hold its first meeting on Wednesday, May 31, 2017, in the Council Chambers of City Hall, 15 South School Street, Mayville, Wisconsin during the hours of 4:00 p.m. to 6:00 p.m. If necessary, additional dates will be used to reconvene said meeting, as determined by the Board. Anyone wishing to file an objection must contact the City Clerk at 15 South School Street, Mayville, to schedule an appointment and to obtain the Form of Objection.

**PLEASE BE ADVISED OF THE FOLLOWING REQUIREMENTS TO APPEAR BEFORE THE BOARD OF REVIEW AND PROCEDURAL REQUIREMENTS IF APPEARING BEFORE THE BOARD:**

1. 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.
2. 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 the session of the Board.
3. No person may appear before the Board of Review, testify to the Board by telephone or contest the amount of the 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 provides to the City Clerk 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.
4. 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.
5. No person may appear before the Board of Review, testify to the Board or by telephone or object to a valuation; if that valuation was made by the Assessor or the Objector using the income methods of valuation; unless the person supplies the Assessor all the information about the income and expenses, as specified in the Assessor's manual under Sec 73.03 (2a) of the Wis. Statutes, that the Assessor requests. The City of Mayville 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 person 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 proved 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.

6. The Board shall hear upon oath, by telephone, all ill or disabled people 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.
7. Before any property owner can appear before the Board of Review, he/she must file with the City Clerk in writing such objections as he/she may have to the valuation of his/her property as made by the City Assessor.
8. Printed forms for this purpose can be secured from the City Clerk's Office on request.
9. After the property owner has completely filled out the printed form, it must be returned to the City Clerk's office without delay.
10. It is requested that the objection form be received **PRIOR TO THE COMMENCEMENT OF THE BOARD OF REVIEW**. The property owner will then be informed of **THE EXACT HOUR AND DAY** on which the objecting property owner or his representative or both are to appear for the hearing of his objection before the Board of Review.
11. Either at the request of the Assessor or upon its own motion the Board may not only compel the attendance of witnesses, but it may also require the production of all books, inventories, appraisals, documents and other data which may throw light upon the value of the property.

Published May 11, 2017

Sara Decker  
City Clerk