NOTICE OF BOARD OF REVIEW AND OPEN BOOK
Village of Clayton

Notice is hereby given that the **OPEN BOOK** for the Village of Clayton shall be held at the **Village Hall 133 Clayton Ave E—**Wednesday, June 1, 2016 from 5:00 pm to 7:00 pm

The Open Book session provides property owners with the opportunity to informally discuss their assessments with the City Assessor.

Notice is hereby given that the **BOARD OF REVIEW** for the Village of Clayton shall meet on Wednesday, June 22, 2016 from 5:00 p.m. to 7:00 p.m. at the **Village Hall 133 Clayton Ave E Clayton WI**.

Please be advised of the following requirements:

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.

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 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) 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, 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; 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 City 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 s. 19.35(1).

Bob Kazmierski
Village Clerk-Treasurer