

**Town of Lawrence**  
**Board of Review**  
**Town Hall, 2400 Shady Court, De Pere, WI 54115**  
**Thursday, May 18, 2023**  
**3:30PM to 5:30 PM**

1. Call to Order/Roll Call
2. Confirmation of appropriate Board of Review and Open Meeting notices
3. Select a Chairperson for the Annual Board of Review
4. Select a Vice-Chairperson for the Annual Board of Review
5. Verify that at least one BOR Member has met the mandatory training requirements
6. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law Wis. Stat. 70.47(7)(af)-Ordinance 48-8
7. Review of new laws.
8. Summary of Annual Assessment Report by Assessor's Office
9. Clerk will certify Assessment Roll has been delivered and Affidavit is Signed
10. Review the Assessment Roll and perform statutory duties:
  - a. Examine the roll
  - b. Correct description or calculation errors
  - c. Add omitted property, and
  - d. Eliminate double assessed property.
11. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
12. Discussion/Action – Verify with the assessor that Open Book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - b. Requests for waiver of BOR hearing allowing the property owner an appeal directly to the circuit court
  - c. Request to testify by telephone or submit a sworn written statement
  - d. Subpoena request, and
  - e. Act on any other legally allowed or required BOR matters.
15. Review Notice of Intent to File Objection, if applicable
16. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date
17. Clerk completes Assessment Notice and delivers to Objecting Parties
18. Adjourn (to future date if necessary)

By: Cindy Kocken,  
Town of Lawrence Clerk-Treasurer

**AGENDA SENT TO:**

Board of Review Members

Associated Appraisals – Thomas R. Okrie Jr.

Media (Notice in Paper published April 13, 2023)

NOTE: Any person wishing to attend this meeting who, because of disability requires special accommodations, should contact Town Clerk-Treasurer Cindy Kocken, at 920-347-3719 at least 2 business days in advance so that arrangements can be made.