

**Town of Lawrence**  
**Board of Review**  
**Town Hall, 2400 Shady Court, De Pere, WI 54115**  
**Thursday, May 26, 2022**  
**3:30PM to 5:30 PM**

1. Call to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting notices
4. Select a Chairperson for the Annual Board of Review
5. Select a Vice-Chairperson for the Annual Board of Review
6. Verify that at least one BOR Member has met the mandatory training requirements
7. 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
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
10. Filing and summary of Annual Assessment Report by Assessor's Office
11. Clerk will certify Assessment Roll has been delivered and Affidavit is Signed
12. 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.
13. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
14. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
15. Allow taxpayers to examine assessment data
16. 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.
17. Review Notice of Intent to File Objection
18. Review of Objections received 48 hours in advance
19. Public Appearances by Objectors without 48-hour notice
20. Board hears Testimony, Deliberates and Provides Determination
21. Clerk completes Assessment Notice and delivers to Objecting Parties
22. 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 18, 2022)

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.