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CITY OF WATERLOO

NOTICE OF OPEN BOOK, MAY 21, 2014 AND BOARD OF REVIEW, JUNE 5, 2014

NOTICE IS HEREBY GIVEN that the 2014 Assessment Roll of the City of Waterloo will be open for examination at the office of the City Clerk on Wednesday, May 21, 2014 from 5:00 p.m. to 7:00 p.m. at the City Clerk/Treasurer's office.

All property owners whose real estate assessment was changed will receive a written notice of their new and former assessments.

NOTICE IS ALSO FURTHER GIVEN that the annual Board of Review for the City of Waterloo will meet in the Council Chamber of the Municipal Building, 136 N. Monroe Street, on Thursday, June 5, 2014 from 2:00 p.m. to 4:00 p.m. The Board will meet to elect a Chairperson and Vice-chairperson, to review the members of the Board that have met the mandatory training requirements specified in Sec. 70.46(4) of the Wisconsin State Statutes and to hear testimony.

Before appearing before the Board of Review, the property owner must file an objection form in writing with the City Clerk. These forms are available at the office of the City Clerk.

- 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 that 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 sec. 73.03 (2a), Wis. Stats., that the assessor requests. The municipality or county 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 sec. 19.35(1), Wis. Stats.



Morton J. Hansen
City Clerk/Treasurer

Posted: April 24, 2014
Municipal Building
Farmers and Merchants State Bank
Karl Junginger Memorial Library
Waterloo Utilities

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