

CORONAVIRUS ALERT

Dear Property Owner:

In light of the risks associated with the coronavirus pandemic, and in response to the statewide moratorium on mass gatherings of 10 people or more to mitigate the spread of COVID-19, we are alerting you to the following information and procedures.

For the 2020 Open Book meeting

Due to rapidly changing social distancing measures being taken by the CDC, your Municipality and the Wisconsin Department of Revenue, you should contact the assessor or your municipal clerk prior to attending in person to ensure that the meeting is still taking place at your Municipal Hall.

At this time, we request that you conduct an Open Book session by phone or email with the assessor, rather than attending the Open Book in person. Please call the assessor during regular business hours (Monday – Friday, 8:00 AM to 4:30 PM). You may call anytime after receiving the enclosed notice, but no later than 3 days prior to the Board of Review to conduct your Open Book meeting by phone. If the assessor is not available at the time of your call, we will make every effort to return your call within 24 hours.

You may contact the assessor by phone at 920-749-1995 or by email at info.apraz@gmail.com. Please provide your name, the Municipality in which the property is located, and the Tax Key Number from your assessment notice or tax bill.

For the 2020 Board of Review meeting

Wisconsin law states, “Instead of appearing in person... the board of review may allow the property owner... to appear before the board, under oath, by telephone or to submit written statements, under oath, to the board” (Wis., Stats., 70.47(8)). Please contact the municipal clerk for more information on accommodations to file objections remotely by phone, or to file objections in writing.

Please do not attend the Open Book or Board of Review in person if any of the following apply:

- If you are quarantined or have been diagnosed with COVID-19
- If you are sick or experiencing any symptoms consistent with COVID-19 (fever, dry cough, respiratory congestion, etc.);
- If you are among those who have been identified by health officials as being particularly susceptible to the virus;
- If you have traveled outside the State of Wisconsin or been in contact with anyone who may have contracted the virus in the past 4 weeks.