

**SAMPLE NOTICE – Class 1 Notice that the 2020 Board of Review Has Adjourned to a Later Date Due to the Public Health Crisis Related to COVID-19**

**Notice that the 2020 Board of Review Has Adjourned to a Later Date Due to the Public Health Crisis Related to COVID-19**

*(Town/Village)* of \_\_\_\_\_, \_\_\_\_\_ County

The Board of Review, having met on the \_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_ .m. at \_\_\_\_\_ *(insert the location of the meeting)* for the purpose of calling the Board of Review into session during the 45 day period beginning on the 4th Monday of April, pursuant to Wis. Stat. § 70.47(1), is hereby providing notice, as allowed under Wis. Stat. § 70.47(3)(aL)2., that the board voted to adjourn until the \_\_\_\_ day of \_\_\_\_\_ 2020 at \_\_\_\_ .m., due to the current public health crisis related to COVID-19.

As required under Wis. Stat. § 70.47(2), additional notice of the reconvened Board of Review will be provided in advance of the full 2-hour Board of Review meeting. *(This refers to the “long” BOR notice that must be provided to the public at least 15 days in advance of the first full Board of Review meeting, or at least 30 days in advance in revaluation years.)*

Notice is hereby given this \_\_\_\_ day of \_\_\_\_\_, 2020 by:

\_\_\_\_\_  
*(Town/Village)* Clerk

**NOTES:**

Provide this notice as a Class 1 notice under ch. 985.

Options for providing a Class 1 notice under ch. 985:

- 1) publish the notice in a qualified newspaper; OR
  - 2) post the notice in three public places; OR
  - 3) post the notice in one public place and on the governing body’s website.
- (You may do one or multiple of the above.)*

If posting, we recommend keeping the postings up for at least a couple of weeks (longer if possible).

A written notice must also be posted on the outer door of the meeting place stating to what time the meeting is adjourned (and then left up until the reconvened meeting). Wis. Stat. § 70.47(4).