



AGENDA
City of Milton
Board of Review Meeting
Wednesday, May 17, 2017
4:00 p.m. to 6:00 p.m.
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call To Order
2. Roll Call
3. Confirmation Of Appropriate Board Of Review And Open Meetings Notices
4. Approve Board Of Review Minutes - June 14, 2016

Documents:

[06-14-2016 - BOARD OF REVIEW MINUTES.PDF](#)

5. Select A Board Of Review Chairperson
6. Select A Board Of Review Vice-Chairperson
7. Verify That A Board Of Review Member Has Met The Mandatory Training Requirements
8. Review Of New Laws
9. Review Resolution 2016-13 Approving A Board Of Review Policy On Procedure For Sworn Telephone Or Sworn Written Testimony Requests

Documents:

[RESOLUTION 2016-13 APPROVING A BOARD OF REVIEW POLICY ON PROCEDURE FOR SWORN TELEPHONE OR SWORN WRITTEN TESTIMONY REQUESTS.PDF](#)

10. Filing And Summary Of The Annual Assessment Report By The Assessor
11. Receipt Of The Assessment Roll By The City Clerk From The Assessor
12. Receive The Assessment Roll And Sworn Statements From The City Clerk
13. Review The Assessment Roll And Perform Statutory Duties
 - a. Examine The Roll
 - b. Correct Description Or Calculation Errors
 - c. Add Omitted Property

- d. Eliminate Double Assessed Property
- 14. Discussion And Action To Certify All Corrections Of Error Under State Law (Sec. 70-43, Wis. Stats.)
- 15. Discussion And Action To Verify With The Assessor That Open Book Changes Are Included In The Assessment Roll
- 16. Allow Taxpayers To Examine Assessment Data
- 17. 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 The BOR Hearing Allowing The Property Owner An Appeal Directly To Circuit Court
 - c. Requests To Testify By Telephone Or Submit A Sworn Written Statement
 - d. Subpoena Requests
 - e. Act On Any Other Legally Allowed/Required Board Of Review Matters
 - f. Review Notices Of Intent To File Objection
 - g. Proceed To Hear Objections, If Any And If Proper Notice/Waivers Given Unless Scheduled For Another Date
- 18. Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's Office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

**Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted 05/12/2017 by Leanne Schroeder, Deputy Clerk
Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall