



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

**City of Milton  
Board of Review Minutes**

6/14/2016 - Minutes

1. Call To Order

Chair Welch called the meeting of the Board of Review to order at 4:04 p.m.

Present: Mayor Anissa Welch, Ald. Dave Adams, Ald. Jeremy Zajac, Ald. Maxine Striegl, Ald. Ryan Holbrook, Ald. Nancy Lader, and Ald. Lynda Clark.

Also Present: City Administrator Al Hulick, Finance Director Dan Nelson, and City Clerk/Deputy Treasurer Elena Hilby.

2. Approval Of Agenda

Ald. Holbrook moved to approve the agenda. Ald. Clark seconded, and the motion carried.

3. Approval Of Board Of Review Minutes - May 17, 2016.

Ald. Lader moved to approve the minutes. Ald. Clark seconded, and the motion carried.

4. Discussion And Possible Action To Approve Resolution 2016-13 A Resolution Approving A Board Of Review Policy On Procedure For Sworn Telephone Or Sworn Written Testimony Requests.

Ald. Clark moved to approve Resolution 2016-13 A Resolution Approving a Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests. Ald. Adams seconded, and the motion carried.

5. Appointments

Resident Robert Fox of 1217 Surrey Drive appeared to object to the assessment of his property located at 1217 Surrey Drive, Milton, WI 53563. Clerk Hilby swore in Mr. Fox and Assessor DeGroot.

Ald. Adams moved to uphold the assessment value of Assessor DeGroot. Ald. Clark seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Zajac, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

Resident Jason Steele of 741 Capman Street appeared to object to the assessment of his property located at 741 Capman Street, Milton, WI 53563. Clerk Hilby swore in Mr. Steele and Assessor DeGroot.

Ald. Clark moved to uphold the assessment value of Assessor DeGroot. Ald. Holbrook seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: Ald. Zajac.

Resident Patrick Warner of 1214 Woodland Drive appeared to object to the assessment of his property located at 1214 Woodland Drive, Milton, WI 53563. Clerk Hilby swore in Mr. Warner and Assessor DeGroot.

Ald. Clark moved to uphold the assessment value of Assessor DeGroot. Ald. Adams seconded, and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

Resident Rachel Harenza of 11 E Ash Lane appeared to object to the assessment of her property located at 11 E Ash Lane, Milton, WI 53563. Clerk Hilby swore in Ms. Harenza and Assessor DeGroot.

Ald. Clark moved to change the assessment value of Assessor DeGroot from \$127,500 to \$105,000. Ald. Adams seconded and the motion carried with a roll-call vote of:

Aye: Ald. Adams, Ald. Striegl, Ald. Holbrook, Ald. Lader, Ald. Clark, Mayor Welch.

No: None.

6. Assessor To Present The Assessment Roll.

7. Adjourn Board Of Review For 2016.

Ald. Holbrook moved to adjourn the Board of Review meeting at 6:49 p.m. Ald. Lader seconded, and the motion carried.

Respectfully submitted,  
Elena Hilby  
City Clerk

RESOLUTION NO. 2016-13

**RESOLUTION APPROVING A BOARD OF REVIEW POLICY ON PROCEDURE FOR SWORN TELEPHONE OR SWORN WRITTEN TESTIMONY REQUESTS**

WHEREAS, sec. 70.47(8), Wis.Stat. authorizes the Board of Review to consider requests from a property owner or the property owner's representative to testify under oath by telephone or written statements under oath to the Board of Review and whether to allow the same; and

WHEREAS, the Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law prior to a Request to Testify by Telephone or Submit Sworn Statement from being submitted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Review of the City of Milton that the following policy is adopted:

1. Procedure: Before the Board of Review (hereinafter BOR) can consider a request from a property owner or the property owner's representative (hereafter (owner")) to testify by telephone or submit a sworn written statement, the owner must first, complete and file with the clerk of the BOR the following documents:
  - a. A timely Notice of Intent to appear at BOR;
  - b. A timely Objection Form for Real Property Assessment (PA-115A); and
  - c. A fully completed Request to Testify by Telephone or Submit a Sworn Statement at Board of Review (Form PA-814).

Such requests must be filed with the clerk of the BOR within the first 2 hours of the BOR's first scheduled meeting. If the owner fails to file the aforementioned documents as required, the BOR will not consider the request.

2. Criteria: The BOR, may consider any or all of the following factors when deciding whether to grant or deny the request:
  - a. The owner's stated reason(s) for the request as indicated on the PA-814
  - b. Fairness to the parties
  - c. Ability of the owner to procure in person oral testimony and any due diligence exhibited by the owner in procuring such testimony
  - d. Ability to cross examine the person providing the testimony
  - e. The BOR's technical capacity to honor the request
  - f. Any other factors that the BOR deems pertinent to deciding the request.

Adopted by the Board of Review of the City of Milton this 14th day of June, 2016.

By:

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Anissa Welch, Board of Review Chairperson

Attest:

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Elena Hilby, Clerk of the Board of Review