



AGENDA
City of Milton
Board of Review Meeting
Tuesday, June 14, 2016
4:00 PM
MILTON CITY HALL
Council Chambers, 710 S. Janesville Street

1. Call To Order
2. Approval Of Agenda
3. Approval Of Board Of Review Minutes - May 17, 2016.

Documents: [05-17-2016 - BOARD OF REVIEW MINUTES.PDF](#)

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.

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

5. Assessor To Present The Assessment Roll.
6. Adjourn Board Of Review For 2016.

**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.

Posted at Dave's Ace Hardware, Piggly Wiggly, Milton City Hall

City of Milton
Board of Review Minutes

5/17/2016 - Minutes

1. Call To Order

Mayor Welch called the meeting of the Board of Review to order at 7:01 PM.

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

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

2. Approval Of Agenda

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

3. Approval Of Board Of Review Minutes - June 16, 2015.

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

4. Set Date For Board Of Review - June 14, 2016 At 4:00 P.m.

Ald. Clark moved to schedule the next meeting of the Board of Review for June 16, 2015 at 4:30 PM. Ald. Holbrook seconded, and the motion carried.

5. Adjourn Board Of Review Until Tuesday, June 14, 2016.

Ald. Striegl moved to adjourn the meeting of the Board of Review at 7:04 PM. Ald. Clark 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:

Anissa Welch, Board of Review Chairperson

Attest:

Elena Hilby, Clerk of the Board of Review