



AGENDA
City of Milton
Board of Review
Wednesday, May 11, 2022
5:00 p.m. - 7:00 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. **Approval Of Minutes - August 26, 2021**

Documents:

[BOR MINUTES 08-26-21.PDF](#)

5. **Elect A Board Of Review Chairperson**
6. **Elect A Board Of Review Vice-Chairperson**
7. **Verify That At Least One Board Of Review Member Has Met The Mandatory Board Of Review Training Requirements**
8. **Verify Ordinance For The Confidentiality Of Income And Expense Information**
9. **Receipt Of The Assessment Roll By The Clerk From The Assessor**
10. **Review The Assessment Roll And Perform Statutory Duties**
 - a. ***Examine The Roll***
 - b. ***Correct Description Or Calculation Errors***
 - c. ***Add Any Omitted Property***
 - d. ***Eliminate Any Double Assessed Property***
11. **Discussion And Action To Certify All Corrections Of Error Under State Law, Wis. Stats. Sec. 70-43**
12. **Discussion And Action To Verify With The Assessor That Open Book Changes Are Included In The Assessment Roll**
13. **Allow Taxpayers To Examine Assessment Data**
14. **Discussion And Action On Any Waivers Of The Required 48-Hour Notice Of Intent To File An Objection When There Is Good Cause**

15. **Discussion And Action On Any Requests For Waiver Of The BOR Hearing, Allowing The Property Owner An Appeal Directly To Circuit Court**
16. **Discussion And Action On Any Requests To Testify By Telephone Or Submit Sworn Written Statements**
17. **Discussion And Action On Any Subpoena Requests**
18. **Discussion And Action On Any Other Legally Allowed/Required Board Of Review Matters**
19. **Review Notices Of Intent To File Objection**
20. **Hearing Of Objections**
21. **Discussion And Action On Objections**
22. **Discussion And Action To Schedule Any Additional Board Of Review Meeting Dates, If Necessary**
23. **Motion To 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 by: Jenny Salvo, City Clerk, on May 6, 2022

Posted at: Hometown Ace Hardware, Piggly Wiggly, Milton City Hall

**City of Milton
Board of Review
August 26, 2021**

Call to Order

City Clerk Salvo called the August 26, 2021 meeting of the Board of Review to order at 5:00 p.m.

Clerk Salvo called the roll.

Present: Board of Review Members Darand Borneman, Sherri Moore, Jason Campbell and Don Tyrriver.

Also present: City Clerk Jenny Salvo and Assessor Paul Musser

Confirmation of Appropriate Board of Review and Open Meeting Notices

Clerk Salvo confirmed the August 26, 2021 meeting of the Board of Review met open meeting requirements by being posted in three locations: Dave's Ace Hardware, Piggly Wiggly, and City Hall on Friday, August 20, 2021.

Clerk Salvo confirmed the meeting met Board of Review meeting requirements with a posting on the bulletin board in the lobby of City Hall and publication in the city's official newspaper, The Milton Courier, on May 6, 2021. An affidavit of the publication is on file in the Clerk's office. The adjournment notice from the June 8th meeting was posted at Dave's Ace Hardware, Piggly Wiggly, and City Hall on June 8, 2021.

Approval of Minutes – September 23, 2020 and June 8, 2021

D. Borneman made a motion to approve the Board of Review minutes from September 23, 2020.

J. Campbell seconded, and Clerk Salvo called for a roll call vote:

- D. Borneman – yes
- S. Moore – abstain
- J. Campbell - yes
- D. Tyrriver - yes

The motion was approved with a 3-0 roll call vote. Moore abstained from the vote.

Moore made a motion to approve the Board of Review minutes from June 8, 2021. D. Borneman seconded, and Clerk Salvo called for a roll call vote:

- D. Borneman – yes
- S. Moore – yes
- J. Campbell – yes
- D. Tyrriver – yes

The motion was approved with a 4-0 roll call vote.

Receipt of the Assessment Roll by the Clerk from the Assessor

Clerk Salvo stated that she received the assessment roll from Assessor Musser. Assessor Musser and Clerk Salvo signed the assessment roll.

Review the Assessment Roll and Perform Statutory Duties

- a. **Examine the Roll**
- b. **Correct Description or Calculation Errors**
- c. **Add Any Omitted Property**
- d. **Eliminate Any Double Assessed Property**

Board of Review members examined the roll and did not find any description or calculation errors, omitted property, or any double assessed property. No action taken.

Discussion and Action to Certify All Corrections of Error Under State law, Wis. Stats. Sec. 70-43

Board of Review members did not find any errors from prior years. No action taken.

Discussion and Action to Verify with the Assessor That Open Book Changes are Included in the Assessment Roll

Assessor Musser stated that any changes are reflected in the assessment roll presented. Discussion followed. No action was taken.

Allow Taxpayers to Examine Assessment Data

No taxpayers were present.

Discussion And Action On Any Waivers Of The Required 48-Hour Notice Of Intent To File An Objection When There Is Good Cause

Clerk Salvo stated she did not receive any waivers of the required 48-hour notice of intent to file an objection. No action taken.

Discussion And Action On Any Requests For Waiver Of The BOR Hearing, Allowing The Property Owner An Appeal Directly To Circuit Court

Clerk Salvo stated she did not receive any requests to testify by telephone or submit sworn written statements. No action taken.

Discussion And Action On Any Requests To Testify By Telephone Or Submit Sworn Written Statements

Clerk Salvo stated she did not receive any requests to testify by telephone or submit sworn written statements. No action taken.

Discussion And Action On Any Subpoena Requests

Clerk Salvo stated she did not receive any subpoena requests. No action taken.

Discussion And Action On Any Other Legally Allowed/Required Board Of Review Matters

Clerk Salvo stated she was not aware of any other legally allowed/required Board of Review matters needing attention. No action taken.

Review Notices Of Intent To File Objection

Clerk Salvo stated she did not receive any notices of intent to file an objection.

Hearing Of Objections

There were no objections filed during the Board of Review meeting.

Discussion And Action On Objections

There were no objections filed during the Board of Review meeting.

Discussion And Action To Schedule Any Additional Board Of Review Meeting Dates, If Necessary

No additional meeting dates were necessary. No action taken.

Motion To Adjourn

D. Borneman made a motion to adjourn the August 26, 2021 meeting of the Board of Review. S. Moore seconded, and D. Tyriver called for the roll call vote:

- S. Moore:
- J. Campbell
- D. Tyriver
- D. Borneman

The motion was approved with a 4-0 roll call vote. The meeting adjourned at 7:00 p.m.

Respectfully Submitted,



Jenny Salvo
City Clerk