



AGENDA
City of Milton
Board of Review
Thursday, August 26, 2021
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 - September 23, 2020 & June 8, 2021

Documents:

[BOARD OF REVIEW MINUTES 09-23-20.PDF](#)
[BOR MINUTES 06-08-21.PDF](#)

5. Receipt Of The Assessment Roll By The Clerk From The Assessor
6. 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
7. Discussion And Action To Certify All Corrections Of Error Under State Law, Wis. Stats. Sec. 70-43
8. Discussion And Action To Verify With The Assessor That Open Book Changes Are Included In The Assessment Roll
9. Allow Taxpayers To Examine Assessment Data
10. Discussion And Action On Any Waivers Of The Required 48-Hour Notice Of Intent To File An Objection When There Is Good Cause
11. Discussion And Action On Any Requests For Waiver Of The BOR Hearing, Allowing The Property Owner An Appeal Directly To Circuit Court
12. Discussion And Action On Any Requests To Testify By Telephone Or Submit Sworn Written Statements
13. Discussion And Action On Any Subpoena Requests

14. Discussion And Action On Any Other Legally Allowed/Required Board Of Review Matters
15. Review Notices Of Intent To File Objection
16. Hearing Of Objections
17. Discussion And Action On Objections
18. Discussion And Action To Schedule Any Additional Board Of Review Meeting Dates, If Necessary
19. 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 August 20, 2021

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

City of Milton
Board of Review
Wednesday, September 23, 2020

Call to Order

City Clerk Leanne Schroeder called the September 23, 2020 meeting of the Board of Review to order at 6:00 p.m.

Roll Call

Clerk Schroeder called the roll.

Present: Board of Review Members Clate Bogan (joining by phone), Darand Borneman, Jason Campbell, Herb Stinski, and Don Tyriver.

Also present: City Assessor Paul Musser and City Clerk Leanne Schroeder.

Confirmation of Appropriate Board of Review and Open Meetings Notices

Clerk Schroeder confirmed that the September 23, 2020 meeting of the Board of Review met open meetings requirements by being posted in three locations: Dave's Ace Hardware, Piggly Wiggly, and City Hall, as well as on the city's website.

Clerk Schroeder also confirmed that the September 23, 2020 meeting of the Board of Review met Board of Review meeting requirements with a posting on the entry to City Hall and publication in the city's official newspaper, The Milton Courier, on August 20, 2020. An affidavit of that publication is on file in the Clerk's office.

Election of a Board of Review Chairperson

Clerk Schroeder opened the floor to nominations for Board of Review Chairperson. Member Jason Campbell nominated Don Tyriver to serve as Board of Review Chairperson. No other nominations were received. Jason Campbell made a motion for Don Tyriver to serve as 2020 Board of Review Chairperson. Darand Borneman seconded, and Clerk Schroeder called for a roll call vote:

- C. Bogan – yes
- D. Borneman - yes
- J. Campbell – yes
- H. Stinski – yes
- D. Tyriver – yes

The motion was approved with a 5-0 vote. Don Tyriver will serve as the 2020 Board of Review Chairperson.

Verification that at least one Board of Review Member has met the mandatory Board of Review Training Requirements

Clerk Schroeder confirmed that Board of Review Members Clate Bogan, Darand Borneman, Jason Campbell, Herb Stinski, and Don Tyriver met Board of Review Training Requirements. Affidavits of training for all members were filed with the Department of Revenue and are also on file in the Clerk's office.

Approval of Minutes

H. Stinski made a motion to approve the Board of Review minutes from May 7, 2020. C. Bogan seconded, and Clerk Schroeder called for a roll call vote:

- C. Bogan – yes
- D. Borneman - yes
- J. Campbell – yes
- H. Stinski – yes
- D. Tyriver – yes

The motion was approved with a 5-0 vote.

Receipt of the Assessment Roll by the Clerk from the Assessor

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

Review the Assessment Roll and Perform Statutory Duties

- Examine the roll**
- Correct Description or Calculation Errors**
- Add any Omitted Property**
- 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. Assessor Musser also provided a copy of the City of Milton Municipal Assessment Report for the Board of Review members to review. Discussion followed. C. Bogan made a motion to accept the assessment roll as presented, H. Stinski seconded, and D. Tyriver called for the roll call vote:

- C. Bogan – yes
- D. Borneman - yes
- J. Campbell – yes
- H. Stinski – yes
- D. Tyriver – yes

The motion was approved with a 5-0 vote.

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 Schroeder 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 Schroeder stated she did not receive any requests for waiver of the Board of Review hearing. No action taken.

Discussion and Action on any requests to testify by telephone or submit sworn written statements

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

Review Notice of Intent to File Objection

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

Hearing of Objections and Discussion and Action on Objections

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

a. Other Objections for which 48 hour notice is granted

Clerk Schroeder stated there were no other objections.

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 September 23, 2020 meeting of the Board of Review. H. Stinski seconded, and D. Tyrriver called for the roll call vote:

- C. Bogan – yes
- D. Borneman - yes
- J. Campbell – yes
- H. Stinski – yes
- D. Tyrriver – yes

The motion was approved with a 5-0 vote. The meeting adjourned at 8:01 p.m.

Respectfully Submitted,



Leanne Schroeder
City Clerk

**City of Milton
Board of Review
June 8, 2021**

Call to Order

City Clerk Salvo called the June 8, 2021 meeting of the Board of Review to order at 6:01 p.m.

Clerk Salvo called the roll.

Present: Board of Review Members Sherri Moore, Jason Campbell, Herb Stinski, and Don Tyriver.

Also present: City Clerk Jenny Salvo

Confirmation of Appropriate Board of Review and Open Meeting Notices

Clerk Salvo confirmed the June 8th, 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, June 4, 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.

Elect a Board of Review Chairperson

Clerk Salvo opened the floor to nominations for Board of Review Chairperson. Member Herb Stinski nominated Member Don Tyriver to serve as Board of Review Chairperson. No other nominations were made. Member Jason Campbell seconded the motion and Clerk Salvo called for a roll call vote:

- S. Moore – Yes
- J. Campbell – yes
- H. Stinski – yes
- D. Tyriver - yes

The motion was approved with a 4-0 vote. Don Tyriver will serve as the 2021 Board of Review Chairperson.

Elect a Board of Review Vice Chairperson

Chairperson Don Tyriver opened the floor to nominations for Board of Review Vice-Chairperson. Member Don Tyriver nominated Member Herb Stinski. Member Jason Campbell seconded the motion and Clerk Salvo called for a roll call vote:

- S. Moore - yes
- J. Campbell - yes
- H. Stinski - yes
- D. Tyriver - yes

The motion was approved with a 4-0 vote. Herb Stinski will serve as the 2021 Board of Review Vice-Chairperson.

Verify That At Least One Board of Review Member Has Met the Mandatory Board of Review Training Requirements

Wisconsin Law requires that in 2021 at least one member of the BOR must attend a training session approved by the Wisconsin Department of Revenue within two years of the BOR's first meeting. Clerk Salvo stated the Board of Review meet Board of Review training requirement

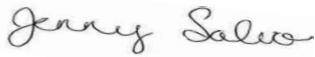
I, Jenny Salvo, can confirm that Sherri Moore and Herb Stinski completed approved board of review training in 2021.

Jason Campbell, Darand Borneman, and Don Tyriver completed approved training in 2020.

Adjourn Board of Review to 5:00 P.M. on Thursday, August 26, 2021.

Member H. Stinski motioned to adjourn the Board of Review to 5:00 PM on Thursday, August 26, 2021. Member S. Moore seconded the motion, and the motion carried unanimously.

Respectfully Submitted,



Jenny Salvo
City Clerk