

Town of Milton
Meeting Agenda for Board of Review
May 5, 2022 at 3:30 p.m.
Milton Town Hall

The Board of Review of the of the Town of Milton will meet on May 5, 2022 at 3:30 p.m. at the Milton Town Hall, S2794 State Rd 88, Fountain City, WI 54629.

1. Call to Order
2. Roll call
3. Confirmation of appropriate Board of Review Notices;
4. Select Chairperson for Board of Review
5. Select Vice-Chairperson for Board of Review
6. Verify that a member has met mandatory training requirements.
7. Verify that Town has ordinance for confidentiality of income and expense information (Ordinance 11);
8. Review of new laws;
9. Receipt of the Assessment Roll by clerk from the Assessor;
10. Receive the Assessment Roll and sworn statements from the clerk;
11. Review the Assessment Roll and Perform Statutory Duties;
 - a. Examine the roll;
 - b. Correct description or calculation errors;
 - c. Add omitted property and
 - d. Eliminate double assessed property.
12. Discussion/action – Certify all corrections of error under state law;
13. Discussion/action – Verify with the assessor that open book changes are included in the assessment roll;
14. Allow taxpayers to examine assessment data;
15. 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 sworn written statement;
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters.
16. Review Notices of Intent to File Objection;
17. Proceed to hear objections, if any, and if proper notice/waivers given unless scheduled for another date;
18. Consider/act on scheduling additional Board of Review dates; and
19. Adjourn (to future date if necessary).

Kalene Engel, Town Clerk