

ORDINANCE NO. 2014-14

**AN ORDINANCE REGARDING THE BOARD
OF REVIEW AND ITS COMPOSITION**

The Village Board of the Village of Bristol, Kenosha County, Wisconsin, do ordain as follows:

SECTION I. REPEAL AND ADOPTION OF PROVISIONS.

Section 2-4-1 of the Village of Bristol Code of Ordinances is repealed and recreated to read as follows:

Sec. 2-4-1 Board of Review.

(a) Composition.

(1) *Membership.*

- a. The Board of Review shall consist of five (5) members. The Board of Review shall be comprised of at least one (1) member of the Village Board and four (4) other members who are residents of the Village of Bristol and who may be citizens, public officers or public employees.
- b. Appointments shall be made at the first regular or special Village Board meeting following the third (3rd) Tuesday in April of each year. The Village President shall nominate persons to serve on the Board of Review, subject to Village Board confirmation. Members of the Board of Review shall be appointed and confirmed prior to the first meeting of the Board of Review, which, pursuant to Sec. 70.47(1), Wis. Stats., shall be held at any time noticed and scheduled during the thirty (30) day period beginning on the second Monday of May. Members of the Board of Review shall serve a one (1) year term commencing on their date of appointment. Board of Review members shall take the oath of office at the time of commencing service.
- c. The Village Clerk-Treasurer shall be the clerk of the Board of Review and shall keep accurate records of its proceedings.

(2) *Alternate Members.*

- a. Pursuant to Secs 70.46 and 70.47(6m)(c), Wis. Stats., the Village Board hereby provides for the appointment of alternate members

to serve on the Board of Review in the event a standing member of the Board of Review is removed or recused pursuant to Sec. 70.47(6m), Wis. Stats. The Village Board shall establish and maintain a public list of names of Village residents eligible and appointed to serve as alternate members of the Board of Review. Three (3) alternate members shall be appointed in the same manner as regular standing members pursuant to Subsection (a)(1)b above. The list shall be maintained by the Village Clerk-Treasurer in priority order of probable and likely service as an alternate.

b. The Village Clerk-Treasurer shall notify any member of the Board of Review who has been lawfully removed pursuant to Sec. 60.47(6m)(a) or (b), Wis. Stats., and shall notify the alternate person of his/her appointment to replace a named member of the Board of Review. The alternate, once notified, if he/she accepts the appointment, and he/she would not violate Sec. 19.59, Wis. Stats., shall then take the oath of office and act as a member of the Board of Review under Sec. 60.47(6m)(c), Wis. Stats.

c. A minimum of three (3) members of the Board of Review, regular and/or alternate, are required to hear an objection.

(3) **Training Requirement.** No Board of Review may be convened unless it includes at least one (1) voting member who, within two (2) years of the Board of Review's first meeting, has attended a training session under Sec. 73.03(55), Wis. Stats., and unless that member is the municipality's chief executive officer or that officer's designee. The Village Clerk-Treasurer shall provide an affidavit to the Wisconsin Department of Revenue stating whether the requirement under this Subsection has been fulfilled.

(b) **Duties.** The duties and functions of the Board of Review shall be as prescribed in Secs. 70.46 and 70.47, Wis. Stats.

(c) **Meetings.** The Board of Review shall meet annually on the second Monday of May, or any day within thirty (30) days of such date, at the Bristol Municipal Building of the Village of Bristol, and notice of such meeting shall be published pursuant to the Wisconsin Statutes. The Board of Review, through the Village Clerk-Treasurer, shall establish its meeting hours pursuant to Sec. 70.47(3)(b), Wis. Stats., which shall be for a minimum of two (2) hours on the first day of meeting. The Board of Review may adjourn from day to day or from time to time, until such time as its business is completed, provided that adequate notice of each adjournment is so given.

(d) **Compensation.** Members of the Board of Review, except members who are fulltime employees or officers of the Village, shall receive such compensation as shall be established by resolution of the Village Board.

(e) **Open Meetings.** All meetings of the Board of Review shall be public meetings open to all citizens at all times. No formal action of any kind shall

be introduced, deliberated upon or adopted at any closed session/meeting of a Board of Review.

- (f) **Objections to Valuations.** The Board of Review may not hear an objection to the amount or valuation of a property unless, at least forty-eight (48) hours before the Board's first scheduled meeting, the objector provides to the Village Clerk-Treasurer written or oral notice of an intent to file an objection, except that, upon a showing of good cause and the submission of a written objection, the Board of Review shall waive that requirement during the first two (2) hours of the Board's first scheduled meeting, and the Board of Review may waive that requirement up to the end of the fifth day of its session or up to the end of the final day of the session if the session is less than five (5) days with proof of extraordinary circumstances for failure to meet the forty-eight (48) hour notice requirement and failure to appear before the Board of Review during the first two (2) hours of the first scheduled meeting. Objections to the amount or valuation of property shall first be made in writing and filed with the Village Clerk-Treasurer within the first two (2) hours of the Board of Review's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the Board may waive that requirement up to the end of the fifth day of the session or up to the end of the final day of the session if the session is less than five (5) days.

State Law Reference: Secs. 70.46 and 70.47, Wis. Stats.

SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

SECTION III. CONFLICTING PROVISIONS REPEALED.

All Ordinances in conflict with any provision of this Ordinance are hereby repealed.

SECTION IV. EFFECTIVE DATE.

This Ordinance shall take effect upon passage and publication as provided by law.

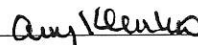
ADOPTED this 23rd day of June, 2014.

ADOPTED this 23rd day of June, 2014.

VILLAGE OF BRISTOL, WISCONSIN



Village President



Village Clerk-Treasurer

INTRODUCED: 6/23/14

ADOPTED: 6/23/14

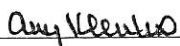
PUBLISHED: 7/11/14

State of Wisconsin:

County of Kenosha:

I hereby certify that the foregoing ordinance is a true, correct, and complete copy of an ordinance duly and regularly enacted by the Bristol Village Board on the 23rd day of June, 2014 and that said ordinance has not been repealed or amended and is now in full force and effect.

Dated this 23rd day of June, 2014



Village Clerk-Treasurer