

ORDINANCE NO. 16

The Town of Burnett, Dodge County, does ordain:

1. PURPOSE. This ordinance sets forth procedure concerning administration of the tax exempt property registration system for Reports (PC-220 at time of passage).

2. DUTIES. By July 1 of each even numbered year, the town clerk must complete and deliver a Taxation District Summary Report (PC-226 at time of passage) to the Wisconsin Department of Revenue. This report should summarize information provided by the tax exempt property owners, with their report due January 31 each even numbered year. The clerk will make a reasonably diligent effort to ensure that all tax exempt property owners are sent the registration form, and have returned the same. When said form has not been received by the clerk by January 31, said clerk shall send the property owner(s) a notice, by certified mail, return receipt requested, stating that the property for which the form is required will be appraised at the owner's expense, and a forfeiture imposed, if a completed form is not received by the clerk within 30 days after the notice is sent. The clerk is responsible for form distribution and review.

3. FEES. Since administration time of an elected official, and possibly other town officer (deputy clerk) or employes to whom duties are delegated by the clerk is involved, and since such workload is due to the existence of tax exempt property within the town, the town board affirmatively states that it is fair and logical to charge a fee, as authorized under state law. After consideration of the administration time involved, the number of parcels per tax exempt entity, and expenses to the town, such as postage, copies, etc., the board believes the following fee is reasonable, to be charged per tax exempt entity, regardless of the number of parcels for each:

\$ 10.00 when paid by January 31 of the registration year

\$ 25.00 late fee if not remitted by the January 31 deadline

4. LICENSING. Prompt payment of fees shall be a condition of receiving or renewing any license issued by the town to the tax exempt property owner, when applicable. Timely submission of the required report is likewise a licensing condition, and requires accurate information.

4. This ordinance shall be in force and effect from and after passage and posting as provided by law.

Passed and adopted this 7th day of January 1992.

TOWN BOARD TOWN OF BURNETT  
DODGE COUNTY

By: Kenneth E. Nitichka  
Chairman

Kenneth Woack  
Supervisor

Lester Pribnow  
Supervisor

ATTEST Kerney A. Braunschweig  
Clerk