

# City of Waterloo Board of Review Meeting Minutes – May 23, 2023

Digital copy on file

1. Call to order and Roll Call Meeting called to order at 10:00 am. In attendance Keri Sellnow, Kay Radloff, Lindsey Chadwick, Robert Crosby, Sean Empey, Allen Sunstrom from Associated Appraisal, and Clerk Ritter.
2. Select a 2023 Board of Review Chairperson and Vice-Chairperson. Keri Sellnow selected as chairperson and Kay Radloff as vice-chairperson. Motion [Crosby/Chadwick] Voice Vote: Motion carried.
3. Verify mandatory training requirements have been met [70.46(4) Wis. Stat.] Kay Radloff did training on 5/10/2023 and Jeanne Ritter did training on 5/02/2023. Requirements have been met and submitted to the state.
4. Approval of any previous meeting minutes. Motion [Radloff/Crosby] Voice Vote: Motion carried.
5. Received the assessment roll and sworn statements from the Clerk. Posted at City Hall, F&M Bank, Waterloo Water & Light and Karl Junginger Library on April 12, 2023. Also Published in the Courier April 20, 2023.
6. Examine the roll and correct errors in description or computation, and add omitted or eliminate double assessed property. Board members reviewed the roll looking for any errors. Asked questions of Sunstrom. No errors were found.
7. Verify with the assessor that open book changes have been included in the assessment roll. Per Allen Sunstrom of Associated Appraisal changes have been included.
8. Hearing of written objections and action on objections – none submitted or heard.
9. Adjournment [Chadwick/Crosby] 12:01pm VOICE VOTE: Motion carried.

Attest:  
Jeanne Ritter, Clerk/Deputy Treasurer