

**City of Waterloo Board of Review**  
**Meeting Minutes – September 18, 2024**  
Digital copy on file

1. Call to order and Roll Call Meeting called to order at 9:00 am. In attendance Keri Sellnow, Kay Radloff, Lindsey Chadwick, Robert Crosby, Allen Sunstrom from Associated Appraisal, and Clerk Ritter. Absent S. Empey.
2. Select a 2024 Board of Review Chairperson and Vice-Chairperson. Bob Crosby nominated chairperson Motion [Radloff/Sellnow] VOICE VOTE: Motion carried. Keri Sellnow nominated vice-chairperson. [Radloff/Chadwick] VOICE VOTE: Motion carried. Sellnow abstain.
3. Verify mandatory training requirements have been met [70.46(4) Wis. Stat.] Lindsay Chadwick did training on 9/03/2024 and Jeanne Ritter did training 9/16/2024 without taking exam. 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 May 23, 2024. Also Published in the Courier June 27, 2024.
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. 43 open book discussions, 9 changes, 2 preboard changes.
8. Hearing of written objections and action on objections – none submitted or heard.
9. Adjournment [Radloff/Sellnow] 11:02pm VOICE VOTE: Motion carried.

Attest:  
Jeanne Ritter, Clerk/Deputy Treasurer