

City of Waterloo Board of Review
Meeting Minutes – May 20, 2025
Digital copy on file

1. Call to order and Roll Call Meeting called to order at 12:00 pm. In attendance Keri Sellnow, Sean Empey, Lindsey Chadwick, Robert Crosby, Allen Sunstrom from Associated Appraisal, and Clerk Ritter. Others in attendance, M. Hurley. Absent K. Radloff.
2. Select a 2025 Board of Review Chairperson and Vice-Chairperson. Sean Empey nominated chairperson Motion [Ritter/Crosby] VOICE VOTE: Motion carried. Lindsay Chadwick nominated vice-chairperson. [Sellnow/Crosby] VOICE VOTE: Motion carried.
3. Verify mandatory training requirements have been met [70.46(4) Wis. Stat.] Robert Crosby did training before 05/20/2025 and Jeanne Ritter did training 5/15/2025. Requirements have been met and submitted to the state. Motion [Crosby/Ritter] VOICE VOTE: Motion carried.
4. Approval of any previous meeting minutes. Motion [Sellnow/Crosby] Voice Vote: Motion carried.
5. Received the assessment roll and sworn statements from the Clerk. Posted at City Hall, Waterloo Water & Light and Karl Junginger Library on April 10, 2024. Also Published in The Independent, April 17, 2025.
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, no open book changes. No objections. 41 permits reviewed.
8. Hearing of written objections and action on objections – none submitted or heard.
9. ROLL CALL Empey, Crosby, Ritter, Sellnow, and Chadwick. No objectors.
10. Adjournment [Empey/Crosby] 2:00pm VOICE VOTE: Motion carried.

Attest:
Jeanne Ritter, Clerk/Deputy Treasurer