



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Board of Review

Wednesday, October 4, 2023

9:00 AM

Council Chambers

1. Call meeting to order

The meeting was called to order by Chair Lobner at 9:00 a.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

4. Approval of minutes from previous meeting

[23-1153](#)

Board of Review Adjourn Mtg. Minutes 5-10-2023

Attachments: [5-10-2023 BOR Meeting_Minutes.pdf](#)

**Croatt moved, seconded by Hartzheim, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

5. Confirmation of Board of Review Notices

[23-0478](#)

2023 Notices of the Board of Review

Attachments: [Notice of Meeting to Adjourn 5-10-23.pdf](#)

[Revaluation Notice 2023.pdf](#)

[2023 Board of Review Reval & Open Book Notice.pdf](#)

6. Confirmation of Board of Review Member Training

[23-1154](#)

Board of Review Member Training Affidavit

Attachments: [2023 Training Affidavit -filed 5-17-23.pdf](#)

7. Presentation of the 2023 Assessment Roll, Omitted Roll & Correction of Error Roll

[23-1159](#) 2023 Omitted Property - Azco, Inc. in the amount of \$822,700

Attachments: [2023 Omitted Property - Azco pa-5659f.pdf](#)

Hartzheim moved, seconded by Croatt, that the addition of omitted property be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

[23-1160](#) 2023 Personal Property correction in the amount of \$3,200

Attachments: [2023Omitted Property -Gary Schmidt pa-5661f.pdf](#)

Hartzheim moved, seconded by Croatt, that the personal property correction be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

8. Confirm with Assessor that Open Book changes are included in the Assessment Roll

9. Review the Assessment Roll & Perform Statutory Duties (as time allows)

10. Reminder of Board of Review Policies

[22-0656](#) City of Appleton Policy (Board of Review)- Telephone/Sworn Written Testimony Requests

Attachments: [BOR Policy - Signed - Phone Written Testimony 7-2018.pdf](#)

[22-0657](#) City of Appleton Policy (Board of Review)- Request for Waiver of Hearing

Attachments: [BOR Policy - Signed - Waiver of Hearing Req 7-2018.pdf](#)

11. Review Waiver of Board of Review Hearing Requests

12. Review Written/Telephone Testimony Requests

13. Review Waiver of 48-hour Notice Requests

Woodford moved, seconded by Croatt, that the Waiver of 48-hour notice request for 4723 N Tanglewood Dr. be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

14. Schedule Hearings for Objectors (not previously scheduled)

15. Hear Testimony from Scheduled Objectors

[23-1158](#)

10:00 a.m. 726 S Mason Street, Jason Lewandoski
Parcel 31-3-0228-00

Requests to postpone and reschedule hearing

Attachments: [726 S Mason Objection Form.pdf](#)
[726 S Mason St Property Info Sheet.pdf](#)

Croatt moved, seconded by Alfheim, that the request to postpone and reschedule the hearing be denied. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

Lobner moved, seconded by Croatt, to sustain the assessor's valuation of \$169,700. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

[23-1173](#)

11:30 a.m. 3305 & 3315 N Ballard Rd, Steve Winter of Ballard
Square, LLC
Parcel: 31-1-6532-05

Attachments: [Ballard Square Objecton Form.pdf](#)
[3305 N Ballard Property Info Sheet.pdf](#)
[3315 N Ballard Property Info Sheet.pdf](#)
[3305 3315 N Ballard Appraisal 9-21-23 Exhibit-1.pdf](#)
[Ballard Square evidence- Exhibit 2.pdf](#)
[Assessor Evidence - Ballard Square- Exhibit 3.pdf](#)

Hartzheim moved, seconded by Croatt, to sustain the assessor's valuation of \$1,603,800. Roll Call. Motion carried by the following vote:

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

[23-1202](#)

1:00 p.m. 4723 N Tanglewood Dr - Salvador Medina, Owner Parcel:
31-6-5701-62

Attachments: [4723 N Tanglewood Waiver of Notice Req.pdf](#)
[4723 N Tanglewood Objection Form.pdf](#)
[4723 N Tanglewood Property Owner Evidence- Exhibit 4.pdf](#)
[4723 N Tanglewood Assessor Evidence - Exhibit 5.pdf](#)

*Motion by Woodford, seconded by Croatt to grant the Waiver of the 48-Hour notice.
Roll Call. Motion carried 8/0 and the hearing was scheduled for 1:00 p.m.*

**Croatt moved, seconded by Hartzheim, that the assessor's valuation of
\$416,200 be sustained. Roll Call. Motion carried by the following vote:**

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim

16. Deliberate Testimony & Make Determinations as schedule allows

17. Adjournment

**Hartzheim moved, seconded by Croatt, that the 2023 Board of Review be
adjourned at 1:38 p.m. Roll Call. Motion carried by the following vote:**

Aye: 8 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt, Alfheim and Hartzheim