



# City of Appleton

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

## Meeting Minutes - Final Board of Review

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Wednesday, May 11, 2022

9:00 AM

Council Chambers

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1. Call the 2022 Board of Review to order

*The 2022 Board of Review was called to order by Clerk Lynch at 9:01 a.m.*

2. Roll call of membership

**Present:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

3. Approval of minutes from previous meeting

[22-0649](#)

Board of Review meeting minutes from June 3, 2021

**Attachments:** [BOR Minutes 6-3-2021.pdf](#)

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

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

4. Confirmation of Board of Review Notices

[22-0651](#)

2022 Board of Review & Open Book Notice

**Attachments:** [2022 Board of Review & Open Book Notice.pdf](#)

5. Confirmation of Training Requirement

*Clerk Lynch reported that she took the required training on May 6, 2022*

6. **Elect a Board of Review Chair & Vice-Chair**

*Kyle Lobner was elected the 2022 Board of Review Chair.*

*Linda Marx was elected the 2022 Board of Review Vice Chair.*

**7. Presentation of the 2022 Assessment Roll, Omitted Roll & Correction of Error Roll**

Siebers moved, seconded by Croatt, that the Omitted Roll additions of \$36,100 for Global Tel Link and \$7,600 for IBM Credit to the Personal Property Roll be approved. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

**7. Presentation of the 2022 Assessment Roll, Omitted Roll & Correction of Error Roll**

Croatt moved, seconded by Siebers, that the Correction of Error Roll of Personal Property for Qdoba from \$109,600 to \$33,700 be approved. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

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

*Open Book changes are included in the assessment roll.*

**9. Review the Assessment Roll & Perform Statutory Duties**

**10. Review 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**

[22-0652](#)

Manos Holdings, LLC Request for Waiver of BOR Hearing  
Property: 2115 E Evergreen Dr. Parcel: 31-1-6510-39

**Attachments:** [Manos Holdings, LLC Objection & Waiver Request 2022.pdf](#)

Lynch moved, seconded by Morgan, that the Waiver of Board of Review Hearing Request for Manos Holdings, LLC be approved. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

**12. Review Written/Telephone Testimony Requests**

[22-0653](#)

Request to Testify by Telephone for West Appleton Holdings, LLC from Ryan Gibbs (Agent)  
Parcels: 31-7-0041-00, 31-7-0043-00, 31-7-0044-00

**Attachments:** [Telephone Testimony Request West Appleton Holdings.pdf](#)

Croatt moved, seconded by Woodford, that the Telephone Testimony Request be denied, due to lack of technical capacity, lack of demonstrated good cause, inability to adequately provide/hear testimony, and fairness to all parties. Roll Call. Motion carried by the following vote:

**Aye:** 7 - Siebers, Woodford, Lynch, Marx, Morgan, Croatt and Jones

**Nay:** 1 - Lobner

**13. Review Waiver of 48-Hour Notice Requests**

**14. Schedule Hearings for Objectors (not previously scheduled)**

*There were no hearings to schedule.*

**15. Hear Testimony from Scheduled Objectors**

**16. Deliberate Testimony and make Determinations as schedule allows**

[22-0654](#)

- 9:15 a.m. Objection from West Appleton Holdings, LLC (Ryan Gibbs, Agent)  
Parcels: 31-7-0041-00, 31-7-0043-00, 31-7-0044-00  
2600 & 2700 W College Avenue

**Attachments:** [2022 Objection Forms - West Appleton Holding LLC.pdf](#)  
[2022 Authorization Forms - West Appleton Holding LLC.pdf](#)  
[Objector Evidence- West Appleton Holdings, LLC .pdf](#)  
[2600 W College Ave Property Detail.pdf](#)  
[2700 W College Ave Property Detail.pdf](#)  
[2700 W College Ave \(2\) Property Detail.pdf](#)

Croatt moved, seconded by Siebers, that the valuation set by the assessor of \$1,277,200 for parcel 31-7-0041-00 be sustained. Roll Call. Motion carried by the following vote:

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

**Croatt moved, seconded by Siebers, that the valuation set by the assessor of \$1,365,700 for parcel 31-7-0043-00 be sustained. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

**Croatt moved, seconded by Siebers, that the valuation set by the assessor of \$1,607,100 for parcel 31-7-0044-00 be sustained. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones

## 17. Adjournment

**Croatt moved, Siebers seconded that the 2022 Board of Review be adjourned at 11:01 a.m.**

**Aye:** 8 - Siebers, Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Jones