



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appletonwi.gov

## Meeting Minutes - Final Board of Review

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Thursday, May 15, 2025

9:00 AM

Council Chambers

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1. Call the 2025 Board of Review to order

*The 2025 Board of Review was called to order by Kyle Lobner at 9:04 a.m.*

2. Pledge of Allegiance

3. Roll call of membership

*Also present: City Attorney, Chris Behrens; City Assessor, Matthew Tooke; Property Assessor III, Ryan Andersen*

*Chair Lobner and Mayor Woodford were excused at 9:35 a.m.*

**Present:** 7 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Hartzheim

**Excused:** 1 - Wolff

4. Oaths of Office for Citizen Board of Review Members

*Clerk Lynch administered the Oaths of Office to: Linda Marx, Kyle Lobner, & Sean Morgan.*

5. Confirmation of BOR Member Training

[25-0511](#)

2025 BOR Training Affidavit

**Attachments:** [2025 Training Affidavit.pdf](#)

6. Elect Chairperson for the 2025 Board of Review

**Croatt moved, seconded by Hartzheim, that the Kyle Lobner be the Chairperson. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Hartzheim

**Excused:** 1 - Wolff

7. Elect Vice Chairperson for the 2025 Board of Review

**Hartzheim moved, seconded by Marx, that the Chris Croatt be the Vice Chair. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Hartzheim

**Excused:** 1 - Wolff

8. Approval of minutes from previous meeting

[25-0512](#)

Board of Review meeting minutes from June 5, 2024

**Attachments:** [2024 BOR Meeting Minutes.pdf](#)

**Mayor Woodford moved, seconded by Alderperson Croatt that the Minutes from the previous meeting be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 7 - Woodford, Lynch, Marx, Morgan, Lobner, Croatt and Hartzheim

**Excused:** 1 - Wolff

9. Confirmation of 2025 Board of Review Notices

[25-0513](#)

2025 Notice of the Board of Review & Open Book

**Attachments:** [2025 BOR Notice.pdf](#)

10. Review Board of Review Policies

[25-0516](#)

Telephone/Sworn Written Testimony Requests Policy

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

[25-0517](#)

Waiver of Hearing Request Policy

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

11. **Presentation of the 2025 Assessment Roll, Omitted Roll & Correction of Error Roll**

*Assessor Tooke presented the Assessment Roll. There were no omitted properties or corrections for this year.*

12. **Confirmation from the Assessor that Open Book Changes are included in the Assessment Roll**

*An attachment of Open Book changes was presented to the Board and is included with the Assessment Roll.*

**13. Review the Assessment Roll & Perform Statutory Duties****14. Review Waiver of Board of Review Hearing Requests**

*No requests were received.*

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

*No requests were received.*

**16. Review Request for Telephone/Written Testimony**

[25-0535](#)

Request for Telephone and/or Sworn Written Statement for 1200 W Northland Ave  
Jaycee Yeadon, Agent

**Attachments:** [1200 W Northland Telephone-Sworn Written Testimony req.pdf](#)

*The Objection was withdrawn. Therefore, no action was taken on the Telephone/Sworn Written Testimony request.*

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

[25-0539](#)

Objections For 0 N Purdy Parkway, Michael Schnaubelt, Owner  
Parcels: 31-1-9203-38 & 31-1-9203-40  
Assessed Value: \$102,200 & \$94,600

**Attachments:** [0 N Purdy Pkwy 338 Objection Form.pdf](#)  
[0 N Purdy Pkwy 340 Objection Form.pdf](#)  
[0 N Purdy Pkwy Objection Form- REVISED.pdf](#)

*After receipt of the completed objection forms, the hearing was scheduled for next Thursday, May 22nd at 2:00 p.m.*

**18. Hear Testimony from Scheduled Objectors**

[25-0538](#)

Withdrawal of Objection for 1200 W Northland Ave

**Attachments:** [1200 W Northland Withdrawal Notification.pdf](#)

[25-0534](#)

9:30 a.m.  
Objection for 1200 W Northland Ave - Cadet 23, LLC, Owner  
Agent: Jaycee Yeadon  
Parcel: 31-5-9494-10

Land: \$1,201,000  
Building: \$8,238,800  
Total Assessment: \$9,439,800

**Attachments:**    [Objection form 1200 W Northland Ave.pdf](#)  
[1200 W Northland Agent Authorization.pdf](#)  
[Objector Evidence - Festival- 1200 W Northland Ave.pdf](#)  
[1200 W Northland Property Info Sheet.pdf](#)

*The Objection was withdrawn. No action was taken and the hearing was cancelled.*

**19. Deliberate Testimony & Make Determinations (as schedule allows)**

**20. Adjournment**

**Hartzheim moved, seconded by Marx, that the Board of Review be adjourned at 11:10 a.m. to Thursday, May 22nd at 2:00 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Lynch, Marx, Morgan, Croatt and Hartzheim

**Excused:** 3 - Woodford, Lobner and Wolff