



# 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 10, 2023

10:00 AM

Council Chambers

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1. Call meeting to order

*The 2023 Board of Review was called to order by Clerk Lynch at 10:00 a.m.*

2. Pledge of Allegiance

3. Roll call of membership

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

4. Oaths of Office for Citizen Board of Review Members

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

5. Elect Chairperson for 2023 Board of Review Session

**Croatt moved, seconded by Marx, that the recommendation of Kyle Lobner to serve as Board of Review Chair be approved. Roll Call. Motion carried by the following vote:**

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

6. Elect Vice Chairperson for the 2023 Board of Review Session

**Hartzheim moved, seconded by Marx, that the recommendation to appoint Chris Croatt as Vice Chair of the Board of Review be approved. Roll Call. Motion carried by the following vote:**

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

7. Approval of Previous Meeting Minutes

[23-0477](#)

2022 Board of Review Meeting Minutes

**Attachments:** [2022 BOR Minutes 5-11-22.pdf](#)

**Hartzheim moved, seconded by Croatt, that the Minutes of the 2022 Board of Review be approved. Roll Call. Motion carried by the following vote:**

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

## 8. Confirmation of 2023 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](#)

## 9. Review 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](#)

## 10. Board of Review Member Training

*Clerk Lynch offered training on conducting hearings to the Board of Review members.*

## 11. Adjourn to Wednesday, October 4, 2023

**Hartzheim moved, seconded by Croatt, that the 2023 Board of Review be adjourned at 11:55 a.m., to Wednesday, October 4, 2023. Roll Call. Motion carried by the following vote:**

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