



City of Appleton

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

Meeting Minutes - Final Board of Review

Thursday, May 15, 2025

9:00 AM

Council Chambers

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