



City of Appleton

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

Meeting Minutes - Final Board of Review

Wednesday, June 5, 2024

9:00 AM

Council Chambers

1. Call the 2024 Board of Review to order

The 2024 Board of Review was called to order at 9:01 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 for Kyle Lobner, Linda Marx & Sean Morgan.

5. Confirmation of BOR Member Training

[24-0726](#)

Board of Review Member Training Affidavit

Attachments: [Training Affidavit-2024 BOR.pdf](#)

6. Elect Chairperson for the 2024 Board of Review Session

Croatt moved, seconded by Marx, that the Kyle Lobner be the Chairperson.

Roll Call. Motion carried by the following vote:

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

7. Elect Vice Chairperson for the 2024 Board of Review Session

Croatt moved, seconded by Marx, that the Ald. Hartzheim be the Vice Chairperson. Roll Call. Motion carried by the following vote:

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

8. Approval of minutes from previous meeting

[24-0724](#)

Board of Review Meeting Minutes from October 4, 2023

Attachments: [2023 BOR - Reval-Meeting Minutes.pdf](#)

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

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

9. Confirmation of 2024 Board of Review Notices

[24-0725](#)

2024 Notice of the Board of Review & Open Book

Attachments: [2024 BOR Notice..pdf](#)

10. 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](#)

11. **Presentation of the 2024 Assessment Roll, Omitted Roll & Correction of Error Roll**

Assessor Tooke presented the Assessment Roll.

There were 2 Items on the Omitted Roll:

Personal Property

- Wells Fargo \$36,000

- Matthew Misco Insurance - \$8,200

Lynch moved, seconded by Hartzheim, that the omitted properties be approved. Roll Call. Motion carried by the following vote:

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

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

Assessor Tooke confirmed that all Open Book changes have been included in the assessment roll.

13. Review the Assessment Roll & Perform Statutory Duties

14. Review Waiver of Board of Review Hearing Requests

There were no waiver requests filed.

15. Review Waiver of 48-Hour Notice Requests

There were no notice waiver requests filed.

16. Review Requests for Telephone/Written Testimony

There were no telephone/written testimony requests filed.

17. Schedule Hearings for Objectors (not previously scheduled)

18. Hear Testimony from Scheduled Objectors

[24-0727](#)

10:45 a.m.

3609 S Barker Lane, Michael Muoio, Owner

Parcel# 31-9-2963-00

Attachments:

[3609 S Barker Ln Report - Property Info.pdf](#)

[3609 S Barker Lane - Objection.pdf](#)

[Assessor Testimony- 3609 S Barker EXH 1.pdf](#)

Lobner moved, seconded by Croatt, to sustain the assessor's valuation of \$698,500. Roll Call. Motion carried by the following vote:

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

19. Deliberate Testimony and Make Determinations (as schedule allows)

20. Adjournment

Hartzheim moved, seconded by Alfheim, that the 2024 Board of Review be adjourned at 11:53 a.m. Roll Call. Motion carried by the following vote:

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