

**CITY OF WATERLOO  
BOARD OF REVIEW MEETING MINUTES  
June 5, 2014  
Council Chambers**

1. **CALL TO ORDER.** 2013 Chairperson Dave Zastrow called the meeting to order at 2:00 p.m.
2. **ROLL CALL.** Members present: Dave Zastrow, Bob Crosby, Kay Radloff, Keri Sellnow and Linda Norton. Absent – none. Others present: City Assessor John Holtan of Associated Appraisals Consultants Inc. and Clerk/Treasurer Hansen.
3. **ELECTION OF 2014 CHAIR. Motion:** Moved by Zastrow, seconded by Radloff to nominate Crosby as Chair. **Voice vote:** Motion passed unanimously.
4. **ELECTION OF 2014 VICE- CHAIR. Motion:** Moved by Zastrow, seconded by Sellnow to nominate Norton as Vice-Chair. **Voice vote:** Motion passed unanimously.
5. **VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS SPECIFIED IN SEC 70.46 (4) WIS. STATS. Discussion:** Hansen reported that Crosby and Zastrow had received training verifying that at least one member met the mandatory requirements.
6. **APPROVAL OF MINUTES – JUNE 10, 2013. Motion:** Moved by Sellnow, seconded Zastrow to approve the June 10, 2013 meeting minutes as presented. **Voice vote:** Motion passed unanimously.
7. **RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK. Note:** Hansen swore in assessor John Holtan. He further stated that the meeting had been properly posted, that the assessment roll had been received and reviewed and that Open Book had been held with Luke Mack representing Associated Appraisals present for two hours.
8. **EXAMINE THE ROLL AND CORRECT ERRORS IN DESCRIPTION OR COMPUTATION, AND ADD OMITTED OR ELIMINATE DOUBLE ASSESSED PROPERTY. Note:** A review occurred no errors were identified.
9. **VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES HAVE BEEN INCLUDED IN THE ASSESSMENT ROLL. Discussion:** Assessor Holten stated that all changes from the open book process had been incorporated into the roll in a timely fashion.
10. **WRITTEN OBJECTORS. NOTE:** In the absence of objectors the body reviewed a summary document prepared by Associated Appraisal Consultants Inc., reviewed training material, discussed the merits of a 2016 revaluation to be considered, learned of website access to data and talked about other pertinent Board of Review matters until such time as the mandatory meeting time had elapsed.
11. **ADJOURNMENT. Motion:** Moved by Radloff, seconded by Sellnow to adjourn. The time was 4:00 p.m. **Voice vote:** Motion carried.

Attest:

Mo Hansen  
Clerk/Treasurer