

**City of Waterloo Board of Review**  
**Meeting Minutes – May 13, 2026**  
Digital copy on file

1. Call to order and Roll Call Meeting called to order at 9 a.m. In attendance Keri Sellnow, Sean Empey, Lindsey Chadwick, Robert Crosby, Kay Radloff, Allen Sunstrom from Associated Appraisal, and Clerk Ritter. Others in attendance, Pivotal Tax, representing 217 N. Monroe St. Chaz Standage.
2. Select a 2026 Board of Review Chairperson and Vice-Chairperson. Sean Empey nominated chairperson Motion [Radloff/Sellnow] VOICE VOTE: Motion carried. Lindsay Chadwick nominated vice-chairperson. [Empey/Chadwick] VOICE VOTE: Motion carried.
3. Verify mandatory training requirements have been met [70.46(4) Wis. Stat.] Sean Empey did training before 05/11/2026 and Jeanne Ritter did training 5/06/2026. Requirements have been met and submitted to the state.
4. Approval of any previous meeting minutes. Motion [Sellnow/Empey] Voice Vote: Motion carried.
5. Received the assessment roll and sworn statements from the Clerk. Posted at City Hall, Waterloo Water & Light, Waterloo Post Office and Karl Junginger Library on March 24, 2026. Also Published in The Independent, April 2, 2026.
6. Examine the roll and correct errors in description or computation and add omitted or eliminate double assessed property. Board members reviewed the roll looking for any errors. Asked questions of Sunstrom. No errors were found.
7. Verify with the assessor that open book changes have been included in the assessment roll. Per Allen Sunstrom of Associated Appraisal, 2 open book changes and 3 no value changes.
8. Hearing of written objections and action on objections – Pivotal Tax for 217 N. Monroe St. Motion to leave assessment as is [Sellnow/Radloff] VOICE VOTE:
9. Adjournment [Radloff/Crosby] 11:00am VOICE VOTE: Motion carried.

Attest:  
Jeanne Ritter, Clerk/Deputy Treasurer