



CITY OF GROSSE POINTE WOODS

MEMORANDUM

Date: September 8, 2025

To: Mayor and City Council

From: Steven Schmidt, Treasurer/Comptroller
Frank Schulte, City Administrator

Re: Wayne County Appraisal Contract

Please find attached a copy of the Wayne County Appraisal (WCA) services contract dated October 1, 2025 - September 30, 2028. The contract has been reviewed by City Attorney, Debra Walling.

The administration did receive the attached proposal from an individual assessor, Tom Agrusa, currently with the City of Utica. Although Mr. Agrusa is a qualified assessor and proposed a lower quote than WCA, administration feels, as an individual, there may be serious issues if he has no backup.

The contract language remains the same as the expiring contract.

Contract Year	Contract Amount
October 1, 2025 – September 30, 2026	\$94,933
October 1, 2026 – September 30, 2027	\$99,680
October 1, 2027 – September 30, 2028	\$104,664

In addition, hourly rates for Michigan Tax Tribunal cases and Michigan Tax Tribunal Appraisal services have also increased 5% each year of the contract.

Wayne County Appraisal provides exceptional service to the residents of Grosse Pointe Woods and works extremely well with staff.

We respectfully request approval of the WCA contract for the period of October 1, 2025- September 30, 2028. Funds have been budgeted in FY 25-26 to cover the annual cost of \$94,833.

Thank you.

Steven Schmidt
Treasurer/Comptroller

Frank Schulte
City Administrator

**ASSESSMENT CONTRACT
FOR CITY OF GROSSE POINTE WOODS, WAYNE COUNTY, MICHIGAN**

WHEREAS, City of Grosse Pointe Woods, hereinafter called "City", with its principal offices located at 20025 Mack, Grosse Pointe Woods, Michigan, 48236, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 200, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective October 1, 2025;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2026, 2027, and 2028 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department.. The purpose of office hours are:
 - To meet with City staff to answer questions and give advice;
 - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.

- Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - To perform certain other functions as described herein.
- 4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
- 5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT) if requested to do so by the City Administrator. The company shall be available to defend all assessments to the MTT as needed during this contract.
- 6. If Company is retained by the City, the City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City Administrator of such requirement.
- 7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
 - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
 - Provide digital photographs of all properties visited for maintenance purposes.
 - Working with the Building Department to ensure all new property is equitably assessed.

- Prepare all new property record cards in compliance with State tax Commission requirements.
 - Attend, prepare, and work with all Boards of Review.
 - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the City Administrator and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City (and it's elected and appointed officials) harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected or appointed officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected or appointed official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

October 1, 2025 to September 30, 2026.....\$ 94,933 annually
October 1, 2026 to September 30, 2027.....\$ 99,680 annually
October 1, 2027 to September 30, 2028.....\$ 104,664 annually

Any additional time which may be requested by the City for the basic services outlined by this Agreement shall be billed in an amount equal to the annually rate computed on a pro rata daily basis.

The payments shall be made in twelve (12) equal installments due on the fifteenth (15th) day of each month.

The City's representation for all Michigan Tax Tribunal petitions **not in the Small Claims Division**, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

October 1, 2025 to September 30, 2026.....\$ 183.08 / Hourly
October 1, 2026 to September 30, 2027.....\$ 192.24 / Hourly
October 1, 2027 to September 30, 2028.....\$ 201.85/ Hourly

The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division **relative to Tribunal Hearings**, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

October 1, 2025 to September 30, 2026.....\$ 211.28 / Hourly
October 1, 2026 to September 30, 2027.....\$ 221.84 / Hourly
October 1, 2027 to September 30, 2028.....\$ 232.94 / Hourly

18. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS

Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services approved by the City, shall be provided to the City at the rate of:

	10/01/25	10/01/26	10/01/27
Title	09/30/26	09/30/27	09/30/28
Appraiser Aide	\$58.99	\$61.94	\$65.03
Appraiser	\$81.84	\$85.94	\$90.23
Level III Appraiser	\$145.05	\$152.31	\$159.92
Assessor	\$166.66	\$174.99	\$183.74

Hourly fees include clerical costs and overhead for the Company.

19. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.
20. The City and Company agree that the term of this contract shall begin October 1, 2025 and expire September 30, 2028. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
21. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
22. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
23. The Company shall acknowledge receipt of and comply with any City's ethics policy, computer usage policy or other signed documents
24. The City agrees the City Administrator possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.
25. This Assessment Contract provides that the Company shall provide assessing services to the City for three years subject to the terms of this Agreement. The City agrees to appoint Eric Dunlap as City Assessor. Accordingly, Eric Dunlap shall be appointed by the City and shall be responsible to and serve at the pleasure of the Council. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Council to terminate the services of the City Assessor with or without cause, subject to the Company's right to assign a new Assessor for the Council's consideration.

WITNESSES:

WCA ASSESSING:

By: DOUG SHAW
Its: Member
Dated: _____

WITNESSES:

CITY OF GROSSE POINTE WOODS:

By: FRANK SCHULTE
Its: City Administrator
Dated: _____

STATE OF MICHIGAN)
)SS
COUNTY OF WAYNE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the _____ day of _____, 20____, Doug Shaw doing business as WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

NOTARY PUBLIC
_____ County, Michigan

My Commission Expires: _____

STATE OF MICHIGAN)
)SS
COUNTY OF WAYNE)

Be it remembered that on this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Frank Schulte, City Administrator for City of Grosse Pointe Woods, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day and year last above written.

NOTARY PUBLIC
_____ County, Michigan

My Commission Expires: _____

Dear Mr. Schulte,

Please review my proposal to provide Assessing Services for the City of Grosse Pointe Woods. My proposed annual fee is comprehensive and all-inclusive—there are no additional hourly charges for Special Services, Tax Tribunal preparation, or Tribunal Hearings. In rare instances, for matters involving one of the City's top ten or other major taxpayers, I may recommend the engagement of a specialized outside firm, such as Laura Hallahan, to provide additional services.

I will also be submitting a list within the next two days of all Tax Tribunal Appeals that I defended for the City of Utica. Almost half of the Petitioners withdrew due to my strong defense of Assessed Values.

Assessing Services provided:

- Provide two days a week of Assessing Services at City Hall.
- Be available by email or cell phone during days that I am not in the office to all residents, property owners, city administration, management and city employees. Emails and phone messages are returned as soon as possible.
- Prepare and maintain the preparation of the Assessment Roll for Real and Personal Property (including any special acts) as outlined by Michigan Compile Laws and the State Tax Commission rules and regulations
- Prepare Tax Tribunal Appeals and represent the City at Michigan Tax Tribunal Hearings.
- Conduct the March, July, and December Boards of Review.
- Prepare all required reports and forms for the State, County, and City.
- AMAR Compliance
- Annually conduct sales study analysis, ECF analysis, and review land values.
- Complete up to 20% of parcel review per year to comply with STC recommendations.
- All other duties required by the Assessor of Record.

Cost of Assessing Services:

\$63,000 for the 1st year of the contract

\$64,890 for the 2nd year of the contract

\$67,160 for the 3rd year of the contract

I can create a contract for signature when needed. Please let me know if you have any questions. Looking forward to hearing from you soon.

Sincerely,

Thomas Agrusa, MAAO, PPE

[REDACTED]
[REDACTED]