

**CONTRACT PROPOSAL
FOR ASSESSMENT
SERVICES
FOR THE
VILLAGE OF RIDGEWAY**

SUBMITTED BY

**CHIMNEY ROCK
APPRAISAL**

AUGUST 2, 2023

AGREEMENT

This agreement is between the Village of Ridgeway located in Iowa County in the State of Wisconsin; and Chimney Rock Appraisal located at 1407 McKinley Rd, Eau Claire, Wisconsin.

The services to be performed under this agreement are:

1. The 2024, 2025, 2026 and 2027 annual assessments of all real and personal property in accordance with Chapter 70 of the Wisconsin Statutes.
2. Procedures to be used to conduct the assessments shall consist of sales and permit analysis, valuation of all real and personal properties, preparation of changes for assessment rolls and change notices, mailing of change notices, attendance at Open Book and Board of Review proceedings, and the preparation and submission of all assessment reports. These duties are further detailed on the attached sheet titled Specifications. This does not include any attorney fees relating to the assessment of property and appeals. All legal costs will be paid by the Village of Ridgeway.
3. The proposal will include an optional full revaluation during the term of the contract. Maintenance assessments will be conducted in the remaining years of the contract. The timeline is included on the attached Scope of Work and Timeline section. All taxable property in the municipality will be revalued to the approximate equalized value in accordance with Chapter 70 of the Wisconsin State Statutes. All properties will be inspected during the full revaluation year.

4. The fees for providing these services are below.

Annual Assessment Maintenance	\$	4,800
Full Revaluation Price	\$	18,900

Village of Ridgeway

Town Official

Date

Chimney Rock Appraisal

Kayne Brenner

Date

Specifications

1. All entries will be stored electronically in compliance with the WI DOR electronic reporting requirements. We utilize ASDPS assessment software which is a complete assessment software package fully capable of meeting all WI Department of Revenue electronic requirements.
2. Onsite inspections will be done for all properties during the full revaluation year. All buildings will be measured and all lot sizes will be verified.
3. All residential and commercial improvements will have a current digital photograph of the front and back of the building along with digital photographs of all major outbuildings following the full revaluation. Digital photographs will also be updated for all new construction each year.
4. All houses and commercial buildings will have a sketch and all improved sites will have a site layout of all outbuildings.
5. A sales file will be set up and maintained for the applicable sales in the municipality.
6. All correspondence shall be answered within two business days concerning the assessed values and related inquiries that the assessor of the municipality shall receive while under contract. All open records requests will be fulfilled in a timely manner under Wisconsin Public Records Law.
7. All required assessment reports will be filed with the Department of Revenue.
8. All new construction, improvements being remodeled, partially completed improvements, all properties in which buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels will be assessed.
9. All mobile homes located in mobile home parks with a monthly parking fee will be assessed.
10. Self-reporting Personal Property Forms will be sent out to all personal property accounts in the Municipality and all returns will be analyzed. Doornage Assessments will be made on any personal property account that has not returned a Statement of Personal Property.
11. Change of value notices will be sent to real property owners in which a change in assessment has been made.
12. The assessor will schedule and attend the needed hours of Open Book during maintenance years. The assessor and the municipality will mutually agree upon dates and times. During the revaluation year, a minimum of 2 days/evenings with at least 10 hours will be scheduled for Open Book. A minimum of two assessors will be present at Open Book during the revaluation year.
13. The assessor will attend all meetings of the Board Review to explain and defend the assessed values and be prepared to testify under oath in regard to such values. Board of Review will be scheduled within 45 days following the fourth Monday in April during the annual maintenance years. Board of Review will be held in the fall during the full revaluation year.
14. In the event of appeal to the Department of Revenue or to the courts, it is agreed that the assessor will be available to furnish testimony in defense of the assessed values at no additional cost.
15. The assessor will continually update the municipality on work progress, law/zoning changes, and complete reports as requested by the municipality.
16. The assessment records maintained by the assessor are the property of the municipality. The assessor will provide the records to the municipality as requested. All records will be updated and the assessment records will be updated annually to reflect changes made. All assessment data will be made available online for public viewing except for photographs and sketch information.

17. Our price is all inclusive. The municipality will not be charged for any additional expenses such as mileage, postage, or software fees.

18. A \$1,000,000 liability insurance policy will be maintained.

Scope of Work and Timeline

4 Year Assessment Timeline

Year	Process
2024	Assessment Maintenance
2025	Full Revaluation
2026	Assessment Maintenance
2027	Assessment Maintenance

We are proposing a 4 year assessment contract that includes assessment maintenance in year 2024, a full revaluation in 2025 followed by two years of assessment maintenance. Please see the Payment Schedule options below. Option 1 is paying the full revaluation cost in the year of the revaluation and Option 2 spreads the revaluation cost over the 4 year term of the contract.

Maintenance Price	\$ 4,800
Full Revaluation Price	\$ 18,900

Option 1

Year	Process	Price	Cumulative Cost	Payment Schedule	
				Payment	Total Payment
2024	Assessment Maintenance	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
2025	Full Revaluation	\$ 18,900	\$ 23,700	\$ 18,900	\$ 23,700
2026	Assessment Maintenance	\$ 4,800	\$ 28,500	\$ 4,800	\$ 28,500
2027	Assessment Maintenance	\$ 4,800	\$ 33,300	\$ 4,800	\$ 33,300

Option 2

Year	Process	Price	Cumulative Cost	Payment Schedule	
				Payment	Total Payment
2024	Assessment Maintenance	\$ 4,800	\$ 4,800	\$ 8,325	\$ 8,325
2025	Full Revaluation	\$ 18,900	\$ 23,700	\$ 8,325	\$ 16,650
2026	Assessment Maintenance	\$ 4,800	\$ 28,500	\$ 8,325	\$ 24,975
2027	Assessment Maintenance	\$ 4,800	\$ 33,300	\$ 8,325	\$ 33,300

CHIMNEY ROCK APPRAISAL

Our company is a professional assessment company that has been serving municipalities in Wisconsin since 1998. We currently perform revaluation and assessment maintenance services for our clients each year. We strive to provide exceptional customer service to the municipalities that hire us. We return phone calls and emails promptly and go above and beyond to meet the needs of the customers that hire us. We are constantly available evenings and weekends to accommodate busy taxpayer schedules. Long gone are the days of only speaking to the assessor at the open book or during the hours from 8-5. We feel that it is vital to our long term success to be available to our taxpayers.

We have timely Board of Reviews and feel that communication is the most important aspect of the assessment process. We strive to develop close working relationships with our municipalities because we understand that the assessment process is complicated, and we know that it cannot be done alone. Also, taxpayers deserve an assessor who can explain how they arrived at the assessment value in an understandable manner. The assessor must also be willing to listen to and consider opinions from the taxpayer. Listening and clearly communicating are the keys to building trust in the communities we serve. We believe that trust is earned, and we work diligently to earn the trust and respect of the people that hire us. Please contact our references and ask them about us.

In terms of staff, we have four, full time certified assessors along with office support staff to meet your needs. Here are the names and license information for our certified assessors.

Certified Assessors

Mark Garlick

Licensed Appraiser # 1403-004
Certified Assessor 1 # WI53404CA
Statutory Assessor since 1998

Jerry Kins

Certified Assessor 1 #WI06364CA
Statutory Assessor since 2003

Barrett Brenner

Certified Assessor 2 #WI47804CA
Statutory Assessor since 2006

Kayne Brenner

Certified Assessor 2 #WI28018CA
Statutory Assessor since 2016

Reference List

Deanna Brennum
Town of Clyde, Iowa Co
608-487-0795
townclerkclyde@gmail.com

Debi Heisner
Town of Mineral Point, Iowa Co
608-574-5360
mptownclerk@gmail.com

Van Nelson
Town of Buena Vista, Richland Co
608-583-2406
vannelson2@hotmail.com

Lori Polhamus
City of Viroqua, Vernon Co
608-637-7154
lpolhamus@viroqua-wisconsin.com

Jeri Koester
Town of Somerset, St Croix Co
715-247-3470
townclerk@townofsomersetwi.com

Angela Berg
City of Arcadia, Trempealeau Co
608-323-3359
cityclerk@cityofarcadiawi.com

Peggy Everson
Village of Pigeon Falls, Trempealeau Co
715-983-2214
vilpigeonfalls@trivest.net

Point of Contact

Kayne Brenner
1407 McKinley Rd
Eau Claire, WI 54703
715-650-7947
kbrenner.chimneyrock@gmail.com