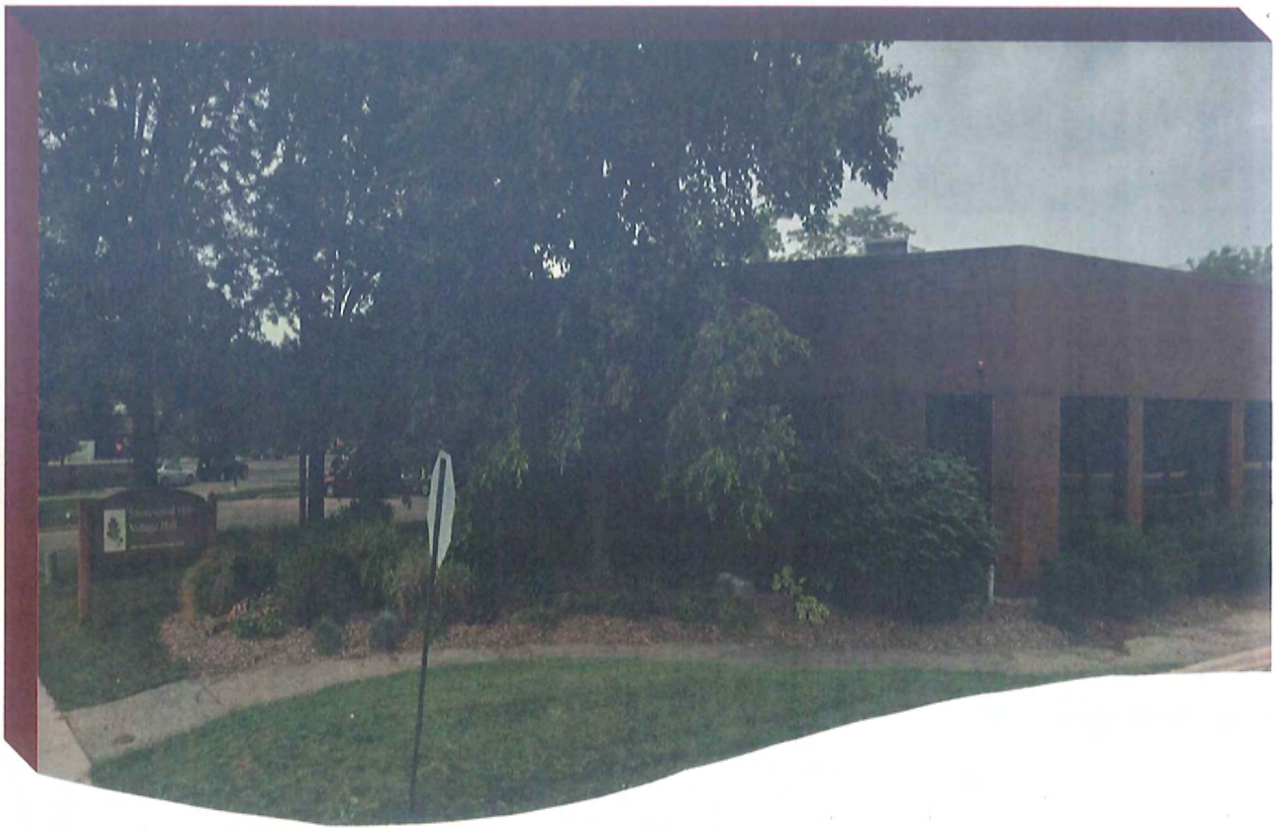
Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva

Real Estate

VILLAGE OF SHOREWOOD HILLS

Dane County



Proposal for Assessment Services

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva

August 29, 2016

Mr. Kenneth Frantz
Village Administrator
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53507

Dear Mr. Frantz:

I am pleased to provide the Village of Shorewood Hills with a proposal for assessment services with our firm. I would like to take this opportunity to share with you some background about Associated Appraisal Consultants, Inc.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve many municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells as well as Lake Superior communities and everything in between.

Unparalleled service is our strength. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. We provide a toll-free phone number and every caller receives personalized, immediate service, not a voice mailbox or a recorded message. In these times of increasingly automated communication technology, we pride ourselves on offering immediate, friendly, personal contact for anyone calling our office. We also offer email access as a way to service those who cannot call during normal business hours.

We provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at **www.apraz.com** and click on "Property Search".

Our image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction. We understand that residents can be reluctant to let anyone photograph their property, much less perform an interior inspection. Therefore, before even beginning our fieldwork, we inform property owners of who we are, why we are there, and what we'll be doing. By doing so, we help to educate the public and alleviate anxiety.

Associated Appraisal Consultants, Inc. uses cutting-edge computer aided appraisal software to create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting

1314 W. College Ave. ■ P.O. Box 2111 ■ Appleton, WI 54912-2111 ■ (920) 749-1995 ■ Fax: (920) 731-4158

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information and all owner correspondence. We are a fully computerized and networked organization.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

Please consider working with us. We welcome with great enthusiasm the prospect of working for you!

Respectfully,

Mark Brown
President

MB/mh

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Assessment Services Options

Compensation Proposal for the VILLAGE OF SHOREWOOD HILLS

Services Performed For:

VILLAGE OF
SHOREWOOD HILLS
Mr. Karl Frantz
Village Administrator
810 Shorewood Boulevard
Madison, WI 53507

Associated Appraisal Consultants, Inc.
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Fee Schedule

The total value for the Services pursuant to this proposal shall not exceed $24,000.00 (Maintenance - This figure is based on 3 years of professional services) $42,500.00 (Full Revaluation Optional – 2017, 2018 or 2019) $70,000.00 (Annual Full Value Maintenance 25% Inspection – This figure is based on 4 years of professional services) $77,500.00 (Annual Full Value Maintenance 20% Inspection – This figure is based on 5 years of professional services) unless otherwise agreed to by both parties.

MAINTENANCE/ REVALUATION Contract Proposal	2017 Revaluation Contract	2018 Maintenance Contract	2019 Maintenance Contract	2020 Maintenance Contract	Total Cost of Contract(s)
MAINTENANCE	-	$8,000.00	$8,000.00	$8,000	$24,000.00
REVALUATION	$42,500	-	-	-	$42,500.00
PAYMENT PLAN OPTION	$32,000	$11,500.00	$11,500.00	$11,500.00	$66,500.00
OPTION #1					
ANNUAL FULL VALUE Contract Proposal	2017 Full Value Contract	2018 Full Value Contract	2019 Full Value Contract	2020 Full Value Contract	Total Cost of Contract
ANNUAL FULL VALUE – 4 Years (25% Inspection/year)	$17,500.00	$17,500.00	$17,500.00	$17,500.00	$70,000.00
OPTION #2					

ANNUAL FULL VALUE Contract Proposal	2017 Full Value Contract	2018 Full Value Contract	2019 Full Value Contract	2020 Full Value Contract	2021 Full Value Contract	Total Cost of Contract
ANNUAL FULL VALUE – 5 Years (20% Inspection/year)	$15,500.00	$15,500.00	$15,500.00	$15,500.00	$15,500.00	$77,500.00
OPTION #3						

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due the Assessor shall be paid in monthly installments throughout the 2018, 2019 and 2020 Maintenance assessment years. The compensation due to the Assessor shall be paid in monthly installments for the Annual Full Value Maintenance throughout the 2017, 2018, 2019, 2020 and 2021 Maintenance assessment years.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during the Revaluation. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review.

No additional cost for newly constructed homes.

All Associated Appraisal Consultants, Inc., staff members are certified at an appropriate level according to the State of Wisconsin Department of Revenue standards.

Associated Appraisal Consultants, Inc. shall maintain insurance coverage to protect against claims, demands, actions and causes of action arising from any act, error or omission of the assessor, their agents and employees in the execution of work. The assessor shall be responsible for any and all of their agents and employees while performing acts under the terms of the contract. The Village of Spring Green shall be listed as an additional insured, and a certificate of insurance will be provided to the Village.

Reservations or Expectations to Specifications

Associated Appraisal Consultants, Inc. holds no reservations or expectations to the specifications found in this Request for Proposal.

The quoted price for Maintenance and Revaluation services provided by Associated Appraisal Consultants, Inc. includes the following provisions:

- Associated Appraisal Consultants, Inc. shall use the Market Drive CAMA software for real estate, mobile homes and personal property valuation.
- All electronic assessment records shall be completed to include all building attribute data, including a digital copy of the primary sketch, and photos of all structures.
- All electronic assessment records shall be updated and maintained to include sales data, building permits, owner correspondence, and recent building permit data.

The above provisions shall assist the Village in maintaining a complete and accessible database of electronic assessment records in a format that is both currently familiar to the Village staff and useful to multiple departments within the Village of Shorewood Hills.

Payment Schedule

Maintenance Contract Payment Schedule for Village of Shorewood Hills:

PAYMENT PLAN OPTION #1:

Three year Maintenance contract with the Revaluation financed over four years ($32,000.00 during the revaluation year with the remaining Maintenance costs and Revaluation Financing at $11,500 for the other three years)

Total Cost over 4 years: $66,500.00/without web posting:

January:	$1,322.92	July:	$1,322.92
February:	$1,322.92	August:	$1,322.92
March:	$1,322.92	September:	$1,322.92
April:	$1,322.92	October:	$1,322.92
May:	$1,322.92	November:	$1,322.92
June:	$1,322.92	December:	$1,322.98

2017, 2018 or 2019 Revaluation Contract Option:

Payment shall be made to the Assessor on a monthly basis for services incurred during the Revaluation. Monthly invoices shall reflect the percentage of work completed with a monthly fee as described above.

*The Municipality can choose to save for the cost of the Revaluation in 2019 or 2020 and only be charge for the cost of Maintenance per year at a rate of $666.67 per month.

OPTION #2:

2017, 2018, 2019, and 2020 Annual Full Value Maintenance Contract ($17,500.00) 25% Inspection

Total Cost over 4 years: $70,000.00/without web posting:

January:	$1,458.33	July:	$1,458.33
February:	$1,458.33	August:	$1,458.33
March:	$1,458.33	September:	$1,458.33
April:	$1,458.33	October:	$1,458.33
May:	$1,458.33	November:	$1,458.33
June:	$1,458.33	December:	$1,458.37

OPTION #3:

2017, 2018, 2019, 2020, and 2021 Annual Full Value Maintenance Contract ($15,500.00) 20% Inspection

Total Cost over 5 years: $77,500.00/without web posting:

January:	$1,291.67	July:	$1,291.67
February:	$1,291.67	August:	$1,291.67
March:	$1,291.67	September:	$1,291.67
April:	$1,291.67	October:	$1,291.67
May:	$1,291.67	November:	$1,291.67
June:	$1,291.67	December:	$1,291.63

Mission Statement

Our Mission.....

To provide our municipal clients

the highest standard of assessing services.

We do so by following sound assessing methodology,

developing municipal equity without bias and

providing a professional, courteous staff.

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Company Overview

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as the statutory assessor or supporting the local municipal assessor.

- With over 56 years of experience, Associated Appraisal has provided consulting/assessment services throughout Wisconsin. We have had the opportunity to reassess/revaluate municipalities that have increased or decreased in value. With the diversity of our client base ranging from the shores of Lake Geneva to the backwoods of northern Wisconsin, we are aware of the many complexities of assessment practices. This diversity and experience is what gives Associated Appraisal the leading edge.
- Associated Appraisal Consultants, Inc. serves over 250 municipalities throughout the State of Wisconsin.
- Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction, wear Associated Appraisal company ID tags and apparel, and drive red company trucks clearly identified as Associated Appraisal fleet vehicles.
- When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be willingly to assist you. Our website offers access to municipal assessment records twenty-four (24) hours per day.
- Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with The Associated Appraisal team. Our corporate office is located in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).
- Associated Appraisal Consultants, Inc., takes great satisfaction is our company's history with the capacity to perform all of the necessary administrative and technical functions that municipalities come to expect.
- Associated Appraisal Consultants, Inc. adheres to the Wisconsin Property Assessment Manual and the timelines that were developed by the Wisconsin Department of Revenue.
- Associated Appraisal Consultants, Inc. will communicate in a timely manner with the municipal staff and taxpayers to ensure a successful completion of work.

Company References

City of Wisconsin Dells
Nancy Holzem
Clerk/Treasurer
PO Box 655
Wisconsin Dells, WI 53965
608-254-2012

City of Fort Atkinson
Matt Trebatoski
City Manager
101 N. Main Street
Fort Atkinson, WI 53538
920-536-7760

Village of Maple Bluff
Sarah Danz
Clerk/Treasurer
18 Oxford Place
Madison, WI 53074
608-244-3048

City of Neenah
Chris Haese
Director of Community Development
211 Walnut Street
Neenah, WI 54956
920-886-6125

City of Menasha
Peggy Steeno
Comptroller/Treasurer
140 Main Street
Menasha, WI 54952-3190
920-967-3630

Village of Waunakee
Julee Helt
Clerk
PO Box 100
Waunakee, WI 53597
608-850-2827

City of Pewaukee
Kelly Tarczewski
Clerk
W240 N3065 Pewaukee Road
Pewaukee, WI 53072
262-691-0770

Village of Johnson Creek
Joan Dykstra
Clerk/Treasurer
PO Box 238
Johnson Creek, WI 53038
920-699-2296

Village of Pewaukee
Clerk
Chaz Schumacher
235 Hickory Street
Pewaukee, WI 53072
262-691-5660

Town of Sun Prairie
Jo Ann Ramsfield
Clerk
5556 Twin Lane Road
Marshall, WI 53559
608-837-6688

Town of Bristol
Sandy Klister
Clerk/Treasurer
7747 County Road S
Sun Prairie, WI 53590
608-837-6494

Village of Dane
Teresa Hughey Groves
Clerk/Treasurer
PO Box 168
Dane, WI 53529
608-849-5422

Town of Cottage Grove
Kim Banigan
Clerk/
4058 County Rd N
Cottage Grove, WI 53527
608-839-5021 ext. 32

Village of Williams Bay
Robert Carlson
Clerk
PO Box 580
Williams Bay, WI 53191
262-245-2703

Village of Hales Corner
Mike Weber
Administrator
5635 S. New Berlin Road
Hales Corner, WI 53130
414-529-6175

City of Watertown
Cindy Rupprecht
Clerk
PO Box 477
Watertown, WI 53094
920-262-4009

Statements from References

Randy Friday, Village Administrator
Village of Sherwood

"We have used Associated Appraisal for a number of years now. They have on-line access which we have found useful - and I direct any & all questions to them. This has worked out well. I've only ever heard minor cajoling from I believe 2 property owners in my 2 1/2 years here. And, out Open Book is quite quiet. So, long story short, I would give them a very good recommendation from Sherwood perspective."

John Dougherty, City Administrator
City of Reedsburg

"Associated Appraisal has done assessor services here for a number of years and we are very happy with their services. Last year we had two citizens come to BOR but neither of them bothered to contact AAC or come in during open book, nor did they have any comparable. They just didn't like their assessment."

Thomas Stoffel, Comptroller/Treasurer
City of Menasha

"The City of Menasha has been using the services of Associated Appraisal Consultants since 2007. At the time our assessment department was staffed with an assessor and a deputy assessor. Our assessor left to take another job and our deputy retired. That appeared to be the best time for the City to look at privatizing that function and hopefully achieve a cost savings. There were vocal concerns from council members about losing service for the taxpayer; they could not just walk in and find someone in that department and other unfounded comments. Associated was given a one-year contract, in effect a testing period, to see if this was a viable way to run the assessment function. At the end of that year, opposition on the council had faded, few if any comments were received from the public and Associated was given a four-year contract which runs through 2011.

In my opinion it is working well. There has been some shakeout in that some jobs performed by the assessors, but not really part of the assessment function, had to be taken over by other departments. But Associated has been very good to work with, Mr. John Holton and Mr. Mark Brown are the City's principal contacts and are always ready to sit down and talk about any problems that do come up, though they rarely do. I would recommend them for any appraisal or assessment service you are looking to have performed. As for the cost savings, the 2006 City budget for the assessor's function was $135,061; the 2010 City budget for the assessor's function is $71,130.00

Dale D. Darling, City Clerk/Treasurer
City of Wisconsin Dells

"We have used Associated Appraisal for about the last 14 years for both annual maintenance and 2 revaluations. They have provided the City good service during those years at a fair cost. We refer most calls relating to valuations from our property owners directly to them. They has an 800 number in which the property owners can contact them directly and receive a prompt response to their inquiry. Since the City is in four different counties Associated Appraisal deals with a variety of issues with a lot of commercial property owners. They have a good staff and do a nice job at Open book and Board of Review. Thus, for the City of Wisconsin Dells it has worked out well in having Associated Appraisal as our city Assessor."

Rebecca Houseman LeMire, Administrator/Clerk-Treasurer
Village of Darien

"The Village of Darien contracts with Associated Appraisal Consultants, Inc., to fulfill the statutory duties of the Assessor for the Village. Mr. Mack has demonstrated expertise within his field. He is willing and able to answer any questions that the Board of Review, The Village Board, or I may have regarding his company's services and the statutory obligations for each jurisdiction his represents. Because he represents many different municipalities in Wisconsin, Mr. Mack is able to offer advice and experience that a staff assessor may not have."

John L. Zouski, Village President
Village of Plainfield

"We have been very pleased with the service that your company has provided as our assessor. Every staff member we have worked with have conducted themselves in a professional and courteous manner. During the Open Book, the concerns of our residents were dealt with in a fair and courteous manner. At the Board of Review, your knowledge and professionalism were greatly appreciated by the board members. Questions and calls from our residents are always answered in a timely fashion. We would recommend Associated Appraisal Consultants, Inc. without hesitation to any municipality for assessment work.

Patricia Huberty, City Clerk Treasurer
City of Plymouth

"On behalf of the City of Plymouth, I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the City has received since contracting with Associated Appraisal Consultants, Inc. almost one year ago. We ere in a very stressful situation with a previous assessor and your employees came on board and very quickly and very professionally got us back on track. Our Board of Review is completed for 2015 with no objections to be hear. Board Members were very impressed with the professionalism. We look forward in continuing this business relationship and would highly recommend Associated Appraisal Consultants, Inc. for assessment services."

Felicia Germain, Village Administrator/Clerk
Village of Somerset

"I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the Village has received since contracting with Associated Appraisal Consultants. I appreciated the respectful interactions they have with citizens' concerns. They take the time to offer a through explanation. I have enjoyed working with Associated Appraisal Consultants and highly recommend them for Assessment Services."

Linda Fewell, Town Clerk
Town of Janesville

"I am the clerk of the Town of Janesville. I have worked with Associated Appraisal for the past 6 years and this year was my first Revaluation of the Town. It was a very big job and Associated Appraisal's did a wonderful job. They handled all the residents and their properties with respect and very professional. I had no complaints. They stayed in contact with me regarding all the aspects of what was to come. I was very pleased to of had Luke Mack, represent our Town.

When their work was done and we had our Open Book and Board of Review all went very smooth, they handled all the residents with consideration and consistency. The Open Book team were all very professional and respectful."

Diane G. Smith, Town Chairman
Town of River Falls

"I am writing on behalf of the River Falls Town Board to state our appreciation for the excellent services that Associated Appraisal staff has provided since we began contracting with your firm in 2011. We have found both your office and field staff to be very professional and responsive to our citizenry.

"Our town undertook a town-wide revaluation process this year. Our entire board was very surprised when not a single objection was heard at our recent Board of Review. Walt Hughes and staff worked diligently to answer any and all questions that came out of the process. The answers may not have always been what property owners wanted to hear, but they were provided in a manner that people understood why their assessments were established as such."

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the

VILLAGE OF SHOREWOOD HILLS

Dane County

By

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva

1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Shorewood Hills, Dane County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. That being said, this agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.

2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.

3) Improved properties under construction over a period of years shall be re-inspected.

4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.

5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.

6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. **PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. **PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

1) **Sales Comparison Approach**. Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

2) **Cost Approach**. The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) **Income Approach**. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. **OPEN BOOK CONFERENCE**. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

F. **BOARD OF REVIEW ATTENDANCE**. The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

G. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

I. **AVAILABLITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

J. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.

2) Assessor's field representatives shall carry photo identification cards.

3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.

4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY**. The Assessor agrees as follows:

1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation — State of Wisconsin requirements

(b) General Liability

General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	$ 1,000,000

2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. **OWNERSHIP OF RECORD**. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the 2017, 2018, and 2019 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both

Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Eight Thousand Dollars ($8,000.00) per year for 2017, 2018, and 2019** assessment years for maintenance services.

B. The compensation due the Assessor shall be paid in monthly installments throughout the 2017, 2018, and 2019 assessment years.

C. This is an All-Inclusive Contract. The Municipality shall not be billed for postage, mileage, or supplies.

D. **Optional Revaluation Contract:** The Municipality shall have the option for a **Full Revaluation** for the assessment year of **2017, 2018 or 2019**. The Municipality shall pay the Assessor **Forty-Two Thousand, Five Hundred Dollars ($42,500.00)**. Payment shall be made on a monthly basis for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. Maintenance shall not be charged during the Revaluation year.

E. **Optional Website Posting**: The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ($.015 * 712= $10.68) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of $.015 per parcel.
***** Please initial yes or no to post data to the website. *****
Yes ____ No ____

V. SIGNATURES

Mark Brown
President
Associated Appraisal Consultants, Inc.

8/29/2016
Date

Authorized Signature
Village of Shorewood Hills, Dane County

Date

AGREEMENT FOR REVALUATION ASSESSMENT SERVICES

OPTION #1

Prepared for the

VILLAGE OF SHOREWOOD HILLS

Dane County

By

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva

Real Estate

1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

SECTION I
GENERAL AGREEMENTS

This agreement is made by the **Village of Shorewood Hills, Dane County, State of Wisconsin,** hereinafter referred to as "Municipality."

AND

ASSOCIATED APPRAISAL CONSULTANTS, INC., whose principal office is located at 1314 W. College Avenue, Appleton, WI 54914, hereinafter referred to as "Assessor."

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

1. **SCOPE OF SERVICE:**
Assessor shall perform a revaluation of all taxable real estate in the Village of Shorewood Hills, Dane County, State of Wisconsin, pursuant to Wisconsin Statutes 70.05(5), for the assessment year of 2017, 2018 or 2019 for which service the Municipality agrees to pay Assessor the sum of compensation outlined in Section V of this agreement. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

2. **ASSIGNMENT OF CONTRACT**:
Assessor will not assign, subcontract or transfer this agreement or any part of this agreement without written approval from the Municipality.

3. **PERSONNEL:**
Assessor shall provide certified, experienced and competent employees of good character to perform all work necessary during the various phases of the revaluation program. All field staff members shall carry a photo identification tag and drive a vehicle clearly marked with our company name. In the event that the Municipality shall at any time during the program consider the services of any employee to be unsatisfactory, Assessor shall immediately remove such employee upon written request.

4. **INSURANCE:**
Assessor shall maintain during the term of this contract full insurance coverage to protect and hold harmless the Municipality. Insurance shall include: (a) workers compensation in compliance with state laws, (b) comprehensive general and public liability covering operation, (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor, and (d) proper and sufficient insurance to cover loss of records withdrawn from the Municipality by Assessor for its use as well as records in process under this agreement. Assessor shall not be responsible for loss of records destroyed by fire, theft, or Act of God while kept in the office supplied by the Municipality.

Limits of liability shall not be less than:

General Liability:	
General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000
Worker's Compensation:	
Bodily Injury by Disease-Each Employee	$ 100,000
Bodily Injury by Disease-Policy Limit	$ 500,000
Bodily Injury by Accident-Each Accident	$ 100,000
Comprehensive Auto Liability:	
Combined Single Limit of Liability:	$ 1,000,000

A certificate from the insurance carrier attesting to coverage shall be provided to the Municipality. The insurance provider will be authorized to transact business in the State of Wisconsin.

Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorney's fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

5. **ROLE OF ASSESSOR:**

Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05(1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

6. **PUBLIC RELATIONS:**

During the course of the revaluation, Assessor shall carry on a suitable program of public information in a manner dictated by experience to be most effective and productive, and of such nature that will allow the Municipality to actively participate. This program shall include a general mailing to all property owners with information regarding the revaluation process. If necessary, the program shall include the furnishing of speakers, holding press conferences and preparing press releases. Upon written request, Assessor agrees to meet with the governing body of the Municipality to discuss areas of work such as public relations, procedures, progress, valuations and concerns.

7. **DURATION:**
Assessor shall complete all work on or before September 30th of the year in which the revaluation services are contracted for. In the event that unforeseen circumstances delay the completion of work, an extension will be granted upon mutual agreement.

8. **PUBLIC REQUESTS:**
Assessor shall timely respond to all open records requests received by the Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47 (7)(af), regarding income and expense information provided to Assessor and Board of Review; and sec. 77.265, the real estate transfer returns.

9. **AVAILABILITY:**
Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. The Assessor shall maintain an internet option for communication that is available twenty-four hours per day. The Assessor shall timely respond to all inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

10. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

SECTION II
DATA COLLECTION & APPRAISAL

1. **FIELD APPRAISAL**:
Assessor shall physically visit and inspect 100% of the taxable improved properties. Assessor shall make a careful inspection of all buildings and improvements located on such properties and shall carefully measure, list and compute the full market value for all improvements using professionally acceptable appraisal practices. All inspections will be conducted between the hours of 8:00 AM and 7:00 PM, Monday through Friday, Saturday if necessary, excluding legal holidays. Assessor and Municipality will work with the building inspector to obtain PDF's of the floor plan or blue prints for all new residential and commercial structures. Assessor will make a reasonable attempt to inspect the interiors of all dwellings and primary commercial buildings. Assessor will mail letters asking property owners to schedule appointments for interior inspections.

2. **PROPERTY RECORDS**:
(a) Assessor shall create a complete digital database of all parcels within the municipality, including information on each property's ownership, class, land size and use, and improvement information. The database shall be created using CAMA software and shall include digital photographs and sketches of primary improvements.
(b) Property records shall be updated utilizing CAMA software, showing the property information used as a basis for the revaluation, including the measurements of all primary building improvements. Assessment records shall include all data and material obtained and/or used for the valuation of properties.
(c) All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality.
(d) Within 30 days after completion of the revaluation program, Assessor shall turn over all assessment records to the Municipality, including property record cards, maps, and a computer file back-up of the electronic database.
(e) If the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

3. **DWELLING DATA:**
When appraising single-family and multi-family dwellings, Assessor shall document and consider the physical characteristics and condition of the dwelling. Such characteristics shall include the type of dwelling, story height, square footage, basement area, wall construction, siding type, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, age, physical condition, general quality of construction, and attachments such as garages, decks and porches. Sales data and rental information will be documented and considered when applicable. All information collected will be recorded as a permanent part of the property records.

4. **VACANT LANDS:**
Assessor shall inspect all vacant parcels of land where access may be practicably obtained. Any vacant lands not physically inspected will be viewed by way of recent aerial photography. Sales data for vacant lands will be collected and compiled based on neighborhoods or geographic locations within the municipality. Land values will be derived from vacant and improved sales and will consider all factors that may affect resale value, such as location, size, shape, topography, zoning, utilities, current use and other factors. In developing land values, all forms, maps and land valuation tables shall be left with the Municipality. All maps such as plat maps, zoning maps or other maps needed to accurately value land will be supplied by Municipality or obtained at the Municipality's expense.

5. **APPROACH TO VALUE:**
Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

(a) **Sales Comparison Approach**. Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and

activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

(b) **Cost Approach**. The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

(c) **Income Approach**. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

SECTION III
NOTIFICATION & DEFENSE OF ASSESSMENTS

1. **ASSESSMENT NOTICES**:
A notice of assessment shall be mailed for each taxable parcel of property whose assessed value has changed from the previous year. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail. The cost of postage shall be borne by the Assessor. In the event that Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage costs of certified mail.

2. **OPEN BOOK:**
At the completion of the revaluation work and following statutory requirements, the Assessor shall hold informal hearings referred to as the Open Book, prior to the Board of Review. During the Open Book, interested property owners may view the assessment roll and discuss their individual appraisals. Assessor shall take the phone calls to schedule appointments for the open book conference. Assessor shall provide necessary staff to accommodate the projected attendance. Assessor shall work with the Municipality to determine the date when the Open Book will take place. The Municipality will provide an appropriate area to conduct the Open Book. Unless otherwise specified in this agreement, the informal hearings will be held for as many days as needed.

3. **BOARD OF REVIEW**:
Assessor shall furnish a representative for as many days as needed to provide sworn oral testimony at the Board of Review in support of all assessed values being formally challenged. Municipality shall comply with state statutes and Department of Revenue training requirements with regard to Board of Review hearings. Municipality agrees that all Board of Review appeals must be made in a formal manner, by filing a completed Form of Objection with the Clerk at

least 48 hours before the opening of the Board of Review. In the event of any appeal beyond the Board of Review to the Department of Revenue or to the Courts, Assessor shall provide a representative to furnish testimony in defense of the values established by the revaluation for all such cases within the first 90 days after adjournment of the Board of Review for up to eight employee hours.

SECTION IV
ITEMS TO BE PROVIDED BY MUNICIPALITY

1. **MEETING SPACE**:
Municipality shall furnish a suitable space in which to hold the Open Book conference and the Board of Review at no cost to Assessor.

2. **ACCESS TO RECORDS:**
Municipality shall allow access and make available to Assessor municipal records such as, but not limited to, previous assessment records and rolls, sewer and water layouts, building permits, tax records, zoning ordinances and documentation pertaining to future land use planning.

3. **MAPS:**
Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the municipality. In the event that such maps necessary for our work are not in the possession of the municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

4. **POSTAGE COSTS:**
Assessor shall be responsible for the cost of postal services associated with the revaluation program. This cost includes, but is not limited to, a general informational mailing, written requests to view property, notices of assessment, and mailing of documents such as maps and assessment rolls. In the event that Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage costs of certified mail.

SECTION V
COMPENSATION & TERMS OF PAYMENT

1. **COMPENSATION**:
Payment shall be made on a monthly basis for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. All payments shall be made to: Associated Appraisal Consultants, Inc., P.O. Box 2111, Appleton, Wisconsin, 54912-2111, within thirty (30) days from the date of billing.

2. **COST OF SERVICES**:
Assessor shall perform all of the services stated in the above agreement for the assessment year of **2017, 2018 or 2019**, according to the terms specified herein for the sum of:

Forty-Two Thousand, Five Hundred Dollars ($42,500.00)
Maintenance charges shall not be incurred the revaluation year.

Optional Website Posting: The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ($.015 * 712= $10.68) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of $.015 per parcel.

***** Please initial yes or no to post data to the website. *****

Yes ____ **No** ____

3. **SIGNATURES:**

_____ 8/29/2016

Mark Brown
President
Associated Appraisal Consultants, Inc.

Date

_____ _____

Authorized Municipality Signature
Village of Shorewood Hills, Dane County

Date

AGREEMENT FOR ANNUAL FULL VALUE MAINTENANCE ASSESSMENT SERVICES

OPTION #2

Prepared for the

VILLAGE OF SHOREWOOD HILLS

Dane County

By

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva

1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Shorewood Hills, Dane County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. That being said, this agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

A. **COMPLIANCE.** Assessor shall keep the Village of Shorewood Hills assessments in compliance with the Wisconsin Department of Revenue for the duration of this contract. The level of assessment shall annually be kept within 10% of the Village's full equalized value.

B. **INSPECTIONS.** Assessor shall physically inspect 25% of improved properties on an annual basis and update assessment records, such that all improved properties will be inspected on a four-year cycle. The Assessor's annual inspection cycle shall include all of the following:

1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.

2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.

3) Improved properties under construction over a period of years shall be re-inspected.

4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.

5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.

6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

C. **PARCEL IDENTIFICATION.** The legal description, drawing and measurements of each land parcel and improvements shall be contained in the existing property record cards. Drawings shall be made for all new records. In the event of a discrepancy existing, the Assessor shall investigate and correct the record.

D. **PREPARATION OF RECORD CARDS.** Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

E. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

1) **Sales Comparison Approach**. Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

2) **Cost Approach**. The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) **Income Approach**. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

F. **OPEN BOOK CONFERENCE**. Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Assessor shall follow the Uniform

Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

H. **BOARD OF REVIEW ATTENDANCE**. The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

I. **PERSONAL PROPERTY ASSESSMENTS**. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **PUBLIC REQUESTS**. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

K. **AVAILABLITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

L. **MUNICIPAL RECORDS**. The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE**. As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL**. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
2) Assessor's field representatives shall carry photo identification cards and a general letter of introduction/identification on Municipal letterhead.

3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.

4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY**. The Assessor agrees as follows:

1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation — State of Wisconsin requirements

(b) General Liability

General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	$ 1,000,000

2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

C. **OWNERSHIP OF RECORD**. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of

data, (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the 2017, 2018, 2019, and 2020 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Seventeen Thousand, Five Hundred Dollars ($17,500.00)** for each of the 2017, 2018, 2019, and 2020 assessment years for maintenance assessment services.

B. The compensation due the Assessor shall be paid in installments throughout the 2017, 2018, 2019, and 2020 assessment years.

C. The Municipality will not be billed for additional expenses such as postage, mileage, or supplies.

D. **Optional Website Posting**: The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ($.015 * 712= $10.68) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of $.015 per parcel.
***** Please initial yes or no to post data to the website. *****
Yes ____ No ____

V. SIGNATURES

Mark Brown
President
Associated Appraisal Consultants, Inc.

8/29/2016
Date

Authorized Signature
Village of Shorewood Hills, Dane County

Date

AGREEMENT FOR ANNUAL FULL VALUE MAINTENANCE ASSESSMENT SERVICES

OPTION #3

Prepared for the

VILLAGE OF SHOREWOOD HILLS

Dane County

By

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva

Real Estate

1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Shorewood Hills, Dane County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. That being said, this agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

A. **COMPLIANCE.** Assessor shall keep the Village of Shorewood Hills assessments in compliance with the Wisconsin Department of Revenue for the duration of this contract. The level of assessment shall annually be kept within 10% of the Village's full equalized value.

B. **INSPECTIONS.** Assessor shall physically inspect 20% of improved properties on an annual basis and update assessment records, such that all improved properties will be inspected on a five-year cycle. The Assessor's annual inspection cycle shall include all of the following:

1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.

2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.

3) Improved properties under construction over a period of years shall be re-inspected.

4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.

5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.

6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

C. **PARCEL IDENTIFICATION.** The legal description, drawing and measurements of each land parcel and improvements shall be contained in the existing property record cards. Drawings shall be made for all new records. In the event of a discrepancy existing, the Assessor shall investigate and correct the record.

D. **PREPARATION OF RECORD CARDS.** Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

E. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

1) **Sales Comparison Approach**. Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

2) **Cost Approach**. The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) **Income Approach**. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

F. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR). Assessor shall follow the Uniform

Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

H. **BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

K. **AVAILABLITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

L. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
2) Assessor's field representatives shall carry photo identification cards and a general letter of introduction/identification on Municipal letterhead.

3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.

4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY**. The Assessor agrees as follows:

1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation — State of Wisconsin requirements

(b) General Liability

General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	$ 1,000,000

2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

C. **OWNERSHIP OF RECORD**. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record

system is computerized, at a minimum, provide that the software be able to create an exportable text file of data, (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the 2017, 2018, 2019, 2020, and 2021 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Fifteen Thousand Dollars ($15,500.00)** for each of the 2017, 2018, 2019, 2020, and 2021 assessment years for maintenance assessment services.

B. The compensation due the Assessor shall be paid in installments throughout the 2017, 2018, 2019, 2020, and 2021 assessment years.

C. The Municipality will not be billed for additional expenses such as postage, mileage, or supplies.

D. **Optional Website Posting**: The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ($.015 * 712= $10.68) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of $.015 per parcel.
***** Please initial yes or no to post data to the website. *****
Yes ____ No ____

V. SIGNATURES

Mark Brown
President
Associated Appraisal Consultants, Inc.

8/29/2016
Date

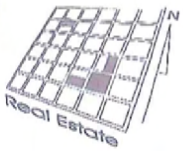
Authorized Signature
Village of Shorewood Hills, Dane County

Date

Resume

Mark Brown - President

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva



Objective

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures.

Certifications

- Assessor III Certification – WI60828CA – 2017
- Assessor II Certification – WI60828CA - 2020

Summary of Qualifications

- Twelve years' experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2014 - Present
President

2005 – 2014
Director of Project Management, Certified Assessor Level III

- Responsible for the management of the assessment staff to ensure revaluation projects are completed accurately and in a timely manner.
- Advise on the policy and methodology used to determine estimated fair market value and assign its proper classification in accordance with Wisconsin Statues.
- Advise on the proper methodology to appraise the value of agricultural, commercial, residential, and personal properties.
- Provide quality control and supervision of the final output and ensure that proper documentation and records are maintained.
- Research and keep current on issues and developments that impact the municipalities' assessment function.
- Direct reassessment and appraisal programs on all agricultural, commercial, residential, and personal properties within the municipalities' limits.

1314 W. College Ave. ■ P.O. Box 2111 ■ Appleton, WI 54912-2111 ■ (920) 749-1995 ■ Fax: (920) 731-4158

- Define and organize the procedure to reevaluate neighborhoods.
- Analyze property sales through the use of regression analysis.
- Analyze valuation data of commercial and residential properties.
- Verify sales and assessment ratio studies.
- Defend assessed values at Board of Review, 70.85 Appeals to the Wisconsin Department of Revenue, and Circuit Court.
- Works as part of the management team to efficiently operate the company.

2004 – 2005
Staff Appraiser

- Appraised all real property for accuracy of records, construction classification and computed appraisal of property.
- Recorded and updated property record cards by measuring and listing improved and vacant parcels.
- Gathered and verified assessment information.

Professional Memberships

- International Association of Assessing Officers
- Wisconsin Association of Assessing Officers

Education

· St. Norbert College, De Pere, Wisconsin	Bachelor of Business Administration, 2004
· Dark Stores: The Michigan and Indiana Experience	March 2016
· Project Management in Mass Appraisal	December 2015
· Equalization Sales Validation & Economics	March, 2014
· Real Estate Assessments	October, 2012
· Market Drive 2013 Overview & Sales	October, 2012
· Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
· Mobile Home Municipal Permit Assessments & Personal	October, 2012
· Property Assessments	
· AAR Report	October, 2012
· Listing & Valuing Commercial Properties	October, 2012
· IAAO – Course 101 – Fundamentals of Real Property Appraisal	March, 2012
· IAAO Course 311 – Residential Modeling Concepts	March, 2012
· IAAO Course 300 - Fundamentals of Mass Appraisal	October, 2011
· IAAO Course 112 - Income Approach to Valuation	August, 2011
· DOR's USPAP Compliance & Reporting Standards for Assessors	June, 2011
· How to Value & Defend Triple Net Lease Properties	March, 2011
· Current Issues in Commercial Real Estate	March, 2011
· Market Analysis and Highest and Best Use	March, 2011
· 2010/2011 National USPAP Update	October, 2010
· USPAP 15 Hour National Course 2010-11	October, 2010
· Discounted Cash Flow & Band of Investment	June, 2010
· Analyzing Commercial Lease Clauses	March, 2010
· Distressed Property Considerations	March, 2010
· Appraising Apartments – 74.37 Appeals	September, 2009
· Valuation of Large & Unique Buildings	September, 2009
· Reconstructing Income & Expense	September, 2009
· Preparing for a S. 70.85 Assessment Appeal	April, 2009
· Using the Latest Mapping & GIS Tech. For Appraisal Purposes	April, 2009
· Sales Validation with Foreclosure Issue Focus	March, 2009
· Wisconsin Tax Policy for Assessors	March, 2009
· ABCs of Environmental Contamination	December, 2008
· Board of Review: An Assessment Perspective	March, 2008
· Mega Dairy Farms	September, 2007
· Introduction to Subsidized Housing	September, 2007

· Assessing 101	April, 2005
· Correction of Assessment Errors-Statutory Procedures	April, 2005
· Appraising Convenience Stores	March, 2005

State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level ASSESSOR 3
Certification Period MARCH 1, 2012 - FEB 28, 2017
Certification Number WI60828CA

MARK BROWN
1314 W COLLEGE AVENUE
APPLETON WI 54912

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

PM-737 (R. 5-12)

Tax rule 12.065 requires that you notify the Department of a name or address change in writing. Submit them to Assessor Certification Unit, Mail Stop 6-97, PO Box 8971, Madison WI 53708-8971

THIS IS YOUR POCKET IDENTIFICATION CARD

Not Valid Unless Signed

State of Wisconsin
DEPARTMENT OF REVENUE
MARK BROWN

Cert. Level ASSESSOR 3
Cert. Period 3/1/12 - 2/28/17
Cert. Number WI60828CA

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

Signature _____

PM-737 (R. 5-12)

Resume

John Holtan – Vice President

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva

Certifications

- Assessor I Certification – #WI89148CA
- Assessment Technician Certification – 1996

Summary of Qualifications

- Nineteen years' experience in appraisal field.
- Considerable ability to communicate complex information tactfully and effectively with local officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal.
- Knowledge of all laws and regulations pertinent to the municipal assessment process.
- Extensive education in appraisal terminology and practices.
- Working knowledge of real estate property values and land economics in Wisconsin.
- Well versed in various computerized assessment CAMA systems.
- Experienced in WAN and LAN network environments including Novell.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

1995 - Present
Vice President - Operations

- Responsible for the raising the levels of organizational performance and communications; strengthening customer satisfaction and customer loyalty.
- Responds to and resolves municipal client and property owner concerns.
- Primary network administrator for information technology including file management, network assistance, application software problems, and database management.
- Researches and keeps current on issues and developments which impact the municipalities' assessment function.
- Defends assessed values at Board of Review, 70.85 Appeals to the Wisconsin Department of Revenue, and Circuit Court.
- Works as part of the management team to efficiently operate the company.
- Purchases and maintains office equipment throughout the company.

Professional Memberships

- Wisconsin Association of Assessing Officers, Executive Board Member 2009-2011
  - AVOW Newsletter Committee Commercial Sales Committee
- Northeast Wisconsin Assessors Association, 1995 to present
- Indianhead Association of Assessing Officers 1997-2000

1314 W. College Ave. ■ P.O. Box 2111 ■ Appleton, WI 54912-2111 ■ (920) 749-1995 ■ Fax: (920) 731-4158

Education

· Luther College – Decorah, Iowa	Bachelor of Science - 1982
· WI Property Tax Litigation:2014 What Every Assessor Needs to Know	September. 2014
· Real Estate Update	June. 2014
· Equalization Sales Validation & Economics	March, 2014
· IAAO Reading & Understanding Leases	March, 2014
· This Old House	December. 2013
· The Art of Making Exemption Decisions	June. 2013
· IAAO 932 Reconstructing Income & Expense Statements	March, 2013
· Successful Public Relations for Assessors	December, 2012
· Market Drive 2013 Overview & Sales	October, 2012
· Real Estate Assessments	October. 2012
· Preparing for 74.37 Trial	September. 2012
· Considerations of Real Estate Evaluation/Assessment in	
· Today's Economy	September. 2012
· Valuation of Energy Efficient Homes	September, 2012
· RPL Annual State Meeting Day 2	September, 2012
· Three Appraisal Reports Conforming to USPAP Standard 6	June, 2012
· DOR's USPAP Compliance & Reporting Standards for Assessors	September, 2011
· WI Property Tax Litigation:	September, 2011
· What Every Assessor Needs to Know	
· How to Defend Triple Net Lease Properties	March, 2011
· Current Issues in Commercial Real Estate	March, 2011
· Market Analysis & Highest and Best Use	March, 2011
· 2010/2011 National USPAP Update	October, 2010
· Critiquing an Appraisal – IAAP One-Day Forum (Parts 1&2)	September, 2010
· Unique Commercial Buildings	September. 2010
· Discounted Cash Flow & Band of Investment	June, 2010
· Analyzing Commercial Lease Clauses	March, 2010
· Distressed Property Considerations	March, 2010
· Current Market Conditions Symposium	December. 2009
· Practical Tips for Assessors in Assessment Appeals	October, 2009
· Is it a Modular or Sectional Home?	October, 2009
· Assessor Requirements & the Wisconsin Property Assessment	September, 2009
· Wisconsin Property Tax Litigation 2009: What Every	September, 2009
· Assessor Needs To Know	
· Valuation of Large & Unique Buildings	September, 2009
· Appraising Dairy Farms	June, 2009
· Sales Validation with Foreclosure Issue Focus	March, 2009
· Wisconsin Tax Policy for Assessors	March, 2009
· ABCs of Environmental Contamination	December. 2008
· Illinois Assessing	September. 2008
· Assessment Software	September, 2008
· Master Limited Partnerships and Business Models – Should	September, 2008
· Form of Ownership Affect Assessment Procedures?	
· Using the Electronic Real Estate Transfer Return System	September, 2008

· Board of Review: An Assessment Perspective	March, 2008
· WI Energy Star Program: Identifying & Understanding	December, 2007
· Valuation Considerations	
· Wisconsin Property Tax Litigation 2007: What Every	September, 2007
· Assessor Needs to Know	
· Typical Financing/Current Legal Issues	March, 2007
· Considerations in Valuing Waterfront Property	December, 2005
· DOR & Statewide Automation Efforts	September, 2005
· Claims for Excessive Assessments; Sec 74.37	September, 2005
· Corrections to Assessments	August, 2005
· Hot Topics – Tax Policy	August, 2005
· Wisconsin Real Property Listers: Who are they? What do they do?	March, 2005
· Tools in Estimating Construction Cost & Quality Factors	December, 2004
· GIS and the Assessor's Office	September, 2004
· DOR Organization & Reorganization	September, 2004
· Reviewing Your Assessment Practices	September, 2004
· The Real Estate Market – Trends & Forecasts	June, 2004
· Subsidized Housing Rules & Regulations	March, 2004
· Geographic Information Systems (GIS) and CAMA	December, 2003
· Wisconsin Property Tax Litigation 2003	September, 2003
· Ethics & Public Records Law & Wisconsin Assessors	September, 2003
· USPAP Update for Assessors & Appraisers	June, 2003
· Explosive Growth: Office Management/Commercial	March, 2003
· Development Feasibility	
· Property Tax Exemption Applications	September, 2002
· Expert Witnesses	September, 2002
· Wisconsin Property Tax Litigation 2002: What Every	September, 2002
· Assessor Needs to Know	
· Contracts, Bidding, Rural Issues	September, 2002
· Assessment Compliance (70.05) and Adjustments (70.57)	June, 2002
· Wisconsin Property Tax Litigation 2001: What Every	September, 2001
· Assessor Needs to Know	
· S 70.05 Non-Compliance Training 2001	August, 2001
· Board of Review	September, 2000
· Small Jurisdiction Annual Activities & CAMA Applications	September, 2000
· S 70.05 Non-Compliance Training 2000	August, 2000
· The Application of a Completed Geographic Information	December, 1998
· System (GIS)	
· Waterfront Properties Assessment	September, 1998
· USPAP and the Wisconsin Assessor	September, 1998
· Assessment Process	September, 1998
· Exploring Your Resources	September, 1998
· New Telephone Company Utility Tax Methods, Bureau of	March, 1998
· Manufacturing and Telco Assessments	
· Agricultural Use Value Assessment	November, 1997
· S 70.05 Non-Compliance Municipal Training	October, 1997

· Post Board of Review Appeals and Adjustments	October, 1997
· Assessing Unique Homes	October, 1997
· Wisconsin Land Records, GIS Training Seminar, Development of a Basic GIS Program	September, 1997
· Commercial Properties at the Board of Review – Handling a Large Commercial Appeal	March, 1997
· Valuation of Business Personal Property	September, 1996
· S 70.05 Non-Compliance Municipal Training 1996	September, 1996
· Implementing Use-Value Treatment of Agricultural Land	March, 1996
· Answering Difficult Assessment Questions - 1995	October, 1995
· Introduction to Cost Approach Workshop	October, 1995
· S 70.05 Non-Compliance Municipal Training 1995	August, 1995

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State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level ASSESSOR 1
Certification Period JUNE 1, 2012 - MAY 31, 2017
Certification Number WI89148CA

JOHN HOLTAN
W6338 LILAC LANE
GREENVILLE WI 54952

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

PM-737 (R. 5-12)

Tax rule 12.065 requires that you notify the Department of a name or address change in writing. Submit them to Assessor Certification Unit, Mail Stop 6-97, PO Box 8971, Madison WI 53708-8971

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State of Wisconsin
DEPARTMENT OF REVENUE
JOHN HOLTAN

Cert. Level ASSESSOR 1
Cert. Period 6/1/12 - 5/31/17
Cert. Number WI89148CA

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

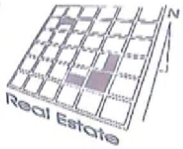
Signature _____

PM-737 (R. 5-12)

Resume

Dean Peters – Director of Project Management

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva



Objective

A skilled and experienced municipal Assessor, having successfully performed over 40 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Certifications

- Assessor III Certification – WI77308CA - 2010
- Assessor II Certification – WI77308CA - 2003
- Assessor I Certification – WI77308CA - 2001

Summary of Qualifications

- Seventeen years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2008 – Present
Director of Project Management, Certified Assessor Level III

- Responsible for the management of assessment staff to ensure that annual assessment work is completed accurately and in a timely manner.
- Implement policies and training in response to changes in property tax law and assessment practices.
- Supervise the creation of computerized assessment databases to ensure accuracy, completeness and compatibility with statistical analysis.
- Give expert advice to other assessors and staff regarding appraisal practices and assessment law.
- Work as part of the management team to efficiently operate the company.

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2003 -- 2008
Project Manager

- Perform all statutory duties of the municipal assessor on an annual basis.
- Appraise all types of real estate according to professionally accepted appraisal practices.

2003 – 2008 Project Manager (continued)

- Act as primary contact for municipal client, including answering questions, speaking at council meetings, composing letters, and educating municipal officials about the assessment process.
- Provide training and supervision of assessment staff throughout the assessment process.
- Monitor the Municipality's assessment compliance level with respect to Department of Revenue equalized value.
- Perform annual sales ratio studies for residential commercial and agricultural property.
- Defend assessed values at Board of Review, Department of Revenue appeals and circuit court.
- Manage all stages of municipal revaluation programs and monitor the process for accuracy, professionalism and quality control.

1999 - 2003
Staff Appraiser

- Physically inspect and appraise residential, agricultural and commercial properties.
- Analyze and develop land values based on stratified sales data.
- Appraise residential property using the cost approach and sales comparison approach
- Explain and discuss assessed values with property owners during the Open Book process.

Professional Memberships

- International Association of Assessing Officers (IAAO)
- Wisconsin Association of Assessing Officers (WAAO)
- Project Management Institute (PMI)
- WAAO Education Committee — June 2012 – Present

Education

· University of Wisconsin, Madison	Bachelor of Arts, 1999
· **Instructor** – Project Management in Mass Appraisal (WAAO)	June, 2016
· **Instructor** – Income Approach in Theory & Practice	December, 2015
· **Instructor** – Intro to Appraisal Theory & Assessment Law	November, 2015
· Valuation of Leased Commercial Property	October, 2015
· Manufacturing Appeals at the Tax Appeals Commission	October, 2015
· WI Property Assessment Manual Overview	October, 2015
· IAAO Course 112 – Income Approach to Valuation II	December, 2014
· IAAO Course 102 – Income Approach to Valuation	September, 2013
· IAAO 932 Reconstructing Income & Expense Statements	March, 2013
· **Instructor** - Three Appraisal Reports Conforming to	September, 2012
· USPAP Standard 6	June, 2012
· Successful Public Relations for Assessors	December, 2012
· IAAO Course 311 – Residential Modeling Concepts	March, 2012
· IAAO Course 101 – Fundamentals of Real Property Appraisal	March, 2012
· Unique Commercial Buildings	March, 2012
· IAAO Course 400 – Assessment Administration	December, 2011
· IAAO Course 300 – Fundamentals of Mass Appraisal	October, 2011
· USPAP 15 Hour National Course 2010-11	October, 2010
· **Instructor** - Unique Commercial Buildings	September, 2010

· Discounted Cash Flow & Band of Investment	June, 2010
· Downtown Redevelopment in a Tax Incremental District	September, 2009
· Property Tax Exemptions	September, 2009
· Assessor Requirements & the Wisconsin Property Assessment	September, 2009
· Preparing for a S. 70.85 Assessment Appeal	April, 2009
· Using the Latest Mapping & GIS Tech. for Appraisal Purposes	April, 2009
· Sales Validation with Foreclosure Issue Focus	March, 2009
· Wisconsin Tax Policy for Assessors	March, 2009
· Mega Dairy Farms	September, 2007
· Appraising Convenience Stores	March, 2005

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State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level	ASSESSOR 3
Certification Period	Dec 1, 2015 - Nov 30, 2020
Certification Number	WI77308CA

DEAN W PETERS
P O BOX 2111
APPLETON WI 54911

The person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice.

PM-737 (R. 6-15)

Name or Address Change?
Under administrative rule (tax 12.065, Wis. Adm. Code), you must notify the Wisconsin Department of Revenue in writing if there is a name or address change. Send your change(s) to: bapdor@revenue.wi.gov.

Below is your pocket identification card.
Note: Card not valid unless signed.

State of Wisconsin
DEPARTMENT OF REVENUE
DEAN W PETERS

Cert. Level	ASSESSOR 3
Cert. Period	Dec 1, 2015 - Nov 30, 2020
Cert. Number	WI77308CA

Person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice.

Signature _____

PM-737 (R. 6-15)

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State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level	ASSESSOR 3
Certification Period	Dec 1, 2015 - Nov 30, 2020
Certification Number	WI77308CA

DEAN W PETERS
P O BOX 2111
APPLETON WI 54911

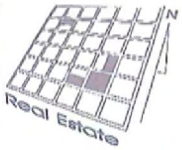
The person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice.

PM-737 (R. 6-15)

Resume

Mark Verhyen – Mobile Home and Personal Property Administrator

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva



Objective

A skilled and experienced municipal assessor and assessment technician. Currently in a leadership role within the Personal Property Tax Department at Associated Appraisal Consultants, Inc. Prior work experience includes work in the construction field.

Certifications

- Assessor I Certification - WI98684CA
- Assessment Technician Certification – WI98684CA

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2003 – Present
Mobile Home and Personal Property Administrator

- Compile the annual personal property assessment roll.
- Discover and catalog new personal property accounts for local taxable businesses.
- Create, mail, and review the annual personal property returns.
- Determine taxability or exemption of reported personal property.
- Balance the personal property assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Administer mobile home parking permit fees for manufactured home communities.
- Physically inspect, measure and catalog mobile homes for municipal records.
- Appraise mobile homes using valuation schedule with adjustments determined by sales ratio studies.
- Mail, receive and review lottery credit eligibility reports.
- Supervise the personal property assistant and personal property clerk.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Professional Memberships

- Wisconsin Housing Alliance

Education

- Fox Valley Technical College
- Mobile Home Municipal Permit Assessments & Personal Property Assessments — October, 2012
- AAR Report — October, 2012
- Personal Property 201 — October, 2012
- Personal Property Overview — October, 2004
- Dealing with the Taxpayer from Hell (and Other Coping Strategies) October, 2004 — March, 2005

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State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level: ASSESSMENT TECHNICIAN
Certification Period: MARCH 1, 2013 - FEB 28, 2018
Certification Number: WI98684CA

MARK R. VERHYEN
1314 WEST COLLEGE AVENUE
APPLETON WI 54914

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

Tax rule 12.065 requires that you notify the Department of a name or address change in writing. Submit them to Assessor Certification Unit, Mail Stop 6-97, PO Box 8971, Madison WI 53708-8971.

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State of Wisconsin
DEPARTMENT OF REVENUE
MARK R. VERHYEN

Cert. Level: ASSESSMENT TECHNICIAN
Cert. Period: 3/1/13 - 2/28/18
Cert. Number: WI98684CA

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

Signature _____

State of Wisconsin

DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level: ASSESSOR 1
Certification Period: MARCH 1, 2014 - FEB 28, 2019
Certification Number: WI98684CA

MARK R. VERHYEN
1314 WEST COLLEGE AVENUE
APPLETON WI 54914

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

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State of Wisconsin
DEPARTMENT OF REVENUE
MARK R. VERHYEN

Cert. Level: ASSESSOR 1
Cert. Period: 3/1/14 - 2/28/19
Cert. Number: WI98684CA

The named person has complied with Wis. Statute 73.09 and is authorized to engage in the practice indicated.

Signature _____

ASSOC01 OP ID: JV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ADEMINO & ASSOCIATES INC
DAVID ADEMINO
1001 TRUMAN P O BOX 99
KIMBERLY, WI 54136-0099
DAVID VAN BOOGARD

CONTACT NAME: DAVID VAN BOOGARD
PHONE (A/C, No, Ext): 920-734-3110 FAX (A/C, No): 920-734-6027
E-MAIL ADDRESS: dvanboogard@ademino.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : QBE	24414
INSURER B : UNDERWRITERS AT LLOYDS, LONDON	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ASSOCIATED APPRAISAL CONSULTANTS INC
PO BOX 2111
APPLETON, WI 54912

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY			CFB 0859674	11/01/2015	11/01/2016	EACH OCCURRENCE	$	1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$	100,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$	2,000,000
	OTHER:							$	
A	AUTOMOBILE LIABILITY			CBA 0859671	11/01/2015	11/01/2016	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$	
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$	
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$	
								$	
A	X UMBRELLA LIAB X OCCUR			CCU 0859673	11/01/2015	11/01/2016	EACH OCCURRENCE	$	3,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$	3,000,000
	DED X RETENTION $ 10,000							$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			CWC 0859672	11/01/2015	11/01/2016	X PER STATUTE / OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N	N/A					E.L. EACH ACCIDENT	$	100,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$	100,000
							E.L. DISEASE - POLICY LIMIT	$	500,000
B	ERRORS & OMISSIONS			PGIARK03504-01	01/12/2015	01/12/2016	$5000 DED		1,000,000
A	HIRED AUTO PHY DAM			CBA 0859671	11/01/2015	11/01/2016	$500 DED		50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

SAMPL-1

SAMPLE CERTIFICATE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
DAVID VAN BOOGARD

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