

Agreement for Assessment Services

Prepared for:

Town of Greenville

By

Accurate Appraisal, LLC

Accurate Appraisal, LLC

Owners: Lee De Groot & Jim Danielson

Mailing Address: PO Box 415
Menasha, WI 54952-0415

E-Mail Address: leed@accurateassessor.com
jimd@accurateassessor.com

Telephone: 920-749-8098

Fax numbers: 920-749-8099

I, Lee De Groot, and I, Jim Danielson have the authority to commit our firm to the terms proposed.

Business Philosophy

In an effort to deliver a high level of service to our clients, Accurate has created an operational philosophy that ensures that our clients are the focus of everything we do. We inform municipalities and educate property owners by delivering the most reliable and accurate property tax assessment process, so that all constituents feel like they have been treated fairly and equitably. Our process values your assessments.

Basic Qualifications and Experience

- a) We are a statewide assessing firm that is the statutory assessor for 98 municipalities (list and contact information attached). We started our business in the fall of 2000 and now we have 26 full-time employees at Accurate Appraisal LLC - 9 of which are State Certified Level 2, 6 are Level 1 and 6 have the Technician certification. We will have specific contacts for your account to allow for seamless transition.
- b) The Account Manager for the Town of Greenville is Addie Ebert, supported by her team.
- c) Resume for Addie Ebert, Assessor 2, is enclosed.

Our Proposed Rates

- a) Our rate is an all-inclusive annual flat rate

5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in City Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third party claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the assessment years beginning January 1st, 2018 and ending December 31st, 2020. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work, including appeals of Board of Review decisions along with all required ongoing assessment maintenance services through the agreement end date.
9. Each year, Accurate shall submit equal installments/invoices based upon a percentage of work completed in accordance with the Invoice Agreement provided in Section III. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review for the annual fee listed in this contract, including attending, and testifying at mediations, depositions, and court hearings.
11. Accurate shall complete its Open Book hearings under this agreement no later than the Board of Review Completion date, specified in Section III of this agreement, except for unforeseen delays beyond the control of the Client or Accurate. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

18. Accurate will designate and maintain a full time, appropriately certified Technician assigned to the Client's scope of services.
19. All assessment files and records created, and data collected by Accurate shall remain the property of the Client. Records shall not be removed from Client premises without the permission of the Client.
20. Client or Accurate may terminate this Agreement by delivering written notice to the other party by providing a 60-day written notice. Notice to the Client shall be provided to the City Clerk, Town of Greenville, W6860 Parkview Drive, Greenville, Wisconsin 54942. Notice to Accurate shall be provided to Lee De Groot. Termination will not relieve any part of any obligation incurred or deprive any part of benefits accrued prior to the termination date. Within 15 days of the date of termination, Accurate shall provide any documents or information related to the services provided under this agreement to Client.
21. If there are services outside the scope of this contract, the hourly rate for those additional services would be \$200 per hour.
22. Both parties can mutually agree to extend the current contract for a period of up to 3 years at the same price for full value maintenance services with full physical inspections on all sales, new construction and interior permits over \$15,000.

Section III

Agreement for Maintenance Services

Provided by Accurate Appraisal, LLC

For

Town of Greenville, Outagamie County for the assessment years 2018 – 2020

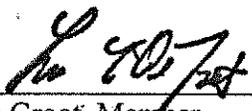
Dated this 13th day of November 2017.

**Agreement completion date of September 30th for the first year
The remaining years will be completed statutorily**

Fee for services rendered:

Accurate shall be paid the sum of:

**2018 – 2020 Full Value 1/3 Walk Throughs
for \$85,900 per year for 3 years**



Lee De Groot, Member
Accurate Appraisal, LLC

11-15-17

Date

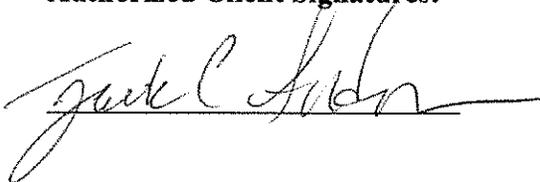


Jim Danielson, Member
Accurate Appraisal, LLC

11-15-17

Date

Authorized Client Signatures:



11/14/2017

Date

Date

Invoice Agreement

The table below outlines the invoicing of the contract throughout the contract year. Accurate Appraisal, LLC agrees to invoice based on work performed for the Town of Greenville. Invoices will be emailed to a predetermined contact at the Town of Greenville once the sequence of work activities have been met. In addition, per the contract agreement 10% of the contract will be retained by the Town of Greenville until all work is completed. This 10% retention will be applied to the first invoice received.

Sequence of Work Activities	Estimated Billing Month	Weight Factor
Setup: Sales, New Construction, and Personal Property	January	30%
Measure and photograph buildings	February	25%
Interior inspections of buildings	February	25%
Data entry into computer program	March	10%
Review values	March	5%
Open book and Board of Review	May	5%
Total		100%

Addie Ebert

Account Manager

Accurate Appraisal LLC, Appleton, WI.

Assessor II (June 2012 – Present)

Personal Property Director (August 2006-October 2015)

- Largest Current Projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Mosinee, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Brown Deer, Village of Bayside, Village of Hartland, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, City of Manitowoc

- Company is Statutory Assessor for 98 municipalities statewide.
- Commercial valuing
- Residential valuing.
- Personal Property valuing
- Open Book and Board of Review Sessions.
- Experienced in GVS, Prolorem, BSA and PC Market Drive software.

Education

University of Wisconsin –Oshkosh,
Communications with an emphasis in Business

Assessor Certification

State of Wisconsin Certified Level 2 Assessor #W158428CA.

Geneva	Town	BLEND	Walworth	2009	Debra Kirch	262-248-8497
Richmond	Town	BLEND	Walworth	2006	Barb Ceas	608-883-2017
Spring Prairie	Town	MAINTENANCE	Walworth	2009	Debbie Collins	262-642-7477
Sugar Creek	Town	BLEND	Walworth	2002	Diane Boyd	262-742-3383
Dayton	Town	MAINTENANCE	Waupaca	2015	Judy Suhs	715-258-0930
Rose	Town	FULL REVALUATION	Waushara	2005	Lois Kolka	920-622-3765
Menasha	Town	MAINTENANCE	Winnebago	2015	Karen Backman	920-720-7149
Coloma	Village	BLEND	Waushara	2017	Brenda Walker	715-228-2871
Combined Locks	Village	BLEND	Outagamie	2006	Racquel Giese	920-788-7740
Kimberly	Village	MAINTENANCE	Outagamie	2008	Adam Hammatt	920-788-7500
Harrison	Village	BLEND	Calumet	2013	Travis Parish	920-989-1062
Cambria	Village	BLEND	Columbia	2002	Lois Frank	920-348-5443
Friesland	Village	MAINTENANCE	Columbia	2006	Marcia Dykstra	920-348-5156
Pardeeville	Village	BLEND	Columbia	2002	Brandon Bledsoe	608-429-3121
Poyette	Village	BLEND	Columbia	2006	Sue Kilen	608-635-2122
Blue Mounds	Village	BLEND	Dane	2009	Mary Jo Michek	608-437-5197
McFarland	Village	FULL VALUE	Dane	2009	Tracey Berman	608-838-3153
Mount Horeb	Village	BLEND	Dane	2007	Cheryl Sutter	608-437-6884
Oregon	Village	FULL VALUE	Dane	2004	Peggy Haag	608-835-3118
Cambridge	Village	MAINTENANCE	Dane/Jefferson	2001	Lisa Moen	608-423-3712
Iron Ridge	Village	MAINTENANCE	Dodge	2010	Arlette Lindert	920-387-3975
Sullivan	Village	BLEND	Jefferson	2002	Heather Rupnow	262-593-2388
Twin Lakes	Village	BLEND	Kenosha	2014	Jennifer Frederick	262-877-2858
Cleveland	Village	BLEND	Manitowoc	2006	Stacy Grunwald	920-693-8181
Brown Deer	Village	BLEND	Milwaukee	2016	Jill Kenda-Lubetski	414-371-3050
Shorewood	Village	FULL VALUE	Milwaukee	2014	Chris Swartz	414-847-2701
Bayside	Village	FULL VALUE	Milwaukee/Ozaukee	2006	Lynn Galyardt	414-351-8812
Saukville	Village	BLEND	Ozaukee	2006	Dawn Wagner	262-284-9423
Footville	Village	BLEND	Rock	2016	Jennifer Becker	608-876-6116
Prairie du Sac	Village	BLEND	Sauk	2016	Niki Conway	608-643-2421
West Baraboo	Village	MAINTENANCE	Sauk	2015	Kathy Goerks	608-356-2516
Fontana	Village	BLEND	Walworth	2005	Dennis Martin	262-275-6136
Walworth	Village	BLEND	Walworth	2007	Donna Schut	262-275-2127
Hartland	Village	BLEND	Waukesha	2007	Connie Casper	262-367-2714