CITY OF STOUGHTON
FINANCE DEPARTMENT
207 S. Forrest Street, Stoughton, WI 53589

(608) 873-6677 www.ci.stoughton.wi.us

Date: July 8, 2020

To: Finance Committee

From: Jamin Friedl, CPA
Director of Finance/Comptroller

Subject: Accurate Appraisal

The City of Stoughton is currently under contract with Accurate Appraisal for appraisal services through December 31, 2021. Due to the amount of time required to complete the RFP process and transfer data to the winning firm the Finance Committee decided not issue a formal RFP for appraisal services if Accurate Appraisal agreed to the amounts they quoted us last year.

During discussions with Accurate Appraisal last year to extend the current contract through 2021, they provided a 5 year quote as well. The proposal was to remain on the Full Value program while eliminating walkthroughs. The annual cost Accurate quoted for this service was $39,500, while the existing contract price for 2016-2021 is $40,000 per year.

Accurate has agreed to the same pricing that was quoted last year for the period of 2022 through 2026. We are requesting approval to move this agreement to City Council for final approval.

Respectfully submitted,
Jamin Friedl, CPA
Director of Finance

Agreement for Full-Value Maintenance

Prepared for:

City of Stoughton

By

Accurate Appraisal, LLC.

AGREEMENT FOR FULL-VALUE MAINTENANCE
Section I

This agreement made this _____ day of _____, 2020 by and between the City of Stoughton, Dane County, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2022-2026 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. All previous year sale properties will be physically inspected. All inspections requested by property owners and/or Board of Review will be granted. Accurate shall reapportion value brought about through property splits. This service shall also include all property values be kept in market value compliance in accordance with the Wisconsin Department of Revenue's yearly equalized values. A full market revaluation will be completed from 2022-2026.

2. Accurate shall prepare and mail personal property post cards from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned statements of personal property from the merchants in order to establish the proper assessment.

3. Accurate shall be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. All meeting times shall be consecutive. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.

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 or near the Client's 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 all claims and liabilities due to the assessment of property and as the agent for the Client as it relates to the specific services outlined in this agreement. 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 aforementioned assessment year beginning January 1st, 2022 and ending December 31st, 2026. 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 because of appeals of Board of Review decisions.

9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending final 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.

11. Accurate shall complete its Open Book hearings under this agreement no later than the date specified in section III of this agreement, except for delays caused by the Client, county or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.

12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall be not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability	
General Aggregate	$ 4,000,000
Each Occurrence	$ 2,000,000
Personal & Adv Injury	$ 2,000,000
Products-Comp/Op Agg	$ 4,000,000
Fire Damage	$ 300,000
Medical Expense	$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.

14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, Prolorem, a C.A.M.A software system created by Accurate Appraisal, will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either system above will be at no additional cost to the client.

15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.

16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc…., will be at no additional expense to the Client.

17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.

18. Accurate will hold office hours throughout each year of the contract at the Client's office as necessary. The actual office hour days will be agreed upon days between client and Accurate.

Section II

Parcel Totals:

Residential Total = 4,213

Residential Improved = 3,967

Commercial Total = 475

Commercial Improved = 410

Agricultural = 101

Undeveloped = 9

Ag Forest = 3

Personal Property = 333

Section III

Agreement for Full-Value Maintenance

Provided by Accurate Appraisal LLC.
For
City of Stoughton, Dane County for the assessment years 2022-2026

Dated this _____ day of _____ 2020

Agreement completion date of May 31st for Full-Value Maintenance

Fee for services rendered:
Accurate shall be paid the sum of:

2022-2026 Full-Value Maintenance - $39,500 per year

6/30/2020

_____ _____

Jim Danielson
Member
Accurate Appraisal LLC

Date

_____ _____

Authorized Client Signature

Date