



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
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**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE  
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

**COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE**

**DATE: June 19, 2014 TIME: 6:30 p.m.**

**LOCATION: Council Chamber of the Municipal Building  
136 N. Monroe Street**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES
3. CITIZEN INPUT
4. NEW BUSINESS
  - a. Payroll for May - \$87,389.41 \*\*\*
  - b. Pay Vouchers – May 16, 2014 Through June 19, 2014 \*\*\*
  - c. Treasurer's Report & Budget Reports For May 2014 \*\*\*
  - d. Revaluation Assessment Services, Clerk-Treasurer Recommendation
  - e. Economic Development Consulting Services
  - f. Experience Works Staffing Opportunity
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Finance, Insurance & Personnel Organizational Calendar
  - b. Request For Proposal – Building Inspection Services
  - c. Review of 2013 Audit Review

**6. ADJOURNMENT**

*Mo Hansen*  
Mo Hansen  
Clerk/Treasurer

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: June 16, 2014

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES**  
**WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER**  
**January 16, 2014 6:00 p.m.**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer and Cotting. Absent – Quimby. Others present: Lt. Sorenson, Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATION TO THE COMMITTEE.** None.
5. **UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS**
  - a. **Payroll For December - \$74,162.80.** **Motion:** Moved by Cotting, seconded by Springer to approve payroll in the stated amount. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby Absent. Motion carried.
  - b. **Pay Vouchers – December 20, 2013 Through December 31, 2013.** **Motion:** Moved by Cotting, seconded by Springer to approve pay vouchers as presented. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
  - c. **Pay Vouchers – January 1, 2014 Through January 16, 2014.** **Motion:** Moved by Cotting, seconded by Springer to approve pay vouchers as presented. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
  - d. **Treasurer's Report & Budget Reports For December 2013.** **Motion:** Moved by Cotting, seconded by Springer to approve the reports as presented. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
  - e. **Economic Development Director.** **Discussion:** Cotting reviewed the history of hiring and working with Vierbicher & Associates. A review of past expenditures took place. No action taken.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
8. **ADJOURNMENT.** **Motion:** Moved by Cotting, seconded by Springer to adjourn. **Voice Vote:** Motion passed. Time: 6:25 p.m.

Attest:

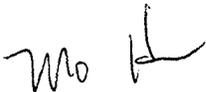


Mo Hansen, Clerk/Treasurer

**CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES**  
**WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER**  
**February 20, 2014 6:00 p.m.**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer and Quimby. Late – Cotting. Others present: Lt. Sorenson, Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Springer to approve the following meeting minutes for 2013: February 7 and 26 (and closed), March 21, April 18, June 20, July 18, August 8 and 20, September 19, October 16, 17 and 22, November 21, and December 19. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATION TO THE COMMITTEE.** None.
5. **UNFINISHED BUSINESS**
  - a. **Economic Developer Director.** Clerk/Treasurer Hansen said that it calculated to be about 22% of the clerk/treasurer salary is already in TID #2. Hansen further explained the Tax Incremental Finance program. Mayor Thompson said that he wanted to see the position filled again, but for the time being keep the existing projects going. There was further discussion of the position and the projects.
6. **NEW BUSINESS**
  - a. **Payroll For January- \$66,265.20.** **Motion:** Moved by Quimby, seconded by Springer to approve payroll in the stated amount. **Roll call vote:** Ayes: Springer and Quimby. Noes: none with Cotting late. Motion carried.
  - b. **Pay Vouchers – January 17, 2014 Through February 20, 2014.** **Motion:** Moved by Quimby, seconded by Springer to approve pay vouchers as presented. **Roll call vote:** Ayes: Springer and Quimby. Noes: none with Cotting late. Motion carried.
  - c. **Treasurer's Report & Budget Reports For January 2014.** **Motion:** Moved by Quimby, seconded by Springer to table the reports until such time as they are available. **Roll call vote:** Ayes: Springer and Quimby. Noes: none with Cotting late. Motion carried.
  - d. **Resolution #2014-13 Adoption Of A Policy On Capitalization Of Capitalized Assets.** **Discussion:** Clerk/Treasurer Hansen explained the reason for the resolution. **Motion:** Moved by Quimby, seconded by Cotting to recommend approval of Resolution #2014-13 as presented. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** #Springer said that the Parks Commission meeting would start at 6:00 p.m. #Clerk/Treasurer Hansen said that Tax Incremental quarterly reports would be available probably in April. #Springer asked about the Food Pantry door, which was taken care of. #Cotting has concerns about waiting to fill the Park and Recreation Director position. Springer mentioned there were too many unanswered questions that need to be addressed before the position is filled. The Park and Recreation Director and Firemen's Park issues were discussed at length. A special meeting will be held on March 5 or 12 at 5:00 p.m.
8. **ADJOURNMENT.** **Motion:** Moved by Quimby, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 6:57 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

**CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
March 12, 2014 5:00 p.m.**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Cotting, Springer and Quimby. Others present: Lt. Sorenson, Mayor Robert Thompson and Clerk/Treasurer Hansen.

2. **CITIZEN INPUT.** None.

3. **NEW BUSINESS**

A complete audio file of the meeting is on file at the City Clerk/Treasurer's office regarding Items A & B.

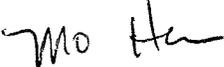
a. **Funding A Parks & Recreation Director Position By Transferring The Clerk/Treasurer's Salary To Fund 410 (Tax Incremental District Finance District No. 1) – From Parks Commission.**

b. **Considering Other Parks & Recreation Director Funding Proposals As Submitted To The Parks Commission At Its February 18, 2014 Meeting.**

**Motion:** Moved by Cotting, seconded by Quimby to forward to WYSO and Parks Commission March 18<sup>th</sup> and April 15<sup>th</sup>, then to Finance, Insurance & Personnel Committee on April 17<sup>th</sup>, and possible Council approval April 17<sup>th</sup>. Motion carried.

4. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**

5. **ADJOURNMENT. Motion:** By consensus the body adjourned. Time: 5:35 p.m.

Attest: 

Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
March 20, 2014 5:45 p.m.

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:45 p.m. Members present: Springer and Cotting. Absent – Quimby. Others present: Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table the matter of approval of previously unapproved meeting minutes. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
  - a. **Economic Developer Director.** Cotting explained that Cuba City and Mount Horeb did a hybrid position involving a City Administrator and a Recreation Director. We don't have a City Administrator here so we would have to create it ourselves. Cotting felt that Waterloo could not be compared to either of the municipalities due to the difference in governmental structure.
5. **NEW BUSINESS**
  - a. **Ordinance #2014-04 Repealing Chapter §313 Soda Water Beverages Of The Municipal Code Relating To Requiring Soda Water Licenses And A License Fee.** **Motion:** Moved by Cotting, seconded by Springer to adopt Ordinance #2014-04 as presented. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - b. **Payroll For February- \$54,409.66.** **Motion:** Moved by Springer, seconded by Cotting to approve payroll in the stated amount. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - c. **Pay Vouchers – February 21, 2014 Through March 20, 2014.** **Motion:** Moved by Springer, seconded by Cotting to approve pay vouchers as presented. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - d. **Authorizing The Acceptance Of Federal Home Loan Bank Of Chicago Letters Of Credit For Collateralization Of Municipal Deposits With Farmer's & Merchants State Bank.** **Discussion:** Clerk/Treasurer Hansen explained the reason for the agenda item. **Motion:** Moved by Cotting, seconded by Springer to approve authorization of the acceptance of Federal Home Loan Bank of Chicago Letters of Credit for Collateralization of Municipal Deposits with Farmer's & Merchants State Bank. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - e. **Renewal Of An Agreement With Ehlers Investment Partners LLC As An Investment Advisor.** **Discussion:** Clerk/Treasurer Hansen explained the renewal with Ehlers Investment Partners LLC and recommended termination of the agreement. Mayor Thompson was concerned about the Clerk/Treasurer Office's work load if this agreement was terminated to which Hansen explained it should not be a problem. **Motion:** Moved by Springer, seconded by Cotting to terminate the renewal of the agreement with Ehlers Investment Partners LLC as the investment advisor on a trial basis. **Discussion:** Mayor Thompson requested a time limit for the trial basis until January 1, 2015. **Motion:** Moved by Springer, seconded by Cotting to amend the previous motion to not renew the agreement with Ehlers Investment Partners LLC on a trial basis until January 2015. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - f. **Independent Inspections Ltd. – Building Inspection Service Fee Increase.** Clerk/Treasurer Hansen explained that Independent Inspections Ltd. was looking to increase fees. He suggested putting the building inspection service out for bid to see if they would come back with lower prices or the same prices as did Virchow Krause and Advanced Disposal when those services were put out for bid. **Motion:** Moved by Springer, seconded by Cotting to contact Independent Inspections Ltd. and advise them the City will be going to Council for approval to seek other contractors. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
  - g. **Tax Incremental Finance Review.** No report prepared. **Motion:** Moved by Springer, seconded by Cotting to table the Tax Incremental Finance Review. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**

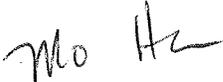
- h. **Authorizing A Summer Schedule For The Department Of Public Works (4 day 40 hr work week, Mon-Thur, April 14, 2014 to October 10, 2014).** **Discussion:** The committee was under the impression the summer schedule was a ongoing yearly item. Clerk/Treasurer Hansen recited from the Handbook. **Motion:** Moved by Springer, seconded by Cotting to permit Gary Yerges, Public Works Director to staff his personnel according to the Employee Handbook as he sees fit annually. **Roll call vote:** Ayes: Cotting and Springer. Noes: none with Quimby absent. **Motion carried.**
- i. **An Annual Finance, Insurance & Personnel Organizational Calendar.** Clerk/Treasurer Hansen circulated a calendar for members to enter recurring items for the new members and the public to see what activities the committee will be reviewing annually.

**6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**

- a. **Review Of Sanitary Sewer Rates (Referred To The Waterloo Water & Light Commission).** Nothing has been received from Eugene Weihert, Utility Superintendent. Mayor Thompson said the request was asking if the Waterloo Water & Light Commission wanted to review the Sanitary Sewer Rates not a study done by Virchow Krause.  
#Mayor Thompson asked if there were any other licenses that could be repealed, such as cigarette licenses. Clerk/Treasurer Hansen responded that there are regulatory needs for certain licenses.  
#Mayor Thompson mentioned that Chief Sorenson would like the committee to look at filling the full time position that was created when he was promoted. Clerk/Treasurer Hansen was instructed to place the item on the next Public Safety & Health Committee agenda.

- 7. ADJOURNMENT.** **Motion:** Moved by Cotting, seconded by Springer to adjourn. **Voice Vote:** Motion passed. Time: 6:30 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
April 17, 2014 6:30 p.m.

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer and Quimby. Absent – none with one vacancy. Others present: Mayor Robert Thompson, Ronald Griffin and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Springer to table previously unapproved meeting minutes at which time they are ready. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
  - a. **Economic Developer Director.** Mayor Thompson said there is no immediate need for this position to be filled. The item should be taken off the agenda until such time that it would be needed.
  - b. **Sanitary Sewer Rates Review (Summary From Water & Light Superintendent).** Clerk/Treasurer Hansen informed the committee of the one page spreadsheet. He reported that Gene mentioned that rates were increased January 1, 2013 and felt another increase was not needed at this time. The committee did discuss the sanitary sewer rate review at length.
5. **NEW BUSINESS**
  - a. **Payroll For March - \$57,118.25.** **Motion:** Moved by Quimby, seconded by Springer to approve payroll in the stated amount. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**
  - b. **Pay Vouchers – March 21, 2014 Through April 17, 2014.** **Motion:** Moved by Quimby, seconded by Springer to approve pay vouchers as presented. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**
  - c. **Treasurer's Report & Budget Reports For January, February and March 2014.** **Motion:** Moved by Quimby, seconded by Springer to approve the Treasurer's Reports and Budget Reports as presented. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**
  - d. **Budget Report – Final For 2013 After Audit**
  - e. **Wisconsin League Of Municipalities Annual Conference, October 15, 16 & 17.** Mayor Thompson suggested the entire council to attend the conference this year which is at the Marriott in Madison. He felt that everyone would benefit from the conference. He would have to arrange financing and the second council meeting in October would need to be rearranged. The conference itself is not that expensive, the rooms would be the most expense. The monies should be able to be taken from the TIF dollars.
  - f. **Community Development Authority Request For Planning Dollars For Development Of A Trailhead Parking Lot At 203 East Madison Street.** Clerk/Treasurer Hansen reported that the CDA the other night and last month made mention to this item. They had requested \$2,000 for a concept plan for the former Knaption property. The concept plan can be done for \$600 by McKay Nursery. **Motion:** Moved by Quimby, seconded by Springer to recommend to council the request of \$600.00 from the contingency fund for the CDA for planning dollars for development of a trailhead parking lot at 204 E. Madison Street. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**
  - g. **Designating Part-Time Police Officer Tracy Thom As A Full-Time Officer.** Springer pointed out that the item should read "appointing" not designating. Chief Sorenson informed the committee that the department was short one officer since January and will be down another as of April 18. **Motion:** Moved by Springer, seconded by Quimby to recommend to council to appoint Tracy Thom as full-time officer. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**
  - h. **Granting Municipal Approval For An Exception To An Agreement In Place With The Firemen's Park Trustees (Waterloo Honorary Fire Department) For The Purpose Of Expending \$10,385.18 From The Trustees Of the Waterloo Fire Department Agency Fund 820 (Shoe Factory Building Fund) To Purchase Mowing Equipment.** Mayor Thompson felt it appropriate for the Trustees to be granted the funds even though it is not really "improvements of the park". He felt mowing equipment was essential to the improvements. **Motion:** Moved by Springer, seconded by Quimby to allow the Trustees to spend the said amount, \$10,385.18, from the Shoe Factory Building Fund to purchase the mowing equipment. **Roll call vote:** Ayes: Quimby and Springer. Noes: none with one vacancy. **Motion carried.**

6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**

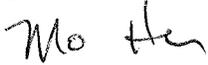
- a. **Tax Incremental Finance Review.** No new information.
- b. **Finance, Insurance & Personnel Organizational Calendar.** Informational.
- c. **Request For Proposal – Building Inspection Services.**

#Springer reminded everyone about the August 1 deadline for budget submittals.

7. **ADJOURNMENT. Motion:** Moved by Quimby, seconded by Springer to adjourn. **Voice Vote:** Motion passed.

Time: 6:57 p.m.

Attest:

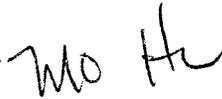


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO -- FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
May 15, 2014 6:30 p.m.

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer, Quimby and Griffin. Absent – none. Others present: Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Griffin to table previously unapproved meeting minutes at which time they are ready. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **NEW BUSINESS**
  - a. **Tax Incremental Finance Review.** Clerk/Treasurer Hansen presented a review of the Tax Incremental Finance program. The TIF Review is on file in audio form at the City Clerk/Treasurer's office.
  - b. **Payroll For April - \$54,061.32.** **Motion:** Moved by Quimby, seconded by Griffin to approve payroll in the stated amount. **Roll call vote:** Ayes: Quimby, Griffin and Springer. Noes: none. **Motion carried.**
  - c. **Pay Vouchers – April 18, 2014 Through May 15, 2014.** **Motion:** Moved by Quimby, seconded by Springer to approve pay vouchers as presented. **Roll call vote:** Ayes: Quimby, Griffin and Springer. Noes: none. **Motion carried.**
  - d. **Treasurer's Report & Budget Reports For April 2014.** **Motion:** Moved by Quimby, seconded by Springer to approve the Treasurer's Reports and Budget Reports as presented. **Roll call vote:** Ayes: Quimby, Griffin and Springer. Noes: none. **Motion carried.**
5. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
  - a. **Finance, Insurance & Personnel Organizational Calendar.** Informational.
  - b. **Request For Proposal – Building Inspection Services.** Informational.
6. **ADJOURNMENT.** **Motion:** Moved by Quimby, seconded by Griffin to adjourn. **Voice Vote:** Motion passed.  
Time: 6:50 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

## City Hall

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**From:** City Hall [cityhall@waterloowi.us]  
**Sent:** Thursday, June 12, 2014 12:15 PM  
**To:** Bob Thompson Traveling; City of Waterloo, Mayor  
**Cc:** Angie Stinnett; bspringr@charter.net; jeni@highenergydj.com; Lindsay Reynolds ; Ron Griffin; thomastr2000@yahoo.com; Waterloo Clerk/Treas Office; Ziaja, Matt  
**Subject:** City of Waterloo Real Estate Property Revaluation / Clerk-Treasurer recommendation  
**Attachments:** annual assessor requirement by type.pdf; Waterloo C Reval 2015-16.pdf; 20140612104011.pdf

Mayor Thompson,

The purpose of this email is to recommend to you and to the City Council that consideration be given to budgeting for, and entering into an agreement with Associated Appraisal Consultant Inc for a full reevaluation of property in calendar year 2016.

Attached is a spreadsheet describing annual assessor requirements, a contract proposal from Associated Appraisal and Department of Revenue (DOR) figures providing an overview of assessed values, DOR equalized values and the important ratio between the two.

### BACKGROUND.

The Board of Review met last week. Each year the Board of Review meets to hear property owner objections to the Assessor's valuation of real estate property. The real estate and personal property assessment values, established by the Assessor, multiplied by the annual rate of property taxation (i.e. mil rate -- which is set by the combined annual budgeting processes of the City, School District, County, Madison College and State) equals the amount of property taxes collected each year in the City of Waterloo.

By law the Board of Review has to be in session for a minimum of two hours each year. This year no citizens came forward to object to the Assessor's valuations. Therefore a period of time was spent reviewing training materials and discussing the need for a revaluation of property. The matter of a revaluation was not on the Board of Review agenda, but at the meeting members Kay Radloff and Keri Sellnow spoke in favor of the City planning for a complete revaluation of property in calendar year 2016, allowing two years to budget for the necessary funds. It was noted that the 2013 figures show that assessment levels are not in compliance with DOR requirements and the City has several years to gain compliance.

### WHAT IS A REVALUATION?

A revaluation is a complete interior and exterior valuation of all taxable real estate property. Each year the Assessor conducts an annual review and maintenance of property and property records. The Assessor tracks the sale of real estate and adjustments are made to specific properties because of sales, improvements, structural additions, new construction, etc... What doesn't take place every year is a comprehensive review of all properties with the results plugged into a computer model so that sales for the past three years are used to adjust the values of similar property. We have been with Associated Appraisal for two years now. All the paper based data for the City has been converted from the prior Assessor to a digital format in compliance with Department of Revenue standards which came into effect in 2013. To date the current assessor is carrying forward and defending assessment data that dates back a sizable period of time.

### WHY 2016?

The Department of Revenue recommends a revaluation every five to seven years. The last City of Waterloo revaluation was 2001-2002. The primary reasons:

(1) The 2013 assessment ratio shows us out of compliance per DOR requirement. We have multiple years to comply. The ratio between the municipal assessed value and the DOR base value for the residential and commercial categories of

property are not in compliance with a DOR standard which states that the assessed value has to be within 10% of the DOR base value (i.e. acceptable range 90% - 110%). See attached for the 2013 data from the Final Major Class Comparison sheet dated 2/24/2014. These are 2013 figures. The total assessment ratio is 110.36% with residential at 116.39% and commercial at 88.55%.

(2) Our assessment uniformity is poor. In an Annual Review and Maintenance mode as we have been since 2002, we carry forward old assessment data and we do not make full use of the Associated Appraisal's data modeling tools which would remedy poor assessment uniformity.

(3) Given the historic market swings experienced, just carrying forward old figures distorts assessment values.

#### FOCUSING ATTENTION ON STABILIZING AND GROWING PROPERTY VALUE.

Over time assessed values have not been adjusted in a comprehensive manner outside of routine changes to specific properties based upon the sale of that property (i.e. Annual Review and Maintenance). Yet the market has had a sizable adjustment. A revaluation helps remove assessment uniformity distortions. In a general sense, it also focuses attention on the community challenge of growing property values. A municipality losing property value is not a healthy community.

#### **Mo Hansen**

Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

email - [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

website - <http://www.waterloowi.us>

voice - 920-478-3025

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**COMMUNITY**

Meetings

sign-up for municipal  
meeting notices

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**From:** Lisa Anderson [<mailto:lisaa.apraz@gmail.com>]

**Sent:** Monday, June 09, 2014 11:42 AM

**To:** City Hall

**Subject:** City of Waterloo Revaluation

Good morning Mo,

Attached you will find an agreement for Associated Appraisal Consultants, Inc. to conduct a complete revaluation of the City of Waterloo for 2015 or 2016. I understand that you had an extensive conversation at the Board of Review regarding the need for a revaluation and the work to be accomplished on the City's behalf.

I have also provided information from the assessor's manual regarding revaluations and the work to be accomplished with each type. As you can see from the chart, the Department of Revenue recommends a full revaluation every 7 - 10 years. A consistent revaluation schedule ensures all improvements are captured and each tax payer pays their fair share.

Please contact me with any questions you may have regarding the work. I would be happy to mail you hard copy as well if you wish.

Have a good day.

Lisa Anderson

--

Lisa M. Anderson  
Director of Sales & Marketing  
Associated Appraisal Consultants, Inc.  
Phone: 800-721-4157  
Fax: 920-731-4158

This message is intended for the sole use of the individual and entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message.

### ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

|   | Full Revaluations  | Exterior Revaluation  | Interim Market Update   | Annual Review/Maintenance   |
|---|--|---|---|---|
| Appropriate when                              | PRC is outdated or inaccurate, <u>or</u> assessment uniformity is poor <u>or</u> full revaluation hasn't been done in 10 years <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75. | Most PRC information can be verified by exterior inspection <u>and</u> full revaluation completed within past 6-9 years | PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes | PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters   |
| Real Property affected                        | All property   | All property  | Changes identified in column D<br><b>PLUS</b><br>Analysis of problem strata identified from previous assessment year  | Annexed properties<br>Change in exemption status<br>Demolitions & fire damage<br>New construction<br>Change in classification<br>Parcels with ongoing construction<br>Change in legal description<br>Change in zoning |
| Land Study                                    | On-site Inspection   | On-site Inspection  | As necessary  | As necessary  |
| Inspect Exterior                              | All Buildings  | All Buildings   | Buildings w/changes   | Buildings w/changes   |
| Inspect Interior                              | All Buildings  | Buildings w/changes   | Buildings w/changes   | Buildings w/changes   |
| Building Measurements                         | Measure all buildings  | Measure or verify as needed   | Measure or verify as needed   | Measure or verify as needed   |
| Photos  | All primary buildings  | As necessary  | As necessary  | As necessary  |
| Sketch  | All primary buildings  | As necessary  | As necessary  | As necessary  |
| Analyze neighborhoods, property types, trends | Required   | Required  | Required. Results determine whether assessment is full value or aggregate assessment level  | Optional  |
| Property Record Card (PRC)                    | Create new   | Update/create new as needed   | Update/create new as needed   | Update/create new as needed   |
| Review classifications                        | Required   | Required  | Required  | Required  |
| Validate usability of sales                   | Required   | Required  | Required  | Required  |
| Verify sales attributes                       | Required   | Required  | Required  | Required  |
| Parcels to be valued                          | All Parcels  | All Parcels   | Parcels with changes  | Parcels with changes  |
| Review / revalue properties                   | All Parcels  | All Parcels   | Parcels with changes  | Parcels with changes  |
| Assessment level                              | Full Value   | Full Value  | Aggregate assessment level or full value as appropriate   | Aggregate Assessment  |
| Mail Notice of Change in Assessmt             | Only if assessment changes   | Only if assessment changes  | Only if assessment changes  | Only if assessment changes  |
| Discovery & assessment of Personal Property   | Required   | Required  | Required  | Required  |

EQ ADMIN AREA 76 Madison  
COUNTY 28 Jefferson County  
Y 290 Waterloo

| Year | Property Class     | Municipal Assessed Value | DOR Base Value | % of DOR Base Value | Ratio (%) | Major Class Municipal Compliance Status | Type Of Notice Issued |
|------|--------------------|--------------------------|----------------|---------------------|-----------|---|-----------------------|
| 2013 | Residential        | 146,034,800              | 125,474,100    | 78.93               | 116.39    | NO                                      |                       |
|      | Commercial         | 25,604,700               | 28,916,200     | 18.19               | 88.55     | NO                                      |                       |
|      | Agricultural       | 235,700                  | 214,400        | 0.13                | 109.93    |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,670,200                | 2,521,600      | 1.59                | 66.24     |   |                       |
|      | Personal           | 1,900,000                | 1,844,700      | 1.16                | 103.00    |   |                       |
|      | Total              | 175,445,400              | 158,971,000    | 100.00              | 110.36    | NO                                      |                       |
| 2012 | Residential        | 145,323,300              | 145,236,000    | 82.48               | 100.06    | YES                                     |                       |
|      | Commercial         | 24,466,200               | 26,270,200     | 14.92               | 93.13     | YES                                     |                       |
|      | Agricultural       | 230,300                  | 221,400        | 0.13                | 104.02    |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 2,207,800                | 2,768,100      | 1.57                | 79.76     |   |                       |
|      | Personal           | 1,585,893                | 1,585,900      | 0.90                | 100.00    |   |                       |
|      | Total              | 173,813,493              | 176,081,600    | 100.00              | 98.71     | YES                                     |                       |
| 2011 | Residential        | 145,114,900              | 142,137,000    | 81.76               | 102.10    | YES                                     |                       |
|      | Commercial         | 24,645,800               | 27,322,100     | 15.72               | 90.20     | YES                                     |                       |
|      | Agricultural       | 233,400                  | 221,300        | 0.13                | 105.47    |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,852,600                | 2,475,300      | 1.42                | 74.84     |   |                       |
|      | Personal           | 1,688,635                | 1,688,700      | 0.97                | 100.00    |   |                       |
|      | Total              | 173,535,335              | 173,844,400    | 100.00              | 99.82     | YES                                     |                       |
| 2010 | Residential        | 144,802,900              | 147,528,000    | 82.81               | 98.15     | YES                                     |                       |
|      | Commercial         | 24,756,700               | 26,236,300     | 14.73               | 94.36     | YES                                     |                       |
|      | Agricultural       | 237,100                  | 231,600        | 0.13                | 102.37    |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,944,000                | 2,508,000      | 1.41                | 77.51     |   |                       |
|      | Personal           | 1,617,607                | 1,650,600      | 0.93                | 98.00     |   |                       |
|      | Total              | 173,358,307              | 178,154,500    | 100.00              | 97.31     | YES                                     |                       |
| 2009 | Residential        | 144,376,200              | 148,571,000    | 83.00               | 97.18     | YES                                     |                       |
|      | Commercial         | 24,913,400               | 25,982,700     | 14.52               | 95.88     | YES                                     |                       |
|      | Agricultural       | 235,000                  | 235,700        | 0.13                | 99.70     |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,944,000                | 2,508,000      | 1.40                | 77.51     |   |                       |
|      | Personal           | 1,644,623                | 1,695,400      | 0.95                | 97.01     |   |                       |
|      | Total              | 173,113,223              | 178,992,800    | 100.00              | 96.72     | YES                                     |                       |
| 2008 | Residential        | 143,800,100              | 150,863,400    | 83.38               | 95.32     | YES                                     |                       |
|      | Commercial         | 24,908,900               | 25,684,300     | 14.20               | 96.98     | YES                                     |                       |
|      | Agricultural       | 228,300                  | 232,300        | 0.13                | 98.28     |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,753,700                | 2,524,700      | 1.40                | 69.46     |   |                       |
|      | Personal           | 1,578,464                | 1,627,200      | 0.90                | 97.00     |   |                       |
|      | Total              | 172,269,464              | 180,931,900    | 100.00              | 95.21     | YES                                     |                       |
| 2007 | Residential        | 142,986,900              | 151,436,700    | 83.67               | 94.42     | YES                                     |                       |
|      | Commercial         | 25,021,100               | 25,323,000     | 13.99               | 98.81     | YES                                     |                       |
|      | Agricultural       | 226,400                  | 221,500        | 0.12                | 102.21    |   |                       |
|      | Sum Of 5, 5M, 6, 7 | 1,753,200                | 2,342,200      | 1.29                | 74.85     |   |                       |
|      | Personal           | 1,673,100                | 1,673,100      | 0.92                | 100.00    |   |                       |
|      | Total              | 171,660,700              | 180,996,500    | 100.00              | 94.84     | YES                                     |                       |

# Statement of Changes in Equalized Values by Class and Item

## Wisconsin Department of Revenue

Year: **2013** ▼

Select year if not displayed

AREA: SOUTHERN COUNTY: JEFFERSON CITY: WATERLOO 76-28-290

| REAL ESTATE              | 2012 R.E. EQUALIZED VALUE         | \$ AMOUNT OF ECONOMIC CHG | % CHG | \$ AMOUNT OF NEW CONSTR | % CHG | \$ AMOUNT OF ALL OTHER CHG        | % CHG                                 | 2013 R.E. EQUALIZED VALUE | TOTAL \$ CHANGE IN R.E. VALUE | % CHG     |
|--------------------------|-----------------------------------|---------------------------|-------|-------------------------|-------|-----------------------------------|---------------------------------------|---------------------------|-------------------------------|-----------|
| <b>RESIDENTIAL</b>       |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND                     | 29,190,200                        | -4,086,600                | -14   | 0                       | 0     | 35,200                            | 0                                     | 25,138,800                | -4,051,400                    | -14       |
| IMP                      | 116,045,800                       | -16,246,400               | -14   | 496,300                 | 0     | 39,600                            | 0                                     | 100,335,300               | -15,710,500                   | -14       |
| TOTAL                    | 145,236,000                       | -20,333,000               | -14   | 496,300                 | 0     | 74,800                            | 0                                     | 125,474,100               | -19,761,900                   | -14       |
| <b>COMMERCIAL</b>        |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND                     | 6,198,200                         | 371,700                   | 6     | 47,400                  | 1     | -33,900                           | -1                                    | 6,583,400                 | 385,200                       | 6         |
| IMP                      | 20,078,400                        | 1,204,500                 | 6     | 926,900                 | 5     | 123,000                           | 1                                     | 22,332,800                | 2,254,400                     | 11        |
| TOTAL                    | 26,276,600                        | 1,576,200                 | 6     | 974,300                 | 4     | 89,100                            | 0                                     | 28,916,200                | 2,639,600                     | 10        |
| <b>MANUFACTURING</b>     |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND                     | 1,570,600                         | 0                         | 0     | 0                       | 0     | 46,000                            | 3                                     | 1,616,600                 | 46,000                        | 3         |
| IMP                      | 18,278,100                        | 0                         | 0     | 130,500                 | 1     | 483,000                           | 3                                     | 18,891,600                | 613,500                       | 3         |
| TOTAL                    | 19,848,700                        | 0                         | 0     | 130,500                 | 1     | 529,000                           | 3                                     | 20,508,200                | 659,500                       | 3         |
| <b>AGRICULTURAL</b>      |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND/TOTAL               | 248,300                           | -9,400                    | -4    | 0                       | 0     | -24,500                           | -10                                   | 214,400                   | -33,900                       | -14       |
| <b>UNDEVELOPED</b>       |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND/TOTAL               | 40,500                            | 22,500                    | 30    | 0                       | 0     | 66,500                            | 164                                   | 129,500                   | 89,000                        | 220       |
| <b>AG FOREST</b>         |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND/TOTAL               | 76,000                            | 0                         | 0     | 0                       | 0     | -68,400                           | -90                                   | 7,600                     | -68,400                       | -90       |
| <b>FOREST</b>            |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND/TOTAL               | 88,000                            | 7,100                     | 5     | 0                       | 0     | -13,200                           | -15                                   | 81,900                    | -6,100                        | -7        |
| <b>OTHER</b>             |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND                     | 589,000                           | 62,000                    | 11    | 0                       | 0     | -155,000                          | -26                                   | 496,000                   | -93,000                       | -16       |
| IMP                      | 1,961,800                         | 0                         | 0     | 0                       | 0     | -218,100                          | -11                                   | 1,743,700                 | -218,100                      | -11       |
| TOTAL                    | 2,550,800                         | 62,000                    | 2     | 0                       | 0     | -373,100                          | -15                                   | 2,259,700                 | -311,100                      | -12       |
| <b>TOTAL REAL ESTATE</b> |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
| LAND                     | 38,000,800                        | -3,632,700                | -10   | 47,400                  | 0     | -147,300                          | 0                                     | 34,268,200                | -3,732,600                    | -10       |
| IMP                      | 156,364,100                       | -15,041,900               | -10   | 1,553,700               | 1     | 427,500                           | 0                                     | 143,303,400               | -13,060,700                   | -8        |
| TOTAL                    | <b>194,364,900</b>                | -18,674,600               | -10   | 1,601,100               | 1     | 280,200                           | 0                                     | <b>177,571,600</b>        | <b>-16,793,300</b>            | <b>-9</b> |
| <b>PERSONAL PROPERTY</b> |                                   |                           |       |                         |       |                                   |                                       |                           |                               |           |
|                          | 2012 MERGED P.P.                  | 2013 EVA P.P.             | % CHG | 2013 MFG P.P.           | % CHG | 2013 MERGED P.P.                  | TOTAL \$ CHANGE IN P.P. VALUE         | % CHG                     |                               |           |
| WATERCRAFT               | 0                                 | 0                         |       | 0                       |       | 0                                 | 0                                     | 0                         |                               |           |
| MACH TOOL & PAT          | 1,405,200                         | 737,300                   |       | 1,810,700               |       | 2,548,000                         | 1,142,800                             | 81                        |                               |           |
| FUR FTX & EQUIP          | 3,723,300                         | 852,700                   |       | 2,809,400               |       | 3,662,100                         | -61,200                               | -2                        |                               |           |
| ALL OTHER                | 347,600                           | 254,700                   |       | 131,700                 |       | 386,400                           | 38,800                                | 11                        |                               |           |
| COMPENSATION             | 20,200                            | -27,900                   |       | 0                       |       | -27,900                           | -48,100                               | -238                      |                               |           |
| TOTAL PERSONALTY         | 5,496,300                         | 1,816,800                 |       | 4,751,800               |       | 6,568,600                         | 1,072,300                             | 20                        |                               |           |
|                          | <b>2012 TOTAL EQUALIZED VALUE</b> |                           |       |                         |       | <b>2013 TOTAL EQUALIZED VALUE</b> | <b>TOTAL \$ CHANGE IN EQUAL VALUE</b> | <b>% CHG</b>              |                               |           |
|                          | <b>199,861,200</b>                |                           |       |                         |       | <b>184,140,200</b>                | <b>-15,721,000</b>                    | <b>-8</b>                 |                               |           |

# AGREEMENT

## FOR

# REVALUATION ASSESSMENT SERVICES

Prepared for the City of Waterloo  
Jefferson County

By

**Associated Appraisal Consultants, Inc.**

1314 W. College Avenue

P.O. Box 2111, Appleton, WI 54912-2111

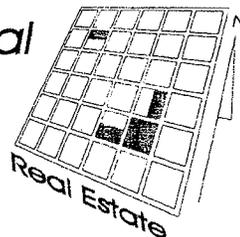
Phone (800) 721-4157

Fax (920) 731-4158

[www.apraz.com](http://www.apraz.com)

*Associated Appraisal  
Consultants, Inc.*

Appleton ■ Hurley ■ Lake Geneva



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 **City of Waterloo, Jefferson 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 City of Waterloo, Jefferson County, State of Wisconsin, pursuant to Wisconsin Statutes 70.055, for the assessment year of 2015 or 2016, 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                   | \$ 200,000   |
| 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 city 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 30<sup>th</sup> 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 ROLE 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 Municipality. 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 program and at least 15 days before the Board of Review, Assessor shall hold informal hearings referred to as the Open Book, during which time 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:**

Municipality 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:**

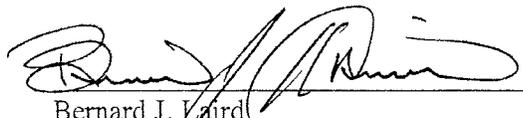
Assessor shall perform all of the services stated in the above agreement for the assessment year of **2015 or 2016**, according to the terms specified herein for the sum of:

\_\_\_\_\_ **Fifty-One Thousand Nine Hundred Dollars (\$51,900.00) – 2015 Revaluation**

\_\_\_\_\_ **Fifty-Two Thousand Nine Hundred Dollars (\$52,900.00) – 2016 Revaluation**

Please initial next to the year the revaluation is to occur.

**3. SIGNATURES:**

  
Bernard J. Laird  
Chief Executive Officer  
Associated Appraisal Consultants, Inc.

June 9, 2014  
Date

\_\_\_\_\_  
Authorized Municipality Signature  
City of Waterloo – Jefferson County

\_\_\_\_\_  
Date