

***TOWN OF CLINTON
VERNON COUNTY
STATE OF WISCONSIN***



***1 WALK THRU REVALUATION
2024***

***2 YEAR MAINTENANCE
2025 & 2026***

PREPARED BY:
HOLLOWAY APPRAISAL SERVICE
PO BOX 456
Black River Falls, WI 54615
(608) 374-4207

ANNUAL MAINTENANCE CONTRACT

CONTRACT AGREEMENT FOR

CONSULTING, ASSESSING AND APPRAISAL SERVICES

Agreement by and between the

TOWN OF Clinton, Vernon COUNTY, STATE OF WISCONSIN

After referred to as "**Client**", and

HOLLOWAY APPRAISAL SERVICE, PO BOX 456, BLACK RIVER FALLS, WI 54615

Hereafter referred to as "**Holloway**".

SCOPE OF SERVICE

Holloway shall supply the Client with consulting, assessing and appraisal services for the

2024 & 2025 Assessment years and will perform the following services:

1. Appraise all newly constructed buildings and check major remodeling of real property as reported through building permits for the above-mentioned assessment years.
2. Reappraise land values where property has been divided or where significant changes in value are indicated by recent sales of property.
3. Prepare and mail personal property blotters from a list supplied by the Client of the accounts to be appraised. Analyze the information returned on the personal property blotters which have been sent out to merchants in order that a personal property assessment may be made.
4. Enter real and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Fill out and file assessor's reports for the Department of Revenue as required.
6. Attend the Client's Board of Review and assist the Board in its proceedings. Board of Review will be held within the 30 day period following the Second Monday in May, Assessor agrees to pay a penalty not to exceed ten dollars per day for every day past the 30 day period unless the Board of Review is delayed by reasons outside the assessor's control. In this event, an alternative date would be mutually agreed upon by the client and the assessor. The assessor would not be penalized for such reasons.
7. The Client's responsibilities will be to supply Holloway with adequate space in the Client's office to hold Open Book meetings and scheduled meetings between property owners and Holloway, at no cost to Holloway.
8. This agreement between the Client and Holloway shall be for the assessment years 2024 and 2025 beginning on January 1, 2024 and ending on December 31, 2025.
9. The Client will hold harmless Holloway from all claims and liabilities due to the appraisal of property and as agent for the Client as it relates to the specific services outlined in this Agreement.

INSURANCE

Holloway shall maintain during the life of the contract such Public Liability Insurance (as required by law), and Automobile Insurance as shall protect Holloway and the Client from claims for damages. This insurance shall be written with an acceptable company authorized to transact business within the State. Holloway shall carry Valuable Paper Insurance on records, but shall not be responsible for loss of records destroyed by fire, theft, or act of God while kept in office supplied by the Client. Holloway shall also carry adequate Errors and Omissions Insurance.

PERSONNEL

Holloway shall provide the services of experienced and competent employees of good character to perform the various phases of the review work. In the event the Client shall at any time during the program consider the services of any employee to be unsatisfactory, Holloway shall remove such employee from work upon written request.

PUBLIC RELATIONS

Holloway shall cooperate at all times with the Client in fostering and maintaining good public relations during the course of the project.

DURATION

Holloway shall complete all work on or before October 30, 2024 and hold a Board of Review not later than November 15, 2024. If all payments for work are not up to date, or in the event unforeseen circumstances delay the work, an extended date shall be mutually agreed upon by Holloway and the Client.

INFORMAL HEARINGS

Holloway shall, at the completion of the appraisal program and before the Board of Review, hold informal hearings with interested property owners to discuss their individual appraisals. The Client shall imprint the name, address, and legal description of each property so that Holloway may place the new appraised value on said notice. Client will supply Holloway with the assessment notice.

DEFENSE AT BOARD OF REVIEW

Holloway shall furnish a representative for a two day period, the days to be consecutive, for hearing formally appealed values. In the event of any appeal to the Department of Revenue or to the courts, said representative shall be made available to furnish testimony in defense of values established by the review for all cases for a one day period up to January 1, 2025. All appeals must be made in a formal manner which complies with State statutes. An additional \$300.00 plus expenses shall be charged for any additional days required for Board of Review and Court appearances.

THE CLIENT SHALL PROVIDE THE FOLLOWING:

The Client shall furnish the name and address of the owner and the block and lot number, size or other identifying description of each parcel to be appraised; such information to be placed on gum labels or record cards by the Client at no cost to Holloway.

MAPS

The Client shall furnish one (1) set of all subdivision maps, section maps and any other maps available of its jurisdiction and its property at no cost to Holloway.

OFFICE

Office space shall be provided by the Client at no cost to Holloway. Office space shall include desks, tables, chairs, heating, lighting, and janitorial services, but shall not include office machinery and equipment. This office will be used for Open Hearings and Board of Review only. All other assessment work other than the above described will be performed at an office furnished by Holloway.

RECORDS

Holloway shall not be obligated to turn over any work completed or attend any open book, Board of Review, or court sessions if payments for work completed are not up to date. All maps, appraisal worksheets, and information compiled by Holloway are the property of Holloway until completely paid for by the Client.

PAYMENT

REVALUATION PAYMENT

The method of payment shall be in three installments. First, September 1st 2023, second January 2024 and final upon completion of revaluation. All payments shall be made to Holloway Appraisal Service,

PO Box 456, Black River Falls, WI 54615 within thirty (30) days of billing. A one percent (1%) per month service charge shall be charged for any delay in any payment. The proposal submitted is based upon the total number of properties listed on the previous assessment year's Clerk's report. In the event that upon completion of the revaluation, the parcel count is in excess of the clerk's listed report, an additional \$15.00 per vacant parcel shall be charged. A \$40.00 fee shall be charged for each additional improved parcel.

ANNUAL MAINTENANCE PAYMENT

The client will be billed in three equal installments. The first installment due January 1st, second installment due March 1st, and the third and final installment is due upon completion of the Board of Review. Payment is to be made by the client not more than 30 days from date of invoice.

REVALUATION COMPENSATION

This proposal is based on a total of all real and personal property reported in the previous year's clerk's report. Holloway shall accomplish all work herein described for the total sum of Thirty Six Thousand Dollars (\$36,000).

9/1/2023 - \$12,000

2024 - \$ 24,000

MAINTENANCE COMPENSATION

For the services described in the Annual Maintenance section of this proposal, Holloway shall be paid the sum of Seven Thousand Five Hundred Dollars per year for a two year period.

2025 - \$7,500

2026 - \$7,500

Dated this 1st day of August, 2023

Town of Clinton, Vernon County

By:

Coy Reis
Chairman

Assessor

By:

[Signature]

Holloway Appraisal Service

By:

Jou Hammersbach
Clerk