



**4/16/2024 Town of Peshtigo
Annual Town Meeting & Monthly Board Meeting
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From: Denise Wiedemeier <dwiedemeier@gmail.com>
Sent: Tuesday, May 2, 2023 10:19 AM
To: Town of Peshtigo Clerk
Subject: 2023 Annual Meeting Minutes

Annual Meeting Minutes for the April 18th 2023 Meeting

Meeting was called to order with Chairperson Cindy Boyle at 7:05 p.m. with 60 residents in attendance.

Motion (Betsy Jaeger / Trygre Rhodesia) to approve minutes of the 2022 annual meeting. Motion carried unanimous vote.

No Department Reports.

Chairperson Cindy Boyle expressed how thankful she was to be a strong voice on the community issues and what a pleasure an honor it was working with the board.

Chairperson Cindy Boyle opened up the floor to the town residents:

**Tobin Barrett discussed combining the Clerk and Treasurer position
Mark Monette was against combining. No action was taken.**

**Candi Buchenauer discussed the Clerk position be elected not appointed
Clarence Coble was against, no action was taken.**

No action was taken and meeting was adjourned with the regular town board meeting to follow.

Denise Wiedemeier Town Resident

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Sent from Gmail Mobile



**Tuesday, November 21, 2023 MINUTES
PUBLIC HEARING
6:30 p.m.**

**SPECIAL TOWN MEETING OF ELECTORS
Immediately Following Public Hearing**

- 1) Call to order: **Chairperson Friday called the meeting to order at 6:30pm.**
- 2) Pledge of allegiance
- 3) Roll call: **all present**

Chairperson Friday, Supervisor Coble, Supervisor Wortner, Supervisor Furton, and Supervisor Joy.

PUBLIC HEARING: Chairperson Friday called the hearing to order at 6:32pm.

- 4) Proposed 2024 Budget
(in-person attendees will be given an opportunity to address the board, for those unable to attend in person questions/comments received via email to topclerk@townofpeshtigo.org or delivered to Town of Peshtigo Town Hall at W2435 Old Peshtigo Road, Marinette WI 54143 IF received by 4 p.m. on November 21, 2023 will be addressed)

SPECIAL TOWN MEETING OF ELECTORS: Called to order by Chairperson Friday at 6:56pm.

- 5) Approval of the 2023 Town Tax Levy to be collected in 2024: **Residents Marsha Rettke motion to approve the 2023 Levy/Second by Scott Beatty. Majority vote yes. Daryl Joy motion to end the Special Town Meeting of Electors at 7:05pm/Second by Janice Wortner. Majority vote yes.**
(limited to in-person Town of Peshtigo eligible voters)

Adjourned into Regular Town Board Meeting.

Kayla Okins, Clerk 12/07/2023

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
Income	
41000 INCOME/TAXES	
41110 General Property Taxes	260,750.65
41150 Woodland tax	11,535.56
Total 41000 INCOME/TAXES	272,286.21
42000 Special Assessments	710.00
43000 INTERGOVERNMENTAL	
Federal Grants	
43300 ARPA Grant	41,507.06
43400 CDBG Grant	84,783.61
Total Federal Grants	126,290.67
Other State Payments	
43545 State - recycling grant	8,370.45
43620 April PILT Payment	15,938.74
43640 State - manag. forest lands-DNR	327.08
43651 State - county forest land	324.95
43660 State - in lieu Taxes - DNR	2,075.82
43690 Personal Property Tax Aid	405.36
Total Other State Payments	27,442.40
State Shared Taxes	
43410 State - shared revenue	280,994.81
43420 State - fire insurance dues	17,439.84
43430 State - Computer Aid	9,547.48
Total State Shared Taxes	307,982.13
Transportation	
43531 State aid - transportation	238,350.12
43534 State - road grant	48,900.00
Total Transportation	287,250.12
Total 43000 INTERGOVERNMENTAL	748,965.32
44000 LICENSE AND PERMITS	
44200 Animal	652.40
44201 Late Fee	44.00
Total 44200 Animal	696.40
44300 Building Permits/Inspections	1,294.91
44300.1 Building - Town share	355.80
44400 Board of appeals-income	300.00
44400.1 Conditional Use Permit	300.00
44400.2 Rezoning fees	150.00
44400.3 Conservation & Development (I)	
44400.4 Land Use Planning	150.00
Total 44400.3 Conservation & Development (I)	150.00

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
Total 44000 LICENSE AND PERMITS	3,247.11
44100.4 Business and Occupational Licen	
44100.0 Liquor	2,680.75
44100.1 Operators License	1,126.00
44100.2 Cigarette	50.00
44100.3 CATV	20,166.09
Total 44100.4 Business and Occupational Licen	24,022.84
45000 FINES,FORFEITS AND PENALTIES	
45100 Court Penalties & Cost	43.00
Total 45000 FINES,FORFEITS AND PENALTIES	43.00
46000 PUBLIC CHARGES FOR SERVICES	
46100 Treasurer and clerk fees	
46100.2 Record search	857.00
Total 46100 Treasurer and clerk fees	857.00
46220 Fire Service	4,376.09
46220.1 Fire numbers	69.50
46220.3 Fire Numbers (Replacement Numbe	175.00
46220.4 Post	50.00
Total 46220.1 Fire numbers	294.50
Total 46220 Fire Service	4,670.59
46431 Solid Waste Disposal	60,666.55
46435 Recycling Charges	9,814.85
Total 46000 PUBLIC CHARGES FOR SERVICES	76,008.99
48000 MISCELLANEOUS	
48100 Interest-income	10,645.84
48110.1 Designated Interest	1.71
48110.2 Designated Interest-Fire Dept	1,905.29
48110.3 Designated Interest-Capital Out	4,805.16
48110.4 Designated Interest-Roads	4,350.16
48110.6 Designated Interest - Recycling	580.10
48110.7 Designated Interest - ARPA Fund	10,012.22
Total 48110.1 Designated Interest	21,654.64
Total 48100 Interest-income	32,300.48
48200 Rent - town buildings	625.00
48440 Insurance Recoveries	2,237.00
48900 Other Misc Income	37,499.62
48500 Fire Dept Grant (Non State)	-11,547.03
48991 Election Reimbursement	429.66
Total 48900 Other Misc Income	26,382.25
Total 48000 MISCELLANEOUS	61,544.73

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
Services	300.00
Total Income	\$1,187,128.20
GROSS PROFIT	\$1,187,128.20
Expenses	
51000 GENERAL GOVERNMENT	
51110 Town board	56.07
TBA Administrative-Town Board	1,364.11
TBM Mileage-Town Board	520.00
TBO Operations-Town Board	3,162.37
TBW Wages-Town Board	29,309.04
Total 51110 Town board	34,411.59
51200 Judicial	369.03
JC Clerk	1,307.10
JJ Judge	1,307.10
Total 51200 Judicial	2,983.23
51300 Attorney	21,033.65
AO Ordinances	540.50
APC Plan Commission	151.30
AR Roads	450.00
ATB Town Board	531.00
JW Tyco Water Issues	8,975.17
Total 51300 Attorney	31,681.62
51400 General Administration	70.80
51400.1 Clerk	364.13
CA Administrative	987.16
CM Mileage-Clerk	230.75
CS Supplies-Clerk	50.28
CW Wages-Clerk	26,799.09
Total 51400.1 Clerk	28,431.41
51400.2 Elections	2,459.62
EMM Machine Maintenance	1,290.00
EP Postage	0.00
ES Election Supplies	199.55
ET Training	29.25
EW Wages	6,611.59
Total 51400.2 Elections	10,590.01
51400.3 Licenses and permits	135.00
Total 51400 General Administration	39,227.22

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
51500 Financial Administration	
51500.1 Assessment of property	7,180.60
AS Supplies-Assessor	1,044.00
AW Wages-Assessor	25,737.26
AWA Assistant Wages	0.00
Total AW Wages-Assessor	25,737.26
Total 51500.1 Assessment of property	33,961.86
51500.2 Treasurer	21,953.12
TA Administrative	16,158.48
TM Mileage-Treasurer	266.21
TS Supplies-Treasurer	242.70
TW Wages-Treasurer	21,119.34
Total 51500.2 Treasurer	59,739.85
51500.5 CDBG	36,352.30
51500.6 ARPA	59,401.04
Total 51500 Financial Administration	189,455.05
51600 General Buildings	437.46
51600.1 Town Hall and garage	2,318.28
TGE Town Garage Electric #5401256	432.38
TGG Town Garage Gas #1096569	832.62
THA Administrative-Town Hall & Gara	
THAW Wages-Admin Asst.	11,104.22
Total THA Administrative-Town Hall & Gara	11,104.22
THE Town Hall Electric #5296979	3,850.37
THG Town Hall Gas #1500646	8,198.37
THO Operations-Town Hall & Garage	69,396.56
Holiday - Town Workers	870.77
TOW Wages	5,752.12
Vacation - Town Road Workers	2,163.34
Total THO Operations-Town Hall & Garage	78,182.79
Total 51600.1 Town Hall and garage	104,919.03
Total 51600 General Buildings	105,356.49
51938 Insurance prop. & liability	
51938.1 Other insurance	26,697.00
51938.2 Bonds	250.00
Total 51938 Insurance prop. & liability	26,947.00
Total 51000 GENERAL GOVERNMENT	430,062.20

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
52000 PUBLIC SAFETY	
52200 Fire Protection	
52200.1 Fire department	9,217.00
FDC Communication Equip.	3,142.00
FDE Equipment	20,387.37
FDFO Fuel/Oil	2,284.11
FDFP Fire Prevention	979.86
FDPE Personal Equip	6,522.45
FDPM PM/Repairs	10,513.18
FDR Retirement	9,732.85
FDRR Recruitment/Recertification	2,366.84
FSDS Subscriptions/Dues	689.00
FDT Training	5,431.71
FDW Wages	38,223.47
Total 52200.1 Fire department	109,489.84
52200.3 Fire numbers	1,028.29
FNW Wages	486.79
Total 52200.3 Fire numbers	1,515.08
Total 52200 Fire Protection	111,004.92
52300 Rescue Squad	5,000.00
Total 52000 PUBLIC SAFETY	116,004.92
53000 PUBLIC WORKS	
53311 Transportation	
53311.1 Machinery and equipment	4,073.98
MER Maintenance & Repairs-Machinery	12,920.74
MEW Wages-Machinery & Equipment	4,832.17
Total 53311.1 Machinery and equipment	21,826.89
53311.2 Road Maintenance	71,520.41
53311.7 Road Expense-Town Board	622.71
53311.8 Road Expense-Admin	10,579.55
RMCR Contracted-Roads	227,263.60
RMSA Upgrade & Paving	112.17
Total RMCR Contracted-Roads	227,375.77
RMNC Non-Contracted-Roads	3,093.27
RMW Wages	22,097.74
Total RMNC Non-Contracted-Roads	25,191.01
Total 53311.2 Road Maintenance	335,289.45
53311.3 Bridges and culverts	11,800.54
BCW Wages	759.20

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
Total 53311.3 Bridges and culverts	12,559.74
53311.4 Snow and ice control	
SIC Contracted-Ice & Snow	100,663.29
SINC Non-Contracted-Ice & Snow	8,435.46
SIW Wages	2,624.36
Total SINC Non-Contracted-Ice & Snow	11,059.82
Total 53311.4 Snow and ice control	111,723.11
53311.5 Road signs	5,048.90
RSW Wages	3,587.37
Total 53311.5 Road signs	8,636.27
53311.6 Ditching and brushing	78.01
DBG Garbage PU	6,671.35
DBM Mowing	16,791.57
DBR Road Expense	2,207.47
Total 53311.6 Ditching and brushing	25,748.40
Total 53311 Transportation	515,783.86
53420 Street lights	3,459.48
53631 Solid waste disposal	31,195.58
SW-Wages	11,732.20
Total 53631 Solid waste disposal	42,927.78
53635 Recycling	29,206.80
RW Wages	12,578.53
Total 53635 Recycling	41,785.33
53636 Landfill	3,950.00
Total 53000 PUBLIC WORKS	607,906.45
54100 HEALTH AND HUMAN SERVICES	
54100.1 Constable	1,181.08
CTW Wages	6,535.53
Total 54100.1 Constable	7,716.61
54100.2 Animal control	3,008.56
Total 54100 HEALTH AND HUMAN SERVICES	10,725.17
55000 Culture, Recreation	
55200 Parks	4,547.55
PW Wages	1,209.75
Total 55200 Parks	5,757.30
Total 55000 Culture, Recreation	5,757.30

Town of Peshtigo

Profit and Loss

January - December 2023

	TOTAL
56000 CONSERVATION AND DEVELOPMENT	
56900.1 Land Use Planning	
PC Planning Commission	
PCW Wages	292.21
Total PC Planning Commission	292.21
Total 56900.1 Land Use Planning	292.21
56900.4 Board of appeals	89.00
BAO Misc Expenses-Bd of Appeals	89.00
BAW Wages-Bd of Appeals	311.49
Total 56900.4 Board of appeals	489.49
56900.5 Zoning	526.80
Total 56000 CONSERVATION AND DEVELOPMENT	1,308.50
6560 Payroll Expenses	-2,926.34
Total Expenses	\$1,168,838.20
NET OPERATING INCOME	\$18,290.00
Other Income	
Rebates - Menards Rebates - Menards	190.36
Total Other Income	\$190.36
Other Expenses	
Ask Town of Peshtigo Treasurer	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$190.36
NET INCOME	\$18,480.36



MEETING MINUTES
Town of Peshtigo Monthly Board Meeting
Tuesday, March 19, 2024 at 6 p.m.

- 1) Call to order: **Chairperson Friday called the meeting to order at 6:00pm.**
- 2) Pledge of allegiance
- 3) Roll call: **All present.**
Chairperson Friday, Supervisor Coble, Supervisor Wortner, Supervisor Furton, Supervisor Joy
- 4) Verification of proper notice: **Chairperson Friday verified.**
- 5) Approve agenda: **Agenda approved via unanimous consent.**
- 6) Public comment:
 - a. **Jim Baur thanked Supervisor Furton for her time on the board.**
 - b. **Candi Buchenauer spoke on an ordinance for Evers to pass and her feelings of the current board having animosity toward previous boards. Chairperson Friday called "out of order", as these topics were not agenda items. Ms. Buchenauer refused to leave the microphone.**
 - c. **Jim Tandias spoke of his disappointment toward the board due to them wanting Evers to veto SB-312 bill. He feels there are no standards for ground water.**
 - d. **Wendel Johnson gave his thoughts on the importance and benefits in having diversity on the board. He believes the board should have more resident involvement on committees.**
- 7) Announcements: **Chairperson Friday spoke on the upcoming election, Marinette County Unit meeting, Moose Lodge Fundraiser for our Fire Department, Board of Appeals Alternate vacancy, and our discounted replacement fire number deal. Wendel Johnson updated on the upcoming controlled burn at KWT.**
- 8) Minute approval
 - a. **2/20/2024 Regular Board Meeting: Wortner motion to approve/Second by Joy. Furton abstained. Motion carried with 4 yes votes.**
 - b. **2/28/2024 Special Board Meeting: Joy motion to approve/Second by Wortner. Coble and Furton abstained. Motion carried with 3 yes votes.**
- 9) Reports
 - a. **Fire Department: Chief Folgert gave report.**
 - b. **Constable: Chairperson Friday gave report.**
 - c. **Building Inspector: Chairperson Friday gave report.**
 - d. **Marinette County Board: Rhude not in attendance. No report given.**
- 10) **Treasurer Report/Investment Report/Budget YTD vs Actual/Budget Amendments: Wortner motion to approve as presented/Second by Coble. Motion carried with 5 yes votes.**
- 11) **Approve vouchers & payment of bills: Coble motion to approve/Second by Wortner. Motion carried with 5 yes votes.**
- 12) **Heath and Kozuzek Landfill Groundwater Sampling – Cody Applekamp, geologist, Robert E Lee: Wortner motion to approve REL quote of semi-annual required (but not requested) testing/Second by Furton. Clerk Okins will sign proposed quote and return to Cody at REL. Motion carried with 5 yes votes.**
- 13) **WTA Inaugural Road School attendance: Joy motion to authorize the attendance of Wortner and Road Foreman Swallow/Second by Coble. Motion carried with 5 yes.**
- 14) **Financial audit: No accepted audit quote at this time.**
- 15) **Office printer replacement: Coble motion to approve new office printer with 'staple and sort' option/Second by Wortner. Motion carried with 5 yes votes.**



- 16) Plan Commission membership approval: **Coble motion to approve Chuck LaCourt and Dennis Czapiewski to Plan Commission, with term to run 4-1-24 to 3-31-27/Second by Joy. Motion carried with 5 yes.**
- 17) Board of review alternate compensation: **Joy motion to approve Board of Review alternates to get paid \$25 per meeting (if presence needed)/Second by Furton. Motion carried with 5 yes votes.**
- 18) Zoom availability: **No action taken.**
- 19) Personnel policy regarding Town employee safety allowance: **Wortner motion to allow reimbursements of up to \$400 per year to Road Foreman and Road Worker and up to \$200 per year to Recycle Center Attendants for safety equipment/Second by Joy. Motion carried with 5 yes votes.**
- 20) PFAS contamination
- a. Tyco/JCI update: **See page 63 of agenda packet.**
 - b. WDNR update: **See page 64-84 in agenda packet. Per DNR, the Spring Listening Session is postponed.**
 - c. EPA Superfund Designation: **No updates at this time.**
 - d. \$1.667 million Federal grant funds, UW grant writing team update, Supervisor Furton: **Furton said the Cost Share Waiver was updated, but the Town still does not qualify. Chairperson Friday requested Furton to print/save any \$1.667 million and Capital Improvement updates to jump drive prior to resigning from the board. Furton agreed.**
- 21) Ad hoc committee updates:
- a. CDBG-CV – Chairperson Friday, Treasurer Maney
 - i. Town Hall improvement update, bid award process: **Joy motion to approve Chairperson Friday to sign Integrity Engineering proposal for additional funds, if needed, to allow for process to continue forward/Second by Coble. Motion carried with 5 yes.**
 - b. Ordinance/Policy Review Committee – Chairperson Friday, Vice Chairperson Wortner
 - i. Additional member approval: **Board unanimously voted to approve Wayne Kamka.**
- 22) Standing Committee Updates:
- a. Buildings & Grounds – Chairperson Coble, Vice Chairperson Joy
 - i. Fire Department drain repair: **Coble motion to request for quotes with provided specs, and to allow Coble/Joy to move forward if acceptable quote is under \$25k/Second by Friday. Motion carried with 5 yes votes.**
 - b. Recycling Center – Chairperson Coble, Vice Chairperson Wortner: **Coble spoke of RC's new electronic recycling company, which will save the Town money.**
 - c. Roads & Ditches – Chairperson Wortner, Vice Chairperson Joy
 - i. Emerald Ash Borer: **Information for residents can be found on our Town website.**
 - ii. Town truck replacement: **Wortner motion to approve moving forward with the purchase of a Town bucket truck NTE \$25k/Second by Joy. Motion carried with 5 yes votes.**
 - d. Upcoming Meetings – Annual Electors Meeting Tuesday, April 16, 2024 at 6 p.m. with Regular Board Meeting to follow
- 23) Motion to Adjourn: **Wortner motion to adjourn at 7:59pm/Second by Joy. Motion carried with 5 yes.**

Kayla Okins, Clerk 03/26/2024

Town of Peshtigo Fire Department Report to the Town Board
April 16, 2024

31 Calls since the March 19, 2024 Monthly Town Board meeting:

3/19/24	N3407 Rehms Rd, EMS Assist
3/21/24	W2446 Old Peshtigo Rd, EMS Assist
3/21/24	N2235 Shore Drive, Vehicle Partially Submerged in Water – Canceled enroute
3/22/24	W2412 Old Peshtigo Road, Controlled Burn
3/31/24	N3022 Shore Drive, Automated Crash Alert – False Alarm
3/31/24	U.S. Hwy 41 at Hale Road, Vehicle Fire – Steam Mistaken for Smoke
4/1/24	N1496 County BB, Unauthorized Burning - Extinguished
4/2-3/24	16 Calls - storm related for Trees and/or Powerlines Down, Trees Burning on Lines
4/3/24	W1264 County B, Residential Smoke Alarm Activation
4/3/24	N2132 Hale Rd, Controlled Burn called in as a Structure Fire
4/3/24	N1444 County BB, Structure Fire (Single Family Residential)
4/3/24	W3156 Johnson #11 Lane, Menominee, MABAS Assist at Residential Structure Fire
4/4/24	W1801 Krause Road, Carbon Monoxide Incident
4/4/24	N1718 Shore Drive, EMS Assist
4/4/24	N2961 Shore Drive, Carbon Monoxide Incident
4/4/24	N3407 Rehms Road, EMS Assist

Apparatus and Equipment Status:

- All apparatus and equipment are functioning properly and ready to respond.

Training:

- Last week's training drill included hydrant operations, tank drafting, Engine pump operations, use of nozzles and master stream device.
- Justin Walk completed State Certified Firefighter 1 and Hazardous Materials Operations training. State certification testing will be conducted in early May.

Fire Prevention and Education:

- Free smoke alarms are still available for installation at households within the Town of Peshtigo.

Fund Raising & Donations:

- Moose Lodge Fish Fry brought in \$972 from raffles, tips and donations plus \$585 from food profits.
- Thank you Wendel Johnson for a \$100 donation.
- Four new water rescue helmets with integrated headlamps were purchased using donated funds.

Other/Personnel:

- Cienna Grawey, a town resident, and FVTC student has been hired as a probationary firefighter.
- Two applications have been received. Interviews to be scheduled following completion of background checks.
- Our current roster stands at 21 volunteer firefighters. We are currently accepting applications.

Mike Folgert
Fire Chief



TREASURER'S REPORT
March 2024

	Begin	Deposits/Interest	Withdrawals	Ending	Outstanding Receipts	Outstanding Deposits	Register Balance
7013 BMO Checking Account	135,239.84	10,210.94	(59,180.90)	86,269.88	(1,426.62)	-	84,843.26
7734 BMO Payroll Checking	7,756.43	14,216.00	(18,909.10)	3,063.33	(226.86)	-	2,836.47
6811 BMO Plantinum MM	157,574.07	263.07	(3,732.10)	154,105.04	-	-	154,105.04
BANK TOTALS	300,570.34	24,690.01	(81,822.10)	243,438.25	(1,653.48)	-	241,784.77
PNB Checking - CDBG	8.71	-	-	8.71	-	-	-
Change Fund	215.00	-	-	215.00	-	-	-
Fire Dept Equipment	260.19	1.19	-	261.38	-	-	-
Roads	95,084.22	434.52	-	95,518.74	-	-	-
Capital Outlay - Mach & Equip	122,797.82	561.17	-	123,358.99	-	-	-
Recycling	11,964.91	54.68	-	12,019.59	-	-	-
ARPA	129,419.09	591.43	-	130,010.52	-	-	-
LGIP TOTAL	359,526.23	1,642.99	-	361,169.22	-	-	-
BMO CD	270,043.07	-	-	270,043.07	-	-	-
BMO CD Fire Dept.	153,808.65	-	-	153,808.65	-	-	-
TOTAL CASH & INVESTMENTS	1,084,172.00	26,333.00	(81,822.10)	1,028,682.90	(1,653.48)	-	1,027,029.42

Jodi Maney
Treasurer
toptreasurer@townofpeshtigo.org



Town Assessor Contract

FOR ASSESSMENT SERVICES BETWEEN

Thomas J. McGuire and the Town of Peshtigo

IT IS AGREED BY AND BETWEEN the Town of Peshtigo, a municipal corporation (hereafter "Municipality") and Thomas J. McGuire, a State of Wisconsin certified Assessor, certification #JQH66837C (hereafter "Assessor") as follows:

1. SCOPE OF SERVICES

A. Inspections. The following inspection cycle shall be completed by Assessor or Assessor's authorized representative annually, namely:

1. Annexed properties, parcels with new construction, and exempt status changes shall be physically inspected, and the electronic property record prepared or updated accordingly.
2. Properties affected by building removal, fire, significant remodeling, or demolition (those requiring a building permit), or other major condition changes that typically trigger a change in the assessed value shall be physically inspected.
3. Improved properties under construction over the term of the contract years shall be re-inspected.
4. All properties with legal description changes and zoning changes shall be reviewed and inspected, if the Municipality or assessor deem necessary, to ensure an accurate and fair assessment.
5. Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll within the term of the contract, shall be physically inspected during the current assessment cycle.
6. A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forest land and undeveloped land.

B. Parcel Identification. An accurate, full legal description, a copy of or a link to the County or Municipal digital parcel maps with measurements of each land parcel and a digital sketch of all building improvements shall be contained in the existing property records. Digital parcel maps shall be made for all new records. In the event of a discrepancy, Assessor or Assessor's authorized representative shall investigate and correct the record. Assessor or Assessor's authorized representative shall have access to a computer system that allows for sortability by parcel number and personal property account and complies with Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year.



- C. Record. Assessor or Assessor's authorized representative shall use the appropriate record in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. If the Municipality uses a computer valuation system, Assessor or Assessor's authorized representative shall provide to the Municipality, a complete set of electronic property records in a computer readable format compatible with the Municipality's computer system. Assessor or Assessor's authorized representative shall update the records within fourteen (14) days of final adjournment of the Municipal Board of Review. Assessor or Assessor's authorized representative shall update the records prior to the open book period and again to reflect any changes made at the Municipal Board of Review. Assessor or Assessor's authorized representative shall maintain and provide the personal property and real estate property records in the format prescribed in Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under sec. 70.09(3)(c), Wis. Stats.
- D. Open Book Conference. Upon completion of Assessor's review of assessments and prior to completion of the assessment rolls, Assessor or Assessor's authorized representative shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. Assessor or Assessor's authorized representative shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Wisconsin Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen (15) days prior to the first day of the conferences. Assessor or Assessor's authorized representative shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present for at least two (2) hours. Assessor or Assessor's authorized representative shall verify that statutorily required instructional materials are available at the open book conference. Assessor or Assessor's authorized representative shall arrange and provide the personal property and real estate roll for viewing by the public as prescribed in Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under sec. 70.09(3)(c), Wis. Stats.
- E. Assessment Roll and Reports. Assessor or Assessor's authorized representative shall be responsible for the proper completion of the assessment roll in accordance with Chapter 70 of the Wisconsin Statutes and the *Wisconsin Property Assessment Manual*, as amended each year. Roll transmittal and reception must be made and maintained in accordance with Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and follow any County or Municipality prescribed business formats as provided under sec. 70.09(3)(c), Wis. Stats. Assessor or Assessor's authorized representative shall provide the final assessment figures for each property to the Municipality, and the Roll shall be totaled to an exact balance. Assessor shall prepare and electronically submit the Municipal Assessment Report (MAR), all TID Reports (TAR), all Exempt Computer Reports (ECR) by the 2nd Monday in June filing deadline, and the Annual Assessment Report (AAR) 30 days after the close of the annual Board of Review to the Wisconsin Department of Revenue (DOR) via the prescribed electronic submittal format listed on the DOR website. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required.



- F. Board of Review Attendance. Assessor or Assessor's authorized representative shall be present at the first meeting of the Municipal Board of Review as prescribed under sec. 70.47(3)(ag), Wis. Stats. Assessor or Assessor's authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. Assessor or Assessor's authorized representative shall attend other meetings of the Municipal Board of Review, only if specifically requested to do so by the Municipality. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor or Assessor's authorized representative shall be available upon request of the Municipality to furnish testimony in defense of the values determined. Assessor or Assessor's authorized representative shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under sec. 70.09(3)(c), Wis. Stats.
- G. Personal Property Assessments. In accordance with the *Wisconsin Property Assessment Manual*, the Assessor or Assessor's authorized representative shall distribute annual Personal Property Statements to all businesses known or newly discovered to be operating in the municipality, and by the first day of May each year, review the Statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. Assessor or Assessor's authorized representative shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class. Assessor or Assessor's authorized representative shall maintain the Personal Property Roll in a format compliant with Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under sec. 70.09(3)(c), Wis. Stats.
- H. Public Requests and Availability.
1. Assessor or Assessor's authorized representative shall timely respond to all open records requests received by Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including but not limited to sec. 70.35(3), Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats., regarding income and expense information, and sec. 77.265, Wis. Stats., regarding the real estate transfer return. Assessor or Assessor's authorized representative shall maintain a local or toll free telephone service with a 24-hour answering machine to receive calls from the Municipality or property owners. Assessor or Assessor's authorized representative shall timely respond to all telephone inquiries or issues within four (4) business days, whether said inquiry or issue is made directly to Assessor by a property owner or said inquiry or issue is raised to the Municipality, the Municipal Clerk or the Municipal Board of Review and subsequently passed to Assessor. Assessor or Assessor's authorized representative shall timely communicate to the Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by the Municipality.
 2. Upon request by the Municipality and at any time during this Agreement, Assessor or Assessor's authorized representative shall allow access and make available to the Municipality the following items at no cost : (a) any property records, maps, and other



schedules and forms created for the performance of assessment work for the Municipality, (b) all records and material obtained from the Municipality and not previously returned to include maps, plans, and Assessor's records, (c) material specifically obtained and/or used for performance of assessment work for the Municipality, to include correspondence with property owners, sales data, and operating statements of income property, and (d) any exportable text files of the data created for the performance of assessment work for the Municipality.

The Municipality shall allow access and make available to Assessor or Assessor's authorized representative certain municipal records relevant to Assessor's duties under this Agreement including, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost. The Municipality shall maintain the personal property and real estate roll in a viewable format as prescribed in Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality business requirements as prescribed under sec. 70.09(3)(c), Wis. Stats.

- I. Internet Access. Assessor or Assessor's authorized representative may display the assessment records on the Municipality's or county's website, or if already available, Assessor's free access website.

2. GENERAL REQUIREMENTS

- A. Conformance to Statutes. All work of Assessor or Assessor's authorized representative shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality. Assessor or Assessor's authorized representative shall value all agricultural land at its use value, adjusted to the overall level of assessment. All agricultural forest and undeveloped land shall be assessed at 50% of its full value, and adjusted to the level of assessment.
- B. Oath of office. Assessor shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If Assessor is a corporation, limited liability company or partnership, the person designated as responsible for the assessment duties shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to sec. 19.01, Wis. Stats., and filed with the Municipal Clerk prior to commencing duties. Under Wisconsin law, the statutory Assessor for the Municipality, whether contracted or on-staff is considered to be a public officer of the Municipality.
- C. Qualifications. Assessor shall be currently certified in compliance with secs. 70.05, 70.055 and 73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.



D. Ownership of records.

1. Each contract year, within fourteen (14) days of the final adjournment of the Board of Review, Assessor shall transfer to the Municipality any and all records prepared or maintained in accordance with the standards of Chapter 5 of the *Wisconsin Property Assessment Manual*, as amended each year, and any and all records prepared or maintained in connection with the assessments made for the Municipality.
2. Assessor must provide all of the assessment data to the Municipal Clerk within thirty (30) days of vacating the office of assessor or at the final adjournment of the Board of Review, whichever is later.
3. Assessor must turn over all assessment records, paper and electronic, in Assessor's custody to the Municipality within thirty (30) days of vacating the office of assessor or at the final adjournment of the Board of Review, whichever is later.
4. Upon conversion of the paper records to an electronic form, as part of the contract, Assessor shall not destroy the original paper record; rather Assessor shall return the original paper record to the Municipality. As of the close of the 2013 Assessment Roll by the Municipal Board of Review, all assessment records are required to be stored in an electronic format. Maintaining electronic assessment data does not relieve Assessor from the responsibility of being able to provide the Municipality with a paper copy of each property record upon request.
5. The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format. Assessor is responsible for extracting raw data in the public domain if contained in a copyrighted software database. Assessor shall not charge or transfer to the Municipality any associated third-party vendor costs for the transfer of the electronically stored data to the Municipality. Electronic data created in other systems must be maintained transferred and reside in the original format.

E. Status, change of ownership or operations. Assessor acknowledges and agrees:

1. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties as an officer of the Municipality. Assessor is an independent contractor to the Municipality, and that Assessor's business is independently owned and operated and that nothing in this Agreement shall be interpreted to cause or result in, directly or indirectly, any principal-agent or employer-employee relationship between Assessor and the Municipality and that nothing in this

Agreement shall in any way be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship whatsoever between Assessor and the Municipality. Assessor shall not represent or advertise in any way that Assessor's relationship with the Municipality is other than stated herein.



2. Assessor shall not assign, transfer, convey, or sub-contract all or any part of any rights or obligations under this Agreement without the prior written consent of the Municipality, which consent shall be at the sole discretion of the Municipality.

3. TERM AND TERMINATION

- A. Term. The term of this Agreement shall be for 3 (three) years from June 1, 2024 to May 31, 2027 (the "Completion Date"). Assessor shall have completed all work under this Agreement, except for appearing at the Municipal Board of Review and any subsequent appearances as per this Agreement, on or before the Completion Date. The Completion Date may be extended, if necessary, under the terms of this Agreement by mutual written consent.
- B. Termination. Either party may terminate this Agreement for cause, cause being defined as a default by the other party under the terms of this Agreement upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Agreement. During the 60-day period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.
- C. Renewal or Extension. This Agreement may be renewed or extended only by mutual written consent by Assessor and the Municipality.

4. REIMBURSEMENT OF EXPENSES. The Municipality shall reimburse Assessor for expenses including but not limited to maps, photos, mailing notices, mileage, supplies.

5. COMPENSATION. The Municipality shall pay Assessor based on the real estate parcel count and the locally assessed personal property count from the previous year's assessment roll and applying the following multiplier: Real Estate: \$5.04, Personal Property: \$6.00

The Municipality shall also pay Assessor \$5500 annually to be prorated monthly in lieu of an assistant.

IN WITNESS HEREOF, the Town Board of Supervisors has approved this Agreement and has caused this agreement to be signed and executed in its behalf by its Chairperson, and duly attested by its Town Clerk.

Signed this _____ day of _____, 20_____.

Thomas J McGuire, Assessor

Signed this _____ day of _____, 20_____.

Jennifer Friday, Chairperson

Kayla Okins, Clerk Attest