

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting

The Bristol Town Board will hold a regular monthly town board meeting on Monday, March 14, 2022, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes from February 14, 2022
 - d. Approval of Check Register February 2022

- II. Public Comment – items not on the agenda

- III. Business
 - a. Discuss/Consider Spring Burn Dates
 - b. Discuss/Consider Associated Appraisal Quote for Total Revaluation of Town
 - c. Discuss/Consider New Fire Truck Financing
 - d. Discuss/Consider Anti-Ice System for F-550 Truck
 - e. Discuss/Consider Recycle Center Sticker Policy

- IV. Clerk Updates
 - a. Building Inspector
 - b. Spring Weight Limits on Roads

- V. Set Future Meetings and Agendas

- VI. Adjourn.

Notice is hereby given that it is possible that a majority of the Town Board or other governmental body may be present at the above meeting of the Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Town Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Town Board will take formal action at the above meeting. Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

Kim Grob
Town Clerk-Treasurer

Certified Posting: 3-11-2022 Town Hall and website.

TOWN OF BRISTOL BOARD MINUTES
7747 COUNTY ROAD N, SUN PRAIRIE, WI 53590
MONDAY, FEBRUARY 14, 2022

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:03pm by Chairmen Derr. Members Present –Derr, Willison and Grove. Sign-in sheet on file in Clerk’s office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM JANUARY 10, 2022

Motioned by Grove and seconded by Willison to approve January 10, 2022 minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER JANUARY 2022

Motioned by Willison and seconded by Grove to approve January 2022 check register. All ayes, Motion carried.

PUBLIC COMMENT

Public comment included: Discussion of Park Committee members. Grob will verify if Pat Anderson and Rick Sewel would like to be on the committee.

BUSINESS

a. DISCUSSION/CONSIDER BOBEK DEED RESTRICTION TERMINATION ON 6925 ELDER LANE

Architect James McFadden represented Tom Bobek and explained that in 1990 a parking deed restriction was put on this address for additional parking of the Patches establishment and the Bobek’s now wish to have it removed as the parking is no longer needed. Motioned by Willison and seconded by Grove to approve the removal of Deed Restriction 2190404 on parcel 0911-224-8370-0. All ayes, Motion Carried.

b. DISCUSS/CONSIDER ASSOCIATED APPRAISAL QUOTE FOR TOTAL REVALUATION OF TOWN

Discussion occurred on the State requirement for municipalities compliance of full value assessment ratio. Motioned by Derr and seconded by Grove to approve Associated Appraisals quote for a full revaluation of the town, spreading the revaluation work over a two-year term. All ayes, Motion carried.

c. DISCUSS ARPA GRANT

Discussion occurred on the ARPA Grant and how to spend the funds.

d. DISCUSS BIL GRANT

Discussion occurred on the BIL Grant and explained the difference between the two grants.

e. DISCUSS/CONSIDER NUISANCE AND ILLEGAL DUMPING ORDINANCE

Motioned by Grove and seconded by Willison to table the Nuisance and Illegal Dumping Ordinance. All ayes, Motion carried.

f. DISCUSS/CONSIDER SHORT-TERM RENTAL ORDINANCE

Motioned by Willison and seconded by Grove to table the Short-Term Rental Ordinance. All ayes, Motion carried.

**TOWN OF BRISTOL BOARD MINUTES
7747 COUNTY ROAD N, SUN PRAIRIE, WI 53590
MONDAY, FEBRUARY 14, 2022**

g. DISCUSS/CONSIDER BRISTOL'S COMPREHENSIVE PLAN UPDATE

No motion was made.

CLERK UPDATES

Clerk reported that the website is still a work in process as some of the graphics need to be modified.

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting: March 14, 2022

Parks Committee: ?

ADJOURN

Motioned by Grove and seconded by Willison at 8:30 p.m. All Ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

DRAFT

The Town of Bristol
Account QuickReport
As of February 28, 2022

Type	Date	Num	Name	Memo	Amount
1001 · Bank of SP - cash & investments					
100 · General Fund					
Bill Pmt -Check	02/01/2022	28753	Associated Apprais...	Assessment ...	-1,375.48
Bill Pmt -Check	02/01/2022	28754	Terminator Pest Co...	Pest Control ...	-50.00
Bill Pmt -Check	02/01/2022	28755	Stafford Rosenbau...	Club Bristol L...	-904.40
Bill Pmt -Check	02/01/2022	28756	CyberReef	Internet Acc...	-120.00
Bill Pmt -Check	02/01/2022	28757	Visa	Rackspace, ...	-886.60
Bill Pmt -Check	02/01/2022	28758	Upnet Wisconsin	Contr. to fiber...	-5,000.00
Bill Pmt -Check	02/01/2022	28759	Transportation Dev...	2022 Membe...	-235.00
Liability Check	02/02/2022	E-pay	United States Treas...	39-6005805 ...	-1,521.32
Liability Check	02/03/2022		QuickBooks Payroll...	Created by P...	-4,806.07
Liability Check	02/03/2022		QuickBooks Payroll...	Created by P...	-1,139.21
Paycheck	02/04/2022	DD10...	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	02/04/2022	DD10...	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	02/04/2022	DD10...	Koltes, Robert J	Direct Deposit	0.00
Paycheck	02/04/2022	DD10...	Ward, Dustin	Direct Deposit	0.00
Paycheck	02/04/2022	DD10...	Ward, James R	Direct Deposit	0.00
Paycheck	02/04/2022	DD10...	Derr, Gerald H	VOID: Direct ...	0.00
Paycheck	02/04/2022	DD10...	Derr, Gerald H	Direct Deposit	0.00
Bill Pmt -Check	02/07/2022	28760	Tom Viken Building ...	January Build...	-3,275.00
Bill Pmt -Check	02/07/2022	28761	Pellitteri Waste Sys...	Recycling & ...	-3,860.16
Bill Pmt -Check	02/07/2022	28762	Dane County Treas...	Property Tax...	-2,762.43
Bill Pmt -Check	02/14/2022	28763	US Cellular	Cell Phones	-153.44
Bill Pmt -Check	02/14/2022	28764	Frontier	Town Hall Int...	-76.53
Bill Pmt -Check	02/14/2022	28765	Insight FS	January Fuel	-1,997.58
Bill Pmt -Check	02/14/2022	28766	Sundance BioClean...	Town Hall Cl...	-212.00
Bill Pmt -Check	02/14/2022	28802	Sundance BioClean...	VOID: Town ...	0.00
Bill Pmt -Check	02/14/2022	28767	DANE COUNTY TR...	DaneCom co...	-1,657.00
Bill Pmt -Check	02/14/2022	28768	Dorn True Value Ha...	Keys & Tags	-10.60
Bill Pmt -Check	02/14/2022	28769	Business Communi...	Town of Brist...	-379.20
Bill Pmt -Check	02/14/2022	28770	MG&E	Gas Service	-1,386.54
Bill Pmt -Check	02/14/2022	28771	Stranders Sanitary ...	Septic Syste...	-170.80
Bill Pmt -Check	02/14/2022	28772	Country Plumber Inc	Portable Rest...	-360.00
Bill Pmt -Check	02/14/2022	28773	Alliant Energy (BOX...	Elec-Street li...	-1,480.12
Bill Pmt -Check	02/14/2022	28774	Columbus School D...	February Tax...	-105,502.23
Bill Pmt -Check	02/14/2022	28775	DeForest School Di...	February Tax...	-5,706.63
Bill Pmt -Check	02/14/2022	28776	Sun Prairie School ...	February Tax...	-1,402,083.42
Bill Pmt -Check	02/14/2022	28777	Madison Area Tech...	February Tax...	-106,669.18
Bill Pmt -Check	02/14/2022	28778	Dane County Treas...	February Tax...	-441,119.26
Bill Pmt -Check	02/15/2022	28779	Rodney J. Weisensel	Overpayment...	-239.30
Bill Pmt -Check	02/15/2022	28780	Clark W Langley	Overpayment...	-341.47
Bill Pmt -Check	02/15/2022	28781	Nathan H Zondag	Overpayment...	-665.62
Bill Pmt -Check	02/15/2022	28782	Jeffrey J Sammer	Overpayment...	-546.59
Bill Pmt -Check	02/15/2022	28783	Friday Rev. Living T...	Overpayment...	-969.14
Bill Pmt -Check	02/15/2022	28784	Dale R Wisneski	Overpayment...	-569.75
Bill Pmt -Check	02/15/2022	28785	James Vinopal	Overpayment...	-407.80
Bill Pmt -Check	02/15/2022	28786	Keith Brzezinski	Overpayment...	-502.82
Bill Pmt -Check	02/15/2022	28787	Tyson Revocable Tr...	Overpayment...	-309.86
Bill Pmt -Check	02/15/2022	28788	Jerry L Schippa Jr	Overpayment...	-386.70
Bill Pmt -Check	02/15/2022	28789	Randy or Lori Taylor	Overpayment...	-94.66
Bill Pmt -Check	02/15/2022	28790	Brent Ellingson	Overpayment...	-442.70
Bill Pmt -Check	02/15/2022	28803	Lori Eberly	Overpayment...	-452.28
Bill Pmt -Check	02/15/2022	28791	Lori Eberly or Karen...	Overpayment...	-452.28
Bill Pmt -Check	02/15/2022	28792	Richard O Medland ...	Overpayment...	-430.93
Bill Pmt -Check	02/15/2022	28793	Todd A Schaller or ...	Overpayment...	-548.52
Bill Pmt -Check	02/15/2022	28794	Alan Mileham or Ka...	Overpayment...	-602.95
Bill Pmt -Check	02/15/2022	28795	Lederman Investme...	Overpayment...	-222.36
Bill Pmt -Check	02/15/2022	28796	Craig W Barrett or ...	Overpayment...	-841.35
Bill Pmt -Check	02/15/2022	28797	Thomas A Lund or ...	Overpayment...	-440.76
Bill Pmt -Check	02/15/2022	28798	Thomas M Brogan ...	Overpayment...	-540.90
Bill Pmt -Check	02/15/2022	28799	Christian Lothe or ...	Overpayment...	-489.33
Bill Pmt -Check	02/15/2022	28800	Thomas M Brogan	Replacement...	-25.00
Bill Pmt -Check	02/16/2022	28801	Steven J Tuschen o...	Overpayment...	-201.43
Bill Pmt -Check	02/16/2022	28803	Bradley Brassler or ...	Overpayment...	-461.35
Bill Pmt -Check	02/16/2022	28804	Craig J Ziegler or K...	Overpayment...	-475.67
Bill Pmt -Check	02/16/2022	28806	7033 Elder Lane LLC	Overpayment...	-6,306.60
Liability Check	02/17/2022		QuickBooks Payroll...	Adjusted for ...	-5,965.09
Liability Check	02/17/2022		QuickBooks Payroll...	Adjusted for ...	0.00

The Town of Bristol
Account QuickReport
As of February 28, 2022

Type	Date	Num	Name	Memo	Amount
Liability Check	02/17/2022		QuickBooks Payroll...	Created by P...	-600.27
Liability Check	02/17/2022		United States Treas...	39-6005805 ...	-1,581.56
Liability Check	02/17/2022	E-pay	Wisconsin Departm...	39-6005805 ...	-483.01
Paycheck	02/18/2022	DD22...	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Koltes, Robert J	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Koltes, Zachary J	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Lattimer, Jon T	Direct Deposit	0.00
Paycheck	02/18/2022	28805	Schultz, Daryl A		-390.42
Paycheck	02/18/2022	DD22...	Ward, Dustin	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Winters, Michael J	VOID: Direct ...	0.00
Paycheck	02/18/2022	DD22...	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Ward, James R	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Winters, Michael J	VOID: Direct ...	0.00
Paycheck	02/18/2022	DD22...	Grove, Benjamin A	Direct Deposit	0.00
Paycheck	02/18/2022	DD22...	Willison, Brian L	Direct Deposit	0.00
Liability Check	02/18/2022		QuickBooks Payroll...	Created by P...	-818.29
Liability Check	02/18/2022	E-pay	United States Treas...	39-6005805 ...	-192.88
Bill Pmt -Check	02/21/2022	28807	Jerome C McNabb ...	Overpayment...	-675.30
Bill Pmt -Check	02/21/2022	28808	Matthew Schwarz o...	Overpayment...	-350.72
Bill Pmt -Check	02/21/2022	28809	David G Sobczak or...	Overpayment...	-517.25
Bill Pmt -Check	02/21/2022	28810	Jordan S Lewis or A...	Overpayment...	-833.39
Bill Pmt -Check	02/21/2022	28811	Daniel M Thorstad ...	Overpayment...	-320.75
Bill Pmt -Check	02/21/2022	28812	Michael Aughey	Overpayment...	-681.01
Bill Pmt -Check	02/21/2022	28813	Andrew J Martin or ...	Overpayment...	-386.58
Bill Pmt -Check	02/21/2022	28814	Jason Borgardt	Overpayment...	-551.43
Bill Pmt -Check	02/21/2022	28815	James A Anderson...	Overpayment...	-478.96
Bill Pmt -Check	02/21/2022	28816	Torey D Allen	Overpayment...	-273.36
Bill Pmt -Check	02/21/2022	28817	STUART OR ROC...	Overpayment...	-606.59
Bill Pmt -Check	02/21/2022	28818	Ashley S Everson o...	Overpayment...	-422.56
Bill Pmt -Check	02/21/2022	28819	Michael A Towne or...	Overpayment...	-609.86
Bill Pmt -Check	02/21/2022	28820	Jeffrey T Hogg	Overpayment...	-418.09
Bill Pmt -Check	02/21/2022	28821	Steven E Hart	Overpayment...	-390.10
Bill Pmt -Check	02/21/2022	28822	John R Handlen or ...	Overpayment...	-414.58
Bill Pmt -Check	02/21/2022	28823	Jamie L Muth or Je...	Overpayment...	-362.10
Bill Pmt -Check	02/21/2022	28824	Mary J Seim or Don...	Overpayment...	-384.12
Bill Pmt -Check	02/21/2022	28825	Robert F Thomas o...	Overpayment...	-339.30
Bill Pmt -Check	02/21/2022	28826	Travis M Waldschm...	Overpayment...	-366.49
Bill Pmt -Check	02/21/2022	28827	Andrew Theobald o...	Overpayment...	-2,116.47
Bill Pmt -Check	02/21/2022	28828	Timothy Kielstrup	Overpayment...	-185.70
Bill Pmt -Check	02/21/2022	28829	James D Kademan ...	Overpayment...	-393.85
Bill Pmt -Check	02/21/2022	28830	Stephen D Kittleson...	Overpayment...	-424.88
Paycheck	02/22/2022	DD22...	Winters, Michael J	Direct Deposit	0.00
Liability Check	02/24/2022	2242...	WRS	0118000	-277.19
Liability Check	02/24/2022	2242...	WRS	Town of Bristol	-2,032.62
Bill Pmt -Check	02/24/2022	28831	Bradley W Pearson	Overpayment...	-205.80
Bill Pmt -Check	02/24/2022	28832	Jeffrey S Vitense or...	Overpayment...	-778.91
Bill Pmt -Check	02/24/2022	28833	Brad D Johnson or ...	Overpayment...	-465.48
Bill Pmt -Check	02/24/2022	28834	Dennis A Laufenberg	Overpayment...	-115.77
Bill Pmt -Check	02/24/2022	28835	Travis J Wedige or ...	Overpayment...	-560.66
Bill Pmt -Check	02/24/2022	28836	Brett J C Russell or ...	Overpayment...	-534.16
Bill Pmt -Check	02/24/2022	28837	Robin R Heiman	Overpayment...	-402.81
Bill Pmt -Check	02/24/2022	28838	Joshua Moses Koc...	Overpayment...	-693.50
Bill Pmt -Check	02/24/2022	28839	Trenton J Kreitlow	Overpayment...	-324.76
Bill Pmt -Check	02/24/2022	28840	Sergei Petukhov	Overpayment...	-477.95
Bill Pmt -Check	02/24/2022	28841	Matthew R Lemke o...	Overpayment...	-656.01
Bill Pmt -Check	02/24/2022	28842	Ryan J Swantz or J...	Overpayment...	-308.89
Bill Pmt -Check	02/24/2022	28843	Luckmann Living Tr...	Overpayment...	-3,443.79
Bill Pmt -Check	02/24/2022	28844	R Adam B Bayliss o...	Overpayment...	-268.05
Bill Pmt -Check	02/24/2022	28845	Thomas J Bobek or...	Overpayment...	-435.87
Bill Pmt -Check	02/24/2022	28846	Thomas J Bobek or...	Overpayment...	-72.98
Bill Pmt -Check	02/24/2022	28847	Lucas J Nehmer or ...	Overpayment...	-3,935.67
Bill Pmt -Check	02/24/2022	28848	Scott D Eastwood o...	Overpayment...	-515.79
Bill Pmt -Check	02/24/2022	28849	Elliot J Brakmanis o...	Overpayment...	-717.02
Bill Pmt -Check	02/24/2022	28850	Charles or Lauren K...	Overpayment...	-854.59
Bill Pmt -Check	02/24/2022	28851	James R Beduhn or...	Overpayment...	-1,345.02
Bill Pmt -Check	02/24/2022	28852	Joseph G Pater or ...	Overpayment...	-581.96
Bill Pmt -Check	02/24/2022	28853	Adam Hegge	Overpayment...	-616.63
Bill Pmt -Check	02/24/2022	28854	Rock House LLC	Overpayment...	-3.74

The Town of Bristol
Account QuickReport
As of February 28, 2022

Type	Date	Num	Name	Memo	Amount
Liability Check	02/25/2022		QuickBooks Payroll...	Adjusted for ...	0.00
Liability Check	02/28/2022	2282...	WRS	69-036-0118-...	-1,107.74
Bill Pmt -Check	02/28/2022	28855	Kasieta Legal Grou...	Legal Service...	-189.58
Bill Pmt -Check	02/28/2022	28856	Burke Truck & Equi...	Blade,Curb,S...	-989.28
Bill Pmt -Check	02/28/2022	28857	DANE COUNTY TR...	January Cont...	-4,920.37
Bill Pmt -Check	02/28/2022	28858	Terminator Pest Co...	Pest Control ...	-50.00
Bill Pmt -Check	02/28/2022	28859	Bellin Health	Annual Admi...	-45.00
Bill Pmt -Check	02/28/2022	28860	Frontier	Town Hall Int...	-76.53
Bill Pmt -Check	02/28/2022	28861	Horstman Networks	IT Services	-80.00
Bill Pmt -Check	02/28/2022	28862	Associated Apprais...	Assessment ...	-1,375.48
Bill Pmt -Check	02/28/2022	28863	General Engineerin...	Zoning Fees	-4,615.64
Bill Pmt -Check	02/28/2022	28864	BOARD OF COMML...	Financed roa...	-44,757.32
Bill Pmt -Check	02/28/2022	28866	Wisconsin Towns A...	Annual Dues	-1,102.75
Bill Pmt -Check	02/28/2022	28868	Visa	Gas, WTA,R...	-229.83
Liability Check	02/28/2022	9999	North Shore Bank	010-7001187	-100.00
Total 100 · General Fund					-2,215,668.42
Total 1001 · Bank of SP - cash & investments					-2,215,668.42
TOTAL					-2,215,668.42

**CONTRACT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
Town of Bristol
Dane County

By

***Associated Appraisal
Consultants, Inc.***



**Appleton Office
W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Town of Bristol, Dane County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. 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 Contract.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed 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, 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 forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **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.

- 1) **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 pictures 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.
- 2) **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* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **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.

D. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor 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 at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL 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; postage and mailing services are at the Municipality's expense.

F. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor 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 Wis. Stat. § 70.09(3)(c). If deemed necessary by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Municipality's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor 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.

H. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

I. AVAILABILITY. The Assessor shall maintain 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 and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business 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. Assessor shall be available to attend Town meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

J. MUNICIPAL RECORDS. The Municipality shall allow access and make available to the Assessor municipal records such as, 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.

K. 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. If 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.

II. GENERAL REQUIREMENTS

A. OATH OF OFFICE. As Assessor is a corporation, the person designated as responsible for the assessment 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 Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Town Assessor as per Wisconsin Statutes secs. 60.307 and 70.05(1) for the duration of this Contract and shall

perform all statutory duties appertaining to such office. 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 while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, 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 Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) 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	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

- 3) 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.

D. OWNERSHIP OF RECORD. 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, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2022, 2023, 2024, 2025, and 2026** assessment year(s). The Assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract 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 Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.


C. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Sixteen Thousand One Hundred Dollars (\$16,100.00)** for 2022, **Sixteen Thousand Two Hundred Dollars (\$16,200.00)** for 2023, **Sixteen Thousand Three Hundred Dollars (\$16,300.00)** for 2024, **Sixteen Thousand Four Hundred Dollars (\$16,400.00)** for 2025, and **Sixteen Thousand Five Hundred Dollars (\$16,500.00)** for the 2026 assessment year(s) for maintenance assessment services.
- B. The Municipality shall be billed annually **Fifteen Dollars (\$15.00)** for each personal property and mobile home account and **Five Dollars (\$5.00)** for each building on leased land account. Invoicing for this service will be sent in December each year.

- C. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2022, 2023, 2024, 2025, and 2026 assessment year(s).
- D. The Municipality shall not be billed for mileage or supplies unless otherwise specified in this Contract and/or addenda.
- E. Renewal Adjustments: A cost of living adjustment of not more than three percent (3.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- F. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- G. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$.015 * 2,324 = \34.86) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.
***** Please initial yes or no to post data to the website. *****
 Yes ___ No ___

V. SIGNATURES



 Mark Brown
 President
 Associated Appraisal Consultants, Inc.

03/02/2022

 Date

 Authorized Signature
 Town of Bristol

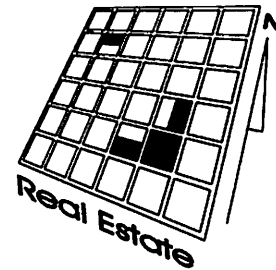
 Date

**CONTRACT FOR
REVALUATION
ASSESSMENT SERVICES**

Prepared for the
Town of Bristol
Dane County

By

***Associated Appraisal
Consultants, Inc.***



W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

**SECTION I
GENERAL AGREEMENTS**

This Contract is by and between the **Town of Bristol, Dane County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

1. SCOPE OF SERVICE:

Assessor shall perform a full revaluation of all taxable real estate in the Municipality, pursuant to Wisconsin Statutes 70.05(5), for the assessment year of **2023**, for which service the Municipality agrees to pay Assessor the sum of compensation outlined in Section V of this Contract. 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 Contract.

2. ASSIGNMENT OF CONTRACT:

Assessor will not assign, subcontract or transfer this Contract or any part of this Contract 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. If 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 AND INDEMNITY:

Assessor shall maintain during the term of this Contract full insurance coverage to protect and hold harmless the Municipality. Insurance shall include: (a) worker's 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 Contract. 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:

(a) Workers Compensation

State of Wisconsin requirements

(b) 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	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit \$ 1,000,000

The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums. 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.

The Municipality agrees to defend and indemnify and save harmless the Assessor, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, brought or recovered against, whether based in contract, negligence or otherwise. Neither party shall be liable to the other for consequential, indirect or incidental damages, including but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, strict liability or otherwise.

5. ROLE OF ASSESSOR:

As Assessor is a corporation, the person designated as responsible for the assessment 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 Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Town Assessor as per Wisconsin Statutes secs. 60.307 and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. 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 while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, 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 Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

6. PUBLIC RELATIONS:

During 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 before field work begins. 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 October 30th of the year in which the revaluation services are contracted for. If unforeseen circumstances delay the completion of work, an extension will be granted upon mutual consent.

8. PUBLIC REQUESTS:

Assessor 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 Wis. Stat. § 70.35(3) regarding the personal property return, Wis. Stat. § 70.47(7)(af) regarding income and expense information, and Wis. Stat. § 77.265 regarding the real estate transfer return. Assessor shall timely communicate to Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by

the Municipality. Assessor shall also otherwise cooperate with Municipality in responding to open records requests.

9. AVAILABILITY:

The Assessor shall maintain 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 and company paid time off. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two 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 ROLL AND REPORTS. Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. 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 Wis. Stat. § 70.09(3)(c). Assessor shall provide final assessment figures for each property to Municipality, and the roll shall be totaled to exact balance. Assessor shall timely prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required. Postage and mailing services are at the Municipality's expense.

**SECTION II
DATA COLLECTION & APPRAISAL**

1. FIELD APPRAISAL:

Assessor shall physically visit and inspect all taxable improved properties excluding those assessed as Manufacturing by the Wisconsin Department of Revenue. 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 or Assessor scheduled days off. 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. Postage and mailing services are at the Municipality's expense.

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 about assessments in the Municipality shall always 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 as needed, 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 Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

5. APPROACH TO VALUE:

Assessor shall assess all taxable real estate per 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 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 or similar 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.

6. PERSONAL PROPERTY ASSESSMENTS. Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at Municipality's expense. By May 1st Assessor shall review statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. The Assessor 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 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 Wis. Stat. §70.09(3)(c).

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 and mailing services shall be borne by the Municipality. If Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of certified mail.

2. OPEN BOOK:

At the completion of the revaluation work and following statutory requirements, the Assessor shall hold informal hearings referred to as the Open Book, prior to the Board of Review. During the Open Book, 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 Contract, 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 about 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 Circuit Court, 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. Testimony in excess of eight employee hours will require an addendum to this Contract. Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

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, condominium declarations 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. If 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. MAILING SERVICES COSTS:

Municipality shall be responsible for the cost of all postage and mailing 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. If Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of certified mail.

**SECTION V
COMPENSATION & TERMS OF PAYMENT**

1. COMPENSATION:

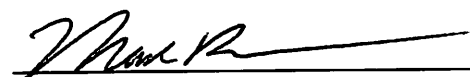
Payment shall be made monthly for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. All payments shall be made to: Associated Appraisal Consultants, Inc., P.O. Box 291, Greenville, Wisconsin, 54942-0291. Optional payment terms and conditions may apply as described in Appendix A that is attached hereto and incorporated herein by reference.

2. COST OF SERVICES:

Assessor shall perform all the services stated in the above Contract for the assessment year of **2023**, per to the terms specified herein for the sum of: **Ninety-Six Thousand Five Hundred Dollars (\$96,500.00)**. Optional payment terms are further described in Appendix A.

- (a) This Contract runs simultaneous with the 2022-2026 Contract for Maintenance Assessment Services. The Municipality shall continue to pay the Assessor **Sixteen Thousand Two Hundred Dollars (\$16,200.00)** for the 2023 assessment year. Compensation will continue to be paid in monthly installments throughout the 2023 assessment year.
- (b) Municipality shall not be billed for supplies, mileage or any other additional travel expenses, unless otherwise specified in this Contract and/or addenda.
- (c) Additional compensation that may be due to the Assessor as a result of services requested by the Municipality that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.

3. SIGNATURES:



 Mark Brown
 President
 Associated Appraisal Consultants, Inc.

_____ 03/02/2022
 Date

 Authorized Signature
 Town of Bristol

 Date

**APPENDIX A
OPTIONAL PAYMENT AGREEMENT**


This Appendix A is attached to and incorporated into the Contract for Revaluation Assessment Services made by the **Town of Bristol, Dane County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

1. 2023 FULL REVALUATION:

- a. Assessor shall begin the 2023 Revaluation work no earlier than July 31, 2022, invoicing up to a not to exceed amount of **Twenty Thousand Dollars (\$20,000.00)** for the calendar year of 2022. 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 2023 Board of Review.
- b. Assessor shall continue revaluation work during calendar year 2023 invoicing the remaining balance amount of **Seventy-Six Thousand Five Hundred Dollars (\$76,500.00)** for the calendar year of 2023. 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 2023 Board of Review.

2. SIGNATURES:



Mark Brown
President
Associated Appraisal Consultants, Inc.

03/02/2022

Date

Authorized Signature
Town of Bristol

Date

Town of Bristol

From: DUSTIN WARD
Sent: Friday, March 4, 2022 3:28 PM
To: Town of Bristol
Subject: Fw: Quote for Anti-ice setup for F-550

— Forwarded Message —

From: "Jerry Derr" <ghderr@frontier.com>
To: "DUSTIN WARD"
Sent: Fri, Mar 4, 2022 at 12:07 PM
Subject: Re: Quote for Anti-ice setup for F-550

Dustin

Thanks for the update. Have Kim include that quote on the March 14 agenda.

Thx

Jerry

On Mar 4, 2022, at 11:03 AM, DUSTIN WARD

Per our discussion about getting numbers for an anti-icing spraying system, Burke Truck quoted us these numbers 3/3/2022

550 gallon tank, electric motor, spray bar, capable of 6 GPM= \$2350 plus freight

Proportional Controller= \$500 or less

Installation= \$1200 or less

Total= \$4050

Dustin

Town of Bristol Department of Public Works



TOWN OF BRISTOL RECYCLING GUIDE

Please Note:

**For the safety of all.
Children are not allowed to play
around the dumpsters. Dogs are not
allowed to run loose at the recycling
center.**

**Please Be Kind!
The Recycle Center is a convenience
to you. The Recycling Attendant is
required to monitor and make
judgment calls as directed by the
Town Board. The Town charges
appropriately to cover the costs of
disposal. We reserve the right to
revoke our permit for not complying
with the Recycling Center Guidelines
and/or exhibiting bad conduct.**

**Sticker Placement
Recycling stickers MUST be
completely attached to the inside
driver's side of your windshield
(lower left-hand corner) by its own
adhesive.**

The two dumpsters at the west end of the Recycling Center are for customers convenience, but the use of these dumpsters is not included in the recycling yearly pass. These dumpsters are an added expense for the recycling center. There is a minimum use fee of \$5 for smaller items and the price increases to reflect the size and weight of the item.

YARD WASTE DISPOSAL

The Recycling Center does accept yard waste, including grass clippings, weeds and leaves, they go into our compost pile. Branches are to be placed on the burn pile to be burned.

TOWN RECYCLING CENTER

The Town Recycling Center is located on Hwy N, adjacent to the north side of the Town Hall. An attendant is on duty.

Hours: November 1 – March 31, Saturdays 7:30 am to 1:00 pm

April 1 – October 31, Mondays 4:00 pm - 7:00 pm and
Saturdays 7:30 am – noon.

Sticker price is \$200 per year. A second sticker is \$20. Regular fees apply for stickers beyond two. First sticker price is prorated quarterly.

The Town Recycling Center accepts trash (properly bagged) and recyclables to town residents with the purchase of a sticker Permit. Recyclables are accepted as follows:

- Aluminum cans.
- Steel cans and recyclable plastics may be co-mingled – **remember to wash out food debris.**
- Newspapers bundled with twine.
- Cardboard flattened.

THE FOLLOWING MISCELLANEOUS ITEMS MAY BE DISPOSED OF AT THE RECYCLING CENTER:

- Stoves, dishwashers, Water heater,
- Furniture including mattresses (additional fees apply).
- Carpet (cut into manageable size pieces)
- Burnable wood (unpainted/untreated) and tree branches.
- Yard Waste (must be compostable)
- Scrap Metal
- Automotive batteries (**give to attendant**).
- Latex paint – allow leftover paint to dry solid in the can, then dispose of in regular trash (leave lid off can). If more than 1/3 of a can is left, mix with cat litter or Portland cement and allow to dry before disposing. Paint cans are not recyclable.

ITEMS NOT PERMITTED:

- Construction materials. *
- Appliances containing refrigerant (refrigerators, freezers, air conditioners)
- Microwave ovens, humidifiers, dehumidifiers
- TV, Computers and related equipment
- Motor oil, antifreeze and tires
- Hazardous materials such as: asbestos, pesticides, poisons, thinner, aerosol cans and any household cleaners containing solvents, explosives
- No Commercial Dumping
- Other items at the discretion of the attendants

*As a service to residents, the recycling center will accept small amounts of drywall and other building materials at the discretion of the attendants, if space permits. In order to cover the additional cost of disposal, a charge may be assessed by the attendant. You will receive a receipt for any payments made.