

Rutland Kickoff Meeting



Meeting Agenda

Date: 12/17/2024

Time: 2:00-2:30 PM

❖ NEW BUSINESS:

- Introduction - exchange of contact information.
Alanna Carter - Account Coordinator – [Email - acarter@accurateassessor.com](mailto:acarter@accurateassessor.com) Phone – 920-749-8098
Kyle Kabe – Account Coordinator – Email – kkabe@accurateassessor.com Phone – 920-213-5062
TBD – Statutory Assessor – [email – to be provided](#)
- Discuss communication preference. Does all communication go through Dawn? Is there anyone else you'd like to be CC'd on emails on a regular basis?
- Process of the Assessment timeline at Accurate, along with Kick-off meeting, Pre-OB meeting, Pre-Board meeting, end of year meeting.
- Discuss past Board of Review process in Rutland – how were your past Board of Review's? Is there ongoing litigation? Do you notice any property owner issues repeatedly attending Board of Review that I should be aware of?
- Communication expectations from Accurate – go over the process of return email/phone call timeline and the new Account Coordinator process of vacations, time off, etc
- Discuss longevity of Board Members
- Go over Gaining new jobs SOP to access all data from the previous assessor – [Assessment Data Request Checklist.docx](#)
- Discuss permit process
- Are there any Mobile Home Parks? Do we send Statements, or does the Mobile Home Park take care of it themselves?

❖ CONCLUSION AND ANY NEEDED FOLLOW UP: