



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Tuesday, March 10, 2026

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **March 10, 2026** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <https://deperewi.portal.civicclerk.com/>.

1. CALL TO ORDER
 - A. Roll Call
 - B. Approval of the minutes of the February 10, 2026 Regular Meeting of the Finance/Personnel Committee.
2. PUBLIC COMMENTS

Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
3. NEW BUSINESS
 - A. For Consideration and Possible Action on Community Service Grant Policies.*
 - B. For Consideration and Possible Action to Approve Over-hire of one Police Officer for Police Department.*
 - C. For Consideration and Possible Action to Approve Over-hire of one Firefighter for Fire Department.*
 - D. For Consideration and Possible Action on Redevelopment Agreement terms with TPAMMT LLC for the Redevelopment of 303 Reid St. into a Multi-Tenant Commercial Development

(Parcel WD-955).*

- E. For Consideration and Possible Action on Development Agreement terms with Bliffert De Pere Holdings LLC, for a Construction Design and Supply Business located at approximately 2025 Venture AVE, an approximately 10.25 Acre Portion of WD-D0077 in the West Business Park.*
 - F. For Consideration and Possible Action on TID #8 Financial Statements and Fund Transfer.*
 - G. For Consideration and Possible Action to hire Associated Appraisal Consultants, Inc. for Statutory Assessor, Annual Maintenance and Alternating Year Interim Market Updates for 2027-2030 in the amount of \$360,000.*
 - H. For Consideration and Possible Action on 2025 Budget Items Carried Forward to 2026.*
 - I. Cash and Investments Report for January 31, 2026.
- 4. FUTURE AGENDA ITEMS
 - 5. ADJOURNMENT

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Legal Department at 920-339-4042 by noon on the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons
City Manager
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce



City of De Pere, Wisconsin

1.B

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: Administration
From: Amy Darnick, Administrative Assistant
Subject: Approval of the minutes of the February 10, 2026 Regular Meeting of the Finance/Personnel Committee.
Recommendation: Motion to approve.

Minutes

Attachments:
February 10, 2026 Minutes



Finance/Personnel Committee

Regular Meeting

Minutes

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Tuesday, February 10, 2026

7:30 PM

335 S. Broadway, De Pere, WI 54115

1. Call to Order

A. Roll call.

Also present:

City Manager Kimberly Flom, City Attorney Joanne Bungert, Community & Economic Development Specialist Quasan Shaw, Human Resources Generalist Tracy Hood, Human Resources Director Shannon Metzler, Finance Director/Treasurer Pam Manley, and Administrative Assistant Amy Darnick.

Present: James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock

Absent:

Excused:

B. Approval of the minutes of the January 13, 2026 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
NAYS:	None

2. Public Comment

Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f)

None

3. New Business

A. Consideration and Possible Action to hire The Archer Company to Conduct a Classification and Compensation Study in the amount of \$34,390.*

Human Resources Director Shannon Metzler and Human Resources Generalist Tracy Hood were present to speak about this item.

Funds were put aside in the 2026 budget to have a classification and compensation study completed with all non-represented employees. In December, we put out an RFP, which was sent out to 12 different firms. We had 6 organizations respond that they were interested and narrowed it down to 3 firms. We put together a team of 8 employees and interviewed 3 firms. Our staff is recommending that we do The Archer Company. They specialize in compensation plans.

Aldersperson Nelson asked if we've worked with this company in the past and we haven't. Metzler commented that our policy said that we do these comp studies once every 5 years. The last time we did this was 4 years ago.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Casey Nelson
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

- B. Consideration and Possible Action to enter into a contract for demolition services at 126 S. Broadway St to Dark Horse Deconstruction LLC.*

Community and Economic Development Specialist Quasan Shaw was present to speak on this item.

This is known as the tile and stone building in downtown De Pere. In June of 2025, we were awarded a site assessment grant. Part of the grant goes to the demolition of the site and the other part for site remediation. We sent out an RFP for 126 S. Broadway and received 4 bids.

Staff recommends Dark Horse Deconstruction.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunding
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

- C. Consideration and Possible Action on an Ordinance Amending Sections 106-2 and 106-6 of the De Pere Municipal Code.*

City Attorney Joanne Bungert was present to speak on this item.

When we were reviewing our ordinances regarding appeals for certain licenses and permits. We realized that while operators license go to the license committee, all other business-related licenses were directed to the Finance and Personnel Committee. Staff feels that those type of appeals are better suited under the License Committee. The changes would be the permits it affects, the appeal process and takes us out of having to comply with the general administrative procedure outlined in state statues.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

- D. Consideration and Possible Action on an Ordinance Amending Chapters 3, 6, 10, 13 & 74 and Sections 22-8 & 30-6 of the De Pere Municipal Code.*

City Attorney Joanne Bungert was present to speak on this agenda item.

This encompasses a cleanup effort to align with the change in Government to a City Manager form of

Government. We are deleting references to a deputy mayor to a Council President, cross-references to sections that weren't correct or don't exist anymore. General clean up to make things clearer. There is also clarification regarding the Mayoral and Aldermanic elections.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Casey Nelson
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

- E. Consideration and Possible Action on request to pay tax bills and rescind property taxes for NeighborWorks Parcels ED-6 and WD-478-1.*

Finance Director/Treasure Pam Manley was present to speak on this item.

Our City Clerk received a form from Neighbor Works claiming their tax-exempt status. The form was missed and they received tax bills. We are looking to pay the two tax bills and then we will need to submit the omitted and rescinded to the state. The state will hopefully come back and say they accept it and will reimburse.

RESULT:	Passed
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

- F. Consideration and Possible Action to Approve Forte for Merchant Services Using the Service Fee Model for the Beer Gardens and Pools.*

Finance Director/Treasurer Pam Manley was present again.

Two years ago we switched to Forte for all of our merchant agreements that we have. The Parks dept was looking into how we can accept credit cards at the Beer Gardens. We mentioned to our merchant that we'd like to do this, but there was a minimum service fee of \$2. Now Forte is able to offer a \$1 minimum fee or 3.1% on all card transactions for concessions (Beer Gardens & Pools) to make the fee a little bit less.

Aldersperson Nelson asked if we could look into going another way to see if we could eliminate the convenience fee.

Aldersperson Kunding asked how the Farmers Market does it when they don't have to pay fees. Finance Director Manley assumed that the group might be paying the fees.

City Manager Flom mentioned that we are moving in the right direction and can continue to research.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kunding, Casey Nelson, Devin Perock
NAYS:	None

G. Cash and Investments Report for December 31st, 2025

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, Casey Nelson, Devin Perock
NAYS:	None

4. Future Agenda Items

None

5. Adjournment

Mayor Boyd made a motion to adjourn at 8:01 pm
Seconded by Alderperson Perock.
Upon vote, the motion carried unanimously.

Respectfully submitted,
Amy Darnick



City of De Pere, Wisconsin

3.A

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: City Clerk
From: Carey Danen, City Clerk
Subject: For Consideration and Possible Action on Community Service Grant Policies.*
Recommendation:

Attachments:
memo to F-P Community Service Grant History

CITY OF DE PERE MEMO



To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, Clerk

Date: March 10, 2026 (meeting date)

RE: **Consideration and possible action on Community Service Grant policies**

Aldersperson Carpenter recently requested a discussion and possible action on the City's Community Service Grant policies. In order to provide details on past applicants and projects, I conducted a review of grant recipients over the last ten years. Here is a summary of the awardees and their projects:

NEW Master Gardeners – 7 awards

- Native gardens at the Riverwalk/Wildlife Viewing Pier and Locktender's House

Sleep in Heavenly Peace, De Pere chapter – 6 awards

- Construction and delivery of fully furnished beds for local families in need

Eagle Scout Projects – 5 awards

- Decorative planter at the De Pere Dog Park; disc golf tees at Legion Park; no-mow grass demonstration; construction of a little library at Dickinson Elementary; construction of a gaga ball pit at Altmayer Elementary

Lovin' the Skin I'm In – 5 awards

- Three hair care product drives for area shelters and for children in foster care; trauma conference for black youth; community engagement family cookout at Voyageur Park

VFW Post 2113 – 3 awards

- Beautification projects at local cemeteries and at Legion and VFW Parks

De Pere Historical Society – 2 awards

- Children’s newsletter program for De Pere schools; archival preservation materials

Hope’s House – 1 award

- Grief resources for children in the De Pere area

De Pere Lions’ Club – 1 award

- Community garden at Trailside Park

Resurrection Church Health & Wellness Committee – 1 award

- Calming kits for the De Pere School District

De Pere School District Talented & Gifted Program – 1 award

- Community floral garden at Legion Park

Compassionate Home Health Care – 1 award

- Health & hygiene pop-up hub at Voyageur Park

St. Norbert College – 1 award

- Stop the Bleed initiative to provide tourniquets for the Campus Safety and Maintenance teams

Quilting for Vets, De Pere branch – 1 award

- Quilts of Valor program for veterans in NE Wisconsin

I am happy to answer any questions you may have in advance of the meeting.



City of De Pere, Wisconsin

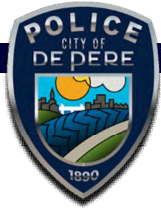
3.B

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: Police
From: Jeremy Muraski, Police Chief
Subject: For Consideration and Possible Action to Approve Over-hire of one Police Officer for Police Department.*
Recommendation: Request Approval

Please see the attached memo requesting Authorization for Over Hire

Attachments:
Overhire Request March 2026



M E M O R A N D U M

To: Personnel and Finance Committee, Mayor James Boyd, De Pere Common Council
From: Jeremy A. Muraski, Chief of Police
Date: 2/26/2026
Subject: Police Officer Over Hire Request

Executive Summary

As previously noted in our spending requests, the recruitment landscape for law enforcement remains hyper-competitive. To secure high-character candidates currently in our pipeline and ensure seamless operational continuity, I am requesting authorization for one temporary over-hire. We have successfully identified two high-quality candidates. One will fill an existing budgeted vacancy; the second would serve as a temporary over-hire. This proactive step takes into account a scheduled retirement in September 2026. By authorizing this hire for late May or early June, the Department will be positioned to reach its full complement of 38 sworn officers immediately upon the senior officer's retirement, effectively eliminating the standard vacancy gap.

Financial Impact

Maximum Unassigned Reserves Impact: Approximately \$28,333.

Cost Mitigation: This expenditure will be partially offset by a significant reduction in mandated overtime. Having a trained officer ready to step into a solo patrol role exactly when a vacancy occurs prevents the costly "Time-to-Fill Gap."

The "Time-to-Fill" Gap

The traditional hiring model creates an operational lag of 8 to 9 months. This timeline accounts for recruitment and intensive background investigations, and the mandatory 16-week Field Training Program (FTO) required for solo patrol certification. Because we don't always receive more than a few weeks' notice for transitions, we are often forced to cover patrol gaps with overtime. This over-hire allows us to conduct the 16-week training concurrently with the departing officer's final months, ensuring the community experiences no lapse in service.

Thank you for your time and consideration,

Jeremy A. Muraski, Chief of Police



City of De Pere, Wisconsin

3.C

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: Fire
From: Lea Taylor, Executive Assistant
Subject: For Consideration and Possible Action to Approve Over-hire of one Firefighter for Fire Department.*
Recommendation: Staff recommends approval of the over hire request for one firefighter position.

Consideration and possible action to over hire one firefighter position.

Attachments:
20260302104106535

Memo



To: Honorable Mayor Boyd
Members of the Finance and Personnel Committee

From: Brett Jansen, Fire Chief

BJJ

Date: March 10, 2026

Re: Consideration of Request to Over Hire One Firefighter Position

On behalf of De Pere Fire Rescue, I respectfully request your consideration to authorize the over hire of one firefighter/paramedic with a proposed start date of approximately May 1, 2026. As you are aware, the Council previously approved the addition of one full-time employee effective July 1, 2026, in the 2026 Executive Budget, as part of our effort to gradually increase line staffing on each shift.

Over the past four years, the department has experienced an average turnover of three employees per year. In 2026, we anticipate at least one to two retirements, in addition to onboarding the newly approved position. Given this continued turnover, proactive hiring is essential to maintaining operational readiness and service levels.

From an operational standpoint, it would be highly advantageous to have this replacement in place prior to the summer season. During the summer months, members traditionally utilize a significant portion of their earned vacation time. In accordance with the Collective Bargaining Agreement, up to two members may be off on vacation at the same time. When combined with medical leave, this frequently results in backfilling shifts at overtime rates. Additionally, we have a member scheduled to be on Family Medical Leave during June and July. Bringing a new member on board in early May would allow sufficient time to complete orientation and recruit academy requirements before peak vacation usage begins at the end of May, reducing overtime costs and minimizing staffing disruptions.

We have recently conducted interviews and identified a highly qualified candidate who is prepared to join our organization. Advancing the hiring timeline would allow us to secure this candidate and strengthen our team at De Pere Fire Rescue.

There are no provisions within the Collective Bargaining Agreement that specify the total number of firefighters within the organization or the number required to be on duty at any given time.

Staffing levels fall under management rights; therefore, no negotiations with the union are required for this request.

Thank you for your consideration of this proposal and for your continued support of the department.

Please do not hesitate to contact me if you have any questions or would like additional information.



City of De Pere, Wisconsin

3.D

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: Development Services
From: Quasan Shaw, Community & Economic Development Specialist
Subject: For Consideration and Possible Action on Redevelopment Agreement terms with TPAMMT LLC for the Redevelopment of 303 Reid St. into a Multi-Tenant Commercial Development (Parcel WD-955).*
Recommendation: Staff recommends approval

Consideration and Possible Action Redevelopment Agreement Terms with TPAMMT LLC for the Redevelopment of 303 Reid St. into a Multi-Tenant Commercial Development (Parcel WD-955).*

Attachments:
TPAMMT FP Memo V2 03102026

CITY OF DE PERE MEMO



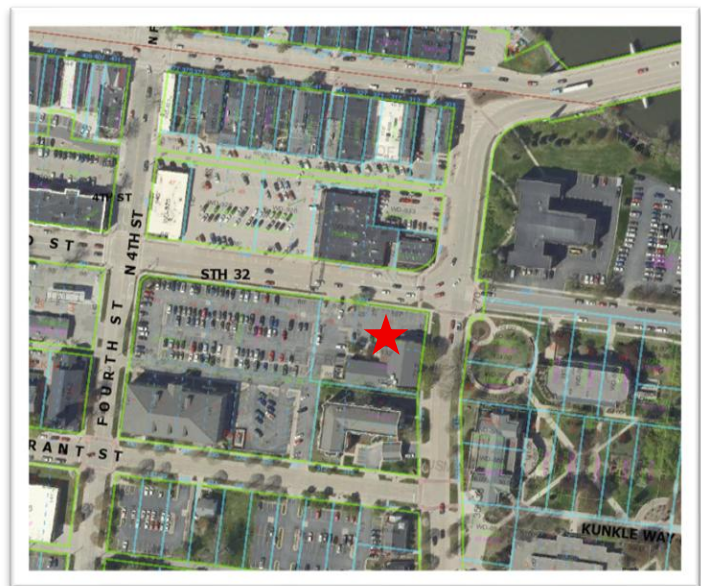
To: Mayor James Boyd
Finance and Personnel Committee
From: Quasan Shaw, Economic Development Planner
Date: March 10, 2026

RE: **Consideration and Possible Action on Redevelopment Agreement Terms with TPAMMT LLC for the Redevelopment of 303 Reid St. into a Multi-Tenant Commercial Development (Parcel WD-955).***

Summary

Development Services Department received a letter of intent for Tax Increment Financing (TIF) assistance from TPAMMT LLC, the proposed owner occupied and operated redevelopment of 303 and 307 Reid ST. The space at 303 Reid ST. is approximately 7,200 sq. ft. that will house a brewery, kitchen, and event space, serving beer, wine, other beverages and pizza. The 307 Reid ST. portion will house a small plate restaurant concept that will occupy approximately 2,500 sq. ft. with 800 sq. ft. of shared patio space.

TPAMMT estimates the cost of construction renovations at \$1,500,000 to covering site work, building renovations, and associated soft costs. This is in part due to increase cost of construction and tariff related pressures. Upon completion of renovations, the development is expected to achieve a guaranteed assessed value of \$2,500,000. The developer is requesting TIF assistance in the amount of \$125,000.00, this can be in the form of a grant or TIF. To make this feasible the city will complete a boundary amendment to TID 9 to include parcel WD-955.



1. Project Summary

Project Assessed Value Summary

The proposed redevelopment project is estimated to create approximately \$900,000 of new assessed value increment to TID No. 9 on the west side.

2. General Developer Terms and Obligations:

Parcel ID:	WD-955
Parties:	TPAMMT LLC and City of De Pere
Purpose:	Redevelopment of existing commercial and retail space in the Reid St commercial corridor.

3. Developer Obligations

- 1. Timelines:**
 - a. Commence construction of the building by July 2026.
 - b. Complete Construction by December 31, 2026.
 - c. Final assessed value by January 1, 2027.

- 2. Site Plan:** An approved or conditionally approved site plan shall be included with the development agreement. A conceptual site plan shall be included with the development agreement that substantially conforms to the requirements of the zoning code.

- 3. Assessed Value and Tax Revenue:** Since the City is borrowing funds for the Cash Grant, the project must include a Guaranteed Minimum Annual Tax Increment Revenue Payment (tax payment) of \$36,197. The City will assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial properties under Wis. Stats §70.32. The Total Project Grant is based on the completed redevelopment project achieving an Assessed Value equal to the Guaranteed Value for real property tax purposes, which shall be no less than \$2,500,000 by January 1, 2027. However, under no circumstances shall the annual tax value be lower than \$36,197. The Developer and/or unit owners must make a Payment In Lieu of Tax to the City (the "Deficit Payment"), equal to the difference in taxes that should have been collected due to any shortfall in annual tax increment revenue.

General City Obligations:

- 1. Extend TID 9:** City will extend TID 9 boundary to include parcel WD-955.

- 2. Developer Project Cost Reimbursement Grant:** The City shall provide the Developer with a Project Cost Reimbursement Grant ("project grant") in the amount of \$125,000 to reimburse eligible Project Costs incurred by the Developer. The project grant shall be payable after issuance of the Certificate of Occupancy and after the Development Services Director has reviewed and verified final project costs, which review shall not be unreasonably withheld or delayed. The project grant shall not be issued prior to September 1 of the subject year unless the Developer notifies the City by October 1 of the preceding year that project completion is expected between January 1 and August 31 of the subject year. City staff anticipate One Barrel Brewing will apply for the Experience De Pere Business Recruitment grant of \$15,000 bringing the total project incentive to \$140,000 or 15.5% of project.

Recommendation: Staff recommends approval of the term sheet, and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

Exhibit A: Project Renderings:





CITY OF DE PERE MEMO



To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, AICP Development Services Director
Date: March 10, 2026

RE: **Consideration and Possible Action on Development Agreement Terms with Bliffert De Pere Holdings LLC, for a Construction Design and Supply Business located approximately 2025 Venture AVE, an approximately 10.25 acre portion of WD-D0077 in the West Business Park***

Summary

In 2025, the Development Services Department met with representatives from Bliffert Lumber. Bliffert recently entered the greater Green Bay market through its merger with Jauquet Lumber (1613 Main Street, Green Bay), a three-generation, locally owned company serving Northeast Wisconsin since 1905. Bliffert Lumber is a sixth-generation construction supply company headquartered in Milwaukee. The company is seeking to expand its regional footprint into De Pere by developing approximately 10 acres of parcel WD-D0077. Their interest in the site is driven largely by its immediate proximity to the rail line.



Comparable Bliffert Project in Oak Creek Image Credit The Consortium AE Inc

Proposed Development

The proposed project would follow the materials, color palettes, and architectural character of Bliffert's existing facilities and would be subject to all zoning code requirements related to materials, setbacks, landscaping, lighting, and other site design standards. Bliffert intends to break ground in 2026 on a construction supply office, a cabinet/millwork warehouse, and additional material warehouses. The attached concept plan illustrates an approximately 5,300-square-foot office, a 15,800-square-foot cabinet and millwork warehouse, and bulk warehouses for building materials and lumber. The project would add new employment opportunities to the region. Bliffert has been working through preliminary site and building plans to ensure the development meets all applicable design, landscaping, lighting, stormwater, and zoning standards. The proposed use is consistent with the permitted uses in the Business Park 2 (BP-2) district. Example site plans and building styles are attached to this memo.

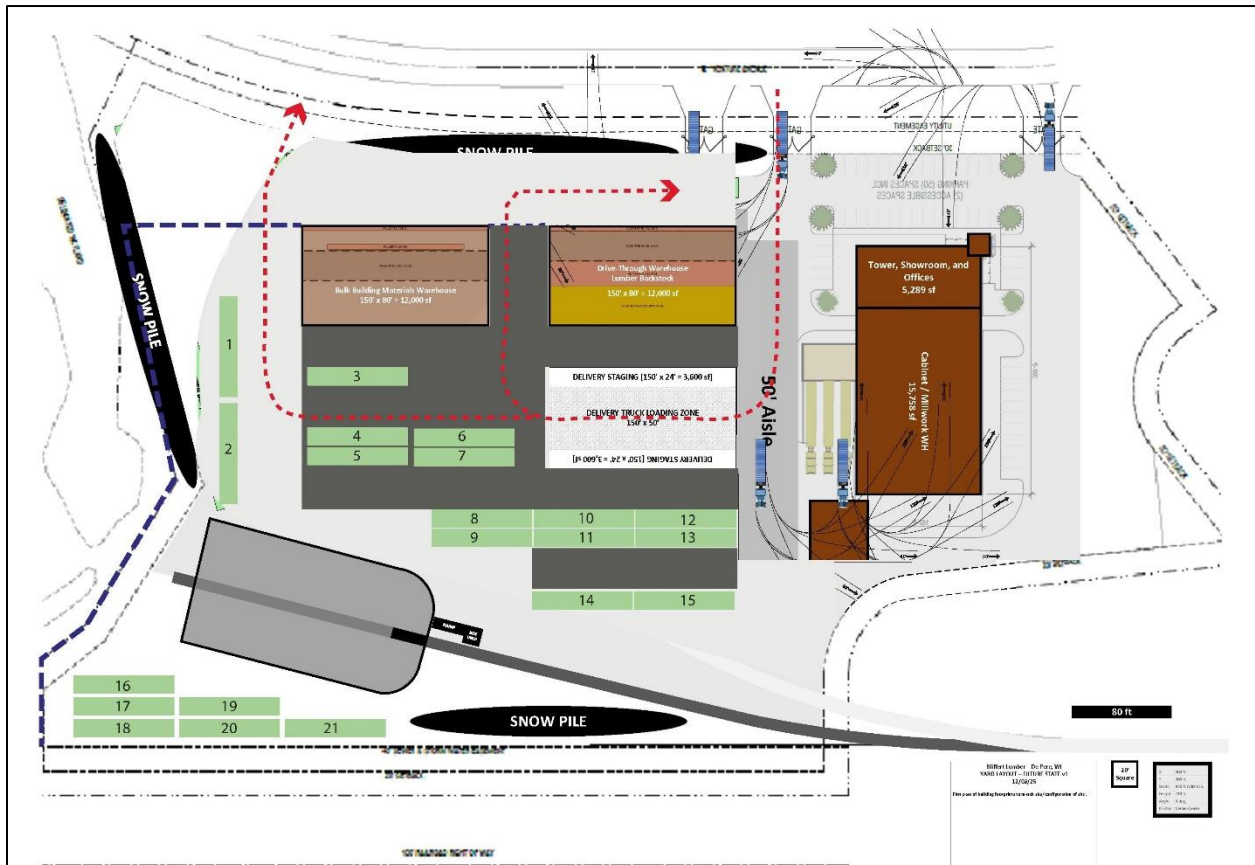
Staff notes that this site has historically been reserved for a rail user or a large manufacturer. The region has very few remaining rail-adjacent, utility-served sites until the Village of Wrightstown, which underscores the Department's selective approach to this parcel. Staff has worked to recruit a larger manufacturer for the site; however, the wetland bisecting the property has deterred potential users who would otherwise need to relocate, fill, and mitigate the drainage wetland that serves the regional stormwater pond at WD-1041-1. As noted later in this memo, the proposed improvement value per acre is slightly below the City's general target. However, the broader regional benefit—adding construction supply and cabinet/millwork capacity to the market—supports overall project affordability and economic competitiveness. The remaining 16 acres of WD-D0077 would remain available for future development.

The Developer requests a site assembly and project cost cash grant. Specifically, the Developer requests a site assembly grant valued at \$525,000 and a project cost reimbursement grant valued at \$120,000 payable at the completion of the project. The total value of the request is approximately 15.7% of the guaranteed value and is similar to other development projects in the business parks.

Site Map



Example Site Plan



Development Site Information Summary:

Developer:	Bliffert De Pere Holdings LLC
Address:	TBD
Parcel IDs:	Portion of WD-D0077
Acres:	10.25 (assumes 0.1 acres for additional rail line access)
Land Value	525,000
Purpose Use:	Construction Design/Lumber Supply/Warehousing/ancillary retail sales/ exterior fenced storage
Future Land Use:	Business Park
Zoning:	Business Park - 2
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	\$0
Potential New Building Value (full value):	\$4,100,000
Potential New Increment:	\$4,100,000
Anticipated Annual Tax Payment:	\$59,400 (rounded) <i>\$4,100,000 x 0.01447917 (2025 mill rate)</i>
Assumed Start Date:	Q2 2025
Assumed Full Value Date:	Q1 2027
Anticipated Construction Costs:	\$8,000,000
Requested Incentive – Land:	\$525,000
Requested Incentive – Cash Grant:	\$120,000

Potential City Incentives:

The total value of the request is approximately 15.7% of the guaranteed value and is similar to other development projects in the business parks, most recently Wolter and EDL Packaging.

PROPOSED TERMS

General Information

Parties:	City of De Pere Bliffert De Pere Holdings LLC (Developer/ Owing Entity)
Purpose Use:	Construction Design/Lumber Supply/Warehousing/ancillary retail sales/ exterior fenced storage
Anticipated Construction Value:	\$8,000,000
Anticipated New Assessed Value (equated):	\$4,100,000
Anticipated New Increment Value:	\$4,100,000
Newly Generated Annual Increment Revenue:	\$59,400 (rounded) <i>\$4,100,000 x 0.01447917 (2025 mill rate)</i>

Developer Specific Obligations — Bliffert De Pere Holdings LLC

- 1. Proposed Development:** The Developer shall construct an approximately 45,000-square-foot construction design, lumber supply, and warehousing facility, subject to final site plan approval.
- 2. Timelines**
 - a. Secure site plan approvals by July 1, 2026.

- b. Commence construction by August 1, 2026.
 - c. Complete construction by March 1, 2027.
 - d. Establish final assessed value as of January 1, 2028.
3. **Site Plan:** A conceptual site plan shall be included with the development agreement that substantially conforms to the requirements of the zoning code.
 4. **Assessed Value and Tax Revenue:** Since the City is borrowing funds for the Cash Grant, the project must include a Guaranteed Minimum Annual Tax Increment Revenue Payment (tax payment) of \$59,400. The City or the State of Wisconsin will assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial properties under Wis. Stats §70.32. The Total Project Grant is based on the completed development project achieving an Assessed Value equal to the Guaranteed Value for real property tax purposes, which shall be no less than \$4,100,000 by January 1, 2028. However, under no circumstances shall the annual tax value be lower than \$59,400. The Developer and/or unit owners must make a Payment In Lieu of Tax to the City (the "Deficit Payment"), equal to the difference in taxes that should have been collected due to any shortfall in annual tax increment revenue.
 5. **Access Over/Through NEW Water Utility Easement:** The railroad, railroad contractor, Developer, and/or related parties shall secure written confirmation or approval that the proposed rail spur off the Wisconsin Central Ltd. line (WD-D0079-17) complies with the Sewer and Drainage Easement requirements of Document No. 1635973, as identified on CSM Vol. 61, Page 349. This approval shall be obtained prior to site plan approval.
 6. **Summary Expense Report:** The Developer shall submit a summary expense report to the City prior to payment of development incentives.

City Specific Obligations (City of De Pere):

1. **Certified Survey Map (CSM):** The City shall, at its expense, prepare a Certified Survey Map subdividing parcel WD-D0077 for the subject development. The CSM shall include easement language allowing for a potential future rail extension into the southern portion of WD-D0077 to support future development.
2. **Site Access:** The City shall grant the Developer, its architects, engineers, contractors, consultants, and agents reasonable access to the property from time to time for inspection, examination, testing, and planning prior to closing. The City may issue a Revocable Occupancy Permit to authorize such access.
3. **Site Assembly Grant:** The City shall provide the Developer with a Site Assembly Grant in the amount of \$525,000 at the closing of the purchase of the subject property. The Site Assembly Grant shall be issued to Bliffert De Pere Holdings LLC.
4. **Developer Project Cost Reimbursement Grant:** The City shall provide the Developer with a Project Cost Reimbursement Grant ("project grant") in the amount of \$120,000 to reimburse eligible Project Costs incurred by the Developer. The project grant shall be payable after issuance of the Certificate of Occupancy and after the Development Services Director has reviewed and verified final project costs, which review shall not be unreasonably withheld or delayed. The project grant shall not be issued prior to September 1 of the subject year unless the Developer notifies the City by October 1 of the preceding year that project completion is expected between January 1 and August 31 of the subject year. The project grant shall be issued to Bliffert De Pere Holdings LLC.
5. **Sales Commission:** The City shall pay a sales commission of \$26,250 to Robert Flood of Founders 3 Commercial Services, Inc. The commission is calculated as five percent (5%) of the sale value of the property prior to application of the Site Assembly Grant and is subject to adjustment should the total acreage change during the CSM process.

The sale and Development agreement is also subject to other standard and customary requirements as determined by the City Attorney.

Recommendation:

Staff recommends approval of the term sheet, and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.



City of De Pere, Wisconsin

3.F

Request for Finance/Personnel Committee
Action

Meeting Date: March 10, 2026
Department: Finance
From: Pamela Manley, Finance Director
Subject: For Consideration and Possible Action on TID #8 Financial Statements and Fund Transfer.*
Recommendation: Staff recommends approval.

TID #8 closed on July 15, 2025, with the tax increment from the 2025 tax roll going to the affordable housing fund. A final audit was recently completed on the TID with the following calculated refunds to overlying taxing districts:

	Percentage of Tax Base	Total Refund
Brown County	18.29%	\$ 211,870
City of De Pere	37.40%	433,110
School District of West De Pere	40.70%	471,357
Northeast Wisconsin Technical College	3.61%	41,778
Grand Total	100.00%	\$ 1,158,115

The other taxing jurisdictions will be paid their portion soon. The final calculation leaves the City with \$433,110 remaining from the TID. I would recommend the balance from this closure be transferred to Fund 415 to offset 2027 or future capital project costs in lieu of borrowing. This is a similar request to the one made last year with the closure of TID #6. Those funds were utilized as part of the 2026 Budget process for the Capital Projects Fund.

Please feel free to contact me prior to the meeting with any questions.

Attachments:
Signed Final Report and Financial Statements TID 8

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
DATE OF CREATION THROUGH JULY 15, 2025**



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**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
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INDEPENDENT AUDITORS' REPORT

City Council
City of De Pere, Wisconsin
De Pere, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the City of De Pere Tax Incremental District Number 8 (the District), which comprise the balance sheet as of July 15, 2025, and the related historical summary of project costs, project revenues and net cost to be recovered through tax increments and the historical summary of sources, uses, and status of funds from the date the District was created through July 15, 2025, and the related notes to the financial statements.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the District and the net project costs to be recovered through tax increments as of July 15, 2025 and the sources, uses, and status of funds from the date the District was created through July 15, 2025 in accordance with the financial reporting provisions of the Wisconsin Department of Revenue as described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matters

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared by the District, in accordance with the financial reporting provisions of the Wisconsin Department of Revenue, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Wisconsin Department of Revenue. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified with respect to this matter.

As discussed in Note 1, the financial statements present only the District and do not purport to, and do not, present fairly the financial position of the City of De Pere, Wisconsin (the City) as of July 15, 2025, or the changes in its financial position from the date of creation through July 15, 2025, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Wisconsin Department of Revenue as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of financial transactions is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Restriction on Use

This report is intended solely for the information and use of the City, overlapping tax districts, and the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Report on Other Legal and Regulatory Requirements

In accordance with tax incremental district laws and regulations, we have also issued our report dated January 15, 2026 on our test of compliance with Wisconsin State Statutes 66.1105 and the project plan. The purpose of that report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. That report is an integral part of an audit performed in accordance with tax incremental district laws and regulations in considering the District's compliance.



CliftonLarsonAllen LLP

Green Bay, Wisconsin
January 15, 2026

FINANCIAL STATEMENTS

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
BALANCE SHEET
JULY 15, 2025**

ASSETS

Cash and Investments	\$ 4,815,192
Receivables:	
Taxes	415,099
Due From Other Governments	<u>229,321</u>
Total Assets	<u><u>\$ 5,459,612</u></u>

**LIABILITIES, DEFERRED INFLOWS OF
RESOURCES, AND FUND BALANCE**

LIABILITIES

Accounts Payable	\$ 7,500
Due to Other Funds	1,614,211
Due to Other Taxing Entities	<u>1,158,115</u>
Total Liabilities	<u>2,779,826</u>

DEFERRED INFLOWS OF RESOURCES

Property Taxes Levied for Subsequent Year	415,099
---	---------

FUND BALANCE

Restricted	<u>2,245,315</u>
Total Fund Balance	<u>2,245,315</u>

Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$ 5,440,240</u></u>
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See accompanying Notes to Financial Statements.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES, AND
NET COST TO BE RECOVERED THROUGH TAX INCREMENTS
FROM DATE OF CREATION THROUGH JULY 15, 2025**

	From Date of Creation Through July 15, 2025
PROJECT COSTS	
Capital Outlay	\$ 1,424,760
Administration	855,757
Developer Incentive Payments	2,775,000
Interest and Fiscal Charges	852,774
Debt Issuance Costs and Agency Fees	35,418
Total Project Costs	5,943,709
PROJECT REVENUES	
Tax Increments	3,597,324
Intergovernmental	3,314,672
Miscellaneous	17,028
Total Project Revenues	6,929,024
NET COSTS (RECOVERED) RECOVERABLE THROUGH TAX INCREMENTS - JULY 15, 2025	\$ (985,315)
RECONCILIATION OF FINAL PROJECT COSTS IN EXCESS OF PROJECT REVENUES	
As described in Note 5, the above net costs (recovered) recoverable, any deferred inflow of resources for property taxes levied for the subsequent year and the intergovernmental revenue for state aids to be recognized in 2026, less debt service and the transfers to the Affordable Housing Fund, and refund to the overlying taxing districts.	
Final Year of Tax Increment - Property Taxes Levied for Subsequent Year	\$ (415,099)
Final Year of Intergovernmental Revenues for Exempt Computer and Personal Property Aids	(229,321)
Final Year of Miscellaneous Revenues	
Final Close Out Costs	7,500
Final Interest Payment	49,021
Contribution to Affordable Housing	415,099
Refund to Overlying Districts	1,158,115
FINAL PROJECT COSTS IN EXCESS OF PROJECT REVENUES	\$ -

See accompanying Notes to Financial Statements.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS
FROM DATE OF CREATION THROUGH JULY 15, 2025**

	<u>From Date of Creation Through July 15, 2025</u>
SOURCES OF FUNDS	
Tax Increments	\$ 3,597,324
Intergovernmental	3,314,672
Proceeds from Long-term Debt	5,334,300
Miscellaneous Revenues	<u>17,028</u>
Total Sources of Funds	<u>12,263,324</u>
USES OF FUNDS	
Capital Outlay	1,424,760
Administration	855,757
Developer Incentive Payments	2,775,000
Principal on Long-Term Debt	4,074,300
Interest and Fiscal Charges	852,774
Debt Issuance Costs and Agency Fees	<u>35,418</u>
Total Uses of Funds	<u>10,018,009</u>
NET CHANGE IN FUND BALANCE	2,245,315
Fund Balance - Beginning of Period	<u>-</u>
FUND BALANCE - END OF PERIOD	<u><u>\$ 2,245,315</u></u>
RECONCILIATION OF FINAL REFUND DUE TO OVERLYING DISTRICTS	
As described in Note 5, the above fund balance at the end of the period, any deferred inflow of resources for property taxes levied for the subsequent year, and intergovernmental revenue for state aids and miscellaneous revenue to be recognized in 2026, less debt services and transfers to the Affordable Housing Fund, represent the final refund to the overlying taxing districts.	
Final Year of Tax Increment - Property Taxes Levied for Subsequent Year	\$ 415,099
Final Year of Intergovernmental Revenues for Exempt Computer and Personal Property Aids	229,321
Final Close Out Costs	(7,500)
Principal and Interest Payments	(1,309,021)
Contribution to Affordable Housing	<u>(415,099)</u>
FINAL REFUND DUE TO OVERLYING TAX DISTRICTS	<u><u>\$ 1,158,115</u></u>

See accompanying Notes to Financial Statements.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of De Pere Tax Incremental District Number 8 (the District) conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105, which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). Wisconsin Statutes Section 66.1105 establishes reporting requirements for the District. The significant accounting principles and policies utilized by the City of De Pere in preparing the financial statements of the District are described below.

A. Reporting Entity

This report contains the financial statements of the City of De Pere Tax Incremental District Number 8. The accompanying financial statements do not include the full presentation of the financial statements of the City of De Pere, Wisconsin, and do not purport to represent the financial position or changes in financial position of the City of De Pere. The financial statements of the District were prepared from data recorded in the District's capital project fund of the City and are presented in a format prescribed by the Wisconsin Department of Revenue.

The District was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvements costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment.

The statutes allow the municipality to collect tax increments until the net project cost has been fully recovered, or until the maximum life of the District, whichever occurs first. The statutes in effect at the time of creation of the District provided for a maximum life of 20 years. Project costs uncollected at the termination date are to be absorbed by the City. Project costs may be incurred up to five years before the unextended termination date of the District. Listed below are the significant dates applicable to the District:

Creation Date	8/21/2007
Latest Date to Incur Project Expenditures	8/21/2022
Latest Termination Date	8/21/2027
Actual Termination Date	7/15/2025

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Measurement Focus and Basis of Accounting

The District's financial statements are reported on the basis of financial reporting provisions of the Wisconsin Department of Revenue, which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP) to comply with the requirements of the Wisconsin Department of Revenue. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Project plan expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

District increments are recorded as revenues in the year due. Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues are recognized when received in cash or when measurable and available.

C. Project Plan Budget

The estimated revenues and expenditures of the District are adopted in the original project plan and any subsequent amendments. Those estimates are for the entire life of the District.

	Creation/ Adoption Date	Approved Project Costs
Original Project Plan	8/21/2007	\$ 17,637,057
Plan Amendment #1	9/1/2015	5,874,192
Final Project Plan Costs		\$ 23,511,249

D. Use of Estimates

The preparation of financial statements in conformity with accounting provisions of the Wisconsin Department of Revenue requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Assets, Liabilities, Deferred Inflows of Resources, and Fund Balance

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

2. Property Taxes

When the District was created, the value of all taxable property within the defined boundaries of the District was determined by the Wisconsin Department of Revenue. This value is known as the base value of the District, and remains unchanged through the life of the District unless the City amends District boundaries to add or remove properties. The Wisconsin Department of Revenue annually certifies the current value of all taxable property within the District.

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement.

Property taxes collected on the base value are shared with the overlying taxing jurisdictions while property taxes collected on the growth in value, also known as the increment value, are retained by the City as tax increment revenue. The City uses the tax increment revenue to pay for approved project plan expenditures. A summary of taxable value within the District as of December 31, 2025 (for 2025 statement of taxes and collection of the increment in 2026) follows:

Current Value	Base Value	Increment Value
\$ 58,539,200	\$ 32,201,300	\$ 26,337,900

3. Deferred Inflows of Resources

In addition to liabilities, the balance sheet will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenues) until that time.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Inflows of Resources, and Fund Balance (Continued)

4. Long-Term Obligations

The City recognized bond premiums and discounts, as well as bond issuance costs, during the period when received or paid. The face amount of debt issued was reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Premiums received, discounts on debt issuance, issuance costs and interest on long-term debt are considered financing costs recoverable from revenues of the District.

5. Fund Balance

Fund balance is reported in various categories for TID funds based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable fund balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- **Restricted fund balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- **Unassigned fund balance.** Only deficit amounts are shown in this category.

NOTE 2 CASH AND INVESTMENTS

The District invests in funds in accordance with the provisions of the Wisconsin Statutes 66.0603(lm) and 67.11(2).

Investments are stated at fair value, which is the price that would be received to sell an asset in an orderly transaction at the measurement date. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District, as a fund of the City, maintains common cash and investment accounts. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of De Pere as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 3 LONG-TERM OBLIGATIONS

During the life of the District, the City issued general obligation debt backed by the full faith and credit of the City to finance District project plan expenditures. The debt issued by the District will be retired by future tax increments.

The following is a summary of changes in long-term obligations for the District from the date of creation through July 15, 2025:

	Date of Creation	Issued	Retired	Outstanding 7/15/25	Due Within One Year
General Obligation Debt:					
Notes	\$ -	\$ 3,794,300	\$ 3,659,300	\$ 135,000	\$ 30,000
Bonds	-	1,540,000	415,000	1,125,000	260,000
Total General Obligation Debt	<u>\$ -</u>	<u>\$ 5,334,300</u>	<u>\$ 4,074,300</u>	<u>\$ 1,260,000</u>	<u>\$ 290,000</u>

Long-term obligations currently outstanding on July 15, 2025 are detailed as follows:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 7/15/25
General Obligation Bond	8/13/13	2028	3.00-3.625%	\$ 415,000	\$ 135,000
General Obligation Note	10/18/19	2027	2.00-2.25%	205,000	95,000
General Obligation Note	10/15/21	2031	2.00%	410,000	205,000
General Obligation Note	9/7/22	2032	4.00%	195,000	120,000
General Obligation Bonds	10/14/20	2030	0.35-1.40%	1,100,000	705,000
Total Outstanding General Obligation Debt					<u>\$ 1,260,000</u>

Annual principal and interest maturities of the long-term obligations of \$1,260,000 on July 15, 2025 are shown detailed below.

Year Ended December 31,	Principal	Interest	Total
2025	\$ 290,000	\$ 9,909	\$ 299,909
2026	310,000	18,761	328,761
2027	305,000	12,320	317,320
2028	205,000	5,931	210,931
2029	150,000	2,100	152,100
Total	<u>\$ 1,260,000</u>	<u>\$ 49,021</u>	<u>\$ 1,309,021</u>

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
NOTES TO FINANCIAL STATEMENTS
JULY 15, 2025**

NOTE 4 AFFORDABLE HOUSING EXTENSION

As allowable under Wisconsin Statutes Section 66.1105(6)(g), the District elected to utilize the affordable housing extension through which 75% of the final increment must benefit affordable housing and the remaining portion must be used to improve housing stock. The 2025 increment of \$415,099 is shown as a transfer to other funds to reflect the later use of the funds as permitted by the Wisconsin Department of Revenue.

NOTE 5 REFUND TO OVERLYING DISTRICTS

The refund to overlying districts of \$1,167,801 is calculated based on increments collected in excess of project costs using the ratio of taxes from the 2025 Tax Incremental Worksheet. A summary of the total due, along with each overlying district's portion, are as follows:

	Percentage of Tax Base	Total Refund
Brown County	18.29%	\$ 211,870
City of De Pere	37.40%	433,110
School District of West De Pere	40.70%	471,357
Northeast Wisconsin Technical College	3.61%	41,778
Grand Total	100.00%	\$ 1,158,115

NOTE 6 ACTIVITY SUBSEQUENT TO THE CLOSE OF THE DISTRICT

The District was officially closed by City Council resolution on July 15, 2025, and notice was filed with the State of Wisconsin. In accordance with the provisions of Wisconsin State Statutes, the District will collect its last tax increment revenues and the final year of intergovernmental revenues for exempt computer and personal property aids during 2026.

SUPPLEMENTARY INFORMATION

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD AUGUST 21, 2007 THROUGH JULY 15, 2025**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
REVENUES						
Tax Increments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	153,967	273,744
Proceeds from Long-term Debt	-	-	334,300	150,000	-	2,895,000
Miscellaneous Revenues	-	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>334,300</u>	<u>150,000</u>	<u>153,967</u>	<u>3,168,744</u>
EXPENDITURES						
Capital Outlay	-	-	-	-	-	300,810
Administration	6,095	7,366	12,356	500	700	6,068
Developer Incentive Payments	-	-	-	-	-	775,000
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	-	-	-	15,155	19,457	19,457
Interest and Fiscal Charges	-	-	6,117	10,486	18,906	18,826
Debt Issuance Costs and Agency Fees	-	-	-	-	-	27,161
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	<u>6,095</u>	<u>7,366</u>	<u>18,473</u>	<u>26,141</u>	<u>39,063</u>	<u>1,147,322</u>
NET CHANGE IN FUND BALANCE	(6,095)	(7,366)	315,827	123,859	114,904	2,021,422
Fund Balance (Deficit) - Beginning of Period	<u>-</u>	<u>(6,095)</u>	<u>(13,461)</u>	<u>302,366</u>	<u>426,225</u>	<u>541,129</u>
FUND BALANCE (DEFICIT) - END OF PERIOD	<u>\$ (6,095)</u>	<u>\$ (13,461)</u>	<u>\$ 302,366</u>	<u>\$ 426,225</u>	<u>\$ 541,129</u>	<u>\$ 2,562,551</u>

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
SCHEDULE OF FINANCIAL TRANSACTIONS (CONTINUED)
FOR THE PERIOD AUGUST 21, 2007 THROUGH JULY 15, 2025**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
REVENUES						
Tax Increments	\$ -	\$ -	\$ 221,328	\$ 191,787	\$ 430,897	\$ 194,387
Intergovernmental	212,580	166,010	272,478	228,060	220,659	223,903
Proceeds from Long-term Debt	415,000	-	-	40,000	-	-
Miscellaneous Revenues	-	-	-	672	-	2,361
Total Revenues	<u>627,580</u>	<u>166,010</u>	<u>493,806</u>	<u>460,519</u>	<u>651,556</u>	<u>420,651</u>
EXPENDITURES						
Capital Outlay	934,227	-	-	-	-	-
Administration	-	65,901	72,819	74,563	75,047	97,879
Developer Incentive Payments	775,000	-	-	1,120,000	105,000	-
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	192,457	176,155	242,046	201,938	206,938	214,829
Interest and Fiscal Charges	88,902	93,354	87,685	84,565	82,073	78,539
Debt Issuance Costs and Agency Fees	4,830	-	-	269	479	-
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	<u>1,995,416</u>	<u>335,410</u>	<u>402,550</u>	<u>1,481,335</u>	<u>469,537</u>	<u>391,247</u>
NET CHANGE IN FUND BALANCE	(1,367,836)	(169,400)	91,256	(1,020,816)	182,019	29,404
Fund Balance (Deficit) - Beginning of Period	<u>2,562,551</u>	<u>1,194,715</u>	<u>1,025,315</u>	<u>1,116,571</u>	<u>95,755</u>	<u>277,774</u>
FUND BALANCE (DEFICIT) - END OF PERIOD	<u>\$ 1,194,715</u>	<u>\$ 1,025,315</u>	<u>\$ 1,116,571</u>	<u>\$ 95,755</u>	<u>\$ 277,774</u>	<u>\$ 307,178</u>

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
SCHEDULE OF FINANCIAL TRANSACTIONS (CONTINUED)
FOR THE PERIOD AUGUST 21, 2007 THROUGH JULY 15, 2025**

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
REVENUES						
Tax Increments	\$ 293,367	\$ 305,352	\$ 563,635	\$ 271,469	\$ 390,355	\$ 400,995
Intergovernmental	231,873	230,172	228,471	230,172	230,172	230,172
Proceeds from Long-term Debt	205,000	1,100,000	-	195,000	-	-
Miscellaneous Revenues	-	-	-	13,995	-	-
Total Revenues	<u>730,240</u>	<u>1,635,524</u>	<u>792,106</u>	<u>710,636</u>	<u>620,527</u>	<u>631,167</u>
EXPENDITURES						
Capital Outlay	-	-	-	-	-	26,622
Administration	96,372	153,026	32,794	59,256	6,384	44,911
Developer Incentive Payments	-	-	-	-	-	-
Contribution to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	434,868	1,292,000	249,000	245,000	285,000	280,000
Interest and Fiscal Charges	74,374	64,294	35,389	29,754	34,964	29,906
Debt Issuance Costs and Agency Fees	-	-	-	2,679	-	-
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	<u>605,614</u>	<u>1,509,320</u>	<u>317,183</u>	<u>336,689</u>	<u>326,348</u>	<u>381,439</u>
NET CHANGE IN FUND BALANCE	124,626	126,204	474,923	373,947	294,179	249,728
Fund Balance (Deficit) - Beginning of Period	<u>307,178</u>	<u>431,804</u>	<u>558,008</u>	<u>1,032,931</u>	<u>1,406,878</u>	<u>1,701,057</u>
FUND BALANCE (DEFICIT) - END OF PERIOD	<u>\$ 431,804</u>	<u>\$ 558,008</u>	<u>\$ 1,032,931</u>	<u>\$ 1,406,878</u>	<u>\$ 1,701,057</u>	<u>\$ 1,950,785</u>

**CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 8
SCHEDULE OF FINANCIAL TRANSACTIONS (CONTINUED)
FOR THE PERIOD AUGUST 21, 2007 THROUGH JULY 15, 2025**

	<u>2025</u>	<u>Total</u>	<u>Final Close Out</u>	<u>Original Project Plan</u>	<u>Plan Amendment</u>	<u>Total Project Plan</u>
REVENUES						
Tax Increments	\$ 333,752	\$ 3,597,324	\$ 415,099	\$ 13,000,543	\$ 5,977,389	\$ 18,977,932
Intergovernmental	182,239	3,314,672	229,321	-	-	-
Proceeds from Long-term Debt	-	5,334,300	-	2,325,000	-	2,325,000
Miscellaneous Revenues	-	17,028	-	-	-	-
Total Revenues	<u>515,991</u>	<u>12,263,324</u>	<u>644,420</u>	<u>15,325,543</u>	<u>5,977,389</u>	<u>21,302,932</u>
EXPENDITURES						
Capital Outlay	163,101	1,424,760	-	4,245,980	2,500,000	6,745,980
Administration	43,720	855,757	7,500	801,096	80,000	881,096
Developer Incentive Payments	-	2,775,000	-	4,383,570	2,500,000	6,883,570
Contribution to Affordable Housing	-	-	415,099	-	-	-
Principal on Long-Term Debt	-	4,074,300	1,260,000	2,325,000	-	2,325,000
Interest and Fiscal Charges	14,640	852,774	49,021	5,792,420	-	5,792,420
Debt Issuance Costs and Agency Fees	-	35,418	-	88,991	794,192	883,183
Refund to Overlying Districts	-	-	1,158,115	-	-	-
Total Expenditures	<u>221,461</u>	<u>10,018,009</u>	<u>2,889,735</u>	<u>17,637,057</u>	<u>5,874,192</u>	<u>23,511,249</u>
NET CHANGE IN FUND BALANCE	294,530	2,245,315	(2,245,315)	<u>(2,311,514)</u>	<u>103,197</u>	<u>(2,208,317)</u>
Fund Balance (Deficit) - Beginning of Period	<u>1,950,785</u>	<u>-</u>	<u>2,245,315</u>			
FUND BALANCE (DEFICIT) - END OF PERIOD	<u>\$ 2,245,315</u>	<u>\$ 2,245,315</u>	<u>\$ -</u>			

**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR FINANCIAL STATEMENTS**



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS OF TAX INCREMENTAL FINANCING DISTRICT LAWS AND REGULATIONS

City Council
City of De Pere
De Pere, Wisconsin

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the City of De Pere, Wisconsin's Tax Incremental District Number 8 (the District), which comprise the balance sheet as of July 15, 2025, and the related historical summary of project costs, project revenues, and net cost to be recovered through tax increments and the historical summary of sources, uses, and status of funds from the date the District was created through July 15, 2025, and the related notes to the financial statements, and have issued our report thereon dated January 15, 2026.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of Wisconsin State Statutes Section 66.1105 and the project plan, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of the City Council, management, overlapping taxing districts, and the Wisconsin Department of Revenue, and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Green Bay, Wisconsin
January 15, 2026



CLA (CliftonLarsonAllen LLP) is a network member of CLA Global. See CLAGlobal.com/disclaimer. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Request for Finance/Personnel Committee
Action

Meeting Date: March 10, 2026
Department: Finance
From: Pamela Manley, Finance Director
Subject: For Consideration and Possible Action to hire Associated Appraisal Consultants, Inc. for Statutory Assessor, Annual Maintenance and Alternating Year Interim Market Updates for 2027-2030 in the amount of \$360,000.*
Recommendation: Motion to approve.

Last year, the City issued a Request for Proposals (RFP) for assessment services receiving two responses (Forward Appraisal LLC & Accurate Appraisal LLC). On August 19, 2025, Council voted to approve a one-year contract extension to Accurate Appraisal LLC for maintenance and full market revaluation services. As discussed, and per Council direction, we issued another RFP earlier this year and received three responses (Forward Appraisal LLC, Accurate Appraisal LLC, & Associated Appraisal Consultants, Inc.) The City Manager, City Clerk, Director of Development Services, and I interviewed two of the firms (Accurate & Associated).

Attached is a comparison of the pricing for the three respondents. Following the interviews it is our recommendation to hire Associated Appraisal Consultants, Inc. using their Option 2 proposal with alternating year interim market updates. Although we realize that their overall price is higher than Accurate's we understand that any sort of transition to a new company will include a substantial onboarding cost. We feel that Associated's software will be a great asset for staff as well as create better transparency for residents. Associated serves over 240 municipalities throughout the state. They are recognized as a leader in the state and received exceptional recommendations from their clients.

We previously discussed the considerations around performing a full valuation every year or moving to an interim year schedule. We recommend moving to an interim schedule with this contract to minimize the cost increase of the contract. Most communities conduct assessments using an interim, or longer-term maintenance schedule over an annual full valuation.

Please feel free to contact any of us prior to the meeting with any questions.

Attachments:

Assessment Services Pricing Comparison, AAC - Assessment Services Proposal - Five Year Options, Accurate Appraisal proposal 2026

	2027		2028		2029		TOTAL
Accurate	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	234,000
Associated	100,000	Maintenance & Interim Market	105,000	Maintenance & Interim Market	110,000	Maintenance & Interim Market	315,000
Forward	250,000	Onboarding, Maintenance & Interim Market	90,000	Maintenance	90,000	Maintenance	430,000

	2027		2028		2029		2030		TOTAL
Accurate	36,000	Maintenance	78,000	Maintenance & Interim Market	36,000	Maintenance	78,000	Maintenance & Interim Market	228,000
Associated	90,000	Maintenance & Interim Market	90,000	Maintenance	90,000	Maintenance & Interim Market	90,000	Maintenance	360,000
Forward	250,000	Onboarding, Maintenance & Interim Market	90,000	Maintenance	90,000	Maintenance	Not Provided		430,000 *

**Price is only for 3 years*

	2027		2028		2029		2030		2031		TOTAL
Accurate	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	78,000	Maintenance & Interim Market	390,000
Associated	100,000	Maintenance & Interim Market	105,000	Maintenance & Interim Market	110,000	Maintenance & Interim Market	115,000	Maintenance & Interim Market	120,000	Maintenance & Interim Market	550,000
Forward	250,000	Onboarding, Maintenance & Interim Market	90,000	Maintenance	90,000	Maintenance	Not Provided		Not Provided		430,000 *

**Price is only for 3 years*



ASSOCIATED
APPRAISAL
CONSULTANTS, INC.



**ASSESSMENT
SERVICES PROPOSAL**
2027-2030
*Qualifications and
supporting documentation*



**PREPARED FOR
CITY OF DE PERE**
January 16, 2026





W62237 Neubert Road
Appleton, WI 54942
p (920) 749-1995
f (920)-731-4158
apraz.com

January 16, 2026

Kimberly Flom
City Manager
City of De Pere

Dear Mr. Frye:

I am pleased to provide the City of De Pere with a proposal for assessment services for the 2027, 2028, and 2029 assessment years.

Associated Appraisal Consultants, Inc. has specialized in mass appraisal since 1959. Our core focus is municipal assessment through both annual maintenance and revaluation programs. We currently serve as the statutory assessor for over 240 Wisconsin municipalities, encompassing a wide range of property types—from the estates of Lake Geneva to the unique attractions of Wisconsin Dells and the communities along Lake Superior.

We are committed to providing exceptional service. While our assessors are in the field, our knowledgeable administrative staff is available Monday through Friday to assist municipal staff, property owners, and businesses. Our team is highly trained and known for prompt, professional responses to phone calls and emails.

We utilize advanced cloud-based computer-assisted mass appraisal (CAMA) software to maintain modern, comprehensive assessment records. We also offer an optional service to host your municipality's assessment records on our website. This user-friendly platform allows property owners to search by various criteria and view detailed land and improvement data, including photos. You can explore this feature at www.apraz.com by clicking on "Property Search."

Our professional image sets us apart. When fieldwork begins, residents can easily identify our team by our clearly marked fleet of vehicles, company-branded clothing, and photo ID badges. Each appraiser also carries a letter of introduction from the City to ensure transparency and trust during onsite inspections.

This is our business—and our passion. We are proud of the reputation we've built with both our municipal clients and state equalization officials. We approach every project with integrity, professionalism, and a commitment to excellence.

We are enthusiastic about the opportunity to work with the City of De Pere. Thank you for considering our proposal. Please don't hesitate to reach out with any questions or to request additional information.

Respectfully,

Mark Brown
President



Our experienced and knowledgeable team is here to serve you and your property owners.

OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.



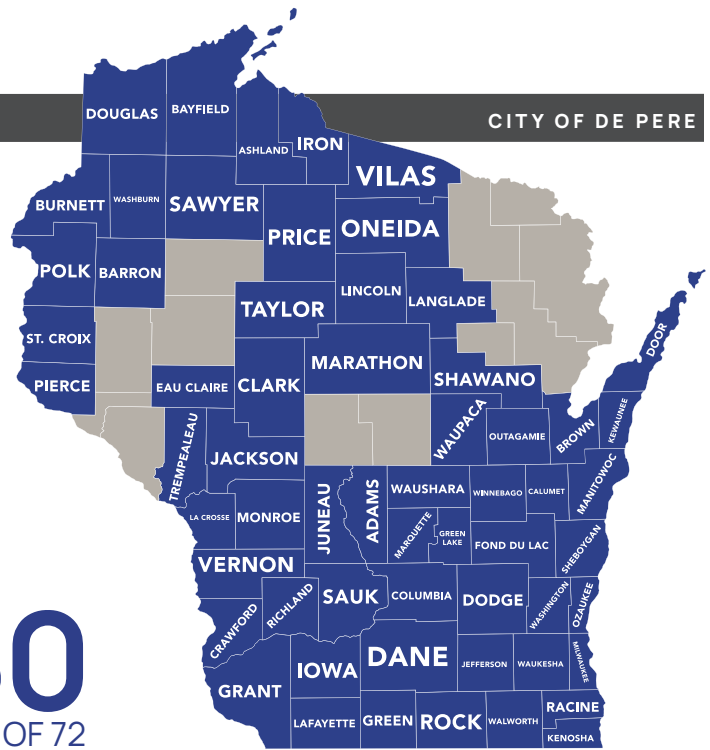
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BY THE NUMBERS

Associated Appraisal serves over **240 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels for a total assessed value of over **\$90 billion** making us the **largest mass appraiser** in Wisconsin.



Who we serve

46
CITIES

126
TOWNS

68
VILLAGES

60
OUT OF 72
COUNTIES

168 MOBILE HOME COMMUNITIES in 89 municipalities with over **10,800 sites** subject to monthly permit fee

302 ACTIVE TIDS (Tax Incremental Districts)



Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

ASSOCIATED APPRAISAL CONSULTANTS, INC.

W62237 Neubert Road
Appleton, WI 54942

Phone: (920) 749-1995
Fax: (920) 731-4158
Website: apraz.com

Mark Brown
President

W62237 Neubert Road
Appleton, WI 54942
Email: mabrown@apraz.com
Direct: (920) 224-8802

Associated Appraisal adheres to the Wisconsin Property Assessment Manual and the annual timelines as developed by the Wisconsin Department of Revenue.

ACCURACY MATTERS

Simply put, Associated Appraisal's property record database management, valuation practices, and assessment documentation sets us above the rest.

A few examples of areas Associated Appraisal outperforms the competition

QUALITY OF WORK

AAC is superior time and time again in assessment equity and uniformity. This can be seen in our assessment-to-sale ratio studies after conducting a revaluation. While our competitors factor values to gain statutory compliance, AAC takes pride in precise CAMA modeling, data collection, and great attention to detail throughout all aspects of the assessment process. This results in a much higher quality of work which will save municipalities money and future headaches/complaints in the long run. Inferior work conducted by our competitors results in homeowner frustration and unfair assessments.



CUSTOMER SERVICE

AAC excels in customer service. While other companies seem to avoid the hard questions from homeowners, AAC responds quickly and respectfully as we have nothing to hide and believe in transparency. We have the most Level II and III assessors in the state. We work together as a team to provide the highest level of customer service.



APPRAISAL TRAINING

AAC has highly trained and competent appraisal staff, which is the foundation for collecting quality data. AAC invests in its appraisal staff with individualized training and utilizes the latest technologies. This results in appraisers who professionally interact with homeowners and gather the most accurate data.



LONG-TERM RELATIONSHIPS

AAC doesn't chase municipalities because they have good assessment data. Many times, when AAC contracts with a new municipality, the data we receive is out of compliance. It is important to be mindful of competitors who "chase after" AAC municipalities because of the high-quality work we perform. We believe in mutually beneficial long-term relationships with municipalities and not short-term profits.



INTEGRITY

Ethical behavior is at the core of AAC's culture... We unwaveringly hold employees accountable to the highest standards. Public trust in our performance is the foundation of our credibility.



ASSESSMENT CYCLE

The following summary of events is not all inclusive but identifies significant primary activities, deadlines and timeframes during a typical annual maintenance year.

All property records are updated to reflect important changes that have occurred since the prior assessment year, such as new construction, building permits, zoning or land use changes, ownership and mailing updates among other things.

All real estate sales from the previous year are reviewed and validated by the assessor. All required property record data is electronically sent to the Wisconsin Department of Revenue (DOR).

A new assessment roll is prepared, including parcel changes from annexations, splits, and merges, as well as ownership changes from sales.

Field inspections are conducted as needed for all parcels impacted by the events listed above along with all previous partial assessments from the prior assessment year.

Open book and Board of Review dates along with general assessment timelines and public relation plans are set with the municipal Clerk.

JANUARY/FEBRUARY



Assessor receives and requests for property tax exemption (form PR-230). These exemption requests are carefully reviewed. Assessor makes a determination either to grant or deny the exemption and responds in writing to the requester.

Assessment-to-sale ratio analysis is conducted to determine an estimated level of assessment (assessment ratio), along with monitoring equity and uniformity of assessments as compared to sales.

Notices of changed assessment are mailed along with informational inserts to help explain the process and direct property owners to helpful information sources such as our website and the DOR publications.



MARCH

Open book meeting(s) is either held in-person or over the phone. Property owners may contact AAC at any time to ask questions or to find out how their assessment was determined.

APRIL



Assessor attends the Board of Review (BOR) meeting(s) to deliver the final assessment roll and to defend assessed values in the event of any appeals. AAC provides reports to the BOR showing such things as net new construction values, estimated level of assessment, and the municipality's compliance status with state requirements.

Final assessment values are balanced with the County along with timely filing of all required reports with the DOR, such as the Municipal Assessment Report (MAR).

MAY/JUNE





OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from over 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical.

We will partner with you to supply you with content, data, key communication pieces, and a public relations plan that will rectify misconceptions, eliminate inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services – free from errors and defensible from an equity standpoint.

We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!



SOCIAL MEDIA

We provide helpful educational content to share on social media platforms.



TOOLKIT FOR MUNICIPALITIES

We provide an online toolkit for municipalities rich with resources to enhance the communication process.



NOTICES

We mail out notices to inform property owners of upcoming assessment work.



ONLINE RESOURCES

Our website is rich with educational content. We have also created YouTube Videos and Infographics to help make the assessment process more understandable/interesting.



TECHNOLOGY

From digital data collection to our cloud-based solutions, we are modernizing the assessment process end to end.



EXAMPLES OF SOCIAL MEDIA POSTS

FICTION

Assessed values can only change once every five years.

FACT

State law requires updating assessed values as often as annually to maintain fair and equitable property tax distribution.

WHAT'S A MILL RATE?

An increase in assessed value does not equate to an increase in your taxes. With a 25% increase in assessment value, an increase of assessed value could lead to no increased tax.

Assessed Value: \$200,000	Assessed Value: \$250,000
x Mill Rate: .020	x Mill Rate: .016
Taxes: \$4,000	Taxes: \$4,000

2022 2023

YOUR INSPECTION INCLUDES:

- Review notes of the property and the current property conditions in our database.
- Location of property permits in the windows or elsewhere on the property.
- When we arrive, we'll knock or ring the doorbell and explain why we are visiting (remodel, new construction, permit).
- If no one is home, we will leave a door tag.

COMMON INSPECTION TYPES

<p>EXTERIOR Most Common</p> <p>Validate measurements. Verify recent enhancements. Check property data. Take new exterior images.</p>	<p>INTERIOR Least Common</p> <p>Validate measurements. Verify any recent enhancements. Inspect condition of interior. Review property data. No images taken inside.</p>	<p>PERMITS</p> <p>Verify when permit was complete. Flag for another visit if not complete. Update sketch of property. Take exterior image if complete.</p>	<p>NEW CONSTRUCTION</p> <p>Verify permit complete. Flag for another visit if not complete. Review the construction plans. Create a sketch of the property. Take exterior image.</p>
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FACT vs FICTION

About Property Assessments

DID YOU KNOW?

Assessors do not calculate or collect taxes. Assessors are responsible to provide uniform property values so that the property tax burden can be fairly distributed.

What is an Improvement?

All buildings, structures, and features as a whole that have been constructed and remain on the property. Below are some common examples of improvements.

- House
- Garage
- Utility Shed
- Pool

www.apraz.com

WE CREATE MAXIMUM TEAM SUPPORT



Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.



Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.



Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.



Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.



Accepted Standard & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume 11, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.



Customer/ Public Access

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. - 4:00 p.m.

OUR FIRM'S LEADER



Mark Brown

President

About Mark

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 250 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 22 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA CAMA, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability to prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
2004 – Present

Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

Education

St. Norbert College, De Pere, Wisconsin
Bachelor of Business Administration, 2004

Contact

W62237 Neubert Road, Appleton, WI 54942
Email: mabrown@apraz.com
Direct: (920) 224-8802

YOUR KEY CONTACT



Dean Peters

Vice President of Maintenance Services

About Dean

A skilled and experienced municipal Assessor, having successfully performed over 250 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 27 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, GSA CAMA, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
1999 – Present

Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management >
VP of Maintenance Services

Education

University of Wisconsin, Madison
Bachelor of Arts, 1999

Contact

W62237 Neubert Road, Appleton, WI 54942
Email: dpeters@apraz.com
Direct: (920) 224-8803



**2025 AAC MUNICIPALITIES
OVER \$1 BILLION IN EQUALIZED VALUE**

*Municipality	Population	2025 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Oshkosh	66,816	\$6,592,596,800	21,262	Maintenance (2025 Revaluation)
City of Middleton	21,050	\$5,805,056,500	7,460	Maintenance (2026 Revaluation)
City of Verona	12,737	\$4,693,079,100	5,405	Maintenance (2022 Revaluation)
Village of Germantown	20,686	\$4,424,654,900	8,672	Maintenance (2024 Revaluation)
City of Oconomowoc	20,000	\$4,394,385,000	7,484	Full Value Maintenance
City of De Pere	25,453	\$3,839,271,900	8,823	TBD
Town of Linn	2,459	\$3,811,769,600	3,183	Maintenance (2024 Revaluation)
Village of Whitefish Bay	14,951	\$3,726,927,500	4,995	Maintenance (2027 Revaluation)
City of Manitowoc	34,570	\$3,717,017,900	13,738	Maintenance (2025 Revaluation)
Village of Waunakee	14,399	\$3,618,999,700	5,247	Maintenance (2025 Revaluation)
City of Neenah	26,333	\$3,606,794,700	10,387	Maintenance (2023 Revaluation)
Village of Richfield	11,948	\$2,923,921,600	5,872	Maintenance (2026 Revaluation)
City of Lake Geneva	8,504	\$2,528,575,000	5,051	Maintenance (2023 Revaluation)
Village of Sussex	11,373	\$2,357,042,500	4,200	Full Value Maintenance
Village of Lake Delton	2,900	\$2,275,451,200	4,175	Maintenance (2024 Revaluation)
Village of Deforest	10,624	\$2,272,058,000	4,212	Full Value Maintenance
City of Hartford	15,870	\$2,176,307,900	6,011	Maintenance (2026 Revaluation)
Village of Grafton	11,989	\$2,170,902,400	4,167	Maintenance (2025 Revaluation)
City of Menasha	17,468	\$1,827,432,700	5,259	Full Value Maintenance
City of Port Washington	11,954	\$1,720,339,200	4,621	Maintenance (2025 Revaluation)
Town of Liberty Grove	1,786	\$1,714,108,600	4,627	Full Value Maintenance
Village of Fox Point	6,826	\$1,675,976,100	2,664	Maintenance (2026 Revaluation)
Village of Williams Bay	2,614	\$1,643,729,500	2,507	Maintenance (2022 Revaluation)
Village of Mukwonago	8,126	\$1,616,595,700	3,138	Maintenance (2024 Revaluation)
City of Sturgeon Bay	9,542	\$1,605,849,800	4,619	Maintenance (2025 Revaluation)
Village of Little Chute	11,947	\$1,592,020,500	3,907	Maintenance (2024 Revaluation)
Town of Mukwonago	7,979	\$1,573,545,000	3,381	Maintenance (2024 Revaluation)

*Complete client list available upon request.

REFERENCES



City of Hartford

Steve Volkert
 City Administrator
 109 N Main Street
 Hartford, WI 53027
 262-673-8204
svolkert@ci.hartford.wi.us



City of Verona

Brian Lamers
 Finance Director / City Treasurer
 111 Lincoln Street
 Verona, WI 53593
 608-848-9949
brian.lamers@ci.verona.wi.us



City of Middleton

Bill Burns
 Finance Director
 7426 Hubbard Ave.
 Middleton, WI 53562
 608-821-8356
bburns@cityofmiddleton.us



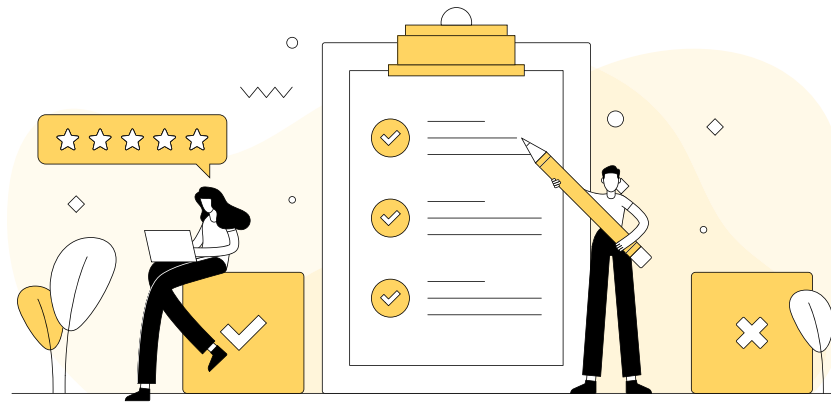
City of Neenah

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City of Manitowoc

Adam Tegen
 Community Development Director
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 920-686-6930
ategen@manitowoc.org



UNDERSTANDING OF REQUIREMENTS

AAC appreciates the opportunity to submit this proposal and affirms our complete understanding of the scope, responsibilities, and performance expectations outlined in the City's Request for Proposals for assessment services. With more than 65 years of experience providing full-service municipal assessment throughout Wisconsin, AAC has established a long-standing reputation for accuracy, accessibility, technological leadership, and strict adherence to Wisconsin State Statutes and Wisconsin Department of Revenue (WI DOR) requirements. Our firm fully understands every requirement listed in the RFP and is prepared to deliver all services at the highest professional standards.

AAC acknowledges the City's requirement that all assessment work be performed in accordance with Wisconsin law and WI DOR rules, and we affirm that all work will be completed in full compliance with these mandates. We will designate a primary project supervisor who is certified at the required Assessor Level II or III, and who will serve as the City's dedicated point of contact for the duration of the contract. In the event a supervisor must be reassigned, AAC will provide an equally qualified replacement subject to City review.

We understand the City expects regular and transparent communication, and AAC will meet with the City Clerk or designee on a recurring basis to review progress, data, and deliverables. All assessment operations—including fieldwork, data entry, valuation, and reporting—will remain fully accessible to the City at all times. Our staff will attend meetings of the City Council, committees, or other departments when requested, and we will maintain reliable communication channels through a dedicated email address and toll-free phone number, with all inquiries answered within 48 hours or sooner.

UNDERSTANDING OF SERVICES REQUIRED *continued*

AAC fully understands the City's expectations for annual assessment work, including field review of new construction, partially completed construction, remodeling projects, sales inspections, permit-related inspections, and identification of demolished or destroyed improvements. Our field staff conducts interior inspections where applicable and will coordinate closely with City personnel to ensure timely and accurate completion of all required site visits and valuation activities.

We recognize the City's need for timely support related to economic development, including projected assessed values for potential projects and cooperative annual reviews of building permit activity. AAC will also determine fair market values for mobile home units as required under State Statute 66.0435 and will administer use-value agricultural assessments consistent with WI DOR guidelines.

AAC will prepare and mail all required Notices of Changed Assessment, conduct Open Book sessions, and provide advance written instructions for scheduling appointments. We understand the City's expectations regarding Board of Review, including preparation, attendance, testimony, and follow-up on appeals. Our assessors will supply comparable data, digital images, and supporting documentation in advance of hearings and will provide full support for any subsequent circuit court proceedings.

We acknowledge our responsibility to provide accurate assessment data to Brown County Real Property Listing, including all required digital formats and printed assessment rolls. AAC will submit all WI DOR preliminary and final reports, TIF district assessments, and all other required state filings by statutory deadlines.

AAC further recognizes the City's expectations regarding public access to assessment information. We will provide detailed property records with images through our secure web-based system, which is available at no cost to the public or the City. Property record cards will be updated annually or biannually, and the City will have access to all underlying databases in unlocked formats. Annual exports, including PDF property cards, will be provided as requested.

UNDERSTANDING OF SERVICES REQUIRED *continued*

CAMA Software Requirements

AAC confirms that our CAMA software platform fully meets and exceeds every software capability outlined in the RFP. Our system includes:

- Comparative sales reporting with model-driven adjustment logic
- Flexible, customizable cost and depreciation models
- Full income-approach capabilities for commercial properties
- Electronic export of the completed roll to Brown County
- Import capability for existing databases and permit files (CSV/Excel)
- Separate sales file tracking and full ownership history
- Robust reporting capabilities, including all statutory reports
- Advanced query tools for any data field
- Integrated electronic sketches for all properties
- SQL Server-compatible database architecture
- GIS-ready data exports

AAC understands that no subcontracting or assignment of assessment services may occur without prior written approval of the City Council, and we agree to comply with this requirement.

OPTION 1 - ANNUAL INTERIM MARKET UPDATES

For over 60 years, AAC has been a trusted partner to Wisconsin municipalities, delivering expert general assessment and revaluation services. Our team brings extensive experience with all property types across the state, from residential and commercial to agricultural and special-use properties.

AAC's annual full-value maintenance assessment services are designed to meet or exceed the expectations of the City of De Pere. We are committed to transparency, accuracy, and collaboration. The final scope of work will be reviewed and clearly outlined in coordination with City staff prior to finalizing contract commitments. AAC affirms that there are no current or prior business, professional, personal, or other interests that would conflict in any manner or degree with the performance of our obligations regarding your conflict of interest requirements.

The figures provided below represent our proposed fees for the assessment years 2027, 2028, and 2029, with services beginning no later than September 1, 2026.

Assessment Services

	2027	2028	2029	TOTAL
Total Annual Compensation Rate	\$100,000	\$105,000	\$110,000	\$315,000
Maintenance Services	Included	Included	Included	Included
Interim Market Update	Included	Included	Included	Included
Monthly Municipal Permit Fee	Included	Included	Included	Included
CAMA Software & Conversion	Included	Included	Included	Included
Web Hosting of Assessment Data	Included	Included	Included	Included
Educational Outreach Program	Included	Included	Included	Included
Postage & Mailing Services	Not Included	Not Included	Not Included	Not Included
Open Book & Board of Review	Included	Included	Included	Included
*TOTAL	\$100,000	\$105,000	\$110,000	\$315,000

*The above fee(s) for each year of this proposed contract (2027, 2028, and 2029) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.



ASSESSMENT SOFTWARE

AAC utilizes GSA CAMA, a powerful, cloud-based computer-aided mass appraisal software used by over 240 Wisconsin municipalities. This system meets or exceeds all state and municipal assessment software requirements, ensuring accurate, efficient, and compliant property assessments. A viewer version of the software can be made available to City staff at no additional cost, providing convenient access to assessment data. A full demonstration or detailed specification list is available upon request.

OPTION 2 - MAINTENANCE & INTERIM MARKET UPDATES

For over 60 years, AAC has been a trusted partner to Wisconsin municipalities, delivering expert general assessment and revaluation services. Our team brings extensive experience with all property types across the state, from residential and commercial to agricultural and special-use properties.

AAC's annual maintenance assessment services paired with interim market updates are designed to meet or exceed the expectations of the City of De Pere. We are committed to transparency, accuracy, and collaboration. The final scope of work will be reviewed and clearly outlined in coordination with City staff prior to finalizing contract commitments. AAC affirms that there are no current or prior business, professional, personal, or other interests that would conflict in any manner or degree with the performance of our obligations regarding your conflict of interest requirements.

The figures provided below represent our proposed fees for the assessment years 2027, 2028, 2029, and 2030, with services beginning no later than September 1, 2026.

Assessment Services

	2027	2028	2029	2030	TOTAL
Total Annual Compensation Rate	\$90,000	\$90,000	\$90,000	\$90,000	\$360,000
Maintenance Services	Included	Included	Included	Included	Included
Interim Market Update	Included	N/A	Included	N/A	Included
Monthly Municipal Permit Fee	Included	Included	Included	Included	Included
CAMA Software & Conversion	Included	Included	Included	Included	Included
Web Hosting of Assessment Data	Included	Included	Included	Included	Included
Educational Outreach Program	Included	Included	Included	Included	Included
Postage & Mailing Services	Not Included	Not Included	Not Included	Not Included	Included
Open Book & Board of Review	Included	Included	Included	Included	Included
*TOTAL	\$90,000	\$90,000	\$90,000	\$90,000	\$360,000

*The above fee(s) for each year of this proposed contract (2027, 2028, and 2029) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.



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OPTION 3 - ANNUAL INTERIM MARKET UPDATES

For over 60 years, AAC has been a trusted partner to Wisconsin municipalities, delivering expert general assessment and revaluation services. Our team brings extensive experience with all property types across the state, from residential and commercial to agricultural and special-use properties.

AAC's annual full-value maintenance assessment services are designed to meet or exceed the expectations of the City of De Pere. We are committed to transparency, accuracy, and collaboration. The final scope of work will be reviewed and clearly outlined in coordination with City staff prior to finalizing contract commitments. AAC affirms that there are no current or prior business, professional, personal, or other interests that would conflict in any manner or degree with the performance of our obligations regarding your conflict of interest requirements.

The figures provided below represent our proposed fees for the assessment years 2027, 2028, 2029, 2030, and 2031, with services beginning no later than September 1, 2026.

Assessment Services (Five-Year Contract)

	2027	2028	2029	2030	2031	TOTAL
Total Assessment Services	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	\$550,000
Optional Annualized Fee	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$550,000
Maintenance Services	Included	Included	Included	Included	Included	Included
Interim Market Update	Included	Included	Included	Included	Included	Included
Monthly Municipal Permit Fee	Included	Included	Included	Included	Included	Included
CAMA Software & Conversion	Included	Included	Included	Included	Included	Included
Web Hosting of Assessment Data	Included	Included	Included	Included	Included	Included
Educational Outreach Program	Included	Included	Included	Included	Included	Included
Postage & Mailing Services	Not Included	Not Included	Not Included	Not Included	Not Included	Not Included
Open Book & Board of Review	Included	Included	Included	Included	Included	Included
*TOTAL	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	\$550,000

*The above fee(s) for each year of this proposed contract (2027, 2028, 2029, 2030, and 2031) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.



ASSESSMENT SOFTWARE

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OPTION 4 - MAINTENANCE & (2) INTERIM MARKET UPDATES

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AAC's annual maintenance assessment services paired with interim market updates are designed to meet or exceed the expectations of the City of De Pere. We are committed to transparency, accuracy, and collaboration. The final scope of work will be reviewed and clearly outlined in coordination with City staff prior to finalizing contract commitments. AAC affirms that there are no current or prior business, professional, personal, or other interests that would conflict in any manner or degree with the performance of our obligations regarding your conflict of interest requirements.

The figures provided below represent our proposed fees for the assessment years 2027, 2028, 2029, 2030, and 2031, with services beginning no later than September 1, 2026.

Assessment Services (Five-Year Contract)

	2027	2028	2029	2030	2031	TOTAL
Total Assessment Services	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000
Maintenance Services	Included	Included	Included	Included	Included	Included
Interim Market Update	N/A	Included	N/A	Included	N/A	Included
Monthly Municipal Permit Fee	Included	Included	Included	Included	Included	Included
CAMA Software & Conversion	Included	Included	Included	Included	Included	Included
Web Hosting of Assessment Data	Included	Included	Included	Included	Included	Included
Educational Outreach Program	Included	Included	Included	Included	Included	Included
Postage & Mailing Services	Not Included	Not Included	Not Included	Not Included	Not Included	Not Included
Open Book & Board of Review	Included	Included	Included	Included	Included	Included
*TOTAL	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000

*The above fee(s) for each year of this proposed contract (2027, 2028, 2029, 2030, and 2031) are in not-to exceed sums including all labor, materials, transportation costs, meals, lodging, Open Book and Board of Review expenses. There would be separate charges for those services identified as not included and or optional as applicable each assessment year.



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ADDENDUM

A I Accuracy in Assessment Work Comparison	A1
B I Certificate of Insurance	B1



Demonstration of Accuracy in Assessment Work

A major objective of assessment/sales ratio studies is to determine the degree of assessment uniformity. This measure of assessment performance is gauged by looking at the level of assessment and the degree to which individual assessments differ from that level. The below ratio studies only include transactions of valid or arm's-length sales in accordance with the Wisconsin Property Assessment Manual. Sales data and statistics correspond to the calendar year of the sale as recorded via the Real Estate Transfer Return provided to the Assessors office. A series of ratios by itself does not tell much about assessment performance. A basic understanding of statistics is needed to successfully interpret the following ratios as published by the Wisconsin Department of Revenue each year.

Associated Appraisal Consultants, Inc.							
	Village of DeForest	Village of Sussex	City of Hartford	City of Verona	City of Middleton	WPAM & IAAO Standards	
Equalized Value	\$1,828,925,000	\$1,921,321,200	\$1,844,911,200	\$3,629,798,500	\$4,775,023,600		
Scope of Work	Full Value	Full Value	Exterior Revaluation	IMU Revaluation	IMU Revaluation		
# of Residential Sales	156	141	225	176	264		
Aggregate Ratio	90.21	81.45	95.18	87.58	87.77		100.00
Mean Ratio	89.64	82.95	96.01	88.08	88.69		100.00
Median Ratio	88.48	82.96	95.91	87.95	88.72		100.00
Coefficient of dispersion	8.56	10.32	6.15	6.69	8.94		5 - 10
Coefficient of concentration	83.3	80.9	92.4	92.1	79.9		80 - 100
Price Related Differential	0.99	1.02	1.01	1.01	1.01		0.98 - 1.03
Level of Assessment	96.45	93.23	101.63	94.97	95.21	90 - 110	
Accurate Appraisal							
	City of De Pere (2023)	City of De Pere (2022)	City of Watertown	Village of Fox Crossing	City of Onalaska	WPAM & IAAO Standards	
Equalized Value	\$3,315,310,100	\$2,887,309,500	\$1,958,383,300	\$2,284,883,200	\$2,616,780,700		
Scope of Work	Full Value	Full Value	Exterior Revaluation	Full Value	Full Value		
# of Residential Sales	292	357	331	259	234		
Aggregate Ratio	90.11	86.09	87.97	88.77	87.46		100.00
Mean Ratio	100.26	93.40	92.32	91.20	94.43		100.00
Median Ratio	91.59	87.46	87.93	88.80	89.62		100.00
Coefficient of dispersion	22.68	21.33	20.15	17.50	16.99		5 - 10
Coefficient of concentration	66.1	66.7	58.9	64.9	64.1		80 - 100
Price Related Differential	1.11	1.08	1.05	1.03	1.08		0.98 - 1.03
Level of Assessment	97.49	95.82	100.68	100.21	97.87	90 - 110	

Aggregate ratio—As applied to real estate, the ratio of the total assessed value to the total selling price. Advantage is that it takes dollar values into account. Disadvantage is that it is sensitive to extreme ratios.

Mean ratio—A measure of central tendency equal to the sum of the values divided by the number. Also referred to as arithmetic average or arithmetic mean. Advantage is that it is easily calculated and understood. Disadvantage is that it is sensitive to extreme ratios.

Median ratio—A measure of central tendency equal to that point in a distribution above which 50% of the values fall and below which 50% of the values fall. The 50th percentile is the 2nd quartile. The median is the ratio in the middle. Advantage is that it is not sensitive to extreme ratios.

Coefficient of dispersion—As applied to an assessment-to-sale ratio distribution, is the average distance in percentage terms that individual ratios lie from the median ratio. A reasonable dispersion is 10% - 15%; good is under 10%. **Big is bad.**

Coefficient of Concentration—A single statistic expressed in percentage terms which tells how many ratios are within +/- 15% of the median ratio.

Price-related differential—As applied to real estate, an analytical measure of the vertical uniformity of values in a given distribution calculated by dividing the mean ratio by the aggregate ratio; a ratio of more than one being generally indicative of the relative undervaluation of high priced properties as compared to the less valuable properties, whereas a ratio of less than 1 would indicate the converse relationship. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below .98 tend to indicate assessment progressivity.



ASSESSMENT SERVICES PROPOSAL

DE PERE



PREPARED FOR:

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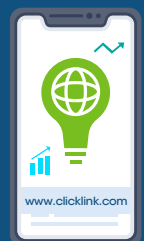
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This proposal is built to be INTERACTIVE!

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A clickable link will appear. Select the link and enjoy the content!

Test this link to our website!



Viewing this as a digital copy? You can click the QR codes to view the content in the proposal.

Accurate is an independent contractor pursuant to Sec. 62.09(1)(c) Wis. Stats. Accurate will never subcontract any portion of the contract with the City of De Pere to any other firms or individuals.

INTRODUCTION

We are excited for the opportunity to continue serving the City of De Pere as its assessor.

With 18 years of experience assessing in De Pere, we have developed an in-depth understanding of the community, its neighborhoods, its growth patterns, and its unique character. This long-standing relationship allows us to provide continuity, institutional knowledge, and consistency that cannot be replicated by a new firm. As De Pere continues to evolve, our proven track record positions us as the most qualified partner to carry this responsibility forward.

Our commitment to accuracy and equity is demonstrated through nearly two decades of consistent, well-supported assessments. We believe the assessment process should be transparent and approachable, not something that happens to property owners, but something they are invited to understand and participate in. This philosophy guides how we communicate with residents, conduct Open Book, and support the Board of Review process.

TRANSPARENCY

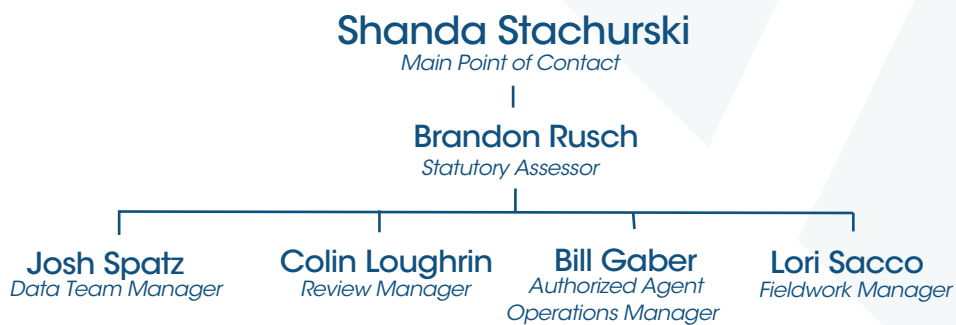
is our core principle in educating and empowering those we serve.
our employees.
municipalities.
the community.



PO BOX 415 | Menasha WI 54952-0415 | info@accurateassessor.com | 920.749.8098 | accurateassessor.com



DE PERE ASSESSMENT TEAM



Our Mission:

Engaging our employees to collaborate, educate, and deliver the most reliable and transparent assessment solutions through innovation, communication and technology.

SERVICE TEAM

At Accurate, we utilize dedicated service teams to ensure both the accuracy and effectiveness of our assessment services.

Bill Gaber will lead the Accurate team and oversee all operational aspects to ensure the project runs smoothly and efficiently.

Shanda Stachurski will serve as your primary point of contact. She will manage all correspondence with the City and coordinate closely with Carey on Open Book and Board of Review scheduling, as well as address any additional needs of the municipality.

Brandon Rusch will serve as your Statutory Assessor. He will guide the City through the valuation changes and the data supporting those changes, and he will act as the lead expert during the Board of Review. Brandon provides a steady, knowledgeable presence to help ensure Board of Review proceedings are clear, well-organized, and run smoothly



"Taking the time day in and day out to make sure the clerk has a better experience has made my job a blast. Carey has been amazing to work with these last 3 years. I look forward to continuing our relationship."

Shanda Stachurski

Main Point of Contact

Marketing and Account Development Coordinator - Assessor II

Shandas@accurateassessor.com 920.749.8098



"I am incredibly excited to work with the City of De Pere. I want to be able to build a deep trust with the community and the board. I'm looking forward to being your expert and helping make board of review smooth."

Brandon Rusch

Statutory Assessor

Value Data Analyst, Review Coordinator - Assessor II & III

brandonr@accurateassessor.com 920.749.8098



"Being able to ensure each step of the process is completed has been amazing. We've been able to take big leaps in process improvements and look forward to continuing to innovate."

Bill Gaber

Authorized Agent

Operations Manager - Assessor III

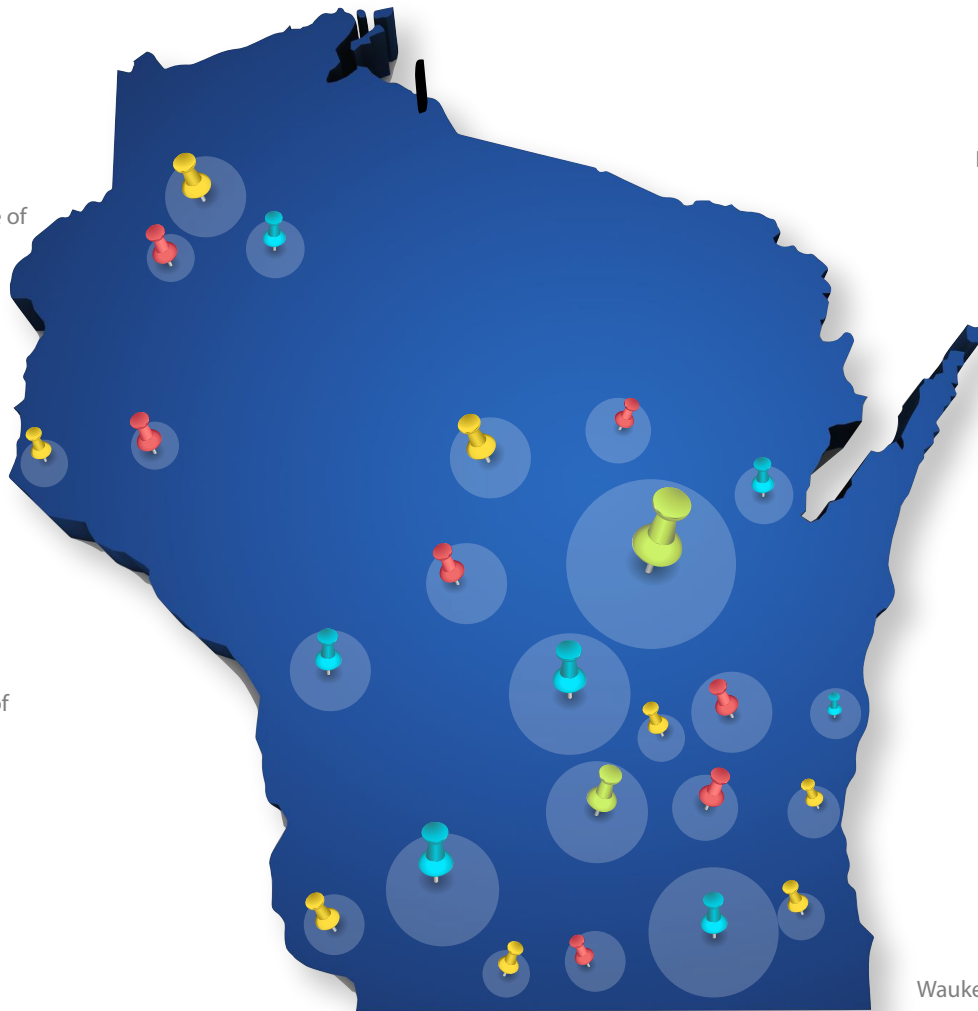
billg@accurateassessor.com 920.749.8098



WHO WE SERVE

Accurate assesses for **over 100 municipalities across Wisconsin**. Our assessors live in the areas closest to their region which allows us to be more reactive to our customer's needs.

Albion, Town of
 Altoona, City of
 Baraboo, City of
 Bayside, Village of
 Beaver Dam, City of
 Belleville, Town of
 Beloit, Town of
 Berry, Town of
 Blooming Grove, Town of
 Blue Mounds, Village of
 Boscobel, City of
 Brillion, City of
 Brooklyn, Village of
 Buchanan, Town of
 Burlington, City of
 Burlington, Town of
 Caledonia, Town of
 Cambria, Village of
 Cambridge, Village of
 Chilton, City of
 Cleveland, Village of
 Combined Locks, Village of
 Courtland, Town of
 Cross Plains, Village of
 Cudahy, City of
 Dale, Town of
 Darien, Town of
 Dayton, Town of
 De Pere, City of
 Deerfield, Town of
 Deerfield, Village of
 Dekorra, Town of
 Delafield, City of
 Delavan, Town of
 Edgerton, City of
 Eldorado, Town of
 Elkhorn, City of
 Fontana, Village of
 Fort Winnebago, Town of
 Fox Crossing, Village of
 Fox Lake, Town of
 Friesland, Village of
 Fulton, Town of
 Geneva, Town of
 Glendale, City of
 Grand Chute, Town of
 Green Valley, Town of
 Greenville, Village of
 Harrison, Village of
 Hazel Green, Village of
 Jamestown, Town of
 Jefferson, City of
 Kewaunee, City of
 Lancaster, City of
 Lisbon, Village of



Lyons, Town of
 Marathon, Town of
 McFarland, Village of
 Medford, City of
 Menominee, Town of
 Monona, City of
 Monroe, City of
 Mosinee, City of
 New Glarus, Village of
 New Richmond, City of
 Oakland, Town of
 Oconto Falls, City of
 Onalaska, City of
 Oregon, Town of
 Oregon, Village of
 Orien, Town of
 Pacific, Town of
 Pardeeville, Village of
 Perry, Town of
 Pleasant Springs, Town of
 Portage, City of
 Poynette, Village of
 Prairie du Sac, Village of
 Prescott, City of
 Primrose, Town of
 Randolph, Town of
 Richland Center, City of
 Richmond, Town of
 River Falls, City of
 Rose, Town of
 Rothschild, Village of
 Rutland, Town of
 Saukville, Village of
 Seymour, City of
 Sheboygan Falls, Town of
 Shorewood, Village of
 Sparta, City of
 Spring Prairie, Town of
 Stoughton, City of
 Sugar Creek, Town of
 Sullivan, Village of
 Summit, Village of
 Two Rivers, City of
 Union, Town of
 Upham, Town of
 Walworth, Town of
 Walworth, Village of
 Watertown, City of
 Waukesha, City of (commercial)
 Wescott, Town of
 West Baraboo, Village of
 Whitelaw, Village of
 Whitewater, City of
 Williams Bay, Village of
 Windsor, Village of

ASSESSMENT ACCURACY

There is no stronger demonstration of our ability to effectively serve a municipality with a population exceeding 20,000 than our 18-year partnership with you. Since implementing our full value maintenance system, we have consistently remained in compliance and have never fallen below a 95% overall assessment ratio. In 2025 we came in at 100.67%. This track record reflects our commitment to accuracy, transparency, and excellence in assessments. Please see the Department of Revenue major class data below, which highlights our sustained performance in a municipality of this size since 2019.

DATE: 10/27/2025

Wisconsin Department of Revenue
Preliminary Major Class Comparison

EQMCC701PW1

Page 24 of 25

EQ ADMIN AREA 81 Green Bay
COUNTY 05 Brown County
CITY 216 De Pere

Year	Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)	Major Class Municipal Compliance Status	Type Of Notice Issued
2025	Residential	2,633,776,400	2,635,917,200	74.07	99.92	YES	
	Commercial	947,499,300	921,679,300	25.90	102.80	YES	
	Agricultural	193,100	192,700	0.01	100.21		
	Sum Of 5, 5M, 6, 7	798,900	737,200	0.02	108.37		
	Total	3,582,267,700	3,558,526,400	100.00	100.67	YES	
2024	Residential	2,457,500,500	2,498,936,400	75.30	98.34	YES	
	Commercial	828,294,100	818,877,500	24.67	101.15	YES	
	Agricultural	183,700	183,300	0.01	100.22		
	Sum Of 5, 5M, 6, 7	798,800	753,800	0.02	105.97		
	Personal	0	0	0.00	0.00		
	Total	3,286,777,100	3,318,751,000	100.00	99.04	YES	
2023	Residential	2,219,994,700	2,256,656,800	74.11	98.38	YES	
	Commercial	710,611,600	750,368,900	24.64	94.70	YES	
	Agricultural	201,000	197,500	0.01	101.77		
	Sum Of 5, 5M, 6, 7	726,500	672,700	0.02	108.00		
	Personal	37,184,800	37,184,800	1.22	100.00		
	Total	2,968,718,600	3,045,080,700	100.00	97.49	YES	
2022	Residential	1,959,266,100	2,007,542,300	75.10	97.60	YES	
	Commercial	573,155,500	636,619,400	23.81	90.03	YES	
	Agricultural	181,400	183,600	0.01	98.80		
	Sum Of 5, 5M, 6, 7	675,800	655,000	0.02	103.18		
	Personal	28,279,000	28,279,000	1.06	100.00		
	Total	2,561,557,800	2,673,279,300	100.00	95.82	YES	
2021	Residential	1,722,330,644	1,722,355,300	74.10	100.00	YES	
	Commercial	523,382,235	577,252,800	24.83	90.67	YES	
	Agricultural	187,100	185,300	0.01	100.97		
	Sum Of 5, 5M, 6, 7	603,000	636,500	0.03	94.74		
	Personal	23,931,500	23,931,500	1.03	100.00		
	Total	2,270,434,479	2,324,361,400	100.00	97.68	YES	
2020	Residential	1,598,630,469	1,618,168,000	73.85	98.79	YES	
	Commercial	495,302,735	546,735,500	24.95	90.59	YES	
	Agricultural	182,800	182,600	0.01	100.11		
	Sum Of 5, 5M, 6, 7	590,200	679,700	0.03	86.83		
	Personal	25,324,000	25,324,000	1.16	100.00		
	Total	2,120,030,204	2,191,089,800	100.00	96.76	YES	
2019	Residential	1,501,238,469	1,503,176,100	73.53	99.87	YES	
	Commercial	493,873,600	510,873,800	24.99	96.67	YES	
	Agricultural	182,200	182,400	0.01	99.89		
	Sum Of 5, 5M, 6, 7	647,400	654,200	0.03	98.96		
	Personal	29,497,900	29,497,900	1.44	100.00		
	Total	2,025,439,569	2,044,384,400	100.00	99.07	YES	

As we continue to maintain strong assessment ratio performance through our full value maintenance system and effectively manage your 8,477 total parcels, including 7,880 improved parcels, we remain committed to continuous improvement. We are consistently refining our processes to enhance accuracy, strengthen communication, and elevate our outreach and marketing efforts.

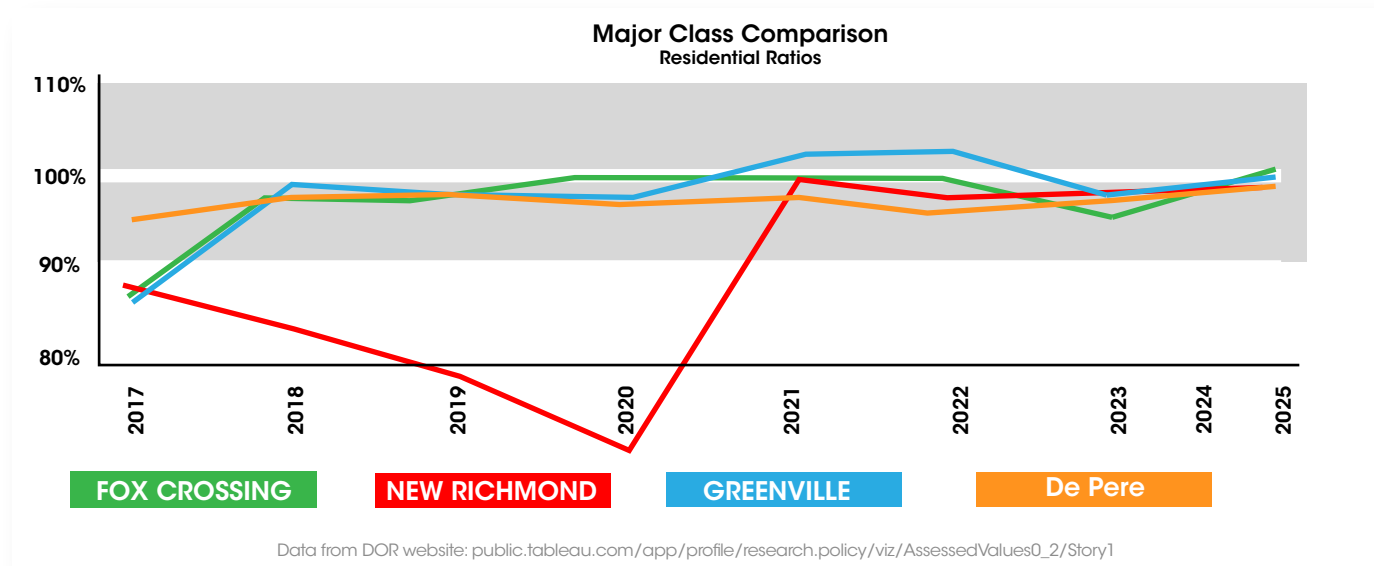


ASSESSMENT ACCURACY

Continued

Various statistical methods are used to gauge property assessment accuracy. **The DOR emphasizes the equalized value ratio, requiring assessments of major classes to be within 10% of fair market value in a 5 year period.** Non-compliance triggers an Interim Market Update using previous year(s) sales for reassessment.

A good test of accuracy in assessments is after reviewing sales and setting new values during a market update, **have the assessments been brought back to 100% market value?**



The table above shows the impact of regular market updates. The center white line is the state's 100% fair market value determination or equalized value. The green line shows the impact of annual market updates in Fox Crossing. Deviations in the red line show maintenance years before New Richmond started annual market updates in 2020. Greenville's blue line shows the maintenance year before the 2018 full revaluation follow years of annual market updates. De Pere's orange line shows the start of Annual Market Updates and the continued success of Annual Market Updates system in staying in compliance. **The closer to overall values are to 100% after a market update shows how accurate the assessments are.**

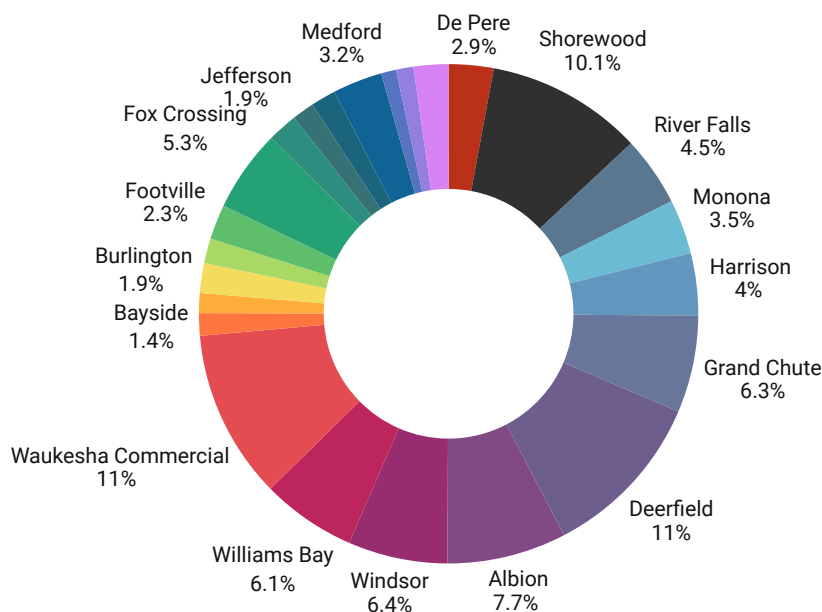
Since 2020 the market has become extremely volatile, setting new precedent when comparing assessments to market sales. This RFP requesting an every other year market update. In many ways you want to ensure **assessments are close to 100% every year.**

We must also address statistics our competition might try to exploit:

concentration and dispersion, both of which are uncontrollable lagging measures comparing last year's assessments to the following year's market sales. **Assessors can't predict the future market nor control property factors like style, age, non-permitted work, or homogeneity/make-up of property in a municipality.** Our competitors divert attention to uncontrollable statistics in a volatile market with numerous variables. We could also share samples of their so called "sub standard" results in this RFP but we would rather focus on the controllable factors when it comes to assessing fairly and equitably.

De Pere BOR Report

BOR Objections by Municipality



Objections Explained

When viewed in context, De Pere's objection volume compares very favorably to similar communities. While the average IMU sees approximately 16 objections per year, consistent with De Pere, the average IMU size is about 3,034 improved parcels. De Pere has more than double that number, with 7,827 improved parcels. In comparison, other municipalities of larger size have experienced substantially higher activity in 2025, including Wauwatosa (different assessor) with over 150 cases across 23 days of Board of Review and the City of Waukesha, where we assess commercial property only, with more than 105 total cases across multiple Board days. Overall, for a municipality of De Pere's size and population, the level of objections is well within, and even below, typical expectations.

Our Solution

1. We will continue to do everything possible to proactively limit the number of objections and Board of Review cases moving forward.
2. Brandon Rusch as your Statutory Assessor. Brandon is a cornerstone of our review process and plays a critical role in analyzing market data and validating the statistics behind assessment changes. His depth of knowledge and calm, clear approach makes him exceptionally effective at Board of Review, where he consistently helps municipalities navigate cases with confidence and clarity. Brandon is our highest-rated assessor and currently serves as the statutory assessor for Bayside, Onalaska, Glendale, and the Village of Oregon, bringing proven experience from a range of communities.

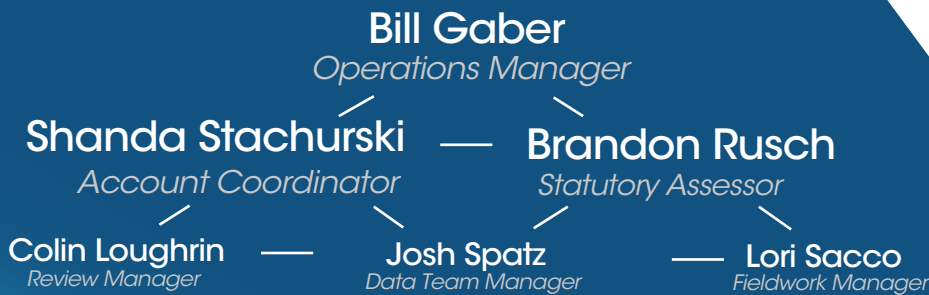


Brandon Rusch

ASSESSMENT TEAM

Your assessment team has access to over **200 YEARS** of assessing experience!

Our approach of the **Assessment Team** means each assessor coordinates their efforts from accountability officers to our field team and customer service. Throughout the entire assessment process - field work, attending open books and closing boards of review, our services are completed as a team. You will have full access to an account coordinator as your main point of contact throughout the contract.



31 EMPLOYEES

26 ASSESSOR I & II

5 ASSESSOR III



Bill Gaber brings more than 12 years of assessment experience and currently serves as Operations Manager at Accurate. He advanced through the organization as a Field Assessor and Account Manager, giving him a comprehensive understanding of all facets of the assessment process. Bill is our most highly qualified assessor, having completed hundreds of market updates with a strong emphasis on commercial property valuation. He actively mentors our assessment staff and collaborates closely with the Wisconsin Department of Revenue to help advance assessment practices statewide. Bill holds Assessor II and III certifications.

Shanda Stachurski will serve as your primary point of contact throughout the contract. She will be responsible for workload tracking, report generation, scheduling and facilitating regular meetings, and providing any necessary training. Shanda works closely with your Statutory Assessor to manage timelines and ensure clear, consistent communication with municipal staff and the community. She holds an Assessor II certification and has three years of assessment experience.

Brandon Rusch will act as your Statutory Assessor and Review Specialist. He has extensive expertise in Board of Review proceedings as well as residential and commercial property review. Brandon is highly regarded for his ability to provide clear, thorough, and easily understood guidance during complex review processes, ensuring confidence and transparency for all. Brandon has an assessor II and assessor III.

Colin Loughrin is our Review Manager, oversees all aspects of the valuation and review process. His responsibilities include permit review, valuation review, and commercial property review for market updates. Colin holds Assessor II and III certifications, has seven years of experience, and has successfully completed over one hundred market updates.

Josh Spatz is our Data Team Manager. He is responsible for ensuring the security, accuracy, and integrity of all assessment data and manages all required exports and communications with Brown County. Josh's diligent oversight ensures data reliability and compliance at every stage.

Lori Sacco serves as our Fieldwork Manager and leads all fieldwork logistics. She plays a critical role in coordinating schedules, maintaining efficiency, and ensuring fieldwork remains on pace. Lori holds Assessor II and III certifications and brings five years of assessment experience to the role.

PROUD PARTNERS WITH:



AUTHORIZED AGENT



BILL GABER

Operations Manager - Assessor II & III

billg@accurateassessor.com 920.213.1916

ABOUT ME

I have a thorough background in business and finance. I also have over 12 years of experience in the assessment industry. My involvement in coaching youth sports has increased my leadership skills to develop successful teams. Watching teams grow and learn is my passion. I look forward to working with you and your community.

" I like to lead by example both at home for my son (20 years old) and for those that I work with."

EXPERIENCE

- Determine values using the three approaches Sales, Income, Cost
- Managed over 150 Market revaluations
- 100+ Open Book and Boards of Review
- 10+ years of scheduling fieldwork assignments
- Statistically analyze market trends
- Land valuation review
- Filed word duties
- Estimate valuations for TID creations
- GIS mapping
- Closing Boards of Review
- Logistics Coordinator

EDUCATION

University of Wisconsin - Oshkosh 1996
Business

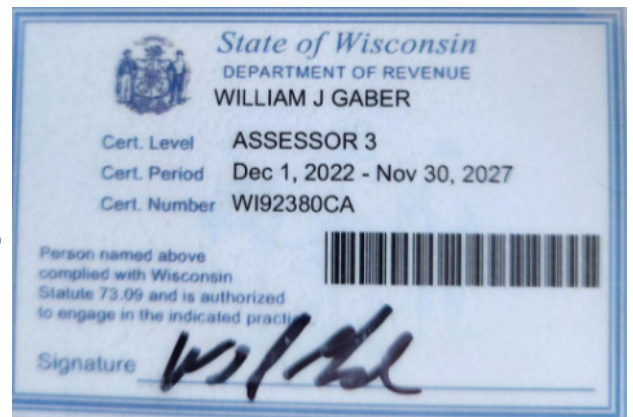
COMMUNITY INVOLVEMENT

Little League coach for 9 years
American Legion Baseball Coach for 4 years -
Won the Wisconsin AA state title in 2021
Coached youth Football for 6 years

STRENGTHS/SKILLS

- | | |
|-----------------|-----------------|
| Management | Self-Motivation |
| Organization | Creativity |
| Team Leadership | Communication |
| Operations | Development |

CERTIFICATION



* Will attend proposed interview



KEY CONTACT PERSON



SHANDA STACHURSKI

Account Coordinator - Assessor II

shandas@accurateassessor.com 920.716.9658

WHY ME?

I am an energetic self-starter with professional success in the fields of Assessing, Compliance, Finance, Sales and Education. I am an effective communicator, dedicated to achieving goals while building professional relationships. I am a quick learner committed to maintaining open communication and building the best education plan for your community.

"I love working with Carey! She is wonderful and I always look forward to our conversations."

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Performed over 20 Market revaluations
- Statistically analyze market trends
- Closing Board of Review
- 3 years of Tax exempt property
- Estimate valuations for TID creations
- GIS mapping

STRENGTHS/SKILLS

Communication	Prompt
Organization	Education
Financial	Flexibility
Work Ethic	Responsibility

CERTIFICATION

WI07740CA

* Will attend proposed interview

"Being part of the entire assessing process creates ownership and a deep understanding of the community."



STATUTORY ASSESSOR

BRANDON RUSCH

Value Data Analyst, Review Coordinator - Assessor II & III
Statutory Assessor

brandonr@accurateassessor.com 920-749-8098

ABOUT ME

I have many of assessing experience and several years in the real estate industry. I enjoy real estate but even more so enjoy working and talking with people. The education piece of my job is one I do not take lightly and enjoy the most when it comes to talking to property owners. My hope when I have completed a task, residents are able to understand the reasoning behind it.



"I truly love working with large communities and hope to get the chance to grow our relationship."

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Residential and Commercial Valuation
- Work with municipalities to value new developments
- Development of Neighborhood Mapping
- Determining and revaluation of land pricing
- Participate in Open Book Sessions
- Represent Company at Boards of Review
- Communication with Property Owners and Municipalities
- Validating Property Sales
- Entering and Reviewing Building Permits

BACKGROUND

Janesville WI - Assessor 2018 - 2022
Accurate - Assessor 2022 - Present
Real Estate Licence - 2016 - Present

STRENGTHS/SKILLS

Work Ethic	Communication
Creative	Flexible
Marketing	Relationship Building
Ethical	Educating

CERTIFICATION



* Will attend proposed interview

"The only way to do great work is to love what you do."



CUSTOMER SERVICE

When property owners call us they get a live person.

Our agents are trained assessors that answer questions quickly and educate property owners on the assessment process. Our **online appointment scheduling tool** is available 24/7.

Property owners have full access to us on our main line, email address, and over the phone appointments. We utilize a visual voicemail service which speeds up our response time. Voicemails are monitored daily to we make sure respond within 24 to 48 hours. All of these services are included at no additional cost to you.



MEET OUR CUSTOMER SERVICE TEAM MEMBERS:



"Being the first connection with property owners, my goal is to be able to help them understand the process of assessing and how it affects them. Being a property owner, I understand how confusing and daunting the process can seem. It is extremely rewarding when I answer their questions, help them understand the process, and make someone's day a little better."

TERRI MUSKEVITSCH since 2007

Customer Service Manager - Assessor II

terrim@accurateassessor.com 920.749.8098



"Talking with property owners on a daily basis gives me the opportunity to educate them on the assessment process. I take it as a challenge to convey positivity when not all of my interactions start out that way. Fairness and equity is paramount in my job and I take it very seriously."

AMY BAJI since 2011

Personal Property Coordinator- Assessor II

amyb@accurateassessor.com 920.749.8098



"The best feeling in the world is hanging up a phone and knowing I was able to help property owners understand their assessment. My background in hospitality gives me the tools I need to be empathetic to their needs. I have been known to make people laugh - because my laughter is infectious."

PATTI PETERS since 2010

Customer Service - Assessor I

pattip@accurateassessor.com 920.749-8098

SCOPE OF WORK

Specific Services Required

- a) Consultant shall perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.
- b) Consultant shall designate a qualified and responsible employee to supervise the operation of the consultant's staff for the entire contract period. The individual shall be certified (at a minimum) Assessor Level II or Assessor Level III. The individual designated as such shall be available to the City for the entire contract. Should the supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval by the City.
- c) Consultant shall report to and be accountable to the City Clerk or his/her designee. Consultant shall meet with the Clerk on a regular basis to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.
- d) Consultant shall be available to attend City Council and committee meetings on an as-needed basis.
- e) Consultant shall provide an e-mail address and a local (or toll free) phone number for City officials and customers to contact the Contractor during regular business hours, Monday through Friday, and shall return e-mails and calls within two business days/48 hours.
- f) Consultant shall provide an educational outreach program for the City related to the activity and responsibility of Contractor's assessment services.
- g) Consultant shall field review and assess all properties that were under partial construction as of January 1st of the previous year.
- h) Consultant shall field review and assess new construction as of January 1st of the current year.
- i) Consultant shall perform interior inspections on all newly constructed homes, partially constructed homes from the previous year, and any interior remodeling including kitchen, bath, basement, remodeling, and additions if allowable.
- j) Consultant shall field visit and measure all properties with building permits for exterior remodeling and for detached buildings and decks, and other miscellaneous permits.
- k) Consultant shall field review as deemed necessary sale properties and properties for which no building permit has been issued.
- l) Consultant shall account for all buildings destroyed or demolished.
- m) Consultant shall provide projected assessed values for potential development projects upon the request of the Development Services Director.
- n) Consultant shall coordinate with City staff for an annual meeting to discuss the previous year's development projects and building permit data.
- o) Consultant shall determine the fair market value of mobile home units in the municipality subject to the monthly municipal permit fee, in accordance with State Statute 66.0435.
- p) Consultant shall implement use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
- q) Consultant shall create, print, and mail State-approved Notices of Changed Assessment to property owners and others as required by State Statutes.
- r) Consultant shall conduct Open Book sessions in accordance with Wisconsin State Statutes. Consultant shall prepare a written statement regarding Open Book dates, times, and instructions on how to set up an appointment for an Open Book session, at least thirty (30) days prior to the first Open Book session.
- s) Consultant shall be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes prior to the deadline each year. Consultant shall work with the City Clerk to arrange for the hearings. Consultant will provide digital photographs and data for comparable properties in advance of the Board of Review meeting so that the Board and the petitioner have evidence of comparability.
- t) Consultant will attend the Board of Review hearing(s), serve as City staff at the hearing(s) and defend the valuations and work products. Consultant will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved. The consultant will be available for any Circuit Court proceedings that may result from appeals or other assessment-related matters.
- u) Consultant shall be responsible for providing all assessment data to Brown County's Real Property Listing office to facilitate the digital and manual transfer of data and values and for ensuring that the County's assessment roll is balanced to the records submitted by the Consultant. Consultant will provide printed copy of assessment roll to the City.
- v) Consultant shall be responsible for providing the Wisconsin Department of Revenue (WI DOR) with both preliminary and final reports of assessed valuations after the Board of Review meeting. Consultant will also be responsible for providing WI DOR with assessments for all TIF districts by the prescribed deadlines.

SCOPE OF WORK

Specific Services Required - Continued

w) Consultant shall place detailed property assessment records with images and full parcel information on the internet with free access to the public and the City. This may be accomplished through the City's existing online resources or through the Consultant's software package. Property record cards will be updated on at least an annual or bi-annual basis. Consultant shall provide the City with unlocked, freely accessible databases upon request. Consultant will provide an annual export of one PDF property card per parcel ID, or a suitable alternative.

x) Consultant is not permitted to assign, subcontract, or transfer the work of providing assessment services without the prior written approval of the City Council.

y) Assessment Software:

The City currently consults with an outside contractor for Assessor Services, and as such the City requires the Consultant software platform be able to complete the following items:

- i. Comparative sales reports that can be used to support individual assessments with adjustments shown to be derived from the regression analysis.
- ii. Flexible cost and depreciation tables that can be adjusted to capture specific markets. For commercial properties, a system-generated income approach to value.
- iii. The ability to electronically export the completed assessment roll to the Brown County Real Property Listing office in the format required, eliminating any manual data entry of the completed roll.
- iv. The ability to import "start-up data" from any existing databases to avoid time/cost-consuming initial data entry.
- v. The ability to accept and import the City's existing building permit records utilizing either a CSV or MS Excel file.
- vi. Maintains a separate sales listing file to record and store data on sale properties as of the date of sale.
- vii. Maintains an ownership history.
- viii. The ability to create a wide range of reports, including Assessment Roll, Assessor's Final Report; and neighborhood attributes and values.
- ix. The ability to run queries to locate specific data.
- x. Has an electronic sketch for each property.
- xi. Uses standard database format that can be read or easily converted to be read by other software packages and managed by Microsoft Sequel (SQL) Server.
- xii. The data should be capable of being uploaded to the City's GIS system.

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ii. Flexible cost and depreciation tables that can be adjusted to capture specific markets. For commercial properties, a system-generated income approach to value.

iii. The ability to electronically export the completed assessment roll to the Brown County Real Property Listing office in the format required, eliminating any manual data entry of the completed roll.

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v. The ability to accept and import the City's existing building permit records utilizing either a CSV or MS Excel file.

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vii. Maintains an ownership history.

viii. The ability to create a wide range of reports, including Assessment Roll, Assessor's Final Report; and neighborhood attributes and values.

ix. The ability to run queries to locate specific data.

x. Has an electronic sketch for each property.

xi. Uses standard database format that can be read or easily converted to be read by other software packages and managed by Microsoft Sequel (SQL) Server.

xii. The data should be capable of being uploaded to the City's GIS system.

Accurate has reviewed, understands, and acknowledges each point in the Specific Service Required, detailed by the City of De Pere.

SCOPE OF WORK

Approach to Achieving the Scope of Work

Accurate Appraisal's approach to fulfilling the City's assessment services is rooted in statutory compliance, consistency, transparency, and collaboration. Our proven processes are designed to meet all Wisconsin State Statutes and Wisconsin Department of Revenue (DOR) requirements while providing the City and its residents with reliable, well-supported assessments and responsive service.

Oversight, Accountability, and Communication

Bill Gaber will supervise all assessment activities for the duration of the contract. This individual will serve as the primary point of accountability and will remain available to City staff throughout the contract term. We maintain continuity in staffing and, should a change ever be necessary, would provide an equally qualified replacement subject to City approval.

Shanda will report directly to the City Clerk or their designee and prioritize regular communication to review progress, data integrity, timelines, and reporting. City staff will have full access to assessment data and work progress at any time. Shanda and Brandon are also available to attend meetings with City leadership, department heads, committees, or the City Council upon request and with reasonable notice.

We provide dedicated email and phone contact information for City officials and property owners and commit to returning communications within 48 business hours.

Fieldwork, Data Collection, and Valuation

Our fieldwork program ensures accurate, current, and defensible assessments. This includes:

- Field review and assessment of all new construction, partial construction, permitted remodeling, detached structures, decks, and miscellaneous improvements
- Interior inspections of newly constructed homes, partially completed homes, and qualifying interior remodels when allowable
- Field review of sale properties and other parcels as needed to ensure accurate data
- Accounting for demolished or destroyed structures
- Ongoing review of mobile homes subject to monthly municipal permit fees in compliance with Wis. Stat. §66.0435
- Implementation of use value assessments for agricultural land per DOR specifications

We coordinate annually with City staff to review development activity and building permit data and provide projected assessed values for proposed development projects upon request.

SCOPE OF WORK

Approach to Achieving the Scope of Work Continued

Assessment Notices, Public Outreach, and Education

Accurate prepares, prints, and mails all State-approved Notices of Changed Assessment in compliance with statutory requirements. We conduct Open Book sessions in accordance with Wisconsin law and provide written notice of Open Book dates, times, and scheduling procedures at least 30 days in advance.

Public education and outreach are central to our approach. We believe informed property owners are key to a successful assessment cycle, and we provide educational support to explain assessment practices, valuation methods, and statutory processes to both City staff and residents.

Board of Review and Appeals Support

Brandon will attend the annual Board of Review hearings. Brandon and Shanda will work closely with the City Clerk to coordinate logistics and statutory compliance. Brandon will serve as City staff during hearings, defend assessment with clear documentation, and provide comparable sales data and digital photographs in advance to support transparency and due process.

Following the Board of Review, we promptly implement any approved changes and respond to appeals. If necessary, we remain available to assist with Circuit Court proceedings related to assessment matters.

Data Management, Reporting, and Technology

Accurate ensures seamless coordination with Brown County's Real Property Listing office by providing complete and balanced assessment data in the required electronic format. We also provide printed assessment rolls to the City.

We submit all required preliminary and final valuation reports to the Wisconsin Department of Revenue, including TIF district reporting, within prescribed deadlines.

Our assessment software supports regression-based comparable sales analysis, flexible cost and depreciation modeling, and income approaches for commercial properties. It allows for electronic roll export, eliminating manual data entry. Property record cards with images and full parcel details are made available online at no cost to the public and the City, with regular updates. Upon request, the City will receive unlocked databases and annual PDF exports of property record cards.

Commitment to the City

Accurate performs all assessment services directly and does not subcontract without prior written approval from the City Council. Our team-based approach, combined with experienced leadership and strong local knowledge, ensures consistent service delivery, statutory compliance, and a smooth assessment cycle year after year.

ASSESSMENT HISTORY OF DE PERE

The City of De Pere and Accurate have been working together for 18 years. Throughout that time we have integrated new assessment technologies and built a strong relationship with your community. We can proudly say that since Accurate has been involved with De Pere your ratio have never fallen out of compliance with State regulations.



From 2010 to 2025 De Pere has grown about 6%. During those 15 years there have been about 650 new improved parcels added to the roll. We are sharing this to be completely transparent about our role in assessing for the City of De Pere. With additional parcels comes additional time needed to complete assessments in the City. We know

In 2018 Accurate began tracking hours on every aspect of our services. From entering sales, tracking field work, checking permits, collecting customer service data and much more. The data has been very consistent. Based on the last 4 years we can share that on average Accurate spends **696 hours a year assessing the City of De Pere.**

	2022	2023	2024	2025
Hours Spent	658	675	839	612+
Service Cost	\$76,000	\$76,000	\$76,000	\$76,000
Per Hour	\$115	\$112	\$91	>\$124

The industry average for assessment services ranges from \$125 to \$150+ an hour depending on the type of contract and services needed. By understanding the increase in improved parcels, additional sales, and hours spent during the open book and board of review means we can now accurately quote a fair cost for our services that meets the needs of your community.



OUR HISTORY

Accurate was **founded 20 years ago** on the idea of complete transparency and communication. For many years it was common practice for assessors to suppress information from the public. This resulted in a lack of understanding and mistrust within the community. The founders of Accurate recognized these shortcomings and began pioneering new **innovative assessment standards**. Over the last 20 years we have developed web-based digital property record cards, created online scheduling options, and built our own CAMA to update data digitally in the field. With a combined experience of over 180 years Accurate has continuously improved the assessment experience through **innovation, education, and technology**.

2000 - 2005

20 municipalities
Building digital data online
New Website
Full Value Service Options
Blend Options - more affordable and budget friendly

2010 - 2015

90 Municipalities
Started building proprietary CAMA
Still growing - added more employees

2005 - 2010

75 municipalities
Built online scheduling
Moved to new location on Midway Rd.
Growing - added new employees

2015 - 2020

100+ municipalities
Digital in the field
CAMA software Prolorem launches
Live assessor certified customer service
Intentional community education plan

At Accurate we make a concerted effort to connect and learn the nuances of each community. There is no "cookie-cutter" way to assess unique communities. We tailor our services to fit the needs of everyone we serve. [Here is a small sample:](#)

UNIQUE ASSESSMENTS

Views of the Capital Building - Dane County
Views of the lake - Lake Geneva & Fontana
Bayshore Mall - Glendale
Access to the Chain of Lakes - Dayton
All of Menominee County
Dock-O-Miniums - Fontana

CORPORATE BUSINESS

Secura - Fox Crossing
Johnson Controls - Glendale
Foth - De Pere
Miron - Fox Crossing
Cleary Building - Greenville
Humana Insurance - De Pere

TAX EXEMPT EXPERIENCE

St. Norbert College - De Pere
Divine Savior Hospital - Portage
Skaalen Retirement Services - Stoughton

DISTRIBUTION/WAREHOUSING

WALMART Distribution center - Beaver Dam
Amazon - Greenville
TARGET - Oconomowoc

OUR ALL INCLUSIVE SERVICES

- Online roll books
- Digital property record cards, with photos online
- Assessment data integrated into your website
- Live, assessor operated, telephone-based open books
- Cloud based CAMA system with dedicated support
- Assessor certified customer service
- Assessors available to answer questions daily over the phone or via video chat

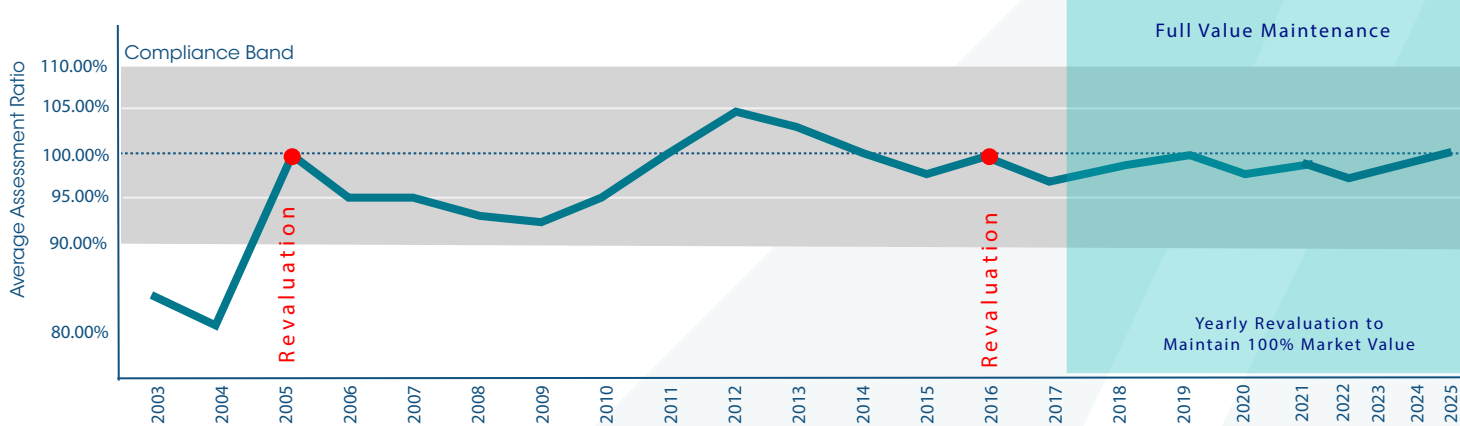
- Multiple assessors at open book to keep waiting to a minimum
- Interactive videos and educational materials at open book
- Active live chat function available on our website
- Community education planning with dedicated marketing person
- Virtual walk-through options
- Access to your own dedicated assessor
- Maintenance inspections included

FAIRNESS & EQUITY

There is no better way to express the fairness and equity of our work than to show a visual example. The center dotted line represents true fairness and equity, where assessed values are in line with market value. When assessments maintain 100% market value they mirror the state's equalized value to ensure every property owner is paying their fair share of taxes.

City of De Pere

Brown County

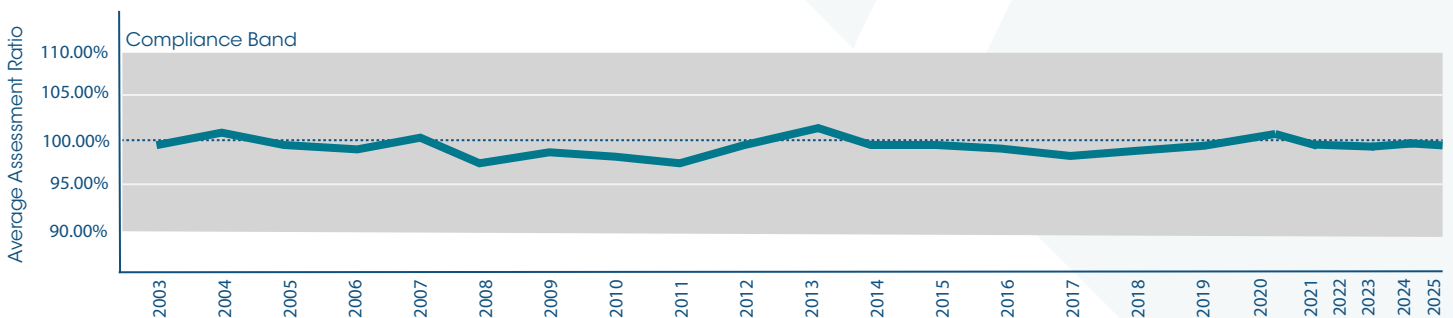


From 2003 through 2013 De Pere property was revalued only twice. Every year of maintenance creates natural market inequity, in which the market value of properties rise and fall while assessed values stay the same. This market inequity means property owners are no longer paying their fair share of taxes until a revaluation is performed.

You can see that the ratios stay close to 100% once De Pere started the Annual Market Updates program. This is the most fair and equitable assessment process. The graph below shows the ratios for the City of Stoughton. We have performed our Annual Market Updates program over the same time period, since 2003. You can see that by revaluing property every year the assessment ratio stays within 10% of state's 100% guideline never going more than 5% away from 100%.

City of Stoughton

Dane County



Annual market updates is not just "keeping you in compliance" with a market update every few years. It means we perform a market update every year!

The benefits of Annual Market updates is three-fold. 1.) It maintains 100% market value, 2.) keeps you from saving up for revaluations every 6 to 8 years, and 3.) is the most fair and equitable way to make sure every property owner is paying taxes on their property at 100% market value every year.



EXAMPLES OF WORK

We have experience working on special projects with multiple municipalities throughout the state. Below are a few examples of our ability to adapt our services and work with municipalities that we are not currently contracted with. We are committed to helping move the assessment experience forward through education, building partnerships, and supporting those in need.

1. SUMMIT

Background:

The Village of Summit was in need of measurements for exempt properties to determine the sqft of the buildings as they had no data on file. Their assessor could not complete the work in their timeframe so their clerk reached out other assessors in the state and we were the only one to respond to their request.

Accurate's Solution:

We developed a plan to review the properties from any practical data we could find assisted by aerial GIS to measure the sq ft of each property and store the data in a spreadsheet. We supplied them with images of the measurements along with a letter format to send to each owner for verification. We were happy to help out a municipality in need.



2. GREENVILLE

Background:

We have been the assessors for Greenville well over 10 years now. The town was incorporating to be a village in 2021. During this transition they didn't have much time to plan or execute a message to the community.

Accurate's Solution:

We reached out to Wendy at Greenville about what their plan was to educate property owners on the transition. Based on our initial meeting we offered to help them with social media posts, inserts, and explanations for what happens during an incorporation and the dates surrounding their meetings. We have also helped them update their social media with assessment education and have recently been working with them to incorporate their building permit process into our new Online Permit Portal.



3. WAUKESHA

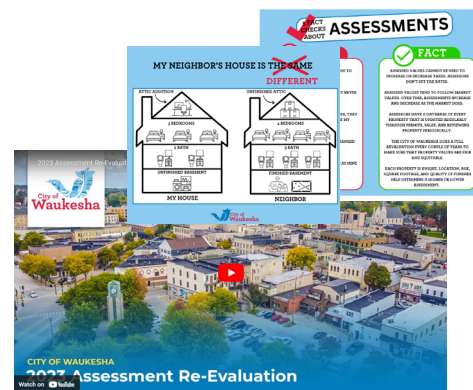
Background:

Sam Walker, the City of Waukesha's assessor reached out to us for help with assessment education content. The City was performing a market update and had been following our linked in posts. They liked what we were sharing and wanted to use some it for their website and social media.

Accurate's Solution:

Without hesitation we connected with Sam and shared our entire library of newsletter content, post card mailings, videos, and social media content. We worked together on a few verbiage changes and stayed in touch throughout the market update process to make sure they had what they needed. They even updated some of the pieces that we now use so it was mutually beneficial. Sam still stays in touch and we are working on other projects with him.

2023 Property Assessment Re-Evaluation



We have many more projects we would like to share with you during the interview process, such as our recent inspections and social media education.



SOFTWARE

Our proprietary CAMA system is completely **CLOUD BASED.**

With Prolorem, all property record cards are digital. They are available on our website **FREE** to you and your community 24/7. There are no costs to use our software and convert your Market Drive data. All property record cards have **images and detailed information** about each parcel. We believe in 100% transparency therefore **all data and programs gathered** are the property of the City of De Pere should you ever change assessors.



Our assessors utilize computer tablets to assess properties in the field. With Prolorem there is no need to take hand written notes back to the office to update the value on a property. Our assessors are trained to complete assessments **on premise**, eliminating errors from re-entering data. All **property record cards are updated in real time** and saved to the cloud instantly. Our CAMA is the only software that updates property record cards in real time.

Our on staff IT integrates multiple platforms like GIS, Apex Sketching Tool, iWorQ, etc to streamline our process. Because our software is proprietary we have the ability to add or remove features the City of De Pere requests at no additional cost.

PROLOREM

A REVOLUTION IN ASSESSING SOFTWARE

- SOFTWARE COST: \$0.00**
- LICENSING/MAINTENANCE: \$0.00**
- SOFTWARE:**
 - INTEGRATION ABILITY: YES, \$0.00**
 - CONVERSION ABILITY: YES, \$0.00**

There are never additional costs for conversions, updates, licensing, integrations, additions, etc.



EDUCATION PLAN

On average, most property owners have about 40 days from the time they first learn about the Market Update to when their new value is finalized.

It is standard practice for an assessor to send notices and wait for the community to reach out with questions or concerns. However, this one-way communication is not transparent and often leaves property owners scrambling to understand what's happening. Frequently, this leads to a disconnect between property owners, the municipality, and the assessor.

Our education plan puts your community first. We leverage your existing communication channels to start the conversation early. With our approach, your community will be informed about potential value changes 80 to 190 days before notices are sent out. Together, we'll establish a **two-way communication** channel through social media, council meetings, newsletters, postcard mailings, custom videos, and much more.

EXPERIENCE OUR EDUCATION PLAN:

1. SOCIAL MEDIA



Utilize your channels of social media preparing to share the process of Full Value Assessments. We mix this with a schedule of postings over the coming year to educate property owners on what to expect and the status of the current market. Involving the community ensures we have a two-way communication through the process.

2. COUNCIL MEETINGS

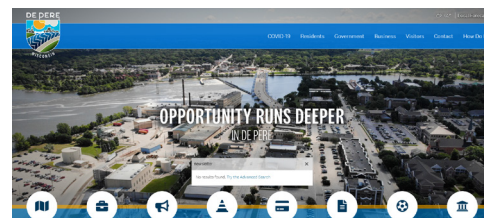


Your community will inevitably have questions about the how Annual IMU works. We will attend council meetings to educate your council members arming them with the knowledge they need to explain the Market Update assessment process with property owners.

3. NEWSLETTER

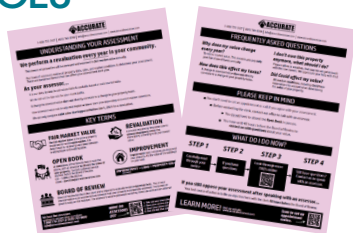
Writing articles that address the assessments, what to expect, and the schedule of social media postings keep your community engaged. We can invite readers to sign up for text alerts or email updates throughout the year.

4. WEBSITE



Updating the City website with a custom video helps explain what a revaluation is and what to expect. We can build links to property record cards and show a timeline for the revaluation. The community utilizes your website as a resource, we serve them best by keeping them up to date.

5. NOTICES



A notice of new value will be mailed to every property owner. Inserted with the notice will be an Understanding Your Assessment information sheet explaining the assessment process with QR codes, links to videos, an online appointment scheduler, and access to our customer service team.

6. OPEN BOOK & BOR

We will offer over the phone Open Book appointments as well as in person options. For in person Open Book property owners will be greeted with a TV slideshow with assessment videos playing. We provide computers for property owners to search for their record cards.

SOCIAL MEDIA

We post content 4 times a week! If you haven't been using our educational content, we highly recommend meeting with our social media team to work on a regular schedule.

Through **Social Media** we build a positive and informative **two-way communication** with your community. Over 85% of 25-45 year olds use social media, and over 70% over the age of 50 use it daily.

With a simple share you can instantly connect with thousands of property owners to **quell the stigma of taxes and assessed values**. By not involving your community they may feel left out and discouraged about the assessment process. Let us help you with continual education on social media.

5 FACT CHECKS ABOUT ASSESSMENTS

MYTH	FACT
Assessors raise property value to collect more taxes.	Assessed values cannot be used to increase or decrease taxes. Assessors don't set tax rates.
Assessed values only go up, they never go down.	Assessed values tend to follow market values. Over time, assessments increase and decrease just as the market does.
The assessor didn't visit my house, they don't know the condition of my property.	Assessors have a database of every property that is updated regularly through permits, sales, and reviewing property periodically.
Assessed values can only be used 5 to 10 years.	
My neighbor's house is the same size as mine but I am assessed more.	

HOUSING MARKET COMPARISON

2022 Jan-April	2021 quarterly averages	2022 May-Aug
\$265,500	Median Home Value \$235,000	\$276,200
20,908 Sales	Number of Sales 27,172	32,293 Sales
4.9%	Interest Rate 2.9%	6.2%
8.1%	Inflation Rate 2.5%	8.6%

UPLOAD PERSONAL PROPERTY ONLINE

VISIT: accurateassessor.com/personal-property

SELECT: Your municipality

ENTER: Your account number

WHAT'S A MILL RATE?

The Mill Rate is calculated by dividing the total taxes needed by the total assessed value of the community. An increase in assessed value does not equate to an increase in your taxes.

$$\text{MILL RATE} = \frac{\text{TOTAL TAXES NEEDED}}{\text{TOTAL ASSESSED VALUE}}$$

Taxes are set annually by these 4 entities:
 - Municipality
 - School District
 - County
 - Technical College

It is a simple mathematical fact, if taxes stay the same and assessed values increase the mill rate will fall and your taxes will stay about the same.

2021	2022
Assessed Value: \$140,000	Assessed Value: \$189,000
Mill Rate: .018	Mill Rate: .013
Taxes: \$2,520	

35% COMMUNITY-WIDE INCREASE
EXAMPLE NOT ACTUAL

2023 HOUSING MARKET FACT SHEET

BROWN COUNTY, WI

Median Property Values Increased by **12.5%** FROM 2021 to 2022

\$240,000 IN 2021 | \$270,000 IN 2022

Brown County property values have been increasing year after year. When property values are re-assessed your assessment changes to mirror the current market. However, the housing shortage has not demanded. This is evident in the property value in drop in the number of homes sold.

FOR SALE

3,233 HOME SALES IN 2022
3,671 SALES IN 2021

11.9% Drop in the # of homes sold

-1.9% # of sales JANU 2021 IN 2022

Presented by: Accurate

2023 ASSESSMENT TIMELINE

- January 1, 2023: January Cutoff
- February: Personal Property
- March: Visit New Construction
- April: Submit 2022 Sales to DOR
- April: Mail Sales Questionnaires
- May: Review New Values
- May: Set Values For Market Revoluation
- June: State Equalized Values Reported
- June: Run Initial State For New Values
- May: Permit & Building Inspection Checks
- October: Mail Notices of New Values
- October: Open Book
- November: Board of Review
- December: Early 2024 Field Checks
- December: 2023 Tax Bills Mailed by Municipality

DID YOU KNOW?

The State of WI is a Market Value state. Assessors are regulated to use a full year (or multiple previous years) worth of sales to determine your assessed value.

In 2022, based on statistics from the Wisconsin Realtors Association, the average property value increased 8% to 10% higher than 2021.

Even if property values drop significantly in 2023, assessors are not allowed to use sales from the current year to determine value. If you would like to know more about the assessment process please read the 2023 Property Owners Guide.

LEARN MORE! VISIT: accurateassessor.com

CHECK US OUT ONLINE!



www.facebook.com/accurateappraisal



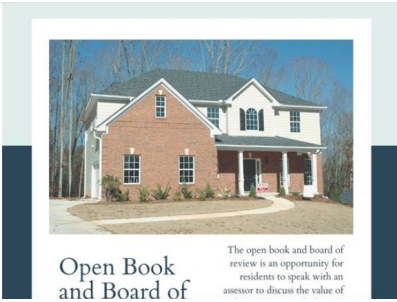
www.linkedin.com/company/accurate-appraisal



POSITIVE INTERACTION

Through social media we establish an important **two-way communication** with the people in your community. Social media helps us instantly connect with thousands of property owners. We are all aware of the stigma of taxes and assessed values. By not involving your community they feel left out and discouraged about the assessment process. Our transparency ensures they feel like they're informed about any value changes. Engaging with your community through social media allows us to **inform, educate, and empower** them. Here are just a few examples of how we engage with our current municipalities:

Village of Bayside
May 6, 2020
Due to the pandemic, the Open Book and Board of Review property assessment process will take place via phone call this year. You can schedule your appointment today by visiting: <https://accurate.rovingcalendar.com/appointments>



City of Oconomowoc
February 4
The City of Oconomowoc will be performing a market revaluation of all property this year. The last time Oconomowoc performed a revaluation of all property was in 2014. Since then, the market has changed and assessed values are no longer reflective of the current market.



City of New Richmond, Wisconsin
March 17 at 1:26 PM
THE CITY OF NEW RICHMOND
2021 PROPERTY REVALUATION

SECTION 1 WALKTHROUGHS
Please schedule your appointments online!

The City of New Richmond is conducting a walkthrough revaluation. The purpose is to update property data to ensure a fair and equitable assessment of your property.

Sections of the City will be reviewed in different three blocks to schedule and appointment will be needed for Section 1 first. Not in section 1? You will be notified in section 2 or 3 later.

SECTION 1 3 EASY STEPS!

1. Choose your walkthrough option
2. Schedule your appointment
3. The assessor will contact you at your appointed time

WALKTHROUGH OPTIONS:
IN PERSON | PHONE | VIRTUAL

If you have questions on what section you are please contact the assessor. info@accurateassessor.com 1-800-770-3927

Village Of Fontana
March 4 at 5:08 PM

VILLAGE OF FONTANA
on Green Lake
2021 Revaluation

The Village of Fontana will be performing a market revaluation in 2021.

The last time Fontana performed a revaluation of all property was in 2016. Since then the market has changed and assessed values are no longer reflective of the current market. The State of Wisconsin is a Market Value State. This means property values are required to mirror the fair market value of comparable properties to ensure fairness and equity among all property owners.

FREQUENTLY ASKED QUESTIONS

What is a Revaluation?
A revaluation is where the assessor reviews all property within the village and updates with the current market value. A periodic revaluation ensures equity amongst all property types while bringing assessed property values in line with market rates as required by State law.

Why is a revaluation being conducted?
The revaluation is being conducted to bring all property types to a common market rate and to comply with the revaluation requirements of State law (see Wis. Stats. § 193.02(3)(b), Wis. Stats. § 193.02(3)(c)).

Will my taxes increase the same as my value?
An increase in value does not directly correlate to an increase in your taxes. If your property value increases proportionally and no new taxes are collected your share of taxes will not increase.

When will this new assessment go into effect?
The property tax bill you receive in December 2021 will be based on the new assessment value of your property.

Open Book (In Person)
Friday May 21st, from 12-2 pm

Open Book (Telephone)
Friday May 21st, 10am-12 pm
Saturday May 22nd from 10am-12 pm

Board of Review
Thursday, June 24th from 1-3 pm

If you have questions regarding the 2021 revaluation, please email info@accurateassessor.com or call 1-800-770-3927.

City of De Pere
41m

The City of De Pere's annual property assessments are based revaluation means smaller changes in value each year instead every 4 years. All across Wisconsin the housing shortage and high demand of buyers is driving up sale prices. Annual assessments keep your value in line with market value. We have compiled some statistics from the WRA to help illustrate the impact of the housing market on new assessed values. Notices of new values will be sent very soon. Please contact the assessor's office with any questions about the 2021 revaluation. info@accurateassessor.com or 920-749-8098

2021 BROWN COUNTY
Housing Market Fact Sheet
Presented by: Accurate Appraisal

3,638
HOME SALES IN 2020
2,171 SALES IN 2010

67%
GROWTH
IN HOME SALES
SINCE 2010

12.8%
MEDIAN VALUE INCREASE
\$195,000 IN 2019
\$220,000 IN 2020

6.4%
of sales in
JANUARY
184 IN 2020
196 IN 2021

"Very low interest rates are fueling demand, and with such limited supply, its really driving up home sales. As a result, homes are moving quickly, often with multiple offers pushing prices above asking."

-Michael Theo
WRA President
WISCONSIN REALTOR ASSOCIATION

What To Expect
2021 Revaluation

Permits:
Central Building Inspection 339-4053
Assessors are calling to verify all 2020 permits.

Notices:
Notices will be mailed in March.

City of Manitowoc
March 1 at 2:34 PM
2021 Property Revaluation Information:
The City of Manitowoc will be performing a market revaluation of all property this year. The last time Manitowoc performed a revaluation of all property was in 2007, 14 years ago. Since then, the market has changed and assessed values are no longer reflective of the current market.
A periodic revaluation ensures fairness and equity among all property, while bringing assessed property values in line with current market rates as required by State law.
What is a revaluation? A revaluation is where the assessor reviews all property within the city and modifies each to its current market value.

Accurate builds relationships with the community. For example our Personal Property department created an instructional video on our website walking through how to fill out PP statements.

"Just wanted to let you know, I was not looking forward to filling out the form. But the instructional video and the information on your website made the process a lot easier than I thought it would be. Thank you!"

Barr Resort - Kika Barr

Our assessors go above and beyond just valuing property. The classification of land changed for this property owner. We helped him by working with the DOR on properly classifying his land.

"Paul at Accurate was very helpful with my land classification and working with the DOR. He was very gracious and professional through the journey."

Resident - Duane Wagner



OUR COMMITMENT

Accurate has been at the forefront of moving the assessment experience forward. To accomplish this, we are fully **committed to building a culture of assessment knowledge**. Every assessor that works for accurate is required to attend knowledge sessions on each assessment process. Knowledge sessions are established by our senior assessors and encompass each aspect of assessing such as: Ag land calculations, vacant land valuation, roll books, exemptions, board of review and open book, statistics, commercial valuation, and many more.

Additionally, our assessors have book club meetings regularly to read, review, and interpret the WPAM which is our guideline for assessment practices. Spring of 2023, our assessors joined in on the first ever **listening sessions with the DOR to update and bring the WPAM guidelines and statutes into the 21st century**. 14 of our assessors attended and led 6 of the round-table discussions on assessment practices. We shared the experience with our entire team at our weekly Monday Morning Meeting.



Technology allows assessors to be more accurate in our assessments. We have been **working on a project with the WI Department of Revenue (DOR) to standardize the import and export of assessment data files**. Our IT team will continue to work with the DOR on this project to make it easier on municipalities and assessors when collecting and sharing data.

Finally, **we attend conferences annually to connect with clerks, administrators, mayors, etc.** to share ideas and build relationships with those we serve. It's our way to educate municipal officials on the assessment process. **We also enjoy having fun with the municipal officials who do so much for their communities!**



Wisconsin Association of Assessing Officers



ASSESSMENT TIMELINE

Before January of each year we will sit with you and **discuss the options for open book and board of review dates**. We will work with you to schedule new construction checks, field work, data entry, and the date notices are mailed. Below is a suggested timeline of what happens throughout the assessment process. These dates are for example only.

January

We start every year by visiting new construction to verify the % completion of new property. Trespass notices are mailed to property owners so they know we will be in the area.

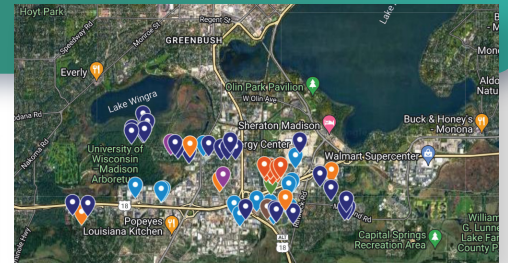
If the property is not complete as of January 1st (each year) we update our records accordingly and flag the parcel/s for a final visit to measure and list the property as complete.



This timeline may change depending on the agreed upon dates for Open Book and Board of Review. We are flexible on the date for Open Book and Board of Review that works best for you.

March

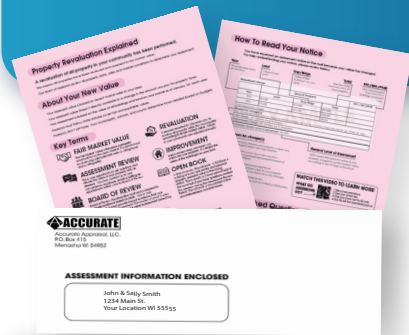
Properties are sorted and mapped for field inspections based on permits, sales, inspection requests, etc. Assessors update data on premise with their laptops. Initial market statistics from recent sales are calculated. Properties are segmented into neighborhoods to compare market values of like/similar property.



April

Initial values are forecasted. Value checks are performed and revisions are made. Our import/export team works with the county to verify assessment and mailing data. Initial statutory board works meeting must be held if needed.

Notices are printed and mailed. Every notice includes an educational insert with links to videos and FAQ's. Rolls are posted online.



May

Once residents receive their notices, we begin the Open Book period. This is an important opportunity to speak with as many residents as possible. The more conversations we have, the better we can explain assessment changes and educate residents on the assessment process.



June

After the Open Book period concludes, we move into the Board of Review. This provides residents who have chosen to file an objection the opportunity to present their case to the Board, which then makes the final determination on the assessed value.



WORKLOAD

On a regular basis Shanda will meet with your team to go over accountability for our assessment team. **There will be a standard agenda to ensure open communication and that all metrics are being followed.** Below is an example of a progress report that can be created to ensure you know the progress of current processes.

City of Kenosha Interim Market Update (2024)

Project Start: **Mon, 7/24/2023**
 Display Week: **1**

TASK	ASSIGNED TO	PROGRESS	START	END	TOTAL DAYS	DAYS LEFT	Jul 24, 2023							Jul 31, 2023							Aug 7, 2023							Aug 14, 2023						
							M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Education / Publication																																		
Prep and share Education Plan	Chris	100%	8/1/23	8/30/23	30	-19																												
Update website - Add video	Chris	1%	8/1/23	4/1/24	245	196																												
Create content on current Res Market	Chris	1%	8/1/23	4/1/24	245	196																												
Initiate education through all forms of communication	Chris	1%	9/1/23	9/30/23	30	12																												
Mill Rate Education with Tax Bill (if allowed)		100%	11/1/23	12/31/23	61	61																												
Prepare notice letter and insert for 2024 market update (if allowed)		1%	11/1/23	4/1/24	153	153																												
Connect Accurate's Facebook to Kenosha website		1%	1/1/24	1/15/24	15	15																												
Send Mailer		1%	1/15/24	4/1/24	78	78																												
Use all avenues of Education		1%	2/1/24	4/1/24	61	61																												
Additional education on the BOA and BOR		1%	5/1/24	5/31/24	31	31																												
Data Transfer & Analysis																																		
Data Transfer		1%	1/1/24	1/15/24	15	15																												
Code Table Data Reviews & Return		1%	1/1/24	3/10/24	70	70																												
Fieldwork (Permits & New Construction)																																		
Permit Reviews (Verify permits (occ) and what our next step is, actionable or non-actionable)(Value partial Construction)		5%	8/14/23	12/31/23	140	104																												
Commercial Permit Value (Permits completed after 1/1/23 (value them))		5%	8/14/23	12/31/23	140	104																												
New Construction Checks		1%	8/14/23	12/31/23	140	104																												
New Construction Alterations/Progress		1%	8/14/23	12/31/23	140	104																												
Ag Checks (Kenosha mails letter, Lori onsite visit)		100%	9/8/23	9/29/23	22	11																												
Ag Checks (Kenosha 2nd letter, data update)		100%	10/1/23	11/15/23	46	46																												

Additional meetings will be held throughout the year. Four main annual meetings will cover:

Kick-Off Meeting:

Establish Open Book and Board of Review dates, outline the education plan and reminder schedule, review the Open Book letter, and confirm the assessment timeline. This meeting ensures alignment and clear expectations as we begin the new assessment year.

Pre-Open Book Meeting:

Prepare the community with appropriate educational materials, review the assessment roll with the Clerk, and confirm the timing and distribution of educational outreach and reminders.

Pre-Board of Review Meeting:

Review Board of Review expectations, confirm all filed objections have been received and are accounted for, and ensure post-Board meeting reminders are in place, including confirming manufacturing values are included in the roll prior to export to Brown County.

End-of-Year Wrap-Up:

Evaluate what worked well and identify areas for improvement, plan for late-fall fieldwork, and begin preparation for the upcoming assessment year.



SERVICE OPTIONS

The service options below are reflective of our all-inclusive services. **There will never be an additional invoice for any reason.** You may retain 10% of the total fee subject to delivery of certified tax roll.

3 YEAR ANNUAL INTERIM MARKET UPDATES

	2027	2028	2029	Total
Assessor Services	Market Update	Market Update	Market Update	Total
Service Cost	\$78,000	\$78,000	\$78,000	\$234,000
Annual Amortized Price	\$78,000	\$78,000	\$78,000	\$234,000

4 YEAR ALTERNATING 2028, 2030 Market Update

	2027	2028	2029	2030	Total
Assessor Services	Maintenance	Market Update	Maintenance	Market Update	Total
Service Cost	\$36,000	\$78,000	\$36,000	\$78,000	\$228,000
Annual Amortized Price	\$57,000	\$57,000	\$57,000	\$57,000	\$228,000

5 YEAR ANNUAL INTERIM MARKET UPDATES

	2027	2028	2029	2030	2031	Total
Assessor Services	Market Update	Market Update	Market Update	Market Update	Market Update	Total
Service Cost	\$78,000	\$78,000	\$78,000	\$78,000	\$78,000	\$390,000
Annual Amortized Price	\$78,000	\$78,000	\$78,000	\$78,000	\$78,000	\$390,000

Maintenance:

We will inspect all permits, new construction and any demolitions. Every sale will be entered and reviewed. If there are changes to condition or missing information we will update the data to reflect. Any request for inspection from your community will also be visited during a maintenance year.

Market Update:

We will conduct the same services as in a maintenance year. On top of our maintenance services every year we will break down each property by neighborhood, style, age, location etc. Each will be evaluated and assessed to its new fair market value. A notice of new value will be mailed to the property owner. It is important to maintain a schedule of social media education to ensure your community understands how the assessment process works.

ALL INCLUSIVE SERVICES

- ✓ **FREE** Web Data Access
- ✓ **CUSTOM** Community Education
- ✓ **LIVE** Customer Service
- ✓ **ZERO** Cost to Convert Assessment Data

Would you like to see additional options?
We will work with you to customize any assessment plan to fit your community's needs.



REFERENCES



DE PERE

**We are proud to have featured you as a reference in several of our proposals, and we greatly value your continued support and partnership*

Accurate Appraisal has served as the statutory assessor for the City of De Pere since 2005. In 2018, the City decided to adopt their annual Full Value Maintenance program. This transition has been beneficial to the City, because market trends over the past few years would have otherwise forced another city-wide revaluation. It also makes budget planning easier by supplying consistent information year-to-year. Our account manager at Accurate is extremely knowledgeable, and has always been responsive to our questions and needs. Accurate's proactive public relations campaign, which provides social media posts and additional website content, has been very helpful in communicating with and educating our citizens.



Carey Danen
CLERK/TREASURER

www.deperewi.gov
cdanen@mail.de-pere.org
(920) 339-4072 ext 1355



GREENVILLE

We have worked with Accurate over the last three years, who performed a total revaluation of our municipality. Their leadership in the industry is one of the reasons why we chose Accurate as our Assessor. Their friendly, reliable service is why we continue to utilize Accurate. Timely, professional response has been appreciated and we trust them to serve our residents with dependable service and fair assessments.



Wendy Helgeson
CLERK

www.townofgreenville.com
whelgeson@greenvillewi.gov
(920) 757-5151 ext 1100



Accurate Appraisal has professionally served as the Assessor for the Village of Fox Crossing since 2015. Over the past several years, Accurate Appraisal expertly conducted a full revaluation of the Village in 2017, and has maintained the Village at full value since 2019. A full value contract with Accurate Appraisal has provided a tremendous benefit to Fox Crossing. With the large increase in property values over the past few years, having the Village's assessed value grow incrementally over the past several years rather than a large increase in value in one year, is much easier to explain to Village residents. Accurate Appraisal has been a great partner with Fox Crossing in managing the difficult task of assessing.



Jeffrey S. Sturgell
Village Manager

www.fccommunity.com
JSturgell@foxcrossingwi.gov
(920) 720-7101



CITY OF NEW RICHMOND THE CITY BEAUTIFUL

It is with enthusiasm that I recommend Accurate Appraisal, LLC. We could not have asked for a better partner to go through a full revaluation with this year. Their depth of experience allows them to handle even the most complicated of situations and their professionalism is obvious to our team, but more importantly to our residents. A revaluation is a big deal to a community, but doesn't have to be strain on City Staff - Accurate will get you through every step.



Michelle Scanlin
CLERK

www.newrichmondwi.gov
mscanlan@newrichmondwi.gov
(715) 246-4268



Cindy Bauer
CLERK

www.ci.altoona.wi.us
cindyb@ci.altoona.wi.us
(715) 839-6092



Insurance & Legal

Insurance Providers and Legal History Statement

Over the past three (3) years, Accurate Appraisal, LLC has held commercial liability insurance policies with the following insurance providers:

Houston Casualty Company
13403 Northwest Freeway
Houston, TX 77040

West Bend Mutual Insurance Company
1900 South 18th Avenue
West Bend, WI 53095

With regard to claims activity:

Houston Casualty Company is currently representing Accurate Appraisal in ongoing litigation involving the City of Franklin. This matter is pending, and no judgment has been entered.

Legal Actions:

Apart from the ongoing Franklin case mentioned above, Accurate Appraisal has not been a party to any other legal actions related to our appraisal projects in the past five (5) years. There have been no judgments entered against Accurate Appraisal in relation to any of our services.

Defaults and Non-Conformance:

Accurate Appraisal has never been declared in default, issued a non-conformance notice, or terminated for cause with respect to any of our services.

Government Contract Participation:

At no point in the past five (5) years has Accurate Appraisal or any of our sub-consultants been suspended from bidding on or entering into any government contracts.

Additional Information:

Accurate Appraisal works closely with the Wisconsin Department of Revenue (DOR) through its annual assessment review process. We have developed and maintained a strong, collaborative relationship with the DOR and are committed to upholding the highest standards of accuracy, transparency, and regulatory compliance in all our work.

OUR CORE VALUES

We strive to always put others first and maintain transparency about our assessment process. The values we believe in are not just empty statements. The words were carefully selected, not by the owners but by the employees of Accurate. Our core values express who we are as a company, as your assessors, and how we treat each other.

WE ARE FAMILY

We have an unwavering loyalty to each other and our customers. We Respect & Encourage each other and appreciate uniqueness. We value and support each other's health, safety and work/life balance.

ALWAYS TRANSPARENT

We are Open & Honest in ALL interactions, sharing our data, processes, information, mistakes, and victories. We hold each other accountable. Our availability to our customers and family members is abundant.

EMBRACE GROWTH & INNOVATION

We are comfortable being uncomfortable while striving to get better every day. We foster and enhance customer relationships while seeking to learn and develop. We offer to teach and mentor customers and family members.

BE ADMIRABLE

We guard our integrity by doing the right thing-ALWAYS. We strive for quality and precision in our work, our products, and our services. We act like owners and honor our word and commitments. We choose candor, respect, and kindness.

WE ARE A BOATLOAD OF FUN!

Positivity is our attitude of choice. We have infectious spirits bringing enthusiasm and excitement to all we do. We are passionate and value diversity and inclusion. There's no reason too small to celebrate.

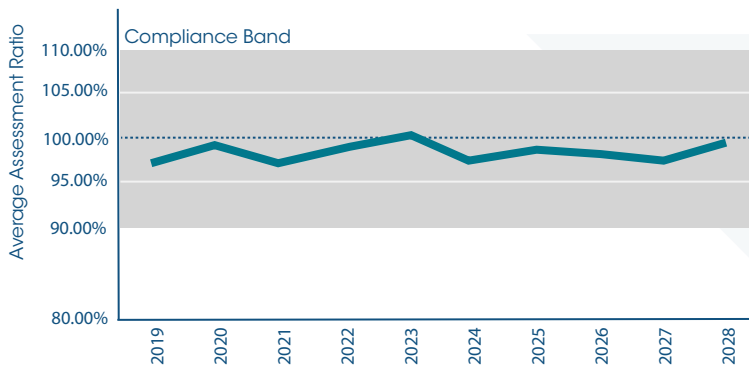
SUMMARY

Thanks again for taking the time to review our proposal. We have enjoyed working with the City of De Pere over the last 18 years. We look forward to building an even stronger relationship with you and your community over the next 3 to 5 years. We will work together to build a [progressive public education plan](#). Our Transparency will put your community first, keeping them involved in the assessment process. Our team of assessors will be responsive to your needs and offer the best customer service to your community.

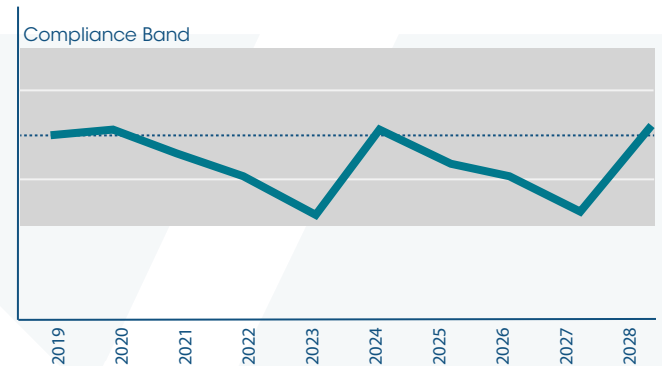
In the RFP you expressed to us that the assessor is to maintain 100% market value annually on all taxable property if you continue with Annual Interim Market Updates . With our Annual Market Updates program, we perform yearly revaluations to ensure [fairness and equity](#) among all property owners. [Our recommendation](#) would be to continue with Annual Market Updates.

The term Annual Market Updates does not mean simply [staying in compliance](#). In order to maintain 100% market value annually a yearly revaluation should be performed. You can see the difference of Annual Market Updates and staying in compliance in the graphs below. Every year a revaluation is not completed assessed values are no longer in line with the states equalized values. This means ratios are above or below 100% until the next revaluation is performed.

Annual Market Updates



Cyclical Revaluations



Based on the current market forecasts and trends from the last 5 years of market sales data.

We have 18 years of experience in De Pere and over 20 years of experience with similar sized cities. We are not the standard 'cookie cutter' assessment firm that tells you how you should assess the City of De Pere. We will collaborate with you to adapt to the needs of your community so we can give you the best services tailored to fit your every property owner.

[Transparency](#) between the property owners, the City of De Pere and the assessor is paramount to build a successful assessment program.

It has been an absolute honor to serve the City of De Pere over the past 18 years. We've truly valued every moment and every connection made along the way. We sincerely hope to continue this trusted partnership and remain your Assessors for many years to come.



City of De Pere, Wisconsin

3.H

**Request for Finance/Personnel Committee
Action**

Meeting Date: March 10, 2026
Department: Finance
From: Pamela Manley, Finance Director
Subject: For Consideration and Possible Action on 2025 Budget Items Carried Forward to 2026.*
Recommendation: Motion to approve.

Annually departments review their budgets and request an encumbrance to carryover funds from one budget year to the next. These funds are for projects that were budgeted for but for one reason or another were unable to be completed within the budgeted year. In addition, there are several donation accounts that the city tracks that are included on this list to be available to be spent for their designated purpose in 2026. Attached is a listing of the department requests to encumber these funds to be used in 2026. The general fund total request is \$737,696.23. The City's 2025 audit will take place the week of March 30th with financial statements usually being presented in July.

Please feel free to contact me prior to the meeting with any questions.

Attachments:
Non-Lapsing Fund Detail 3.10.26

**City of De Pere
Non-Lapsing Fund Detail
December 31, 2025**

DEPARTMENT	ITEM	AMOUNT	COMMENTS	Acct. #
Parks and Recreation	Security Deposits	4,005.00	Current Balance in Security Deposit Account	100-21120
Parks and Recreation	Recreation Scholarships	25,514.85	Carry-over of donated funds for Financial Assistance Program (Recreation Scholarship)	100-21115
Parks and Recreation	Recreation Scholarships	27,079.29	Carry-over of donated funds for Financial Assistance Program (Recreation Scholarship)	100-46727
Parks and Recreation	Ice Arena Fund	111,104.39	Balance in fund at end of 2025	100-47433
Parks and Recreation	Jerry Hasenberg Tree Memorial Donations	1,160.00	Balance in tree fund at end of 2025	100-48309
Police Department	Miscellaneous Donations	8,330.22	Rollover Account - \$5,876.69 (Previous)+\$2,453.53 (Current)	100-48510
Police Department	K9 Donations	59,291.93	Rollover Account - \$60,150 (Previous) - \$858.07 (2025)	100-48511
Parks and Recreation	Holiday Light Show	3,907.00	Profit for 2025 - Roll to 2026 to purchase additional lighting displays.	100-48515-340
Fire Department	Donation Account	6,093.29	Donations	100-48520
Law	Consulting	82,030.00	Ongoing litigation for Eminent Domain matter and anticipated consulting needs to advise and assist with ADA compliance revised requirements	100-51300-215
City Manager	Operating Supplies	12,700.00	Branding initiatives to be completed in 2026	100-51410-340
Human Resources	Consulting	19,675.00	Classification and Compensation Study to be completed in 2026	100-51430-215
Information Management	Consulting	10,000.00	3rd party pen testing not completed in 2025 due to Arctic Wolf MDR on-boarding. Scheduled be completed in 2026.	100-51450-215
Information Management	Operating Supplies	1,120.00	Emergency Notification System not completed in 2025. Scheduled be completed in 2026	100-51450-340
Sustainability	Consulting	10,000.00	This is in anticipation of hiring a consultant to complete the City's Green Tier Annual submittal to the DNR. This will also provide some funds should the commission move forward in hiring speakers for their "Sustainable Series."	100-51460-215
Sustainability	Operating Supplies	5,000.00	This is in anticipation of renting space for the "Sustainable Series" presentations (e.g. at the Mulva Center).	100-51460-340
Finance	Capital Outlay	60,000.00	RFP for ERP Consulting issued in 2026.	100-51500-811
Public Works	Consulting	4,104.00	Extra work for 1st floor remodel project that was not part of the bid in 2025	100-51600-215
Police Department	Training	7,872.19	\$3,300 for Shadow Systems-PO generated and quote authorized in Aug, invoice was sent after product was shipped. Remaining to be used for training that was rescheduled, additional training for new officers and	100-52100-190
Police Department	Outside Services	9,395.91	Humane Society billing system error. Contract/invoice for 2025 still needs to be billed	100-52100-215
Police Department	Vehicle Maintenance	9,484.40	For PIT cars-MSD still working on, parts est. at \$5,000, which does not include labor	100-52100-240
Police Department	Maintenance Contracts	1,243.00	esoph Background software contract did not finalize due to company being bought out-contract to finalize in 2026.	100-52100-290
Police Department	Emergency Voucher Program	5,206.44	Rollover Account	100-52100-362
Police Department	Confidential Informant	360.00	Replenish cash on hand from 2025 undercover alcohol buys	100-52100-390
Police Department	Uniform Allowance	6,310.28	\$1,465.45 for badges - 2025 order was finalized early January. \$1,291.40 for allotted officer carryover. \$3,553.43 for new training	100-52100-392
Fire Department	Act 102	179,043.75	EMS-Funding Assistance Program (FAP) grant funds not yet spent	100-52200-191
Fire Department	Stanley Donation Account	5,121.44	Donations	100-52200-360

DEPARTMENT	ITEM	AMOUNT	COMMENTS	Acct. #
Fire Department	Uniform Allowance	754.80	Clothing order placed with Global Recognition in mid December, order won't be received until late Feb/early March. Invoice isn't generated until after items are created/delivered.	100-52200-392
Public Works	Operating Supplies	1,000.00	Purchasing shelving for MSC done in January 2026.	100-53000-310
Public Works	Repair parts	3,625.00	New reels of Hydraulic hose for the shop Plus 76 repair	100-53240-350
Public Works	Operating Supplies	9,007.00	New wing cylinders for plow trucks purchased with carry over and 2026 funds.	100-53310-340
Development Services	Excess Stadium Tax Proceeds	5,604.81	Unspent projects-Streetscape Project	100-53330-810
Public Works	Operating Supplies	3,000.00	Service on Sign Printer was scheduled for 2025 but vendor can't make it	100-53400-340
Public Works	Operational supplies	4,000.00	Placed order for new light heads in December and they got invoiced in Feb	100-53420-340
Public Works	Poly Cart Supplies	2,570.00	Ordered in 2025 and took shipment of what could fit on truck along with freight. Will order more in 2026 and the city is growing and causing need to carryover.	100-53620-344
Community Center, Recreation & Aquatics	Capital Outlay - General CC Improvements	4,691.00	Trim work painting left to do yet - timing with contractor and programs did not allow for this project to be completed in 2025.Hoping to complete by May 2026.	100-55140-810
Parks and Recreation	Parks and Public Lands - Outside Services	6,000.00	To extend electrical services in Voyageur Park - to further improve the Holiday Light Event.	100-55210-215
Community Center, Recreation & Aquatics	Summer Band	1,250.00	Music Sheets ordered in 2025 but not yet received.	100-55300-373
Development Services	Consulting	10,453.52	Idle Sites Grant App (2022 Carryover)	100-56700-215
Development Services	GIS-Consulting	10,587.72	GIS Utility Network Migration project started, but not completed in 2025. On-track to complete in 2026.	100-56900-215
TOTAL		737,696.23		

* Amounts listed do not include Utility portions



City of De Pere, Wisconsin

3.I

Request for Finance/Personnel Committee Action

Meeting Date: March 10, 2026
Department: Finance
From: Pamela Manley, Finance Director
Subject: Cash and Investments Report for January 31, 2026.
Recommendation:

I have attached a summary of the City's Cash and Investments for your information and review as of January 31st, 2026. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's interest revenue for January was \$283,779.08. During the month of January, we made tax settlement payments to the other taxing jurisdictions and continued to collect tax payments. We received \$445,001.62 in our LGIP account from the State for our Connecting Highway and Transportation Aids. Both the Associated Bank Trust and Charles Schwab Investments increased due to dividends and interest. Feel free to contact me should you have any questions about this item.

Attachments:

Investment Summary-January 2026, Yearly Summary-January 2026, Yearly Summary-2025

DE PERE CASH AND INVESTMENTS SUMMARY

JANUARY 31, 2026

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
GENERAL CHECKING	\$ 58,644.51
TAX COLLECTION CHECKING	\$ 1,271,397.12
HEALTH CHECKING*	\$ -
DENTAL CHECKING*	\$ -
TOTAL CASH	\$ 1,330,041.63

INVESTMENTS

	JANUARY 1 BALANCE	JANUARY 31 BALANCE	INTEREST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 11,880,035.71	\$ 12,363,607.46	\$ 38,570.13	3.70%
ASSOCIATED BANK TRUST	\$ 5,580,146.36	\$ 5,591,454.52	\$ 11,308.16	2.43%
CHARLES SCHWAB INVESTMENTS	\$ 7,002,013.64	\$ 7,012,704.99	\$ 10,691.35	1.83%
INTRAFAI CASH SERVICE (ICS)	\$ 48,885,340.00	\$ 59,179,443.60	\$ 188,813.91	3.60%
ICS - TAX ACCOUNT	\$ 20,453,558.83	\$ 14,962,426.53	\$ 34,395.53	3.60%
TOTAL INVESTMENTS	93,801,094.54	\$ 99,109,637.10	\$ 283,779.08	

TOTAL CASH AND INVESTMENTS	\$ 100,439,678.73
-----------------------------------	--------------------------

*Accounts are ZBA (Zero Balance Accounts) to the General Checking

**General & Tax Collection Checking balances sweep and transfer daily to Intrafaï Cash Service (ICS) accounts.

Monthly bank fees are netted against the interest.

NOTE: The 2026 Budget included \$2,000,000 in the general fund for interest revenues.

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY
JANUARY 31, 2026**

	31-Jan-2026	28-Feb-2026	31-Mar-2026	30-Apr-2026	31-May-2026	30-Jun-2026
CHECKING ACCOUNTS						
GENERAL CHECKING	58,644.51	-	-	-	-	-
TAX COLLECTION CHECKING	1,271,397.12	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	\$ 1,330,041.63	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	12,363,607.46	-	-	-	-	-
ASSOCIATED BANK TRUST	5,591,454.52	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	7,012,704.99	-	-	-	-	-
INTRAFAI CASH SERVICE (ICS)	59,179,443.60	-	-	-	-	-
ICS - TAX ACCOUNT	14,962,426.53	-	-	-	-	-
TOTAL INVESTMENTS	\$ 99,109,637.10	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 100,439,678.73	\$ -	\$ -	\$ -	\$ -	\$ -

	31-Jul-2026	31-Aug-2026	30-Sep-2026	31-Oct-2026	30-Nov-2026	31-Dec-2026
CHECKING ACCOUNTS						
GENERAL CHECKING	-	-	-	-	-	-
TAX COLLECTION CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
INTRAFAI CASH SERVICE (ICS)	-	-	-	-	-	-
ICS - TAX ACCOUNT	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2025**

	31-Jan-2025	28-Feb-2025	31-Mar-2025	30-Apr-2025	31-May-2025	30-Jun-2025
CHECKING ACCOUNTS						
GENERAL CHECKING	8,755,035.10	6,920,951.59	9,302,479.39	8,078,173.90	5,309,622.47	2,137,719.43
REAL & PPT TAX CHECKING	27,032,373.51	12,616,784.81	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	474,815.36	536,579.01	422,196.54	365,583.23	397,111.37	180,410.37
DENTAL CHECKING	87,718.73	83,340.12	85,387.36	84,083.67	87,018.03	91,711.87
TOTAL CASH	\$ 36,349,942.70	\$ 20,157,655.53	\$ 9,811,063.29	\$ 8,528,840.80	\$ 5,794,751.87	\$ 2,410,841.67
INVESTMENTS						
LGIP	11,684,103.57	11,390,123.60	12,812,453.30	13,286,611.84	15,263,762.16	15,280,455.03
ASSOCIATED BANK TRUST	5,342,673.83	5,377,179.54	5,399,549.84	5,433,406.27	5,433,495.49	5,465,004.19
CHARLES SCHWAB INVESTMENTS	6,707,443.35	6,739,321.78	6,768,723.53	6,806,423.44	6,802,158.53	6,853,862.45
MONEY MARKET	3,923,499.08	3,936,621.86	12,972,700.64	13,019,189.17	13,067,399.46	13,114,213.03
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ 27,443,246.78	\$ 37,953,427.31	\$ 38,545,630.72	\$ 40,566,815.64	\$ 40,713,534.70
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ 47,600,902.31	\$ 47,764,490.60	\$ 47,074,471.52	\$ 46,361,567.51	\$ 43,124,376.37

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
GENERAL CHECKING	1,030,579.89	977,621.96	45,295,158.37	39,402,332.57	38,235,745.62	14,193.44
TAX COLLECTION CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	-	1,969,387.53
HEALTH CHECKING	201,715.26	281,295.76	330,566.54	211,438.27	-	-
DENTAL CHECKING	92,823.92	91,335.28	96,951.47	94,912.78	-	-
TOTAL CASH	\$ 1,326,119.07	\$ 1,351,253.00	\$ 45,723,676.38	\$ 39,709,683.62	\$ 38,235,745.62	\$ 1,983,580.97
INVESTMENTS						
LGIP	20,437,619.26	9,494,068.12	9,528,034.25	9,890,909.95	11,712,549.80	11,880,035.71
ASSOCIATED BANK TRUST	5,468,873.73	5,510,457.63	5,527,356.59	5,543,850.67	5,567,701.52	5,580,146.36
CHARLES SCHWAB INVESTMENTS	6,870,468.23	6,907,507.96	6,930,841.60	6,948,630.82	6,965,813.61	7,002,013.64
MONEY MARKET	12,162,306.27		-	-	-	
ICS - TAX ACCOUNT					1,000.73	20,453,558.83
INTRAFI CASH SERVICE (ICS)		12,205,863.49	12,248,798.69	12,291,523.10	12,331,646.90	48,885,340.00
TOTAL INVESTMENTS	\$ 44,939,267.49	\$ 34,117,897.20	\$ 34,235,031.13	\$ 34,674,914.54	\$ 36,578,712.56	\$ 93,801,094.54
TOTAL CASH AND INVESTMENTS	\$ 46,265,386.56	\$ 35,469,150.20	\$ 79,958,707.51	\$ 74,384,598.16	\$ 74,814,458.18	\$ 95,784,675.51