



## TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

[www.townofribmountain.org](http://www.townofribmountain.org)

227800 Snowbird Avenue  
Wausau, Wisconsin 54401  
(715) 842-0983  
Fax (715) 848-0186

August 8, 2022

Greg Schmidt  
12160 Fairview Road  
Edgar, Wisconsin 54426

RE: Letter of Engagement for Assessment Services

Dear Greg:

At the August 2, 2022, Town Board meeting, the Board of Supervisors approved your proposal and agreed to move forward with your services. In accordance with the attached document, the terms of your engagement would be accepted as identified in your proposal. The terms would include the following highlights:

- Property Tax Assessing Services for 2023, 2024, 2025, 2026, and 2027
- No Charge for interim market update revaluation to be performed either in 2025, 2026, or 2027 as determined by the Town.
- Cost for services would be \$26,500 per year (\$132,500 total).

If you have any questions, please let me know. We request you sign below to affirm the terms of this engagement and in return, the Town Chairman will also sign the letter.

Thank you for your time and consideration.

Sincerely,

Gaylene S. Rhoden, ICMA-CM  
Administrator

Cc: Town Attorney  
Town Board  
File

Greg Schmidt agrees to the terms of this engagement:

Date

8/12/2022

The Town of Rib Mountain agrees to the terms of this engagement:

Date

Town Chairman  
Town of Rib Mountain

July 6, 2022

Town of Rib Mountain  
227800 Snowbird Ave.  
Wausau, WI 54401

I would like to take this opportunity to thank all present and past Town of Rib Mountain officials and employees for their support and friendship for the past 21 years. I have become close with many of the employees of the Town and consider them to be my friends. I very much enjoy working for the Town of Rib Mountain and its support staff.

I have been performing assessment duties for the Town of Rib Mountain since 2001. In that 21 year period that I have been working in Rib Mountain, I have built relationships with many Town property owners and thoroughly know the layout of the Town. It would take a new Assessor many years to become as familiar with the Town as I am currently.

I have been very fortunate to get to know so many of the Town's property owners and their families. I occasionally receive phone calls from people who are thinking of moving to the Rib Mountain area and it is with deepest sincerity that I tell them what a wonderful community it is and has to offer.

I am a big advocate of a municipality having a "personal" Assessor – the property owner deals with the same individual during all aspects of the assessment process...from the very beginning to the very end. Your property owners only need to deal with one individual...me. I take pride in having that kind of responsibility.

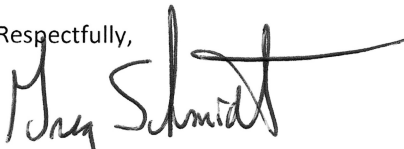
The "crown jewel" of my Rib Mountain tenure is the full revaluation that I performed from 2016 through 2019. I completely rebuilt all of the Town's assessment records that dated back to the "revaluation from Hell" that was experienced in 1997 by an assessment firm from outside of the Wausau area. I can, with 100% certainty, say that Rib Mountain now has their best assessment records in the history of the Town's existence.

It is important to note that with the very recent full revaluation performed in the Town, the assessment records are up to date and ready to accept an interim market update revaluation should the real estate market continue to increase or stabilize at current levels. My knowledge of Rib Mountain's neighborhoods along with the structuring of the Town's electronic assessment data will enable me to conduct an interim market update revaluation for the Town AT NO COST (See Proposal for Assessment Services, Section I, Scope of Work, Revaluation Services, Item A.)

It has truly been my pleasure to serve the Town of Rib Mountain and I would be honored to continue this relationship.

Thank You for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Greg Schmidt", with a stylized flourish extending from the end.

Greg Schmidt  
State of Wisconsin  
Certified Property Tax Assessor II  
Town of Rib Mountain Assessor

# Proposal for Assessment Services

Prepared for:

Town of Rib Mountain  
Marathon County

By

Gregory D. Schmidt  
Property Tax Assessor

# PROPOSAL FOR ASSESSMENT SERVICES

## Section I

This proposal made this 6th day of July, 2022 by and between the Town of Rib Mountain, Marathon County, State of Wisconsin, hereinafter referred to as "Municipality",

AND

Gregory D. Schmidt, 129160 Fairview Road, Edgar, WI. 54426, hereinafter referred to as "Assessor".

## SCOPE OF SERVICES

Assessor shall provide the Municipality with property tax assessing services by Wisconsin Department of Revenue Certified Personnel for the 2023, 2024, 2025, 2026, and 2027 assessment years which includes the following:

1. Assessor will perform all the work required to properly and professionally assess the real and personal property of the Town in accordance with applicable Wisconsin State Statutes.
2. Assessor will review and assess all properties that were under partial construction as of January 1<sup>st</sup> of the previous year.
3. Assessor will review and assess new construction as of January 1st of the current year.
4. Assessor will mail out state approved blotters to all holders of personal property in the Town, audit the returned forms and place the new values in the assessment roll.
5. Assessor will account for all buildings destroyed or demolished.
6. Assessor will implement/use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
7. Assessor will process parcel splits and new plats.
8. Assessor will correct legal descriptions as needed.
9. Assessor will take digital photographs of new construction and on the review process if needed.

10. Assessor will maintain property owner lists, with current name and address changes.
11. Assessor will post assessments to real estate transfer returns and record sale information to property record cards.
12. Assessor will be responsible for maintaining recent plat and subdivision maps and aerial photographs on file and updated accordingly.
13. Assessor will mail Notices of Increased Assessment.
14. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes.
15. Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings to be held prior to the end of June each year. Assessor will also attend the Board of Review meeting, defending the Assessor's valuation and work products.
16. Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports of assessed valuations after the Board of review meeting.
17. Assessor will provide assessment and/or clerical office hours, as requested by residents and/or the Town Administrator.
19. Assessor will provide a local or toll-free telephone number and email for Town officials and residents to contact assessor during regular business hours, Monday through Friday. The assessor shall return calls or emails before the end of the next business day of receipt.
20. Assessor will provide digital photographs with comparable properties in preparation for Board of Review meeting(s) so that the Board and the petitioner have evidence of comparability. Additionally, the assessment computer shall be updated within fourteen (14) days of the final adjournment of the Board of Review.
21. Assessor will provide access to property assessment records on the Internet for public and staff access. The assessment records are public records, which are subject to the provisions of the Wisconsin public records law. Assessor will maintain the assessment records in a format accessible by the public and will promptly and without delay comply with proper open records requests under the Wisconsin Public Records Law.
22. Assessor will also perform all other duties incidental to the normal duties of an Assessor.

## Revaluation Services:

A Revaluation, if determined necessary by the Town Board, is to be completed at a mutually agreed upon time with the Town. The Assessor, having familiarized themselves with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Wisconsin State Statutes, will perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the Town in accordance with all the applicable Wisconsin State Statutes.

A. Revaluations may be performed at the discretion of the Municipality. There will be NO additional charge to the Municipality for interim market update revaluations. Assessor would suggest a FREE market update revaluation to be performed in 2025, 2026, or 2027 (year to be chosen by the Municipality).

B. The Assessor will complete all revaluation work in a timely and professional manner in compliance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual. The Assessor will complete a market update in line with current sales for all properties in the Town.

C. The Assessor will reconcile existing property record card data with data maintained in the Assessor's mass appraisal software program.

D. The Assessor will review all recent property sales, perform an outside inspection to verify property attributes and take digital color photographs of all current sales.

E. The Assessor will perform sales analysis to determine value trends and help to build a valuation model specifically for the Town.

F. The Assessor will apply new valuation model to existing property record information to arrive at a new assessed value for all property in the Town.

G. The Assessor will individually review each property to insure a fair and equitable assessment.

H. The Assessor will mail new notices of assessment along with a letter explanation to all property owners.

I. Prior to the Open Book hearing period, a time for public inspection of the proposed roll will be allowed. The Open Book period should be scheduled to comply with appropriate Statutes and ensure notice to affected properties.

J. The Assessor will hold enough "Open Book" meetings with taxpayers allowing enough time for those taxpayers wishing to ask questions or provide evidence supporting a different value.

K. The Board of Review for the revaluation period will be scheduled at the mutual convenience of the Assessor, Board of Review, and the Town Clerk.

L. The Assessor will attend "Board of Review" to provide testimony supporting the assessment.

M. The Assessor will defend assessed values should a taxpayer challenge their assessment after the board of review at no additional cost to the Town.

## **Section II**

### **Town's Responsibilities**

1. The Town will provide the Assessor with adequate working space for those times when the Assessor must work at the Town Hall.

2. The Town will provide remote desktop access to the Assessor for access to the Town's electronic assessment data to provide the most efficient fulfillment of information requests and utilization of non-business hours worktime for the Assessor.

3. The Town will provide supplies such as forms, maps, postage, and media as they directly relate to the Town's assessment needs.

4. Costs associated with the annual subscription to Market Drive software shall be the responsibility and property of the Town.

### Section III

#### \*PARCEL TOTALS:

Residential Total = 3,178

Residential Improved = 2,892

Commercial Total = 192

Commercial Improved = 151

Agricultural = 59

Undeveloped = 71

Forests = 193

Other Total = 11

Other Improved = 11

\*Amounts based on 2022 finalized assessment roll

**Section IV**

Proposal for Assessment Services

Provided by Gregory D. Schmidt

For

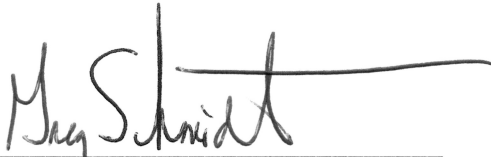
Town of Rib Mountain, Marathon County for the assessment years of 2023, 2024, 2025,  
2026, and 2027

Dated this 6th day of July 2022

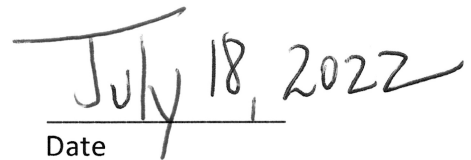
Agreement completion date of June 30<sup>th</sup>, each year, except revaluation year

Fee for services rendered

\$ 26,500 per year (\$132,500.00 total proposal compensation)  
Payable in annual installments of \$26,500.00



\_\_\_\_\_  
Gregory D. Schmidt  
State of Wisconsin  
Certified Property Tax Assessor II

  
\_\_\_\_\_  
Date



*State of Wisconsin*

DEPARTMENT OF REVENUE  
PO BOX 8971, MADISON WI 53708-8971

**Assessor Certification Program**

Certification Level **ASSESSOR 2**  
Certification Period **Jun 1, 2021 - May 31, 2026**  
Certification Number **WI59484CA**

**GREGORY D SCHMIDT**  
**129160 FAIRVIEW RD**  
**EDGAR WI 54426**

The person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice.



*State of Wisconsin*

DEPARTMENT OF REVENUE  
**GREGORY D SCHMIDT**

Cert. Level **ASSESSOR 2**  
Cert. Period **Jun 1, 2021 - May 31, 2026**  
Cert. Number **WI59484CA**

Person named above  
complied with Wisconsin  
Statute 73.09 and is authorized  
to engage in the indicated practice.



Signature

*Greg Schmidt*

Wisconsin municipalities currently under contract by Gregory D. Schmidt to provide maintenance assessment services (Most recent and type of revaluation listed next to each municipality):

Village of Weston, Marathon County (MU reval 2024)

Town of Rib Mountain, Marathon County (Full reval 2016-2019)

Town of Mosinee, Marathon County (Full reval 2022-2023)

Town of Green Valley, Marathon County (MU reval 2022)

Town of Weston, Marathon County (MU reval 2022)

Village of Edgar, Marathon County (Full reval 2006)

Village of Spencer, Marathon County (MU reval 2021)

Village of Stratford, Marathon County (MU reval 2018)

City of Colby, Marathon County (Full reval 2015)

City of Pittsville, Wood County (MU reval 2020)

Village of Auburndale, Wood County (MU reval 2012)

Village of Rudolph, Wood County (Full reval 2023)

Village of Granton, Clark County (MU reval 2021)

City of Colby, Clark County (Full reval 2015)

Town of Marshfield, Wood County (Full reval 2022)

Full reval= Full interior and exterior inspection revaluation

MU reval= Market update revaluation using existing assessment records

## Reference List

Tami Hahn, Clerk  
City of Pittsville  
(715) 884-2422  
[cofpitts@tds.net](mailto:cofpitts@tds.net)

Lynn Lingford, Clerk  
Village of Auburndale  
(715) 652-3387  
[barrylynn318315@gmail.com](mailto:barrylynn318315@gmail.com)

Connie Beyersdorff, Treasurer  
Marathon County  
(715) 261-1156  
[cbeyersdorff@co.marathon.wi.us](mailto:cbeyersdorff@co.marathon.wi.us)

Jamie Heindl, Clerk  
Village of Stratford  
(715) 687-4166  
[stratfordclerk@stratfordwi.com](mailto:stratfordclerk@stratfordwi.com)

Joye Eichten, Clerk  
Village of Granton  
(715) 238-7339  
[grantonclerk@tds.net](mailto:grantonclerk@tds.net)

Paul Hensch, Clerk  
Village of Spencer  
(715) 659-5423  
[Clerk@vil.spencer.wi.us](mailto:Clerk@vil.spencer.wi.us)

Connie Gurtner, Clerk  
City of Colby  
(715) 223-4435  
[colbych@charter.net](mailto:colbych@charter.net)

Jennifer Lopez, Clerk/Administrator  
Village of Edgar  
(715) 352-2891  
[Jennifer.Lopez@edgarwi.org](mailto:Jennifer.Lopez@edgarwi.org)

Bill Bruening, Clerk  
Town of Mosinee  
(715) 693-3373  
[tmosinee@mtc.net](mailto:tmosinee@mtc.net)

Dana Solinsky, Clerk  
Town of Green Valley  
(715) 693-3625  
[gvalley@mtc.net](mailto:gvalley@mtc.net)

Gaylene Rhoden, Administrator  
Town of Rib Mountain  
(715) 842-0983  
[grhoden@ribmountainwi.gov](mailto:grhoden@ribmountainwi.gov)

Nicole Dunbar, Finance Director  
Town of Rib Mountain  
(715) 842-0983  
[ndunbar@ribmountainwi.gov](mailto:ndunbar@ribmountainwi.gov)

Robin Huempfer, Clerk  
Town of Weston  
(715) 241-8209  
[twclerk@westonwi.gov](mailto:twclerk@westonwi.gov)

Barb Ziebell, President  
Village of Rudolph  
(715) 435-3792  
[zeke@tznet.com](mailto:zeke@tznet.com)

Stacey Severson-Denfeld (Town of Rib Mountain resident)  
Severson Appraisals LLC  
(715) 241-9999  
[Stacey@SeversonAppraisals.com](mailto:Stacey@SeversonAppraisals.com)

Karen Mikalofsky (Town of Rib Mountain resident)  
Peak Appraisal Service  
(715) 581-2061  
[karen@peakappraisalservices.com](mailto:karen@peakappraisalservices.com)

Allen Breu, Chairman  
Town of Marshfield  
(715) 387-4222  
[breutown@frontier.com](mailto:breutown@frontier.com)

Milt Olson, Chairman  
Town of Weston  
(715) 842-5397  
[kamolson@outlook.com](mailto:kamolson@outlook.com)

Keith Donner, Administrator  
Village of Weston  
(715) 359-6114  
[kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

Sarah Chibeya, Acting Clerk  
Village of Weston  
(715) 359-6114  
[schibeya@westonwi.gov](mailto:schibeya@westonwi.gov)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/07/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Leon B. Woller 704 Pine Street P O Box 97 Athens WI 54411		<b>CONTACT NAME:</b> Leon B. Woller <b>PHONE (A/C, No, Ext):</b> 715-257-1414 <b>E-MAIL ADDRESS:</b> LWoller@ruralins.com <b>FAX (A/C, No):</b> 715-257-9057	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Rural Mutual Insurance Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP0105828	12/09/2021	12/09/2022	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WRKG098472	12/09/2021	12/09/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Preparing, issuing, requesting, or requiring this certificate of insurance be altered to include false or misleading information, to purport to modify coverage provided by the underlying policy, or alter terms and conditions of notice requirements, may be an unfair marketing practice in violation of s. 628.34 (14), Wis. Stats.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Rib Mountain C/O Nicole Dunbar 227800 Snowbird Lane Wausau WI 54401	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> Leon B. Woller, Agent
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