CITY OF RIPON

100 Jackson Street * Ripon, WI 54971-1396

STAFF REPORT

Agenda Item: 2026 Property Assessment Revaluation Services

Background: The City of Ripon entered a five-year assessment services contract (2024–2028) with Associated Appraisal Consultants, Inc. (AAC). This contract includes annual maintenance services but does not include revaluation services.

Per Wisconsin Department of Revenue (DOR) regulations, municipalities must maintain an assessment ratio within 10% of equalized value. The City has been out of compliance since 2023 and is projected to enter its third consecutive year of non-compliance in 2025, with the residential assessment ratio nearing 60%. If non-compliance extends to five years, the DOR will mandate a full state-supervised revaluation, at a significantly higher cost and with less local control.

Historical Context: Records indicate the last citywide revaluation with inspections took place between 2010 and 2013, conducted by Action Appraisers as part of the then-active assessment services contract. AAC was first contracted by the City in 2014 and has since provided annual maintenance assessment services

In response to these compliance concerns and growing inequities in residential property values, driven by market activity and selective valuation updates tied to sales or improvements, the City has initiated efforts to proactively address assessment fairness before a state order is issued.

Updated Proposal Information: City administration has worked with AAC to obtain a formal full-inspection revaluation contract to be considered by the Common Council at the August 25, 2025, meeting. This option is now under review alongside a previously provided Interim Market Update (IMU) proposal. Both proposals are supported by historical assessment ratio data and valuation trend reports.

Action Needed: The Common Council is asked to review the revaluation options and determine a preferred path forward for 2026. Staff is not making a formal recommendation. The Council may:

- Approve the IMU Addendum as previously submitted; or
- Approve the full inspection revaluation contract being prepared by AAC.

Attachments:

- 2026 IMU Addendum A
- Contract for Revaluation Services
- Assessment Services Summary
- Residential Sales Ratio Study (2018–2024)

ADDENDUM A
ADDITIONAL SCOPE OF SERVICES

This Addendum A is now attached to and incorporated into the 2024-2028 Contract for Maintenance Assessment Services made by and between the **City of Ripon, Fond du Lac County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.,** with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

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

INTERIM MARKET UPDATE REVALUATION

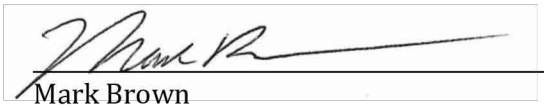
I. **SCOPE OF SERVICES.** Assessor shall perform one interim market update revaluation during the 2026 assessment year of all taxable real estate during this additional scope of services agreement.

II. **DURATION.** Assessor shall complete all work on or before October 30th of the assessment year in which the interim market update revaluation services are conducted. If unforeseen circumstances delay the completion of work, the parties agree to cooperate in good faith to reach an agreement on an extension of time.

III. **COST OF SERVICES**
This additional scope of services agreement runs simultaneously with the 2024-2028 Contract for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional **Twenty-Nine Thousand Dollars ($29,000.00)** for the interim market update revaluation assessment year. Municipality shall be responsible for all costs associated with postage and mailing services during the revaluation assessment year.

A. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review during the revaluation year.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

07/24/2025
Date

Authorized Signature
City of Ripon

Date

CONTRACT FOR
REVALUATION
ASSESSMENT SERVICES

Prepared for the

City of Ripon

Fond du Lac County

By

ASSOCIATED APPRAISAL
CONSULTANTS

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

CONTRACT FOR REVALUATION ASSESSMENT SERVICES

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

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

SECTION I
GENERAL AGREEMENTS

1. SCOPE OF SERVICES. Assessor shall perform a full revaluation of all taxable real estate in the Municipality, pursuant to Wisconsin Statutes 70.05(5), for the **2026 assessment year**, for which service the Municipality agrees to pay Assessor the sum of compensation outlined in Section V of this Contract. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

2. ASSIGNMENT OF CONTRACT. Assessor will not assign, subcontract or transfer this Contract or any part of this Contract without written approval from the Municipality.

3. DURATION. Assessor shall complete all work on or before November 30th of the year in which the revaluation services are contracted for. If unforeseen circumstances delay the completion of work, an extension will be granted upon mutual consent.

4. PERSONNEL. Assessor shall provide certified, experienced and competent employees of good character to perform all work necessary during the various phases of the revaluation program. All field staff members shall carry a photo identification tag and drive a vehicle clearly marked with our company name. If the Municipality shall at any time during the program consider the services of any employee to be unsatisfactory, Assessor shall immediately remove such employee upon written request from the Municipality.

5. OATH OF OFFICE. As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk. Assessor shall assume the appointed office of City Assessor as per §62.09 (1)(c), and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. Under Wisconsin law, the statutory Assessor for the Municipality, whether elected, appointed, contracted or on-staff, is considered to be a public officer of the Municipality.

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

1) All personnel providing services shall be currently certified in compliance with §70.05, §70.055, and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.

2) Assessor's field representatives shall carry photo identification cards.

3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.

4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

B. **INSURANCE**. The Assessor agrees as follows:

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

(a) Workers Compensation — State of Wisconsin requirements

(b) General Liability

General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	$ 1,000,000

2) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

3) Assessor agrees to carry proper and sufficient insurance to cover the loss of Municipality's records withdrawn from the Municipality by the Assessor for its use or by any subcontractors of Assessor, as well as Assessor's records in process under this Contract that are in the possession of the Assessor.

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

C. **INDEMNIFICATION.** The Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46, Wis. Stats., for performing duties while acting within the scope of the Assessor's employment as an officer of the Municipality. Municipality shall indemnify, hold harmless, and defend Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and any circuit court claims, except claims and liabilities based on intentional or negligent acts or omissions of Assessor, or its employees, agents, or representatives, unless otherwise specified in this Contract. Assessor shall indemnify, hold harmless, and defend the Municipality against claims and liabilities based on intentional or negligent acts or omissions of Assessor, or its employees, agents, or representatives, including, but not limited to, liability under Wis. Stat. § 70.503 and any penalties imposed by law.

6. PUBLIC RELATIONS. During the revaluation, Assessor shall carry on a suitable program of public information in a manner dictated by experience to be most effective and productive, and of such nature that

will allow the Municipality to actively participate. This program shall include a general mailing to all property owners with information regarding the revaluation process before field work begins. If necessary, the program shall include the furnishing of speakers, holding press conferences and preparing press releases. Upon written request, Assessor agrees to meet with the governing body of the Municipality to discuss areas of work such as public relations, procedures, progress, valuations and concerns.

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

8. AVAILABLITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week, Monday through Friday, from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor's holiday and business closures. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four (4) business days or sooner. The Assessor shall respond to the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

9. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Real Estate Assessment Roll for viewing by the public as prescribed in the *Wisconsin Property Assessment Manual*, as amended each year, and adhere to any county or Municipality requirements of the Assessor for property listing as prescribed under §70.09, Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required.

10. OWNERSHIP OF RECORDS. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality. If the record system is computerized, the software used by the Assessor shall be made available to the Municipality in the format native to the customized or uncommon software and shall be able to create an exportable text file of all required data. If the Municipality requires a conversion or transfer of the electronic assessment records to a non-proprietary neutral file format, such as but not limited to a text file format, XML or a tab delimited format, the Municipality shall be responsible for all costs associated with the conversion and or transfer of the electronically stored data.

SECTION II
DATA COLLECTION & APPRAISAL

1. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor at a minimum shall provide a digital drawing and digital photograph of each primary improvement.

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

(a) Assessor shall create a complete digital database of all parcels within the municipality, including information on each property's ownership, class, land size and use, and improvement information. The database shall be created using CAMA software and shall include digital photographs and sketches of primary improvements.

(b) Property records shall be updated utilizing CAMA software, showing the property information used as a basis for the revaluation, including the measurements of all primary building improvements. Assessment records shall include all data and material obtained and/or used for the valuation of properties.

(c) All records prepared or maintained about assessments in the Municipality shall always be and remain the sole property of the Municipality.

(d) Within 30 days after completion of the revaluation program, Assessor shall turn over all assessment records to the Municipality as needed, including property record cards, maps, and a computer file back-up of the electronic database.

(e) If the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

3. VACANT LANDS. Assessor shall inspect all vacant parcels of land where access may be practicably obtained. Any vacant lands not physically inspected will be viewed by way of recent aerial photography. Sales data for vacant lands will be collected and compiled based on neighborhoods or geographic locations within the municipality. Land values will be derived from vacant and improved sales and will consider all factors that may affect resale value, such as location, size, shape, topography, zoning, utilities, current use and other factors. In developing land values, all forms, maps and land valuation tables shall be left with the Municipality.

4. DWELLING DATA. When appraising single-family and multi-family dwellings, Assessor shall document and consider the physical characteristics and condition of the dwelling. Such characteristics shall include the type of dwelling, story height, square footage, basement area, wall construction, siding type, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, age, physical condition, general quality of construction, and attachments such as garages, decks and porches. Sales data and rental information will be documented and considered when applicable. All information collected will be recorded as a permanent part of the property records.

5. FIELD APPRAISAL. Assessor shall physically visit and inspect all taxable improved properties excluding those assessed as Manufacturing by the Wisconsin Department of Revenue. Assessor shall make a careful inspection of all buildings and improvements located on such properties and shall carefully measure, list and compute the full market value for all improvements using professionally acceptable appraisal practices. All inspections will be conducted between the hours of 8:00 AM and 7:00 PM, Monday through Friday, Saturday if necessary, excluding legal holidays or Assessor scheduled days off. Assessor and Municipality will work with the building inspector to obtain PDF's of the floor plan or blue prints for all new residential and commercial structures. Assessor will make a reasonable attempt to inspect the interiors of all dwellings and primary commercial buildings.

6. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach, and the income approach in the valuation of all applicable property.

SECTION III
NOTIFICATION & DEFENSE OF ASSESSMENTS

1. **ASSESSMENT NOTICES**. A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and or approved for use by the Wisconsin Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

2. **OPEN BOOK**. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours. Assessor shall provide necessary staff to accommodate projected attendance.

3. **BOARD OF REVIEW**. Assessor shall furnish a representative for as many days as needed to provide sworn oral testimony at the Board of Review in support of all assessed values being formally challenged. Municipality shall comply with state statutes and Department of Revenue training requirements about Board of Review hearings. In the event of any appeal beyond the Board of Review to the Department of Revenue or Circuit Court, Assessor shall provide a representative to furnish testimony in defense of the values established by the revaluation for all such cases within the first 90 days after adjournment of the Board of Review for up to eight (8) employee hours per parcel. Testimony in excess of eight (8) employee hours will require an addendum to this Contract. If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

SECTION IV
ITEMS TO BE PROVIDED BY MUNICIPALITY

1. **MUNICIPALITY RECORDS**. The Municipality shall allow access and make available to the Assessor municipal records in digital and or paper form such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, building plans, site plans, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

2. **MEETING SPACE**. Municipality shall furnish a suitable space in which to hold the Open Book conference and the Board of Review at no cost to Assessor.

3. **MAPS**. Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for Assessor's work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

4. **MAILING SERVICES.** Municipality shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

SECTION V
COMPENSATION & TERMS OF PAYMENT

1. COMPENSATION. Assessor shall perform all the services stated in the above Contract for the **2026** assessment year, per to the terms specified herein for the sum of: **One Hundred Forty Thousand Dollars ($140,000.00).**

(a) This Contract runs simultaneous with the 2024-2028 Contract for Maintenance Assessment Services. The Municipality shall continue to pay the Assessor **Thirty-Three Thousand Five Hundred Dollars ($33,500.00)** for the 2026 assessment year. Compensation will continue to be paid in established installments throughout the 2026 assessment year.

2. TERMS OF PAYMENT. The compensation due to Assessor shall be paid monthly for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. Invoices will be provided by Assessor on or before the first day of each month and shall be paid by Municipality no later than thirty (30) days from the date of invoice. In the event payment is not made within thirty (30) days from the date of invoice, Municipality shall pay a late fee of seventy-five dollars ($75.00) and a processing fee of seventy-five dollars ($75.00) for each month the invoice is not paid. All payments shall be made to: Associated Appraisal Consultants, Inc., P.O. Box 291, Greenville, Wisconsin, 54942-0291.

3. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

08/21/2025
Date

Authorized Signature
City of Ripon

Date

ASSESSMENT SERVICES SUMMARY

Prepared for:

City of Ripon
Adam Sonntag
Administrator

ASSOCIATED APPRAISAL CONSULTANTS

Fee Schedule

The figures below are based on our current 5-year professional assessment services contract. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance. Prices quoted below are only valid for 60 days after 7/30/2025.

*Assessment Services	2024 Assessment Year	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year	2028 Assessment Year
MAINTENANCE	$31,500	$32,500	$33,500	$34,500	$35,500
OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+$140,000 (for each revaluation assessment year)				
EXTERIOR ONLY REVALUATION	+$122,000 (for each revaluation assessment year)				
INTERIOR PRC QUESTIONNAIRE	+$9,000 (optional for each revaluation assessment year)				
INTERIM MARKET UPDATE	+$29,000 (for each revaluation assessment year)				

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, 2026, 2027 and 2028 assessment year(s). The maintenance contract will continue to be all-inclusive without separate charges for monthly parking permit fee accounts and postage and mailing services.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the municipality until completion of the revaluation and final adjournment of the Board of Review.

- The 2025 assessment year will be the 3rd year out of compliance in accordance with sec. 70.05(5), Wis. Stats. The municipality will be required to conduct a revaluation prior to or during the 2028 assessment year at the latest to avoid a state ordered reassessment for the 2029 assessment year which will cost 2-3 times the amounts provided above due to Wisconsin Department of Revenue oversight etc.

- Municipality will be responsible for all postage and mailing services costs during the revaluation year and are estimated to cost $3,700 - $8,000 +/- depending on the revaluation type chosen and how many introduction letters, record questionnaires, agricultural land use forms, assessment notices and other general correspondence letters are mailed.

- For budgeting purposes if the municipality were to conduct one of the revaluation options for the 2026 assessment year the estimated total cost would be as follows:

Maintenance	IMU Revaluation	Mailings	Total
$33,500	+$29,000	+$3,700 +/-	= $66,200 +/-
Maintenance	Exterior Revaluation	Mailings	Total
$33,500	+$122,000	+$6,800 +/-	= $162,300 +/-
Maintenance	Full Revaluation	Mailings	Total
$33,500	+$140,000	+$7,700 +/-	= $181,200 +/-

Annual Assessment Options

Overview of Assessment Cycle Options

As outlined in the annual assessor requirements chart from the Wisconsin Department of Revenue (WIDOR), municipalities and assessors are expected to follow certain guidelines for annual assessment cycles.

Annual Review/Maintenance Option

This is the minimum requirement for all municipalities. It involves copying the previous year's assessment roll and updating values based on the current level of assessment when changes are warranted.

Examples of changes include:

- New construction
- Parcel splits or combinations
- Annexations
- Remodeling or demolition
- Zoning or tax classification changes
- Any other factor affecting market value or physical attributes

Note: These changes may or may not result in a value change, but each requires an update to the Property Record Card (PRC).

Full Inspection and Exterior-Only Revaluation Options

These are recommended when:

- PRC data is outdated or inaccurate
- Assessment equity is lacking
- A revaluation hasn't occurred in 10+ years
- A reassessment is required under Wis. Stats. §70.75

Note: The last onsite inspections for the municipality occurred over the 2019-2023 assessment years.

Advantages

- Lower annual maintenance costs between revaluations
- Allows for annual budgeting toward future revaluations
- Market conditions dictate revaluation timing
- Ensures equitable data collection by visiting all parcels in the same year
- Identifies unpermitted improvements, potentially increasing net new construction values and levy limits
- Corrects inequities across property types (e.g., residential, commercial, other classes)
- Brings all major property classes within 10% of full value, as required by Wis. Stats. §70.05(5)

Disadvantages

- Higher costs during revaluation years due to onsite parcel visits
- Increased time and effort for Open Book, Board of Review, and appeals due to larger value shifts
- Slower response to market changes compared to annual updates
- Reactive rather than proactive approach to market trends

Interim Market Update Revaluation (IMU)

This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five (5) years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. This would be an option for the municipality if an onsite inspection revaluation had taken place within the past 5 to 10 years, otherwise property record card information and building pictures would be outdated.

Positives

- Cost. This method is much less costly for the municipality than the full inspection or exterior only revaluation options as there would not be as many field inspections except in cases such as a parcel sale, building permit or a property owner requested a review which is common practice during a typical annual maintenance assessment year.
- The computer aided mass appraisal (CAMA) model would be reviewed and adjustments/calibrations would be made to all taxable parcels when deemed necessary to ensure all taxpayers are assessed fairly and equitably.
- Corrects inequities between individual property assessments and between classes of properties i.e.: Residential, Commercial, Sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full market value in the same year as required under state law (sec 70.05(5), Wis. Stats.)

Negatives

- This may delay onsite inspections of every parcel more frequently, which would create less reliable assessment property record data and or assessment values.
- It only works if the data being used for assessments is accurate and up to date.
- There would not be field inspections on every parcel, so changes made without a permit would not be captured.
- May lead to higher attendance at Open Book and or assessment value changes at Open Book due to corrections/updates to property records that were unknown due to lack of recent onsite inspections.

Full Value Maintenance

This proactive approach offers an alternative to traditional revaluation methods. Our annual full value maintenance assessment services ensure the municipality's assessments remain in compliance with Wisconsin Statute §70.05(5) throughout the contract term. The level of assessment will be maintained within 10% of the prior year's equalized value for all major property classes. Taxable assessed values will be updated annually, as needed, to reflect recent sales using existing property records. No additional onsite inspections will be conducted beyond those performed during routine annual maintenance.

Best Practices from Other Municipalities

Associated Appraisal works with many municipalities that plan revaluations on fixed cycles (e.g., every 2, 4, 6, or 10 years), regardless of market conditions. This approach helps them:

- Stay compliant with WIDOR and Wis. Stats. §70.05(5)
- Ensure equitable and consistent PRC updates
- Capture changes that affect assessments
- Maintain accurate records under consistent market conditions

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate, *or* assessment uniformity is poor *or* full revaluation hasn't been done in 10 years *or* assessment uniformity is poor *or* reassessment is required per statute 70.75.	Most PRC information can be verified by exterior inspection *and* full revaluation completed within past 6-9 years	PRC is deemed reliable *and* full revaluation completed within past 5 years *and* assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable *and* revaluation was completed within past 5 years *and* assessment level during previous assessment year is within acceptable parameters
Real Property affected	All Property	All Property	Changes identified in column D PLUS Analysis of problem strata Identified from pervious assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings If no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review.	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes (Ch 7 and 9)	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Asmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal property assessment	Required	Required	Required	Required
Add omitted property to roll (70.44)	Required	Required	Required	Required
Correct errors in roll (70.43)	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR (70.47))	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

Full Value Law
Wisconsin Statute §70.05
City of Ripon, Fond du Lac County

Assessment Year		Action
2023, 2024, 2025, **2026** (4 Years out of compliance)	(1st) **Non-Compliance** Notice to Municipality	Wisconsin Department of Revenue will monitor the level of assessment for the municipality during the next assessment year.
2027 (5 Years out of Compliance)	(2nd) **FINAL** Notice to Municipality	Wisconsin Department of Revenue will order a state supervised revaluation for the next assessment year if still out of compliance.
2028 (6 Years out of Compliance)	A revaluation is **Ordered** by the Wisconsin Department of Revenue	Wisconsin Department of Revenue orders a complete revaluation if the municipality is still out of compliance. It will become a stated mandated reassessment the following year without action during the 2028 assessment year.
2029 (State Ordered Reassessment)	A revaluation **MUST** be completed and Supervised by the Wisconsin Department of Revenue	A complete reassessment will be conducted and supervised by the Wisconsin Department of Revenue (all costs will be billed to the municipality).

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Residential Class Only	2018 (IMU Year)	2019 (Maintenance Year)	2020 (Maintenance Year)	2021 (IMU Year)	2022 (Maintenance Year)	2023 (Maintenance Year)	**2024 (Maintenance Year)**
Total Valid Sales Transactions	83	70	61	45	74	68	**86**
Total Assessed Value	$11,055,600	$8,952,300	$7,126,800	$5,638,800	$8,818,100	$7,661,600	**$10,516,700**
Total Sales Value	$11,254,450	$9,692,050	$7,223,708	$5,940,122	$10,787,250	$11,194,305	**$17,900,470**
Aggregate Ratio	98.23	92.37	98.66	94.93	81.75	68.44	**58.75**
Mean Ratio	100.20	94.37	103.66	99.34	91.35	82.69	**64.64**
Median Ratio	98.50	93.36	95.39	92.77	86.68	70.47	**58.99**
Price Related Differential	1.02	1.02	1.05	1.05	1.12	1.21	**1.10**
Coefficient of Dispersion	7.89	11.79	16.37	11.12	21.82	30.39	**23.82**
Coefficient of Concentration (within 15% of the median)	89.2	71.4	70.5	80.0	51.4	47.1	**46.5**

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 above 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 above ratios.

Definition of Statistical Terms

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.

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.

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.