

**Village of Bristol
Cash Balances By Fund**

Fund		As of 10/1/23 Cash Balance	2023 Due to General Fund
100	General Fund	1,744,827.60	
200	Fire & Rescue	-	615,880.95
201	Garbage/Recycling	-	73,007.75
202	Equipment Replacement	438,324.63	
203	Capital Construction	1,810,493.24	
204	TID#1 Sewer District 5	-	873,208.37
205	TID#2 Sewer District 5	581,976.85	
206	TID#3 Sewer District 3	-	18,459.05
300	Debt Service Fund	139,126.55	
301	Community Dev Authority Fund	624,168.97	
400	Capital Projects Fund	594,214.32	
600	Water Utility fund	-	9,559.21
601	Sewer District #1	-	1,708,050.21
603	Sewer District #3	341,511.70	
604	Sewer District #4	239,815.66	
606	Stormwater fund	77,053.59	
800	Agency fund (Tax collection)	3,755,197.79	0.00
	Grand Total Cash (Checking & Investment Accts)	7,048,545.36	3,298,165.54

**AN AGREEMENT FOR GENERAL LAW ENFORCEMENT SERVICES
TO BE PROVIDED BY THE COUNTY OF KENOSHA, WISCONSIN TO
THE VILLAGE OF BRISTOL, WISCONSIN**

This agreement is entered this 1st day of January 2024, by and between Kenosha County, hereafter referred to as the County, the County Sheriff, hereafter referred to as the Sheriff, and the Village of Bristol, Wisconsin, hereafter referred to as the Village.

WHEREAS, the Village desires to purchase general law enforcement services (police protection) within the Village, additional to those services which the Sheriff is required to provide by statute, the Village being willing to assume the cost of this protection, and

WHEREAS, the County is willing to provide these additional general law enforcement services (police protection) to the Village under certain terms and conditions.

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. STATEMENT OF AGREEMENT

Kenosha County, Wisconsin and its Sheriff agree to provide general law enforcement services to the Village of Bristol located in Kenosha County, Wisconsin, and the Village of Bristol agrees to engage the County through its Sheriff to provide such service in accordance with and subject to the terms of this Agreement.

2. LEGAL BASIS

This Agreement is authorized by the provision of Wisconsin Statutes §66.0301, 61.65, 59.03 and pursuant to Kenosha County Board Resolution, and the Village of Bristol Board Ordinances.

3. GENERAL LAW ENFORCEMENT SERVICES DEFINED

General law enforcement services consist of patrol and investigation and all auxiliary and technical services in support of patrol and investigation as may normally be provided by a municipal police force under the laws of the State of Wisconsin. It shall include the enforcement of all applicable laws in effect in the Village. All references to general law enforcement services contained in this Agreement are references only to services that shall be delivered under the terms of this Agreement. General law enforcement services shall not be construed to include enactment of Village ordinances by the County.

4. DELIVERY OF SERVICES

- 4.1 Services Areas: The Sheriff shall provide general law enforcement services within the corporate limits of the Village of Bristol.

- 4.2 Enforcement Responsibilities: The Sheriff shall enforce State Statutes, applicable County ordinances and ordinances of the Village. The Sheriff shall not be required to assume any other enforcement duty or function not consistent with those customarily performed by the Sheriff under the Statutes of this State.
- 4.3 Quantity of Regular Service: The Sheriff shall deliver sixteen (16.5) hours of regular general law enforcement services each day in addition to law enforcement services now delivered to the Village by the Sheriff.
- 4.4 Delivery of Service: The Sheriff shall provide one (1) full-time Kenosha County uniformed deputy in one (1) marked, fully equipped patrol car (including radar) who shall patrol the Village seven (7) days per week for sixteen (16.5) hours each day. The actual hours of patrol shall be agreed upon from time to time between the Sheriff and the representatives of the Village designated pursuant to Section 4.10 and shall remain confidential.
- (a) Hours of Service: For the calendar year 2024 and unless and until modified by the Agreement of the parties pursuant to Section 4, the hours of service to be delivered to said contract shall be the regular 1st and 2nd shifts of duty of the Kenosha County Sheriff's Department.
- (b) Flexibility in Delivery of Service: In order to provide flexibility in the delivery of such services, the Sheriff will attempt to designate two (2) individual deputies on each of the 1st and 2nd shifts to be assigned to work the Village of Bristol for a period of one (1) year, with each deputy being assigned on a two (2) month interval and then rotated to other duties on their respective shifts. The purpose of such rotation is to provide additional familiarity with the Village and with the Village ordinances by the assigned 1st and 2nd shift deputies in the event that the deputy who is regularly scheduled to work the Village is, because of illness, vacation or otherwise, unavailable to work his or her normally assigned shift in the Village. The Village, on its part, understands and agrees that in the event the Sheriff is unable to implement the procedure described herein of designating two (2) deputies per shift and alternating their assignment to the Village, that the failure to implement this provision shall not be a breach of the Agreement.
- 4.5 Additional Service: In addition to the regular service as provided for in Sections 4.3 and 4.4 of this Agreement, the County shall provide sixty (60) additional man-hours of law enforcement services per year to be used in a manner mutually agreed upon by the Village Board and the Sheriff. Any service in addition to that specified in 4.3, 4.4 or preceding parts of 4.5 shall be provided at the rate displayed in Exhibit A, for 2024.
- 4.6 Reporting: The Sheriff shall provide to the Village a monthly report of activities generated as a result of this contract. This report shall include response time and the number of calls for service in and out of the Village, reported crimes, arrests, crimes cleared by arrest traffic citations, Village ordinances and County ordinance violations, court appearances, and items of recovered property. The Sheriff shall provide the Village with a timely duty roster. The monthly report referred to herein shall be delivered to the representative of the Village designated pursuant to Section 4.10.

- 4.7 Service Management: The planning, organization, hiring, assigning, scheduling, direction, supervision, discipline, and dismissal of the Sheriff's personnel and all other matters incident to the delivery of general law enforcement services to the Village shall be as determined by the Sheriff. The Sheriff shall retain exclusive authority over the activities of his personnel working in the Village and may utilize such personnel on non- Village matters in the event of an emergency or as otherwise deemed necessary. In the event the Sheriff, through emergency or necessity, utilizes the personnel for non- Village matters for more than two (2) hours per instance, the Sheriff shall deduct prorata such time used from the Village monthly bill.
- 4.8 Responsiveness: The Sheriff shall give prompt consideration to all requests of the Village regarding the delivery of general law enforcement services. The Sheriff shall make every effort to comply with these requests if they are consistent with good law enforcement practices, but the Sheriff shall retain final authority to make the final decision as to the manner in which such services shall be rendered. All such requests shall be made by the Village through its designated representatives pursuant to Section 4.10 and, except in cases of emergency, shall be made through appropriate Sheriff's Department supervisory personnel.
- 4.9 Dispute Resolution: Any conflict between the parties regarding the extent or manner of performance of the general law enforcement services delivered to the Village shall be resolved by the mutual agreement of the parties.
- 4.10 Representatives: The Village hereby designates the Village Administrator standing committee on police and fire as its designated representative for matters pertaining to this contract. The Village and the Sheriff shall confer upon matters concerning the delivery of general law enforcement services to the Village and shall meet to receive requests, complaints or suggestions for the implementation of the delivery of such services. A command officer, designated by the Sheriff, shall meet monthly with the members of the standing Village committee on police and fire, which committee meeting shall be the second and fourth Monday of each month, or at such other times as may be designated and which are mutually convenient to the parties hereto. It is the intention of the parties that the monthly reports furnished pursuant to Section 4.6 shall be discussed between the designated Sheriff's Department supervisor and the Village. In addition, the Village and designated representatives of the Sheriff's Department Administration shall meet quarterly to review reports and to review any other matters pertinent to the implementation of this contract.
- 4.11 Arrests: Citations: In all instances except those requiring the issuance of state charges, arrests and/or citations issued or made by deputies assigned under this Agreement shall be made under the Village ordinances and forfeitures under Village ordinances shall be paid to the Village. It is specifically understood by the County and the Sheriff that it is of great material consideration that all arrests/citations possible be resolved through the Village Municipal Court rather than through Circuit Court. As such, the Sheriff warrants that to the extent feasible, all arrests and/or citations will be written through the Village Municipal Court.
- 4.12 Courtroom Time: Deputies assigned under this contract shall cooperate with the Village Attorney in prosecuting Village ordinance violations. It is further agreed that the Sheriff, wherever possible, will cooperate with the Village Municipal Court in scheduling the deputies to perform the services herein, so as to permit a deputy to testify in court during his regularly scheduled shift in an effort to minimize overtime for court appearances.

5. RESOURCES

- 5.1 County Responsibilities: Except as otherwise stipulated, the County shall furnish all labor, equipment, materials, vehicles, communication systems, facilities, and supplies required to provide general law enforcement services to the Village.
- 5.2 Village Responsibilities: The Village shall provide and maintain an office, including access to a photocopying machine, and parking space suitable for the use of the Sheriff's personnel providing general law enforcement services to the Village. The Village furthermore agrees to assume the responsibility and associated costs for prosecuting any Village ordinance violations and furthermore agrees to budget, tax and levy for the expenses and costs associated with this contract. The Village shall promptly give the Sheriff written notice of any Court decision or ruling which determines a Village ordinance to be unlawful or unconstitutional.
- 5.3 Individual Ownership: The County and the Village shall retain title to the property each may acquire to fulfill its obligations under this Agreement. Upon the termination of this Agreement, each party may dispose of its property as it sees fit.

6. LIABILITY

- 6.1 County: Except as hereinafter set forth, and without waiving any rights or defenses under State or Federal law, the County shall assume liability for, defend against all claims, judgments and legal action, and all costs or damages for injury to person or property caused by the negligence or errors of the Sheriff's personnel in providing general law enforcement services to the Village.
- 6.2 Village: The Village shall assume liability for, defend against, and exempt and hold harmless the County from (1) all claims, judgments and legal action, costs or damages for intentional or negligent injury to person or property caused by the Village, and (2) all costs or damages for intentional or negligent injury to person or property arising out of the lawful enforcement of a Village ordinance, it being the intent of the parties hereto that the Village shall assume liability in all respects for any loss caused as a result of the unconstitutionality, vagueness or other impropriety of a Village ordinance.

7. PERSONNEL

- 7.1 Employee Status: All persons employed by the Sheriff in providing general law enforcement services to the Village shall be trained County officers or employees entitled to wages and benefits as may result due to collective bargaining solely between the County and the Deputy Sheriff's Association. Such officers and employees shall be responsible solely to the Sheriff, and shall have all the authority of any other Sheriff's deputy, and furthermore they shall not have any benefit, status or right of the Village employment.
- 7.2 Employee Selection: All deputies engaged in law enforcement service under the terms of this contract shall be selected and employed pursuant to the Kenosha County Civil Service Ordinance.

- 7.3 Payment: The Village shall not be liable for and shall not make the direct payment of salaries, wages or other direct or indirect compensation to County officers or employees providing general law enforcement services to the Village and the Sheriff shall hold the Village harmless from and indemnify the Village for such costs.
- 7.4 Indemnity: The Village shall not be liable for indemnity to any County officer or employee for injury or sickness of the deputy arising out of his employment in providing general law enforcement services to the Village, it being understood that the Village is compensating the County for Workmen's Compensation Insurance as part of administrative costs incidental to this contract.

8. MUNICIPAL AGENCY

For the sole purpose of giving official status to their acts when performing municipal functions within the scope of this Agreement, every County officer or employee assigned to and engaged in providing general law enforcement services to the Village shall be considered and appointed an employee of the Village, and for no other purposes. This provision shall be implemented by a Village ordinance.

9. FEES

- 9.1 Total Sum: The Village shall pay the County monthly the sum designated on the attached Exhibit "A" as and for general law enforcement services provided herein (including all related administrative costs), said payment to be adjusted as provided in this contract. Said payment to be made by the 12th day of each month to the Kenosha County Treasurer. Related administrative costs (i.e. costs incurred by the County but for this contract) are set forth in Exhibit "B" and shall include, but not be limited due to enumeration, the following: wages, workmen's compensation, repair, replacements, insurance and bonding, social security, fringe benefits, supplies, account and record keeping, training of deputies, supervision, etc.
- 9.2 Computation: Said monthly payment by the Village to the County shall not include any expenses attributable to services or facilities normally provided to all government units within the County as part of enforcement duties and functions customarily performed by the Sheriff under the Statutes of this State where, as per the provisions of Section 4.7 of this contract, said services are for more than two (2) hours per instance.
- 9.3 Billing and Payment: The County shall bill the Village within ten (10) days after the close of any calendar month for which additional services not covered by the monthly payment due the County by the Village were incurred under Section 4.5 of this contract. The Village shall pay for these services within thirty (30) days of receipt of the County's billing.
- 9.4 Records: The County agrees it will keep written records containing the actual County costs in providing the services herein, and the Village shall have the right to inspect these records at any reasonable time.

10. TERM

This Agreement shall take effect on January 1, 2024 and shall continue through December 31, 2024, unless terminated under Section 15 of this contract.

11. MODIFICATION

The terms of this contract may be modified at any time by mutual consent of the signatories of this contract or their successors so as to expand or restrict the scope of this Agreement.

12. SUCCESSORS

This Agreement shall be binding on any and all successors to the signatories of this contract.

13. WAIVER

No waiver of a breach of any of the agreements contained herein shall be construed to be a waiver of any subsequent breach of the same or any other agreement or condition contained in this contract.

14. SCOPE

The terms of this Agreement shall be exclusively binding upon all parties to this Agreement and their successors regardless of any prior statements, be they oral or written, made by any party.

15. TERMINATION

This Agreement may be terminated by either party upon six (6) months advance written notice to the other parties of its intention to withdraw. Such notice to be forwarded to the Clerk of the appropriate Board.

16. RENEGOTIATION

Six (6) months prior to expiration, both parties shall meet to determine renewal of the current contract.

17. EXECUTION

Signatories: The party hereto has executed this Agreement at Kenosha, Wisconsin, the day and year first written above.

SHERIFF'S DEPARTMENT

By: _____
David Zoerner, Sheriff

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____ 2023, the above named Kenosha County Sheriff, David Zoerner to me known to be the person and officer who executed the foregoing instrument and acknowledged that he executed the same as the act and deed of the Sheriff's Department of Kenosha County and by his authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

KENOSHA COUNTY

By: _____
Samantha Kerkman, County Executive

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____ 2023, the above named Kenosha County Executive, Samantha Kerkman to me known to be the person and officer who executed the foregoing instrument and acknowledged that she executed the same as the act and deed of the Office of Executive of Kenosha County and by her authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

VILLAGE OF BRISTOL

By: _____
Randy Kerkman, Administrator

By: _____
Janet Elrod, Village Treasurer

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____ 2023, the above named Village Administrator, Randy Kerkman, and Village Treasurer, Janet Elrod, to me known to be the person and officer who executed the foregoing instrument and acknowledged that they executed the same as the act and deed of the Village of Bristol and by their authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

Attachments:
Schedule "A" (s. 9.1)
Exhibit "B" (s. 9.1)
Animal Control Addendum

EXHIBIT "B"

Pursuant to the provisions of Section 9.1 of this contract, administrative costs shall include, but not limited due to enumeration of the following:

- Wages
- Workmen's Compensation Insurance
- Unemployment Compensation Insurance
- Health Insurance
- Life Insurance
- Paid Vacation
- Cost of Living Adjustment (as negotiated)
- Patrol Cars
- Repair, Replacement and Maintenance of Equipment
- Communications Equipment
- Ammunition
- Insurance Bonding
- Social Security
- All other fringe benefits
- Supplies
- Accounts and Record Keeping
- Training of Deputies
- Supervision
- Legal Consultation
- Disability Benefits

**ADDENDUM A TO GENERAL LAW ENFORCEMENT SERVICES TO BE PROVIDED
BY THE COUNTY OF KENOSHA, WISCONSIN TO THE VILLAGE OF BRISTOL ,
WISCONSIN**

Kenosha County, Wisconsin and the Sheriff (hereafter referred to as the "Sheriff" and the "County"), and the Village of **BRISTOL** (hereafter referred to as the "Village"), enter into an Agreement for General Law Enforcement services on an annual basis to provide general law enforcement services (the "Agreement"). This Agreement is now hereby expanded by this Addendum. This Addendum shall be considered an integral part of the Agreement and both parties agree to abide by the terms and conditions stated herein. Unless context clearly requires otherwise, all expressions and terms defined or used in the Agreement shall have the same meaning in this Addendum.

Further, this Addendum is intended to provide for additional services and is not intended to modify any language in the original Agreement. Unless explicitly set forth herein, all terms and conditions set forth in the Agreement shall remain effective and unchanged.

1. **Additional Law Enforcement Services.** The Village desires to purchase additional law enforcement services from the Sheriff and County relating to animal control services. Specifically, there is a need to, among other things, investigate animal cruelty complaints, animal attacks, and handle livestock and farm animal calls in the Village. There is also a need to capture and transport loose domesticated animals from within the limits of the Village to the Wisconsin Humane Society – Kenosha Campus (hereinafter "Kenosha Humane Society") or other facility. The County has limited staff capable of handling these tasks and is willing to provide additional law enforcement services to the Village.

2. **Quantity, Responsiveness and Delivery of Regular Services.** If the Village needs animal control services, a request for such services shall be directed to dispatch. The Sheriff shall give prompt consideration to all requests of the Village regarding animal control services. Further, the Sheriff shall make every effort to comply with these requests if they are consistent with good law enforcement practices, but the Sheriff retains final authority to make any final decisions as to the manner in which services shall be rendered. When the Sheriff deems it necessary, he will provide a licensed humane officer to the Village to handle the animal control services as needed.

Village understands and agrees that the Sheriff's ability to provide these services will be dependent on the availability of the licensed humane officer. In the event that the licensed humane officer is unavailable to work due to vacation, illness or other competing obligations or circumstances surrounding his or her employment with the County, the Sheriff and the County may not be allowed to provide these additional services when requested. The Village shall not be entitled to make any claims or request any damages against the Sheriff, the County or the licensed humane officer if he or she is unable to respond to a request for assistance. Further, the Village is not entitled to offset or reduce any of the fees due and owing under the terms of the Agreement.

When able, the licensed humane officer will respond to a request for animal control services within a reasonable amount of time and in a professional and courteous manner. The licensed humane officer shall have the discretion to determine how to respond to these calls for service including but not limited to if citations,

quarantines or impoundment of animals is necessary. The licensed humane officer shall have the authority to determine if medical care of the animals is needed and what, if any, transportation and storage of the animals are needed. Kenosha Humane Society shall be used when possible for the storage of any animals. If a different facility is needed, the licensed humane officer shall consult with the Village regarding other options and associated costs. The licensed humane officer shall have the final authority to determine what facility is appropriate based on the facts and circumstances confronted. The costs and fees incurred as a result of dealing with or caring for any animals located in the Village shall be borne by the Village. Further, once an animal is transported and taken to Kenosha Humane Society or other facility, it shall be the Village's responsibility to deal with the animal and arrange for other care, treatment and disposal.

If the licensed humane officer responds to a request for assistance from the Village, he or she will document all hours spent providing animal control services and the costs associated with providing these services. The Village will be charged on a quarterly basis for these fees. These services will be included in the monthly reports described in the Agreement.

In providing these services, the licensed humane officer shall enforce State Statutes, applicable County ordinances and ordinances of the Village. This includes but is not limited to those set forth in Chapter 173 of the Wisconsin Statutes.

3. **Fees and Costs.** The Village agrees to pay the County for all fees incurred in conjunction with these animal control services. This includes reimbursement for the hourly rate and any overtime pay of the licensed humane officer that responds to any request for services in addition to administrative costs outlined in the Agreement. The Village would also be responsible for paying for any time spent by the licensed humane officer in preparing an animal cruelty case for trial and any associated court or filing fees. The current hourly rate of the humane officer for the County is \$65.89, but this rate may change from time to time and will vary if different licensed humane officers respond to the calls for service.

The Village further agrees to be financially responsible for all costs involved with these services, including but not limited to the costs of transporting, treating, microchipping and storing animals from the Village and any and all costs incurred at the Kenosha Humane Society or other facility. Transportation costs include, but is not limited to, costs associated with transportation equipment, gasoline or mileage reimbursement. The Village further agrees to pay all costs associated with the care of the animals including the provisions of food and water to maintain the animal's health and any veterinary services or services for impounded animals. The Village also agrees to purchase any equipment needed for these animal control services, such as but not limited to, a microchip scanner.

The County will bill the Village for these animal control services on a quarterly basis and provide all relevant documentation. The Village shall pay for these services within thirty (30) days of receipt of County's billing and provide documentation or a ledger indicating what services are being reimbursed.

4. **Liability and Indemnification.** The Liability and Indemnification provisions in the Agreement shall be applicable to the animal control services being provided by the County and the Sheriff.

5. **Term.** This Addendum shall take effect on the date of execution provided below. It shall then have the same term as the underlying Agreement.

6. **Termination.** Either party may cancel this Addendum or the agreement for the County and the Sheriff to provide animal control services for any reason, and without incurring any penalties or costs, upon thirty (30) day written notice to the other party. This right to terminate pertains solely to the animal control services and does not alter the termination rights in the Agreement.

7. **Non-Exclusivity.** Nothing in this Addendum shall preclude the Sheriff, the County or the Village from entering into similar agreements for similar services with any other party or municipality.

All other terms and conditions set forth in the Agreement shall remain effective and are incorporated herein by reference.

SHERIFF'S DEPARTMENT

By: _____
David Zoerner, Sheriff

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this ____ day of _____ 2023, the above named Kenosha County Sheriff, David Zoerner to me known to be the person and officer who executed the foregoing instrument and acknowledged that he executed the same as the act and deed of the Sheriff's Department of Kenosha County and by his authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

KENOSHA COUNTY

By: _____
Samantha Kerkman, County Executive

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this ____ day of _____ 2023, the above named Kenosha County Executive, Samantha Kerkman to me known to be the person and officer who executed the foregoing instrument and acknowledged that she executed the same as the act and deed of the Office of Executive of Kenosha County and by her authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

VILLAGE OF BRISTOL

By: _____
Randy Kerkman, Administrator

By: _____
Janet Elrod, Village Treasurer

STATE OF WISCONSIN)
) SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____ 2023, the above named Village Administrator, Randy Kerkman, and Village Treasurer, Janet Elrod, to me known to be the person and officer who executed the foregoing instrument and acknowledged that they executed the same as the act and deed of the Village of Bristol and by their authority.

Notary Public, Kenosha County, WI.
My Commission Expires: _____

Exhibit A

LAW ENFORCEMENT CONTRACT

Village of Bristol

2024 Proposal (January 1, 2024- December 31, 2024)

Deputy (top and middle of pay scale per KCDSA labor contract 1/1/2024-6/30/2024)

(figures include employer paid benefits: FICA, WRS Prot. Retirement, Health Ins (F), Life Ins., Works Comp, Clothing Allowance)

84 Months Top: \$ 65,910

36 Months Middle: \$ 62,723

\$ 128,632 Total

/ \$ 2 divide by

\$ 64,316 Average annual salary/benefits

/ 1,048 work hours between 1/1/2024-6/30/2024

\$ 61.37 Average hourly rate

x 2,987 Proposed Hours of coverage (8.25*2*181)

\$183,282.54 Proposed Contracted Labor Costs January 1, 2024-June 30, 2024

Deputy (top and middle of pay scale per KCDSA labor contract 7/1/2024-12/31/2024)

(figures include employer paid benefits: FICA, WRS Prot. Retirement, Health Ins (F), Life Ins., Works Comp, Clothing Allowance)

84 Months Top: \$ 67,070

36 Months Middle: \$ 63,806

\$ 130,876 Total

/ \$ 2 divide by

\$ 65,438 Average annual salary/benefits

/ 1,048 work hours between 7/1/2024-12/31/2024

\$ 62.44 Average hourly rate

x 3,036 Proposed Hours of coverage (8.25*2*184)

\$189,570.82 Proposed Contracted Labor Costs July 1, 2024-December 31, 2024

+ \$ 32,175 Proposed cost for fuel and vehicle maintenance (Estimating 58,500 miles traveled at .55/mile for 2024)

\$405,028.36 Proposal: Total 2024 Law Enf Services

\$33,752.36 Monthly Fee for Law Enf Services

1/1/2024-6/30/2024 OT Rate \$71.17

7/1/2024-12/31/2024 OT Rate \$72.77

Prepared: July 19, 2023

Revised: September 13, 2023

Prepared by: Angela Khabbaz

Exhibit A

LAW ENFORCEMENT CONTRACT

Village of Bristol

2024 Proposal (January 1, 2024- December 31, 2024)

Deputy Salary		January 1, 2024-June 30, 2024	
Top:	\$84,364.00	\$84,364.00	Per yr Salary (No Benefits)
Middle:	\$79,124.00	\$79,124.00	Per yr Salary (No Benefits)
FICA			
Top:	\$6,453.85	\$90,817.85	W/ FICA
Middle:	\$6,052.99	\$85,176.99	W/ FICA
WRS Prot. Retirement			
Top:	\$11,810.96	\$102,628.81	W/ FICA & Retirement
Middle:	\$11,077.36	\$96,254.35	W/ FICA & Retirement
Health Ins.			
Top:	\$26,720.00	\$129,348.81	W/ FICA, Ret., and Ins.(F)
Middle:	\$26,720.00	\$122,974.35	W/ FICA, Ret., and Ins.(F)
Life Ins.*			
Top:	\$100.00	\$129,448.81	W/ FICA, Ret., Health (F), and Life
Middle:	\$100.00	\$123,074.35	W/ FICA, Ret., Health (F), and Life
Works Comp**			
Top:	\$1,870.67	\$131,319.48	W/ FICA, Ret., Health (F), Life, and WC
Middle:	\$1,870.67	\$124,945.02	W/ FICA, Ret., Health (F), Life, and WC
Clothing Allowance			
Top:	\$500	\$131,819.48	Per Yr Salary (All Benefits)
Middle:	\$500	\$125,445.02	Per Yr Salary (All Benefits)

*Life Insurance amount is based off of average yearly life insurance of KSD

***Calculations For WC

170231	Total WC for Patrol Division
91	Total Personnel
1870.67033	Total WC for Patrol

Deputy OT Rate W/ Fringe		January 1, 2024-June 30, 2024		
	Per Hr	OT Rate Per Hr		
Top:	\$40.25	\$60.38	\$60.38	Base OT Rate (No Benefits)
Middle:	\$37.75	\$56.63	\$56.63	Base OT Rate (No Benefits)
FICA				
Top:	\$4.62		\$64.99	W/ FICA
Middle:	\$4.33		\$60.96	W/ FICA
WRS Prot. Retirement				
Top:	\$8.45		\$73.45	W/ FICA & Retirement
Middle:	\$7.93		\$68.88	W/ FICA & Retirement
Avg OT W/Benefits \$71.17				

Labor Calculations		January 1, 2024-June 30, 2024
		16.5 Hrs/ Day Per Contract
x		181 Days/Yr
=		2986.50 Hours annually
x		\$61.37 Avg Hrly Rate
=		\$183,283

Deputy Salary		July 1, 2024-December 31, 2024	
Top:	\$86,271.36	\$86,271.36	Per yr Salary (No Benefits)
Middle:	\$80,906.00	\$80,906.00	Per yr Salary (No Benefits)
FICA			
Top:	\$6,599.76	\$92,871.12	W/ FICA
Middle:	\$6,189.31	\$87,095.31	W/ FICA
WRS Prot. Retirement			
Top:	\$12,077.99	\$104,949.11	W/ FICA & Retirement
Middle:	\$11,326.84	\$98,422.15	W/ FICA & Retirement
Health Ins.			
Top:	\$26,720.00	\$131,669.11	W/ FICA, Ret., and Ins.(F)
Middle:	\$26,720.00	\$125,142.15	W/ FICA, Ret., and Ins.(F)
Life Ins.*			
Top:	\$100.00	\$131,769.11	W/ FICA, Ret., Health (F), and Life
Middle:	\$100.00	\$125,242.15	W/ FICA, Ret., Health (F), and Life
Works Comp**			
Top:	\$1,870.67	\$133,639.78	W/ FICA, Ret., Health (F), Life, and WC
Middle:	\$1,870.67	\$127,112.82	W/ FICA, Ret., Health (F), Life, and WC
Clothing Allowance			

Top:	\$500	\$134,139.78	Per Yr Salary (All Benefits)
Middle:	\$500	\$127,612.82	Per Yr Salary (All Benefits)

*Life Insurance amount is based off of average yearly life insurance of KSD

****Calculations For WC**

170231	Total WC for Patrol Division
91	Total Personnel
1870.67033	Total WC for Patrol

Deputy OT Rate W/ Fringe		July 1, 2023-December 31, 2023		
	Per Hr	OT Rate Per Hr		
Top:	\$41.16	\$61.74	\$61.74	Base OT Rate (No Benefits)
Middle:	\$38.60	\$57.90	\$57.90	Base OT Rate (No Benefits)
FICA				
Top:	\$4.72		\$66.46	W/ FICA
Middle:	\$4.43		\$62.33	W/ FICA
WRS Prot. Retirement				
Top:	\$8.64		\$75.11	W/ FICA & Retirement
Middle:	\$8.11		\$70.44	W/ FICA & Retirement
Avg OT W/Benefits		\$72.77		

Labor Calculations July 1, 2023-December 31, 2023

	16.5 Hrs/ Day Per Contract
x	184 Days/Yr
=	3036.00 Hours annually
x	\$62.44 Avg Hrly Rate
=	\$189,571



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MEMORANDUM

TO: Randall Kerkman, Village Administrator, Village of Bristol
FROM: Craig Huebner, AICP and Dominic Marlow, GRAEF
DATE: July 27, 2023
SUBJECT: Comprehensive Outdoor Recreation Plan Update for the Village of Bristol

Randy,

We appreciate the invitation to update the Village's Comprehensive Outdoor Recreation Plan (CORP). Following our discussion at the June 27, 2023 Plan Commission meeting, we prepared the enclosed menu of services for your consideration.

We gladly serve as the Village's retained consultant for planning services requested by the Village. We are experienced with implementing the Village's future land use planning and recreation development plans through our regular planning services, affirming GRAEF is positioned to develop a CORP in full.

Presently, the Village's most recent CORP is a 2009 Comprehensive Outdoor Recreation Plan: 2035 (including Public Facilities Needs Assessment for Parks, Playgrounds, and Other Recreational Facilities).. Some mention of parks and open space is made in the Bristol 2050 Land Use Plan, but no Comprehensive Outdoor Recreation Planning has occurred in the Village of Bristol since its incorporation from a Town to a Village in 2010. The 2050 Land Use Plan states, "The Village should explore an update to their Comprehensive Outdoor Recreation Plan to ensure the continued provision of ample recreational facilities in the community." To properly guide decisions about parks, open space, and recreation activities, the Village needs an efficiently prepared CORP that reflects its incorporation, most recent land use planning, and the needs of its growing population. The Village also needs a CORP that not only makes the Village eligible for certain State grants, but also guides capital improvement and preventative maintenance decisions. To reach these aspirations, we propose the menu of services described in the next section.

A. PROPOSED MENU OF SERVICES

Enclosed is a table reflecting the proposed CORP "menu" of services for the Village to be completed in 2024. The tasks we propose from the menu total \$22,171; Village staff can affirm the desired list of tasks. If beginning in January 2024, we anticipate the work to be completed over a five- to seven-month period that will be refined based on the Village's timetable. If approved by the Village, the CORP scope and schedule will fall under our master agreement with the Village.

Items of Note

Public engagement: Planning processes often come with public engagement efforts. In speaking with you, we believe that Village staff can gather general community sentiment about the current state and future of local parks and open spaces through a combination of public meetings and potentially an online and/or mailed community survey. We will utilize this input to refine relevant recommendations.

It is our understanding that the Village has various concepts for the development of vacant dedicated park lands which will be shared with by Village Staff to be included and formalized in the CORP. If some park



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properties do not have future development plans, or if current plans are in need of an update or further planning, we can include these concepts as additional services to the contract. For this, we are prepared to develop park concept plans for existing and future park properties to guide the capital planning for these parks.

Phasing of CORP development and expansion: As stated above, we understand the Village's CORP intentions to be centered on efficiency and affordability. With this in mind, our proposed menu of services lists tasks that we have recently undertaken for other CORPs, but have subtracted from the Village's proposed CORP scope. Village staff can affirm the desired list of tasks in a meeting prior to the initiation of the work order. Were the Village to take interest in other subtracted tasks at a later point in CORP development, we could provide the Village with a revised work order. Some of the subtracted tasks could be funded by grants in upcoming application cycles.

We understand the next steps to be as follows, and remain available to answer questions from Village Staff:

1. Village Staff affirms / approves the desired tasks in the Proposed Menu of Services (July 25, 2023);
2. Village staff convey to GRAEF the desired tasks in the Proposed Menu of Services; GRAEF prepares the work order and delivers to Village staff (end of August 2023);
3. Village staff circulates as needed and signs the work order, and provides a copy to GRAEF. GRAEF commences work on the project (January 2024 or earlier at Village request).

We look forward to serving you in this capacity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Huebner'.

Craig Huebner, AICP
Planning + Urban Design Practice Team Leader

A handwritten signature in black ink, appearing to read 'Dominic Marlow'.

Dominic Marlow
Planner & Urban Designer

BRISTOL CORP: PROPOSED MENU OF SERVICES

1	Audit/Assess existing Village CORP Plan and related planning documents	\$ 1,368
2	Conduct kick-off meeting with staff	\$ 448
3	Create village-wide recreation facility map	\$ 1,430
4	Review/Update outdoor recreation supply inventory (majority of information provided by Village staff as an update from the existing Plan)	\$ 2,104
5	Conduct open house in village parks (up to 2)	\$ 6,782
6	Conduct an online public survey	\$ 2,920
7	Facilitate up to three (3) stakeholder meetings with special interest groups	\$ 2,736
8	Attend staff meetings (up to two)	\$ 1,304
9	Capture aerial imagery of each park with drone technology (up to 6 sites)	\$ 4,606
10	Create document layout and format existing and new text into Plan	\$ 2,604
11	Update goals and objectives	\$ 632
12	Update social characteristics (using recent Village Land Use Plan)	\$ 572
13	Update physical characteristics based on information from Village staff	\$ 1,144
14	Update outdoor recreation needs assessment (Data from Village, GRAEF to compare to peer communities in narrative)	\$ 2,920
15	Update a Circulation Plan that identifies bike/ped facilities (outside of & connected to parks)	\$ 1,043
16	Review and recommend environmental sustainability elements	\$ 3,504
17	Create new conceptual park master plan drawings for four (4) parks	\$ 4,820
18	Identify new and update existing recommendations	\$ 1,562
19	Provide listing of top grant opportunities as well as current and new funding sources	\$ 1,389
20	Contribute edits to Capital Improvement / Preventative Maintenance Plans	\$ 1,574
21	Provide high-level probable cost opinions for "priority projects"	\$ 1,480
22	Facilitate staff or Commission workshop meetings (up to two)	\$ 1,112
23	Present Final Draft CORP at Village committee or Board meeting	\$ 326
CORP All-in Subtotal		\$ 46,270
Tasks not required, but can add value to CORP if desired by Village		\$ 24,099
Adjusted Lump Sum Total (elements necessary to create a CORP)		\$ 22,171

Additional Services Outside of Base Scope

1	Individual grant pursuits and any grant writing assistance	T & M
2	Design development for "priority projects"	T & M

VILLAGE OF BRISTOL

RESOLUTION NO. 23-11

A RESOLUTION OF THE VILLAGE OF BRISTOL, KENOSHA COUNTY, WISCONSIN, SUPPORTING WISCONSIN DEPARTMENT OF TRANSPORTATION (WISDOT) TRANSPORTATION ALTERNATIVES PROGRAM (TAP) AWARD CYCLE.

WHEREAS, the Village of Bristol, Kenosha County, Wisconsin, supports the TAP applications submitted to WisDOT for the 2024-2028 award cycle, said application for a project to construct an off-road, bicycle and pedestrian trail to link the Village from the west to east; and,

WHEREAS, the Village of Bristol's Board members voted unanimously in support of the project at its meeting on Monday, September 25, 2023; and,

WHEREAS, the Village of Bristol recognizes the WisDOT reimburse project sponsors for the federal share of eighty percent (80%) of the approved TAP project costs, up to the limit of the federal award amount; and,

WHEREAS, in light of the minimum twenty (20%) match requirement, the Village of Bristol commits to securing the matching funds if it accepts the grant funding and commits to securing funds for the design and WisDOT design review for the project.

NOW, THEREFORE, BE IT RESOLVED by the Village Board for the Village of Bristol, Kenosha County, Wisconsin, if the Village is awarded funding by WisDOT for the 2024-2028 TAP award cycle the Village is authorized and agrees to accept the award and hereby authorizes and empowers the Village Administrator to act on its behalf to enter into all necessary agreements with WisDOT for the above-referenced project, and agrees to comply with all applicable laws, requirements, and regulations as outlined in the WisDOT 2024-2028 TAP application materials, the state-municipal agreement between WisDOT and the Village of Bristol, and any other program and/or project documentation.

Adopted this 9th day of October 2023.

Mike Farrell, Village President

Renee T. Brickner, Village Clerk

Number Vote For _____

Number Vote Against _____

CLASS "B" RETAILERS' LICENSE

For the sale of fermented malt beverages
and/or wine at a
GATHERING OR PICNIC

NO. 11-2023

WHEREAS, The local governing body of the Village of Bristol County of Kenosha, Wisconsin, has, upon application duly made, granted and authorized the issuance of a Retail Class "B" Retailers License to **Bristol Wi Historical Society Inc.** to sell Fermented Malt Beverages, and/or Wine as defined by law, pursuant to Section 125.26(6) and 125.51(10) of the Statutes of the State of Wisconsin, and local ordinances;

AND WHEREAS, the said applicant has paid to the treasurer the sum of **\$20.00** for such Class "B" Retailer's Fermented Malt Beverage, and/or Wine License as provided by local ordinances, and has complied with all the requirements necessary for obtaining such license;

LICENSE IS HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages and/or Wine at the following described premises: **Conservation Club of Kenosha County 21001 85th Street, Bristol, WI 53104.**

FOR THE PERIOD of November 4, 2023 to November 5, 2023.

State of Wisconsin, County of Kenosha being
first duly sworn on oath says that Renee Brickner is the
Clerk of the Village of Bristol, in said County:
that (s)he issued the license to which this affidavit is affixed.

Renee Brickner, Clerk

Subscribed and sworn to
before me this ____ day of _____, 20__.

(seal)

(Title of Officer Administering Oath)

Given under my hand and the corporate seal of the Village of Bristol this ____ day of October,
2023.

(Corporate Seal)

(Village Clerk)

BRISTOL ASSESSMENT PROPOSAL

Accurate has been serving State of Wisconsin municipalities for over 23 years. We believe in a culture of transparency and technology. **We share all of our data and will always be open with you and your community** about the assessment process. We focus on education, customer service, and innovative technology. All of our contracts are all-inclusive so you will never see additional bills, the pricing below is shown in a not-to-exceed sum.

Through **Social Media** and newsletters we help you build a positive and informative **two-way communication** with your community. Check out our weekly education www.facebook.com/accurateappraisalinc



BLEND

2 Maintenance Years, 1 Market Update

3 YEAR		2024	2025	2026	Total
	Assessment Services	Maintenance	Market Update	Maintenance	Blend
	Annual Cost	\$33,000	\$33,000	\$33,000	\$99,000

January 1, 2024 through December 31, 2026

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.

Interim 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 re-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.

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

We never charge additional costs for: conversions, updates, licensing, integrations, additions, etc.

ALL INCLUSIVE SERVICES

- ✓ **FREE** Web Data Access
- ✓ **CUSTOM** Community Education
- ✓ **LIVE** Customer Service
- ✓ **CLOUD** Based Assessment Software



BRISTOL ASSESSMENT PROPOSAL

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BLEND

4 Maintenance Years, 1 Interim Market Update

5 YEAR		2024	2025	2026	2027	2028	Total
	Assessment Services	Maintenance	Market Update	Maintenance	Maintenance	Maintenance	Blend
	Annual Cost	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000

MAINTENANCE

5 Maintenance Years

5 YEAR		2024	2025	2026	2027	2028	Total
	Assessment Services	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance	Maintenance
	Annual Cost	\$26,400	\$26,400	\$26,400	\$26,400	\$26,400	\$132,000

January 1, 2024 through December 31, 2028

ADD ON INSPECTIONS

Amortized Annual Total

Exterior Only	\$54,000	\$10,800
Interior/Exterior	\$108,000	\$21,600

PERMIT PORTAL DISCOUNT

Select our assessment services and the annual pricing will be **reduced by \$2,400** plus we will set you up with an online **Prolorem Permit Portal!** *

* Permit charges will apply

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.

Interim 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 re-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.

Through **Social Media** and newsletters we help you build a positive and informative **two-way communication** with your community. Check out our weekly education www.facebook.com/accurateappraisalllc



PROLOREM | A REVOLUTION IN ASSESSING SOFTWARE

SOFTWARE COST: \$0.00

LICENSING/MAINTENANCE: \$0.00

SOFTWARE:

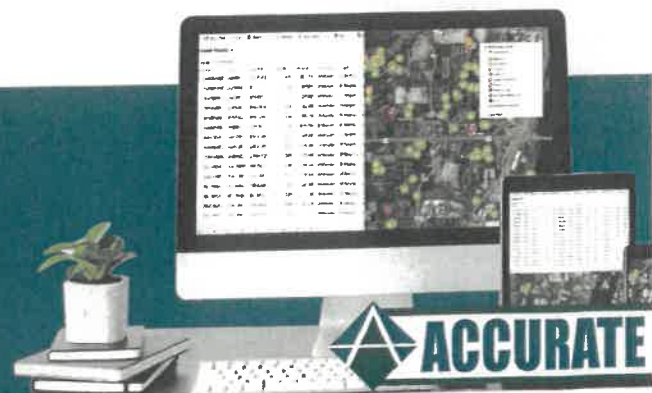
INTEGRATION ABILITY: YES, \$0.00

CONVERSION ABILITY: YES, \$0.00

We never charge additional costs for: conversions, updates, licensing, integrations, additions, etc.

ALL INCLUSIVE SERVICES

- ✓ FREE Web Data Access
- ✓ CUSTOM Community Education
- ✓ LIVE Customer Service
- ✓ CLOUD Based Assessment Software



ASSESSMENT SERVICES SUMMARY

Prepared for:

Village of Bristol
Randy Kerkman
Administrator



Fee Schedule

The figures below are based on 5 years of professional assessment services. 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 7/28/2023.

*Assessment Services	2024 Assessment Year	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year	2028 Assessment Year
MAINTENANCE	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000
FULL VALUE MAINTENANCE	\$44,500	\$44,500	\$44,500	\$44,500	\$44,500
OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+\$120,000 (for each revaluation assessment year)				
EXTERIOR ONLY REVALUATION	+\$103,000 (for each revaluation assessment year)				
INTERIOR PRC QUESTIONNAIRE	+\$4,800 (for each exterior revaluation assessment year)				
INTERIM MARKET UPDATE	Not an option at this time due to onsite inspections taking place in 2007				
OPTIONAL COMBINED MAINTENANCE AND REVALUATION ASSESSMENT SERVICES					
ANNUAL MAINTENANCE	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
2024 OR 2025 EXTERIOR REVALUATION					

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 and full-value maintenance contracts will be all-inclusive without separate charges for monthly parking permit fee accounts and postage and mailing services. The **Full value maintenance** option would keep the Village's assessment values within 10% of the prior year equalized values each year of the contract. This program can be implemented after an onsite inspection revaluation has occurred to ensure property records are current.

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 2023 assessment year will be the 2nd year out of compliance in accordance with sec. 70.05(5), Wis. Stats. (See attached flow chart). The municipality will be required to conduct a revaluation prior to or during the 2027 assessment year at the latest to avoid a state ordered reassessment for the 2028 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 \$5,200 +/- 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. The combined maintenance and exterior revaluation option above includes estimated postage and mailing services.
- For budgeting purposes if the municipality were to conduct one of the revaluation options for the 2024 assessment year the estimated total cost would be as follows:

Maintenance	Exterior Revaluation	Mailings	Total
\$33,000	+\$103,000	+\$5,200 +/-	= \$141,200 +/-
Maintenance	Full Revaluation	Mailings	Total
\$33,000	+\$120,000	+\$5,200 +/-	= \$158,200 +/-

As identified on the annual assessor requirements chart (see attached) from the Wisconsin Department of Revenue (WIDOR), municipalities/assessors have a few guidelines or recommendations for annual assessment cycles.

Annual Review/Maintenance Option:

This type of assessment service is the minimum requirement for all municipalities. The annual review/maintenance cycle consists of copying the assessment roll from the previous year and updating assessment values taking into consideration the current level of assessment when changes are warranted. Examples of changes include new construction, combining or splitting of parcels, annexations, remodeling, demolition/razing, zoning changes, changes in tax classification, and any other occurrence that might affect market value or the physical attributes of the parcel. These changes may, or may not, result in a change in value; nonetheless each of these requires the Property Record Card (PRC) to be updated.

Full Inspection and Exterior Only Revaluation Options:

These types of assessment cycles are recommended when Property Record Card information is outdated or inaccurate, assessment uniformity and equity is poor, a full inspection or exterior only revaluation has not been conducted in 10 years and or a reassessment is required per Wis. Stats. 70.75. The last onsite revaluation for the Village occurred during the 2007 assessment year. It has been 15 years since the last onsite review for all parcels in the same year.

Positives

- Typically, a lesser cost for annual maintenance between revaluation years.
- Municipality can budget additional funds yearly towards a full or exterior revaluation.
- The real estate market dictates when to complete a revaluation.
- Each parcel is visited during the same assessment cycle/year thus ensuring equitable record collection and verification of the property record card.
- The municipality could pick up additional new construction or building improvements done without a permit which would increase the net new construction values and have a potential impact to your levy limit.
- Corrects inequities amongst 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 value in the same assessment year as required under state law, sec 70.05(5), Wis. Stats.

Negatives

- The municipality will experience a spike in cost due to services for revaluation work if every parcel were needed to be visited during one calendar year.
- Additional time spent on Open Book, Board of Review or other appeals due to larger swings in assessment value changes since the last revaluation.
- Slower reaction to market corrections/changes than more annual market updates through a full value maintenance program or interim market updates.
- Reactive approach rather than a proactive approach to real estate market changes.

Associated Appraisal has many municipalities that plan and budget for a full inspection or exterior only revaluation on different cycles (every 2, 4, 6, 10 years etc.) regardless of market conditions. Planned revaluation schedules allow them to stay in compliance with both WIDOR recommendations and Wis. Stats. 70.05(05). They see a great benefit of visiting each property during one calendar year or on a cyclical basis (some cases 20% or 25% visited per year) thus having all assessment parcel reviewed onsite regularly. Capturing PRC changes that may affect assessments is worth the additional scope of work and relating cost. In addition, by visiting each property during the same year they ensure that the records and values are looked at equitably and updated under the same market conditions.

Interim Market Update Revaluation:

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. AAC conducted an IMU for the Village during the 2019 assessment year.

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 tax payers 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.

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 previous 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 As necessary
Land Study	On-site Inspection	On-site Inspection	As necessary	Buildings w/changes
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
Village of Bristol, Kenosha County

Assessment Year

Action

2022, 2023,
2024, **2025**
(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.

2026
(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.

2027
(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 2027 assessment year.

2028
(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).