

**MEETING NOTICE AND AGENDA**  
**VILLAGE OF NORTH PRAIRIE'S**  
**FINANCE, FEE AND INSURANCE COMMITTEE**  
**June 12, 2025, AT 5:30 P.M.**  
**MUNICIPAL CENTER - 130 N. HARRISON STREET**

1. Call to Order
2. Roll Call
3. Discussion and/or Action: Approval of May 8, 2025, meeting minutes.
4. Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board.
5. Discussion and/or Action: Associated Appraisal for reassessment with recommendation.
6. Discussion and/or Action: Village Hall Rental – Consideration for hourly rates for groups to host community programs or training. (Example: Zumba or Ballroom dance lessons).
7. Motion to adjourn.

Dave Schroeder, Chair  
Cheri Lampe, Member  
Vacant

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Village Office at 262-392-2271.

June 6, 2025

**MEETING MINUTES FOR THE  
VILLAGE OF NORTH PRAIRIE'S FINANCE, FEE AND INSURANCE COMMITTEE  
May 8, 2025, AT 5:30 P.M.  
MUNICIPAL CENTER – 130 N. HARRISON STREET**

1. Call to Order: 5:30 pm

2. Roll Call: Dave Schroeder, Cheri Lampe, Frank Rewasiewicz

In Attendance: Evelyn Etten

3. Discussion and/or Action: Approval of April 10, 2025, meeting minutes. Motion to approve as presented by Lampe, 2nd by Schroeder. **Motion Carried.**

4. Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board. Motion by Rewasiewicz to recommend the monthly bills and payroll to the Village Board as follows: Invoices, payable vouchers and payroll checks #20023-#20084 for \$71,171.29. Federal and State withholding \$12,387.68 for a total of \$83,558.97 for the May 8th, 2025, board meeting. With voided check #'s 20058(over run), 2nd by Schroeder. **Motion carried.**

5. Discussion and/or Action: Associated Appraisal for reassessment with recommendation. Motion to table by Rewasiewicz to check on payment options and date, 2<sup>nd</sup> by Schroeder. (Possibly check with Citizen's bank on loan option for the \$42,500 as well). **Motion carried.**

6. Discussion and/or Action: Road loan options with recommendation. Motion to recommend to the Village Board to accept the loan offer from Citizen's Bank for \$215,000.00 dollars at 5.5% for 2-year term with flexible draw option for the 12-month period by Rewasiewicz, 2<sup>nd</sup> by Schroeder. **Motion Carried.**

7. Discussion and/or Action: Budget Items – Trash & Recycling Fees and Fire Fees, Town of Ottawa Fire Fees Ordinance. Discussion only.

8. Motion to adjourn: Motion to adjourn at 6:21 pm by Rewasiewicz, 2nd by Schroeder. **Motion Carried.**

Minutes by Chairman Frank Rewasiewicz 5/9/2025

## ASSESSMENT SERVICES SUMMARY

Prepared for:

Village of North Prairie  
Nancy Zastrow  
Clerk/Treasurer



### Fee Schedule

The figures below are based on a new 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 2/11/2025.

*Assessment Services	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year	2028 Assessment Year	2030 Assessment Year	2030 Assessment Year
MAINTENANCE	\$7,100	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000
MAINT. PLUS (1) IMU in 2026	N/A	\$17,000 for each assessment year (Option to spread out an IMU cost)				
	OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+\$50,000 (for each revaluation assessment year)					
EXTERIOR ONLY REVALUATION	+\$40,500 (for each revaluation assessment year)					
INTERIOR PRC QUESTIONNAIRE	+\$3,150 (optional for each revaluation assessment year)					
INTERIM MARKET UPDATE	+\$20,000 (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 2026, 2027, 2028, 2029 and 2030 assessment year(s). The maintenance contract will continue to be all-inclusive without separate charges for 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 2024 assessment year was the 2<sup>nd</sup> 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 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 a revaluation year and are estimated to cost \$1,000 - \$2,000 +/- 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
\$12,000	+\$20,000	+\$1,000 +/-	= \$33,000 +/-
Maintenance	Exterior Revaluation	Mailings	Total
\$12,000	+\$40,500	+\$2,000 +/-	= \$54,500 +/-
Maintenance	Full Revaluation	Mailings	Total
\$12,000	+\$50,000	+\$2,000 +/-	= \$64,000 +/-

- Options to spread a revaluation cost over multiple years are available upon request and the amount(s) would be based on the revaluation type and assessment year chosen.

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 municipality occurred during the 2012 assessment 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, 6 & 7 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 revaluation during the 2021 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
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  
Village of North Prairie, Waukesha County**

Assessment Year

Action

2021, 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).

