



MEMORANDUM

To: City of Menasha Common Council
From: Peggy Steeno^{PS}, Administrative Services Director
Date: July 15, 2015
RE: Extension Agreement for Assessment and Tax Listing Services for the City of Menasha by Associated Appraisal Consultants, Inc.

As a follow-up to the Council's April 21, 2015 approval to extend the Agreement for Assessment and Tax Listing Services through July 31, 2015, staff is requesting one additional extension on the existing agreement, extending it through September 30, 2015. This request is being made to allow staff more time to complete this process in light of other projects taking priority during the May through July timeframe.

The work to be completed by Associated Appraisal will be a continuation of their existing work, and will not cause a problem with the new agreement. Staff is working on the RFQ (Request for Qualifications) packet at this time, including specific requirements to ensure that there is not a repeat of the issues that have occurred in the past and that all necessary duties are completed accurately and timely. Staff is planning to release the RFQ packet on July 31, 2015 so that there is adequate time to complete a thorough review of the responses and present a recommendation to the Council no later than early September. Also, please note that, at the time the recommendation for a new agreement is presented to Council, there will be a partner request to update the ordinance as necessary.

Please let me know if you have questions or would like additional information in advance of Monday's meeting. Otherwise, I look forward to discussing this with you at the meeting.

**CITY OF MENASHA
EXTENSION FOR ASSESSMENT SERVICES**

This Agreement is by and between the **City of Menasha, Winnebago & Calumet Counties, State of Wisconsin**, a municipal corporation and Associated Appraisal Consultants, Inc., with it's principal office at 1314 W. College Avenue, Appleton, WI 54914 as follows:

The Assessor will continue to perform the remaining Property Assessment and Tax Listing Services for the 2015 Assessment Year. This extension agreement between the Municipality (City of Menasha) and Assessor shall be for the two months of (August and September) of the 2015 Assessment year. Office hours conducted between August and September shall be Tuesday 8:00am-12:00pm and Thursday 12:00pm -4:00pm weekly with the last office day scheduled for September 29, 2015.

All of agreements in original and extension contract dated May 5, 2015, are valid until contract is complete.

COMPENSATION:

The Municipality (City of Menasha) shall pay the Assessor Ten Thousand Dollars, (\$10,000.00) for the two months (August and September) of the 2015 assessment year. The compensation due to the Assessor shall be paid in equal monthly installment of Five Thousand Dollars (\$5,000.00).

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

July 13, 2015
Date

Authorized Signature
City of Menasha

Date