

City of **Onalaska**[✓]

**Municipal Assessor Services
Request for Proposal**

May 21, 2024

The City of Onalaska, Wisconsin will be receiving proposals for the above noted service until 4:00PM, Friday, June 17, 2024. Proposals must be in sealed envelopes clearly identifying the request for proposal title or may be submitted electronically to jmarcon@onalaskawi.gov. **No faxed proposals will be accepted.**

Mail or Deliver Proposal to:

City of Onalaska
Attention: City Clerk
415 Main Street
Onalaska, WI 54650

The City of Onalaska reserves the right to reject any and all proposals not judged to be in the best interest of the City.

Questions for further information on this RFP may be directed to:

City of Onalaska
Attn: JoAnn Marcon
415 Main Street
Onalaska, WI 54650
608-781-9530
jmarcon@onalaskawi.gov

REQUEST FOR PROPOSALS
Assessment Services for the City of Onalaska 2025-2029
RFP #2024-01

Date of Request: May 21, 2024

Project Title: Assessment Services for the City of Onalaska 2025-2029

Submittal Due: 4:00 PM Local Time, Monday, June 17. There will not be a public opening for these proposals.

Late Proposals: Any proposal received by the City after the exact time and date specified will not be considered.

Withdrawal of Proposals: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Label the sealed envelope of the submittal: "Assessment Services RFP #2024-01"

The following requirements must be completed in full:

1. One (1) original copy of the completed proposal.
2. One (1) electronic copy via pdf if emailed.

I. Introduction

The City of Onalaska is requesting proposals from qualified assessment firms (“Consultant”) to provide annual assessment services for the City of Onalaska, Wisconsin (hereafter referred to as “City”) for the years 2025-2029 with 2025 and 2029 being a City-wide revaluation year and 2027 being a market update. The City is seeking a firm to serve as its statutory assessor, to provide annual maintenance work, and perform a City-wide revaluation in a competent, timely, efficient, cost effective, and customer service-oriented manner. The City is also seeking a firm to provide and use appropriate CAMA software and to facilitate any needed data conversion from the City’s current assessor’s software to any proposed new system.

A. Program Goals

The following statement of goals outlines the City’s overall desire for the results of its tax assessment program.

1. Provide tax assessment services that are technically sound, free from errors and defensible from an equity standpoint.
2. Utilize consultant services in a way that meets the needs for both ongoing maintenance and revaluation in a cost-effective manner. This may mean that large revaluation projects are avoided completely by more aggressively maintaining equity on an ongoing basis.
3. Provide a level of customer service that is consistent with the expectations for other City services. Consultants will endeavor to work seamlessly with City staff to achieve this.

B. Addenda, Rejection, Cancellation, Preparation Cost

1. The City reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline.
2. The City reserves the right to accept or reject, in whole or in part, any or all proposals submitted and/or to cancel this announcement if any such action is determined to be in the City’s best interest.
3. All materials submitted in response to this RFP become the property of the City.
4. The City will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

II. Background

1. The City of Onalaska has an estimated 2023 population of 19,578 and is located in La Crosse County.
2. The 2023 Equalized Value (excluding manufacturing) for the City was \$2,935,095,900
3. The City has two (2) active Tax Incremental Financing Districts (TIDs).
4. The assessment ratio for 2023 was 89.26% for all property classes.
5. The last full, City-wide revaluation was completed in 2019, with a computer market update in 2022.

6. More details are provided in **Attachment 1: 2023 Statement of Assessment (SOA) Data**.

III. Scope of Work

Section 1-General Scope

1. The Consultant will act as the Assessor for the City for the years 2025-2029, performing maintenance services in years 2026 and 2028, completing a market update in 2027 and a full exterior revaluation in 2025 and 2029.
2. The Consultant will perform all work to completion and complete it in a professional manner.
3. All work will be performed in accordance with Chapter 70 of the Wisconsin State Statutes and the Wisconsin Property Assessment Manual.
4. The following lettered paragraphs describe the work to be completed:
 - a. Complete a market update of all taxable real estate and personal property in the City of Onalaska for the 2027 Assessment Roll.
 - b. Assess all new construction improvements, all properties which the buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels.
 - c. Create new property record cards for all properties in which ownership splits have occurred for that year and new annexations.
 - d. Send out self-reporting Personal Property Forms to all personal property accounts in the City and analyze all returns. Doornage assessments will be made on any personal property account whom has not sent in their return.
 - e. Complete all assessor/assessment related Department of Revenue forms for the City.
 - f. Send change of value notices to real estate property owners when a change in their assessed value occurs. These property owners will be given the opportunity to come into the City Hall to discuss their assessed values with the Consultant at Open Book prior to the Board of Review.
 - g. Hold an in-person Open Book session at the City Hall, located at 415 Main Street, Onalaska, WI at least one (1) eight (8) hour day during each maintenance year and three (3) eight (8) hour days during the market update year.
 - h. Field check properties in which there appears to be a question concerning the assessed value of the property.
 - i. Responsible for the completion of the Real Estate and Personal Property Assessment Roll.
 - j. Attend all meetings of the Board of Review to explain and defend under oath in regard to such values. In the event of appeal to the courts, the Consultant will be available to furnish testimony in defense of the assessed values.
 - k. All office supplies, stamps and telephone calls made by the Consultant will be paid by the Consultant.

- l. Maintain Workmen's Compensation and Public Liability Insurance on their staff in the amounts as set forth in **Attachment 2**.
- m. Utilize market approved CAMA software for assessment purposes.
- n. Use the Cost, Market, and Income Approaches to value all properties where applicable following guidelines set forth by the State of Wisconsin in the Wisconsin Property Assessment Manual.
- o. Maintain a phone number for the community to contact the Consultant Monday through Friday throughout the year. All phone calls, emails, or faxes will be answered in a timely manner and under no circumstances more than 2 business days after receipt.

Section 2-Expectations for City-Wide Revaluation 2025 & 2029

- 1. This revaluation will be an Exterior Revaluation.
- 2. The following lettered paragraphs describe the work to be completed, in addition to all applicable items in Section 1 above:
 - a. Complete a revaluation of all taxable real estate and personal property in the City of Onalaska for the 2025 and 2029 Assessment Roll.
 - b. Perform everything to completion in a professional manner in accordance with Wisconsin State Statutes and the Wisconsin Property Assessment Manual.
 - c. Appropriate CAMA software will be identified and utilized in the valuation of all properties.
 - d. Visit all taxable properties in the City and do a walk around exterior inspection of every property.
 - e. If a property owner requests an interior inspection the Consultant will comply. If the Consultant feels entry is needed to a property, the Consultant will take the necessary steps to attempt to gain entry.
 - f. Hold an in-person Open Book session at the City Hall, located at 415 Main Street, Onalaska, WI at least five (5) eight (8) hour days during the City-wide revaluation years, including offering at least 4 hours after 5 p.m. (can be broken up across 2 days, i.e. remaining available 5-7 on two nights).

IV. General Terms:

- 1. CONFORMANCE TO THE STATUTES. All work will be accomplished in accordance with the provisions of the laws of the State of Wisconsin and in full compliance with all the rules and regulations officially adopted by the Wisconsin Department of Revenue.
- 2. PERSONNEL. (a) All personnel of the Consultant providing services will be currently certified in compliance with Section 70.055. (b) The Consultant will review any complaint relative to the conduct of their employee(s). If the City deems the performance of any of the Consultant's employees to be unsatisfactory, the Consultant will, for good cause, remove such employee(s) from work upon written request from the City, such request stating the reason for removal. Consultant shall

not be permitted to subcontract any of the services provided hereunder or otherwise assign or dispose of any portion of the contract herein without the prior written consent of the City.

3. ASSESSMENT MANUAL. All assessments will be made in accordance with the Wisconsin Property Assessment Manual as specified in the Wisconsin Statutes Sections 70.32 (1) and 70.34.
4. PREPARATION OF RECORD CARDS. The Consultant will use existing record cards for each parcel to be revalued and update all property information digitally.
5. DATA FOR EVALUATION. The Consultant will gather and analyze construction and market data necessary to appraise the revalued properties. This data will be noted on the individual property record cards. All data gathered will become the property of the City.
6. DATA COLLECTION. The Consultant will use existing data on properties to be appraised. Exterior inspections will be made on all buildings. Interior inspections of existing or new buildings will be made at the request of the property owner. The Consultant will accurately measure all improvements where previous records are inaccurate and prepare a complete outline sketch to scale of the major buildings showing all additions, porches and appendages with dimensions and necessary identifications on the property record cards. All pertinent construction data of improvements will be entered/updated on the appropriately.
7. IMPROVEMENT-VALUATION. (a) The Consultant will consider the Cost Approach; replacement costs will be derived from costs within Volume II of the Wisconsin Property Assessment Manual. (b) In using the cost approach for agricultural outbuildings, the current replacement cost will be determined for all sound buildings. Building in poor condition having little or no value will be physically described and listed as having "No Value" or given an appropriate sound physical value. (c) In using the cost approach for mercantile improvements; area and perimeters will be determined as recommended for use with Marwill & Swifts Pricing Manual. Proper base cost will be selected as appropriated and adjusted to adequately reflect variations from base building cost. (d) Local modifiers will be used in determining all current replacement costs. Local modifiers and cost appearing in the Assessor's Manual will be adjusted when documented by an analysis of current construction costs and market sales data. Records will be prepared and left with the City to account for any adjustment made. (e) All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs. (f) In the evaluation of improvements by the Income Approach, adequate records will be prepared for each improvement so values showing the determination of value, a reconstruction of income and expenses, estimate of remaining economic life, and capitalization rate. Capitalization rates used will be accurately documented by the market.
8. DETERMINE LAND VALUES. (a) Basic unit values will be determined for residential and mercantile lands from an analysis of sales, rent leases and other available market data. In the analysis of market data, adequate records will be prepared showing data collected and unit value determinations. Such records will be left with the City. Basic unit values for Agricultural lands will be determined by the Department of Revenue. (b) Having determined basic value, the Consultant will determine the land value of each parcel to be appraised. Land value computations will be properly shown for each parcel on the property cards. (c) For residential and mercantile lands maps and schedules will be prepared indicating unit values used and locations thereof to be left with City. (d) A copy of all charts schedules and tables, not previously referred to, including depth factor tables used in the valuation of lands will be left with the City.

9. FINAL REVIEW. After tentative appraisals have been made for each parcel, the Consultant will make a final review of all property appraised. This review is to ensure uniformity in the assessments of various properties and to eliminate any errors that may have been made.
10. CHANGE OF VALUE NOTICES. Upon completion of the revaluation, all property owners will be sent a notice of change in their assessed values. This notice will indicate their new assessments.
11. INFORMAL HEARINGS. After sending out the Change of Value Notices, the Consultant will hold informal hearings at City Hall with interested property owners or their agents concerning their assessed value.
12. ASSESSMENT ROLL. The Consultant will be responsible for the proper completion of the assessment rolls.
13. BOARD OF REVIEW; SUBSEQUENT APPEARANCE. The Consultant will attend all meetings of the Board of Review to explain and defend the assessed values and prepared to testify under oath regarding such values. In the event of an appeal to the Department of Revenue or the courts, it is agreed the Consultant will be available to furnish expert testimony in defense of any of the assessed values.
14. INSURANCE. The Consultant will maintain full insurance coverage to protect and save harmless the City from claims, demands, action and causes of action, arising from any act or omission of the Consultant in execution of work. Consultant will maintain Workmen's Compensation and Public Liability Insurance on all employees. The Consultant will carry valuable paper insurance on any records withdrawn from the City as well as the Consultant records. **See Attachment 2 for Insurance Requirements.**
15. MISCELLANEOUS GENERAL AGREEMENTS. (a) To ensure that employees maintain strict confidence regarding all privileged information received by reason of this agreement. (b) To supply all necessary office machines such as, but not limited to typewriters, calculators and computers.
16. TERMINATION OF CONTRACT. The City of Onalaska may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the Consultant. Upon termination, the City's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the City. In the event that the Consultant terminates the contract, for any reason whatsoever, it will refund to the City within 30 days of said termination, all payments made hereunder by the City to the Consultant for work not completed or not accepted by the City. Such termination will require written notice to that effect to be delivered by the Consultant to the City not less than 30 days prior to said termination.
17. INDEMNIFICATION. To the fullest extent allowable by law, Consultant hereby indemnifies and shall defend and hold harmless City of Onalaska, its elected and appointed officials, officers, employees, or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Consultant or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be

imposed on City of Onalaska. Consultant's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Onalaska, or City of Onalaska's representatives. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Onalaska, or any of its directors, officers, employees, or authorized representatives or volunteers by an employee of the Consultant, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce and other right or obligation of indemnity that would otherwise exist as to the City of Onalaska under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

Consultant shall reimburse City of Onalaska, or any of its directors, officers, employees, or authorized representatives or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Onalaska, or any of its directors, officers, employees, or authorized representatives or volunteers.

V. Compensation

1. Indicate compensation for maintenance years 2026 & 2028.
2. Indicate compensation for City-wide revaluation in 2025 & 2029.
3. Indicate compensation for City-wide market update in 2027.
4. Indicate total compensation for 2025-2029.
5. Compensation to Consultant will be made in equal annual payments.
6. Indicate daily compensation for the Consultant for any days that require the Consultant to defend the assessed values before the Department of Revenue or the courts, whether it be pretrial or trial, or for Board of Review lasting more than two (2) days.
7. The City will allow access and make available to the Consultant municipal records such as previous assessment rolls and records, building permits, assessor's workbook, and municipal plats and maps at no cost to the Consultant.

FINAL - EQUATED
STATEMENT OF ASSESSMENT FOR 2023

32 265 0862
 CO MUN ACCT NO

This is an Amended Return

FOR CITY OF OF ONALASKA LA CROSSE COUNTY
Town - Village - City Municipality Name County Name

Line No.	REAL ESTATE (See Lines 18 - 22 for other Real Estate)	PARCEL COUNT		NO. OF ACRES WHOLE NUMBERS ONLY (Col. C)	VALUE OF LAND (Col. D)	VALUE OF IMPROVEMENTS (Col. E)	TOTAL VALUE OF LAND AND IMPROVEMENTS (Col. F)
		TOTAL LAND (Col. A)	IMPROVEMENTS (Col. B)				
1	RESIDENTIAL - Class 1	5,678	5,408	2,201	292,279,300	1,345,938,900	1,638,218,200
2	COMMERCIAL - Class 2	591	513	1,155	259,745,000	679,742,000	939,487,000
3	MANUFACTURING - Class 3	12	9	58	2,957,500	10,347,500	13,305,000
4	AGRICULTURAL - Class 4	17		192	44,700		44,700
5	UNDEVELOPED - Class 5	25		186	320,000		320,000
6	AGRICULTURAL FOREST - Class 5m	7		94	196,700		196,700
7	FOREST LANDS - Class 6	30		246	1,030,800		1,030,800
8	OTHER - Class 7	0	0	0	0	0	0
9	TOTAL - ALL COLUMNS	6,360	5,930	4,132	556,574,000	2,036,028,400	2,592,602,400
10	NUMBER OF PERSONAL PROPERTY ACCOUNTS IN ROLL			844	LOCALLY ASSESSED	MANUFACTURING	MERGED
11	BOATS AND OTHER WATERCRAFT NOT EXEMPT - Code 1				0	0	0
12	MACHINERY, TOOLS AND PATTERNS - Code 2					763,600	763,600
13	FURNITURE, FIXTURES AND EQUIPMENT - Code 3				31,296,400	131,700	31,428,100
14	ALL OTHER PERSONAL PROPERTY NOT EXEMPT - Codes 4A, 4B, 4C				4,560,100	179,500	4,739,600
15	TOTAL OF PERSONAL PROPERTY NOT EXEMPT (Total of Lines 11-14)				35,856,500	1,074,800	36,931,300
16	AGGREGATE ASSESSED VALUE OF ALL PROPERTY SUBJECT TO THE GENERAL PROPERTY TAX (Total of Lines 9F and 15F) MUST EQUAL TOTAL VALUE OF THE SCHOOL DISTRICTS (K-12 PLUS K-8) - Line 50, Col. F						2,629,533,700
17	BOARD OF REVIEW DATE OF FINAL ADJOURNMENT	05/10/2023	Name of Assessor ACCURATE APPRAISAL LLC			Telephone # (800) 770-3927	

REMARKS
 The Assessment Ratio to be used in calculating the estimated Fair Market Value on tax bills for this tax district is .892586825
 This ratio should be used to convert assessed values to "Calculate Equalized Values" in Step 1 of the Lottery and Gaming Credit Calculations.
 This ratio should be used in the "Computation of Tax Equivalent" schedule of the Annual Reports filed by the municipal electric, gas and water utilities with the Public Service Commission

FOREST CROP AND OTHER EXEMPT LAND

2023	32	265	0862
YEAR	CO	MUN	ACCT NO

FOREST LANDS (Line 7) and FOREST CROPS (in this section) - are **NOT** the same

18	(a) PARCELS	Private Forest Crop - Reg Class @ 10¢ per acre		(d) PARCELS	Private Forest Crop - Reg Class @ \$3.60 per acre	
		(b) ACRES	(c) ASSESSED VALUE		(e) ACRES	(f) ASSESSED VALUE
19	(a) PARCELS	Private Forest Crop - Special Class @ 20¢ per acre		Entered Before 2005 Managed Forest - Ferrous Mining CLOSED @ \$7.37 per acre		
		(b) ACRES	(c) ASSESSED VALUE	(d) PARCELS	(e) ACRES	(f) ASSESSED VALUE
20	(a) PARCELS	Entered Before 2005 Managed Forest - OPEN @ 72¢ per acre		Entered Before 2005 Managed Forest - CLOSED @ \$1.68 per acre		
		(b) ACRES	(c) ASSESSED VALUE	(d) PARCELS	(e) ACRES	(f) ASSESSED VALUE
21	(a) PARCELS	Entered After 2004 Managed Forest - OPEN @ \$1.90 per acre		Entered After 2004 Managed Forest - CLOSED @ \$9.49 per acre		
		(b) ACRES	(c) ASSESSED VALUE	(d) PARCELS	(e) ACRES	(f) ASSESSED VALUE
				2	7.36	31,000
22	(a) County Forest Cropland Acres		(b) Federal Acres	(c) State Acres	(d) County (NOT FOREST CROP) Acres	(e) Other Acres
			244.07	295.89	157.08	1,304.06
23	Assessed Value of Omitted Property From Prior Years (Sec. 70.44)			Assessed Value of Sec. 70.43 Corrections of Errors by Assessors		
	(a) REAL ESTATE	(b) PERSONAL		(c1) REAL ESTATE	(c2) PERSONAL	
				-3,554,600	-173,000	
	Manufacturing Equated Value of Omitted Property From Prior Years (Sec. 70.995)			Mfg. Equated Value of Sec.70.43 Corrections of Errors by Assessors		
	(d) REAL ESTATE	(e) PERSONAL		(f1) REAL ESTATE	(f2) PERSONAL	

SPECIAL DISTRICTS

Line No.	Enter 6-digit Special District Code (Col. A)	Account Number (Col. B)	Special District Name (Col. C)	Locally Assessed Value of Real Estate and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

SCHOOL DISTRICTS

2023
YEAR
32
CO
265
MUN
0862
ACCT NO

Line No.	Enter 6-digit School District Code (Col. A)	Account Number (Col. B)	School District Name (Col. C)	Locally Assessed Value of Real Estate and Personal Property (Col. D)	Mfg Value of Real Estate and Personal Property (Col. E)	Merged Value of Real Estate and Personal Property (Col. F)
A. SCHOOL DISTRICTS (K-8 and K-12)						
36	322562	0193	SCH D OF HOLMEN	232,583,800		232,583,800
37	322849	0194	SCH D OF LA CROSSE	2,400		2,400
38	324095	0195	SCH D OF ONALASKA	2,382,495,400	14,379,800	2,396,875,200
39	326370	0196	SCH D OF WEST SALEM	72,300		72,300
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50	TOTAL ASSESSED VALUE OF SCHOOL DISTRICTS (K-8 and K-12)			2,615,153,900	14,379,800	2,629,533,700
B. UNION HIGH SCHOOL DISTRICTS						
51						
52						
53						
54						
55	TOTAL ASSESSED VALUE OF UNION HIGH SCHOOLS					
C. TECHNICAL COLLEGE DISTRICTS						
56	000200	0002	WESTERN TECHNICAL COLLEGE LACR	2,615,153,900	14,379,800	2,629,533,700
57						
58						
59	TOTAL ASSESSED VALUE OF TECHNICAL COLLEGES			2,615,153,900	14,379,800	2,629,533,700

I hereby certify, to the best of my knowledge and belief, this form is complete and correct.

Name PAMELA HOLLNAGEL	Title	Submission date 08 / 07 / 2023
Phone (608) 785 - 5510	Email address HOLLNAGEL.PAM@CO.LA-CROSSE.WI.US	

FINAL STATEMENT OF ASSESSMENT (SOA)

- Each municipality's SOA is completed after the Board of Review and includes any changes made to the locally assessed values, under state law (sec. 70.53, Wis. Stats.)
- The Wisconsin Department of Revenue (DOR) merges the locally assessed values with the state assessed manufacturing values
- DOR provides the information regarding district names and codes. If a district is not listed, contact DOR.

Note: *If you submit an amended SOA to DOR after your municipality's SOA is equated and posted to our website, we will process the SOA. However, DOR will not recalculate the aggregate ratio or update the final SOA posted on our website. You should use the corrected values to calculate your tax rates.*

Page 1: Real Estate and Personal Property

- Lines 1-9 — assessed real estate values, parcel counts and acres by classification
- Lines 10-15 — assessed personal property values and number of accounts by class
- Line 16 — aggregate assessed value of all property subject to general property; use to calculate tax rates. Note: This line equals the total assessed value of K-8 and K-12 school districts (Line 50) and total assessed value of technical colleges (Line 59).
- Remarks — assessment ratio used to calculate estimated fair market value on property tax bills

Page 2: Forest Crop, Other Exempt Land and Special Districts

- Lines 18-21 — private forest crop and managed forest lands assessed values
- Line 22 — tax exempt land acres
- Line 23 — prior years assessed value of omitted property under sec. 70.44 and correction of errors under sec. 70.43 shown by locally assessed or manufacturing real estate and personal property. Note: If there is an amount on this line, report the corresponding tax in the Statement of Taxes, Sections J or K.
- Lines 24-35 — special district assessed values. These values are used to calculate tax rates for the special districts.

Page 3: School Districts

- Lines 36-50 — school districts (K-8 and K-12) assessed values. These values are used to calculate tax rates for school districts.
- Lines 51-55 — union high school district assessed values. These values are used to calculate tax rates for union high school districts.
- Lines 56-59 — technical college assessed values. These values are used to calculate tax rates for technical colleges.

If you have questions: Email: lgs@wisconsin.gov
Phone: (608) 266-2569 or (608) 264-6892
Fax: (608) 264-6887

JOANN MARCON
CITY OF ONALASKA
415 MAIN ST
ONALASKA, WI 54650 - 2953

INSURANCE REQUIREMENTS

Unless otherwise specified in this Agreement, the Consultant shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance – The Consultant shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Consultant shall provide statutory covers for work related injuries and employer's liability insurance with limits of \$1,000,00 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance – The Consultant shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).

Limits – The Consultant shall maintain limits no less than the following:

1. General Liability – One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504 endorsement provided to the City of Onalaska) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability – One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
3. Umbrella Liability – Five million dollars (\$5,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

4. Professional Liability – One million dollars (\$1,000,000) per claim and annual aggregate.

Required Provisions – The general liability and automotive liability policies are to contain or be endorsed to contain the following provisions:

1. The City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033 for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises occupied or used by the Consultant; and vehicles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
2. For any claims related to this project, the Consultant's insurance shall be primary insurance as respects the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Onalaska, its directors, officers, employees, or authorized representatives or volunteers shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Consultant, except after sixty ((60) days) (10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Onalaska.
6. Such liability insurance shall indemnify the City of Onalaska against loss from liability imposed by law upon, or assumed under contract by, the Consultant for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

The Consultant shall, upon demand of the City of Onalaska, deliver to the City of Onalaska such policy or policies of insurance and the receipts for payment of premiums thereon.

Deductibles and Self-Insured Retentions – Any deductible or self-insured retention must be declared to and approved by the City of Onalaska. At the

option of the City of Onalaska, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance – Prior to execution of the agreement, the Contractor shall file with the City of Onalaska Finance Department, a certificate of insurance (Acord Form 25-S) signed by the insurer’s representative as well as endorsements evidencing the coverage required by this agreement. In addition Form CG 20 10 11 85 covers all bases OR Form CG 20 10 07 04 for ongoing work exposure AND Form CG 20 37 07 04 for products-completed operations exposure. Contractor will also provide form CG 28 04 10 93, Earlier Notice of Cancellation with 30 days’ notice.

Such evidence shall include an additional insured endorsement signed by the insurer’s representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-6.

Sub-Contractors – In the event that the Consultant employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Consultant’s responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.