



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

Date: January 16, 2024

To: Finance Committee

From: Adam Tegen, Community Development Director

Re: Mobile Home Monthly Parking Fee Contract Addendum

As we transition to our new assessor and they work through a review of the records provided by our previous assessor, they have become aware of an area where records are deficient and in need of updating. As a result, we received the attached contract addendum from AAC related to the monthly parking fee aspect of the assessment process. If you are not aware, mobile homes in the City pay taxes through the monthly parking fee versus a typical property tax. The City has been utilizing values and a depreciation table that was established many years ago and this process relies on the mobile home park owners to inform us of major changes. For reasons unknown, there was not any language in our previous assessor contract to update this information. Under the new contract we included a \$20 per unit annual fee to keep the information up to date, but to get the records to where they need to be, there is some additional work that needs to take place. The consultant is requesting a \$10,000 flat charge to update all the necessary records in 2024. We have confirmed that since the values for 2024 have already been set, there would not be the \$20 per unit charge (or around \$8,700) that is outlined in the current contract in 2024. That fee would be charged starting in 2025 if we elect to have them continue to monitor and update the data.

For reference the 2024 Assessor budget includes the following funding:

\$207,240.00	\$195,000 annual fee, \$4,000 estimated mailings, \$8,240 Mobile Home Parking Fee
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Ideally the mailings will come in under budget and this will be budget neutral but there is the chance this would result in a budget increase of \$1,760.

As always, I am happy to try and answer any questions you may have and I can be reached at ategen@manitowoc.org or 920-686-6931.

**ADDENDUM A
MONTHLY PARKING PERMIT FEE RECORDS**

This Addendum A is now attached to and incorporated into the Contract entitled "Contract for Assessment Services" made by and between the City of Manitowoc (hereafter "Municipality") and Associated Appraisal Consultants, Inc. (hereafter "Assessor").


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

Due to the lack of completeness of existing property record data as listed on the Wisconsin Department of Revenue (DOR) PA-117 form, Manufactured & Mobile Home Valuation Worksheet, it has been requested by the Municipality that the Assessor shall verify and collect all necessary data by conducting onsite inspections of each site subject to monthly municipal permit fee.

The Municipality shall pay the Assessor a one-time fee of **Ten Thousand Dollars (\$10,000.00)** to conduct on-site inspections to collect, verify, data enter and review the known 435 sites within the Municipality which are subject to municipal parking permit fee to ensure property records meet DOR digital property record requirements.

The compensation due to the Assessor shall be invoiced in the month after the month in which the services were provided.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

01/08/2024

Date

Authorized Signature
City of Manitowoc

Date