

CONTRACT

FOR

CHARTER TOWNSHIP OF VIENNA
GENESEE COUNTY

FROM

LEGACY ASSESSING SERVICES, INC
PO BOX 489
FENTON, MICHIGAN 48430
(810) 750-1660

2025 & 2026 ASSESSMENT YEARS

LEGACY ASSESSING SERVICES shall, through the use of qualified and experienced personnel, complete the 2025 & 2026 Assessment rolls for the CHARTER TOWNSHIP OF VIENNA. This includes, but is not limited to, the following:

1. NEW CONSTRUCTION All new construction shall be reviewed and appraised within the TOWNSHIP using the methods promulgated by the STATE TAX COMMISSION.
2. SALES, ECONOMIC CONDITION FACTORS All residential neighborhoods will be compared by a Sales Ratio Study aligning neighborhoods as necessary.
3. LAND VALUES Proper land values will be maintained for each parcel of real property in the Township.
4. PROPERTY TRANSFERS The Company shall process all deeds, Property Transfer Affidavits, Principal Residence Exemptions and address changes in the assessing system.
5. REQUIRED FORMS AND CERTIFICATION The CERTIFIED ASSESSOR shall complete and/or review all forms which are required to be submitted to the EQUALIZATION DEPARTMENT, COMMISSION and TRIBUNAL and will certify the 2025 & 2026 assessment rolls.
6. BOARD OF REVIEW The ASSESSOR will meet with the BOARD OF REVIEW prior to and at the completion of public meetings to discuss problem assessments.
7. APPEALS TO TRIBUNAL OR COURTS The ASSESSOR will defend small claims appeals at the Michigan Tax Tribunal which are held during the time of this contract. The ASSESSOR will handle full tribunal appeals at the Michigan Tax Tribunal through the Counsel Conference. Any Tribunal valuations will be discussed on a case-by-case basis. All required legal counsel shall be supplied by the TOWNSHIP.
8. LAND DIVISIONS The ASSESSOR will consult with the TOWNSHIP SUPERVISOR on all land divisions. The ASSESSOR will complete these land divisions, combinations and lot line adjustments for the 2025 & 2026 assessment rolls.
9. INDEMNIFICATION The COMPANY shall be required to carry such insurance that shall indemnify and save the TOWNSHIP and its officers and employees harmless from all claims, demands, payments, suits, actions, recoveries and judgments of every kind and description brought or recovered against it, by reason of any act or omission of the COMPANY, its agents or employees in the execution of the WORK. The COMPANY will furnish an insurance rider explaining such coverage to the TOWNSHIP.

10. OFFICE HOURS The COMPANY will provide 2 days of office time at the TOWNSHIP during regular Township office hours. This may be modified if agreed upon by both the TOWNSHIP and the COMPANY. Additional hours will be spent as needed to fulfill the obligations of this contract. Legacy Assessing Services' office is open normal business hours Monday through Thursday to assist with assessing questions.

11. PARCEL REVIEW Approximately 20% of the real parcels in the Township will be reviewed each year.

12. PERSONAL PROPERTY The Company will review and assess all personal property in the Township according to applicable Michigan Laws. The Township is responsible for the expense of mailing out personal property statements.

13. ASSESSMENT CHANGE NOTICES The Company will set the 2025 & 2026 Assessments. The Township will be responsible for the printing and mailing of the Assessment notices. The Company currently uses KCI for the printing and mailing of assessment notices. If the Township agrees to use KCI, the Company will coordinate the printing and mailing of notices and the Township will be responsible for the cost.

14. START AND COMPLETION. WORK will commence on January 1, 2025 and will terminate on December 31, 2026.

The Company or the Township, upon thirty (30) days written notice, may terminate this contract.

15. COST OF SERVICE. The COMPANY shall provide the services specified in the contract for SIXTY-SEVEN THOUSAND EIGHT HUNDRED (\$67,800) DOLLARS for the first year of this contract and SEVENTY-ONE THOUSAND ONE HUNDRED SIXTY (\$71,160) DOLLARS for the second year of this contract.

Kevin MacDermaid, MMAO
Owner
Legacy Assessing Services

Joseph A. Rizk
Supervisor
Vienna Township

Date Signed: _____

Date Signed: _____