

Powell Township Assessing Services Contract

This document is a contract for providing property assessment services for Powell Township. The purpose of this contract is to establish the terms and conditions pursuant to which Dylan Jurasin of Marquette, Michigan (herein after referred to as "the Assessor") will provide property assessment services to Powell Township (herein after referred to as "the Township"), located in Marquette County, Michigan.

This contract is entered into upon the signing of it by both parties, and is effective until March 31st, 2029

Mr. Jurasin is located at 1040 Northland Drive, Marquette, Michigan 49855 and is a Certified Assessor Officer with the State of Michigan. He is the principal who will be performing the assessing duties for the Township.

The Township is a local government entity within the State of Michigan and is governed by its Board.

CONTRACT TERMS AND CONDITIONS

Assessor Services

1. The Assessor shall provide the Township with a completed yearly assessment roll in the BS&A program to include the following:
 - a. Names, addresses, and any changes
 - b. Property transfers and any uncapping, if required
 - c. Deed entry
 - d. Splits and combinations (assign parcel numbers and values)
 - e. Principal Residence Exemptions and any rescinds
 - f. Qualified Forest and Qualified Agriculture exemptions
 - g. CFR, put in or taken out of program and assign values, if required
 - h. Veteran Exemptions and Poverty Exemptions (granted by the Board of Review)
 - i. Sales data to determine Economic Condition Factors
 - j. Land value tables
 - k. Sketches and pictures of buildings
 - l. Legal description, GIS mapping and any satellite imagery available
 - m. Maintain updates and downloads of the BS&A program
2. Transfer a completed assessment roll electronically to the Marquette County Equalization Office in Marquette, MI early enough in the assessment cycle to enable the assessment notices to be printed and mailed 14 days prior to the March BOR petition meetings. Currently the Equalization Department has agreed to print the notices.
3. Be available for the March BOR meetings, hold and attend July and December BOR meetings, and be available for consultation for any subsequent meetings as required.
4. Review the required twenty percent of assessable property annually. A year-end report will be submitted listing which section/parcels were reassessed.
5. Complete on-site visits of all new construction for the current assessment year.
6. File all state-required Assessor reports on time.

7. Maintain a MCAO level and provide a copy of the certification to the Township, along with any annual required training. Maintain a published contact phone number, email, and address.
8. Respond to any taxpayer, landowner, resident or other entities questions and concerns in a timely and courteous manner. In lieu of holding office hours, regularly and frequently check the Assessor mailbox at the township.
9. Provide land division services to the Township.
10. Provide any additional services that the Assessor is qualified to provide.

CONTRACT TERM

The contract starting date is April 1st, 2024. The term of this contract shall expire on March 31st, 2025. This contract will be reviewed every 5 years.

CONSIDERATION FOR AGREEMENT

The consideration for this agreement consists of the terms and conditions herein, the mutual promises of the parties and monetary considerations.

Powell Township hereby agrees to pay Assessor a sum of \$28,000 per year, commencing on April 1st, 2024, provided Assessor completely and effectively renders services as Assessor for Powell Township, through March 31, 2025.

April 1st, 2025 assessor's salary will be \$31,000 per year , through March 31, 2026

In no event shall the obligation of Powell Township extend beyond March 31, 2029, without written agreement of both parties. **The amount of compensation shall be reviewed annually.** Assessor will be compensated monthly, in arrears.

LIABILITY AND INSURANCE

The performance of the assessing duties for the Township is covered by the general liability policy of the Township that they keep through the Ted Hartleb Agency as the Primary agent for the Township. The Township agrees to keep this policy in effect for the duration of the contract.

TERMINATION OF CONTRACT

1. Without cause, Powell Township may terminate this Agreement at any time upon 90 days' written notice to Assessor, and Powell Township shall be obligated to pay Assessor the compensation due up to the termination date of the contract.
2. With just cause, Powell Township may terminate this Agreement at any time upon 90 days' written notice to Assessor, and in that event, Powell Township shall be obligated to pay Assessor the compensation due up to date of termination. Just cause shall include, but not limited to the following:
 - a. Revocation or suspension of any required licenses, certifications or registration to lawfully perform the duties described in "CONTRACT TERMS AND CONDITIONS", in the State of Michigan.
 - b. Continuing inattention to, or neglect of, the duties described in "CONTRACT TERMS AND CONDITIONS", to be performed by Assessor.
 - c. Dishonesty detrimental to the best interest of Powell Township.
 - d. Death or incapacity of Assessor.
 - e. Participation in any theft or fraud.

- f. Imparting any professional or confidential information in violation of this Agreement, Township Ordinances, or the laws of the State of Michigan;
 - g. Unethical or unprofessional conduct; or
 - h. Any other violation of this Agreement.
3. Assessor may terminate this Agreement at any time upon 90 days' written notice to Powell Township, and Powell Township shall be obligated to pay Assessor compensation up to the date of termination only.

EFFECT OF SIGNATURE

The parties signing this contract below agree to the following:

That each party is entitled to receive a signed copy of this contract, and that each party had an opportunity to read, review, and seek legal counsel concerning this contract, understand the rights and obligations imposed on each other, and the parties enter into this contract and agree to be bound by the contract provisions. In witness hereof, the parties, having read and understood this document, have signed this contract of their own free will and accord on the year and date recorded below with the intention to be bound by the contract terms and conditions.

Date _____ Printed Name _____

Signature _____

Powell Township Supervisor

Date _____ Printed Name _____

Signature _____

Powell Township Clerk

Date 9/12/2024 Printed Name Dylan Jurasin

Signature *Dylan Jurasin*

Michigan Certified Assessor Officer