

TOWN OF COTTAGE GROVE

4058 County Road N
COTTAGE GROVE, WISCONSIN 53527

The Town of Cottage Grove is accepting proposals for a Town Assessor for 2026-28.

Statistics are as follows:

2024 population: 3827

2025 Total Assessed Value: \$550,472,600 (does not include manufacturing)

2024 Equalized Value: \$720,555,400

2025 Parcels 2,938: Residential 1,501, Commercial 54, Manufacturing 1, Agricultural 598, Undeveloped 406, Ag Forest 213, Forest 35, Other 130.

The last total revaluation was performed in 2021.

Please include options for both Annual Review/Maintenance and Full Value Maintenance.

Assessment work to include all necessary changes and/or additions to assessment role, maintenance of real estate appraisal records in electronic form as required by the State of Wisconsin, with data accessible to the public via the internet, and all assessment duties for the duration of the contract.

Bids must include open book and board of review following statutory requirements.

It is expected that the Town will need to conduct a revaluation prior to or during the 2028 assessment year. Please include options for the cost of a Full Inspection revaluation, Exterior Only revaluation, Interior PRC questionnaire, and Interim Market Update.

Proof of current State of WI Certification, Certificate of Insurance, listing of qualifications, and references from municipalities served must be given with bid.

Send proposals by August 13, 2025 to:

Town of Cottage Grove

Attn: Kim Banigan, Clerk-Treasurer

Email: clerk@tn.cottagegrove.wi.gov

4058 County Road N

Cottage Grove, WI 53527

Proposals will be reviewed at the August 18, 2025 Town Board Meeting. The Town of Cottage Grove reserves the right to reject any and all proposals.

Summer Office Hours (Memorial Day to Labor Day): 8:00 A.M. to 12:30 P.M., Monday-Thursday
Fridays and afternoons by appointment only
Phone: 608-839-5021 • Fax: 608-839-4432
www.tn.cottagegrove.wi.gov