

TOWN OF MERRILL  
W4594 PROGRESS AVE  
MERRILL, WI 54452

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ASSESSOR WANTED  
TOWN OF MERRILL

The Town of Merrill is seeking proposals for Assessor Services from  
July 1, 2026 – June 30, 2031.

Parcel Count: Land – 2,874 / Improvements – 1,439

For specifications to complete your proposal, contact the Town  
Clerk at 715-536-4383. Or view our website: [townofmerrill.net](http://townofmerrill.net).

Proposals to be opened by the Town Board at the Town Board  
Meeting being held on Monday June 8, 2026, 5:30 P.M.

The Town of Merrill reserves the right to reject any and all proposals.

Mitzi Flegner, Clerk

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## TOWN OF MERRILL ASSESSOR DUTIES

Appraiser shall provide the Town with consulting, assessing and appraisal services and will perform the following services July 1, 2026, through June 30, 2031.

1. Computerize all paper records and pictures for new records or changes to existing records.
2. Inspect, appraise and establish the value of all new construction and remodeling projects as reported through building permits.
3. Supply Clerk with "Statement of Monthly Parking Permit Fee" forms on newly arrived mobile homes, or additions, in the Mobile Home Park and Out of Court homes, for tax computation.
4. Reappraise all new land descriptions created through land splits, annexations, etc.
5. Continue the implementation of the Agricultural Land Use-Value calculations as mandated by the WI DOR.
6. Enter real property assessment in the current assessment roll so it may be submitted to the Board of Review.
7. Mail out changes of assessment notices to property owners when applicable.
8. Be present at the Open Book Sessions as well as the Board of Review to defend current assessed values.
9. Process real estate transfer returns and complete all required reporting as mandated by the WI DOR.
10. Appraiser shall maintain insurance coverage to protect against claims, demands, action and causes of action arising from any act or omission of the Appraiser.
11. Appraiser shall not be responsible for loss of records destroyed by fire, theft or Act of God.
12. Appraiser agrees to carry proper and sufficient insurance to cover loss of Town's records, when in the possession of the Appraiser.
13. Follow the guidelines outlined in the latest Wisconsin Property Assessment Manual from the WI DOR.