

Carol Parrett DBA Dirt Road Data

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made and entered into this ^{28th}~~20th~~ day of December 2022, by and between the Board of County Commissioners of **Muskogee** County on behalf of the **Muskogee** County Assessor (hereinafter "Assessor"), located at **Muskogee** County court House, **Muskogee**, OK, and Carol Parrett DBA Dirt Road Data. This agreement will be valid from **December 20th 2022** (hereinafter "effective date") until **June 30, 2024** (hereinafter "termination data"). This contract shall be renewable annually at the beginning of the County's fiscal year, upon mutual agreement of both parties.

WHEREAS, the Assessor is charged with the duty to assess all property as provided by law, including inspecting each parcel on a 4 year rotation and maintain accurate complete records of the data collected for each parcel in a Computer Assisted Mass Appraisal program provided either by the State of Oklahoma or by the County itself.

WHEREAS, the Assessor has determined that there is a necessity for and that it will be in the best interest of said County and the taxpayers generally to employ expert(s) skilled in the Data entry field, and said County desires to obtain assistance to enable its County Assessor and County Equalization Board to better perform their respective functions as required by law; and

WHEREAS, said Assessor believes that Carol Parrett DBA Dirt Road Data (hereinafter "DRD") possess the special skills, technical knowledge, accreditation and the experience required, essential, desirable and necessary for the timely completion of data entry in order to assure that the Assessor is in compliance with Oklahoma Tax Commission rules and regulations for having data entered into the Computer Assisted Mass Appraisal System (hereinafter "CAMA") used to value properties and that it should contract for the services of said DRD, in the amounts stated herein,

The intent of this Agreement and Data Entry program is to jointly complete the program as set forth by statute and existing state law. The program is to be a joint effort between DRD and Assessor with DRD completing data entry.

IT is now mutually agreed as follows:

1. Assessor shall, at no cost to DRD, provide or make available all pertinent records, maps, shape files, remote connections to Landmark for data input person(s) and other related information of the County and its included governmental entities pertaining to taxation. Such records shall include, but are not limited to,
 - a. field data cards (paper and/or digital) containing the most recent visual inspection changes if any.
 - b. most recent visual inspection pictures
 - c. most recent visual inspection date and inspector

2. DRD acknowledges that all records are the property of Assessor and will be returned to the Assessor upon completion of the Data Entry.
3. DRD for the sum of **Nine Dollars (\$9)** per appraisal record will:
 - a. Enter the data on the provided field card into the CAMA system. Entry of data includes but is not limited to using the CAMA system to draw buildings, input the attributes of such buildings. DRD can only be responsible for entry of data that is on the field cards.
 - b. Assure that the CAMA system is providing a taxation value.
 - c. DRD will do parcel "clean up" for each parcel. Data clean up includes but is not limited to, moving or drawing any buildings to assure that all buildings are included in the valuation process. Such clean up is needed as a result of converting to a new State provided CAMA system in 2020.

DRD is hereby retained by Assessor and the relationship between DRD and the Assessor shall be considered an independent contractor. DRD shall not be considered as being an employee or having employee status for any purposes whatsoever. Assessor shall provide and pay to have a **minimum of 9,000 parcels in the VI year 4 plan (2022 inspected) to be completely entered on or before March 30, 2023 and a minimum of 10,000 parcels in VI year 1 plan, to be completely entered on or before December 31, 2023 provided the field cards are obtained by DRD in a timely manner.**

Claims for work done by DRD pursuant to this agreement shall be submitted to the Assessor in order that the Assessor can present such claim to the County Clerk three working days prior to the Commissioner's regularly scheduled meeting for approval and payment by the County Commissioners at that meeting.

DRD shall not assign, convey or transfer any rights or duties under this contract without prior approval of the Assessor.

DRD affirms that she/it is engaged in the business of doing the work specified in this agreement. Copies of documentation shall be attached to this agreement.

This agreement can be cancelled by either party upon written notice of Termination delivered to the opposite party. The termination date shall be not less than Thirty (30) days from such notice.

DRD shall perform the work at its own risk. DRD shall indemnify and hold harmless **Muskogee** County from any claim, demand, loss, liability, damage or expense arising in any way from the work performed by DRD.

This agreement constitutes the entire agreement between the parties and supersedes any prior agreement between the parties. This agreement may be amended only by a written instrument signed by both parties contracting authority.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Board of County Commissioners

MUSKOGEE COUNTY




Chairman



Vice-Chairman



Member



ATTEST: County Clerk

Approved as to content:



County Assessor



Dirt Road Data

By: 

Carol Parrett, Sole Proprietor

Dirt Road Data

26272 NS 410 Rd

Nowata, OK 74048

918-230-0836

Type of Data Entry

**Cost per
Appraisal Record**

NON Commercial Parcels (Residential and Ag Vacant and Improved)	\$9
Commercial Parcels	\$15
Grows, processing facilities parcels	\$25 +
Non Commercial Parcels that convert to Commercial <u>or</u> Commercial Parcels that convert to Non Commercial	\$20

**Prices are subject to change with written agreement
between Assessor and Dirt Road Data**