

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: May 29, 2025  
RE: Single Lot Assessments

For the Agenda of June 2, 2025

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Background. The City Staff has prepared the single lot assessment roll (*copy att'd*) for charges invoiced but not paid by respective property owners. The City Commission is asked to consider and approve the assessment roll, thereby allowing these charges to be included on the tax bills of the respective parties.

Public Notice (*att'd*) of the public hearing associated with the Assessment Roll has been made, and the property owners listed on the Roll have been notified by first class mail regarding the roll and the scheduled public hearing to hear comments related to the Roll. To date the City has received no written comments related to the Roll.

The City Commission is now asked to conduct the scheduled public hearing and consider approving the assessment roll with the charges for each single lot to allow the Treasurer to have the charges placed on the respective property owner's tax bill.

Issues & Questions Specified. Should the City Commission hold the hearing and approve the assessment roll?

Alternatives.

1. Hold the public hearing and approve the roll.
2. Hold the public hearing and approve the roll with amendments.
3. Do not hold the public hearing, thereby flawing the assessment process and, in essence, disapproving the assessment roll.
4. Set the matter aside for further consideration and/or discussion at a subsequently scheduled meeting.

Financial Impact. Initiation of the process for the Single Lot Assessment will allow the City to recoup the expenses, fees, and charges from the property owners listed on the Assessment Roll.

Recommendation. I recommend that the City Commission approve by motion the conduct of a public hearing to hear any objections to the proposed assessment roll and subsequently approve – or approve with amendment, as appropriate – the assessment roll by adoption of Resolution 2025-041 (*copy att'd*).

Attachments.

1. Assessment Roll.
2. Public Notice.
3. Resolution 2025-041.

**CERTIFICATION OF CITY CLERK AUTHENTICATING THE SPECIAL ASSESSMENT ROLL**

I HEREBY CERTIFY that the foregoing and annexed is the Special assessment roll of City of Clare.  
 The special assessment code is: DLQINV for the Tax Year 2025, the following are the Single Lot  
 Special Assessments to be spread on the Summer 2025 tax roll: Signed: \_\_\_\_\_  
 Diane M. Lyon City Clerk

<b>CUSTOMER #</b>	<b>INVOICE #</b>	<b>SERVICE DATE</b>	<b>Amount of Special</b>	<b>10% Admin Fee</b>	<b>Total Due</b>
<b>NAME</b>					
<b>Service Address</b>					
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<b>051-034-203-17</b>	5802	8/1/2024	\$90.00	\$9.00	\$99.00
<b>LORI DEVRIES</b>	5831	5/16/2024	\$90.00	\$9.00	\$99.00
<b>1001 Maple St</b>			\$180.00	\$18.00	\$198.00
<b>051-034-204-05</b>	5762	6/30/2024	\$180.00	\$18.00	\$198.00
<b>COON VICKI L</b>	5799	7/18/2024	\$180.00	\$18.00	\$198.00
<b>405 W Wheaton</b>	5830	5/16/2024	\$180.00	\$18.00	\$198.00
			\$540.00	\$54.00	\$594.00
<b>051-035-300-09</b>	5805	8/15/2024	\$90.00	\$9.00	\$99.00
<b>BENJAMIN HARING</b>					
<b>306 E Sixth</b>					
<b>051-051-002-00</b>	5769	6/30/2024	\$65.00	\$6.50	\$71.50
<b>DAVID CORELL</b>	5776	6/13/2024	\$65.00	\$6.50	\$71.50
<b>703 Maple St</b>	5795	7/12/2024	\$65.00	\$6.50	\$71.50
			\$195.00	\$19.50	\$214.50
<b>051-070-003-00</b>	5804	8/1/2024	\$90.00	\$9.00	\$99.00
<b>HOLLY LOPER</b>					
<b>206 E Fourth St</b>					
<b>051-341-007-00</b>	5807	8/15/2024	\$90.00	\$9.00	\$99.00
<b>C &amp; J RENTALS LLC</b>					
<b>641 Cunningham Ave</b>					
<b>051-360-026-00</b>	5832	5/16/2024	\$180.00	\$18.00	\$198.00
<b>HILYARD JAMES &amp; KRISTEN</b>					
<b>316 John St</b>					
<b>18-002-10-014-00</b>	5828	10/16/2024	\$81.00	\$8.10	\$89.10
<b>DONOVAN J ZIEHM</b>					
<b>407 S McEwan St</b>					
<b>GRAND TOTALS:</b>			<b>\$1,446.00</b>	<b>\$144.60</b>	<b>\$1,590.60</b>

Population: All Records  
Aging as of 04/01/25

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 0	OVER 60	OVER 90	OVER 120	TOTAL
051-034-203-17 LORI DEVRIES	0000005802	08/01/2024	0.00	0.00	0.00	0.00	90.00	90.00
	0000005831	05/16/2024	0.00	0.00	0.00	0.00	90.00	90.00
			-----					
			0.00	0.00	0.00	0.00	180.00	180.00
051-034-204-05 COON VICKI L	0000005762	06/30/2024	0.00	0.00	0.00	0.00	180.00	180.00
	0000005799	07/18/2024	0.00	0.00	0.00	0.00	180.00	180.00
	0000005830	05/16/2024	0.00	0.00	0.00	0.00	180.00	180.00
			-----					
			0.00	0.00	0.00	0.00	540.00	540.00
051-035-300-09 BENJAMIN HARING	0000005805	08/15/2024	0.00	0.00	0.00	0.00	90.00	90.00
051-051-002-00 DAVID CORELL	0000005769	06/30/2024	0.00	0.00	0.00	0.00	65.00	65.00
	0000005776	06/13/2024	0.00	0.00	0.00	0.00	65.00	65.00
	0000005795	07/12/2024	0.00	0.00	0.00	0.00	65.00	65.00
			-----					
			0.00	0.00	0.00	0.00	195.00	195.00
051-070-003-00 HOLLY LOPER	0000005804	08/01/2024	0.00	0.00	0.00	0.00	90.00	90.00
051-341-007-00 C & J RENTALS LLC	0000005807	08/15/2024	0.00	0.00	0.00	0.00	90.00	90.00
051-360-026-00 HILYARD JAMES & KRISTEN	0000005832	05/16/2024	0.00	0.00	0.00	0.00	180.00	180.00
18-002-10-014-00 DONOVAN J ZIEHM	0000005828	10/16/2024	0.00	0.00	0.00	0.00	81.00	81.00
GRAND TOTALS:			0.00	0.00	0.00	0.00	1,446.00	1,446.00
JOURNALIZED AMOUNTS ONLY:								1,446.00
NON-JOURNALIZED AMOUNTS ONLY:								0.00
BILLING ITEM BREAKDOWN								
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MOWING			0.00	0.00	0.00	0.00	1,446.00	1,446.00



**CITY HALL**

Ph 989.386.7541

Fx 989.386.4508

[www.cityofclare.org](http://www.cityofclare.org)

Manager x102

Assessor x103

Clerk x106

Treasurer x107

**DEPARTMENT OF  
PUBLIC WORKS**

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

**UTILITY BILLING**

Ph 989.386.7541 x201

**W/WWT PLANT**

Ph 989.386.2321

Fx 989.386.2387

**POLICE DEPT.  
NON-EMERGENCY**

Ph 989.386.2121

Fx 989.386.0440

**FIRE DEPT.  
NON-EMERGENCY**

Ph 989.386.2151

Fx 989.386.3020

**PARKS &  
RECREATION**

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**AIRPORT**

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**CITY OF CLARE  
NOTICE OF PUBLIC HEARINGS ON  
PROPOSED 2025-2026 BUDGET**

The City of Clare Planning Commission will hold a public hearing on Wednesday, April 9, 2025, at 5:30 p.m., to receive public comment pertaining to Fiscal Year 2025-26 Capital Improvement Projects as part of the budget process.

Following the recommendations made by the City's Planning Commission, the capital improvements schedule will be presented to the City Commission as part of the budget workshop process. The City will be conducting budget workshops for the Fiscal Year 2025-26 during the regularly scheduled meetings on April 21<sup>st</sup> & May 5<sup>th</sup>, 2025, City Commission meetings.

**PLEASE TAKE NOTICE** that on June 2<sup>nd</sup>, 2025, the Clare City Commission will hold a public hearing to consider the adoption of the City's Fiscal Year 2025-26 budget, amendments to the City's fee and rate schedule, and single lot assessments at 6:00 p.m.

A copy of the proposed budget is available for public inspection by contacting fiscal services at [vcorlew@cityofclare.gov](mailto:vcorlew@cityofclare.gov) or by calling (989) 424-4069.

The public is encouraged to provide input during the public comment period or public hearing portions of the meetings. Written and verbal comments will be accepted until 4 p.m. on the date of the meetings and may be submitted to the City Clerk at Clare City Hall, 202 W. Fifth St., Clare, MI 48617, via email to [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov), or by calling (989) 424-4068.

*The City of Clare is an equal opportunity provider and employer.*

Diane Lyon  
City Clerk



**RESOLUTION 2025-041**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE ASSESSMENT ROLL FOR SINGLE LOT ASSESSMENTS.**

**WHEREAS**, the City Commission has deemed it necessary and appropriate to establish single lot assessments against specific properties within the City of Clare to recoup certain uncollected charges from the owners of said specific properties, the list of said uncollected charges submitted to the City Commission; and

**WHEREAS**, a single lot assessment roll delineating all individuals who were to be assessed for said uncollected charges has been prepared and filed with the City Clerk, who in turn has provided due and legal notice of a public hearing to review the assessment roll for said single lot assessments and to receive objections to said roll in writing; and

**WHEREAS**, said hearing date has been set for the 2<sup>nd</sup> day of June, 2025; and

**WHEREAS**, the City Commission has held said public hearing, received no objections to said single lot assessments, and determined that said assessment roll is appropriate and correct.

**NOW THEREFORE BE IT RESOLVED THAT** said single lot assessment roll is determined to be fair and equitable and the assessments are determined to be in proportion to the services received.

**BE IT FURTHER RESOLVED THAT** said Roll, as prepared and reported to the City Commission, be and the same hereby is confirmed.

**BE IT FURTHER RESOLVED THAT** the City Treasurer shall utilize said Roll to place said uncollected/unpaid charges for services on the tax rolls of the City, thereby allowing the City to recoup its charges for uncollected/unpaid services, and that all said uncollected/unpaid charges for services shall be payable to the City in full in accordance with the payment instructions and schedules of said tax roll(s).

**BE IT FURTHER RESOLVED THAT** a warrant shall be attached by the City Clerk to a certified copy of the Roll within ten (10) days of this Resolution, herein commanding the City Treasurer to collect from each of the persons assessed on said Roll the amount of money assessed to and set opposite his name therein.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

The Resolution was introduced by Commissioner \_\_\_\_ and supported by Commissioner \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 2nd day of June 2025.

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Diane M. Lyon, City Clerk