

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: November 26, 2025
RE: December Board of Review – Set Alternate Date/Time

For the Agenda of December 1, 2025

Background Historically, the City's Board of Review have held their December Board meeting the Tuesday following the second Monday in December, unless an alternate start date is adopted by the local unit. Under MCL 211.53b, the city may authorize, by adoption of a resolution, an alternative date in the same week in December when the Board of Review may meet.

The meeting date is proposed to be moved from Tuesday, December 9th to Thursday, December 11th at 9:00 a.m.

Issues & Questions Specified Should the Clare City Commission adopt a resolution to set an alternative December Board of Review meeting date/time?

Alternatives

1. Approve alternative meeting date/time.
2. Do not approve alternative meeting date/time.
3. Defer/delay decision to a subsequently scheduled City Commission meeting.

Financial Impact Typical hourly pay rates for the BOR members.

Recommendations I recommend that the City Commission formally approve the alternate starting date/time for the December Board of Review by adoption of Resolution 2025-097 (*att'd*).

Attachments

1. MCL 211.53b.
2. Resolution 2025-097.

MCL - Section 211.53b

[Download Section](#)[Chapter 211](#)[Act 206 of 1893](#)[206-1893-COLLECTING-OF-TAXES.](#)[◀ Previous Section](#) [Next Section ▶](#)

THE GENERAL PROPERTY TAX ACT (EXCERPT) Act 206 of 1893

211.53b Qualified error; verification, approval, and affidavit; correction of records; rebate; notice and payment; initiation of action; actions of board of review; exemption; appeal; approval; alternative meeting dates; "qualified error" defined.
Sec. 53b.

(1) If there has been a qualified error, the qualified error must be verified by the local assessing officer and approved by the board of review. Except as otherwise provided in subsection (5), the board of review shall meet for the purposes of this section on Tuesday following the second Monday in December and on Tuesday following the third Monday in July. If approved, the board of review shall file an affidavit within 30 days relative to the qualified error with the proper officials and all affected official records must be corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, must be made to the taxpayer or the taxpayer must be notified and payment made within 30 days of the notice. A rebate must be without interest. The treasurer in possession of the appropriate tax roll may deduct the rebate from the appropriate tax collecting unit's subsequent distribution of taxes. The treasurer in possession of the appropriate tax roll shall bill to the appropriate tax collecting unit the tax collecting unit's share of taxes rebated. Except as otherwise provided in section 27a(4), a correction under this subsection may be made for the current year and the immediately preceding year only.

(2) Action under subsection (1) may be initiated by the taxpayer or the assessing officer.

(3) The board of review meeting in July and December must be held only for the purpose described in subsection (1) and to hear appeals provided for in sections 7u, 7ee, and 7jj. If an exemption under section 7u is approved, the board of review shall file an affidavit with the proper officials involved in the assessment and collection of taxes and all affected official records must be corrected. If an appeal under section 7ee or 7jj results in a determination that an overpayment has been made, the board of review shall file an affidavit and a rebate must be made at the times and in the manner provided in subsection (1). Except as otherwise provided in sections 7ee and 7jj, a correction under this subsection must be made for the year in which the appeal is made only. If the board of review approves an exemption or provides a rebate for property under section 7ee or 7jj as provided in this subsection, the board of review shall require the owner to execute the affidavit provided for in section 7ee or 7jj.

(4) An owner or assessor may appeal a decision of the board of review under this section regarding an exemption under section 7ee or 7jj to the residential and small claims division of the Michigan tax tribunal. An owner is not required to pay the amount of tax in dispute in order to receive a final determination of the residential and small claims division of the Michigan tax tribunal. However, interest and penalties, if any, will accrue and be computed based on interest and penalties that would have accrued from the date the taxes were originally levied as if there had not been an exemption.

(5) The governing body of the city or township may authorize, by adoption of an ordinance or resolution, 1 or more of the following alternative meeting dates for the purposes of this section:

(a) An alternative meeting date during the week of the second Monday in December.

(b) An alternative meeting date during the week of the third Monday in July.

(6) As used in this section, "qualified error" means 1 or more of the following:

(a) A clerical error relative to the correct assessment figures, the rate of taxation, or the mathematical computation relating to the assessing of taxes.

(b) A mutual mistake of fact.

(c) An adjustment under section 27a(4) or an exemption under section 7hh(3)(b).

(d) An error of measurement or calculation of the physical dimensions or components of the real property being assessed.

(e) An error of omission or inclusion of a part of the real property being assessed.

(f) An error regarding the correct taxable status of the real property being assessed.

(g) An error made by the taxpayer in preparing the statement of assessable personal property under section 19.

(h) An error made in the denial of a claim of exemption for personal property under section 9o.

(i) Any of the following errors regarding an exemption under section 7b:

(i) An error made by the local tax collecting unit in the processing of a timely filed exemption affidavit.

(ii) A delay in the determination by the United States Department of Veterans Affairs that a veteran is permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.

(iii) For tax year 2023 only, a denial by the board of review of an exemption claimed under section 7b(1)(b).

(j) An exemption under section 7u(10), for the immediately preceding tax year only, if the exemption was not on the assessment roll and was not denied for that tax year. A claim for exemption must be filed with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by supporting documentation establishing eligibility for the exemption for that immediately preceding tax year under the criteria in section 7u(2) and any other supporting documentation as may be required by the state tax commission.

History: Add. 1967, Act 142, Eff. Nov. 2, 1967 ;-- Am. 1974, Act 379, Imd. Eff. Dec. 23, 1974 ;-- Am. 1982, Act 539, Eff. Mar. 30, 1983 ;-- Am. 1985, Act 14, Imd. Eff. May 3, 1985 ;-- Am. 1994, Act 237, Imd. Eff. June 30, 1994 ;-- Am. 1995, Act 74, Eff. Dec. 31, 1994 ;-- Am. 2000, Act 284, Imd. Eff. July 10, 2000 ;-- Am. 2002, Act 624, Imd. Eff. Dec. 23, 2002 ;-- Am. 2003, Act 105, Imd. Eff. July 24, 2003 ;-- Am. 2006, Act 13, Imd. Eff. Feb. 3, 2006 ;-- Am. 2006, Act 378, Imd. Eff. Sept. 27, 2006 ;-- Am. 2008, Act 122, Imd. Eff. May 9, 2008 ;-- Am. 2010, Act 24, Imd. Eff. Mar. 26, 2010 ;-- Am. 2013, Act 153, Imd. Eff. Nov. 5, 2013 ;-- Am. 2016, Act 108, Imd. Eff. May 6, 2016 ;-- Am. 2017, Act 261, Eff. Dec. 31, 2017 ;-- Am. 2020, Act 206, Imd. Eff. Oct. 15, 2020 ;-- Am. 2022, Act 141, Imd. Eff. July 11, 2022 ;-- Am. 2023, Act 152, Imd. Eff. Oct. 19, 2023 ;-- Am. 2023, Act 191, Imd. Eff. Nov. 7, 2023

Compiler's Notes: Section 2 of Act 74 of 1995 provides: "This amendatory act is retroactive and shall take effect December 31, 1994."

Popular Name: Act 206

RESOLUTION 2025-097

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN ALTERNATE DATE FOR THE DECEMBER BOARD OF REVIEW.

WHEREAS, MCL 211.53b, requires the Board of Review to meet on the Tuesday following the second Monday in December; and

WHEREAS, MCL 211.53b allows the municipality to authorize, by adoption of a resolution, an alternative date in that same week when the Board of Review shall meet; and

NOW THEREFORE BE IT RESOLVED that December 11, 2025, has been selected as the date of the 2025 December Board of Review by the Clare City Commission on December 1, 2025.

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 1st day of December, 2025.

Diane Lyon, City Clerk