

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: April 30, 2026
Regarding: Contract – Clare County Equalization Services

For the Agenda of May 4, 2026

Background. The City recently received a proposed contract for the renewal of equalization services (*att'd*) from the Clare County Equalization Department. This is one year contract that expires each year on June 30th. Option 2 would allow the city to utilize Clare County's Fetch GIS to view detailed information for use by the City of Clare and the City Assessor. Option 2 also provides for updated digital mapping data associated with parcel splits and combinations to be distributed annually (.SHP files – shape files). The cost per year for this access and service is \$500.00, which is the same as in previous years.

Issues & Questions Specified. Should the City Commission approve the services contract with the Clare County Equalization Department?

Alternatives.

1. Approve the contract.
2. Do not approve the contract.
3. Defer this matter to a subsequently scheduled City Commission meeting.

Financial Impact. The cost to the city is \$500 per year.

Recommendation. I recommend that the City Commission approve the services agreement with the Clare County Equalization Department by adoption of Resolution 2026-026 (*att'd*).

Attachments.

1. Contractual Agreement.
2. Resolution 2026-026.



**CLARE COUNTY
EQUALIZATION DEPARTMENT**
225 W MAIN ST
HARRISON, MI 48625
PHONE: 989-539-7894

**CONTRACT FOR SERVICES THROUGH CLARE COUNTY EQUALIZATION AND
CITY OF CLARE (LOCAL UNIT)**

On this 4TH day of MAY, 2026, the assessing district of THE CITY OF CLARE, in Clare County, Michigan (hereinafter referred to as the "Local Unit") and the County of Clare, Michigan (hereinafter referred to as the "County") have mutually entered into this contract for services (the "Contract").

Whereas the Local Unit desires to obtain services from the County Equalization Department and agrees to pay the costs of such services as requested; and whereas the County, through the Equalization Department, is willing to provide assessment and tax preparation services to the Local Unit under terms and conditions as set forth in the Contract; and whereas, for the reasons cited above and in consideration of the mutual covenants stated herein, the Local Unit and County agrees as follows:

Cost of Services –Options – July 1, 2026 to June 30, 2027

An authorized representative of the Local Unit shall choose one (1) option from the following three (3) levels of Equalization services for the July 1, 2026 to June 30, 2027 period (mark or X to select):

Option #1: Standard Services provided by Equalization –no fee

Option #1 services are not associated with a fee because these services are in the normal course of business for an equalization department to perform their required studies and reporting.

- Maintenance of equalization database for property sales and transfers for the specific purpose of conducting annual Equalization Studies. Under these standard services, Equalization is not responsible for determining uncapping, percentage of interest transferred, or other issues impacting taxable value.
- Daily assistance, as needed, to assessors with assessment roll and property questions.
- Daily assistance providing basic information to taxpayers, realtors, title, mortgage and appraisal companies with information as prepared by Equalization. Such "basic information" does not include sketches, photos, or other information from the assessor's database.
- Processing of land division, property combinations, and property line adjustments. The County, **upon receipt** of authorized land divisions **including** application, maps, legal descriptions and surveys from the local unit assessor, will provide new parcel numbers for the parent and children if requested. Upon receipt of recorded deeds of new parcels without authorized land division approval from the local unit assessor, Equalization will notify the local unit assessor that appropriate action is needed.
- Upon request, a pre-equalization review of assessment roll and database will be conducted to assist in ensuring that starting numbers and ratio's meet minimum requirements prior to the mailing of assessment notices.
- Preparation of reports as required by law by Equalization to Board of Commissioners and State Tax Commission. Such service includes importing, reviewing and making recommendation of action concerning the local unit assessor's databases following March Board of Review.

XX **Option #2: GIS/Shapefiles only = \$500.00 without contract option #3**

*****GIS files are updated using the legal descriptions; Local units must furnish Equalization with new split & combination legal descriptions or we cannot guarantee GIS will be updated for those parcels.***

- A Fetch GIS username and password to view detailed information for the exclusive use by the Township Elected Officials and Assessor. Local Unit hereby agrees that said username and password shall not be distributed to the general public or a non-contracted local unit. Non-compliance may result in contract termination.
- Updated digital mapping data associated with parcel splits and combinations to be distributed annually. (.SHP files – shape files).

 Option #3: Full Service -Database maintenance, local unit assistance, GIS/shapefiles, tax database preparation, balance of assessing and tax rolls and processing tax bills

Cost: \$1.50 per parcel including GIS plus reimbursable costs

- Includes all standard services listed above in Option #1 and option #2.
- Daily assistance, as needed, with providing information above and beyond the basic information noted above to taxpayers, realtors, title, mortgage and appraisal companies. Such information would include property record cards, sketches and photos from the last back-up provided by the local unit assessor.
- Copies of recorded deeds upon request-or if not currently using the monarch system.
- Equalization will assist assessor with documents involved to clear up issues regarding ownership, chain of title and legal descriptions.
- Processing and emailing of address changes received from sources other than a deed to the assessor.
- If requested, export of names, addresses and sales from equalization database to local unit assessor.
- Preparation of L-4029 for review and signature by local unit authorized signatories. The Local Unit is responsible for verification of information provided on the L-4029 and ultimately responsible for millage levied on the respective tax bill along with any other calculations. The local unit must provide & verify special assessments they need placed on tax bills and are responsible for notifying Equalization for any specials that change in price, are new or that have expired.
- Calculate and balance warrants and printing and mailing of summer and winter tax bills. The cost of paper, envelopes, binders, postage, or third-party services providing these items are not included in the \$1.50 service fee and are reimbursable costs to be charged back to the Local Unit.
- Create tax database and enter millage rates and special assessments (received from local unit) and provide an export to the unit treasurer. The Local Unit is responsible for verification of information provided and ultimately responsible for millage levied and special assessments on the respective tax bill.

Additional Services – Only available if option #3 is checked above

Personal Property Notices (\$0.20 per parcel) to be invoiced at time of service.

Using an export or backup from local unit assessor's database by deadline date, EQ will print personal property statements. The above cost of \$0.20 per parcel does not include cost of personal property statement kits, which are reimbursable costs to be charged back to the local unit at the time of service. Local unit is responsible for mailing and postage.

Assessment Change Notice and Mailing (\$0.20 per parcel) to be invoiced at time of service.

Using an export or backup from local unit assessor's database or a PDF of change notices from assessor by deadline date, EQ or third party will print and mail assessment change notices. The cost of paper, envelopes, binders, postage, or third-party services providing these items are not included in the \$0.20 per parcel service fee and are reimbursable costs to be charged back to the Local Unit.

Printing of Assessment or Tax Rolls will be \$0.15 per single or double-side page plus reimbursable costs for binders etc. (1 Assessment roll only either Pre BOR or Final BOR and 1 Tax Roll per unit per season)

CONTRACT FOR SERVICES THROUGH CLARE COUNTY EQUALIZATION 2026-27

****All assessing/tax services are dependent upon assessor's database, tax, special assessments & required reports being turned in by deadline dates and cooperation with unit assessors and treasurers to balance for tax billing.**

An invoice for this contract is attached. Billing of additional services such as printing change notices, tax bills, personal property, assessment or tax rolls or third party services as noted above will be calculated and invoiced at the time of service.

***Option #1 Standard =Free *Option #2 GIS only =\$500 *Option #3 Full Service = \$1.50 parcel**

The Local Unit of THE CITY OF CLARE hereby selects Option # 2 of service indicated above for the coming year. Please sign and return this Contract to the Clare County Equalization Department prior to June 1, 2026. Invoice included due by June 30, 2026 to Clare County Treasurer.

****Any unit that has not checked option #3 that requires consultations to properly balance in assessing or with tax and millage rates, tax tables, assistance with the L-4029 or any other requirements may be charged an hourly consultation fee of \$50.00 (1 hour minimum) in equality for units that have paid for this service. An invoice will be mailed at the time of service.**

Equalization is requiring a backup from all units prior to March Board of Review regardless of option chosen on contract.

Signed:

Date: _____

Authorized Local Unit Representative
Printed Name & Title: _____

Date: 4/21/26

Tracy Brubaker

Tracy Brubaker, Deputy Equalization Director

Date: 4-24-26

George Gilmore

George Gilmore, Chairperson, Clare County Board of Commissioners

CLARE CO EQUALIZATION

225 W MAIN STREET, HARRISON MI 48625

INVOICE

Date Due: June 30, 2026

SOLD TO:
 CITY OF CLARE CLERK
 202 W FIFTH ST
 CLARE MI 48617

"INVOICE NUMBER	101-000-626.258
"INVOICE DATE	04/28/26
"OUR ORDER NUMBER	
"YOUR ORDER NUMBER	
DUE DATE	6/30/2026
"SALES REP	EQUALIZATION
"SHIPPED VIA	
"F.O.B.	
"PREPAID or COLLECT	

SHIPPED TO:
 CITY OF CLARE

QUANTITY	DESCRIPTION	UNIT PRICE	SUBTOTAL	ENTER TOTAL DUE
PARCELS	Maintenance/Service Contract - Choose Option Below			
1,756	Option #1 Standard Service	Free	Free	
1,756	Option #2 GIS/Shapefiles only	\$500.00	\$500.00	\$500.00
1,756	Option #3 Full Service with GIS	\$1.50	\$2,634.00	
***Additional printing services will be invoiced at the time of service.				
	Return signed contract by June 1, 2026			
	Return this invoice with payment by June 30, 2026			
			TOTAL AMOUNT DUE =	\$500.00

Questions concerning this invoice?
 Call: TRACY BRUBAKER
 989-539-7894

MAKE ALL CHECKS PAYABLE TO:
 CLARE COUNTY TREASURER
 P.O. BOX 564
 HARRISON MI 48625

PAY THIS AMOUNT

RESOLUTION 2026-026

A RESOLUTION OF THE CLARE CITY COMMISSION FOR A CONTRACTUAL AGREEMENT FOR SERVICES WITH THE CLARE COUNTY EQUALIZATION DEPARTMENT.

WHEREAS, the City of Clare desires to enter into an agreement with the Clare County Equalization Department for equalization services (Fetch mapping full access and digital mapping data); and

WHEREAS, the cost for said services is reasonable and prudent and is less than the city has paid in the past to another vendor for said services; and

WHEREAS, said services provided by the Clare County Equalization Department are deemed to be necessary to operate assessing functions in the City of Clare.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves a one-year contract between the City of Clare and the Clare County Equalization Department, said contract to commence on the first day of July, 2026 and terminates on the thirtieth day of June, 2027.

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 4th day of May 2026.

Diane M. Lyon, City Clerk