



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CLARE CITY COMMISSION

CITY HALL

Ph 989.386.7541

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

Meeting to be held at Clare City Hall
202 W. Fifth St., Clare MI

Monday, April 3, 2023

6:00 p.m.

AGENDA

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

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

1. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
2. **CONSENT AGENDA** – All items listed with an asterisk (*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.
3. ***APPROVAL OF MINUTES**
4. ***APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
6. **OLD/UNFINISHED BUSINESS – None**
7. **NEW BUSINESS**
 - A. Approve Assessing Bids and Award Contract
 - B. Approve FY2023/2024 Street Construction Bid and Award Contract
 - C. ***Airport Lot 303 Lease Agreement**
8. **TREASURER'S REPORT**
9. **CITY MANAGER'S REPORT**
10. ***COMMUNICATIONS**
11. **EXTENDED PUBLIC COMMENT**
12. **COMMISSION DISCUSSION TOPICS**
13. ***APPROVAL OF BILLS**

14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES

15. ADJOURNMENT

The public will be permitted to provide comment during the Public Comment portions of the meeting. The public is asked to identify themselves by providing their name and address when offering public comment.

Written comment may be submitted to dlyon@cityofclare.org, or placed in the drop box at Clare City Hall, or sent in by postal mail to the City Clerk, Diane Lyon at Clare City Hall, 202 W. Fifth St., Clare MI 48617, prior to 4 p.m. on the date of the meeting and will be read during the public comment portion of the meeting.

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pro Tem Bob Bonham who led with the Pledge of Allegiance. Present were: Commissioners Maegan Jenkins, and Carolyn (Gus) Murphy. Absent: Kim Bussell and Pat Humphrey. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; and Dave Saad, Police Chief; Ken Chinavare, CPD Reserves Captain.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Murphy to approve the items listed with an asterisk (*) (Agenda, Minutes, Department Reports, Communications, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Pat Humphrey. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Approved by Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved by Consent Agenda.

5. PUBLIC COMMENT: Clare Area Chamber of Commerce President Shari Buccilli presented a \$500 check to Police Chief Dave Saad as funds raised during the Irish Festival to support the CPD Reserve Officers who help to maintain peace and safety during the festival.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. APPROVAL OF FARMLAND LEASE AT THE CLARE MUNICIPAL AIRPORT

The City of Clare has maintained a long-standing farming contract with Rawson Farms to allow them to lease vacant city land at the Airport for use as cropland in return for a fee per acre farmed. As of this spring, Rawson Farms will no longer be farming and therefore the City of Clare is now seeking bids to lease the land.

As such, the city drafted and advertised an RFP for farming services. Bids were due by 2:00 p.m. on March 16, 2023. The city received four (4) bids with a high bid of \$108.00/acre being received from Kreamsreiter Farms. After reviewing the bids and checking references, City Staff recommends approving the high bidder and entering into a lease agreement with Jim Kreamsreiter for farming services at the Airport.

The City Commission is asked to approve the bids and award the airport farming agreement to Kreamsreiter Farms as well as authorize the City Manager to sign all necessary and related documents.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the bids and award the lease agreement for the Clare Municipal Airport farmland property to Kreamsreiter Farms by the adoption of Resolution 2023-020. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Pat Humphrey. *Motion Carried.*

B. APPROVAL OF FARMLAND LEASE AT INDUSTRIAL PARK #3 (IP3)

The City of Clare has maintained a long-standing farming contract with Rawson Farms to allow them to lease vacant city land at the South end of the city (future Industrial Park #3) for use as cropland in return for a fee per acre farmed. As of this spring, Rawson Farms will no longer be farming and therefore the City of Clare is now seeking bids to lease the land.

As such, the city drafted and advertised an RFP for farming services. Bids were due by 2:00 p.m. on March 16, 2023. The city received five (5) bids with a high bid of \$160.00/acre being received from Kreamsreiter Farms. After reviewing the bids and checking references, City Staff recommends approving the high bidder and entering into a lease agreement with Jim Kreamsreiter for farming services.

The City Commission is asked to approve the bids and award the airport farming agreement to Kremsreiter Farms as well as authorize the City Manager to sign all necessary and related documents.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the bids and award the lease agreement for the IP3 farmland to Kremsreiter Farms by the adoption of Resolution 2023-021. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Pat Humphrey. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.

9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*

10. CITY MANAGER'S REPORT

Planning Commission Meeting. The most recent Planning Commission meeting had several items on the agenda:

- Approval of a site plan for Aldi, Inc. to construct a new 20,664 square foot single-story building for use as a limited assortment grocery store with a paved parking area with municipal sewer and water service on a 4.42-acre vacant parcel of property on the East side of Clare Avenue between Culvers Restaurant and O'Reilly. ALDI intends to file a District II transfer request in the coming months, as provided for under the Urban Cooperation Agreement between Grant Township and the City of Clare so that they can receive city utility services.
- Approved a site plan/façade improvement application for American Marble and Granite who are proposing to remodel the outside of their existing building at 203 North McEwan including new windows, siding, and stonework.
- Continued discussion of Ordinance Amendment to Section 52-308 – Vehicle Storage and Parking. The Planning Commission finalized their discussion on the draft ordinance language and will be reviewing the final draft for recommendation to the City Commission.

Assessing RFP. The city received notice that our assessing firm (V&V Assessing) is terminating its contract with the City of Clare due to the owner's health issues. An RFP was prepared and sent out for Assessing Services at the end of February and a bid opening was held on March 15th. We did not receive any bids that met the criteria requested (MAAO (Level III) Assessor). We have reposted and resent the RFP with amended language for an MCAO (Level II) required and Level III preferred, in order to receive more qualified bids. The bid opening is scheduled for the end of March so that we can bring you a recommendation for the Assessing contract at your first meeting in April.

Lake Shamrock Dredging Project. Mechanical dredging remains paused due to frost laws and weight restrictions. We still have the rest of March to potentially haul material if the frost laws are lifted. Unfortunately, our dredging operator did give his notice and has taken another position in Portland, Oregon. We have the position posted internally per the Union Contract and as soon as the requisite 2 weeks posting is complete (assuming we don't have an internal candidate) we will be advertising the open position to the public. Timing wise we do have 2 months that dredging will be on pause as per our permit to allow for fish spawning in April and May. We are hoping to have someone in place before dredging starts up again in June. The hydraulic dredging contracts have been signed and the contractor is beginning conversations and work regarding the design and permitting process with EGLE.

Verizon Cell Tower. Update Work is continuing and it appears the fiber has now been installed based on recent activity. We are still waiting on the fiber being activated and the switching over of the tower from 4G to 5G.

Ribbon Cuttings/New Businesses. Several new businesses are having ribbon cuttings. The new multi-store front in Cardinal and Clover held their ribbon cutting on March 16th; Play-n-Snack Arcade held a ribbon cutting on March 17th; the Ideal Theater is having a ribbon cutting on April 3rd; and ribbon cuttings for JX Trucking (Peterbilt) and McEwan Street Fudge and Ice Cream should be coming soon.

Irish Festival. Hopefully, everyone was able to attend some or all of the Irish events over the course of the 4 day's festivities. Clare certainly is the "City of Festivals" and our

businesses, Chamber, City Staff, and community certainly know how to celebrate St. Patrick's Day.

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: None.
14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Pat Humphrey. *Motion Carried.* Meeting adjourned at 6:13 p.m.

Bob Bonham, Mayor Pro Tem

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: March 30, 2023
Regarding: Approve Assessing Bids and Award Contract

For the Agenda of April 3, 2023

Background. On January 23, 2023, the owner of the city's current Assessing firm, Ed VanderVries of V&V Assessing, LLC. submitted notice that he will be reducing the number of assessing units that his firm provides service to and will be terminating his assessing contract with the city due to personal health reasons. Thus, as of April 30, 2023, he will no longer provide assessing services for the City of Clare.

The city is required to retain an Assessor of Record therefore, the city drafted and advertised an RFP for city MAAO (Level III) assessing services. Bids were due by 1:00 p.m. on March 15, 2023. At the bid opening, no bids were received that met the requirements of the posted RFP mainly because the bid submittal deadline fell during March Board of Review when all assessors are very busy. After some discussion, we revised the RFP to state that we require an MCAO (Level II) but prefer an MAAO (Level III) assessor and reissued the notice on March 15th to be opened on March 29, 2023. At the second bid opening, the city received four bids (see the attached bid sheet). After reviewing the bids, checking references, and speaking with assessors, City Staff recommends accepting the bid for services from Michigan Assessing Coalition, Inc.(MAC, Inc.) to become the City's Assessor of Record and provide assessing services for the City. While MAC, Inc. was not the lowest bidder, they do offer the preferred (MAAO) staffing, they have an MMAO (Level III) assessor who will oversee the city's assessment roll, and they were the second lowest bidder.

The City Commission is asked to approve the bids and award the contract to Michigan Assessing Coalition, Inc., authorize the City Manager to sign all necessary and related documents, and authorize the Treasurer/Finance Director to apply all necessary budget amendments.

Issues & Questions Specified. Should the City Commission approve the bid and Assessing services contract with Michigan Assessing Inc.?

Alternatives.

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

Financial Impact. The cost to the City is approximately \$35,000 for the first year of the contract plus any hourly fees for additional services if needed.

Recommendation. I recommend that the City Commission approve the bid and contract for Assessing Services with MAC, Inc., authorize the City Manager to sign all necessary and related documents, and authorize the Treasurer/Finance Director to apply all necessary budget amendments by adoption of Resolution 2023-022 (*copy att'd*).

Attachments.

1. Bid Tabs Sheet.
2. Proposed Contract and supporting documents.
3. Resolution 2023-022.



BID TAB SHEET

202 West 5th Street, Clare Michigan 48617

(989) 386-7541 phone (989) 386-4508 fax

www.cityofclare.gov

Project Name and Term: ASSESSING SERVICES RFP JUNE 16, 2023-JUNE 30, 2026 **Due Date & Time:** 3/29/23 1:00 PM

Company/Owner/Website	Address/Email/Phone/Fax	Amount	Other Fees
Terri Blake, MCAO	3355 W 16th St, Freemont, 49412 231-519-1632 terri.blake.tb@gmail.com	4/16/23-6/30/23 \$2,860/mo	MTT Fees= MCAO=\$100/hr; MAAO=\$150/hr
		7/01/23-6/30/24 \$35,350/yr	MTT Fees= MCAO=\$100/hr; MAAO=\$150/hr
		7/01/25-6/30/25 \$36,410/yr	MTT Fees= MCAO=\$100/hr; MAAO=\$150/hr
		7/01/25-6/30/26 \$37,500/yr	MTT Fees= MCAO=\$100/hr; MAAO=\$150/hr
Township Assessing David Brown, MAAO Jill Brown, MAAO	7421 Henry Rd, Kingsley, 49649 231-881-4000 townshipassessing@gmail.com	4/1/2023-3/31/26 \$32,175 & \$18,920 = \$55,095 6 hours/week	based on \$18.75/parcel current parcels =1716 \$55 per parcel inspection (20% annually) and annual rates to increase based on CPI \$75 per MTT Small Claims case if they exceed 4 cases + \$75/hr for full MTT + Travel exp
Michigan Assessing Coalition, Inc Sharon Frischman, MMAO Rheyn Willams, MAAO Erica Dethloff, MCAO 4 hours/week	624 W Ottawa St, Lansing, 48933 734-834-6139 sfrischman@yahoo.com	5/1/23-4/30/24 \$35,000/yr	Special Project Billing MMAO -175/hr
		5/1/24-4/30/25 \$36,400/yr	Special Project Billing MAAO -95/hr
		5/1/25-4/30/26 \$37,900/yr	Special Project Billing MCAO -75/hr
		7/01/25-6/30/26 4 hours/week	Special Project Billing MMAO -55/hr hourly rates to increase based on annual CPI
Kayla Marchington, MCAO recently employed by City of Harrison	P.O. Box 571, Merrill, 48637 989-488-3238 kaylamarchington@gmail.com	4/16/23-6/30/23 \$2,000/mo (\$24,000 yr) & \$8,580 = 7/01/23-6/30/24 \$32,580 7/01/24-6/30/25 7/01/25-6/30/26 4 hours/week	\$25 per parcel (20% annually) annual increase based on CPI + MTT \$75/hr

Bids Opened By: Diane Lyon and Shannon Sirpilla

REQUEST FOR PROPOSAL (RFP)
CITY OF CLARE, CLARE/ISABELLA COUNTIES, MI

FOR

AMENDED RFP FOR ASSESSING
SERVICES
CITY OF CLARE

ISSUED BY:

Jeremy Howard, City Manager
City of Clare
202 W. Fifth St.
Clare, MI 48617
jhoward@cityofclare.gov

March 15, 2023

PROPOSAL DUE DATE:

March 29, 2023
1:00 p.m. EST

Overview

The City of Clare is requesting proposals (RFP) from qualified companies to submit information regarding their experience, qualifications, and fees for providing Assessing Services.

The selected Company will report directly to the City Manager and will work closely with the City's Finance department. The company will also: plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals; be familiar with the laws, regulations, and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan; and fulfill the duties of the Assessor as directed in the City Charter.

The City of Clare is a Michigan Home Rule City. The City has a City Charter and City Code of Ordinances. The City Charter provides for a City Manager form of government. The City Council is comprised of five council members elected at large. The city has a population of approximately 3,254 residents.

See [Attachment 1](#) for a breakdown of the City's tax base composition.

Assessor

Section 2-121 of the City Charter states the duties of the Assessor as follows:

The office of assessor shall be headed by the city assessor, whose duty it shall be to perform all work in connection with the assessing of property and the preparation of all assessment and tax rolls and tax notices. The city assessor shall, on or before the first Monday in March of each year, make and complete the assessment roll. The city assessor shall be certified as qualified by the state assessor's board at the level prescribed by the Michigan Administrative Code (R211.431—R211.439). (Code 1985, § 1.41)

The successful applicant will start as the City's Assessor on April 16, 2023. The contract will be for three (3) years, with the option of a one (1) or two (2) year extension if agreed upon by both parties.

Scope of Services

The City is seeking to secure the services of an Assessing Officer to work on a part-time contractual basis. (MCAO) Certification is required. (MAAO) Certification is preferred. The following is a list of the minimum services to be provided:

- ← Proficient in BS&A/Equalizer software.
- ← Minimum of eight (8) business working hours in the City of Clare per week.
- ← Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answer telephone calls and respond to walk-in requests with information.
- ← Explain assessing practices and procedures as necessary.
- ← Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal properties in the City in accordance with state law and the City Charter.
- ← Perform onsite inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial), and to determine the value of any new construction.
- ← Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, PILOTs, TIFs, Brownfields, OPRA, etc.), and special assessments in order to ensure compliance with state law and the City Charter.
- ← Track captured values in the tax capture districts. Keep the property record field cards up-to-date.
- ← Print and send annual assessment notices.

- ← In consultation with City staff, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- ← Analyze property sales of all property classes within the City to determine property values and appropriate assessment adjustments, including vacant land values.
- ← Update and appraise all new construction to determine true cash value and establish new property assessments.
- ← Process all Personal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds.
- ← Review, provide critical projections, and assist City Staff in processing applications for all State Property Tax Exemption programs e.g. Industrial Facilities Exemptions, Commercial Rehabilitation Act Exemptions, Commercial Facilities Exemptions, and Neighborhood Enterprise Zone (NEZ) certificates.
- ← Process all poverty exemption applications.
- ← File all necessary State and County reports pertaining to the Assessment and Tax Rolls.
- ← Balance with Equalization Departments three weeks prior to certifying the Tax Roll in each tax season.
- ← Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to City Council. Attend City Council and/or department head meetings on an as-needed basis.
- ← Complete Apex land and building footprint sketches for all real properties in the City.
- ← Update City personnel with pertinent information on all name and address changes made to the database(s).
- ← Keep records up to date with new street addresses, as assigned by the Department of Public Works.
- ← Annually send out, collect, and analyze IFT questionnaires.
- ← Maintain and update parcels and tax maps within the assessing and tax databases, and update shapefiles in coordination with the County's GIS systems.
- ← Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
- ← Act as the City's liaison in communicating with the public and other governmental agencies on assessing issues.
- ← Represent the City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
- ← Coordinate with the City's attorney in the defense of these appeals.
- ← Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal.
- ← Coordinate with the City Treasurer and City Clerk to schedule the Board of Review meetings at City Hall and post the public notices.
- ← Notify the Board of Review of upcoming training dates/times for classes to ensure that they receive qualified training in compliance with SOM Treasury Department's requirements.

Proposal Requirements:

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the Company. Contractors interested in applying must include a list of current clients and projects and a minimum of three references. In its sole judgment, the City will consider those contractors who demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and the public. The respondents should provide a copy of his/her assessor Certification document.

Applicants must furnish a sealed written proposal for assessing services in accordance with this RFP with 2 paper copies and an electronic copy delivered with the proposal.

Applicants must deliver the clearly marked proposal **ASSESSING SERVICES RFP** and copy to the office of Clare City Clerk, 202 West Fifth Street, Clare, MI not later than 1:00 p.m. EST on the 29th day of March 2023. The applicant is responsible to have the City Clerk staff date stamp the proposal envelope. Proposals

must be in the City Clerk's office on the date and time specified. Postmarks and late proposals will not be considered.

The proposal must be signed by a responsible agent of the Company and must be valid for 90 days. In the proposal, please provide the following information:

1. Name, address, telephone number, fax number, and email address of the Company.
 - a. Length of time at the present location.
2. Name, email, and telephone number of the Company contact.
3. Number of years the Company has been in business.
4. Brief history of the Company and specialty areas.
5. Experience of the Company in contracting with municipalities.
6. Municipalities currently contracted.
7. Municipalities contracted in the past.
8. Staff who will be assigned to City matters, including resume, title, specialty, years of experience, and expected role.
9. Board of Review and/or Michigan Tax Tribunal experience of staff who will be assigned to City matters.
10. Draft Contract (Attachment 2). The award of a professional services contract for Assessing Services is based upon the Draft Contract attached (Attachment 2). The company should note any comments, concerns, or objections to the Draft Contract in the proposal.
11. Insurance. The company must meet the minimum insurance requirements, as listed in Paragraph 12 of the Draft Contract.
12. Give the name, address, and telephone number of three recent references.
13. Any additional data the proposer feels may be helpful in the selection process.
14. Bid amounts:
 - a. Annual contract amount. Payments will be made in twelve (12) equal installments due on or before the fifteenth (15th) day of each month. See Attachment 2, paragraph 17 for more details.
 - b. Variable billing amounts. Provide hourly rates for Michigan Tribunal services, and appraisal services, etc. (See Attachment 2, paragraphs 17-19) Rates should include clerical costs, transportation costs, and all overhead for the Company.

Submission Requirements

Submit the proposal on letter-size paper using at least a font size of 12 points. Print on one side only. Proposals shall include an executive summary and transmittal Letter. Provide tabs for each major section. Submit 2 paper copies of the proposal and an electronic copy in Word format in a sealed envelope addressed to **Assessing Services RFP, c/o Clare City Clerk**, 202 West Fifth Street, Clare, MI 48617 before 1:00 pm, Eastern Standard Time, on the 29th day of March 2023. The bid opening will be at that time.

The City of Clare reserves the right to accept or reject any and all bids or parts of bids and to waive any and all irregularities, informalities, inconsistencies, and to negotiate contract terms with the successful applicant(s), and to disregard all non-conforming, non-responsive or conditional proposals. The City reserves the right to accept any bid and price shall not be the sole determining factor.

The City reserves the right to accept part of a bid and reject other parts. Acceptance of any proposal will be based on level of experience, qualifications, costs, and other factors. The City of Clare reserves the right to accept a proposal, that it determines in its sole discretion, to be in its best interest.

The City reserves the right to interview any of the bidders prior to accepting a proposal. The successful applicant must agree for all members and employees of the applicant Company to not become involved in the advocacy of the political campaign of any candidate for election to the Clare City Council. In addition to not making any contribution of any kind designed to further the candidacy of any individual seeking election

to the Clare City Council, public or private participation in the advocacy of political candidates for the office of Clare City Council shall be prohibited as a condition of employment.

The City reserves the right to modify or terminate the contract based on significant Company changes.

Pursuant to the Iran Economic Sanctions act, MCL 129.313, before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Contractor, the Contractor must first certify that it is not an "Iran Linked Business" as defined by that law. Bidding on this RFP is such certification.

Questions and Clarifications

All questions regarding this Request for Proposal (RFP) will be submitted via e-mail. Questions will be accepted and answered in accordance with the terms of this RFP. The last date to submit questions is March 28th, 2023 at 4:00 p.m. Questions will be e-mailed to jhoward@cityofclare.gov Should any prospective offeror be in doubt as to the meaning of any part of this RFP, or should the offeror find ambiguity, inconsistency or omission in the RFP, an official request for interpretation or correction shall be made by the date specified above.

Any clarifications or addenda to the RFP will be posted to www.cityofclare.gov. It is the prospective offerors' responsibility to ensure that they have all addenda and official clarifications before submitting a proposal. All addenda are a part of this RFP, as though fully set forth herein.

Method of Evaluating Proposals

Proposals will be evaluated with a strict emphasis on quality. Attributes that will be analyzed include:

1. Company's experience with governmental entities.
2. Company's governmental resources available.
3. Involvement in municipal government activity and organizations.
4. Demonstrated knowledge of industry standards in each area of interest, specifically issues related to government.
5. Quality of staff included in the assignment.
6. Reference responses.

After technical qualities have been evaluated, a Company will be selected based on a subjective determination of the best interest(s) of the City of Clare.

2023 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CLARE CITY OR TOWNSHIP CITY OF CLARE-CLARE CO

REAL PROPERTY	Parcel Count	2022 Board of Review	Loss	(+ / -) Adjustment	New	2023 Board of Review	Does Not Cross Foot (*)
100 Agricultural	0	0	0	0	0	0	
200 Commercial	269	39,339,400	688,300	3,679,400	570,300	42,900,800	
300 Industrial	15	6,758,500	0	280,700	0	7,039,200	
400 Residential	1,001	46,384,400	259,000	7,596,700	299,500	54,021,600	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	1,285	92,482,300	947,300	11,556,800	869,800	103,961,600	
PERSONAL PROPERTY	Parcel Count	2022 Board of Review	Loss	(+ / -) Adjustment	New	2023 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	289	3,080,100	634,400	0	115,200	2,560,900	
350 Industrial	5	100,200	57,800	0	1,082,700	1,125,100	
450 Residential	0	0	0	0	0	0	
550 Utility	2	3,653,100	0	0	326,400	3,979,500	
850 TOTAL PERSONAL	296	6,833,400	692,200	0	1,524,300	7,665,500	
TOTAL REAL & PERSONAL	1,581	99,315,700	1,639,500	11,556,800	2,394,100	111,627,100	
CERTIFICATION							
Assessor Printed Name EDWARD VANDERVRIES					Certificate Number R-7530		
Assessor Officer Signature					Date 02/22/2023		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
- 2) Email the completed form with the assessor of record signature to Equalization@michigan.gov

The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

The assessor of record must retain a copy of the completed form.

If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

2023 REPORT OF ASSESSMENT ROLL CHANGES AND CLASSIFICATION

Assessing officers are required to report the total assessed value for each class of property and the assessment roll changes for each class of property for County and State Equalization. This form is issued under authority of P.A. 206 of 1893. This report shall be signed by the assessing officer and filed with the State Tax Commission and the County Equalization Department immediately following adjournment of the Board of review - Administrative Rule 209.26(6b). **REPORT ONLY ASSESSED VALUES ON THIS FORM.**

COUNTY CLARE CITY OR TOWNSHIP CITY OF CLARE-ISABELLA CO

REAL PROPERTY	Parcel Count	2022 Board of Review	Loss	(+ / -) Adjustment	New	2023 Board of Review	Does Not Cross Foot (*)
100 Agricultural	1	30,500	0	37,800	0	68,300	
200 Commercial	31	4,542,200	564,500	-63,900	110,800	4,024,600	
300 Industrial	17	4,739,800	0	416,600	0	5,156,400	
400 Residential	27	939,100	0	163,600	54,900	1,157,600	
500 Timber - Cutover	0	0	0	0	0	0	
600 Developmental	0	0	0	0	0	0	
800 TOTAL REAL	76	10,251,600	564,500	554,100	165,700	10,406,900	
PERSONAL PROPERTY	Parcel Count	2022 Board of Review	Loss	(+ / -) Adjustment	New	2023 Board of Review	Does Not Cross Foot (*)
150 Agricultural	0	0	0	0	0	0	
250 Commercial	50	375,900	71,800	0	0	304,100	
350 Industrial	7	92,400	92,400	0	187,100	187,100	
450 Residential	0	0	0	0	0	0	
550 Utility	2	1,118,100	24,700	0	10,700	1,104,100	
850 TOTAL PERSONAL	59	1,586,400	188,900	0	197,800	1,595,300	
TOTAL REAL & PERSONAL	135	11,838,000	753,400	554,100	363,500	12,002,200	
CERTIFICATION							
Assessor Printed Name EDWARD VANDERVRIES					Certificate Number R-7530		
Assessor Officer Signature					Date 02/22/2023		

The completed form must be signed by the local unit assessor who is the assessor of record with the State Tax Commission.

The form may be submitted in one of the following manners:

- 1) Mail the ORIGINAL completed form, with the ORIGINAL assessor of record signature to the State Tax Commission, PO Box 30471, Lansing, MI 48909
- 2) Email the completed form with the assessor of record signature to Equalization@michigan.gov

The assessor must submit the first copy of the completed form to the County Equalization Department. The form is to be re-viewed and approved by County Equalization.

If there are errors found by County Equalization, the errors are to be corrected and a revised copy is to be immediately submitted to the State Tax Commission.

The assessor of record must retain a copy of the completed form.

If after submitting the completed form to the State Tax Commission and County Equalization, the assessor of record discovers there are errors within the form, the assessor of record shall correct the form and submit the revised copy to the County Equalization Department. The revised form must be identifying as a revised copy. Once the revised copy is reviewed and approved by County Equalization, the revised copy must be immediately submitted to the State Tax Commission.

NOT A REQUIRED STATE REPORT

02/22/2023 08:18 AM
Db: City Of Clare 2023

2023

This report will not crossfoot

L-4022-TAXABLE

COUNTY CLARE

CITY OR TOWNSHIP CITY OF CLARE-CLARE CO

REAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
101 Agricultural	0	0	0	0	0	0
201 Commercial	269	32,436,510	11,300	2,185,071	0	34,163,807
301 Industrial	15	5,509,312	0	232,934	0	5,742,246
401 Residential	1,001	40,948,975	201,292	2,529,109	184,879	43,471,113
501 Timber - Cutover	0	0	0	0	0	0
601 Developmental	0	0	0	0	0	0
800 TOTAL REAL	1,285	78,894,797	212,592	4,947,114	184,879	83,377,166
PERSONAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
151 Agricultural	0	0	0	0	0	0
251 Commercial	289	3,080,100	626,800	-259,400	367,000	2,560,900
351 Industrial	5	100,200	58,700	-2,800	1,086,400	1,125,100
451 Residential	0	0	0	0	0	0
551 Utility	2	3,653,100	127,200	-128,400	582,000	3,979,500
850 TOTAL PERSONAL	296	6,833,400	812,700	-390,600	2,035,400	7,665,500
TOTAL REAL & PERSONAL	1,581	85,728,197	1,025,292	4,556,514	2,220,279	91,042,666
TOTAL TAX EXEMPT	136					

NOT A REQUIRED STATE REPORT

02/22/2023 08:23 AM
Db: City Of Clare 2023

2023

This report will not crossfoot

L-4022-TAXABLE

COUNTY CLARE

CITY OR TOWNSHIP CITY OF CLARE-ISABELLA CO

REAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
101 Agricultural	1	23,558	0	1,177	0	24,735
201 Commercial	31	3,720,864	0	117,346	0	3,659,916
301 Industrial	17	4,604,740	0	148,800	0	4,753,540
401 Residential	27	810,191	0	53,633	34,469	898,293
501 Timber - Cutover	0	0	0	0	0	0
601 Developmental	0	0	0	0	0	0
800 TOTAL REAL	76	9,159,353	0	320,956	34,469	9,336,484
PERSONAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
151 Agricultural	0	0	0	0	0	0
251 Commercial	50	375,900	61,600	-10,200	0	304,100
351 Industrial	7	92,400	92,400	0	187,100	187,100
451 Residential	0	0	0	0	0	0
551 Utility	2	1,118,100	1,300	-25,800	13,100	1,104,100
850 TOTAL PERSONAL	59	1,586,400	155,300	-36,000	200,200	1,595,300
TOTAL REAL & PERSONAL	135	10,745,753	155,300	284,956	234,669	10,931,784
TOTAL TAX EXEMPT	12					

NOT A REQUIRED STATE REPORT

02/22/2023 08:19 AM
Db: City Of Clare 2023

2023

This report will not crossfoot

L-4022-TAXABLE

COUNTY CLARE

CITY OR TOWNSHIP CITY OF CLARE-CLARE CO

REAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
101 Agricultural	0	0	0	0	0	0
201 Commercial	2	770,600	0	38,530	0	809,130
301 Industrial	3	464,961	0	23,246	0	488,207
401 Residential	0	0	0	0	0	0
501 Timber - Cutover	0	0	0	0	0	0
601 Developmental	0	0	0	0	0	0
800 TOTAL REAL	5	1,235,561	0	61,776	0	1,297,337
PERSONAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
151 Agricultural	0	0	0	0	0	0
251 Commercial	0	0	0	0	0	0
351 Industrial	8	82,400	0	-6,900	174,600	250,100
451 Residential	0	0	0	0	0	0
551 Utility	0	0	0	0	0	0
850 TOTAL PERSONAL	8	82,400	0	-6,900	174,600	250,100
TOTAL REAL & PERSONAL	13	1,317,961	0	54,876	174,600	1,547,437
TOTAL TAX EXEMPT	0					

NOT A REQUIRED STATE REPORT

02/22/2023 08:21 AM
Db: City Of Clare 2023

2023

This report will not crossfoot

L-4022-TAXABLE

COUNTY CLARE

CITY OR TOWNSHIP CITY OF CLARE-ISABELLA CO

REAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
101 Agricultural	0	0	0	0	0	0
201 Commercial	0	0	0	0	0	0
301 Industrial	2	449,759	0	22,487	0	472,246
401 Residential	0	0	0	0	0	0
501 Timber - Cutover	0	0	0	0	0	0
601 Developmental	0	0	0	0	0	0
800 TOTAL REAL	2	449,759	0	22,487	0	472,246
PERSONAL PROPERTY		2022 Board of Review	Losses	(+ / -) Adjustment	Additions	2023 Board of Review
	Count					
151 Agricultural	0	0	0	0	0	0
251 Commercial	0	0	0	0	0	0
351 Industrial	11	578,900	41,600	-6,200	0	531,100
451 Residential	0	0	0	0	0	0
551 Utility	0	0	0	0	0	0
850 TOTAL PERSONAL	11	578,900	41,600	-6,200	0	531,100
TOTAL REAL & PERSONAL	13	1,028,659	41,600	16,287	0	1,003,346
TOTAL TAX EXEMPT	0					

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: BROWNFIELD #1-----		-----DDA/LDFA: BROWNFIELD #1-----		
TOTAL PARCELS:	1	COUNTY TRANSIT	0.00	0.00
		COUNTY SENIORS	0.00	0.00
TAXABLE VALUE:	0	911 EXTRA VOTED	0.00	0.00
BASE VALUE:	0	ANIMAL CONTROL	0.00	0.00
CAPTURED VALUE:	0	GYPSY MOTH	0.00	0.00
		MSU 4H EXTENSION	0.00	0.00
PRE/MBT TAXABLE:	0	RESD OPERATING	0.00	0.00
NON PRE/MBT TAXABLE:	0	RESD SPEC ED	0.00	0.00
		RESD CAREER TECH	0.00	0.00
PRE/MBT CAPTURED:	0	MID MICH COLLEGE	0.00	0.00
NON-PRE/MBT CAPTURED:	0	SCHOOL OPERATING	0.00	0.00
		SCHOOL DEBT GO	0.00	0.00
COM. PERS. TAXABLE:	0	SCHOOL DEBT QZAB	0.00	0.00
IND. PERS. TAXABLE:	0	SCHOOL OPER FC	0.00	0.00
SPEC. ACT PERS. TAXABLE:	0	MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	0.00	0.00
COM. PERS. CAPTURED:	0			
IND. PERS. CAPTURED:	0			
SPEC. ACT PERS. CAPTURED:	0			
		-----CAPTURED TAXES BREAKDOWN-----		
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
		COUNTY TRANSIT	0.00	0.00
		COUNTY SENIORS	0.00	0.00
		911 EXTRA VOTED	0.00	0.00
		ANIMAL CONTROL	0.00	0.00
		GYPSY MOTH	0.00	0.00
		MSU 4H EXTENSION	0.00	0.00
		RESD OPERATING	0.00	0.00
		RESD SPEC ED	0.00	0.00
		RESD CAREER TECH	0.00	0.00
		MID MICH COLLEGE	0.00	0.00
		SCHOOL OPERATING	0.00	0.00
		SCHOOL DEBT GO	0.00	0.00
		SCHOOL DEBT QZAB	0.00	0.00
		SCHOOL OPER FC	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	0.00	0.00

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: DDA #1-----			-----DDA/LDFA: DDA #1-----	
TOTAL PARCELS: 200	COUNTY TRANSIT	3,852.82	1,618.19	2,234.63
	COUNTY SENIORS	3,698.86	1,553.54	2,145.32
TAXABLE VALUE: 7,578,016	911 EXTRA VOTED	2,696.81	1,132.51	1,564.30
BASE VALUE: 4,326,970	ANIMAL CONTROL	2,311.54	970.61	1,340.93
CAPTURED VALUE: 3,251,046	GYPSY MOTH	7,709.40	3,238.50	4,470.90
	MSU 4H EXTENSION	1,001.46	420.23	581.23
PRE/MBT TAXABLE: 630,637	RESD OPERATING	3,125.51	0.00	3,125.51
NON PRE/MBT TAXABLE: 6,947,379	RESD SPEC ED	12,515.30	0.00	12,515.30
	RESD CAREER TECH	7,673.80	0.00	7,673.80
PRE/MBT CAPTURED: -92,564	MID MICH COLLEGE	9,426.44	3,959.95	5,466.49
NON-PRE/MBT CAPTURED: 3,343,610	SCHOOL OPERATING	130,103.48	0.00	130,103.48
	SCHOOL DEBT GO	13,153.79	0.00	13,153.79
COM. PERS. TAXABLE: 383,800	SCHOOL DEBT QZAB	9,284.85	0.00	9,284.85
IND. PERS. TAXABLE: 0	SCHOOL OPER FC	0.00	0.00	0.00
SPEC. ACT PERS. TAXABLE: 0	MILLAGE SPECIALS	0.00	0.00	0.00
	TOTALS----->	206,554.06	12,893.53	193,660.53
COM. PERS. CAPTURED: -28,750				
IND. PERS. CAPTURED: 0				
SPEC. ACT PERS. CAPTURED: 0				

-----CAPTURED TAXES BREAKDOWN-----

	POSITIVE CAPTURE	NEGATIVE CAPTURE
COUNTY TRANSIT	2,377.94	-759.75
COUNTY SENIORS	2,282.93	-729.39
911 EXTRA VOTED	1,664.46	-531.95
ANIMAL CONTROL	1,426.56	-455.95
GYPSY MOTH	4,758.34	-1,519.84
MSU 4H EXTENSION	618.00	-197.77
RESD OPERATING	0.00	0.00
RESD SPEC ED	0.00	0.00
RESD CAREER TECH	0.00	0.00
MID MICH COLLEGE	5,818.19	-1,858.24
SCHOOL OPERATING	0.00	0.00
SCHOOL DEBT GO	0.00	0.00
SCHOOL DEBT QZAB	0.00	0.00
SCHOOL OPER FC	0.00	0.00
MILLAGE SPECIALS	0.00	0.00
TOTALS----->	18,946.42	-6,052.89

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: LDFA-----				
TOTAL PARCELS:	5	COUNTY TRANSIT	151.30	72.07
		COUNTY SENIORS	145.25	69.20
TAXABLE VALUE:	244,681	911 EXTRA VOTED	105.91	50.45
BASE VALUE:	0	ANIMAL CONTROL	90.77	43.24
CAPTURED VALUE:	244,681	GYPSY MOTH	302.76	144.21
		MSU 4H EXTENSION	39.33	18.74
PRE/MBT TAXABLE:	2,300	RESD OPERATING	122.74	122.74
NON PRE/MBT TAXABLE:	242,381	RESD SPEC ED	491.50	491.50
		RESD CAREER TECH	301.35	301.35
PRE/MBT CAPTURED:	2,300	MID MICH COLLEGE	370.19	176.32
NON-PRE/MBT CAPTURED:	242,381	SCHOOL OPERATING	5,422.69	5,422.69
		SCHOOL DEBT GO	516.56	516.56
COM. PERS. TAXABLE:	0	SCHOOL DEBT QZAB	364.62	348.72
IND. PERS. TAXABLE:	2,300	SCHOOL OPER FC	0.00	0.00
SPEC. ACT PERS. TAXABLE:	0	MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	8,424.97	7,777.79
COM. PERS. CAPTURED:	0			
IND. PERS. CAPTURED:	2,300			
SPEC. ACT PERS. CAPTURED:	0			
-----CAPTURED TAXES BREAKDOWN-----				
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
		COUNTY TRANSIT	79.23	0.00
		COUNTY SENIORS	76.05	0.00
		911 EXTRA VOTED	55.46	0.00
		ANIMAL CONTROL	47.53	0.00
		GYPSY MOTH	158.55	0.00
		MSU 4H EXTENSION	20.59	0.00
		RESD OPERATING	0.00	0.00
		RESD SPEC ED	0.00	0.00
		RESD CAREER TECH	0.00	0.00
		MID MICH COLLEGE	193.87	0.00
		SCHOOL OPERATING	0.00	0.00
		SCHOOL DEBT GO	0.00	0.00
		SCHOOL DEBT QZAB	15.90	0.00
		SCHOOL OPER FC	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	647.18	0.00

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 18010, DDA/LDFA: BROWNFIELD #1		SCHOOL: 18010, DDA/LDFA: BROWNFIELD #1		
TOTAL PARCELS: 1	COUNTY TRANSIT	0.00	0.00	0.00
TAXABLE VALUE: 0	COUNTY SENIORS	0.00	0.00	0.00
BASE VALUE: 0	911 EXTRA VOTED	0.00	0.00	0.00
CAPTURED VALUE: 0	ANIMAL CONTROL	0.00	0.00	0.00
PRE/MBT TAXABLE: 0	GYPSY MOTH	0.00	0.00	0.00
NON PRE/MBT TAXABLE: 0	MSU 4H EXTENSION	0.00	0.00	0.00
PRE/MBT CAPTURED: 0	RESD OPERATING	0.00	0.00	0.00
NON PRE/MBT CAPTURED: 0	RESD SPEC ED	0.00	0.00	0.00
COM. PERS. TAXABLE: 0	RESD CAREER TECH	0.00	0.00	0.00
IND. PERS. TAXABLE: 0	MID MICH COLLEGE	0.00	0.00	0.00
SPEC. ACT PERS. TAXABLE: 0	SCHOOL OPERATING	0.00	0.00	0.00
	SCHOOL DEBT GO	0.00	0.00	0.00
	SCHOOL DEBT QZAB	0.00	0.00	0.00
	SCHOOL OPER FC	0.00	0.00	0.00
	TOTALS----->	0.00	0.00	0.00
		-----CAPTURED TAXES BREAKDOWN-----		
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
	COUNTY TRANSIT	0.00	0.00	
	COUNTY SENIORS	0.00	0.00	
	911 EXTRA VOTED	0.00	0.00	
	ANIMAL CONTROL	0.00	0.00	
	GYPSY MOTH	0.00	0.00	
	MSU 4H EXTENSION	0.00	0.00	
	RESD OPERATING	0.00	0.00	
	RESD SPEC ED	0.00	0.00	
	RESD CAREER TECH	0.00	0.00	
	MID MICH COLLEGE	0.00	0.00	
	SCHOOL OPERATING	0.00	0.00	
	SCHOOL DEBT GO	0.00	0.00	
	SCHOOL DEBT QZAB	0.00	0.00	
	SCHOOL OPER FC	0.00	0.00	
	TOTALS----->	0.00	0.00	

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 18010, DDA/LDFA: DDA #1		SCHOOL: 18010, DDA/LDFA: DDA #1		
TOTAL PARCELS: 200	COUNTY TRANSIT	3,852.82	1,618.19	2,234.63
TAXABLE VALUE: 7,578,016	COUNTY SENIORS	3,698.86	1,553.54	2,145.32
BASE VALUE: 4,326,970	911 EXTRA VOTED	2,696.81	1,132.51	1,564.30
CAPTURED VALUE: 3,251,046	ANIMAL CONTROL	2,311.54	970.61	1,340.93
PRE/MBT TAXABLE: 630,637	GYPSY MOTH	7,709.40	3,238.50	4,470.90
NON PRE/MBT TAXABLE: 6,947,379	MSU 4H EXTENSION	1,001.46	420.23	581.23
PRE/MBT CAPTURED: -92,564	RESD OPERATING	3,125.51	0.00	3,125.51
NON PRE/MBT CAPTURED: 3,343,610	RESD SPEC ED	12,515.30	0.00	12,515.30
COM. PERS. TAXABLE: 383,800	RESD CAREER TECH	7,673.80	0.00	7,673.80
IND. PERS. TAXABLE: 0	MID MICH COLLEGE	9,426.44	3,959.95	5,466.49
SPEC. ACT PERS. TAXABLE: 0	SCHOOL OPERATING	130,103.48	0.00	130,103.48
	SCHOOL DEBT GO	13,153.79	0.00	13,153.79
	SCHOOL DEBT QZAB	9,284.85	0.00	9,284.85
	SCHOOL OPER FC	0.00	0.00	0.00
	TOTALS----->	206,554.06	12,893.53	193,660.53
COM. PERS. CAPTURED: -28,750	-----CAPTURED TAXES BREAKDOWN-----			
IND. PERS. CAPTURED: 0		POSITIVE CAPTURE	NEGATIVE CAPTURE	
SPEC. ACT PERS. CAPTURED: 0	COUNTY TRANSIT	2,377.94	-759.75	
	COUNTY SENIORS	2,282.93	-729.39	
	911 EXTRA VOTED	1,664.46	-531.95	
	ANIMAL CONTROL	1,426.56	-455.95	
	GYPSY MOTH	4,758.34	-1,519.84	
	MSU 4H EXTENSION	618.00	-197.77	
	RESD OPERATING	0.00	0.00	
	RESD SPEC ED	0.00	0.00	
	RESD CAREER TECH	0.00	0.00	
	MID MICH COLLEGE	5,818.19	-1,858.24	
	SCHOOL OPERATING	0.00	0.00	
	SCHOOL DEBT GO	0.00	0.00	
	SCHOOL DEBT QZAB	0.00	0.00	
	SCHOOL OPER FC	0.00	0.00	
	TOTALS----->	18,946.42	-6,052.89	

Unit(s) Chosen: 051
Special Population: Ad Valorem+Special Acts
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 18010, DDA/LDFA: LDFA		SCHOOL: 18010, DDA/LDFA: LDFA		
TOTAL PARCELS: 5	COUNTY TRANSIT	151.30	79.23	72.07
TAXABLE VALUE: 244,681	COUNTY SENIORS	145.25	76.05	69.20
BASE VALUE: 0	911 EXTRA VOTED	105.91	55.46	50.45
CAPTURED VALUE: 244,681	ANIMAL CONTROL	90.77	47.53	43.24
PRE/MBT TAXABLE: 2,300	GYPSY MOTH	302.76	158.55	144.21
NON PRE/MBT TAXABLE: 242,381	MSU 4H EXTENSION	39.33	20.59	18.74
PRE/MBT CAPTURED: 2,300	RESD OPERATING	122.74	0.00	122.74
NON PRE/MBT CAPTURED: 242,381	RESD SPEC ED	491.50	0.00	491.50
COM. PERS. TAXABLE: 0	RESD CAREER TECH	301.35	0.00	301.35
IND. PERS. TAXABLE: 2,300	MID MICH COLLEGE	370.19	193.87	176.32
SPEC. ACT PERS. TAXABLE: 0	SCHOOL OPERATING	5,422.69	0.00	5,422.69
	SCHOOL DEBT GO	516.56	0.00	516.56
	SCHOOL DEBT QZAB	364.62	15.90	348.72
	SCHOOL OPER FC	0.00	0.00	0.00
	TOTALS----->	8,424.97	647.18	7,777.79
COM. PERS. CAPTURED: 0	-----CAPTURED TAXES BREAKDOWN-----			
IND. PERS. CAPTURED: 2,300		POSITIVE CAPTURE	NEGATIVE CAPTURE	
SPEC. ACT PERS. CAPTURED: 0	COUNTY TRANSIT	79.23	0.00	
	COUNTY SENIORS	76.05	0.00	
	911 EXTRA VOTED	55.46	0.00	
	ANIMAL CONTROL	47.53	0.00	
	GYPSY MOTH	158.55	0.00	
	MSU 4H EXTENSION	20.59	0.00	
	RESD OPERATING	0.00	0.00	
	RESD SPEC ED	0.00	0.00	
	RESD CAREER TECH	0.00	0.00	
	MID MICH COLLEGE	193.87	0.00	
	SCHOOL OPERATING	0.00	0.00	
	SCHOOL DEBT GO	0.00	0.00	
	SCHOOL DEBT QZAB	15.90	0.00	
	SCHOOL OPER FC	0.00	0.00	
	TOTALS----->	647.18	0.00	

**ASSESSING CONTRACT
FOR CITY OF CLARE, CLARE AND ISABELLA COUNTIES, MICHIGAN**

WHEREAS, City of Clare, hereinafter called "City", with its principal offices located at 202 West Fifth Street, Clare, Michigan, 48197, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, _____, with principal offices located at _____, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective _____, 2023;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations, and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining the true cash value of the assessable real and personal property including locating, identifying, and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the real property, and personal property assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to provide advice to the City in the development of a public relations program which may be carried out by City staff under the direction of the City Manager. The Company shall be professional in manner, and appearance and shall be trained in appraisal techniques. In addition, the City shall provide the Company with adequate identification indicating the Company's employees are authorized representatives of the City in the performance of the terms of this contract.
4. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall or other City-owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:
 - ✓ To meet with City staff to answer questions and give advice;
 - ✓ To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
 - ✓ Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - ✓ To perform certain other functions as described herein.
5. Company agrees to oversee the maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.

6. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract.
7. City agrees that responses to the Full MTT for residential properties shall be prepared by the Company. City agrees that responses to the Full MTT for commercial properties shall be prepared by the City's legal counsel. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City Manager, Finance Director, Clerk, and City Attorney of such requirement and work with them to arrange for expert witness and/or other preparation as necessary.
8. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by the Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment annual, personal property multipliers, and general requirements. The Company agrees to perform the duties of the certifying assessor for said City including but not limited to:
 - ✓ Perform onsite inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial), and to determine the value of any new construction.
 - ✓ Maintain all of the City's assessment rolls, including ad valorem specific tax rolls.
 - ✓ Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - ✓ Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - ✓ Prepare assessment roll(s), all county and state equalization forms, and requirements as determined by the State Tax Commission.
 - ✓ Balance with Equalization Departments three weeks prior to certifying the Tax Roll in each tax season.
 - ✓ Provide digital photographs of all properties visited for maintenance purposes.
 - ✓ Working with the City Building Department to ensure all new property is equitably assessed.
 - ✓ Prepare all new property record cards in compliance with State Tax Commission requirements.
 - ✓ Attend, prepare, schedule, and work with all Boards of Review.
 - ✓ Prepare and set annual poverty tax exemption documentation for City Commission approval. Process all poverty exemption applications.
 - ✓ Assist City in the establishment of any IFT, DDA, TIFA, Brownfield, OPRA, or other statutory tax incentive program as established by the legislature.
9. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition, the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
10. Company agrees to the following enhanced services:
 - ✓ To use its best efforts to promptly respond to City staff requests.
 - ✓ To update parcel and tax maps, within the assessing and tax databases, and shapefiles in coordination with the County's GIS systems on a monthly basis.
 - ✓ To explore ways to internally record lot splits and combinations more frequently and/or at the request of City staff.
 - ✓ To provide a regular means of updating ownership records from the Register of Deeds (biweekly or monthly).

- ✓ To keep OPRA and tax exemption lists as accurate and up-to-date as possible.
 - ✓ To implement courtesy email notifications for operational changes such as switching to a new database, frozen assessor roll, fieldwork, long-term personnel changes, etc.
 - ✓ That if the regularly assigned Assessor is not available to work, an Assessor with the same or greater qualifications and experience will be assigned to substitute on that day.
 - ✓ Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal.
 - ✓ Notify the Board of Review of upcoming training dates/times for classes to ensure that they receive qualified training in compliance with SOM Treasury Department's requirements.
11. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in the completion of the herein-stated services.
12. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that is covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by the Worker's Disability Compensation Act of the State of Michigan.
- c. The Company shall also carry professional liability and errors and omissions insurance with not less than a \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it cannot be listed as an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official to exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therein. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

13. The Company shall not be held liable for any damages caused by strikes, explosions, war, fire, or acts of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from the Company.
14. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.

15. In the event that the City shall not be in substantial compliance with the terms of this agreement, the Company shall give the City written notice of said breach and thirty (30) days to cure the breach. If the City fails to cure the breach within thirty (30) days after such notice, the Company may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.

16. The City and Company agree that the Company shall not assign or transfer this Agreement nor any portion therein without first receiving written approval from the other party.

17. The City agrees to pay the Company as follows;

April 16, 2023 to June 30, 2023.....\$ _____ partial month
 July 1, 2023 to June 30, 2024\$ _____ annually
 July 1, 2024 to June 30, 2025\$ _____ annually
 July 1, 2025 to June 30, 2026\$ _____ annually

Payment for the period of April 16, 2023 to April 30, 2023, shall be paid on May 1, 2023. Subsequent payments for the period of May 1- June 30, 2023, shall be made on or before the fifteenth (15th) day of each month beginning May 15th, 2023. The payments for fiscal years 2023/2024, 2024/2025, and 2025/2026, shall be made in twelve (12) equal installments due on or before the fifteenth (15th) day of each month, beginning July 15, 2023.

Company agrees to work in City Hall at least one (1) eight (8) hour business day per week, or the equivalent thereof, on Monday, Tuesday, Wednesday, or Thursday. Alternate work days may be negotiated between the parties from time to time, due to holidays, special projects, or any other special circumstances that may arise.

18. The City’s representation for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by the Company’s legal counsel possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

April 16, 2023 to June 30, 2023.....\$ _____ /hour
 July 1, 2023 to June 30, 2024\$ _____ /hour
 July 1, 2024 to June 30, 2025\$ _____ /hour
 July 1, 2025 to June 30, 2026\$ _____ /hour

19. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS

Appraisal services rendered by the Company in Michigan Tax Tribunal matters shall be provided to the City at the rate of:

<u>Title</u>	4/16/23- 6/30/23	7/01/23- 6/30/24	7/01/24 6/30/25	7/01/25 6/30/26
Appraiser Aide	\$ _____	\$ _____	\$ _____	\$ _____
Appraiser	\$ _____	\$ _____	\$ _____	\$ _____
Level III Appraiser	\$ _____	\$ _____	\$ _____	\$ _____
Assessor	\$ _____	\$ _____	\$ _____	\$ _____

Hourly fees include clerical costs and overhead for the Company.

20. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions. Company agrees to notify the City, in writing, prior to billing for any special projects or services not specifically included in this contract, to be approved by the City Manager.

21. The City and Company agree that the term of this contract shall begin April 16, 2023, and expire June 30, 2026. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.

The City and Company also agree that either party may terminate this agreement by giving thirty (30) days written notice to the other party.

22. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan and the Federal Government.

23. Contingent Fees. The Company warrants it has not employed or retained any company or person, other than bonafide employees working solely for the Company, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Company, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award of making this Contract. For breach or violation of this warrant, the City shall have the right to annul the Contract without liability or, at its discretion, to deduct from the fees due the Company, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

24. The Company further agrees to perform this Contract in accordance with all federal state, and local laws and will not discriminate against, or give preferential treatment to, any person on the basis of race, sex, sexual orientation, color, national origin, religion, handicap status, height, weight, marital status, or other criteria which is not relevant to the particular job.

25. The Company further agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, disability as set forth in the Americans with Disabilities Act, Michigan PWDA, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business). Breach of this provision may be regarded as a material breach of the Agreement.

26. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability as set forth in the Americans with Disabilities Act, Michigan PWDA, age, height, weight, or marital status (except insofar as it relates to a bonafide or occupational qualification reasonably necessary to the normal operation of the business).

27. The Company shall acknowledge receipt of and comply with the City's ethics ordinance and policy, living wage ordinance, minimum wage ordinance, computer usage policy or other signed documents.

28. The City agrees the City Mayor and Clerk possess authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

Dated: _____

CITY OF CLARE

COMPANY

BY: _____

BY: _____

ITS: _____

ITS: _____

**CITY OF CLARE REQUEST
FOR PROPOSAL
ASSESSING SERVICES
2023**

The City of Clare will receive sealed requests for proposals providing the City of Clare Assessing Services until **1:00 p.m., March 29, 2023**, in the office of the City Clerk, City of Clare, 202 West Fifth Street, Clare, Michigan, 48617, at which time and place all proposals will be opened and read aloud.

Two copies of the request for proposal shall be submitted along with an electronic copy of the proposal. Specifications are on file at the office of the City Clerk. To request the documents or if you have questions regarding the process, contact the City of Clare Clerk's Office at (989) 424-4068 or by e-mail dlyon@cityofclare.gov.

The City of Clare reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City of Clare and to accept the proposal which, in the opinion of the Council, best serves the interest and needs of the City of Clare. The City of Clare retains the right to accept or reject any and all bids.

The City of Clare does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of Clare is an equal-opportunity employer and provider.

Please clearly mark your envelope: **"ASSESSING SERVICES RFP"**.

Diane Lyon
City Clerk

PROPOSAL FOR PROFESSIONAL SERVICES

CITY OF CLARE, MICHIGAN

1. Michigan Assessing Coalition, Inc. (hereafter referred to as MAC, Inc) agrees to provide assessment roll maintenance and certification. MAC, Inc. will provide this service in a professional and courteous manner to the public as well as City employees.
2. MAC, Inc has the knowledge and experience to deliver these services in accordance with State of Michigan laws and State Tax Commission Rules.
3. MAC, Inc has experience with BSA software as well as accepted mass appraisal techniques.
4. MAC, Inc has extensive experience with Michigan Tax Tribunal procedures as well as extensive experience with individual valuation procedures and best practices.
5. MAC, Inc agrees to perform all necessary Assessing functions including:
 - a. Response to taxpayer inquiries
 - i. MAC, Inc will be available by phone or email during normal business hours, 5 days per week.
 - b. Entry of property ownership changes along with all required, related documents.
 - c. Maintenance of sale records, Principal Residence status and Transfer of ownership status.
 - d. Review of property information.
 - e. Administration of a mass appraisal process to annually value property.
 - i. Update land tables and Economic Condition Factors annually.
 - f. Process personal property statements and review requested exemptions.
 - g. Assist the Board of Review in March, July and December.
 - h. Submit all required reports to County Equalization and the State of Michigan.
6. MAC, Inc. shall maintain records and processes according to best practices as reviewed by the State of Michigan in their audit of local municipalities.
7. MAC, Inc shall maintain liability insurance, both property and professional.
8. MAC, Inc shall maintain the ability to access the city's database remotely.
9. The City of Clare shall maintain hardware and software as well as a work station at City Hall offices.

10. The length of the contract shall be three (3) years. The contract may be cancelled by either party with a sixty (60) day notice.
11. MAC, Inc shall not transfer the contract to any other party without written permission from the City.
12. MAC, Inc. will provide an average of 4 hours in the City's office per week. The days and times will be determined by mutual agreement between the City and MAC, Inc.
13. The Assessor of Record will be Sharon Frischman, MMAO. Rheyn Williams, MAAO and Erica Dethloff, MCAO will provide the weekly office hours and will help prepare the assessment roll under the direct supervision of Sharon Frischman, MMAO.
14. The City agrees to pay MAC, Inc the following:
 - a. May 1st, 2023 through April, 30th, 2024 - \$35,000, payable monthly.
 - b. May 1st, 2024 through April 30th, 2025 - \$36,400, payable monthly.
 - c. May 1st, 2025 through April 30th, 2026 - \$37,900, payable monthly.
15. Special projects may be billed separately on an hourly rate. Special projects include Full Tribunal Appeals, Special Assessments, etc. The City and MAC, Inc. shall discuss and agree to any billing beyond Assessment Roll maintenance and certification.
16. Special project billing shall be as follows:
 - a. MMAO - \$175 per hour
 - b. MAAO - \$95 per hour
 - c. MCAO - \$75 per hour
 - d. MCAT or Field/Office Technician - \$55 per hour
 - e. All hourly rates will be adjusted annually by the CPI.

Respectfully Submitted



Sharon Frischman, MMAO, AI-GRS
Executive Director
Michigan Assessing Coalition, Inc.

slfrischman@yahoo.com

734 834-6139

Michigan Assessing Coalition, Inc
624 W Ottawa St
Lansing, MI 48933

Who is Michigan Assessing Coalition?

We are the first non-profit company that provides practical professional training to those who are entering the Assessing profession as well as to existing Assessing personnel.

What we offer:

- Assessment roll maintenance and certification
- Assistance during high volume times
- Reappraisal services / data verification
- On-site training / mentoring
- Personal property audits

Who are we?

The organization is led by its Executive Director, Sharon Frischman, MMAO, AI-GRS. Sharon has 35 years of experience in the Assessing field. Sharon has unique experience in the private sector as well, she holds a Certified General Appraisal license as well as the General Review Specialist designation from the Appraisal Institute. Sharon has also taken several Machinery & Equipment appraisal courses through the American Society of Appraisers.

Rheyn Williams, MAAO, has four years of experience as a residential appraiser for the City of Lansing.

Erica Dethloff, MCAO, has six years of experience as a residential appraiser for the City of Lansing.

The Coalition allows us to offer services in a collaborative manner, with a collective experience and body of knowledge.

We are different in that we direct profits back into training for those entering the field as well as our existing staff.



**SHARON FRISCHMAN,
MMAO**

CITY OF LANSING ASSESSOR

EXECUTIVE DIRECTOR, MICHIGAN
ASSESSING COALITION, INC.

OBJECTIVE

To recognize every learning opportunity and share knowledge with others in the Assessing profession as well as the general public.

VITALS

Office: Lansing:
124 W Michigan Ave. 3rd Floor
Lansing, MI 48933

MAC, Inc:
624 W Ottawa St.
Lansing, MI 48933

(734) 834-6139 Mobile

E Sharon.frischman@lansingmi.gov

E:slfrischman@yahoo.com

ABOUT

Sharon is a seasoned property tax and valuation professional. She entered the Property Assessment profession in 1985 as a data collector for Meridian Township. She has built on those humble beginnings to achieve the highest level of Michigan Assessor certification in 2000. After many years working in southeast Michigan, she returned to her hometown of Lansing to become the City Assessor in 2016.

A wide range of experience has given Sharon a unique perspective and understanding of the property tax system as well as the participants in the system. She has worked primarily in the public sector at the local level in both cities and townships. She also has county level experience from working for Wayne County Equalization. Beginning in small jurisdictions and being “chief cook and bottlewasher” was beneficial in understanding all aspects of an Assessing office. It is important when leading a team of professionals in developing an annual assessment roll for a large jurisdiction. Experience operating in the Michigan Tax Tribunal as both the Petitioner’s appraiser or consultant in the private sector as well as the Respondent’s appraiser and consultant in the public sector has been not only a valuable experience, but an interesting one!

Sharon has also obtained a Certified General Appraiser license from the State of Michigan. This license is the highest level of appraiser license and allows her to appraise commercial and industrial property as well as residential in the private sector.

While operating her own company for several years in the private sector, she performed many commercial and industrial assignments as well as complicated residential assignments.

Sharon earned an Associates Degree in Property Tax Administration from Lansing Community College. She went on to earn a bachelor’s degree in Business Leadership from Baker College of Owosso. She has taken numerous courses in valuation, including an intensive study in machinery and equipment valuation from the American Society of Appraisers. Recently, Sharon was awarded the AI-GRS (General Review) designation from the Appraisal Institute.

RESOLUTION 2023-022

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE ASSESSING SERVICES BIDS AND AWARDING A CONTRACTUAL AGREEMENT FOR ASSESSING SERVICES WITH MICHIGAN ASSESSING COALITION, INC. (MAC, INC.)

WHEREAS, the city's contracted Assessing firm has requested to end its contract with the City of Clare; and

WHEREAS, the City therefore solicited bids for said services; and

WHEREAS, four bids were received and MAC, Inc. has the preferred MAAO(Level III) staffing available to provide assessing services to the City; and

WHEREAS, MAC, Inc. was the second lowest bidder; and

WHEREAS, the City Staff has reviewed said bids and determined that the bid submitted by MAC, Inc. meets the City's bid specifications and requirements; and

WHEREAS, the City desires to enter into a contractual agreement with MAC, Inc. for Assessing Services for the City of Clare; and

WHEREAS, the State of Michigan requires the City of Clare to retain an Assessor of Record for all Assessing activities; and

WHEREAS, the cost for said services is reasonable and prudent; and

WHEREAS, said services provided by MAC, Inc. are deemed necessary to perform assessing functions in the City of Clare.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves a contract between the City of Clare and MAC, Inc. with the said contract to commence on May 1, 2023, and terminate on June 30, 2026, unless renewed before that date.

BE IT FURTHER RESOLVED THAT, the Mayor and City Commission of the City of Clare hereby formally authorizes the City Manager to sign all necessary and related documents and authorizes the Treasurer/Finance Director to apply all necessary budget amendments needed.

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 3rd day of April, 2023.

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: March 30, 2023
RE: FY 2023/2024 Street Project Bids

For the Agenda of April 3, 2023

Background. The City recently solicited bids for the upcoming fiscal year street projects to be funded by the voter-approved street millage in Clare. The proposed street work during the FY23/24 budget year includes the removal of the curb and gutter and install a new (1,389') curb and gutter, the removal of asphalt, undercut the road 18" outside curb area and the approaches, the installation of 12" of sand base to the outside curb area, furnish and install 6" of 22A gravel base in the road area; and install 1,350 sq ft 7-1/2' approaches on North Rainbow Drive from Glendale to Eastwood. Five bids were received (*see copy of att'd Bid Memo & Bid Tabs*). The low bid was submitted by Malley Construction, Inc. for an amount of \$144,441.00. As you will notice in the bid memo from DPW Director Luke Potter, he is also requesting a 10% contingency with this project to allow for unknowns that may arise during the project construction.

The City Commission is asked to approve the low bid amount of \$144,441.00 along with a standard 10% contingency and award the work to Malley Construction, Inc.

Issues & Questions Specified. Should the City Commission approve the bid and award the street project work to the low bidder?

Alternatives.

1. Approve the bid and award the street project work to Malley Construction, Inc., the low bidder.
2. Approve the bids and award the street project work to one of the other bidders other than Malley Construction, Inc.
3. Direct the solicitation of new bids.
4. Direct that no street project work be completed during the 2023/2024 budget cycle.
5. Set aside decision regarding this matter to a later date.

Financial Impact. Our voter-approved street millage will generate an estimated \$268,144.88 for street projects in FY23/24. The millage amount is more than adequate to cover the road work costs of the low bid, \$144,441.00 plus the cost of the asphalt which the city will be utilizing the County contract price that came in at \$65.28 per ton to the county. We will need about 500 ton for an approximate total cost of \$32,640 for the asphalt.

Recommendation. I recommend that the City Commission approve the bids for the City's 2023/2024 Street Projects, award the work for the street projects to Malley Construction, Inc. in the amount of \$144,441.00 with an additional 10% contingency, and authorize the City Manager and/or DPW Director to sign the associated contractual agreement and all related documents to complete the project by adoption of Resolution 2023-023 (*copy att'd*).

Attachments.

1. Bid Memo.
2. Resolution 2023-023.

Memo

To: Jeremy Howard
From: Luke Potter
CC: Department of Public Works
Date: February 28, 2023
Re: 2023 Road Construction Project

BID AMOUNTS FOR THE 2023 ROAD CONSTRUCTION PROJECT – N. Rainbow

Below you will find listed the bid amounts and the companies that submitted the bids. I recommend to the Clare City Commission to award the bid for the project to Malley Construction Inc, as they are the lowest bidder. I also would like to ask for a 10% contingency for unseen expenses.

Malley Construction Inc - \$144,441.00

McGuirk Sand & Gravel - \$149,522.40

The Isabella Corporation - \$155,331.00

Robin Harsh Excavating Inc - \$168,292.50

Crawford Contracting Inc - \$168,965.54

Thank you,

-Luke Potter

Clare Department of Public Works

RESOLUTION 2023-023

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE CONTRACTOR BIDS AND AWARD THE CONTRACT FOR THE CITY'S FY 2023/2024 STREET IMPROVEMENT PROJECTS.

WHEREAS, the City's planned FY 2023/2024 primary street improvement project includes removal of curb and gutter and haul off-site and install 1,389' curb and gutter, removal of asphalt and haul off-site; undercut the road 18" outside curb area and approaches; furnish and install 12" sand base to outside cur area; furnish and install 6" of 22A gravel base in road area; and install 1,350 sq ft 7-1/2' approaches on North Rainbow Drive from Glendale to Eastwood; and

WHEREAS, the City solicited construction bids for said street improvement project; and

WHEREAS, five bids were received, with the low bid being submitted by Malley Construction, Inc., said company and the quality of its work is well-known to the City through past experience; and

WHEREAS, the City Staff has reviewed said construction bids and determined that all bids meet the requested specifications and requirements and all are thus considered qualified bids; and

WHEREAS, the City Staff has recommended that the bids be approved and the work associated with the street construction projects be awarded to the low bidder Malley Construction, Inc.; and

WHEREAS, the Clare City Commission has reviewed and considered the recommendations of its staff and deemed the same to be reasonable and prudent.

NOW THEREFORE BE IT RESOLVED THAT the Mayor and City Commission of the City of Clare, hereby approves the FY 23/24 street improvement project bids and awards the work outlined in the specifications and criteria of the bid solicitations to Malley Construction, Inc. for a cost of \$144,441.00 with a 10% contingency allowed if necessary.

BE IT FURTHER RESOLVED THAT the Mayor and City Commission of the City of Clare hereby authorizes the City Manager and/or DPW Director to sign the associated contractual agreement and all associated documents to complete the project.

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 3rd day of April, 2023.

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: March 30, 2023
Regarding: Airport Lot 303 Lease – James Dawson

For the Agenda of April 3, 2023

Background. Mr. James Dawson has purchased the airport hangar located on Lot 303 of the Clare Municipal Airport from Mr. Donald Bauer. Mr. Dawson is now requesting that the City enter into a lease agreement for airport property Lot 303 of the Clare Municipal Airport. The Airport Manager and the Airport Advisory Board recommend approval of the lease; I endorse this recommendation. The City Commission is asked to consider approval of the lease agreement (*copy attached*).

Issues & Questions Specified. Should the City Commission approve a lease agreement with James Dawson for Lot 303 of the Clare Municipal Airport Hangar Plat?

Alternatives.

1. Approve the lease.
2. Approve the lease with modifications and/or stipulations.
3. Deny/disapprove the lease agreement.
4. Set the matter aside for further consideration and/or deliberation.

Financial Impact. Approval of the lease agreement assures the City of lease revenue (presently \$162.87) plus any applicable, levied property taxes on the hangar for the duration of the lease.

Recommendation. I recommend that the City Commission approve the lease agreement by adoption of Resolution 2023-024 (*copy attached*).

Attachments.

1. Lease Agreement.
2. Resolution 2023-024.

CITY OF CLARE
CLARE MUNICIPAL AIRPORT
PROPERTY LEASE AGREEMENT

This agreement is made on April 3, 2023, by and between the CITY OF CLARE, a Michigan Municipal Corporation, of Clare, Michigan 48617, (hereinafter called "Lessor"), and James Dawson, 11999 E. South County Line Rd., Harrison MI 48625. (hereinafter called "Lessee").

I. DESCRIPTION, USE, AND TERM

- A. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor certain property hereinafter called the "Leased Premises" situated in the Clare Municipal Airport, County of Clare, and State of Michigan described as follows:

_____ Lot 303 _____
(Property ID)

- B. Said Leased Premises are to be used and occupied as, and for, an aviation hangar including any and all activities normally incident thereto and for no other purposes.
- C. The term of this Lease shall be for ten (10) years, commencing on the 3rd day of April, 2023 and ending on the 2nd day of April, 2033. The lease is renewable for additional ten (10) year periods.

II. RENT

- A. Lessee shall pay to Lessor for the Leased Premises, the minimum annual sum of one hundred sixty-two and 87/100 dollars (\$162.87 as of January 1, 2023), in a single annual installment on the day of signing of this lease and thereafter annually until termination of this Lease.
- B. The Lessor reserves the right to annually adjust the lease rate by a cost-escalator. This will be determined by the end of year National Consumer Price Index (CPI). Annual adjustments will not exceed the annual CPI or 3% of the lease amount, whichever is less. There will be no annual adjustment to the lease rate if the annual CPI falls below zero.

III. TAXES

- A. Lessee shall pay and discharge all personal property taxes, general and special assessments, and other charges of every description which, during the term hereof and any extension thereof, may be levied on or assessed against the Leased Premises and all improvements thereon.
- B. Lessee agrees to and shall protect and hold harmless Lessor and the Leased Premises from liability for any and all such taxes, assessments, and charges, together with any interest, penalties, or other sums thereby imposed.

IV. INDEMNITY

The lessee shall indemnify the City of Clare and hold the City of Clare (including all of its subordinate bodies, officials, officers and employees) harmless from any and all liabilities, claims, damages whatsoever, arising from Lessee's exercise of its rights under this lease.

V. UTILITIES

Lessee shall, during the term of this Lease Agreement and any extensions thereof, pay all charges for electricity, telephone gas water, and sewer used in or on the Leased Premises.

VI. WASTE AND NUISANCE

Lessee shall not commit, or cause to be committed, any waste upon or within the Leased Premises, nor shall it maintain, commit, or permit the commission of any nuisance on the Leased Premises.

VII. RIGHTS RESERVED TO THE LESSOR

- A. During time of war or national emergency, Lessor shall have the right to enter into an agreement with the United States Government for military or naval use of part or all of the landing area, the publicly owned air navigation facilities and/or other areas or facilities of the airport. If any such agreement is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the agreement with the Government shall be suspended.
- B. This Lease Agreement shall be subordinate to the provisions of any outstanding agreement between the Lessor and the United States relative to the maintenance, operation, or development of the airport.
- C. It is hereby specifically understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right to provide aeronautical services to the public as prohibited in Section 308 (a) of the Federal Aviation Act of 1958, as amended, and the Lessor reserves the right to grant to others the privilege and right of conducting any one or all activities of an aeronautical nature.
- D. The Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance.

- E. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly-owned facilities of the airport, together with the right to direct and control all activities of the Lessee in this regard.
- F. There is hereby reserved to the Lessor, its successors, and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein leased. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation on the Clare Municipal Airport.

VIII. IMPROVEMENTS

- A. The Lessee shall have the right to construct a building on the leased premises. The Lessee shall be required to submit plans for any proposed construction on the leased parcel. Said plans must be submitted and approved prior to any construction. Further, the Lessor shall have the right to refuse or deny approval of any plans submitted for good cause.
- B. It is specifically provided that such building shall not be used for any purpose other than the Lessee's private aviation related use unless written permission for any nonconforming use is received by the Lessee from the Lessor in advance. The Lessor reserves the right to deny permission for any nonconforming use. If permission for nonconforming use is granted by the Lessor, the Lessor reserves the right to demand reasonable additional charges above the stipulated annual rental fee for the nonconforming use.

IX. RIGHT OF INSPECTION

The Lessor shall have reasonable rights of inspection of the premises during normal business hours.

X. SURRENDER OF PREMISES

- A. All buildings placed upon the land leased by the Lessee shall remain his own personal property, and at the expiration of the term of this lease agreement or any renewal therein, the Lessee will have 120 days in which the Lessee may remove such improvements or buildings provided that he restores the premises to their condition at the time of making this Lease, insofar as practicable. In the event the buildings are not removed within 120 days, past the expiration of the term or any renewal thereof, the building shall become the property of the Lessor, and the Lessor may retain, remove, or demolish said building without any liability on its part. Any costs of restoring the premises to their previous condition shall be borne by the Lessee.

- B. It is further agreed that in the event Lessee remains in possession of the Leased Premises after the expiration of the lease, or any renewal thereof, the Lessee shall be deemed to be occupying said premises as a tenant from month to month, subject to all conditions, provisions, and obligations of this lease insofar as the same is applicable to a month-to-month tenancy.

XI. DEFAULTS AND REMEDIES

If Lessee shall allow the rent to be in arrears more than thirty (30) days after written notice of such delinquency, Lessor may at its option, without notice to Lessee, terminate this Lease Agreement and re-enter and take possession of said premises and remove all property there from without being deemed guilty of any manner of trespass and relet the Leased Premises.

XII. ADDITIONAL COVENANTS BY LESSEE

- A. The lessee, for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this Lease for a purpose for which a Department of Transportation (DOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the Lessee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.
- B. The Lessee, for himself, his heirs, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (a) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities; (b) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and (c) that the Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.
- C. The Lessee agrees, if applicable, to furnish service on a fair, equal, and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable, and no unjustly discriminatory prices for each unit or service, provided, that the Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- D. The Lessee covenants that it will comply with pertinent statutes, Executive Orders, and such rules as are promulgated to assure that no person shall, on the grounds

of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the Lessee or its transferee for the period during which Federal assistance is extended to the airport program, except where Federal assistance is to provide or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the Provision obligates the Lessee or any transferee for the longer of the following periods: (a) the period during which the property is used by the Lessee or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; of (b) the period during which the Lessor or any transferee retains ownership or possession of the property.

- E. The Lessee agrees that it will practice nondiscrimination in their activities and will provide Disadvantaged Business Enterprise (DBE) participation in any sublease as required by the Lessor, in order to meet the goals of the Lessor, or required by the Federal Aviation Agency in order to obtain an exemption from the prohibition against Long-term exclusive leases.
- F. The Lessee agrees that it shall insert the above five (5) provisions in any sublease or consign by which said lessee grants a right or privilege to any person, firm, or corporation to render accommodations and/or services to the public on the premises herein leased or owned.
- G. The Lessee agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event any future structure or building is planned for the leased premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the leased premises.
- H. The Lessee, by accepting this Lease expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on the land leased hereunder such that it penetrates the safety zones surrounding the airport. In the event the aforesaid covenants are breached, the Lessor reserves the right to enter upon the land leased hereunder and remove the offending structure, object or tree, all of which shall be at the expense of the Lessee.
- I. The Lessee, by accepting this Lease, agrees for itself, its successors, and assigns that it will not make use of the leased premises in any manner which might interfere with the landing and taking off of aircraft from the Clare Municipal Airport or otherwise constitute a hazard. In the event the aforesaid covenant is breached, the Lessor reserves the right to enter upon the premises hereby leased and cause the abatement of such interference at the expense of the Lessee.
- J. Any person, firm, or corporation operating aircraft on the airport may perform any services on its own aircraft, including but not limited to, maintenance and repair that the Lessee may choose to perform.

XIII. Bankruptcy

Neither this Lease, nor any interest herein nor any estate thereby created shall pass to any trustee or receiver or assignee for the benefit of creditors or otherwise by operation of law.

In the event the estate created hereby shall be taken in execution or by other process of law or if Lessee shall be adjudicated insolvent or bankrupt pursuant to the provisions of any State or Federal insolvency or bankruptcy act, or if a receiver trustee of the property of Lessee shall be appointed by final order un-appealed from by reason of Lessee's insolvency or inability to pay its debts, or if any assignment shall be made of Lessee's property for the benefit of creditors, then and in any of such events, Lessor may, at its option, terminate this Lease and all rights of Lessee hereunder, by giving to Lessee, notice in writing, of the election of Lessor to so terminate.

Lessee shall not ensue or give cause for institution of legal proceedings seeking to have Lessee adjudicated bankrupt, reorganized or rearranged under the bankruptcy laws of the United States, and shall not cause or give cause for the appointment of a trustee or receiver for Lessee's assets, and shall not make an assignment for the benefit of creditors, or become or be adjudicated insolvent. The allowance of any petition under the bankruptcy law, or the appointment of a trustee or receiver of Lessee or its assets, shall be conclusive evidence that Lessee caused, or gave cause, thereof, unless such allowance of the petition, or the appointment of a trustee or receiver, is appealed from or has not become final.

XIV. MISCELLANEOUS

- A. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Agreement.
- B. This Agreement shall be construed under and in accordance with the laws of the State of Michigan.
- C. No amendment, modification, or alteration of the terms of this Lease Agreement shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the Parties hereto.
- D. No waiver by any Party hereto of any default or breach of any term, condition, or covenant of this Lease Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.
- E. The Lessor may grant or withhold its permission for assignment, in its sole discretion. Any assignment or sublet shall not relieve the Lessee hereunder of its obligations.
- F. The Lessee has one (1) year from the signing of this lease to complete construction of an approved Hangar. The hangar occupancy permit is the final inspection of the completed hangar. If construction is not substantially completed

prior to the 1-year timeframe, the lot will revert back to the City of Clare and the lease will be terminated.

- G. This lot does come with a height restriction based upon the proximity to the approach to Runway 9. Any portion of the proposed building shall not exceed 20' in height AGL. Application will have to be made with the FAA Tall Structures online tool. MDOT Aeronautics will also need a copy of the building prints and approve that they adhere to the lot requirements.

Signed in Clare, Michigan, by:

LESSOR

City Of Clare_____

BY _____
Pat Humphrey, Mayor

202 W. Fifth Street
Clare, MI 48617

989-386-7541
www.cityofclare.gov

LESSEE(S)

James Dawson
Name (printed)

BY _____
(Lessee Signature)

11999 E. South County Line Rd.
Harrison, MI 48625

989-802-2471
Dawsonj1055@gmail.com

RESOLUTION 2023-024

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A LEASE AGREEMENT FOR AIRPORT PROPERTY LOT 303 WITH MR. JAMES DAWSON.

WHEREAS, the City of Clare owns all the property at the Clare Municipal Airport and leases specific portions of said property to allow the construction and maintenance of airplane hangars by private owners; and

WHEREAS, Mr. James Dawson recently purchased the airplane hangar located on Lot 303 of the Clare Municipal Airport Plat from Mr. Don Bauer on March 26, 2023; and

WHEREAS, Mr. James Dawson desires to lease Lot 303 of the Clare Municipal Airport Plat from the City of Clare to utilize said airplane hangar on said lot;

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves a lease agreement with James Dawson for airport property Lot 303 of the Clare Municipal Airport Plat, the terms, conditions, and stipulations of said lease agreement as outlined 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 3rd day of April, 2023.

Diane Lyon, City Clerk

To: Mayor Pat Humphrey and the Clare City Commission
From: Shannon Sirpilla
Treasurer / Finance Director
Date: March 29, 2023
Reference: Treasurer's Report for April 3, 2023

Property Tax Collections and Settlement: Settlement has been completed with both Clare and Isabella Counties. Delinquent personal property taxes have been updated in the system for collection. Once the settlement checks have been received from both counties, we will balance out the tax account and make sure all checks have cleared so we can close out that account with Huntington. As of today, we still have 6 checks outstanding for th.

Fiscal Year 2023/24 Budget: Piecing things together and waiting for estimates to have better numbers for Capital Improvement Projects. Staff budget is almost complete now that we have better figures for insurance. Waiting on better figures from the Assessor for City property tax collections.

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: March 30, 2023
RE: City Manager's Report

For the Agenda of April 3, 2023

Verizon Cell Tower. No new updates currently and we are still waiting for Verizon to turn on 5G now that AT&T has placed the fiber.

Lake Shamrock Dredging. Mechanical dredging is no paused for fish spawning per our permit with EGLE. The pause starts on April 1st and runs through the end of May. We will be able to resume work June 1st assuming our new operator is hired and ready to go by that time. We will be doing some maintenance and cleanup work along with some shore work at the barge during the downtime. The hydraulic dredging bids were approved and the contractor has started the processes needed to move forward with permitting.

Attachments: none.

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: March 30, 2023
RE: *Communications

For the Agenda of April 3, 2023

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of April 3, 2023.**

FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information: Lynn Patterson.

Clare County Food Distribution: A free drive-thru mobile food distribution will take place on Saturday, April 1, 2023, from 9 am – 11:30 am, at Clare County Transit Corporation in Harrison, MI.

Drive-Thru Mobile Food Distribution Sites: A list of the March 2023 drive-thru mobile food distribution dates, times, and sites is being provided at this time.

Training Requests: Ken Hibl and Cheryl Yesney have submitted requests to attend training events.

Letter to Michigan Supreme Court: We were notified by the City Attorney that the Michigan Supreme Court is considering a change to the MI Court Rules, that would remove an important process that protects governmental units who are sued, and defend with governmental immunity. Currently, the court rule allows the municipality to take an appeal, directly, after an adverse ruling on governmental immunity. If the rule is changed, that will not be possible, and the community would be forced to take the matter through the entire litigation process, and appeal that ruling, after a trial. Comments regarding this change were due by 3/31/23, thus, I provided a letter opposing the proposed amendment of MCR 7.202 and 7.209.

Site Plans, Special Use Permits, Variance Requests & Public Notices:
-public notice for Heavy Equipment Operator

Attachments. As noted above.



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

March 8, 2023

DENIAL OF REQUEST FOR PUBLIC RECORD

Lynn Patterson
88 Meadowlark Dr.
Ionia, MI 48846

Tel: (616) 755-0433
l.m.patterson0711@gmail.com

RE: **FOIA Request #2023-017 via email dated 03/15/2023 for: An incident report involving William Conn and child pornographic material.**

X Your request as described is denied because it does not exist under information. The City has no complaints involving Mr. Conn with child pornographic material. The police department left a message for you to contact them. If you are seeking other information please contact them at (989) 424-4076.

NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A copy of this request will be kept on file for no less than one (1) year.

FOIA Coordinator or Authorized Representative

March 23, 2023
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer





Free Drive-Through Mobile Food Distribution

Saturday, April 1, 2023

Registration: 9 a.m. for vehicles to line up

Distribution: from 10:00 a.m. until at least 11:30 a.m.

Clare County Transit Corporation (CCTC)

1473 Transportation Dr., Harrison, MI 48625

Participation Details

- When waiting in line in your vehicle, please do not block any driveways.
- Food will be placed in your trunk/hatchback, so ***please make room in advance for a couple of large boxes of food and also bring empty boxes or baskets for additional food.***
- Stay in your vehicle for registration and food distribution.
- Restrooms will ***not*** be available.
- Only one household should travel together in a vehicle.
- If you do not have access to a vehicle, are experiencing symptoms of COVID-19, or are feeling ill, please stay home & arrange for someone to pick up your food.
- All in need of food or in financial hardship are welcome to participate.

See Community Nutrition Network-Clare County on Facebook and the community calendars in the Clare County Cleaver and the Clare County Review for reminders. You can also call the Greater Lansing Food Bank at 517.908.3680 for more information.

This month's food distribution is conducted in partnership with the Greater Lansing Food Bank and is coordinated by the all volunteer Community Nutrition Network.

Mark your calendar - Community Nutrition Network's upcoming 2023 monthly, Saturday food distributions: May 6, Jun. 3, Jul. 8, August 5, Sep. 9, Oct. 7, Nov. 4, and Dec. 2. ***Starting on May 6th, we will be back at the Clare County Fairgrounds.***

DRIVE-THRU MOBILE FOOD DISTRIBUTIONS

Serving the mid-Michigan counties of Clare, Clinton,
Eaton, Gratiot, Ingham, Isabella and Shiawassee



MARCH 2023

Wednesday, Mar. 1
5:30 – 7:30 p.m.

Tabernacle of David
2645 W. Holmes Rd.
Lansing, MI 48911

Tuesday, Mar. 7
3 – 5 p.m.

YMCA
515 W. Main St.
Owosso, MI 48867

Saturday, Mar. 11
9 – 11 a.m.

Olivet Baptist Church
5455 Willoughby Rd.
Lansing, MI 48911

Saturday, Mar. 18
9 – 11 a.m.

City of Lansing @
Cristo Rey Catholic Church
201 W. Miller Rd.
Lansing, MI 48911

Saturday, Mar. 25
9 – 11 a.m.

Immanuel Community Reformed
3200 Delta River Dr.
Lansing, MI 48906

Friday, Mar. 3
Noon – 2 p.m.

Robinson Memorial Church
509 Charles St.
Lansing, MI 48912

Wednesday, Mar. 8
1 – 3 p.m.

Bethlehem Lutheran Church
549 E. Mt. Hope
Lansing, MI 48910

Tuesday, Mar. 14
3 – 5 p.m.

East Washington Church
8051 S. Crapo Rd.
Ashley, MI 48806

Saturday, Mar. 18
10 a.m. – Noon

Black Elk Bldg. Parking Lot
7500 Soaring Eagle Blvd.
Mt. Pleasant, MI 48858

Friday, Mar. 31
10 a.m. – Noon

MyMichigan Medical Center
4851 E. Pickard St.
Mt. Pleasant, MI

Saturday, Mar. 4
10:30 a.m. – Noon

Clare County Transit
1473 Transportation Dr.
Harrison, MI 48625

Thursday, Mar. 9
8 – 9 a.m.

Bath Community Center
5959 Park Lake Rd.
Bath, MI 48808 (mask optional)

Thursday, Mar. 16
2:30 – 3:30 p.m.

New Mt. Calvary Baptist Church
3800 W. Miller Rd.
Lansing, MI 48911

Thursday, Mar. 23
3:30 – 5 p.m.

University Lutheran Church
1020 S. Harrison Rd.
East Lansing, MI 48823

You may attend the distribution that is most convenient for you.

NOTE: Distributions may end sooner than published time if food runs out.

For more information visit [GLFoodBank.org](https://www.glfdb.org) or by calling **517.449.0360** or **517.899.9457**

This institution is an equal opportunity provider.

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: March 27, 2023

Your Name & Title: Ken Hibl, Planning Commissioner

Name of Training Event: Planning and Zoning Essentials Training

Location of Training Event: Harrison City Hall, 2105 Sullivan Dr., Harrison MI

Date(s) & Times of Training Event: Saturday, April 8, 2023, 9am-1:30pm

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? N/A

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.gov

Planning and Zoning Essentials Training



American Planning
Association
Michigan Chapter

Saturday

April 08, 2023

9:00am to 1:30pm at

Harrison City Hall

2105 Sullivan Dr

Harrison, MI 48625

TRAINING COVERS:

- Public Hearing Procedures
- Site Plan Review
- Master Planning
- Zoning Ordinances
- Variances
- Effective Decision Making
- Determining Practical Difficulty

The cost of the class is \$50.00 per person. Checks should be made payable to the City of Harrison.



REGISTER BY:

March 27, 2023

To register for this class please call
Harrison City Hall at 989.539.7145 or
email:

manager@CityofHarrison-MI.Gov

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: 3-28-2023_____

Your Name & Title: Cheryl Yesney_____

Name of Training Event: ZBA Online MSUE Training_____

Location of Training Event: Self-paced study_____

Date(s) & Times of Training Event: Self-paced study_____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

N/a

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? No _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.gov

ZBA ONLINE CERTIFICATE COURSE



A NEW MSU EXTENSION SELF-PACED TRAINING

The ZBA Online course is a unique and comprehensive Zoning Board of Appeals (ZBA) training designed to accommodate your schedule. The course includes six self-paced modules engaging the learner with videos, readings, and activities. Complete one module to meet a specific training need or take the full course to obtain a certificate. ZBA Online includes:

- Understanding Basic ZBA Roles & Responsibilities
- Effective Decisions and Ordinance Interpretations
- Hearing Appeals of Administrative Decisions
- Issuing Variances from Ordinance Standards
- Other Responsibilities of the ZBA: Nonconformities
- Circuit Court Review and Standards

Introductory Price: \$75 (Regularly \$125)

CRITICAL TRAINING FOR ZBA MEMBERS AND STAFF

The ZBA Online Certificate Course is designed for members of the local government ZBA, local government staff who work alongside the ZBA, and local government managers and attorneys.

The course is based in MSU's Desire to Learn (D2L) online learning platform and can be accessed 24/7 - individuals can do as much or as little at one time as fits their schedule. Connect with computer, tablet, or mobile.

The ZBA Online Certificate Course teaches the latest concepts on ZBA roles and responsibilities, effective decision-making, and protecting due process. The curriculum is based on the award-winning Citizen Planner Program and features ZBA-specific content, engaging activities, case studies, and the latest Michigan case law. Course completion includes an MSU Extension certificate.

To learn more or register, visit:
<http://extension.msu.edu/zbaonline>

Questions, contact the:
Citizen Planner Program
Email: cplanner@msu.edu
Phone: 517-353-6472

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

March 28, 2023

Mr. Larry Royster
Chief of Staff / Clerk of the Court
Michigan Supreme Court
Lansing, MI 48909

Re: Proposed Amendment of MCR 7.202 and MCR 7.209

Dear Mr. Royster:

As the City Clerk of the City of Clare, Michigan, I am writing to oppose changes to the appellate court rules that would remove interlocutory appeal for determination of governmental immunity.

The social costs of this change can't be overstated. Every taxpayer dollar spent defending a case that shouldn't have proceeded through trial and appeal (or settling it) is a dollar not spent on critical infrastructure, on public health, on parks, on libraries, or on public safety—all the things that make the exercise of self-government possible and worthwhile. This Court struck the right balance between the interests of those injured by governmental action and the interests of the public as a whole in 2001, and local municipalities in particular need to be able to rely on some consistency in the rules governing their actions on behalf of their citizens.

I urge the Court to leave the current version of the immunity rules in place.

Sincerely,

Diane M. Lyon
Clare City Clerk

**CITY OF CLARE JOB POSTING
HEAVY EQUIPMENT OPERATOR**

The City of Clare is accepting applications for the position of Heavy Equipment Operator in the Public Works Department. The primary responsibilities of the individual filling this position will be to complete work related to the Lake Shamrock Dredging & Dam Spillway project. This position will also operate equipment used in all seasons for the completion, repair, and maintenance work on all city properties, streets, sidewalks, and ROWs; maintenance of water, wastewater, and stormwater distribution systems; facilities maintenance & repairs; and other duties as directed by city management. This position requires a minimum of five years of experience using a hydraulic excavator; good computer skills; familiarity with the use and operation of GPS systems; the ability to read, write, and perform basic mathematical calculations; and to possess a valid Class A or B CDL. The hours of work for this position are subject to variable scheduling. A detailed job description with desired qualifications, and wage & benefits information for this position is available on the city's website: www.cityofclare.gov, or by contacting the Department of Public Works Supervisor at lpotter@cityofclare.org. Interested applicants may complete an employment application on the city's website or submit a resume to:

Heavy Equipment Operator
Attn: DPW Director
City of Clare
202 W. Fifth Street
Clare, MI 48617

Applications will be accepted until 10:00 a.m. on Monday, April 10, 2023. The City of Clare is an equal opportunity provider and employer.



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 04/04/2023 - 04/17/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
ACE HARDWARE	97838/1	COUPLING; INS BUSH; ADAPTOR	04/04/2023	04/04/2023	2.04
ACE HARDWARE	97856/1	9" CARWASH BRUSH; GARBAGE GRIND	04/04/2023	04/04/2023	33.06
AT&T MOBILITY	287302987429X	FIRSTNET MOBILE (02/12/23-03/04/04/2023	04/04/2023	04/04/2023	51.28
ATCO INTERNATIONAL	I0610609	WEED KILLER (5GAL) - WWTP	04/04/2023	04/04/2023	291.20
AWOL, INC	MARCH 2023	JANITORIAL SERVICES: MAR 2023	04/04/2023	04/04/2023	3,162.00
CINTAS FIRST AID & SAFETY	5150219961	SERVICE FIRST AID KIT - DPW	04/04/2023	04/04/2023	153.66
CLARE AUTOMOTIVE SUPPLY	100531029756	10 CLEAR MINI LIGHTS - DPW SHOP	04/04/2023	04/04/2023	7.90
CLARE AUTOMOTIVE SUPPLY	100531029860	COP TOP 9V - DPW SHOP	04/04/2023	04/04/2023	18.36
CLARE AUTOMOTIVE SUPPLY	100531029861	OIL & FUEL FILTERS - DPW (886)	04/04/2023	04/04/2023	985.34
CLARE COUNTY CLEAVER INC	3740	3/20/23 CC UNOFFICIAL MINS	04/04/2023	04/04/2023	50.00
CLARE HARDWARE	437787	OUTLET COVER; ELECTRICAL TAPE	04/04/2023	04/04/2023	22.45
CLARE HARDWARE	437716	NUTS, BOLTS, FASTENERS - FIRE	04/04/2023	04/04/2023	14.28
CLARE HARDWARE	437845	10FT PATCH & SEAL TAPE - WWTP	04/04/2023	04/04/2023	16.99
CLARE HARDWARE	437487	AIR FRESHENER - WWTP	04/04/2023	04/04/2023	7.99
CONSUMERS ENERGY	206880740449	315 W FIRST ST (02/10/23-03/10/04/05/2023	04/05/2023	04/05/2023	495.06
CONSUMERS ENERGY	204567477199	327 BROOKWOOD DR (02/10/23-03/10/04/05/2023	04/05/2023	04/05/2023	122.53
CONSUMERS ENERGY	204745448732	501 FOREST AVE (02/10/23-03/10/04/05/2023	04/05/2023	04/05/2023	50.84
CONSUMERS ENERGY	201986748867	396 SHAMROCK CT (02/10/23-03/04/05/2023	04/05/2023	04/05/2023	28.81
CONSUMERS ENERGY	202075743555	303 PINECREST ST (02/14/23-03/04/07/2023	04/07/2023	04/07/2023	28.81
CONSUMERS ENERGY	203944554571	813 INDUSTRIAL DR (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	28.81
CONSUMERS ENERGY	203944554575	405 MAPLE ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	236.73
CONSUMERS ENERGY	203944554577	510 N MCEWAN ST (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	55.09
CONSUMERS ENERGY	203944554586	507 S MCEWAN ST (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	32.11
CONSUMERS ENERGY	201185895190	10242 S CLARE AVE (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	30.47
CONSUMERS ENERGY	203766557339	820 CEDAR ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	28.81
CONSUMERS ENERGY	204656469459	696 POINT DR	04/13/2023	04/13/2023	46.14
CONSUMERS ENERGY	204656469462	700 SCHOOLCREST AVE (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	31.01
CONSUMERS ENERGY	204656469463	820 SCHOOLCREST AVE (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	37.61
CONSUMERS ENERGY	204656469464	604 SCHOOLCREST AVE (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	31.69
CONSUMERS ENERGY	204656469465	500 SCHOOLCREST AVE (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	28.81
CONSUMERS ENERGY	204656469470	221 WILCOX PKWY (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	32.52
CONSUMERS ENERGY	204923449464	332 WITBECK DR (02/21/23-03/20/04/13/2023	04/13/2023	04/13/2023	38.18
CONSUMERS ENERGY	206702890263	1603 N MCEWAN ST (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	76.14
CONSUMERS ENERGY	206702890264	1525 N MCEWAN ST (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	38.31
CONSUMERS ENERGY	206702890265	305 W STATE ST (02/18/23-03/20/04/13/2023	04/13/2023	04/13/2023	29.91
CONSUMERS ENERGY	201096929289	3333 DUNLOP RD (02/21/23-03/20/04/13/2023	04/13/2023	04/13/2023	227.14
CONSUMERS ENERGY	202787654763	202 W FOURTH ST (02/21/23-03/04/13/2023	04/13/2023	04/13/2023	80.28
CONSUMERS ENERGY	202787654768	202 W 5TH ST (02/20/23-03/21/04/13/2023	04/13/2023	04/13/2023	443.59
CONSUMERS ENERGY	202787654769	207 W 5TH ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	680.65
CONSUMERS ENERGY	202787654770	601 W 5TH ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	32.25



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 04/04/2023 - 04/17/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
CONSUMERS ENERGY	202787654771	416 W 5TH ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	39.83
CONSUMERS ENERGY	203232651812	500 BEECH ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	33.22
CONSUMERS ENERGY	205724322672	203 W 4TH ST (02/21/23-03/21/04/13/2023	04/13/2023	04/13/2023	167.24
CONSUMERS ENERGY	201630778317	231 WILCOX PKWY (02/18/23-03/04/14/2023	04/14/2023	04/14/2023	38.04
DIANE LYON	03272023 MILE	REIMBURSE MILEAGE: 2/1, 2/23,04/04/2023	04/04/2023	04/04/2023	79.12
ELHORN ENGINEERING COMI	296482	EL-CHLOR (220 GALS); FLOUROSIO4/04/2023	04/04/2023	04/04/2023	2,085.00
EVOQUA WATER TECHNOLOG	905773643	LAB SUPPLIES - WWTP 04/04/2023	04/04/2023	04/04/2023	456.20
FIRST NATIONAL BANK OF	2814 04192023	CHAPMAN: CC FIRE CHIEF'S MEET04/04/2023	04/04/2023	04/04/2023	156.87
FIRST NATIONAL BANK OF	4182 04192023	LYON: MML- 4/18-4/19 MWIMG LU04/04/2023	04/04/2023	04/04/2023	390.00
FIRST NATIONAL BANK OF	8077 04192023	SIRPILLA: SOFTWARE PROGRAMS (04/04/2023	04/04/2023	04/04/2023	650.58
GARY L TODD	04042023-GT	AIRPORT MANAGER SERVICES 04/04/2023	04/04/2023	04/04/2023	1,325.50
GARY TODD	03252023 REIM	REIMBURSE: FRANGIBLE RUNWAY I04/04/2023	04/04/2023	04/04/2023	354.88
GOURDIE-FRASER, INC.	2225404	SERVICES (02/19-03/18/23): PF04/04/2023	04/04/2023	04/04/2023	4,740.00
GRAINGER	9636634991	VOLUMETRIC FLASK & SOAP - WWI04/04/2023	04/04/2023	04/04/2023	201.60
LORI FASSETT	03182023-REIM	REIMBURSE: HAND WARMERS (IRIS04/04/2023	04/04/2023	04/04/2023	23.97
MAURER'S TEXTILE RENTAI	2683333	YODER UNIFORMS - DPW 04/04/2023	04/04/2023	04/04/2023	33.85
MAURER'S TEXTILE RENTAI	2686280	YODER UNIFORMS - DPW 04/04/2023	04/04/2023	04/04/2023	33.85
MWEA	E31934	2023 JOINT EXPO & OPERATORS I04/04/2023	04/04/2023	04/04/2023	10.00
PAT HUMPHREY	04042023-PH	ELECTRONIC COMMUNICATION SERV04/04/2023	04/04/2023	04/04/2023	25.00
ROBERT BONHAM	04042023-RB	ELECTRONIC COMMUNICATION SERV04/04/2023	04/04/2023	04/04/2023	25.00
SEITER BROTHERS LUMBER	97888	WINDOW TRIM: CITY HALL WINDOW04/04/2023	04/04/2023	04/04/2023	52.50
SEITER BROTHERS LUMBER	97913	2 10FT 2X4'S - CITY HALL WIND04/04/2023	04/04/2023	04/04/2023	9.66
SOUND PRODUCTIONS	03212023	SERVICES: GREAT EGGSTRAVAGANZ04/04/2023	04/04/2023	04/04/2023	250.00
SUMMIT FIRE PROTECTION	133019297	FIRE EXTINGUISHER-ANNUAL INSF04/04/2023	04/04/2023	04/04/2023	299.00
TRACE ANALYTICAL LABOR	3030611	TESTING: 4 SAMPLES VOC 524.2 04/04/2023	04/04/2023	04/04/2023	296.00
USA BLUE BOOK	302117	LAB SUPPLIES - WWTP 04/04/2023	04/04/2023	04/04/2023	299.20
WINN TELECOM	04012023	TELEPHONE & COMMUNICATION: AF04/04/2023	04/04/2023	04/04/2023	2,636.44
WITBECK'S FAMILY FOODS	312408	BOTTLED WATER - ELECTIONS 04/04/2023	04/04/2023	04/04/2023	4.49
Sub Total:					22,525.89



PAYABLES REPORT FOR COMMISSIONERS

< RUN DATES 03/22/2023 - 04/03/2023 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
CITY OF HARRISON	MISC	03272023	4/1/23 PLANNING & ZONING TRA	03/27/2023	50.00
STATE OF MICHIGAN	7076	HPR-MTE6-WT	REISSUE: NPDES MUNICIPAL APP	03/29/2023	750.00
V&V ASSESSING LLC	7150	1399	ASSESSING SERVICES: APRIL 20	03/22/2023	2,400.00
					3,200.00
				OPEN INVOICE TOTAL:	<u>22,525.89</u>
				Grand Total:	<u>25,725.89</u>

COMMISSION APPROVAL:

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: March 30, 2023
RE: *Professional & Education Training Opportunities

For the Agenda of April 3, 2023

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of April 3, 2023.**

Commissioners are encouraged to attend educational and training events. Please submit the attached Professional Development Training Request to the City Clerk if you are interested in attending any educational or training event(s).

1. Michigan Municipal League Upcoming Events. The MML also provides many opportunities for training and professional development to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.
2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.
3. Michigan State University Extension. MSU Extension is offering a self-paced ZBA online certificate course.

Attachments: as outlined above.

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: _____

Your Name & Title: _____

Name of Training Event: _____

Location of Training Event: _____

Date(s) & Times of Training Event: _____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.gov



Events

37th Annual MAMA Advanced Institute



When: April 18, 2023

Where: Lansing, MI

2023 MML Capital Conference



When: April 18–19, 2023

Where: Lansing, MI

Elected Officials Academy - Core Weekender



When: May 19–20, 2023

Where: Bay City, MI

Elected Officials Academy - Advanced Weekender



When: May 19–20, 2023

Where: Bay City, MI

Conferences and Events

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make good land use decisions. Our instructors enable new community planning officials to better understand their roles and responsibilities, reacquaint experienced officials with current planning tools and techniques, provide the professional planner with professional development opportunities, and broaden urban planning students knowledge of statewide best practices.

Annual Training Programs

Planning Michigan Conference

- MAP's premiere, annual educational event
- General sessions, national experts, breakouts, mobiles, networking, basic and advanced courses
- #1 source of best planning practices in Michigan
- Click [here](#) for information about this year's conference.

Student Conference

- MAP is dedicated to supporting student development in the planning profession
- Connects the future generation of planners from 8 Michigan universities to seasoned planners and state land use leaders
- Student led and managed, the event attracts more than 125 students annually.
- Click [here](#) for information about this year's student conference.

Specialty Programs

- **Spring Institute** - Recent topics have included: Social Equity Aging in Place, Climate Adaptation, as well as Entrepreneurs and Economic Development
- **Transportation Bonanza** - Safe Routes to School implementation, multi-modal transportation
- **MAP Reads** - Every other month group meets to discuss a planning-related text. Click here to see the current and past discussion topics.
- **Regional Workshops** - Each spring, MAP brings our workshops for officials to communities across the state.

Quick Links

[Thank you Corporate Members](#)

[Donate to MAP](#)

[Contact MAP Staff](#)

Upcoming Events

Wed Mar 22, 2023

[Planning and Zoning Essentials Workshop](#)

Category: MAP Events

Thu Mar 23, 2023

[Planners Night Out](#)

Category: MAP Network & Learn

Tue Apr 11, 2023

[MI Healthy Climate Conference](#)

Category: Other Events

Thu Apr 13, 2023

[Renewable Energy Academy](#)

Category: MAP Events

Wed Apr 19, 2023

[MAP Reads](#)

Category: MAP Network & Learn

[View Full Calendar](#)

On-Site Workshops

Our On-Site Program offers a menu of topics to choose from with the option to customize programming for your community's needs.

- These programs come to you! We deliver the instructor and curriculum, you coordinate invitations and the facility: cost effective training convenient and close to home.
- Topics include Planning and Zoning Essentials, Site Plan Review, Zoning Board of Appeals, Zoning Administration, Planning for Health, Capital Improvements Programs, and more.
- Click [here](#) for more information.

Michigan Association of Planning
1919 West Stadium Boulevard, Suite 4
Ann Arbor, MI 48103
info@planningmi.org
734.913.2000 (office)
734.913.2061 (fax)



Back to top 

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MI Healthy Climate Conference

Tuesday, April 11, 2023
8:00 AM
to Wednesday, April 12, 2023
5:00 PM EDT
Category: Other Events

Huntington Place
1 Washington Blvd
Detroit, Michigan 48226
United States

[View additional information](#)



The Michigan Department of Environment, Great Lakes, and Energy will host the first MI Healthy Climate Conference on April 11-12, 2023, at the Huntington Place in Detroit, MI.

Michigan faces real and costly impacts from climate change. But climate action also presents opportunities to improve health outcomes, advance justice, and grow Michigan's economy. Governor Whitmer committed Michigan to carbon neutrality by 2050 and in April 2022 released the MI Healthy Climate Plan to chart Michigan's path forward. Hundreds of Michiganders contributed thousands of hours of research, reflection, and conversation to create a plan that will protect our public health and the environment and help develop new clean energy jobs.

It will take concerted effort from all Michiganders to realize the Plan. Fortunately, our communities, businesses, and institutions have already stepped up and created strong momentum for us to build upon. This two-day conference will bring together and mobilize engaged stakeholders, community and



Quick Links

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Category: Other Events

Thu Apr 13, 2023

[Renewable Energy Academy](#)

Category: MAP Events

Wed Apr 19, 2023

[MAP Reads](#)

Category: MAP Network & Learn

[View Full Calendar](#)

Renewable Energy Academy

Thursday, April 13, 2023

3:30 PM - 5:00 PM EDT

Category: MAP Events

Participants in this renewable energy training will be eligible to also participate in a bus tour (three to choose from) and more in-depth online workshops organized by the Michigan Association of Planning and University of Michigan.

Join Sarah Mills and Catherine Kaufman, JD, AICP for this informational webinar. [Details here.](#)

[Download as iCal file](#)

Quick Links

[Thank you Corporate Members](#)

[Donate to MAP](#)

[Contact MAP Staff](#)

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Category: MAP Network & Learn

[View Full Calendar](#)

ZBA ONLINE CERTIFICATE COURSE



A NEW MSU EXTENSION SELF-PACED TRAINING

The ZBA Online course is a unique and comprehensive Zoning Board of Appeals (ZBA) training designed to accommodate your schedule. The course includes six self-paced modules engaging the learner with videos, readings, and activities. Complete one module to meet a specific training need or take the full course to obtain a certificate. ZBA Online includes:

- Understanding Basic ZBA Roles & Responsibilities
- Effective Decisions and Ordinance Interpretations
- Hearing Appeals of Administrative Decisions
- Issuing Variances from Ordinance Standards
- Other Responsibilities of the ZBA: Nonconformities
- Circuit Court Review and Standards

Introductory Price: \$75 (Regularly \$125)

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To learn more or register, visit:
<http://extension.msu.edu/zbaonline>

Questions, contact the:
Citizen Planner Program
Email: cplanner@msu.edu
Phone: 517-353-6472

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.