

## 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

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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 15<sup>th</sup> 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 5<sup>th</sup> 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 <a href="mailto:terri.blake.tb@gmail.com">terri.blake.tb@gmail.com</a>	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 <a href="mailto:townshipassessing@gmail.com">townshipassessing@gmail.com</a>	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 <a href="mailto:sfrischman@yahoo.com">sfrischman@yahoo.com</a>	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 <a href="mailto:kaylamarchington@gmail.com">kaylamarchington@gmail.com</a>	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](mailto: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 (15<sup>th</sup>) 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](mailto: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](http://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 <b>EDWARD VANDERVRIES</b>	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 <b>EDWARD VANDERVRIES</b>					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

<b>REAL PROPERTY</b>		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
<b>PERSONAL PROPERTY</b>		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

<b>REAL PROPERTY</b>		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
<b>PERSONAL PROPERTY</b>		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	0.00
	COUNTY SENIORS	0.00	0.00	0.00
TAXABLE VALUE: 0	911 EXTRA VOTED	0.00	0.00	0.00
BASE VALUE: 0	ANIMAL CONTROL	0.00	0.00	0.00
CAPTURED VALUE: 0	GYPSY MOTH	0.00	0.00	0.00
	MSU 4H EXTENSION	0.00	0.00	0.00
PRE/MBT TAXABLE: 0	RESD OPERATING	0.00	0.00	0.00
NON PRE/MBT TAXABLE: 0	RESD SPEC ED	0.00	0.00	0.00
	RESD CAREER TECH	0.00	0.00	0.00
PRE/MBT CAPTURED: 0	MID MICH COLLEGE	0.00	0.00	0.00
NON-PRE/MBT CAPTURED: 0	SCHOOL OPERATING	0.00	0.00	0.00
	SCHOOL DEBT GO	0.00	0.00	0.00
COM. PERS. TAXABLE: 0	SCHOOL DEBT QZAB	0.00	0.00	0.00
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----->	0.00	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





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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
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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
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	SCHOOL OPER FC	0.00	0.00	0.00
	TOTALS----->	206,554.06	12,893.53	193,660.53
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SPEC. ACT PERS. CAPTURED: 0	COUNTY TRANSIT	2,377.94	-759.75	
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	RESD OPERATING	0.00	0.00	
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	TOTALS----->	8,424.97	647.18	7,777.79
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SPEC. ACT PERS. CAPTURED: 0	COUNTY TRANSIT	79.23	0.00	
	COUNTY SENIORS	76.05	0.00	
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	ANIMAL CONTROL	47.53	0.00	
	GYPSY MOTH	158.55	0.00	
	MSU 4H EXTENSION	20.59	0.00	
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	RESD SPEC ED	0.00	0.00	
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	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 (15<sup>th</sup>) day of each month beginning May 15<sup>th</sup>, 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 (15<sup>th</sup>) 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](mailto: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 1<sup>st</sup>, 2023 through April, 30<sup>th</sup>, 2024 - \$35,000, payable monthly.
  - b. May 1<sup>st</sup>, 2024 through April 30<sup>th</sup>, 2025 - \$36,400, payable monthly.
  - c. May 1<sup>st</sup>, 2025 through April 30<sup>th</sup>, 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](mailto: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.

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**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. 3<sup>rd</sup> Floor  
Lansing, MI 48933

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

(734) 834-6139 Mobile

E [Sharon.frischman@lansingmi.gov](mailto: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 3<sup>rd</sup> day of April, 2023.

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Diane Lyon, City Clerk