

## AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission  
From: Jeremy Howard, City Manager  
Date: May 11, 2023  
Regarding: Contract – Clare County Equalization Services

For the Agenda of May 15, 2023

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*Background.* The City recently received a proposed contract renewal for equalization services (*att'd*) from the Clare County Equalization Department. This is one year contract that expires each year on June 30<sup>th</sup>. Option 2 (which includes all of Option 1 items as well) would allow the city to utilize Clare County's Fetch GIS to view detailed information for use by the City and the City Assessor. Option 2 also provides for updated digital mapping data associated with parcel splits and combinations to be distributed annually (.SHP files – shape files). The cost for this service is a flat rate of \$500 dollars per year.

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

*Alternatives.*

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

*Financial Impact.* The cost to the City is approximately \$500 per year.

*Recommendation.* I recommend that the City Commission approve the services agreement and authorize its City Manager to sign said contractual agreement by adoption of Resolution 2023-030 (*att'd*).

*Attachments.*

1. Proposed Contractual Agreement.
2. Resolution 2023-030.

# CLARE CO EQUALIZATION

225 W MAIN STREET, HARRISON MI 48625

# INVOICE

**Date Due: JUNE 30, 2023**

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

**SHIPPED TO:**  
CITY OF CLARE

"INVOICE NUMBER	101-000-608.226
"INVOICE DATE	04/20/23
"OUR ORDER NUMBER	
"YOUR ORDER NUMBER	
DUE DATE	6/30/2023
"SALES REP	EQUALIZATION
"SHIPPED VIA	
"F.O.B.	
"PREPAID or COLLECT	

QUANTITY	DESCRIPTION	UNIT PRICE	SUBTOTAL	ENTER TOTAL DUE
<b>PARCELS</b>	<b>Maintenance/Service Contract - Choose Option Below</b>			
1,743	Option #1 Standard Service	Free	Free	
1,743	Option #2 GIS/Shapefiles only	\$500.00	\$500.00	
1,743	Option #3 Full Service with GIS	\$1.50	\$2,614.50	
***Additional printing services will be invoiced at the time of service.				
	<b>Return signed Contract by June 1, 2023</b>			
	<b>Return this invoice with payment by June 30, 2023</b>			
		<b>TOTAL AMOUNT DUE =</b>		

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

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

**PAY THIS  
AMOUNT**



**CLARE COUNTY  
EQUALIZATION DEPARTMENT**

225 W MAIN ST  
HARRISON, MI 48625  
PHONE: 989-539-7894

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

On this 15 day of MAY, 2023, the assessing district of the City of Clare, in Clare County, Michigan (hereinafter referred to as the "Local Unit") and the County of Clare, Michigan (hereinafter referred to as the "County") have mutually entered into this contract for services (the "Contract").

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

**Cost of Services –Options – July 1, 2023 to June 30, 2024**

An authorized representative of the Local Unit shall choose one (1) option from the following three (3) levels of Equalization services for the July 1, 2023 to June 30, 2024 period (mark  $\checkmark$  or X to select):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONTRACT FOR SERVICES THROUGH CLARE COUNTY EQUALIZATION 2023-24**

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

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

The Local Unit of the City of Clare hereby selects Option # 2 of service indicated above for the coming year. Please sign and return this Contract to the Clare County Equalization Department prior to June 1, 2023. Invoice included due by June 30, 2023.

Signed:

Date: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Local Unit Representative**  
Printed Name & Title: Jeremy Howard, City Manager

Date: 4-19-2023

\_\_\_\_\_  
*Lori Mott*  
Lori Mott, Clare County Clerk

Date: 4-19-2023

\_\_\_\_\_  
*Jeffrey Haskell*  
Jeffrey Haskell, Chairperson, Clare County Board of Commissioners

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

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

Signed:

Date: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Local Unit Representative**

**RESOLUTION 2023-030**

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

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

**WHEREAS**, the cost for said services is reasonable and prudent and will likely be less than the city has been paying to another vendor for said services; and

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

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves a one-year contract between the City of Clare and the Clare County Equalization Department, said contract to commence on the first day of July, 2023 and terminate on the thirtieth day of June, 2024.

**BE IT FURTHER RESOLVED** that the Clare City Commission hereby authorizes its City Manager, to sign the Contractual Agreement on behalf of the City of Clare.

**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 15<sup>th</sup> day of May, 2023

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Diane Lyon, City Clerk