

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: November 16, 2023
RE: Single Lot Assessments

For the Agenda of November 20, 2023

Background. The City Staff has prepared a single lot assessment roll (*copy att'd*) for charges invoiced but not paid by respective property owners. The City Commission is asked to consider and approve the assessment roll, thereby allowing these charges to be included on the tax bills of the respective parties.

Public Notice (*att'd*) of the public hearing associated with the Assessment Roll has been made, and the property owners listed on the Roll have been notified by first class mail regarding the roll and the scheduled public hearing to hear comments related to the Roll. To date the City has received no written comments related to the Roll.

The City Commission is now asked to conduct the scheduled public hearing and consider approving the assessment roll with the charges for each single lot to allow the Treasurer to have the charges placed on the respective property owner's tax bill.

Issues & Questions Specified. Should the City Commission hold the hearing and approve the assessment roll?

Alternatives.

1. Hold the public hearing and approve the roll.
2. Hold the public hearing and approve the roll with amendments.
3. Do not hold the public hearing, thereby flawing the assessment process and, in essence, disapproving the assessment roll.
4. Set the matter aside for further consideration and/or discussion at a subsequently scheduled meeting.

Financial Impact. Initiation of the process for a Single Lot Assessment will allow the City to recoup the expenses, fees, and charges from the property owners listed on the Assessment Roll.

Recommendation. I recommend that the City Commission approve by motion the conduct of a public hearing to hear objections to the proposed assessment roll and subsequently approve – or approve with amendment, as appropriate – the assessment roll by adoption of Resolution 2023-091 (*copy att'd*).

Attachments.

1. Assessment Roll.
2. Public Notice.
3. Resolution 2023-091.

10/31/2023

Certification of City Clerk authenticating the Special Assessment Roll

State of Michigan I HEREBY CERTIFY that the foregoing and annexed is the Special assessment roll of City of Clare

The special assessment code is: DLQINV for the Tax Year 2023, the following are the Single Lot Special

County of Clare Assessments to be spread on the Winter 2023 tax roll: Signed: _____

City Clerk

Diane Lyon

10/31/2023

Single Lot Special Assessments

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Parcel # Owner	Sp Assessment Code Property Address	Amount of Special	10% Admin Fee	Total Due
051-360-001-00 ANGLIN TERI	DLQINV 308 JOHN R	180.00	18.00	198.00
051-034-203-25 C&J RENTALS LLC	DLQINV 408 W WHEATON AVE	180.00	18.00	198.00
051-034-204-05 COON BRADLEY JASON	DLQINV 405 W WHEATON AVE	90.00	9.00	99.00
051-034-203-19 LANGLOIS JOSHUA	DLQINV 308 W WHEATON AVE	90.00	9.00	99.00
051-062-001-00 STANLEY WILLIAM R & WANDA	DLQINV 305 W SIXTH ST	45.00	4.50	49.50
051-088-016-00 ADMIRAL REAL ESTATE 1 LLC	DLQINV 126 N MCEWAN ST	90.00	9.00	99.00
051-034-203-14 BOLLE MARK G	DLQINV 1007 MAPLE ST	90.00	9.00	99.00
Records: 7	Totals:	765.00	76.50	841.50

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 10/31/23

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-034-203-14 MARK BOLLE	0000005472	05/31/2023	0.00	0.00	0.00	90.00	0.00	90.00
051-034-203-19 MICHELLE MCQUAY	0000005468	05/31/2023	0.00	0.00	0.00	90.00	0.00	90.00
051-034-203-25 C & J RENTALS, LLC	0000005462	05/31/2023	0.00	0.00	0.00	180.00	0.00	180.00
051-034-204-05 COON BRADLEY JASON	0000005467	05/31/2023	0.00	0.00	0.00	90.00	0.00	90.00
	0000005510	07/31/2023	0.00	90.00	0.00	0.00	0.00	90.00
	0000005535	08/31/2023	180.00	0.00	0.00	0.00	0.00	180.00

			180.00	90.00	0.00	90.00	0.00	360.00
051-057-002-50 SONJA WOOD	0000005559	09/30/2023	90.00	0.00	0.00	0.00	0.00	90.00
051-061-014-00 MARTIN ALEX DAVID	0000005561	09/30/2023	90.00	0.00	0.00	0.00	0.00	90.00
051-062-001-00 WILLIAM & WANDA STANLEY	0000005469	05/31/2023	0.00	0.00	0.00	45.00	0.00	45.00
051-067-015-00 MORRIS DAWN	0000005562	09/30/2023	90.00	0.00	0.00	0.00	0.00	90.00
051-088-016-00 ADMIRAL REAL ESTATE 1 LLC	0000005471	05/31/2023	0.00	0.00	0.00	90.00	0.00	90.00
	0000005511	07/31/2023	0.00	180.00	0.00	0.00	0.00	180.00
	0000005558	09/30/2023	180.00	0.00	0.00	0.00	0.00	180.00

			180.00	180.00	0.00	90.00	0.00	450.00
051-264-008-00 AMANDA LUNDY	0000005530	08/31/2023	270.00	0.00	0.00	0.00	0.00	270.00
051-360-001-00 TERI ANGLIN	0000005461	05/31/2023	0.00	0.00	0.00	180.00	0.00	180.00
18-002-10-014-00 DONOVAN J ZIEHM	0000005532	08/31/2023	360.00	0.00	0.00	0.00	0.00	360.00
	0000005560	09/30/2023	360.00	0.00	0.00	0.00	0.00	360.00

			720.00	0.00	0.00	0.00	0.00	720.00
	GRAND TOTALS:		1,620.00	270.00	0.00	765.00	0.00	2,655.00
								JOURNALIZED AMOUNTS ONLY: 2,655.00
								NON-JOURNALIZED AMOUNTS ONLY: 0.00
	BILLING ITEM BREAKDOWN							

	MOWING		1,620.00	270.00	0.00	765.00	0.00	2,655.00

AFFIDAVIT OF PUBLICATION

State of Michigan
County of Clare

R. Michael Wilcox, being duly sworn says he is one of the principal clerks of the Clare County Review, a weekly newspaper published and circulated in said county. The annexed is a printed copy of a notice which was published in said newspaper on the following date(s), to wit:

10/6/23

R Michael Wilcox
R. Michael Wilcox

Subscribed and sworn to before me this

12 day of November A.D. 2023

Julie K. Hotchkiss
Julie Hotchkiss

Notary Public, Allegan County, Michigan.
Acting In Allegan County, Michigan

My commission expires 03/15/2029

WILCOX NEWSPAPERS, LLC
DBA WILCOX NEWSPAPERS
P.O. Box 189, Allegan, MI 49010 - (269) 657-5080

**CITY OF CLARE
PUBLIC NOTICE**

The City Commission of Clare will hold a public hearing on Monday, November 20, 2023, at 6:00 p.m. at Clare City Hall, 202 W Fifth Street, to receive public comments pertaining to the approval of the Single Lot Assessment Roll for 2023 delinquent accounts. A copy of the assessment roll is available for review in the Clerk's office, Monday through Thursday, 8 am to 5 pm. The City Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk not later than 5 p.m. on the date of the hearing. The City of Clare is an equal opportunity provider and employer.

Diane Lyon
Clare City Clerk

RESOLUTION 2023-091

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE ASSESSMENT ROLL FOR SINGLE LOT ASSESSMENTS.

WHEREAS, the City Commission has deemed it necessary and appropriate to establish single lot assessments against specific properties within the City of Clare to recoup certain uncollected charges from the owners of said specific properties, the list of said uncollected charges submitted to the City Commission; and

WHEREAS, a single lot assessment roll delineating all individuals who were to be assessed for said uncollected charges has been prepared and filed with the City Clerk, who in turn has provided due and legal notice of a public hearing to review the assessment roll for said single lot assessments and to receive objections to said roll in writing; and

WHEREAS, said hearing date has been set for the 20th day of November 2023; and

WHEREAS, the City Commission has held said public hearing and received objections to said single lot assessments and determined that said assessment roll is appropriate and correct.

NOW THEREFORE BE IT RESOLVED THAT said single lot assessment roll is determined to be fair and equitable and the assessments are determined to be in proportion to the services received.

BE IT FURTHER RESOLVED THAT said Roll, as prepared and reported to the City Commission, be and the same hereby is confirmed.

BE IT FURTHER RESOLVED THAT the City Treasurer shall utilize said Roll to place said uncollected/unpaid charges for services on the tax rolls of the City, thereby allowing the City to recoup its charges for uncollected/unpaid services, and that all said uncollected/unpaid charges for services shall be payable to the City in full in accordance with the payment instructions and schedules of said tax roll(s).

BE IT FURTHER RESOLVED THAT a warrant shall be attached by the City Clerk to a certified copy of the Roll within ten (10) days of this Resolution, herein commanding the City Treasurer to collect from each of the persons assessed on said Roll the amount of money assessed to and set opposite his name therein.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

This 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 20th day of November, 2023.

Diane Lyon, City Clerk