

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: May 30, 2024
RE: Single Lot Assessments

For the Agenda of June 3, 2024

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 any objections to the proposed assessment roll and subsequently approve – or approve with amendment, as appropriate – the assessment roll by adoption of Resolution 2024-043 (*copy att'd*).

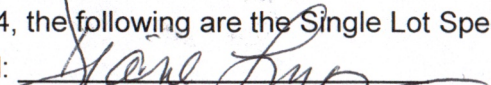
Attachments.

1. Assessment Roll.
2. Public Notice.
3. Resolution 2024-043.

05/22/2024

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 2024, the following are the Single Lot Special
Assessments to be spread on the Summer 2024 tax roll: Signed: 

County of Clare

City Clerk

Diane Lyon

05/22/2024

Single Lot Special Assessments

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Parcel # Owner	Sp Assessment Code Property Address	Amount of Special	10% Admin Fee	Total Due
051-034-204-05 COON BRADLEY JASON	DLQINV 405 W WHEATON AVE	270.00	27.00	297.00
051-061-014-00 MARTIN ALEX DAVID	DLQINV 216 W FIFTH ST	90.00	9.00	99.00
051-067-015-00 MORRIS DAWN	DLQINV 201 E FOURTH ST	90.00	9.00	99.00
051-264-008-00 LUNDY AMANDA	DLQINV 602 JACKSON ST	270.00	27.00	297.00
Records: 4	Totals:	720.00	72.00	792.00

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 04/30/24

CUSTOMER # NAME	PARCEL #	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-264-008-00 AMANDA LUNDY		0000005530	08/31/2023	0.00	0.00	0.00	0.00	270.00	270.00
051-034-204-05 COON BRADLEY JASON	051-034-204-05 051-034-204-05	0000005510 0000005535	07/31/2023 08/31/2023	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	90.00 180.00	90.00 180.00
				-----	0.00	0.00	0.00	270.00	270.00
051-061-014-00 MARTIN ALEX DAVID	051-061-014-00	0000005561	09/30/2023	0.00	0.00	0.00	0.00	90.00	90.00
051-067-015-00 MORRIS DAWN	051-067-015-00	0000005562	09/30/2023	0.00	0.00	0.00	0.00	90.00	90.00
GRAND TOTALS:				0.00	0.00	0.00	0.00	720.00	720.00
								JOURNALIZED AMOUNTS ONLY:	720.00
								NON-JOURNALIZED AMOUNTS ONLY:	0.00
BILLING ITEM BREAKDOWN									

MOWING				0.00	0.00	0.00	0.00	720.00	720.00

**CITY OF CLARE
PUBLIC NOTICE**

The City Commission of Clare will hold a public hearing on Monday, June 3, 2024, 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, during regular business hours. 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 4 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 2024-043

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 3rd day of June 2024; and

WHEREAS, the City Commission has held said public hearing, received no 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 3rd day of June 2024.

Diane M. Lyon, City Clerk