

## AGENDA REPORT

TO: Mayor & City Commission  
FROM: Diane Lyon, City Clerk  
DATE: November 17, 2016  
RE: Single Lot Assessments

For the Agenda of November 21, 2016

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Background. The City Staff periodically prepares a single lot assessment roll for various, miscellaneous charges (e.g., blight, mowing fees, etc.) that have not been paid by respective property owners and submits the roll to the City Commission for its consideration and approval, thereby allowing these charges to be included on the tax bills of the respective parties.

A Single Lot Assessment Roll (*copy att'd*) has been prepared; public notice (*copy att'd*) has been made; and all 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 hearing and approve the roll.
2. Hold the hearing and approve the roll with amendments.
3. Do not hold the 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. All of these charges are for failure to mow grass and weeds; the City paid a contractor from its General Fund for the cost of services to mow the tall grass and weeds, and remove blight.

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 2016-078 (*copy att'd*).

Attachments.

1. Assessment Roll.
2. Public Notice.
3. Resolution 2016-078.

11/17/2016

**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 2016, the following are the Single Lot Special

County of Clare

Assessments to be spread on the Winter 2016 tax roll: Signed: \_\_\_\_\_

City Clerk Diane Lyon

11/17/2016

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**Single Lot Special Assessments**

Parcel # Owner	Sp Assessment Code Property Address	Amount of Special	10% Admin Fee	Total Due
051-420-007-01 MARSHALL ROBERT F	DLQINV 630 VANGEE AVE	80.00	8.00	88.00
051-034-204-20 EBERHART LANA S	DLQINV 320 W STATE ST	355.19	35.52	390.71

Records: 2

Totals: 435.19 43.52 478.71



## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

[www.cityofclare.org](http://www.cityofclare.org)

### CITY HALL

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

### CITY OF CLARE PUBLIC NOTICE

### DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

### UTILITY BILLING

Ph 989.386.7541 x201

### W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

### POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

### FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

### PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

### AIRPORT

Ph 989.386.0445

Fx 989.386.4508

The City Commission of Clare will hold a public hearing on Monday, November 21, 2016, 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 2016 delinquent accounts. A copy of the assessment roll is available for review in the Clerk's office, Monday through Friday, 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  
City Clerk





**CITY HALL**

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Manager x102  
Assessor x103  
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Treasurer x107

October 4, 2016

**DEPARTMENT OF  
PUBLIC WORKS**

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

Dear Property Owner:

**UTILITY BILLING**

Ph 989.386.7541 x201

You are being notified of the public hearing (notice attached), because you own property that is subject to the Single Lot Assessment District for the 2016 delinquent accounts. You may pay the delinquent amount in full by November 21, 2016 and avoid the Special Assessment District which includes a 10% interest charge. If your account remains delinquent beyond November 21, 2016, the full amount plus interest will be placed on the tax roll.

**W/WWT PLANT**

Ph 989.386.2321  
Fx 989.386.2387

**POLICE DEPT.  
NON-EMERGENCY**

Ph 989.386.2121  
Fx 989.386.0440

Please contact me if you have questions or concerns.

**FIRE DEPT.  
NON-EMERGENCY**

Ph 989.386.2151  
Fx 989.386.3020

Sincerely,  


Diane Lyon  
City Clerk

**PARKS &  
RECREATION**

Ph 989.386.7541 x213  
Fx 989.386.4508

Enclosure

**AIRPORT**

Ph 989.386.0445  
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Diane Lyon  
City Clerk



**RESOLUTION 2016-0078**

**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 the 21<sup>st</sup> day of November 2016; 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.**

**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 21<sup>st</sup> day of November 2016.

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Diane Lyon, City Clerk