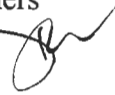


## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Diane Schmidt, City Clerk  
DATE: February 24, 2010  
RE: \*Communications



For the Agenda March 01, 2010

**\*Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of March 01, 2010.**

---

The following major items of correspondence were either received by or transmitted by the City since the last regularly scheduled City Commission meeting:

State of Michigan Department of Treasury. The City received the attached notice for participation for the 2010 14-point review program.

City Attorney Correspondence. The City sent out the attached meeting request to interested parties representing property owners with access to McGuirk Drive, to discuss underground utilities in McGuirk Drive, and responsibility for and access to McGuirk Drive.

Attachments. As noted above.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

ROBERT J. KLEINE  
STATE TREASURER

**DATE:** February 12, 2010

**TO:** Assessors, Supervisors, City Managers, Mayors and Equalization Directors

**FROM:** Kelli Sobel, Executive Director State Tax Commission 

**SUBJECT:** 2010 14-Point Review Program

At their meeting on February 9, 2010, the State Tax Commission approved the counties that will be subject to the mini review for the 2010 year. The 14-point mini review consists of the following:

- ❖ Local units are required to submit a statement certified by the assessor and supervisor/mayor that they are maintaining certain documents. Those documents, identified by the Committee, are essential to proper assessing.
- ❖ Staff from the Assessment and Certification Division will conduct a review to determine the accuracy of the certification statement. While some of this review will be done by review of the Townships database, there will be meetings and discussions with each local unit.
- ❖ Any local unit that receives a score of 70 or less on the mini review will be required to submit a corrective action plan that addresses the deficiencies noted in the review.

Your county has been selected as one of the 2010 mini review counties. Please fill out, sign the enclosed certification statement and return it to the State Tax Commission at P.O. Box 30471, Lansing, 48909 **no later than April 2, 2010**. This statement must be signed by both the assessor and in the case of a Township, the Supervisor or in the case of a City, the City Manager or Mayor. Staff from the Assessment and Certification Division will be in contact with you to schedule the mini-review. Thank you for your cooperation.

## 2010 Local Unit Certification Statement

### MICHIGAN STATE TAX COMMISSION ASSESSMENT AND CERTIFICATION DIVISION

Local Unit: \_\_\_\_\_

County: \_\_\_\_\_

1. Please identify the assessing officer who has signed the pre-Board of Review certification of the assessment roll.

Name of Township Supervisor/City Manager/Mayor: \_\_\_\_\_

Name of Assessing Officer: \_\_\_\_\_

SAB Certification No.: \_\_\_\_\_

SAB Certification Level: \_\_\_\_\_

Required Unit Level: \_\_\_\_\_

Comments:

2. **MCL 211.10e Requirements:** Please identify which of the following assessment records are used and maintained by the local assessing officer: Land value tables and land value maps. Land value maps generally consist of a map of the local unit, usually broken down by neighborhoods showing the land values used in those neighborhoods. If the land values are estimated or county equalization values are used, please indicate so in the notes area below. A listing of sales used to determine the land values, an analysis of the sales listing that arrives at the final land table, and a print out of the land table are required for an affirmative answer below.

An "X" in the box indicates a "yes" answer.

- Land value maps:** please note below any classifications not represented on a land value map.

**Land value determination:**

(grids or tables and analysis)

- Agricultural Classification
- Commercial Classification
- Industrial Classification
- Residential Classification
- Timber/Cutover Classification
- Developmental Classification

Notes:

3. **ECF determination:** (grids or tables and analysis – There must be a sales listing and ECF calculations – a simple listing of an ECF table will not suffice.) If the ECFs are estimated or are county ECFs, please indicate in the ‘notes’ area below.

- Agricultural Classification
- Commercial Classification
- Industrial Classification
- Residential Classification
- Timber/Cutover Classification
- Developmental Classification

Notes:

4. Does this unit have office hours for the inspection and copying assessment records?

- YES       NO

a) If so, please circle days & list hours: Days: M Tu W Th F    Hours: \_\_\_\_\_  
Days: M Tu W Th F    Hours: \_\_\_\_\_

b) If not, has the unit adopted a policy and/or procedure regarding the inspection and copying of public records?

- YES       NO      If YES, please attach a copy of policy/procedure.

Notes:

5. Please identify the portion of the parcels in each classification were field inspected in the prior year. STC guidelines indicate a 20% inspection rate of real parcels. Field inspection means an actual physical inspection of the parcel and measurement of at least several of the major structure dimensions. Digital aerial photos may be used in addition to field inspection if certain standards are met. (Parcel count, not SEV or percentage of parcels inspected.)

- a) Total Agricultural real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_
- b) Total Commercial real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_
- c) Total Industrial real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_
- d) Total Residential real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_
- e) Total Timber cutover real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_
- f) Total Developmental real in classification \_\_\_\_\_; Number inspected \_\_\_\_\_

Notes:

6. Based on a sampling of properties involving new construction that occurred in the prior year, do the current year's assessments include equalization new and capped value additions on the assessment roll? This is a check of permitted construction and non permitted construction. (Some units do not require building permits for agricultural and small buildings.)

YES

NO

Notes:

7. Does the true cash value on the appraisal record card agree with the true cash value indicated by the assessed value on the assessment roll? This is a check for overridden values on the appraisal record cards (ARC) and an excessive use of flat land values.

YES

NO

Notes:

I hereby certify the aforementioned statements are true and accurate:

Assessor; include Certification Number: \_\_\_\_\_

Assessor Address: \_\_\_\_\_

Assessor Phone: \_\_\_\_\_

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

Township Supervisor or City Manager or Mayor \_\_\_\_\_

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

**JAYNIE SMITH HOERAUF, P.C.**  
**ATTORNEY AT LAW**

---

601 Beech Street / P.O. Box 67 / Clare, Michigan 48617  
Phone (989) 386-3434 / Fax (989) 386-3636  
E-mail / [hoerauf@sbcglobal.net](mailto:hoerauf@sbcglobal.net)

February 17, 2010

Rodney W. Walker  
Mariane, Inc.  
P.O. Box 250  
Houghton Lake MI 48629

Clare Properties, Inc.  
10318 South Clare Avenue  
Clare MI 48617

Robert Lee Schafer  
North Central Investments, Inc.  
10316 South Clare Avenue  
Clare MI 48617

GJOCW #1 LLC  
ATTN: Gregory Ostrom  
4901 Towne Centre  
Saginaw MI 48604

Daniel C. Ashcraft  
Chodaka L.L.C.  
P.O. Box 740  
Harrison MI 48625

Green Tree Real Properties, L.L.C.  
ATTN: David J. Stanton  
714 West Michigan Avenue  
Jackson MI 49201

Paul Dixon  
Dixon Investments, LLC  
10205 East Rosebush Road  
Coleman MI 48618

David and Ruth B. Helpap  
112 Ardussi Avenue  
Saginaw MI 48602

Mr. Greg McMillan  
Clare Public Schools  
201 East State  
Clare MI 48617

RE: McGuirk Drive

To Whom It May Concern::

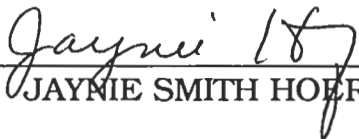
Please accept this letter on behalf of the City of Clare. The City of Clare has been examining the legal rights and liabilities associated with McGuirk Drive. I attach the results of a title search which we recently obtained for your review.

Mr. Rodney W. Walker  
Mr. Robert Lee Schafer  
Mr. Daniel C. Ashcraft  
Mr. Paul Dixon  
Mr. Greg McMillan  
Clare Properties, Inc.  
Mr. Gregory J. Ostrom  
Mr. Davis J. Stanton  
Mr. and Mrs. David Helpap  
Page 2  
February 17, 2010

The City would like to convene a meeting of all the interested parties representing property owners with access to McGuirk Drive. The purpose of the meeting would be to discuss the utilities which are in the ground in McGuirk Drive and continuing responsibility for and access to McGuirk Drive. I would like to set this meeting up for a date in March because we will probably need that much time to coordinate a date that can accommodate everyone's concerns. To that end, if you would kindly contact Suzie at my office with your available dates, we will coordinate and assign a date and time that works for everyone. We expect to convene this meeting in the upstairs conference room at City Hall. I thank you for your kindness in this regard.

Sincerely,

JAYNIE SMITH HOERAUF, P.C.

BY   
JAYNIE SMITH HOERAUF

JSH/ss  
Enclosure  
C: Client