

## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Ken Hibl, City Manager  
DATE: December 16, 2009  
RE: City Manager's Report



For the Agenda of December 21, 2009

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City Hall Aesthetic Improvements. We are in the process of making some aesthetic improvements to the bottom floor of City Hall: new carpeting; removal of 25-year old wall paper; new paint; improved lighting in the hallway and east entrance; and some office “shuffling”: (Steve moving to the most westerly office of the first floor; Diane moving to Steve’s current office, etc.). The vast majority of the funding for these improvements (carpet and paint) were pre-paid from last year’s budget (we had planned to do the work in the last budget year but simply ran out of time to do so), and the majority of the labor (excluding electrical and carpet laying) is being provided by our DPW crews, thus resulting in significant cost savings. The only disadvantage to using our own labor resources is that this project is low-priority in comparison to other critical DPW winter tasks (snow removal; water, storm, and sanitary sewer breaks and back-ups; etc.); consequently, it may take us three to four times the amount of time to complete this project in comparison to using contracted labor for the work and service – which we view as a minor inconvenience that we are gladly willing to accept for the cost savings we achieve.

New Water/Wastewater Department Part-Time Employee. As the City Commission is aware, the Water/Wastewater Department is authorized (and budgeted for) a part-time employee. Kim Parker was that part-time employee until her resignation approximately five months ago; the position has been vacant since Kim’s departure. Kim’s departmental duties were strictly administrative in nature. Upon her departure, John asked that he be allowed to re-designate this position as a part-time operator position versus administrative; I approved his request. The City advertised the position accordingly while simultaneously providing all current City employees the opportunity to “bid” on the position. While no current employees were interested in the position, we received in excess of 40 applications for the part-time operator position – a great many of them with previous water and wastewater experience (some of them licensed) that have been laid off in other municipalities throughout the state. John is in the process of conducting interviews of those he selected as best-qualified; I anticipate that he will make a decision regarding the hiring of a new part-time employee within the next month.

Central Michigan University (CMU) Internship. We have again been approached by a CMU student (Mr. Andrew Knapp, who is majoring in public administration at CMU) to intern with us. I interviewed him last month and determined he meets the qualifications we require for internship; he is scheduled to start his internship with us in January 2010.

City Office Closures. City offices will be closed on the following days for the Christmas/New Year Holiday period: all day on December 24<sup>th</sup> and December 25<sup>th</sup>; one-half day (afternoon) of December 31<sup>st</sup>; and all day on January 1<sup>st</sup>.

Results of 14-Point Assessing Mini-Review. The Michigan Department of Treasury recently conducted a 14-point review of our Assessing Department. As reflected in the attached correspondence, we received very high marks.

Absence. I will be out of the office until Thursday, December 31<sup>st</sup>; Bob Bonham will serve as the Acting City Manager during my absence.

Attachments. Results of 14-Point Assessing Review.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

ROBERT J. KLEINE  
STATE TREASURER

December 10, 2009

Ken Hibl, City Manager  
City of Clare, Clare County  
202 West Fifth Street  
Clare, MI 48617

Dear Mr. Hibl,

The State Tax Commission at their meeting on December 4, 2009 approved the results of the 14-point mini reviews. Your City received a passing score of 97 out of 100. The Commission congratulates you on receiving a passing score; keep up the good work.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelli Sobel".

Kelli Sobel, Executive Secretary  
State Tax Commission

cc: Daniel R. Kirwin, City of Clare Assessor  
Michael Markes, Assessment and Certification Division

## Review of Local Unit Assessment Administration Practices, Procedures and Records

### MICHIGAN STATE TAX COMMISSION ASSESSMENT AND CERTIFICATION DIVISION 2009 14 POINT MINI REVIEW

UNIT: CITY OF CLARE

COUNTY: CLARE

PASS

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: Ken Hibl  
 Name of Assessing Officer: Daniel Kirwin  
 SAB Certification No.: R-5067  
 SAB Certification Level: CMAE 3  
 Required Unit Level: CMAE 2  
 Notes: \_\_\_\_\_

2. MCL 211.10e Requirements - Pursuant to MCL 211.10e, 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. To fill in a check box; right click on the check box, select 'properties', then select 'checked'.)

ACD	LU (Local Unit response on Cert. Stmt)	ACD	LU
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- |                                     |   |                                     |                                     |
|-------------------------------------|---|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | ← Land value maps: please note below any classifications not represented on a land value map. |                                     |                                     |
|                                     | Land value determination: →   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                                     | (grids or tables and analysis)  |                                     |                                     |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Agricultural Classification                               | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input type="checkbox"/> Commercial Classification  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> Industrial Classification  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> Residential Classification   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Timber/Cutover Classification                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Developmental Classification                              | <input type="checkbox"/>            | <input type="checkbox"/>            |

Notes: No Agricultural, Timber-cut, Developmental classes in Unit. Assessor has digital maps with land value neighborhoods identified as well as land value rates being used and sales

**listed. Assessor has land value grids from BS&A Software showing land value rates that are associated with each neighborhood on his map and sales analysis.**

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.

**ACD LU (Local Unit response on certification statement)**

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

Notes: **Assessor had digital map indicating ECF neighborhoods, ECF Grid from BS&A software and ECF sales analysis**

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

**ACD LU (Local Unit response on certification statement)**

- YES       YES
- NO         NO

a) If so, please circle days & list hours: Days: M Tu W Th F Hours: **M-F 8-5**  
 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?

**ACD LU (Local Unit response on certification statement)**

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

Notes: \_\_\_\_\_

5. Please identify the portion of the parcels in each classification that 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 **257**; Number inspected \_\_\_\_\_
- c) Total Industrial real in classification **20**; Number inspected \_\_\_\_\_
- d) Total Residential real in classification **1042**; Number inspected \_\_\_\_\_

- e) Total Timber cutover real in classification\_\_\_\_; Number inspected \_\_\_\_\_
- f) Total Developmental real in classification\_\_\_\_; Number inspected \_\_\_\_\_

Notes: **Unable to verify. 116 total parcels from the database audit report indicate building/sketch changes which would require going out into the field and collecting measurements. Generic Data Export quering Who/What/When data fields indicates only 8 parcels.**

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

<b>ACD</b>	<b>LU (Local Unit response on certification statement)</b>
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- |   |   |                                       |
|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> YES | <input checked="" type="checkbox"/> YES | <b>If NO, documentation required.</b> |
| <input type="checkbox"/> NO             | <input type="checkbox"/> 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.

<b>ACD</b>	<b>LU (Local Unit response on certification statement)</b>
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- |   |   |                                       |
|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> YES | <input checked="" type="checkbox"/> YES | <b>If NO, date(s) last calculated</b> |
| <input type="checkbox"/> NO             | <input type="checkbox"/> NO             |                                       |

Notes: **138 out of 1319 parcels in override. Assessor claims that all parcels were in override for 2005 and that he is working on getting the remaining parcels out of override. Assessor plans on having all parcels out of override for 2010.**

The following is for analytical purposes;

Agricultural SEV as a percentage of total SEV	<u>0</u>
Commercial SEV as a percentage of total SEV	<u>.447</u>
Industrial SEV as a percentage of total SEV	<u>.031</u>
Residential SEV as a percentage of total SEV	<u>.522</u>
Timber C/O SEV as a percentage of total SEV	_____
Developmental SEV as a percentage of total SEV	_____

Total Real SEV      **85,223,700**

Please attach a copy of the Local Unit Certification Statement; ACD staff may need to summarize whether the Local Unit Certification Statement is in agreement with the ACD staff findings.

Notes: \_\_\_\_\_