



225 S Camburn St  
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**STANTON CITY COMMISSION**  
**Regular Meeting Agenda**  
**October 13, 2020**  
**7:00 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call:**

Mayor Lori Williams  
Mayor Pro Tem  
Vladimir Edelman  
Commissioner Jane Basom

Commissioner Ray Holloway  
Commissioner Michael Mazzola  
Commissioner Charles Miel  
Commissioner Mary Thomas

**4. Approval of Agenda**

**5. Public Comments and/or Questions** (Public Comments shall be limited to 3 minutes per person. A person wishing to address the Commission shall state their name and address for the official record. The Commission may at their discretion respond to comments and/or questions after all have been received.)

**6. Standing Items**

- a. Approval of commission meeting minutes of September 22, 2020
- b. Approval of bill payments for the month of September 2020 in the total amount of \$89,244.94.
- c. Revenue and Expenditure Report for the month of September 2020.

**7. Monthly Reports**

- a. Stanton Police Department
- b. Stanton Public Works
- c. Clerk/Treasurer Report
- d. City Manager

**8. New Business**

- a. Consideration by City Commission to set the date and hours for Halloween trick or treating to October 31, 2020 5PM-7PM.
- b. Consideration by City Commission to approve the Montcalm County InterLocal Agreement for County Designated Assessor and authorize the Mayor to provide signature.

- c. Consideration by City Commission to accept the resignation of Vester Davis, Jr. as City Manager with an effective end date of October 23, 2020; and appoint Mayor Williams to oversee the day-to-day operations of the City of Stanton.

**9. Committee Reports**

**10. Public Comments**

**11. Commission Comments**

**12. Adjournment**

**City of Stanton**  
**Regular Meeting Minutes**  
**September 22, 2020**

1. **Call to Order: Pledge of Allegiance** – The City of Stanton regular meeting was called to order via zoom conference video at 7:00p.m. by Mayor Lori Williams with the Pledge of Allegiance.
2. **Roll Call:** Mayor Lori Williams, Jane Basom, Vladimir Edelman, Ray Holloway, Chuck Miel, Mary Thomas  
Absent: Michael Mazzola
3. **Approval of Agenda**  
Motion made by Thomas second by Holloway to approve the agenda. Motion carried on a voice vote.
4. **Public Comments:**  
Matt Biolette, Republic Services, gave an apology for the late notices sent out informing residents that their pick-up day would change from Thursday to Friday. Let the Commissioners know that our 10-year contract was up for review at the 5-year mark.
5. **Standing Items**
  - a. Motion made by Miel second by Thomas to approve the Regular Meeting Minutes of September 8, 2020. Motion carried on a voice vote.
  - b. Motion made by Holloway second by Miel to approve the bills for September 2020 in the total amount of \$382,622.36. Motion carried on a voice vote.
6. **Monthly Reports**
  - a. Stanton Police Department
  - b. DPW Report
  - c. Clerk/Treasurer Financial Report
  - d. City Manager
    - i. Fair Housing Policy
    - ii. Excessive Force PolicyMotion made by Holloway second by Basom to place Halloween discussion on the next agenda under new business. Motion carried on a voice vote.
7. **Public Hearing**
  - a. Mayor Williams opened the public hearing at 7:16p.m.  
Commissioners had some discussion and Kathy Jo from the Right Place stated she was listening and supports Millard's.
  - b. Mayor Williams closed the public hearing at 7:17p.m.
8. **New Business:**

- a. Motion made by Edelman second by Basom to excuse the absence of Commissioner Mazzola from the regular meeting held on September 22, 2020. Motion carried on a voice vote.
- b. Motion made by Thomas second by Edelman to accept a resolution to grant a Commercial Tax Exemption in accordance with Public Act 255 of 1978. Motion passed on a voice vote.
- c. Motion made by Miel second by Edelman to renew a contract with Republic Services for residential solid waste disposal services. Motion carried on a voice vote.
- d. Motion made by Miel second by Holloway to vote for the proposed nominees for the 2020 Michigan Municipal League Liability & Property Pool Board of Directors. Motion carried on a voice vote.

**9. Committee Reports:**

Veterans Memorial Park-The next meeting will be October 20, 2020 at 7:00p.m. and will be determined if it will be via zoom or in person.

DDA-nothing new, just reminders that Saturday October 10, 2020 will be sidewalk sales downtown, we will be social distancing and asking that masks be worn, DDA will be having a tent downtown for assistance on ordering apparel, and holiday pole sponsorship.

**10. Public Comments:** None

**11. Commission Comments:**

Commissioner Basom asked Matt from Republic Services if he could check on the quality of the trash bags that are sold at city hall.

Commissioner Holloway stated that he sees a lot of good things happening around the city and clean-up in town is looking good.

Mayor Williams let everyone know that Friday Habitat for Humanity is having a golf outing and Saturday they will have the bike fundraiser with a drinking station close to the Bellevue Street Building site. Also, Rotary will be doing adopt a highway clean-up on Saturday meeting at the high school parking lot at 8:00a.m.

**12. Adjournment**

Motion made by Thomas second by Holloway to adjourn meeting at 7:41p.m.

Motion carried on a voice vote.

Lori Williams, Mayor

Lori Braman, Clerk

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
09/22/2020	STANT	9408*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	11,413.48
09/23/2020	STANT	9410	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	3,089.55
09/23/2020	STANT	9411#	BUSY BEE'S CUSTOM EMBROIDERY	MISCELLANEOUS	956.000	172	175.00
				REPAIR, MAINTENANCE	775.000	209	720.00
				MATERIALS AND SUPPLIES	726.000	262	110.00
				CHECK STANT 9411 TOTAL FOR FUND 101:			<u>1,005.00</u>
09/23/2020	STANT	9413*#	FIRST BANKCARD	CONTRACTUAL SERVICES	806.000	172	54.99
				REPAIR/MAINTENANCE BUILDING	930.000	172	236.31
				MATERIALS AND SUPPLIES	726.000	262	937.96
				MISCELLANEOUS	956.000	301	51.88
				CHECK STANT 9413 TOTAL FOR FUND 101:			<u>1,281.14</u>
09/23/2020	STANT	9414	FAST GROWING TREES NURSERY	MISCELLANEOUS	956.000	441	1,573.02
09/23/2020	STANT	9418	STANDARD INSURANCE COMPANY	INSURANCE	710.000	850	239.35
09/30/2020	STANT	9421*#	GENERAL FUND	POSTAGE	727.000	262	30.00
				MATERIALS AND SUPPLIES	726.000	441	22.23
				CHECK STANT 9421 TOTAL FOR FUND 101:			<u>52.23</u>
09/30/2020	STANT	9423	POSTMASTER	POSTAGE	727.000	262	117.50
09/30/2020	STANT	9425	PRIORITY HEALTH	INSURANCE	710.000	850	7,103.23
09/30/2020	STANT	9426#	QUILL	MATERIALS AND SUPPLIES	726.000	172	2.58
				MATERIALS AND SUPPLIES	726.000	301	2.58
				CHECK STANT 9426 TOTAL FOR FUND 101:			<u>5.16</u>
10/06/2020	STANT	9428*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	10,451.51
10/07/2020	STANT	9429	APEX SOFTWARE	MATERIALS AND SUPPLIES	726.000	257	235.00
10/07/2020	STANT	9430	CASAIR INC	TELEPHONE	850.000	448	216.28
				INTERNET	851.000	448	216.27
				CHECK STANT 9430 TOTAL FOR FUND 101:			<u>432.55</u>
10/07/2020	STANT	9431*#	CONSUMERS ENERGY	UTILITIES	920.000	172	0.00

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CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
CHECK DATE FROM 09/17/2020 - 10/07/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				STREET LIGHTS	920.000	448	1,059.41
				UTILITIES	920.000	448	153.25
				CHECK STANT 9431 TOTAL FOR FUND 101:			<u>1,212.66</u>
10/07/2020	STANT	9432	HEVEL AUTOMOTIVE INC	REPAIR, MAINTENANCE	775.000	441	6.60
10/07/2020	STANT	9434	CHASE COUGHLIN	CONFERENCE AND TRAINING	728.000	301	13.06
10/07/2020	STANT	9435	MMTA	CONFERENCE AND TRAINING	728.000	253	75.00
10/07/2020	STANT	9437#	ROLSTON HARDWARE	REPAIR, MAINTENANCE	775.000	441	19.46
				REPAIR, MAINTENANCE	775.000	752	14.96
				CHECK STANT 9437 TOTAL FOR FUND 101:			<u>34.42</u>
10/07/2020	STANT	9438*#	STANTON HARDWARE CORP	MATERIALS AND SUPPLIES	726.000	172	16.86
				REPAIR, MAINTENANCE	775.000	441	106.35
				REPAIR, MAINTENANCE	775.000	752	69.33
				CHECK STANT 9438 TOTAL FOR FUND 101:			<u>192.54</u>
10/07/2020	STANT	9440#	VERIZON WIRELESS	MATERIALS AND SUPPLIES	726.000	301	39.34
				TELEPHONE	850.000	448	54.08
				CHECK STANT 9440 TOTAL FOR FUND 101:			<u>93.42</u>
				Total for fund 101 GENERAL FUND			38,626.42

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
09/22/2020	STANT	9408*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	623.12
09/23/2020	STANT	9415*	MONTCALM COUNTY ROAD COMMISSION	RESURFACING & MAINTENANCE	755.000	463	4,908.67
10/06/2020	STANT	9428*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	638.74
Total for fund 202 MAJOR STREET FUND							6,170.53

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
09/22/2020	STANT	9408*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	623.12
09/23/2020	STANT	9415*	MONTCALM COUNTY ROAD COMMISSION	RESURFACING & MAINTENANCE	755.000	463	8,211.32
				RESURFACING & MAINTENANCE	755.000	463	4,908.67
				CHECK STANT 9415 TOTAL FOR FUND 203:			<u>13,119.99</u>
10/06/2020	STANT	9428*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	638.69
10/07/2020	STANT	9433	HIGH GRADE MATERIALS CO	REPAIR, MAINTENANCE	775.000	463	296.47
				Total for fund 203 LOCAL STREET FUND			14,678.27

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT							
09/23/2020	STANT	9413*#	FIRST BANKCARD	MATERIALS AND SUPPLIES	726.000	000	512.00
09/30/2020	STANT	9421*#	GENERAL FUND	MATERIALS AND SUPPLIES	726.000	000	1.59
10/07/2020	STANT	9436	MICHIGAN DOWNTOWN ASSOCIATION	MATERIALS AND SUPPLIES	726.000	000	95.00
Total for fund 248 DOWNTOWN DEVELOPMENT							608.59

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
09/22/2020	STANT	9408*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	981.64
09/23/2020	STANT	9416	PARKER SEPTIC SERVICE	PUMPING	803.000	536	450.00
09/23/2020	STANT	9417	PREIN & NEWHOF	SAMPLING	804.000	536	245.00
09/30/2020	STANT	9420	FRONTIER	UTILITIES	920.000	536	311.37
09/30/2020	STANT	9424*	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	1,107.75
				SAMPLING	804.000	536	245.00
				CHECK STANT 9424 TOTAL FOR FUND 590:			<u>1,352.75</u>
10/06/2020	STANT	9428*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	1,010.15
10/07/2020	STANT	9431*#	CONSUMERS ENERGY	UTILITIES	920.000	536	0.00
10/07/2020	STANT	9438*#	STANTON HARDWARE CORP	REPAIR, MAINTENANCE	775.000	536	152.24
10/07/2020	STANT	9439*	USA BLUEBOOK	REPAIR, MAINTENANCE	775.000	536	171.90
				Total for fund 590 SEWER FUND			4,675.05

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CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
CHECK DATE FROM 09/17/2020 - 10/07/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
09/22/2020	STANT	9408*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	981.51
09/23/2020	STANT	9412	ELHORN ENGINEERING	REPAIR, MAINTENANCE	775.000	536	106.00
09/30/2020	STANT	9419	STATE OF MICHIGAN	SAMPLING	804.000	536	50.00
09/30/2020	STANT	9422	MUNICIPAL SUPPLY	MATERIALS AND SUPPLIES	726.000	536	35.00
09/30/2020	STANT	9424*	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	1,107.75
				PROFESSIONAL SERVICES	801.000	536	1,707.00
				CHECK STANT 9424 TOTAL FOR FUND 591:			<u>2,814.75</u>
10/06/2020	STANT	9428*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	1,010.14
10/07/2020	STANT	9431*#	CONSUMERS ENERGY	UTILITIES	920.000	536	0.00
10/07/2020	STANT	9439*	USA BLUEBOOK	REPAIR, MAINTENANCE	775.000	536	180.45
				Total for fund 591 WATER FUND			5,177.85

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CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX ACCOUNT							
09/29/2020	TAX	3557	GENERAL FUND	CITY 9,059.45 INT 86.33 ADMIN 153.48	818.000	000	9,299.26
09/29/2020	TAX	3558	MONTCALM COUNTY TREASURER	OPER. 2,911.65 INT 27.74	820.000	000	2,939.39
				SET 3,992.29 INT 38.07	826.000	000	4,030.36
				CHECK TAX 3558 TOTAL FOR FUND 703:			<u>6,969.75</u>
10/07/2020	TAX	3559	GENERAL FUND	GENERAL FUND	818.000	000	1,737.38
10/07/2020	TAX	3560	MONTCALM COUNTY TREASURER	COUNTY OPER. 538.98, INT 10.06	820.000	000	549.04
				SET 739.00, INT 13.80	826.000	000	752.80
				CHECK TAX 3560 TOTAL FOR FUND 703:			<u>1,301.84</u>
				Total for fund 703 TAX ACCOUNT			19,308.23
			TOTAL - ALL FUNDS				89,244.94

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-664.016	INTEREST FOR CD'S	7,000.00	1,148.95	208.95	5,851.05	16.41
Total Dept 000		7,000.00	1,148.95	208.95	5,851.05	16.41
Dept 101 - GENERAL FUND REV						
101-101-401.000	PROPERTY TAX	315,000.00	289,323.50	190,263.64	25,676.50	91.85
101-101-412.000	DELINQUENT TAX	20,000.00	0.00	0.00	20,000.00	0.00
101-101-426.000	TRAILER PARK TAX	1,500.00	0.00	0.00	1,500.00	0.00
101-101-445.000	INTEREST & PENALTY FEES/TAXES	0.00	92.75	92.75	(92.75)	100.00
101-101-447.000	PROPERTY TAX ADMINISTRATION	0.00	5,098.22	3,354.16	(5,098.22)	100.00
101-101-450.000	LICENSE AND PERMITS	2,000.00	785.00	75.00	1,215.00	39.25
101-101-451.000	CABLE TV FRANCHISE FEE	19,000.00	4,917.43	0.00	14,082.57	25.88
101-101-452.000	302 FUNDS	500.00	0.00	0.00	500.00	0.00
101-101-570.000	LIQUOR LICENSE REVENUE (LCC)	1,500.00	1,512.50	0.00	(12.50)	100.83
101-101-573.000	LOCAL COMMUNITY STABILIZATION SHARE	150.00	0.00	0.00	150.00	0.00
101-101-574.000	STATE REVENUE SHARING	125,000.00	39,214.00	16,772.00	85,786.00	31.37
101-101-626.000	GRAVE OPENINGS/FOUNDATION	5,000.00	5,753.50	2,700.00	(753.50)	115.07
101-101-650.000	SALE OF PROPERTY	2,500.00	0.00	0.00	2,500.00	0.00
101-101-660.000	FINES & FORFEITS	1,200.00	95.70	95.70	1,104.30	7.98
101-101-664.000	INTEREST	3,000.00	222.46	76.32	2,777.54	7.42
101-101-667.202	MAJOR ST. EQUIP. RENTAL	28,000.00	6,058.31	1,954.90	21,941.69	21.64
101-101-667.203	LOCAL ST. EQUIP. RENTAL	10,000.00	7,937.87	3,252.25	2,062.13	79.38
101-101-667.590	SEWER EQUP RENTAL	6,000.00	3,535.02	991.30	2,464.98	58.92
101-101-667.591	WATER EQUIPMENT RENTAL	6,000.00	2,083.66	524.82	3,916.34	34.73
101-101-675.000	CONTRIBUTIONS & DONATIONS	500.00	0.00	0.00	500.00	0.00
101-101-687.000	REFUNDS & REBATES	200.00	515.52	515.52	(315.52)	257.76
101-101-695.000	MISCELLANEOUS	10,000.00	23,796.78	8,901.90	(13,796.78)	237.97
101-101-699.202	ADMINISTRATION MAJOR STREET	10,000.00	0.00	0.00	10,000.00	0.00
101-101-699.203	ADMINISTRATION LOCAL STREET	5,000.00	0.00	0.00	5,000.00	0.00
101-101-699.590	ADMINISTRATION SEWER	35,000.00	0.00	0.00	35,000.00	0.00
101-101-699.591	ADMINISTRATION WATER	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 101 - GENERAL FUND REV		642,050.00	390,942.22	229,570.26	251,107.78	60.89
TOTAL REVENUES		649,050.00	392,091.17	229,779.21	256,958.83	60.41
Expenditures						
Dept 102 - CITY COMMISSION						
101-102-702.000	WAGES	7,700.00	1,750.00	1,750.00	5,950.00	22.73
101-102-715.000	FITW/FICA	700.00	133.87	133.87	566.13	19.12
101-102-726.000	MATERIALS AND SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-102-728.000	CONFERENCE AND TRAINING	1,000.00	225.00	0.00	775.00	22.50
101-102-730.000	PUBLIC RELATIONS	250.00	0.00	0.00	250.00	0.00
101-102-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
101-102-880.000	EMPLOYEE RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
101-102-900.000	PRINTING AND PUBLISHING	0.00	236.90	236.90	(236.90)	100.00
Total Dept 102 - CITY COMMISSION		11,800.00	2,345.77	2,120.77	9,454.23	19.88
Dept 171 - MAYOR						
101-171-702.000	WAGES	2,400.00	600.00	600.00	1,800.00	25.00

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-171-715.000	FITW/FICA	200.00	45.90	45.90	154.10	22.95
101-171-728.000	CONFERENCE AND TRAINING	250.00	0.00	0.00	250.00	0.00
101-171-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - MAYOR		3,350.00	645.90	645.90	2,704.10	19.28
Dept 172 - CITY HALL/ADMINISTRTION						
101-172-702.101	CITY MANAGER WAGES	63,000.00	14,123.10	4,707.70	48,876.90	22.42
101-172-702.216	SUPPORT STAFF	23,000.00	4,399.82	1,636.94	18,600.18	19.13
101-172-708.000	RETIREMENT	4,500.00	0.00	0.00	4,500.00	0.00
101-172-715.000	FITW/FICA	9,000.00	2,459.79	841.54	6,540.21	27.33
101-172-726.000	MATERIALS AND SUPPLIES	1,000.00	210.90	110.53	789.10	21.09
101-172-727.000	POSTAGE	500.00	306.35	152.35	193.65	61.27
101-172-728.000	CONFERENCE AND TRAINING	1,500.00	95.11	0.00	1,404.89	6.34
101-172-801.000	PROFESSIONAL SERVICES	8,000.00	1,271.75	128.80	6,728.25	15.90
101-172-802.000	MEMBERSHIP DUES	1,000.00	0.00	0.00	1,000.00	0.00
101-172-805.000	TRAVEL	1,000.00	0.00	0.00	1,000.00	0.00
101-172-806.000	CONTRACTUAL SERVICES	3,000.00	236.66	54.99	2,763.34	7.89
101-172-900.000	PRINTING AND PUBLISHING	1,500.00	36.00	0.00	1,464.00	2.40
101-172-930.000	REPAIR/MAINTENANCE BUILDING	500.00	272.29	272.29	227.71	54.46
101-172-956.000	MISCELLANEOUS	3,500.00	104.60	175.00	3,395.40	2.99
101-172-981.000	CAPITAL OUT LAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 172 - CITY HALL/ADMINISTRTION		123,000.00	23,516.37	8,080.14	99,483.63	19.12
Dept 209 - CEMETERY						
101-209-702.441	DIRECTOR OF PUBLIC WORKS	2,500.00	275.79	91.93	2,224.21	11.03
101-209-702.442	FULL TIME	3,800.00	903.18	297.05	2,896.82	23.77
101-209-715.000	FITW/FICA	750.00	148.03	48.49	601.97	19.74
101-209-726.000	MATERIALS AND SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-209-775.000	REPAIR, MAINTENANCE	1,200.00	720.00	720.00	480.00	60.00
101-209-801.000	PROFESSIONAL SERVICES	2,500.00	383.00	0.00	2,117.00	15.32
101-209-940.000	EQUIPMENT RENTAL	2,500.00	0.00	0.00	2,500.00	0.00
101-209-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
Total Dept 209 - CEMETERY		14,250.00	2,430.00	1,157.47	11,820.00	17.05
Dept 215 - CLERK						
101-215-702.000	WAGES	34,000.00	7,761.78	2,601.76	26,238.22	22.83
101-215-708.000	RETIREMENT	1,800.00	0.00	0.00	1,800.00	0.00
101-215-715.000	FITW/FICA	4,080.00	1,027.11	345.09	3,052.89	25.17
101-215-726.000	MATERIALS AND SUPPLIES	500.00	13.77	0.00	486.23	2.75
101-215-727.000	POSTAGE	250.00	0.00	0.00	250.00	0.00
101-215-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-215-802.000	MEMBERSHIP DUES	200.00	0.00	0.00	200.00	0.00
101-215-805.000	TRAVEL	250.00	0.00	0.00	250.00	0.00
101-215-900.000	PRINTING AND PUBLISHING	250.00	115.80	0.00	134.20	46.32
Total Dept 215 - CLERK		41,830.00	8,918.46	2,946.85	32,911.54	21.32
Dept 247 - BOARD OF REVIEW						
101-247-702.000	WAGES	900.00	70.00	70.00	830.00	7.78

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-715.000	FITW/FICA	100.00	5.34	5.34	94.66	5.34
101-247-728.000	CONFERENCE AND TRAINING	100.00	0.00	0.00	100.00	0.00
101-247-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,600.00	75.34	75.34	1,524.66	4.71
Dept 253 - TREASURER						
101-253-702.000	WAGES	18,500.00	3,993.68	1,242.47	14,506.32	21.59
101-253-715.000	FITW/FICA	2,200.00	545.12	169.59	1,654.88	24.78
101-253-726.000	MATERIALS AND SUPPLIES	220.00	30.38	0.00	189.62	13.81
101-253-727.000	POSTAGE	400.00	15.00	0.00	385.00	3.75
101-253-728.000	CONFERENCE AND TRAINING	500.00	125.00	0.00	375.00	25.00
Total Dept 253 - TREASURER		21,820.00	4,709.18	1,412.06	17,110.82	21.58
Dept 257 - ASSESSOR						
101-257-702.000	WAGES	9,300.00	2,408.01	802.67	6,891.99	25.89
101-257-715.000	FITW/FICA	1,000.00	184.22	61.41	815.78	18.42
101-257-726.000	MATERIALS AND SUPPLIES	250.00	0.00	0.00	250.00	0.00
101-257-727.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-257-728.000	CONFERENCE AND TRAINING	200.00	0.00	0.00	200.00	0.00
101-257-801.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-257-802.000	MEMBERSHIP DUES	125.00	0.00	0.00	125.00	0.00
101-257-805.000	TRAVEL	100.00	0.00	0.00	100.00	0.00
101-257-900.000	PRINTING AND PUBLISHING	300.00	0.00	0.00	300.00	0.00
Total Dept 257 - ASSESSOR		14,775.00	2,592.23	864.08	12,182.77	17.54
Dept 262 - ELECTIONS						
101-262-702.000	WAGES	2,000.00	852.85	7.95	1,147.15	42.64
101-262-715.000	FITW/FICA	150.00	56.71	1.01	93.29	37.81
101-262-726.000	MATERIALS AND SUPPLIES	1,000.00	1,208.81	1,047.96	(208.81)	120.88
101-262-727.000	POSTAGE	200.00	158.50	147.50	41.50	79.25
101-262-728.000	CONFERENCE AND TRAINING	125.00	0.00	0.00	125.00	0.00
101-262-801.000	PROFESSIONAL SERVICES	250.00	0.00	0.00	250.00	0.00
101-262-900.000	PRINTING AND PUBLISHING	250.00	0.00	0.00	250.00	0.00
Total Dept 262 - ELECTIONS		3,975.00	2,276.87	1,204.42	1,698.13	57.28
Dept 301 - POLICE						
101-301-702.301	POLICE CHIEF	35,000.00	4,422.32	792.68	30,577.68	12.64
101-301-702.302	POLICE OFFICER	45,000.00	9,871.08	3,512.68	35,128.92	21.94
101-301-702.303	PART-TIME OFFICERS	15,000.00	1,946.25	1,035.00	13,053.75	12.98
101-301-715.000	FITW/FICA	10,000.00	1,834.62	619.29	8,165.38	18.35
101-301-726.000	MATERIALS AND SUPPLIES	1,500.00	298.11	194.60	1,201.89	19.87
101-301-727.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-301-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-301-731.000	UNIFORMS	800.00	138.50	0.00	661.50	17.31
101-301-736.000	GAS	2,500.00	215.19	136.04	2,284.81	8.61
101-301-775.000	REPAIR, MAINTENANCE	2,500.00	185.00	147.00	2,315.00	7.40
101-301-801.000	PROFESSIONAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-301-956.000	MISCELLANEOUS	200.00	51.88	51.88	148.12	25.94

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-301-981.000	CAPITAL OUT LAY	1,500.00	1,500.00	1,500.00	0.00	100.00
Total Dept 301 - POLICE		119,700.00	20,462.95	7,989.17	99,237.05	17.10
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.441	DIRECTOR OF PUBLIC WORKS	13,000.00	2,235.12	745.04	10,764.88	17.19
101-441-702.442	FULL TIME	30,000.00	5,870.52	2,221.58	24,129.48	19.57
101-441-702.500	OVER TIME HOURS	2,000.00	0.00	0.00	2,000.00	0.00
101-441-715.000	FITW/FICA	5,000.00	1,020.07	368.54	3,979.93	20.40
101-441-726.000	MATERIALS AND SUPPLIES	1,500.00	98.77	27.46	1,401.23	6.58
101-441-728.000	CONFERENCE AND TRAINING	650.00	0.00	0.00	650.00	0.00
101-441-731.000	UNIFORMS	1,000.00	756.48	756.48	243.52	75.65
101-441-736.000	GAS	5,000.00	778.00	367.07	4,222.00	15.56
101-441-775.000	REPAIR, MAINTENANCE	15,000.00	2,699.32	1,682.04	12,300.68	18.00
101-441-777.000	GROUNDS REPAIR/MAINTENANCE	250.00	0.00	0.00	250.00	0.00
101-441-806.000	CONTRACTUAL SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
101-441-956.000	MISCELLANEOUS	200.00	1,732.02	1,637.02	(1,532.02)	866.01
101-441-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		93,600.00	15,190.30	7,805.23	78,409.70	16.23
Dept 448 - UTILITIES						
101-448-850.000	TELEPHONE	3,500.00	756.95	269.71	2,743.05	21.63
101-448-851.000	INTERNET	3,500.00	647.28	215.76	2,852.72	18.49
101-448-920.000	UTILITIES	30,000.00	4,068.49	2,026.46	25,931.51	13.56
101-448-921.000	WATER/SEWER	1,500.00	237.16	110.81	1,262.84	15.81
Total Dept 448 - UTILITIES		38,500.00	5,709.88	2,622.74	32,790.12	14.83
Dept 528 - RUBBISH COLLECTON/DISPOSAL						
101-528-807.000	RUBBISH	1,800.00	0.00	0.00	1,800.00	0.00
101-528-809.000	CLEAN UP DAY	2,200.00	0.00	0.00	2,200.00	0.00
Total Dept 528 - RUBBISH COLLECTON/DISPOSAL		4,000.00	0.00	0.00	4,000.00	0.00
Dept 721 - PLANNING COMMISSION						
101-721-702.000	WAGES	2,100.00	450.00	450.00	1,650.00	21.43
101-721-715.000	FITW/FICA	200.00	34.44	34.44	165.56	17.22
101-721-727.000	POSTAGE	0.00	12.65	12.65	(12.65)	100.00
101-721-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-721-801.000	PROFESSIONAL SERVICES	8,000.00	665.30	665.30	7,334.70	8.32
101-721-900.000	PRINTING AND PUBLISHING	200.00	0.00	0.00	200.00	0.00
Total Dept 721 - PLANNING COMMISSION		11,000.00	1,162.39	1,162.39	9,837.61	10.57
Dept 752 - PARKS AND RECREATION						
101-752-702.441	DIRECTOR OF PUBLIC WORKS	2,000.00	275.79	91.93	1,724.21	13.79
101-752-702.442	FULL TIME	13,000.00	2,709.53	891.15	10,290.47	20.84
101-752-715.000	FITW/FICA	1,500.00	368.83	120.38	1,131.17	24.59
101-752-726.000	MATERIALS AND SUPPLIES	1,500.00	24.95	0.00	1,475.05	1.66
101-752-775.000	REPAIR, MAINTENANCE	1,500.00	31.74	31.74	1,468.26	2.12

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-752-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 752 - PARKS AND RECREATION		24,500.00	3,410.84	1,135.20	21,089.16	13.92
Dept 850 - OTHER FUNCTIONS						
101-850-710.000	INSURANCE	105,000.00	35,334.94	7,990.69	69,665.06	33.65
101-850-712.000	FIRE DEPARTMENT	15,000.00	0.00	0.00	15,000.00	0.00
101-850-714.000	MICHIGAN MUNICIPAL LEAGUE	2,000.00	0.00	0.00	2,000.00	0.00
101-850-812.000	COUNTY TRAILER FEES	250.00	0.00	0.00	250.00	0.00
101-850-813.000	MONTCALM SCHOOL TRAILER FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-850-816.000	MONTCALM ALLIANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-850-827.000	DAY TOWNSHIP TAXES	1,600.00	0.00	0.00	1,600.00	0.00
Total Dept 850 - OTHER FUNCTIONS		126,350.00	35,334.94	7,990.69	91,015.06	27.97
TOTAL EXPENDITURES		654,050.00	128,781.42	47,212.45	525,268.58	19.69
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		649,050.00	392,091.17	229,779.21	256,958.83	60.41
TOTAL EXPENDITURES		654,050.00	128,781.42	47,212.45	525,268.58	19.69
NET OF REVENUES & EXPENDITURES		(5,000.00)	263,309.75	182,566.76	(268,309.75)	5,266.20
BEG. FUND BALANCE		714,471.54	714,471.54			
NET OF REVENUES/EXPENDITURES - 2019-20			104,473.08		104,473.08	
END FUND BALANCE		709,471.54	1,082,254.37			

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	GAS & WEIGHT TAX	108,000.00	39,193.46	23,382.66	68,806.54	36.29
202-000-664.000	INTEREST	2,500.00	205.97	71.62	2,294.03	8.24
202-000-664.016	INTEREST FOR CD'S	6,000.00	957.71	323.00	5,042.29	15.96
202-000-695.000	MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 000		120,000.00	40,357.14	23,777.28	79,642.86	33.63
TOTAL REVENUES		120,000.00	40,357.14	23,777.28	79,642.86	33.63
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	WAGES	5,500.00	1,153.03	381.67	4,346.97	20.96
202-463-715.000	FITW/FICA	700.00	148.88	49.05	551.12	21.27
202-463-740.000	OPERATING SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
202-463-755.000	RESURFACING & MAINTENANCE	6,000.00	5,658.67	5,658.67	341.33	94.31
202-463-801.000	PROFESSIONAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
202-463-940.000	EQUIPMENT RENTAL	11,000.00	6,058.31	1,954.90	4,941.69	55.08
Total Dept 463 - ROUTINE MAINTENANCE		27,700.00	13,018.89	8,044.29	14,681.11	47.00
Dept 474 - TRAFFIC						
202-474-702.000	WAGES	5,200.00	1,153.08	381.71	4,046.92	22.17
202-474-715.000	FITW/FICA	650.00	148.87	49.06	501.13	22.90
202-474-726.000	MATERIALS AND SUPPLIES	1,250.00	0.00	0.00	1,250.00	0.00
Total Dept 474 - TRAFFIC		7,100.00	1,301.95	430.77	5,798.05	18.34
Dept 478 - WINTER MAINTENANCE						
202-478-702.000	WAGES	5,000.00	1,154.78	382.26	3,845.22	23.10
202-478-715.000	FITW/FICA	700.00	149.01	49.11	550.99	21.29
202-478-740.000	OPERATING SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
202-478-940.000	EQUIPMENT RENTAL	18,000.00	0.00	0.00	18,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		26,200.00	1,303.79	431.37	24,896.21	4.98
Dept 482 - ADMINISTRATION						
202-482-732.000	ADMINISTRATION EXPENSE	10,000.00	1,861.00	0.00	8,139.00	18.61
202-482-981.000	CAPITAL OUT LAY	10,000.00	0.00	0.00	10,000.00	0.00
202-482-999.203	TRANSFER TO LOCAL STREETS	39,000.00	0.00	0.00	39,000.00	0.00
Total Dept 482 - ADMINISTRATION		59,000.00	1,861.00	0.00	57,139.00	3.15
TOTAL EXPENDITURES		120,000.00	17,485.63	8,906.43	102,514.37	14.57
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		120,000.00	40,357.14	23,777.28	79,642.86	33.63
TOTAL EXPENDITURES		120,000.00	17,485.63	8,906.43	102,514.37	14.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
	NET OF REVENUES & EXPENDITURES	0.00	22,871.51	14,870.85	(22,871.51)	100.00
	BEG. FUND BALANCE	747,239.15	747,239.15			
	NET OF REVENUES/EXPENDITURES - 2019-20		20,945.77		20,945.77	
	END FUND BALANCE	747,239.15	791,056.43			

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% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	GAS & WEIGHT TAX	47,000.00	19,826.83	11,828.17	27,173.17	42.18
203-000-664.000	INTEREST	2,500.00	190.32	65.00	2,309.68	7.61
203-000-699.202	ADMINISTRATION MAJOR STREET	39,000.00	0.00	0.00	39,000.00	0.00
Total Dept 000		88,500.00	20,017.15	11,893.17	68,482.85	22.62
TOTAL REVENUES		88,500.00	20,017.15	11,893.17	68,482.85	22.62
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	WAGES	5,500.00	1,153.01	381.68	4,346.99	20.96
203-463-715.000	FITW/FICA	700.00	148.85	49.05	551.15	21.26
203-463-740.000	OPERATING SUPPLIES	5,000.00	2,870.17	0.00	2,129.83	57.40
203-463-755.000	RESURFACING & MAINTENANCE	38,800.00	41,420.81	41,420.81	(2,620.81)	106.75
203-463-801.000	PROFESSIONAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-940.000	EQUIPMENT RENTAL	5,000.00	7,937.87	3,252.25	(2,937.87)	158.76
Total Dept 463 - ROUTINE MAINTENANCE		60,000.00	53,530.71	45,103.79	6,469.29	89.22
Dept 474 - TRAFFIC						
203-474-702.000	WAGES	5,000.00	1,153.06	381.68	3,846.94	23.06
203-474-715.000	FITW/FICA	800.00	148.83	49.05	651.17	18.60
Total Dept 474 - TRAFFIC		5,800.00	1,301.89	430.73	4,498.11	22.45
Dept 478 - WINTER MAINTENANCE						
203-478-702.000	WAGES	5,000.00	1,154.83	382.28	3,845.17	23.10
203-478-715.000	FITW/FICA	700.00	149.01	49.11	550.99	21.29
203-478-740.000	OPERATING SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
203-478-940.000	EQUIPMENT RENTAL	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		12,700.00	1,303.84	431.39	11,396.16	10.27
Dept 482 - ADMINISTRATION						
203-482-732.000	ADMINISTRATION EXPENSE	5,000.00	1,519.00	0.00	3,481.00	30.38
203-482-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 482 - ADMINISTRATION		10,000.00	1,519.00	0.00	8,481.00	15.19
TOTAL EXPENDITURES		88,500.00	57,655.44	45,965.91	30,844.56	65.15
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		88,500.00	20,017.15	11,893.17	68,482.85	22.62
TOTAL EXPENDITURES		88,500.00	57,655.44	45,965.91	30,844.56	65.15
NET OF REVENUES & EXPENDITURES		0.00	(37,638.29)	(34,072.74)	37,638.29	100.00
BEG. FUND BALANCE		339,463.99	339,463.99			
NET OF REVENUES/EXPENDITURES - 2019-20			13,468.58		13,468.58	

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
END FUND BALANCE		339,463.99	315,294.28			

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT						
Revenues						
Dept 000						
248-000-664.000	INTEREST	0.00	0.01	0.01	(0.01)	100.00
248-000-675.000	CONTRIBUTIONS & DONATIONS	5,000.00	1,560.80	484.40	3,439.20	31.22
Total Dept 000		5,000.00	1,560.81	484.41	3,439.19	31.22
TOTAL REVENUES		5,000.00	1,560.81	484.41	3,439.19	31.22
Expenditures						
Dept 000						
248-000-726.000	MATERIALS AND SUPPLIES	1,200.00	524.59	513.59	675.41	43.72
248-000-801.000	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
248-000-956.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
248-000-981.000	CAPITAL OUT LAY	800.00	0.00	0.00	800.00	0.00
Total Dept 000		5,000.00	524.59	513.59	4,475.41	10.49
TOTAL EXPENDITURES		5,000.00	524.59	513.59	4,475.41	10.49
Fund 248 - DOWNTOWN DEVELOPMENT:						
TOTAL REVENUES		5,000.00	1,560.81	484.41	3,439.19	31.22
TOTAL EXPENDITURES		5,000.00	524.59	513.59	4,475.41	10.49
NET OF REVENUES & EXPENDITURES		0.00	1,036.22	(29.18)	(1,036.22)	100.00
BEG. FUND BALANCE		5,278.91	5,278.91			
NET OF REVENUES/EXPENDITURES - 2019-20			3,043.66		3,043.66	
END FUND BALANCE		5,278.91	9,358.79			

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	WATER/SEWER REVENUES	280,000.00	70,267.24	23,822.43	209,732.76	25.10
590-000-660.000	FINES & FORFEITS	2,000.00	503.16	254.83	1,496.84	25.16
590-000-664.000	INTEREST	2,000.00	193.53	67.54	1,806.47	9.68
590-000-664.016	INTEREST FOR CD'S	2,200.00	379.02	0.00	1,820.98	17.23
Total Dept 000		286,200.00	71,342.95	24,144.80	214,857.05	24.93
TOTAL REVENUES		286,200.00	71,342.95	24,144.80	214,857.05	24.93
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
590-536-702.441	DIRECTOR OF PUBLIC WORKS	14,000.00	2,757.68	919.22	11,242.32	19.70
590-536-702.442	FULL TIME	16,700.00	2,709.66	891.23	13,990.34	16.23
590-536-702.500	OVER TIME HOURS	1,000.00	0.00	0.00	1,000.00	0.00
590-536-715.000	FITW/FICA	3,000.00	707.70	233.34	2,292.30	23.59
590-536-727.000	POSTAGE	2,500.00	350.00	175.00	2,150.00	14.00
590-536-728.000	CONFERENCE AND TRAINING	0.00	225.00	0.00	(225.00)	100.00
590-536-732.000	ADMINISTRATION EXPENSE	35,000.00	4,619.48	0.00	30,380.52	13.20
590-536-775.000	REPAIR, MAINTENANCE	17,050.00	0.00	0.00	17,050.00	0.00
590-536-801.000	PROFESSIONAL SERVICES	35,000.00	6,641.94	1,107.75	28,358.06	18.98
590-536-802.000	MEMBERSHIP DUES	500.00	95.00	0.00	405.00	19.00
590-536-803.000	PUMPING	14,000.00	450.00	450.00	13,550.00	3.21
590-536-804.000	SAMPLING	12,000.00	3,160.00	2,670.00	8,840.00	26.33
590-536-900.000	PRINTING AND PUBLISHING	0.00	32.55	0.00	(32.55)	100.00
590-536-920.000	UTILITIES	35,000.00	6,117.23	3,200.46	28,882.77	17.48
590-536-940.000	EQUIPMENT RENTAL	10,000.00	3,535.02	991.30	6,464.98	35.35
590-536-956.000	MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0.00
590-536-981.000	CAPITAL OUT LAY	16,050.00	0.00	0.00	16,050.00	0.00
590-536-991.000	PRINCIPAL PAYMENT	21,000.00	0.00	0.00	21,000.00	0.00
590-536-992.000	BOND RESERVE/RRI	15,900.00	15,900.00	0.00	0.00	100.00
590-536-995.000	INTEREST PAYMENT	34,000.00	0.00	0.00	34,000.00	0.00
Total Dept 536 - SEWER/WATER EXPENDITURES		286,200.00	47,301.26	10,638.30	238,898.74	16.53
TOTAL EXPENDITURES		286,200.00	47,301.26	10,638.30	238,898.74	16.53
Fund 590 - SEWER FUND:						
TOTAL REVENUES		286,200.00	71,342.95	24,144.80	214,857.05	24.93
TOTAL EXPENDITURES		286,200.00	47,301.26	10,638.30	238,898.74	16.53
NET OF REVENUES & EXPENDITURES		0.00	24,041.69	13,506.50	(24,041.69)	100.00
BEG. FUND BALANCE		3,225,946.17	3,225,946.17			
NET OF REVENUES/EXPENDITURES - 2019-20			91,161.83		91,161.83	
END FUND BALANCE		3,225,946.17	3,341,149.69			

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-628.000	TURN ON/OFF FEE	2,000.00	0.00	0.00	2,000.00	0.00
591-000-642.000	WATER/SEWER REVENUES	270,000.00	72,160.08	22,800.60	197,839.92	26.73
591-000-660.000	FINES & FORFEITS	1,200.00	492.51	227.70	707.49	41.04
591-000-664.000	INTEREST	3,500.00	231.99	77.62	3,268.01	6.63
591-000-664.016	INTEREST FOR CD'S	5,500.00	1,176.94	241.91	4,323.06	21.40
591-000-695.000	MISCELLANEOUS	0.00	30.00	0.00	(30.00)	100.00
Total Dept 000		282,200.00	74,091.52	23,347.83	208,108.48	26.25
TOTAL REVENUES		282,200.00	74,091.52	23,347.83	208,108.48	26.25
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
591-536-702.441	DIRECTOR OF PUBLIC WORKS	14,000.00	2,757.71	919.24	11,242.29	19.70
591-536-702.442	FULL TIME	12,100.00	2,709.32	891.06	9,390.68	22.39
591-536-702.500	OVER TIME HOURS	1,000.00	148.69	0.00	851.31	14.87
591-536-708.000	RETIREMENT	2,500.00	0.00	0.00	2,500.00	0.00
591-536-715.000	FITW/FICA	4,000.00	726.21	233.26	3,273.79	18.16
591-536-726.000	MATERIALS AND SUPPLIES	2,000.00	1,552.16	35.00	447.84	77.61
591-536-727.000	POSTAGE	2,000.00	350.00	175.00	1,650.00	17.50
591-536-728.000	CONFERENCE AND TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
591-536-732.000	ADMINISTRATION EXPENSE	35,000.00	4,383.31	0.00	30,616.69	12.52
591-536-775.000	REPAIR, MAINTENANCE	15,000.00	2,915.02	132.34	12,084.98	19.43
591-536-801.000	PROFESSIONAL SERVICES	8,000.00	11,970.14	2,814.75	(3,970.14)	149.63
591-536-802.000	MEMBERSHIP DUES	500.00	485.00	0.00	15.00	97.00
591-536-804.000	SAMPLING	2,500.00	114.00	50.00	2,386.00	4.56
591-536-850.000	TELEPHONE	2,000.00	0.00	0.00	2,000.00	0.00
591-536-900.000	PRINTING AND PUBLISHING	0.00	32.55	0.00	(32.55)	100.00
591-536-920.000	UTILITIES	13,000.00	1,673.35	817.50	11,326.65	12.87
591-536-940.000	EQUIPMENT RENTAL	10,000.00	2,083.66	524.82	7,916.34	20.84
591-536-956.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
591-536-981.000	CAPITAL OUT LAY	40,000.00	0.00	0.00	40,000.00	0.00
591-536-991.000	PRINCIPAL PAYMENT	36,000.00	0.00	0.00	36,000.00	0.00
591-536-992.000	BOND RESERVE/RRI	19,600.00	19,600.00	0.00	0.00	100.00
591-536-995.000	INTEREST PAYMENT	38,000.00	0.00	0.00	38,000.00	0.00
591-536-997.000	WATER TOWER MAINTENENCE	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 536 - SEWER/WATER EXPENDITURES		282,200.00	51,501.12	6,592.97	230,698.88	18.25
TOTAL EXPENDITURES		282,200.00	51,501.12	6,592.97	230,698.88	18.25
Fund 591 - WATER FUND:						
TOTAL REVENUES		282,200.00	74,091.52	23,347.83	208,108.48	26.25
TOTAL EXPENDITURES		282,200.00	51,501.12	6,592.97	230,698.88	18.25
NET OF REVENUES & EXPENDITURES		0.00	22,590.40	16,754.86	(22,590.40)	100.00
BEG. FUND BALANCE		2,402,842.82	2,402,842.82			
NET OF REVENUES/EXPENDITURES - 2019-20			36,384.42		36,384.42	
END FUND BALANCE		2,402,842.82	2,461,817.64			

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		1,430,950.00	599,460.74	313,426.70	831,489.26	41.89
TOTAL EXPENDITURES - ALL FUNDS		1,435,950.00	303,249.46	119,829.65	1,132,700.54	21.12
NET OF REVENUES & EXPENDITURES		(5,000.00)	296,211.28	193,597.05	(301,211.28)	5,924.23
BEG. FUND BALANCE - ALL FUNDS		7,435,242.58	7,435,242.58			
END FUND BALANCE - ALL FUNDS		7,430,242.58	8,000,931.20			



225 S Camburn St.

PO Box 449

Stanton MI 48888

Phone 989-831-4440 Fax 989-831-5756

10/13/2020 CASH SUMMARY BY ACCOUNTS FOR CITY OF STANTON  
 FROM 9/1/2020 TO 9/30/2020  
 FUNDS: 101, 703, 750  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 9/1/2020	Total Debits	Total Credits	Ending Balance 9/30/2020
<b>Fund 101 General Fund</b>					
101-000-001	General Fund	\$473,162.84	\$54,341.02	\$236,390.09	\$655,211.91
202-000-001	Major Streets	\$409,633.34	\$10,572.80	\$25,180.21	\$424,240.75
203-000-001	Local Streets	\$341,266.38	\$48,706.50	\$14,693.31	\$307,253.19
590-000-001	Sewer Fund	\$356,886.57	\$12,546.40	\$24,500.21	\$368,840.38
591-000-001	Water Fund	\$473,226.82	\$8,125.96	\$22,941.52	\$488,042.38
	<b>General Fund Total</b>	<b>\$2,054,175.95</b>	<b>\$134,292.68</b>	<b>\$323,705.34</b>	<b>\$2,243,588.61</b>
<b>Fund 703 Taxes</b>					
703-000-001		\$15,252.01	\$340,083.36	\$327,541.37	\$2,710.02
<b>Fund 750 Payroll</b>					
750-000-001		\$5,353.41	\$31,818.85	\$31,714.32	\$5,248.88
	<b>TOTAL – ALL FUNDS</b>	<b>\$2,074,781.37</b>	<b>\$506,194.89</b>	<b>\$682,961.03</b>	<b>\$2,251,547.51</b>

**Major Deposits**

Date	Description	Amounts
09/8/20	Act 51	\$18,535.58
09/2/20	State Revenue Sharing	\$16,772.00
9/16/20	2020 5 <sup>th</sup> Property taxes	\$184,411.29
9/29/20	2020 6 <sup>th</sup> Property taxes	\$9,299.26
9/21/20	State of Michigan	\$7,807.00
	Public Safety/Health Payroll Reimbursement	

**Certificate of Deposits/chemflex/savings**

Bank	Amounts
Isabella (4 CD'S)	\$560,489.58
Sidney (3 CD'S)	\$311,728.34
Chemical (6 CD'S)	\$351,622.16
Chemical (savings)	\$9,399.96
Isabella (savings)	\$100.25
<b>Total</b>	<b>\$1,233,340.29</b>

Reviewed by Lori Braman and Rachael Winnie



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## STANTON CITY POLICE DEPARTMENT

225 South Camburn Street

P.O. Box 449

Stanton, MI 48888

Tel. (989) 831-4440 Fax (989) 831-5756

### AUGUST 2020 POLICE HIGHLIGHTS

Stanton Police Department was called to assist the Michigan State Police on a traffic stop just east of the city limits. A brief pat down search was conducted by Officer Bryce prior to the female being placed in custody and transferred to Gratiot County Jail without further incident.

Stanton Police Department with the assistance of the Stanton Community Fire Department assisted Simpson Funeral home with a large motorcycle Funeral Precession that traveled through town safely and respectfully.

A suspect interview was conducted at the Stanton Police Department for a series of larcenies near the west end of the City limits.

A multiple jurisdiction team effort amongst Michigan State Police & the Stanton Police Department was able to identify several motorcycles that have been traveling recklessly through the City of Stanton.

The Stanton Police Department hired Officer Chase Coughlin who will be working part-time as needed.

Strict Traffic Enforcement has been conducted on the north side of the City Limits and the Montcalm County Sheriff Office Speed Cart was utilized several days that helped produce speed data.

Sincerely,

A handwritten signature in black ink, appearing to read "Destinee Bryce", written in a cursive style.

Chief Destinee Bryce

Police Report 2020	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Yearly Total	2019
Alarms	2	0	0	1	1	0	0	3	4				11	11
Animal Complaints	0	1	0	1	1	0	0	3	1				7	20
Assists to EMS Fire LE	8	4	3	3	3	4	1	7	5				38	53
Assist To The Public 911 RAW	1	1	1	2	4	3	0	2	2				16	22
B&E and Attempted	0	1	0	0	0	0	2	2	0				5	1
Be On The Look Out	0	1	0	0	1	1	0	2	2				7	7
Car Accidents	0	1	0	0	0	1	1	2	0				5	23
Car Thefts	0	1	0	0	0	0	0	1	0				2	2
Check The Well Being	0	0	0	0	2	2	2	2	1				9	18
Child Custody Dispute	0	0	0	0	0	0	0	4	1				5	7
CPS and Sex Crime Cases	1	1	1	0	2	1	2	2	1				11	16
Civil Complaints	0	0	3	5	1	0	0	9	8				26	9
Disturbances	0	0	2	1	3	2	1	6	5				20	14
Destruction Of Property	0	0	0	0	0	0	0	0	1				1	9
Domestic Disturbance	1	0	2	1	0	1	1	4	4				14	29
Drug Complaints	0	0	0	0	1	0	0	1	2				4	0
Found and Lost Property	0	2	1	1	0	0	2	0	3				9	10
Harrasment	1	0	0	1	1	0	0	2	2				7	6
I.D. Theft	0	0	0	1	0	0	0	0	1				2	3
Liquor Liquor License Inspection	0	0	0	1	0	0	0	5	7				13	2
Fraud And Larceny	1	2	2	3	0	2	0	3	2				15	16
Mental Health Transports	1	0	1	0	0	1	0	0	0				3	6
Ordinance Violations	1	4	5	1	2	4	0	5	7				29	22
Ordinance Violation Tickets	0	0	0	0	1	0	0	2	2				5	8
Peddlers permit	0	0	0	0	0	0	0	0	0				0	3
PPO And Court Violations	0	1	0	0	0	1	0	0	0				2	3
Retail Fraud	0	0	0	0	1	0	1	2	1				5	3
Suicidal Subject	1	0	0	0	0	0	0	0	0				1	2
Suspicious Person	1	1	0	0	1	0	1	1	3				8	14
Suspicious Vehicle	1	0	1	0	0	1	0	2	2				7	4
Suspicious Situation	0	1	1	0	0	2	1	4	5				14	9
Threats	0	0	0	0	0	0	0	1	2				3	5
Trespassing Complaint	0	1	1	1	0	0	0	0	0				3	7
Traffic Complaints	4	1	4	6	9	2	3	5	2				36	36
<b>Total</b>	22	24	28	27	31	28	18	62	76				316	413
<b>ROAD PATROL ACTIVITES</b>														
Patrol Miles	577	676	711	1204	961	1,038	843	982	1,098				8,090	10,350
Property Inspections	98	132	57	139	86	88	46	28	32				706	1,215
Liquor Inspections	19	27	27	37	26	16	23	20	10				205	327
Traffic Stops	1	1	9	22	36	11	6	8	10				104	208
Verbal Warnings	4	10	8	16	31	9	6	11	10				105	98
Tickets	0	1	3	8	5	2	1	4	6				30	14
Cars Investigated	6	20	12	19	24	13	16	21	13				144	163
Subjects Investigated	5	11	16	17	29	16	11	22	24				151	171
Arrests	1	1	0	0	2	0	2	2	2				10	17

# THE ONLY THING SCARY ABOUT HALLOWEEN SHOULD BE THE COSTUMES

## STAY SAFE!

The way we celebrate Halloween in Michigan will be different this year due to COVID 19. There are still many ways to celebrate safely. Here are some tips to help Michiganders stay safe this year.

Make sure to also check on and follow guidance or regulations released by the local health department.

## HOMEOWNERS

- Do not hand out candy if you are sick.
- Wear a face mask covering BOTH your mouth and nose.
- Use duct tape to mark 6 foot lines in front of your home and leading to driveway/front door.
- Position a distribution table between yourself and trick or treaters.
- Distribute candy on disinfected table to eliminate direct contact.
- Wash hands often.
- Consider handing out candy in an open space where distancing is possible, rather than from the front door.
- Consider a neighborhood costume parade, it is an easy way to keep safe space between children.

## PARENTS AND TRICK-OR-TREATERS

- Share with your children that this year may be different than last, but let them know some of the new ways you plan to celebrate and still have lots of fun.
- Stay home if sick.
- Talk with your children about safety and social distancing guidelines and expectations. Keep a 6 foot distance from others not in your family group.
- Trick or treat with the people you live with.
- Participate in one way trick or treating and guide children to stay to the right to ensure social distancing.
- Avoid congregating in groups around houses.
- Carry a flashlight at night and ensure your children have reflective clothing.
- Wear a face mask covering BOTH your mouth and nose
  - A costume mask (such as for Halloween) is not a substitute for a cloth mask.
  - Do not wear a costume mask over a protective cloth mask if wearing both causes difficulty breathing. Instead, consider using a Halloween themed cloth mask.
- Only go to houses with safety measures in place.
- Inspect candy.
- Wash hands frequently with soap and water or use sanitizer containing at least 60 percent alcohol, especially before eating or after coughing/sneezing, and as soon as you return home.
- Check out [halloween2020.org](https://halloween2020.org) to find exciting activities and ways to celebrate Halloween this year based on levels of COVID risks in your area.

## HERE ARE SOME IDEAS FOR SAFE HALLOWEEN GATHERINGS:

- Consider refraining from Halloween gatherings this year or use an online meeting platform to have a virtual party instead.
- If you choose to have a gathering:
  - Only have a few people over to limit the possibility of crowding. Indoor gatherings over 20 people per 1000 feet are prohibited by EO 2020-183.
  - Have all food and party favors set out individually to prevent cross contamination. (Avoid buffet style or shared food and drinks.)
  - Make sure there are plenty of areas with hand sanitizer with at least 60 percent alcohol.
  - Stay 6 feet away from others.
  - Wear a fun face mask, instead of a costume mask.

State of Michigan COVID 19 Website

[Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus)

Centers for Disease Control and Prevention

Halloween Guidance:

[CDC.gov/coronavirus/2019\\_ncov/daily\\_life\\_coping/holidays](https://CDC.gov/coronavirus/2019_ncov/daily_life_coping/holidays)

Partnership for a Safe Halloween: [Halloween2020.org](https://Halloween2020.org)





CITY OF STANTON

# TRICK OR TREAT HALLOWEEN 2020

Practice social distancing  
Wear a mask (it is Halloween after all)  
Do not participate if you have COVID-19 or symptoms  
Follow CDC/Health Dept. recommendations

**October 31, 2020 | 5:00 - 7:00 p.m.**

We encourage you to be creative! A PVC pipe could make an awesome candy chute, you could toss the candy parade style from your front steps, set up a pulley system and reel the candy out to the trick-or-treaters! The possibilities are endless!



225 S Camburn St  
Stanton, MI, 48888  
Phone (989) 831.4440  
Fax (989) 831.5756  
www.StantonOnline.com

## MEMORANDUM

**To:** Mayor Williams & Stanton City Commission  
**From:** Vester Davis, Jr., City Manager  
**Date:** October 9, 2020  
**Subject:** Montcalm County Inter Local Agreement for County Designated Assessor

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### BACKGROUND

Public Act 660 of 2018 amended the General Property Tax Act to provide a statutory framework to ensure proper assessing. The "Designated Assessor" is a requirement of that act. The County Board of Commissioners and a majority of the county's assessing districts must agree to the individual selected as Designated Assessor, subject to final approval by the State Tax Commission (STC). The county is required to notify the STC by December 31, 2020, as to the individual selected.

On Wednesday, a meeting was held to select a Designated Assessor. At the conclusion of the meeting Charles Zelma was selected to be the Designated Assessor. Zelma was the lone respondent to the County's bid advertisement.

### RECOMMENDATION

It is recommended that the City Commission approve the agreement for a designated assessor and authorize the Mayor or City Clerk to execute the necessary document.

### ATTACHMENTS

- Montcalm County Inter Local Agreement for County Designated Assessor
- Bulletin 8 of 2020 from the Michigan Department of Treasury

**MONTCALM COUNTY INTERLOCAL AGREEMENT  
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF MONTCALM, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and BELVIDERE TOWNSHIP, BLOOMER TOWNSHIP, BUSHNELL TOWNSHIP, CATO TOWNSHIP, CRYSTAL TOWNSHIP, DAY TOWNSHIP, DOUGLASS TOWNSHIP, EUREKA TOWNSHIP, EVERGREEN TOWNSHIP, FAIRPLAINS TOWNSHIP, FERRIS TOWNSHIP, HOME TOWNSHIP, MAPLE VALLEY TOWNSHIP, MONTCALM TOWNSHIP, PIERSON TOWNSHIP, PINE TOWNSHIP, REYNOLDS TOWNSHIP, RICHLAND TOWNSHIP SIDNEY TOWNSHIP, WINFIELD TOWNSHIP, CARSON CITY, CITY OF GREENVILLE & CITY OF STANTON each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

BACKGROUND INFORMATION

1a. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate Charles Zemla, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer (Certification # R-7751), to be the County Designated Assessor for Montcalm County.

1b. Assessing Districts covered under this interlocal agreement are as follows.  
BELVIDERE TOWNSHIP, BLOOMER TOWNSHIP, BUSHNELL TOWNSHIP, CATO TOWNSHIP, CRYSTAL TOWNSHIP, DAY TOWNSHIP, DOUGLASS TOWNSHIP, EUREKA TOWNSHIP, EVERGREEN TOWNSHIP, FAIRPLAINS TOWNSHIP, FERRIS TOWNSHIP, HOME TOWNSHIP, MAPLE VALLEY TOWNSHIP, MONTCALM TOWNSHIP, PIERSON TOWNSHIP, PINE TOWNSHIP, REYNOLDS TOWNSHIP, RICHLAND TOWNSHIP SIDNEY TOWNSHIP, WINFIELD TOWNSHIP, CARSON CITY, CITY OF GREENVILLE & CITY OF STANTON

1c. SEV totals by class (including special act values) for Montcalm County as of 2020 are as follows.

Agricultural	<u>486,324,100</u>	Timber-Cutover	<u>0</u>
Commercial	<u>186,644,00</u>	Developmental	<u>0</u>
Industrial	<u>79,230,200</u>	Total Real Property	<u>2,507,938,650</u>
Residential	<u>1,755,740,350</u>	Personal Property	<u>236,735,400</u>
		Total Real and Personal Property	<u>2,744,674,050</u>

1d. Total number of parcels by classification (including special act parcels) as of 2020 by unit are as follows.

	Agricultural	Commercial	Industrial
Belvidere Township	<u>16,735,800(209)</u>	<u>2,836,800 (45)</u>	<u>3,547,800 (19)</u>
Bloomer Township	<u>47,803,000(344)</u>	<u>3,247,200 (25)</u>	<u>773,200 (11)</u>
Bushnell Township	<u>33,913,900(344)</u>	<u>2,596,900 (20)</u>	<u>330,800 (29)</u>
Cato Township	<u>23,656,400(268)</u>	<u>10,872,700(144)</u>	<u>3,536,100 (13)</u>
Crystal Township	<u>23,769,900(211)</u>	<u>3,872,400 (75)</u>	<u>187,500 (9)</u>
Day Township	<u>35,424,900(331)</u>	<u>1,036,100 (25)</u>	<u>259,400 (7)</u>
Douglass Township	<u>26,411,000(265)</u>	<u>877,100 (12)</u>	<u>69,900 (3)</u>
Eureka Township	<u>16,087,000(119)</u>	<u>14,588,200 (95)</u>	<u>887,900 (18)</u>
Evergreen Township	<u>21,267,900(198)</u>	<u>2,931,900 (40)</u>	<u>916,800 (5)</u>
Fairplain Township	<u>23,548,100(172)</u>	<u>2,208,300 (21)</u>	<u>288,200 (13)</u>
Ferris Township	<u>21,983,700(224)</u>	<u>656,900 (8)</u>	<u>536,800 (7)</u>
Home Township	<u>25,749,300(277)</u>	<u>8,863,300 (133)</u>	<u>3,842,400 (25)</u>
Maple Valley Township	<u>37,781,600(379)</u>	<u>1,301,700 (40)</u>	<u>63,200 (6)</u>
Montcalm Township	<u>20,277,900(205)</u>	<u>7,379,600 (69)</u>	<u>559,500 (15)</u>
Pierson Township	<u>16,936,300(211)</u>	<u>4,378,600 (55)</u>	<u>631,200 (4)</u>
Pine Township	<u>27,476,900(235)</u>	<u>1,538,900 (19)</u>	<u>88,400 (1)</u>
Reynolds Township	<u>5,079,800(58)</u>	<u>18,082,140(163)</u>	<u>1,710,100 (20)</u>
Richland Township	<u>12,159,500(133)</u>	<u>2,621,200 (50)</u>	<u>852,800 (7)</u>
Sidney Township	<u>20,377,000(239)</u>	<u>2,058,000 (33)</u>	<u>40,700 (95)</u>
Winfield Township	<u>29,559,500(267)</u>	<u>183,200 (3)</u>	<u>1,249,700 (18)</u>
City of Carson City	<u>374,700 (2)</u>	<u>6,615,600 (90)</u>	<u>1,672,900 (2)</u>
City of Greenville	<u>0</u>	<u>78,019,300(342)</u>	<u>57,170,400(122)</u>
City of Stanton	<u>0</u>	<u>9,878,000 (105)</u>	<u>14,500 (2)</u>

	Residential	Timber- Cutover & Developmental	# of exempt parcels
Belvidere Township	<u>75,515,400 (2064)</u>	<u>0</u>	<u>45</u>
Bloomer Township	<u>26,328,500 (525)</u>	<u>0</u>	<u>30</u>
Bushnell Township	<u>31,170,100 (720)</u>	<u>0</u>	<u>9</u>
Cato Township	<u>77,258,200 (1793)</u>	<u>0</u>	<u>97</u>
Crystal Township	<u>110,119,700(2100)</u>	<u>0</u>	<u>52</u>
Day Township	<u>19,911,600 (504)</u>	<u>0</u>	<u>40</u>
Douglass Township	<u>89,545,300 (1729)</u>	<u>0</u>	<u>22</u>
Eureka Township	<u>145,993,600(1889)</u>	<u>0</u>	<u>63</u>
Evergreen Township	<u>79,718,100 (1711)</u>	<u>0</u>	<u>39</u>
Fairplain Township	<u>51,308,300 (851)</u>	<u>0</u>	<u>20</u>
Ferris Township	<u>34,446,000 (672)</u>	<u>0</u>	<u>10</u>
Home Township	<u>45,946,300 (1028)</u>	<u>0</u>	<u>108</u>
Maple Valley Township	<u>58,921,100 (1121)</u>	<u>0</u>	<u>33</u>
Montcalm Township	<u>110,804,000(2018)</u>	<u>0</u>	<u>60</u>
Pierson Township	<u>162,181,700(2189)</u>	<u>0</u>	<u>65</u>
Pine Township	<u>62,999,700 (1178)</u>	<u>0</u>	<u>22</u>
Reynolds Township	<u>129,800,100(2579)</u>	<u>0</u>	<u>190</u>
Richland Township	<u>74,439,100 (1669)</u>	<u>0</u>	<u>99</u>
Sidney Township	<u>84,926,600 (1591)</u>	<u>0</u>	<u>80</u>
Winfield Township	<u>93,977,700 (1404)</u>	<u>0</u>	<u>23</u>
City of Carson City	<u>17,463,400 (461)</u>	<u>0</u>	<u>85</u>
City of Greenville	<u>156,580,150(2808)</u>	<u>0</u>	<u>372</u>
City of Stanton	<u>16,385,700 (469)</u>	<u>0</u>	<u>61</u>

	Total Real	Personal	Total Real and Personal
Belvidere Township	<u>98,635,800</u>	<u>32,581,000</u>	<u>131,216,800 (2437)</u>
Bloomer Township	<u>78,151,900</u>	<u>2,950,100</u>	<u>81,102,000 (969)</u>
Bushnell Township	<u>68,011,700</u>	<u>1,891,300</u>	<u>69,903,000 (1155)</u>
Cato Township	<u>115,323,400</u>	<u>5,528,300</u>	<u>120,851,700 (2462)</u>
Crystal Township	<u>137,949,500</u>	<u>3,514,700</u>	<u>141,464,200 (2517)</u>
Day Township	<u>56,632,000</u>	<u>2,785,900</u>	<u>59,417,900 (938)</u>
Douglass Township	<u>116,903,300</u>	<u>2,030,300</u>	<u>118,933,600 (2066)</u>

Eureka Township	<u>177,556,700</u>	<u>10,177,300</u>	<u>187,734,000 (2291)</u>
Evergreen Township	<u>104,834,700</u>	<u>3,338,200</u>	<u>108,172,900 (2050)</u>
Fairplain Township	<u>77,352,900</u>	<u>3,111,600</u>	<u>80,464,500 (1109)</u>
Ferris Township	<u>57,623,400</u>	<u>9,320,400</u>	<u>66,943,800 (962)</u>
Home Township	<u>84,401,300</u>	<u>5,749,000</u>	<u>90,150,300 (1692)</u>
Maple Valley Township	<u>98,067,600</u>	<u>3,720,100</u>	<u>101,787,700 (1640)</u>
Montcalm Township	<u>138,971,000</u>	<u>4,517,500</u>	<u>143,488,500 (2439)</u>
Pierson Township	<u>184,127,800</u>	<u>5,131,000</u>	<u>189,258,800 (2604)</u>
Pine Township	<u>92,103,900</u>	<u>1,946,100</u>	<u>94,050,000 (1497)</u>
Reynolds Township	<u>154,672,100</u>	<u>10,023,400</u>	<u>164,695,500 (3192)</u>
Richland Township	<u>90,072,600</u>	<u>7,293,200</u>	<u>97,365,800 (2048)</u>
Sidney Township	<u>107,402,300</u>	<u>3,785,000</u>	<u>111,187,300 (2000)</u>
Winfield Township	<u>124,970,100</u>	<u>4,122,400</u>	<u>129,092,500 (1761)</u>
City of Carson City	<u>26,126,600</u>	<u>87,114,800</u>	<u>113,241,400 (756)</u>
City of Greenville	<u>291,769,850</u>	<u>24,108,800</u>	<u>315,878,650 (4202)</u>
City of Stanton	<u>26,278,200</u>	<u>1,995,000</u>	<u>28,273,200 (755)</u>

1e. List of any unique, complex, or high value properties within the County. No properties throughout the County are considered unique, complex, or high value.

1f. Term of agreement. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except in the event of the death or disability of the Designated Assessor.

1g. Agreement Effective Date. The effective date of this agreement shall commence on December 31<sup>st</sup>, 2020 or at such time the State Tax Commission approves the designation of the Designated Assessor. Whichever comes last.

1h. Place of Performance of Duties. The duties performed by the Designated Assessor shall be carried out at the principal office of the Designated Assessor located at 10072 Oakridge Dr. Perrinton, Michigan. Office hours at an Assessing District's Township or City Hall will be negotiated at such a time an Assessing District chooses to or is ordered to have the Designated Assessor act as their assessor of record.

#### QUALIFICATIONS OF DESIGNATED ASSESSOR

2a. Current assessor certification level and number. Charles Zemla is currently certified as a Michigan Advanced Assessing Officer (MAAO). Certification number is R-7751.

2b. Current employment status of the Designated Assessor. Charles Zemla is currently the assessor for City of St. Johns, City of Litchfield, City of Jonesville, Cambria Township, White Oak Township, Scipio Township, Gilmore Township, Bloomer Township etal. Applicant is owner of an

assessing firm with other licensed assessors on staff capable of taking over some current duties so time can be freed for any additional work.

2c. Prior local unit assessing experience. Assessing experience is extensive in local unit government (including cities and Townships) along with considerable experience in County Equalization duties. Over the past 20+ years in assessing, applicant has been assessor of record in several units, as well as several counties. Applicant has also worked on several State ordered reappraisals. Past experience includes being assessor of record in about 30 different municipalities.

2d. Conflict of interest disclosures. There are no known conflicts of interest between the Designated Assessor and Montcalm County or any assessing districts within the County.

### SCOPE OF SERVICES PROVIDED BY DESIGNATED ASSESSOR

3a. Preparation of assessment rolls. The Designated Assessor shall annually meet the guidelines of the State Tax Commissions document "Supervising Preparation of the Assessment Roll" for any Assessing District under contract with the Designated Assessor.

3b. Plan to correct deficiencies found in an AMAR audit. The Designated Assessor shall file a Corrective Action Plan with the State Tax Commission within 30 days of assuming jurisdiction of an Assessing District who was found to have deficiencies on their latest AMAR audit. With the exception of a complete reappraisal, all identified AMAR deficiencies will be corrected within one year of assumption of the Assessing District, unless otherwise agreed upon by the Designated Assessor, Assessing District and the State Tax Commission.

3c. Attendance at Boards of Review Meetings. After assuming jurisdiction of an Assessing District, the Designated Assessor or his designee shall be present at all Boards of Review.

3d. Duties and responsibilities related to property tax appeals. The Assessing District shall retain ultimate control of all litigation and settlement negotiations and the Designated Assessor shall operate under the direction of the Assessing District in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the Assessing District obtaining competent legal counsel at its expense. If counsel shall desire the assistance of the Designated Assessor in the defense of such appeals, additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the Assessing District and agreed upon on a case-by-case basis. The Assessing District may choose to retain the Designated Assessor to prepare this report or may employ another firm to prepare a supportable and defensible report for an additional fee.

The Designated Assessor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, the Designated Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide documents, analysis and advice as may be required in the determination of the Designated Assessor or the Assessing District to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision

of the Assessing District or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Designated Assessor shall be available to the Assessing District for such further assistance as is required by the Assessing District in the defense of such appeal. The Designated Assessor shall be available as an expert witness on behalf of the Assessing District in any proceedings. Mileage expenses for travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile and the hourly rate as identified in section 5a of this agreement.

3e. Reporting requirement and responsibility to meet with local unit officials. On or before December 31<sup>st</sup> of each year, at the Assessing District's request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing District's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines.

3f. Any and all obligations of local unit assessing staff members. If an Assessing District employs any assessing staff other than the Assessor of Record, those staff members shall remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without prior approval of the Assessing District.

3g. Responsibilities of Designated Assessor while not acting as an assessor of record for an assessing district under this agreement. The Designated Assessor will have no official duties of record until such time he is appointed the assessor of record of an Assessing District. Upon their request, The Designated Assessor will meet with the Assessing District to discuss potential solutions of any deficiencies identified by an AMAR audit to avoid any formal action by the State Tax Commission.

3h. Requirement to remain certified and in good-standing. The Designated Assessor shall maintain his Michigan Advanced Assessing Officer Certification (MAAO) and remain in good standing with the State Tax Commission.

3i. Non-exclusivity of assessing services. Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan.

#### DUTIES AND RESPONSIBILITIES FOR LOCAL ASSESSING DISTRICTS CONTRACTING WITH THE DESIGNATED ASSESSOR

4a. Access to required documents and information. While under contract with the Designated Assessor, the Assessing District shall provide reasonable access to all assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network system if available.

4b. Policies and procedures of Assessing District. While under contract with the Designated Assessor, the Assessing District shall make the Designated Assessor aware of any applicable local policies and procedures including technology, equipment, facilities, personnel, etc. that may apply to him as a contractor.

COST AND COMPENSATION FOR DESIGNATED ASSESSOR

5a. Payment terms and Fee Structure. All assessing maintenance contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$17 per parcel
Commercial Real -	\$17 per parcel
Industrial Real -	\$17 per parcel
Residential Real -	\$17 per parcel
Other Real -	\$17 per parcel
Personal Property -	\$17 per parcel
Special Act Parcels -	\$17 per parcel

The above stated fees shall include an annual on-site review of at least 20% of the total ad-valorem real property count. This is the first-year rate, along with an increase of the c.p.i. each subsequent year.

All re-appraisal contracts will be based on a per parcel basis with the following fee schedule.

Agricultural Real -	\$75 per parcel
Commercial Real -	\$75 per parcel
Industrial Real -	\$75 per parcel
Residential Real -	\$75 per parcel
Other Real -	\$75 per parcel

Hourly fee schedule of personnel are as follows

MMAO Assessor -	\$150.00 per hour
MAAO Assessor -	\$100.00 per hour
MCAO Assessor -	\$65.00 per hour
Support Staff -	\$45.00 per hour

Office hours if required by the Assessing District will be billed at \$50.00 per hour.

The above stated fees are all subject to an annual rate of inflation equivalent to the Consumer Price Index as published by the State Tax Commission.

5b. Payment responsibility. All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

5c. Retainer fee. The retainer fee for this agreement will be \$250.00 per assessing district. Billing for the retainer fee will be handled by the County. Payment of the retainer fee shall be made to the Designated Assessor by the County on an annual basis no later than December 31<sup>st</sup> of each year.

5d. Payment in the event of death or disability of the Designated Assessor. In the event of the disability of the Designated Assessor all payments for only work completed shall be made to the Designated Assessor.

In the event of the death of the Designated Assessor all payments for only work completed shall be made to CSZ Services LLC.

5e. Cost reimbursement for when the Designated Assessor is acting as assessor of record. Any cost incurred by the Designated Assessor outside of what is covered under the maintenance or reappraisal contract while acting as the assessor of record shall be reimbursed by the Assessing District within 30

days of invoicing.

5f. Identification of certain costs. The following items will be considered additional cost items and will be billed at their actual cost of supplies and materials plus the hourly fee of the personnel who completed the work as stated in section 5a of this Agreement.

- Setting up Tax database for tax collection
- Printing and or mailing of tax bills
- Printing and or mailing of assessment change notices
- Appraisal work for an entire MTT tribunal
- Expert witness testimony for an entire MTT tribunal
- GIS maintenance if needed

Unless otherwise agree upon, the Designated Assessor will be responsible for the cost of employing additional assessing staff to bring the assessing unit into AMAR compliance.

#### Miscellaneous

6a. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1a of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6b. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 8 of 2020**  
**June 9, 2020**  
**Audit Process and Designated Assessor**

**TO:** Assessors and Equalization Directors  
**FROM:** State Tax Commission  
**SUBJECT:** Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

**Audit Process Overview**

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

### **What is the Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

### **Who may be the Designated Assessor?**

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

### **Notification of Selected Designated Assessor**

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

### **Designated Assessor Term**

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

### **Designated Assessor Costs**

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

### **Audit Preparation**

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)).

## **Interlocal Agreement and Designated Assessor Contract Checklist**

This Interlocal Agreement and Designated Assessor Contract Checklist is provided to serve as a guide to assist counties in complying with the requirements found in the General Property Tax Act of 1893, as amended by Public Act 660 of 2018, and State Tax Commission guidance. The items below are illustrative of the information the State Commission will review and consider in approving a Designated Assessor. These items should not be considered an exhaustive list.

### **Background Information**

- Name of the county and proposed Designated Assessor
- Identification of all the assessing districts within the county
- Current SEV County totals by class, including special act values
- Total number of parcels, by classification, including special act rolls, within each local unit
- List of any unique, complex or high value properties within the County
- Length of the agreement
- Agreement effective date
- Place of performance of duties
- Signature of the Designated Assessor, the majority of County Board of Commissioners, and a majority of Township Supervisor or City Manager within the county

### **Qualifications of Proposed Designated Assessor**

- Current assessor certification level and number
- Identification of current employment status and specific assessing or equalization responsibilities
- Description of prior local unit assessing experience of the proposed Designated Assessor
- Conflict of interest disclosures

### **Scope of Services Provided by Designated Assessor**

- Preparation of assessment rolls – satisfaction of Supervising Preparation of Assessment Roll
- Plan to correct deficiencies found in audit - timeline for delivery of documents and execution of forms
- Attendance at Boards of Review meetings
- Duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, appeals filed with the Michigan Tax Tribunal
- Reporting requirements and responsibility to meet with local unit officials
- Any and all obligations of local unit assessing staff members
- Responsibilities of Designated Assessor during the period in which they are not acting as an assessor of record for an assessing district within the county
- Requirement to remain certified and in good-standing
- Non-exclusivity of assessing services, if applicable

### **Duties and Responsibilities for Local Unit Contracting with Designated Assessor**

- Providing the Designated Assessor with reasonable access to records, documents, databases and information
- Advise Designated Assessor of any applicable policies and procedures including technology, equipment, facility, etc.

### **Cost and Compensation for Designated Assessor**

- Payment terms and fee structure (i.e., payor, timeline for payment or payments, reimbursement terms if the county pays the retainer upfront, hourly rate, dollar/parcel, amount/assessed value)
- Payment responsibility (i.e., county or assessing district) for when Designated Assessor acting as assessor of record
- Retainer or base rate information, if applicable
- Payment in the event of death or disability of the proposed Designated Assessor
- Cost reimbursement for when the Designated Assessor is acting as assessor of record
- Identification of payment of certain costs including appraisal, expert witness or attorney fees related to MTT appeals, and employing additional assessing staff to bring assessing unit into compliance

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

## State Tax Commission Petition for Approval of County Designated Assessor

Issued under authority of Public Act 206 of 1893, as amended by 660 of 2018. Filing is mandatory.

Following the enactment of Public Act 660 of 2018, every county must have a Designated Assessor on file with the State Tax Commission by December 31, 2020. To designate an assessor as a Designated Assessor, this petition, along with an interlocal agreement executed by the majority of the local units within the county, the County Board of Commissioners and the proposed Designated Assessor must be submitted to the State Tax Commission. In the event that a new Designated Assessor must be approved, the county shall submit a new petition and required interlocal agreement to the State Tax Commission.

The State Tax Commission will conduct a review of the petition and interlocal agreement to determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit within the county that contracts with them.

COUNTY INFORMATION			
Name of County		Required Certification Level of County (MAAO, MMAO)	
Name of County Board of Commissioners Chairperson		E-mail Address	Telephone Number
Name of Current Equalization Director		Certificate Number R-	Certification Level (MAAO, MMAO)
DESIGNATED ASSESSOR INFORMATION			
Name of Proposed Designated Assessor		Certificate Number R-	Certification Level (MAAO, MMAO)
Mailing Address		City	State      ZIP Code
Telephone Number		E-mail Address	
Current Place of Employment		Current Title/Position	
Past Assessing Experience (attach additional pages as necessary)			
REQUIRED INTERLOCAL AGREEMENT (attach agreement and check ALL appropriate boxes)			
<input type="checkbox"/> Interlocal Agreement designates the individual who will serve as the County's Designated Assessor <input type="checkbox"/> Interlocal Agreement executed by the County Board of Commissioners <input type="checkbox"/> Interlocal Agreement executed by a majority of assessing districts within the named county <input type="checkbox"/> Interlocal Agreement executed by the individual who will serve as the County's Designated Assessor			
CERTIFICATION			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>			
Signature of Designated Assessor		Date	
Signature of County Equalization Director		Date	

Mail or E-mail the completed application and required documentation to:

State Tax Commission  
Designated Assessor  
PO Box 30471  
Lansing, MI 48909

[State-Tax-Commission@michigan.gov](mailto:State-Tax-Commission@michigan.gov)



# Property Assessing Reform: Designated Assessor

One of the most complex provisions within P.A. 660 is the Designated Assessor. This document will provide a high level overview of the Designated Assessor requirement and what it is and isn't.

What is the Designated Assessor? The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors? The statute provides the process for determining who the Designated Assessors will be. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over assessor for local units. While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

The Act contains a number of specific detailed provisions regarding the Designated Assessor including how long they serve, what happens in the case of a Designated Assessor that can no longer serve and appeal processes for local units regarding substantial compliance. Those provisions will be discussed in much more detail in future publications and in STC Bulletins, Guidelines and Rules.

## **Property Assessing Reform Proposal Frequently Asked Questions**

### **General Information:**

#### **What is Property Assessing Reform?**

In its simplest form Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

#### **How does the reform benefit taxpayers, local units, and the state?**

By ensuring accurate, uniform, and equitable assessments across the state, reform will significantly reduce the unnecessary costs associated with incorrect assessments. When errors occur, taxpayers, local units, and the state are all negatively impacted—*in fact, the state's interest is substantial, as roughly half the property tax on non-PRE property (the 24 school mills), and roughly a third of all property taxes, is essentially a state revenue source.*

Not only do errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements. Further, by reducing faith in the system, errors create a culture of litigation that forces local units to allocate more resources to defending correct assessments. All of these costs are associated with the quality of the initial assessment. As assessment quality increases, these costs to taxpayers, local units, and the state will drop significantly.

#### **The AMAR audits just started—why aren't we giving them time to work?**

The AMAR reviews are in the 2<sup>nd</sup> five year cycle. What those audits have demonstrated is that while certain individual units may face unique challenges with assessing, there are also some systemic deficiencies with our assessing system that need to be addressed. The minimum quality standards are designed to address those systemic deficiencies, which will allow the AMAR audits to work more effectively on addressing challenges faced by individual local units.

### **Isn't this just county assessing by another name?**

No. While participating in county assessing is always an option, local units can continue to do their own assessing or share an assessor of record with another local unit. The only requirement is that every city, township, and county in the state meet certain specified minimum quality standards. The objective is not to move every local unit to county assessing but to ensure accurate, uniform, and equitable assessments across the state that meet statutory and constitutional requirements.

### **What is an assessing district?**

An assessing district is defined in the statute as City, Township, Or Joint Assessing Authority.

### **Does this force local units to give up their assessing function?**

No. With the changes in P.A. 660, there are also consequences if a local unit does not correct assessing deficiencies identified in the AMAR. As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

### **Does the proposal eliminate all MCAO Assessors?**

No.

### **Local assessing works in my community—why are you asking us to change?**

To the extent a local unit is currently meeting the minimum quality standards, no change is necessary. If a local unit is not meeting the standards, they have options, they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

## **Designated Assessor**

### **What is a Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up

review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

### **Who are the Designated Assessors?**

The statute provides the process for determining who the Designated Assessors are. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

### **So, the County will automatically be the Designated Assessor?**

While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

### **How will locals pay for the Designated Assessor?**

The Designated Assessor will serve in place of the local unit's current assessor. It is expected that using the money from that current salary will help offset the costs of the Designated Assessor. Additionally, as previously mentioned, errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements.

### **Boards of Review:**

#### **We heard that Boards of Review are now going to be at the County level and no longer in each local unit?**

While the statute provides that Boards of Review can be combined across two or more contiguous local units, it does not mandate that Boards of Review be combined or that Boards of Review are moving to the County.

#### **Is it true that training is now mandated for Boards of Review?**

P.A. 660 requires that the STC audit to ensure that local units require their Boards of Review to receive training and updates as approved by the STC.

**We can't recruit BOR members now, isn't requiring training going to make things worse?**

The evolving complexity of the property tax has increased the expertise needed to understand and apply the law. While local boards provide the primary quality control check on assessments, board members do not have to possess any knowledge of property tax law or assessing practices. This combination of increasingly complex responsibilities and no expertise requirement often results in misapplication of the law, increasing taxpayer and local unit litigation costs and reducing faith in the system.

The STC will be working with our partner organizations, specifically Michigan Townships Association to ensure easy access to Board of Review training and we will also provide an online option.

**Miscellaneous:**

**I heard that now Villages have to get their own assessor's is that true?**

No. P.A. 660 did make a change to the way Villages are assessed but only in very specific circumstances and if the Village wants to make a change. Specifically the Act indicates that a Village that is located in more than one assessing district, may request the STC to approve that the assessing for the Village be combined with the assessing of property in 1 of the local units, thereby eliminating the need for the Village to be assessed in two different local units and potentially by two different assessors.

**When does this all go into effect?**

While the majority of the reforms do not go into place until 2022, local units can prepare now and put in place processes and procedures to ensure they are meeting the requirements once they "go live" in 2022.

**So what is going to be happening over the next few years until this goes into effect?**

There will be a lot going on at both the State and local levels to prepare for the 2022 implementation. First, the Department of Treasury has implemented a website dedicated to assessing reform. This website will be updated with things local units need to know, required forms and key dates. Second, the Department also has a dedicated email address for anyone who has questions regarding the reform. Finally, we are working with our partner organizations on information sessions and training opportunities.

**What should local units be doing to prepare?**

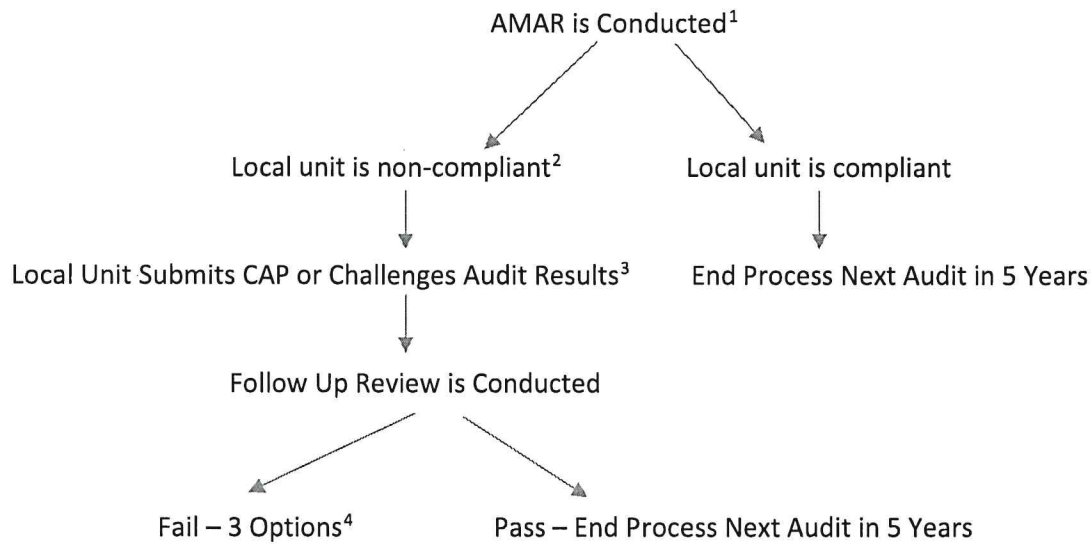
The most important thing that local units can do now to prepare is to ensure they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. Local units should talk to their assessors to ensure they are following the AMAR minimum requirements. Local units can find more information on the AMAR on the STC website under the AMAR tab. This link provides information on

each of the AMAR requirements and the statutory authority or STC policy associated with each requirement.

**What is the STC going to be doing?**

The STC will be working on issuing guidelines, updating their rules and providing formation on the various components of the reform. This includes development of the audit program, implementation of Board of Review training programs, as well as defining key terms such as substantial compliance.

## Property Assessing Reform Process



1. Local Unit hires new assessor must be MMAO or MAAO
2. STC Assumes Jurisdiction
  - a) STC uses contractors to make corrections
  - b) Local Unit hires individual to make corrections
3. Local Unit moves to Designated Assessor<sup>5</sup>

Fail - Move to Designated Assessor Process<sup>4</sup> Pass – End Process Next Audit in 5 Years

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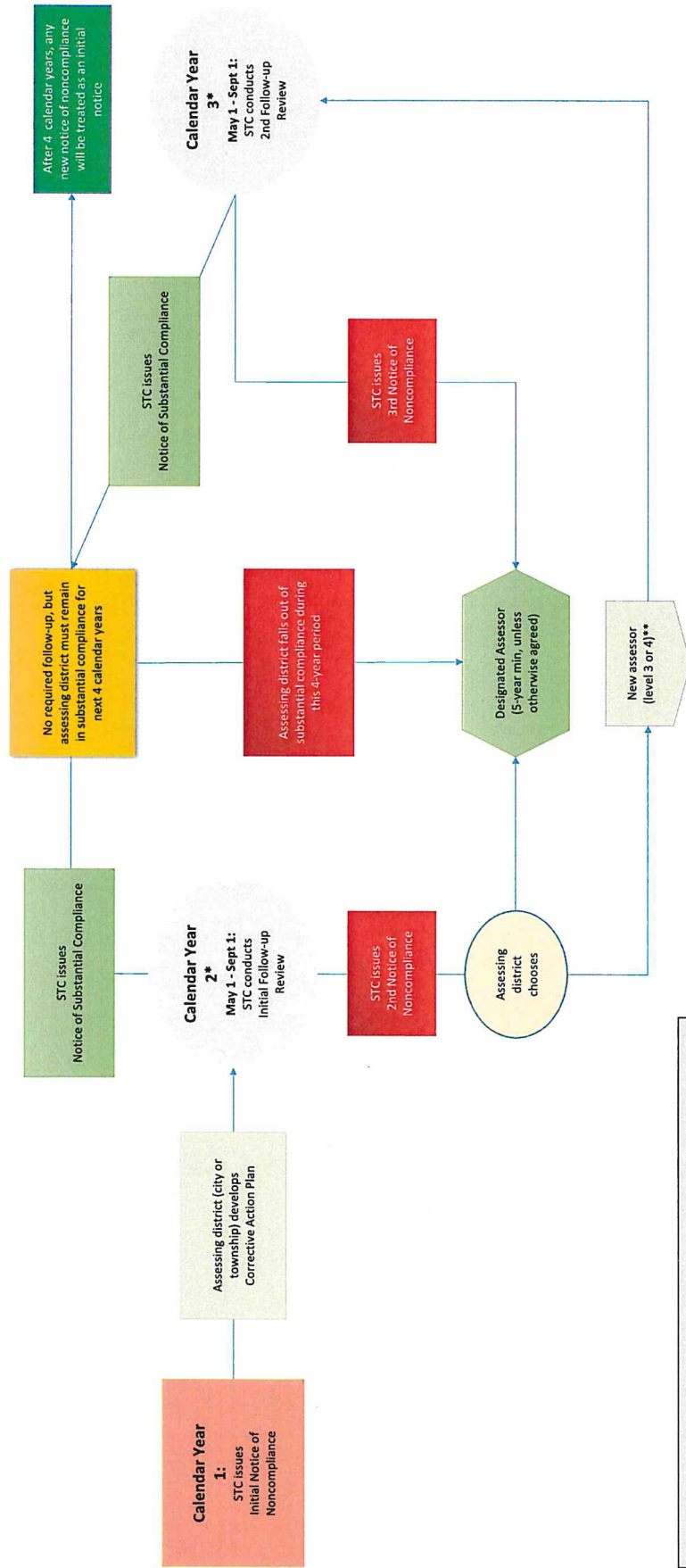
<sup>1</sup> Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis

<sup>2</sup> Any item that is a no in the Assessment Roll Analysis results in non-compliance

<sup>3</sup> Form for Audit challenge will be developed. AMAR Sample CAP will be released

<sup>4</sup> A local unit may follow the process to challenge the audit results

<sup>5</sup> Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit



\*For districts with 2-year Corrective Action Plans, Initial Follow-up Review would occur in Calendar Year 3 and a 2nd Review, if needed, would occur in Calendar Year 4

\*\*District may share an assessor with another district

**Example:**

- STC begins audits in 2022.
- Assessing District A (township) receives Initial Notice of Noncompliance in May of 2022 and develops 1-year Corrective Action Plan.
- STC conducts Initial Follow-up Review in July of 2023, which results in 2nd Notice of Noncompliance.
- Rather than contract with Designated Assessor, Assessing District A chooses to share a level 3 assessor with Assessing District B (city or township).
- STC conducts 2nd Follow-up Review in August of 2024.
- If Assessing District A receives a Notice of Substantial Compliance, it must remain in substantial compliance for the next 4 years.
- If Assessing District A receives a 3rd Notice of Noncompliance, it must utilize Designated Assessor for a minimum of 5 years.

Act No. 660  
Public Acts of 2018  
Approved by the Governor  
December 28, 2018  
Filed with the Secretary of State  
December 28, 2018  
EFFECTIVE DATE: December 28, 2018

**STATE OF MICHIGAN  
99TH LEGISLATURE  
REGULAR SESSION OF 2018**

Introduced by Rep. Lower

# **ENROLLED HOUSE BILL No. 6049**

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending sections 10d, 10e, and 28 (MCL 211.10d, 211.10e, and 211.28), section 10d as amended by 1984 PA 19, section 10e as added by 1986 PA 223, and section 28 as amended by 2006 PA 143, and by adding section 10g.

*The People of the State of Michigan enact:*

Sec. 10d. (1) The annual assessment of property shall be made by an assessor who has been certified as qualified by the state tax commission as having successfully completed training in a school of assessment practices or by the passage of a test approved by the state tax commission and conducted by the state tax commission or an agency approved by the state tax commission that will enable the individual to properly discharge the functions of the office. The school shall be established by an approved educational institution in conjunction with the state tax commission and be supervised by the state tax commission and its agents and employees. The state tax commission may determine that a director of a county tax or equalization department or an assessor who has not received the training possesses the necessary qualifications for performing the functions of the office by the passage of an approved examination.

2

(2) The state tax commission may also grant a conditional 6-month certification to a newly elected assessing officer or an assessing officer appointed to fill an unexpired term if all of the following criteria are met:

(a) The newly elected or appointed assessing officer applies for certification and pays the required filing fee.

(b) The governing body of the assessing district requests the state tax commission to conditionally certify the newly elected or appointed assessing officer.

(c) The newly elected or appointed assessing officer or the governing body of the assessing district submits a statement outlining the course of training he or she plans to pursue.

(d) The period of time for which the conditional certification is requested does not exceed 6 months after the date that he or she assumes office.

(3) Conditional certification under subsection (2) shall not be granted for any assessing district more than once in 4 years.

(4) Conditional certification under subsection (2) shall only be granted to a newly elected or appointed assessing officer in an assessing district that does not exceed a total state equalized valuation of \$125,000,000.00.

(5) Upon presentation of evidence of the successful completion of the qualifications, the assessor shall be certified as qualified by the state tax commission.

(6) An assessing district that does not have an assessor qualified by certification of the state tax commission may employ an assessor so qualified. If an assessing district does not have an assessor qualified by certification of the state tax commission, and has not employed a certified assessor, the assessment shall be made by the county tax or equalization department or the state tax commission and the cost of preparing the rolls shall be charged to the assessing district.

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts. A certificate attached to an assessment roll pursuant to this subsection shall be in the form prescribed by the state tax commission. If after completing the assessment roll the certified assessor for the assessing district dies or otherwise becomes incapable of certifying the assessment roll, the director of the county tax or equalization department or the state tax commission shall certify the completed assessment roll at no cost to the assessing district.

(8) The assessing district shall assume the cost of training, if a certification is awarded, to the extent of course fees and recognized travel expenditures.

(9) An assessor who certifies an assessment roll over which he or she did not have direct supervision is guilty of a misdemeanor.

(10) The state tax commission shall promulgate rules for the issuance or revocation of certification.

(11) The director of a county tax or equalization department required by section 34 of this act shall be certified by the state tax commission at the level determined to be necessary by the state tax commission before being appointed by the county board of commissioners pursuant to section 34 or before performing or, after March 29, 1985, continuing to perform, the functions of the director of a county tax or equalization department. The state tax commission may grant a conditional extension of 12 months to an individual who is serving as the director of a county tax or equalization department on March 29, 1985 if all of the following conditions are satisfied:

(a) At the time of applying for certification the individual is currently certified at not less than 1 level below the level required by the state tax commission for that county.

(b) The individual applies for certification and pays the required fee.

(c) The county board of commissioners requests the state tax commission to grant the extension.

(d) The individual submits a statement to the state tax commission outlining the course of study he or she intends to pursue to obtain certification.

(12) The state tax commission may grant an additional 6-month extension to the conditional extension described in subsection (11) if the extension is requested by the county board of commissioners and the applicant demonstrates satisfactory progress in the course of study outlined to the state tax commission under subsection (11). In a county in which a vacancy has been created in the position of director of a county tax or equalization department and in which the position was previously filled by an individual certified at the level required by the state tax commission pursuant to this subsection, an individual certified at 1 level below the level required by the state tax commission pursuant to this subsection may serve in the position for 12 months after the vacancy has been created.

Sec. 10e. All assessing officials whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state shall use only the official assessor's manual or a manual approved by the state tax commission consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments. Beginning with the tax

assessing year 1978, all assessing officials shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and, through calendar year 2018, land value maps, consistent with standards set forth in the assessor’s manual published by the state tax commission.

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor’s office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor’s office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor’s office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor’s office should be made by a taxpayer and how those requests will be handled by the assessor’s office.

(v) Information about any process that the assessor’s office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, “area with broadband internet access” means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission’s publication entitled, “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31, 2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted

with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present will decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees must be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member must be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

(5) A majority of the entire board of review membership shall indorse the assessment roll as provided in section 30. The duties and responsibilities of the board contained in section 29 shall be carried out by the entire membership of the board of review and a majority of the membership constitutes a quorum for those purposes.

(6) The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in

subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection.

Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors.

This act is ordered to take immediate effect.



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Clerk of the House of Representatives



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Secretary of the Senate

Approved .....

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Governor

Vester Davis, Jr.  
515 Gilbert Street  
Grand Rapids, MI 49507

October 5, 2020

City of Stanton  
225 South Camburn Street  
Stanton, MI 48888

Dear Mayor Williams and City Commission,

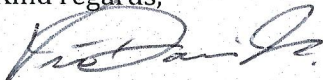
I am writing to notify you of my formal resignation from my role as City Manager at the City of Stanton.

My last day working for the Stanton community will be October 23, 2020 due to a planned surgery for a lead person at my new place of employment.

Thank you for the opportunities for professional and personal development presented to me during my time here. I've enjoyed working for you, and appreciate the support given during my time at Stanton. If there is anything that I can do to help with the transition, please let me know. I have shared my personal contact information with Mayor Williams and staff.

Thank you.

Kind regards,



Vester Davis, Jr. MPA