

Contract for Services

1. This Contract is entered into this ____ day of _____, 20____, between The COUNTY OF ALCONA (hereinafter referred to as the “County”), and _____ TOWNSHIP/CITY/VILLAGE (hereinafter referred to as the “Taxing Unit”).
2. All services rendered by the County to the Taxing Unit will be completed for the consideration of certain fees and compensation established in this Contract.
3. Services rendered by the County to the Taxing Unit include:
 - a. Master Tax File Maintenance:
 - i. Creation and Maintenance/Updates of Legal Property Descriptions. (Copies of splits/completing the splits.
 - ii. Provide information maintained by the County for the Taxing Unit, when requested.
 - b. Printing Services:
 - i. Tax & Assessment Rolls
 - ii. Assessment Change Notices
 - iii. Print/Export Tax and Assessment Roll Indexes
 - iv. Tax Billings
 - v. Personal Property Statements/Audits
 - vi. Faxes
 - vii. Receipts
 - viii. Letters and Searches (Copies of Deeds)
4. Individual responsibilities of the County and the Taxing Unit.
 - a. The County agrees to maintain the Master Tax Files for the Taxing Unit as described according to the most recent available documentation
 - b. The County agrees to obtain Deed information, as recorded by the Register of Deeds for the purpose of making regular updates, in a timely manner, to the Owner and Taxpayer information as the Register of Deeds makes them available. Unless the Taxing Unit opts in to having electronic records from the Register of Deeds.

- c. The Taxing Unit agrees to provide the County with Principal Residence forms.
- d. The Taxing Unit agrees to provide the County with the name and address changes that are submitted directly to the Taxing Unit, at least once a month, and not later than the 15th of each month. Name and address changes will include copies of supporting documentation for said changes. Name changes, submitted after June 15th and November 15th will not be processed prior to the Summer and Winter Tax Billings.
- e. The Taxing Unit agrees to provide the County, and the County agrees to provide the Taxing Unit, any legal description changes, with the supporting documentation, by the 1st of each month. All legal changes, due to a land split/annexation, preferably with a survey, copy of the split/annexation approval and the value of the new land.
- f. The Taxing Unit reserves the right to select what printing services it will utilize from year to year & said services will be requested in writing. Special orders will be honored by the County at the standard Rates.
- g. The Taxing Unit agrees to provide the County with new assessment values, and Board of Review meeting times no later the 15th of February of each year, for the purposes of printing Assessment Change Notices and Assessment Rolls. Should the Taxing Unit not be able to meet this deadline, an extension may be granted by the County with a written request by the 1st of February.
- h. The County agrees to have all printing services completed by statutory deadlines as described in MCL 211 of the General Property Tax Act. If the Taxing Unit fails to meet the February 15th deadline, and an extension has not been requested, the County will not be held responsible if statutory requirements for Change Notices are not met.
- i. The Taxing Unit agrees that the Equalization Department's statutory duties must take precedence over other services provided to the Taxing Unit.
- j. The County agrees that should a situation arise, such that the Equalization Department's statutory duties interfere with the fulfillment of the Contract, immediately, upon completion of those duties, this Contract will be honored.

- k. The County will have Electronic Tax Statements (Tax Databases) available no later than June 15th and November 15th, pending if there is something on the ballot or unordinary circumstances. The County will not print the Tax Statements until after June 15th & November 15th as the deadline for updating names and addresses is the 15th of those months.
5. This Contract will be in effect from January 1, 2022, through December 31, 2022.
6. Considerations and fees for services rendered:
 - a. The Taxing Unit agrees to pay the County the considerations and fees, in this Contract, to cover the County's cost towards materials and labor.
 - b. The Taxing Unit agrees to pay the County for mileage accrued for delivery of printing services, if necessary, at the County rate of \$.50 per mile (subject to change).
 - c. The Taxing Unit agrees to pay the County the printing fees (see the attached Schedule) for services rendered from January 1, 2022, through December 31, 2022.
7. Terms:
 - a. The Equalization Department will be responsible for the invoicing of services as described in this Contract and to provide a copy to the County Treasurer. Questions regarding said invoices will be directed to the Equalization Department.
 - b. All Services, described in this Contract, will be supervised by the Equalization Director.
 - c. Both parties reserve the right to terminate this Contract, in writing by December 1st.
 - i. Termination by the Taxing Unit shall be signed by the Township Supervisor/City Mayor/Village President and their respective Clerk.
 - ii. Termination by the County shall be signed by the Equalization Director and the Chairperson of the County Board of Commissioners.

- d. Should this Contract be terminated, the Taxing Unit agrees to pay the County for services rendered up to and including the date of termination.
- e. The Taxing Unit Agrees to submit payment, for services rendered, withing thirty (30) days of the date of invoice.

8. Amendment:

This Contract shall continue in force from the date of execution through December 31, 2022, until mutually amended or modified, at which time both parties may renegotiate a new contract.

9. This Contract is effective upon the signatures of all parties.

_____	_____
Township Supervisor/City Mayor/Village President	Date
_____	_____
Township/City/Village Clerk	Date
_____	_____
Alcona County Equalization Director	Date
_____	_____
Alcona County Clerk	Date
_____	_____
Chairperson, Alcona County Board of Commissioners	Date

SCHEDULE OF FEES

Contract Period-January 1, 2022 thru December 31, 2022

	<u>2022</u>
ANNUAL Unit Processing (Per Parcel) Tax Bills/Information Maintenance	\$1.88
	Current County Costs
Assessment Notices	\$0.23
L-4021 (Per Page)	\$0.11
Tax Roll ((Per Parcel)	\$0.13
Assessment Roll (Per Parcel)	\$0.13
Alpha Index (Per Page)	\$0.20
Zoning Roll (Per Parcel)	\$0.13
Cost of Software Enhancement	Charges Year to Year
Optional Folding/Additional Items/Each Time	\$33.00
Stuffing Envelopes (Tax Bills/Newsletters) Each Time	\$21.00
Sealing	\$11.00
Additional Inserts in Envelopes (Each Time)	\$21.00

Billing will occur Annually, after the Winter Tax Bills are printed.

If you have any questions, please contact the
Equalization Director,
Troy Somers, at 724-9430.