



ALPENA COUNTY

EQUALIZATION DEPARTMENT

720 W Chisholm Suite #5
Alpena, MI 49707

Office (989)354-9560
Fax (989) 354-9647

TO: Alpena County Finance Committee

FROM: Ted Somers, Alpena County Equalization Director

DATE: January 14, 2025

RE: Maintenance Agreement

Greetings,

With the cost of supplies increasing, I have reviewed the maintenance agreement with the township we contract for services with.

The Alpena County Equalization Department contracts with all townships for tax roll preparation, printing, folding, inserting tax bills and printing tax rolls. We perform these services for two tax bill cycles per year.

We also maintain all addresses and help with assessment roll maintenance.

From 2020 through 2024 the cost for supplies have increased 40.21%.

We currently charge \$1.85 per parcel for maintenance, my recommendation would be to increase that fee to \$2.00 per parcel.

If approved, I would recommend that the fee be increased for the 2025 billing cycle.

Sincerely,
Ted Somers, Director
Alpena County Equalization Department

	2023 Parcel Count	Per Parcel Cost	
Alpena Township	7,237	\$1.85	\$13,388.45
Green Township	1,738	\$1.85	\$3,215.30
Long Rapids Township	1,023	\$1.85	\$1,892.55
Maple Ridge Township	1,686	\$1.85	\$3,119.10
Ossineke Township	1,785	\$1.85	\$3,302.25
Sanborn Township	1,737	\$1.85	\$3,213.45
Wellington Township	468	\$1.85	\$865.80
Wilson Township	1,707	\$1.85	\$3,157.95
	17,381		\$32,154.85

	2023 Parcel Count	Per Parcel Cost	
Alpena Township	7,237	\$1.90	\$13,750.30
Green Township	1,738	\$1.90	\$3,302.20
Long Rapids Township	1,023	\$1.90	\$1,943.70
Maple Ridge Township	1,686	\$1.90	\$3,203.40
Ossineke Township	1,785	\$1.90	\$3,391.50
Sanborn Township	1,737	\$1.90	\$3,300.30
Wellington Township	468	\$1.90	\$889.20
Wilson Township	1,707	\$1.90	\$3,243.30
	17,381		\$33,023.90

	2023 Parcel Count	Per Parcel Cost	
Alpena Township	7,237	\$1.95	\$14,112.15
Green Township	1,738	\$1.95	\$3,389.10
Long Rapids Township	1,023	\$1.95	\$1,994.85
Maple Ridge Township	1,686	\$1.95	\$3,287.70
Ossineke Township	1,785	\$1.95	\$3,480.75
Sanborn Township	1,737	\$1.95	\$3,387.15
Wellington Township	468	\$1.95	\$912.60
Wilson Township	1,707	\$1.95	\$3,328.65
	17,381		\$33,892.95

	2023 Parcel Count	Per Parcel Cost	
Alpena Township	7,237	\$2.00	\$14,474.00
Green Township	1,738	\$2.00	\$3,476.00
Long Rapids Township	1,023	\$2.00	\$2,046.00
Maple Ridge Township	1,686	\$2.00	\$3,372.00
Ossineke Township	1,785	\$2.00	\$3,570.00
Sanborn Township	1,737	\$2.00	\$3,474.00
Wellington Township	468	\$2.00	\$936.00
Wilson Township	1,707	\$2.00	\$3,414.00
	17,381		\$34,762.00

Two Tax Bill Cycles all Townships and one Assessment Change Notice for two Townships.

Envelopes Cost per Case		15 Cases per Year
2024	\$167.25	\$2,508.75
2023	\$144.05	\$2,160.75
2022	\$195.00	\$2,925.00
2021	\$101.85	\$1,527.75
2020	\$95.93	\$1,438.95
2019	\$100.85	\$1,512.75

2022 Paid a preium due to supply

Paper Cost		Paper cost per year
2024	\$34.49 per case	7 case per year \$241.43
2020	\$29.33 per case	7 case per year \$205.31
Total Cost for supplies		
2024	\$2,750.18	
2020	\$1,644.26	40.21%
	\$1,105.92	Cost increase 2020-2024



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equalizationoffice@alpenacounty.org

TO: Charter Township of Alpena

FROM: Ted Somers, Alpena County Equalization Director

DATE: January 14, 2025

RE: Maintenance Agreement

Greetings,

On January 14, 2025, The Alpena County Board of Commissioners approved an increase to the Maintenance Agreement with the Townships we provide services to.
The maintenance agreement will increase from \$1.85 per parcel to \$2.00 per parcel.
The increase is due to the cost of supplies increasing.

These services include,

- Tax Roll printing includes special assessment rolls.
- Tax Bill printing, folding, inserting and sealing tax bills.
- Mailing Personal Property Statements
- Printing Assessment Change Notices and Assessment Rolls including all Special Assessment Rolls.

This increase will be charged to the 2025 assessment and tax billing cycle.

Ted Somers
Alpena County Equalization Director