Presque Isle Township

RESOLUTION TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY OF THE TOWNSHIP ASSESSOR'S OFFICE TO TOWNSHIP TAXPAYERS

Adopted: February 8, 2021

At a regular meeting, properly noticed, of the Board of Trustees of Presque Isle Township, held on the 8th day of February, 2021, at 7:00 p.m., with the membership as follows:

PRESENT: S. Lang, C. Ramb, J. Wierzbowski, M. Hewes, M. O'Neill

ABSENT: Ø.

Board of Trustees member S. Lang moved for adoption of the following resolution, and Board of Trustees member Mary O'Neill seconded the motion:

WHEREAS, 2018 PA 660, MCL 211.10g ("the Act"), provides that the State Tax Commission shall adopt and publish guidelines applicable to municipal audit procedures; and

WHEREAS, the State Tax Commission has, in turn, adopted such guidelines, STC Guideline 2020-1 ("the guidelines"), as required by the Act; and

WHEREAS, the guidelines provide that each assessing district must have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers, and that the published policy must address the items listed in Section 10g, Subsection (1), of the Act; and

WHEREAS, Presque Isle Township desires to comply with the requirement to establish such a policy by adopting the present resolution and making the resolution available to the public.

NOW, THEREFORE, BE IT RESOLVED that Presque Isle Township establishes the following policy and provides the following information in connection with its assessor's office:

Presque Isle Township currently employs an assessor of record, Laurie Spencer, who is certified by the State of Michigan as a Michigan Master Assessing Officer (MMAO); Certification Number R-4110.

Presque Isle Township uses State of Michigan approved BS&A CAMA assessing software; contact information for BS&A Software: 14965 Abbey lane, Bath Township, Michigan 49908; telephone number: (517) 641-8900.

The contact information for the Presque Isle Township assessor of record, Laurie Spencer, is as follows:

NAME: **Laurie Spencer**
TELEPHONE NUMBER: **(231) 357-9548**
ELECTRONIC MAIL: **assessor@presqueisletwp.org**

The assessor of record contact information can also be found by accessing the Presque Isle Township website at www.presqueisletwp.org.

Presque Isle Township ensures that any taxpayer inquiring about property records maintained by the assessor's office within Presque Isle Township will have a response from Laurie Spencer, the assessor of record, within seven (7) business days from the date the request was submitted to the above named assessor of record either by telephone or electronic mail, using the assessor of record contact information stated above.

Taxpayers may request a meeting with the assessor of record for Presque Isle Township for any property assessment related inquiries by submitting a request in writing to the above electronic mail address or by contacting the assessor of record by telephone using the above telephone number.

Taxpayers may request, using the above electronic mail or telephone number, to inspect the records maintained by the assessor of record's office, and taxpayers will be contacted to set up a time and date to meet at the Presque Isle Township offices located at 12653 E. Grand Lake Road, Presque Isle, Michigan 49777.

Taxpayers may request, using the above electronic mail or telephone number, any process the assessor of record uses to informally hear and resolve any disputes taxpayers may have before the March Board of Review meeting.

BE IT FURTHER RESOLVED that this Resolution/Policy shall take effect as of the date set forth below.

AYES: 5.
NAYES: 0.

Passed and approved this 8th day of February, 2021, by the Presque Isle Township Board of Trustees.

PRESQUE ISLE TOWNSHIP

Dated: 2/8/2021

Steve Lang

By: Steve Lang
Its: Supervisor

Dated: 2/8/2021

Cynthia Paavola

By: Cynthia Paavola
Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Presque Isle Township Board of Trustees at a regular meeting held on the 8th day of February, 2021, at 7:00 p.m., at the Township offices, located at 12653 E. Grand Lake Road, Presque Isle, Michigan 49777, with a quorum present.

Dated: 2/8/2021

Cynthia Paavola
Presque Isle Township Clerk