

INSPECTION OF PUBLIC RECORDS POLICY

RESOLUTION 2022-05

DATE: March 2, 2022

COUNTY OF: ALCONA
TOWNSHIP OF: Mitchell Township
3375 E Dellar Rd
Harrisville, Mi 48740

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 108 Subsection (1), of the Act; and

WHEREAS, the Township of; Mitchell County of; ALCONA 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 the Township of; Mitchell County of; ALCONA establishes the following policy and provides the following information in connection with its assessor's office:

The Township of; Mitchell County of; ALCONA currently employs an assessor of record that is certified by the State of Michigan as an; MICHIGAN ADVANCED ASSESSING OFFICER Certification Number R7288.

The Township of Mitchell County of; ALCONA uses State of Michigan approved BS&A CAMA assessing software; contact information for BS&A software, 14965 Abbey Lane, Bath Twp. Mi 49908. Telephone number 517-641-8900.

The Township of; Mitchell County of; ALCONA employs Randy Thompson as the assessor of record, and the contact Information for this assessor is as follows:

NAME:	Randy Thompson
TELEPHONE NUMBER:	989-724-5603
ELECTRONIC MAIL:	rockfinder2000@yahoo.com

The assessor contact information can also be found by accessing the Mitchell Township website at www.mitchelltownship.org

The Township of; Mitchell County of ALCONA ensures that any taxpayer inquiring about property records maintained by the assessor's office within The Township of; Mitchell County of;

ALCONA will have a response from Randy Thompson the assessor of record within (7) business days from the date the request was submitted to the above listed assessor either by telephone or electronic mail using the assessor contact information listed above.

Taxpayers may request a meeting with the assessor from the above-named township for any property assessment related inquiries by submitting in writing to the above electronic mail address or contacting by telephone the assessor of the above-named township.

Taxpayers may request, using the above electronic mail or telephone number, to inspect the records maintained by the assessor's office, and taxpayers will be contacted to set up a time and date to meet at the assessor's office listed at the above address.

Taxpayers may request, using the above electronic mail or telephone number, any questions or processes the assessor 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.

Yeas: Carla Brimm, Paula Taylor, Kevin Small, Douglas (Mike) Lay, Donita Charron

Nays: None

Abstain: None

The Township Supervisor declared the motion carried, and Resolution/Policy Number 2022-5 duly adopted this March 2, 2022 (date).

A handwritten signature in blue ink that reads "Donita Charron". The signature is written in a cursive, flowing style.

Donita Charron, Clerk

March 2, 2022