

CHARTER TOWNSHIP OF ALPENA
NOTICE OF ADOPTION OF RESOLUTION TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY
OF THE TOWNSHIP ASSESSOR'S OFFICE TO TOWNSHIP TAXPAYERS

TAKE NOTICE that on the 12th day of January, 2021, at a regular meeting, the Township Board of the Charter Township of Alpena adopted a resolution to establish a policy regarding the accessibility of the Township assessor's office to Township taxpayers. The resolution contains the following provisions:

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, the Charter Township of Alpena 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 Charter Township of Alpena establishes the following policy and provides the following information in connection with its assessor's office:

The Charter Township of Alpena currently employs an assessor of record, Kris Lewis, who is certified by the State of Michigan as a Michigan Certified Assessing Officer (MCAO); Certification Number R-7356.

The Charter Township of Alpena 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 Charter Township of Alpena assessor of record, Kris Lewis, is as follows: Kris Lewis; telephone number: (989)356-0297 (ext. #5); electronic mail: lewisk@alpenatownship.com.

The assessor contact information can also be found by accessing the Charter Township of Alpena website at www.alpenatownship.com.

The Charter Township of Alpena ensures that any taxpayer inquiring about property records maintained by the assessor's office within the Charter Township of Alpena will have a response from Kris Lewis, the assessor of record, within seven (7) business days from the date the request was submitted to the above named assessor 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 the Charter Township of Alpena 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 Charter Township of Alpena offices located at 4385 US-23 North, Alpena, Michigan 49707.

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.

The resolution may be inspected and a copy may be purchased at the Charter Township of Alpena offices located at 4385 US-23 North, Alpena, Michigan 49707, and a copy of the resolution will be placed on the Township's website, www.alpenatownship.com. Please call the Township offices at (989) 356-0297 for further information or assistance.

Michele Palevich
Charter Township of Alpena Clerk