

ALCONA TOWNSHIP NOTICE OF ADOPTION OF RESOLUTION
TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY
OF THE TOWNSHIP ASSESSOR TO TOWNSHIP TAXPAYERS

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 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 Township 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 Alcona establishes the following policy and provides the following information in connection with its assessor.

Alcona Township currently employs as an assessor of record, Sarah Gohl, who is MCAO; Certification number R-9040.

Alcona 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.

Due to the fact there is no full-time staff at the Township hall, our current assessor works part-time from a home office.

The contact information for the Alcona Township assessor of record is, Sarah Gohl, is as follows: Sarah Gohl;

4478 M 32 W

Alpena MI 49707 (Home Office for Mailing of Documents)

(989)464-5557 Cellphone (text available)

electronic mail: alconatownshipassessor@yahoo.com.

The assessor contact information can also be found by accessing the Alcona Township website at www.alconatownship.com

An estimated inquiry response time of less than 48hrs is to be considered normal, although additional wait time may be required if the assessor is out of town or otherwise

unavailable. Alcona County Equalization will be informed of any long-term Assessor absence and may be contacted for additional help and information during such time. (Vacation, hospital stay, etc.)

Alcona Township ensures that any taxpayer inquiring about property records maintained by the assessor's office within the Township of Haynes and studies, or other public information maintained by the Assessor upon any reasonable request of a taxpayer in a timely manner. Will have a response from Sarah Gohl, 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 Alcona 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 above electronic mail or telephone number, to inspect the records maintained by the assessor of record, and the taxpayers will be contacted to set up a time and date to meet at the Alcona Township Hall 5576 N US 23 Black River MI 48721. The meeting time, date, and location will be determined on a case-by-case basis for the convenience of the property owner and the Assessor. A Freedom of Information Act Request may be required with the Township Clerk.

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

BE IT FURTHER RESOLVED that this Policy shall take effect immediately.

The policy will be put in a public place at Alcona Township Hall and a copy of the resolution will be placed on the township's website www.alconatownship.com.