

ERIE TOWNSHIP
RESOLUTION TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY OF THE ERIE TOWNSHIP
ASSESSOR'S OFFICE TO TOWNSHIP TAXPAYERS
Adopted April 13, 2021

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 (1A), of the Act; and

WHEREAS, the Township of Erie 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 Erie establishes the following policy and provides the following information in connection with its Assessor's office:

1. The Township of Erie currently employs an Assessor of record, Julie Durocher, who is certified by the State of Michigan Certified Assessing Officer (MCAO); Certification Number R-9598.
2. The Township of Erie uses State of Michigan approved BS&A CAMA assessing software; contact information for BS&A Software: 14965 Abbey Lane, Bath Township, Michigan 48808; telephone number (517) 641-8900.
3. The contact information for the Township of Erie Assessor of record, Julie Durocher is as follows: Julie Durocher, telephone number (734) 848-5915 x239 electronic mail assessing@erietownship.com
4. The Assessor's contract information can also be found by accessing the Township of Erie website at www.erietownship.com.
5. The hours of operation of the Erie Township Assessor's Office is Tuesday from 8:00 a.m. through 3:00 p.m.
6. The Township of Erie ensures that any taxpayer inquiring about property records maintained by the Assessor's Office within the Township of Erie will have a response from Julie Durocher the Assessor of record or her designee 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.

6. Taxpayers may request a meeting with the Assessor of record for the Township of Erie 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.

7. 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 Township of Erie offices located at 2065 Erie Rd, Erie, MI 48133.

8. Taxpayers may request, using the above electronic mail or telephone number, to review a record card to informally 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 received at the Township of Erie Offices located at 2065 Erie Rd Erie, MI 48133 and a copy of the resolution will be placed on the Township's website www.erietownship.com. Please call the Township offices at (734) 848-5915.

The foregoing Resolution was offered by Board Member Paul Perry

Second offered by Board Member Cindy Wisbon

Upon roll call vote the following voted "aye": C. Wisbon, S. Mishka, K. Cousino, P. Perry

"nay": _____

Absent/Excused: G. Wilmoth

The Resolution was declared adopted.



Kimberly Cousino, Clerk
Erie Township

CERTIFICATE

The undersigned Clerk of Erie Township hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board held on April 13, 2021, at which meeting the above Resolution to Establish a Policy Regarding the Accessibility of the Township Assessor's Office to Township Taxpayers was adopted; all members of the Township Board present voted as indicated in said minutes; and that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

A handwritten signature in blue ink that reads "Kimberly Cousino". The signature is written in a cursive style and is positioned above a horizontal line.

Kimberly Cousino, Clerk
Erie Township