

**HAYNES 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 Haynes 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 Haynes establishes the following policy and provides the following information in connection with its assessor.

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

Haynes 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 small size of Haynes Township, a lack of designated office space to hold office hours, and no full-time staff, our current assessor works part-time from a home office.

The Assessor can be contacted at the following:

Sarah Gohl, Haynes Township Assessor

4478 M 32 W

Alpena MI 49707 (Home Office for Mailing of Documents)

(989)464-5557 Cellphone (text available)

Email: Haynes.twp.assessor@gmail.com

The assessor contact information can also be found by accessing the Haynes Township website at Haynes Township Website: <https://haynestwp.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.)

Haynes 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 Haynes 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. Meetings &/or site inspections can be arranged by appointment by contacting the Assessor by phone or email. 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.

Assessing Department complaints &/or concerns can be addressed to: Haynes Township Board, C/O Supervisor Jim Effrick, Twp Supervisor

(989)736-6657 haynesclerk@gmail.com or

Alcona County Equalization Department

(989)724-9430 tsomers@alcona-county.net

BE IT FURTHER RESOLVED that this Resolution/Policy shall take effect immediately
