

LaGrange Township Resolution #3-2023

POLICY AND PROCEDURE UNDER WHICH THE ASSESSOR'S OFFICE IS ACCESSABLE TO TAX PAYERS

WHEREAS, the LaGrange Township Board agrees to the following Policy:

LAGRANGE TOWNSHIP

POLICY AND PROCEDURE UNDER WHICH THE ASSESSOR'S OFFICE IS ACCESSABLE TO TAX PAYERS:

- a) Assessor William J. Kays, 269 621-3604, Email kayswj@gmail.com, All inquiries may be made by telephone or electronic mail.
- b) Response time for submitted taxpayer inquiries, not to exceed of 7 business days.
- c) Assessor Office hours, the taxpayer may arrange an in-person meeting, within 7 business days by telephone or electronic mail.
- d) Inspection or production of records may be made by telephone or electronic mail.
- e) Taxpayer may arrange an in-person meeting by telephone or electronic mail. to informally hear or resolve disputes before the March Board of Review.
- f) All Assessing services, parcel information, land value studies and documentation and economic condition factors on line at www.casscountymi.org.

NOW, THEREFORE, BE IT RESOLVED that the LaGrange Township Board approves Resolution 3-2023, effective January 16, 2023.

Motion by: Treasurer Naomi J. Criswell

Support by: Supervisor Rob Wright

Roll Call Vote:

Supervisor Rob Wright	<u>Y</u>
Treasurer Naomi Criswell	<u>Y</u>
Clerk Tasha E. McCoy	<u>Y</u>
Trustee Paul File	<u>Y</u>
Trustee John Juroff	<u>Y</u>

Resolution adopted 5 yes, 0 no, 0 absent

Certification

I hereby certify that the foregoing is a true and accurate copy of a resolution agreement adopted by the LaGrange Township Board at a meeting held the 16th day of January, 2023 and that notice of said meeting was made and given in accordance with the provisions of the Michigan Open Meetings Act.

Tasha E. McCoy

January 16, 2023

Tasha E. McCoy, LaGrange Twp. Clerk

Date