

**CATO TOWNSHIP 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 Cato 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 Cato establishes the following policy and provides the following information in connection with its assessor.

Cato Township currently employs as an assessor of record, Andy Ross, MCAO; Certification number R-9868.

Cato 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. Computerized assessment records for Cato Township may be accessed via the BS&A website link posted on the Cato Township website at www.catotownship.com (a minimal fee may apply).

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 Cato Township assessor of record, Andy Ross, is as follows:

Andy Ross;
PO Box 109
Lakeview, MI 48850
(989) 291-3630 Cellphone
Email: Rossandyk@gmail.com

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

Cato Township ensures that any taxpayer inquiring about property records maintained by the assessor's office, studies, or other public information maintained by the Assessor is made available upon any reasonable request of a taxpayer in a timely manner. In general a response from Andy Ross, the assessor of record, is expected within seven (7) business days from the date the request was submitted to the Assessor either by telephone or electronic mail (email), using the assessor of record contact information stated above. Montcalm County Equalization will be informed of any long-term Assessor absence and may be contacted for additional help and information during such time.

Taxpayers may request an in-person meeting with the assessor of record for Cato Township for any property assessment related inquiries by submitting a request in writing to the above electronic mail (email) address or by contacting the assessor of record by telephone using the above telephone number.

Taxpayers may request, using above electronic mail (email) 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 Cato Township Hall 309 S Lincoln Avenue Lakeview, MI 48850. 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 (email) 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 the Cato Township Hall and a copy of the resolution will be placed on the township's website www.catotownship.com