

RESOLUTION 2014-1

Ross Township, County of Kalamazoo, State of Michigan
A Resolution Adopting Policies and Procedures for the Public Inspection
and Copying of Assessing Records

WHEREAS, Ross Township, requests to approve the policy and procedure for the public inspection and copying of assessing records per State of Michigan State Tax Commission requirements.

WHEREAS, a copy of the resolution is to be posted on public bulletin board.

WHEREAS, policy and procedure for the public inspection and copying of assessing records is as follow:

1. Requests for public inspection and copying of public records maybe made verbally and/or in writing.
2. Said requests may be directed to the Township Assessor or otherwise authorized individual for said assessing records.
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA Coordinator and shall be subject to the statutory requirements of FOIA.
4. ~~If a verbal request is made, the responding township official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.~~
5. The responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for inspection of public record, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed five (5) business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Ross Township Hall.
10. The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 a.m. and 4:30 p.m. Monday through Thursday, unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.

NOW, THEREFORE, BE IT RESOLVED, that Ross Township Board of Trustees does hereby adopt Resolution 2014-1, policy and procedure for the public inspection and copying of assessing records.

Moved by Owen Murray and supported by Sid Durham that the forgoing resolution be passed this 12th day of August, 2014 by the Ross Township Board, County of Kalamazoo, State of Michigan.

Monica Markillie
AYES: Jon Scott, Diana Langshaw, Paul Dykstra, Owen Murray, Cynthia Genuing, Sid Durham
NAYS: 0
ABSENT: 0
ABSTAIN: 0

Paul A. Dykstra
Paul A. Dykstra,
Ross Township Supervisor

Certification:

I hereby certify that the foregoing Resolution is a true copy and complete copy of a Resolution adopted by the Township of Ross, County of Kalamazoo, State of Michigan, at a regular meeting held on August 12, 2014 and that public notice of the said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been available as required by said Act.

Monica Markillie
Monica Markillie
Ross Township Clerk