

# COLDWATER TOWNSHIP

## Branch County

### COLDWATER TOWNSHIP ASSESSMENT RECORD AVAILABILITY POLICY - RESOLUTION # 5-2021

WHEREAS, Coldwater Township employs Russell E. Siler to provide assessing services in accordance with the constitution and laws of this state; and

WHEREAS, MCL 211.10a requires that assessment records be available for public inspection and copying; and

WHEREAS, the township assessment records are in the possession of Coldwater Township at the Coldwater Township Hall; and

NOW, THEREFORE, BE IT RESOLVED:

- that the assessment records are available for review at the Coldwater Township Hall, 319 Sprague Road, Michigan 49036.
- that normal business hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday.
- that requests for an appointment to review/inspect public assessing information or to obtain copies of such can be made by calling Assessor, Russell Siler at: 517-279-9388 or by emailing him at: [russellsiler@coldwatertownship.com](mailto:russellsiler@coldwatertownship.com);
- that requests for inspection or copies of public assessment records will be immediately supplied whenever possible or within seven (7) regular business days; and
- that any taxpayer needing to discuss aspects of their property values, exemption, classification etc. prior to the annual meeting of the March Board of Review should call the assessor to schedule a time to meet at the Coldwater Township Hall;
- that Coldwater Township uses BS&A Software as its computer-assisted mass appraisal system which has sufficient software capabilities to store and back up all assessing related data;

The foregoing policy was offered by Trustee Short and supported by Trustee Daniels.

Upon roll call vote, the following voted "Yes": 5 No: 0 Absent: 0

Trustee Short - yes  
Trustee Daniels - yes  
Treasurer Sowles - yes  
Clerk Morrison - yes  
Supervisor Rogers - yes

The Supervisor declared the policy adopted.

I, DIANE MORRISON, the duly elected and Clerk of COLDWATER Township, hereby certify that the foregoing resolution was adopted by the Coldwater Township Board at the regular meeting of said board held on February 1, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.



Diane Morrison, Clerk

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