

RESOLUTION NO. 2022-3  
MOSCOW TOWNSHIP, MICHIGAN

RESOLUTION TO ESTABLISH A POLICY REGARDING THE ACCESSIBILITY OF THE  
MOSCOW TOWNSHIP ASSESSOR'S OFFICE TO THE TOWNSHIP TAXPAYERS  
PUBLIC ACT 660 of 2018, MCL 211.10g

Adopted at a regular meeting, properly noticed, of the Township Board of the Township of Moscow, Hillsdale County, Michigan held in the Township Hall, 7324 E Chicago Road, Jonesville, Michigan 49250 at 7:00 p.m. January 13, 2022

PRESENT: All

ABSENT: NONE

The following preamble and resolution were offered by Board Member Mary Ruten and seconded by Board Member Linda Waldron

**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 the Assessor's Office 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 Moscow desires to comply with the requirement to establish such a policy by adopting the present resolution and making the resolution available to the public.

**THEREFORE BE IT RESOLVED** that the Township of Moscow establishes the following policy and provides the following information in connection with its Assessor's Office:

Moscow Township currently contracts an assessor of record, Kimberly Thomas of KAT Assessment Administration LLC, who is certified by the State of Michigan as a Michigan Advanced Assessing Officer (MAAO); Certification Number R-8206.

Moscow Township uses State of Michigan approved BS&A Computer Assisted Mass Appraisal (CAMA) software; contact information for BS&A Software: 14965 Abbey Lane, Bath Township, Michigan 49908, telephone number: (517) 641-8900.

The contact information for Moscow Township assessor of record, Kimberly Thomas, is as follows:

Kimberly Thomas, MAAO, PPE  
KAT Assessment Administration LLC  
c/o Moscow Township, 7324 E Chicago Rd, Jonesville, MI 49250  
Cell: (517) 812-5648  
[moscow.assessor@yahoo.com](mailto:moscow.assessor@yahoo.com)  
text or email preferred

The regular office hours of operation of the Moscow Township assessor of record are the first Thursday of each month from 6:00 – 8:30 p.m. or by appointment.

The Township of Moscow ensures that any taxpayer inquiring about the property records maintained by the Moscow Township assessor of record within the Township of Moscow will have a response from the assessor of record, Kimberly Thomas, or her designee 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 outside of the regular office hours with the assessor of record for the Township of Moscow for any property assessment-related inquires by submitting a request in writing to the above-stated electronic email address or by contacting the assessor of record by telephone using the above-stated telephone number.

Taxpayers may request, using the above-stated electronic mail address or telephone number, to inspect the records maintained by the assessor of record's office, and taxpayers will be contacted to set up a time and date to meet at the Moscow Township Hall, 7324 E Chicago Rd, Jonesville, MI 49250.

Taxpayers may request, using the above-stated electronic mail address or telephone number, any process that the assessor of record uses to informally hear and resolve any disputes taxpayers may have before the March Board of Review meeting.

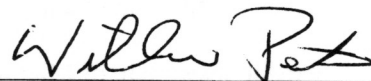
**BE IT FURTHER RESOLVED** that this Resolution/Policy shall take effect as of the date set forth below.

AYES: All

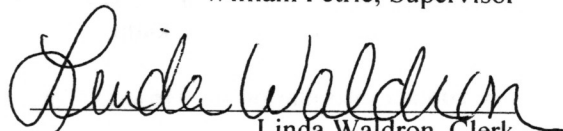
NAYS: NONE

RESOLUTION DECLARED ADOPTED .

Passed this 13<sup>th</sup> day of January 2022 by the Township Board of the Township of Moscow



William Petrie, Supervisor



Linda Waldron, Clerk

This resolution may be inspected, and a copy received at the Moscow Township Hall located at 7324 E Chicago Road, Jonesville, Michigan 49250. Please call (517) 688-9707 for more information or assistance.

# ACCESSIBILITY OF THE MOSCOW TOWNSHIP ASSESSOR TO TOWNSHIP TAXPAYERS

The contact information for the Moscow Township assessor of record is as follows:

**Kimberly Thomas, MAAO, PPE**  
**KAT Assessment Administration LLC**  
c/o Moscow Township, 7324 E Chicago Rd, Jonesville, MI 49250  
Cell: (517) 812-5648  
moscow.assessor@yahoo.com  
text or email preferred

Response time for any direct inquiries submitted to the contact mentioned above will be **no later than seven (7) business days** from submission and may be subject to the Moscow Township freedom of Information Act (FOIA) Policy.

In-person meetings may be conducted at the Moscow Township Hall during regular office hours:

**Moscow Township Hall**  
7324 E Chicago Rd, Jonesville, MI 49250  
(517) 688-9707

**Assessor's Office Hours: 1<sup>st</sup> Thursday of the Month, 6:00 – 8:30 p.m. or by appointment**

Alternatively, taxpayers may request an appointment for an in-person meeting outside of regular office hours either at the township hall or at the location of a property which is the subject of their inquiry. Taxpayers may request the production or inspection of records prepared by the assessor by using the contact information above. Delivery of records is done by email, mail, or physical pick-up.

The assessor of record is available to informally hear and resolve assessment disputes prior to the March Board of Review before the first Monday in March. Taxpayers may submit requests via phone, email, or in-person during office hours using the contact information above.

The Township of Moscow adopted the following policy and procedures on

2022 by Resolution No. 2022-3

*January 13<sup>th</sup>*