

CITY OF WALKER  
KENT COUNTY, MICHIGAN

RESOLUTION 22-640

RESOLUTION ADOPTING PROPERTY TAX RECORDS INSPECTION,  
RELEASE AND ASSESSING DEPARTMENT ACCESSIBILITY POLICY

The following resolution was offered by Commissioner Gilbert and supported by Commissioner Babcock:

PRESENT: Mayor Carey, Commissioners Gilbert, Babcock, Grooters, Huizenga-Chase, Deschaine

ABSENT: Commissioner Burke

WHEREAS, MCL 211.10 Annual Assessment of Property provides for adoption by a public body of policies with respect to certain matters connected with inspection and release of Property Tax Records, and other matters;

WHEREAS, it is in the public interest to adopt such policies.

NOW, THEREFOR, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Property Tax Records Inspection, Release and Assessing Department Accessibility Policy, attached hereto as Exhibit A, is hereby adopted as an official policy of the City of Walker.
2. This resolution supersedes all resolutions in conflict herewith.

YEAS: 6

NAYS: 0

RESOLUTION 22-640 DECLARED ADOPTED.

CERTIFICATION

The undersigned, being the duly qualified and acting Clerk of the City of Walker, Kent County, Michigan, does hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Walker at a regular meeting held this 10<sup>th</sup> day of October, 2022, at which meeting a quorum was present and remained throughout, and that the resolution has not been amended or rescinded and that the original of the resolution is on file in the records of the City.

IN WITNESS WHEREOF, the official signature of the Clerk and the seal of the City of Walker are hereunto affixed this 10<sup>th</sup> day of October, 2022.

Dated: October 10, 2022

  
Deborah Goudy, City Clerk

## EXHIBIT A

### City of Walker

#### Property Tax Records Inspection, Release and Assessing Department Accessibility Policy

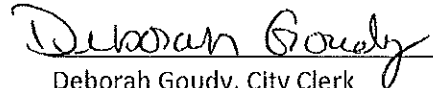
1. Adoption. This policy is adopted pursuant to MCL 211.10 Annual Assessment of Property which provides that all Assessment Rolls and Property Appraisal Cards be made available for review and copying during customary business hours. It does not apply to requests for release of City Records with respect to FOIA requests and responses subject to the City's Freedom of Information Act (FOIA) Policy. FOIA request must go through the Clerk's Office.
2. Availability of Records. The City of Walker is open Monday through Thursday from 7:30 am to 5:00 pm, and Friday from 7:30 am to 11:30 am. During open business hours the Assessment Roll and Property Appraisal Cards will be available for inspection in the Assessor's Office. You may also contact Assessing staff and obtain copies via phone or email. Inquiries are typically handled that same day, but if it is a more in-depth request or is during the Assessing offices busy season, then the request will be responded to within 7 business days. The property information is also available for inspection on the City of Walker's website at [www.walker.city](http://www.walker.city).
3. Contact Information. Assessing staff names, titles and contact information is available on the City's website ([www.walker.city](http://www.walker.city)).
4. Staffing. Staff will be available to assist in looking up records and printing/copying cards when requested.
5. Fees. Up to 5 copies of assessment cards or assessment roll excerpts shall be provided free of charge. No charge shall be made for labor in responding to the request. Additional copies shall be requested and provided as a formal FOIA request and be subject to appropriate charges.
6. Other Record Requests. Requests for other documents pertaining to property taxation other than the Assessment Roll and Property Appraisal Cards shall be requested and provided as a formal FOIA request and be subject to appropriate charges.
7. Assessment Records. Any Assessment Records shall not be removed from Walker's Assessing Office. Original records shall not be marked, defaced, destroyed, or otherwise altered.
8. Informal Disputes. Prior to Annual Assessment Change Notices going out, a taxpayer can make an informal dispute to the Assessor, either in person or in writing. Contact information is available on Walker's website ([www.walker.city](http://www.walker.city)). Once the Annual Assessment Change Notices have been sent, a taxpayer will need to make any dispute/appeal to the March Board of Review. If the taxpayer is not satisfied with the Board's decision, they then have the right to appeal to the Michigan Tax Tribunal.

9. Replacement. This policy replaces/updates the existing policy passed on September 28, 2015.

**Certification**

I hereby certify that the foregoing is a true and complete copy of a policy adopted by the City of Walker, County of Kent, and State of Michigan, at a meeting held on October 10, 2022, the original of which is on file in my office and available to the public.

Dated: October 10, 2022

  
Deborah Goudy, City Clerk  
City of Walker