

TOWNSHIP OF LEIGHTON
NOTICE OF ADOPTION OF RESOLUTION TO ESTABLISH A POLICY REGARDING THE
ACCESSIBILITY
OF THE TOWNSHIP ASSESSOR'S OFFICE TO TOWNSHIP TAXPAYERS

Resolution 2026-01-09

WHEREAS, 2018 PA 660, MCL 221.10g ('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's office is reasonably accessible to taxpayers, and that the published policy must address the items listed in Section 10g, Subsection (1A), of the Act; and

WHEREAS, the Township of Leighton 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 Leighton establishes the following policy and provides the following information in connection with its Assessor's office:

1. The Township of Leighton currently employs an Assessor of record, Katie VanDuyn, who is certified by the State of Michigan as a Michigan Advanced Assessing Officer (MAAO); Certification Number R-9832.
2. The Township of Leighton uses State of Michigan approved BS&A CAMA assessing software; contact information for BS&A Software: 14965 Abbey Lane, Bath Township, Michigan 48808; telephone number: (517) 641-8900.
3. The contact information for the Township of Leighton Assessor of record, Katie VanDuyn is as follows: telephone number: (616) 891-8238; and email assessor@leightontownship.org.
4. The hours of operation of Leighton Township are Tuesday through Thursday from 9:00 a.m. to 4:00 p.m. for record inspection or copies. These hours are also posted at the township office (4451 12th St. Wayland, MI 49348) and on the township website www.leightontownship.org.
5. Many public documents, information and forms are available on the township website including general property and tax information.
6. Requests for records will be accepted in person, in writing via email, or telephone. Said request shall be directed to the Assessing Department for said public records. The Assessor or staff will respond to an inquiry within seven (7) business days to supply requested information or schedule a meeting.

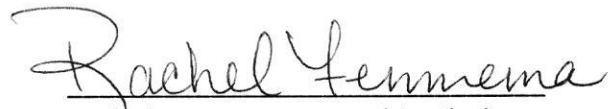
7. Informal disputes before the March meeting of the board of review can be made by contacting the Assessor either in person or in writing.
8. A Freedom of Information Act request may be required through the Clerk's Department.

Motion: Fennema
Seconded: Wolbrink

Yeas: Fennema, Wolbrink, Bonnema, Hooker
Nays: None
Absent: Bultsma

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

IN WITNESS WHEREOF, I have hereto affixed my official signature this 8th day of January, 2026.

A handwritten signature in cursive script that reads "Rachel Fennema". The signature is written in black ink and is positioned above the printed name and title.

Rachel Fennema, Township Clerk
Leighton Township