



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager

DATE: August 26, 2024

RE: Policy And Procedure for Assessing Requests

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the policy and procedure assessor inquiries and meeting requests.

DISCUSSION:

The commission must approve the policy and procedure for assessing requests. The policy will be posted on the City's website under the assessor's page. It gives directions to speak/meet with the assessor, inspect/copy assessing records, and request an informal meeting before the March board of review.

RECOMMENDATION:

The Hartford City Commission approves the policy and procedure assessor inquiries and meeting requests.