

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 034**



**RESOLUTION TO APPROVE THE POLICY & PROCEDURE FOR ASSESSING RECORDS**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, it gives directions to speak/meet with the assessor, inspect/copy assessing records, and request an informal meeting before the March board of review; and

**WHEREAS**, Requests to speak/meet with the Assessor:

- Requests for information can be made via office phone, cell phone, email or in person during the posted office hours above.
- Voicemail and Email messages will be returned promptly, if possible, but no longer than 3 business days given normal circumstance.
- Requests to meet in person with the assessor can be scheduled; and

**WHEREAS**, Requests to inspect/copy assessing records:

- Assessing Records are available for inspection/copying during normal City Hall business hours. It is recommended to make this request by appointment, for additional assistance by the Assessor.
- Refer to the separate Policy for Public Inspection and Copying of Records for more detailed information; and

**WHEREAS**, requests for informal meeting prior to March Board of Review:

- Assessment Notices are mailed to taxpayers mid to late February. The Assessor has jurisdiction over the valuations up to the first Monday in March.
- It is highly recommended, though not required to speak with the Assessor regarding questions/disputes regarding valuations prior to protesting to the March Board of Review.
- The assessor can be reached via the phone numbers and email above; and

**NOW, THEREFORE BE IT RESOLVED**, the Hartford City Commission approves the policy and procedure for assessor inquiries and meeting requests.

YEAS: Commissioner's

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 2024

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RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on August 26, 2024

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RoxAnn Rodney-Isbrecht, City Clerk City of Hartford  
19 West Main Street, Hartford MI 49057