

**City of Mackinac Island**  
**Assessor Contact Information & Policy Regarding**  
**Access to Assessment Records**

Assessor: Joseph C. Stakoe, Michigan Advanced Assessing Officer (MAAO) R-7192  
Michigan Certified Personal Property Examiner (PPE)  
Michigan Certified General Real Estate Appraiser (CGA) No. 1205003788

Phone Number: 231-590-4096

E-Mail: [istakoe@nappraisal.net](mailto:istakoe@nappraisal.net) (Petoskey Office)  
[istakoe@cityofmi.org](mailto:istakoe@cityofmi.org) (Mackinac Island Office)

Mailing Address: City of Mackinac Island  
P.O. Box 187  
Mackinac Island, MI 49757

Response Time: A response time of 1 business day is generally expected. On occasion a response time up to 7 days may be used, as permitted by the stature.

Office Hours: The assessor will hold office hours as needed, however is accessible by phone or e-mail during regular business hours, 9 AM to 5 PM, Monday through Friday, weekly.

In Person Meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspections/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the City of Mackinac Island FOIA Policy: Guidelines, section 4, of Michigan Freedom of Information Act, MCL 15.234.

Records Location: Assessing records are officially retained at the City of Mackinac Island office located at 7358 Market Street, Mackinac Island, MI 49757.

**Adopted at the Regular Meeting on \_\_\_\_\_**

**Signature:** \_\_\_\_\_  
Danielle M. Leach, City Clerk