

**Madison Township Quarterly Report:**

- October 1, 2024 thru December 31<sup>st</sup>, 2024

(This month's quarterly report is not as prepared as it should be as I was not aware until November 13<sup>th</sup> that I would be providing the report. However, subsequent reports will be more detailed).

To: Madison Township Supervisor Ryan Rank

From: Amanda Lacelle Madison Township Assessor

**Email & Phone Call Correspondences: (30 trackable)**

- Shelly Delong Equalization Director:
  - sales studies (commercial, industrial, residential, agricultural)
  - address changes
  - 5838 pre adjustments
- Erin VanDyke County Treasurer:
  - 5838 (3) pre adjustments
  - disabled veterans (1)
  - MTT stipulation (1)
  - MTT Wal-Mart trial issues
  - Township Hall Staff
- Taxpayer/Title Companies/State of Michigan/ Township Hall Staff
  - questions/answers to Harold Gregg, Melinda, Janet, Caitlin
  - questions ranging from valuation issues, tax tribunal concerns, property tax bills, projected tax estimates, legal descriptions, and land divisions.
  - 660 report completed & emailed to Dept of Treasury

**Land Divisions**

- MD0-110-3625-00
  - Analyze Values in BS&A software
  - Record & Sign Split Sheet with County Equalization
  - Inform taxpayer

**Field Work**

- 31 parcels
- Physically inspected
- Download of photos in BS&A
- Adjustments to valuation in BS&A

**December Board of Review**

- December 10<sup>th</sup> at 3pm Madison Township Hall
  - Update December notice to clerk for publication
  - Inform Board of Review & Supervisor members of meeting
  - Prepare spreadsheet for clerical errors/mutual mistakes of fact
  - Enter BOR adjustments into BS&A database
  - Send correspondence of decision to taxpayers, all taxing authorities