

# Township of Ravenna

## Assessor Accessibility

Tiffany Baker, MCAO

[BakerTi@muskegoncounty.net](mailto:BakerTi@muskegoncounty.net)

Work phone 231-724-3476

I will respond to emails or voicemails left for me within 7 business days.

I hold office hours at Ravenna Township Hall every Monday from 9:00am – 2:00pm. If needed, alternative times can be arranged should you like to meet in person.

We have adopted the attached policy by the Department of Treasury for inspection or review of public records.

Each year assessment notices are sent to every property within the Township. If you would like to discuss your property's Class or Value of Assessment prior to the March Board of Review, please contact me using the information above.



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

ROBERT J. KLEINE  
STATE TREASURER

**POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS**

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the township/city official and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA
- 4) If verbal request is made, the responding township/city official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 5) The responding township/city official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- 6) The responding township/city official and/or authorized individual shall be responsible for the production of the requested copies.
- 7) The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board/City Council.
- 8) If the request is for inspection of public record, the responding township/city official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 9) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township/City Hall or the location where said public records are officially retained.
- 10) The responding township/city official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding township official/city and/or authorized individual and the requesting party.