



St James Township, Charlevoix County
Office of the Assessor
Assessor Accessibility to Taxpayers Policy
Revised Date: 4/6/23

In accordance with The General Property Tax Action, Act 206 of 1893, MCL 211.10g(c) which states that the Office of the Assessor is to be reasonably accessible to taxpayers, the St James Township Board has adopted this policy to comply with this requirement. This policy includes:

1. All taxpayers may make inquiries to the township's assessor using the below email address or telephone number.


Brooke Milbrandt – Assessor
PO Box 337
Alanson, MI 49706
BNAssessing@gmail.com
Phone: 906-322-6625

2. A response time of 3 days is generally expected. On occasion a response time up to 7 days may need to be used, as permitted by the statute.
3. A taxpayer may arrange a meeting with the assessor for purposes of discussing an inquiry in person by using the contact information listed above in item 1.
4. Information regarding requests for inspections or production of records maintained by the office of the assessor and how the assessor will handle any request should be made to the assessor via the contact information listed above in item 1.
5. Limited property Record Card information is available to the public, via BS&A Online, which is linked to the Assessor page of the St James Township website.
6. A taxpayer may contact the assessor during regular business hours to informally question their assessment and/or request inspection/review of data at the contact information listed above in item 1.

Approved by the St James Township Board at a Special Meeting on 3/6/23.

Certified by Township Clerk

 Julie Gillespie


Date