

Eureka Charter Township Assessing Department
Accessibility of the Assessor's Office Policy
Pursuant to PA 660 of 2018

As required under MCL 211.10g, this policy addresses the availability of the Eureka Charter Township Assessing Department and informational material regarding sections (c)(i thru v) of the Act.

(i) Designation

Eureka Charter Township – Assessing Department

Hours: By appointment only

Assessor's Phone: 616-894-2866

Assessor's Email Address: assessor@eurekatownshipmi.org**

Assessor: Megan VanHoose, CAE, MMAO**

**Current Assessor and email address as of March 2025, subject to change.

(ii) Response to Inquiries

All efforts will be made to acknowledge an inquiry within 3 business days. It is staff's objective to complete requests within 3 business days but could be up to 7 business days as allowed by state law, if made by voicemail or email to any of the Township staff.

(iii) Request for an In-Person Meeting

An individual may request an in-person meeting with the assessor by contacting the Assessor by phone or email.

(iv) Request for Inspection or Record Production

An inspection request can be initiated by contacting the Department at any of the above-mentioned contact points. Record requests will be handled according to the Public Inspection of Records Policy that was approved by the Township Supervisor on June 20, 2022, which includes the availability of records, fees, and FOIA requests. Assessment information is available on the Township's website at www.eurekatownshipmi.gov on the Services or Documents page. Information available online includes, but is not limited to, parcel information, land value studies, and Economic Condition Factors (ECF) studies.

(v) Informal Dispute Prior to the March Board of Review Meeting

Prior to March Board of Review meetings, an 'Assessor Review' is available to individuals to address any dispute or concern regarding proposed assessments. This review period will be set annually and will be published on the assessment notices.

Approved by:  Date: 03/12/2025
Township Supervisor