

**To: Gerrish Township Board**

**From: Karleen Helmreich, Gerrish Township Assessor**

**Re: Assessor Report and Assessor Requests for October, 2017**

Data verification inspections are completed for 2017. Assessor has kept on top of what has been turned in and all data has been entered. Approximately 974+/- properties have been inspected, re-measured and costed. The Assessor is very pleased with the process and feels confident that Gerrish record card data will be one the best in the State.

The Assessor is requesting the Board to approve, by resolution, the December Board of Review date for Monday, December 11<sup>th</sup>, 2017 as allowed by MCL 211.53b(9)(a). (please see attached)

The Assessor is requesting to have Kent Communication Inc. to print, stuff and mail the 2018 Assessment Change Notices. In Prior years, the Assessor prints approximately 4,900 change notices in-house using the Treasurer's printer. This takes approximately one day to print and an additional 3 days to fold and stuff. Total cost in house was \$1,976.90 (\$1,722.70 for postage and \$234.20 for envelopes). Total cost does not include paper, toner, use of printer and time. Cost to send a PDF file to Kent Communications for them to print, fold, stuff and mail is \$2,545.10. (please see attached quote). If necessary, Assessor will pay the difference.

The Assessor has worked with KCI in the past and is very pleased with their services, as it alleviates the stress of deadlines mandated by the State Tax Commission.

Personal Property change notice (approximately 65) are printed separately and will be done in-house due to their differing deadline mandated by the State Tax Commission.