

**Ensley Township, Newaygo County**  
**Public Inspection of Records Policy**  
**Current Information**

as of October 15, 2022

1. Per MCL 211.10g(1)(c)(i): The current Assessor for Ensley Township is Jane Kolbe, MAAO(3) who can be reached at 616-636-8510 (Township Hall), 616-326-1590 (Cell) or at [assessor@ensleytownship.org](mailto:assessor@ensleytownship.org) (email). Office hours for the Assessor are at the Township Hall, 7163 120<sup>th</sup> St, Sand Lake, MI 49343, on Wednesdays from 1:00 p.m. to 3:00 p.m. excluding holidays; however, the Assessor can be reached outside of those times at her cell phone or email.
2. Per MCL 211.10g(1)(c)(ii): The estimated response time for taxpayer inquiries when submitted will be returned as quickly as possible not to exceed seven business days.
3. Per MCL 211.10g(1)(c)(iii): A taxpayer may arrange an in-person meeting to discuss inquiries with the Assessor's office by email or phone call to the numbers above. Accommodations will be made to find a mutual time to meet if needed outside of office hours.
4. Per MCL 211.10g(1)(c)(iv): Requests for inspection or production of records maintained by the Assessor's office by a taxpayer can be made through phone call, in person, or through email. The Assessor will handle the request by producing copies in person, by mail, or through email as appropriate to the request. Alternately, assessing information is also available through the website at [www.bsaonline.com](http://www.bsaonline.com). Any FOIA requests will be handled through Ensley Township's FOIA coordinator and shall be subject to the statutory requirements of FOIA.
5. Per MCL 211.10g(1)(c)(v): Taxpayers are encouraged to contact the Assessor to informally hear or resolve disputes before the March Board of Review in person, through phone or email. No formal hearing is required to appeal to the March Board of Review.