

PUBLIC NOTICE

MARCH 20, 2020

NOTICE OF APPEAL OPTIONS FOR THE MARCH BOARD OF REVIEW MEETINGS

On March 10, 2020, Governor Gretchen Whitmer declared a State of Emergency to maximize efforts to slow down the spread of COVID-19 throughout Michigan. The City of Grand Ledge is taking proactive steps in following recommendations from the State of Michigan and the Center for Disease Control (CDC). To this end, the City strongly encourages those who wish to submit an appeal to their valuations to do so with information submitted via mail, email, or telephone. Please visit www.cityofgrandledge.com/COVID-19 for more information.

The Board of Review will hold meetings on at Grand Ledge City Hall on the following dates and times:

- Tuesday, March 24 between 2:00 PM – 5:00 PM and 6:00 PM – 9:00 PM
- Wednesday, March 25 between 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM, at which point the Board of Review closes

Options to submit an appeal to the Board of Review:

- 1) **PREFERRED - Mail or Email Appeals:** Appeals can be mailed to City Hall, 310 Greenwood Street, Grand Ledge, MI 48837 or emailed to assessor@cityofgrandledge.com and are accepted until the close of the meeting on Wednesday, March 25.
 - a. Please note that any appeal must be RECEIVED by the close of the meeting, not postmarked, as the Board of Review meets in person and concludes their business at that time. Both mail and email appeals will be copied and distributed to board members.
- 2) **PREFERRED - Call-in Appeals:** Appeals can be made over the phone during the meeting times. All call-in appeals must be scheduled in advance by emailing assessor@cityofgrandledge.com or calling City Hall at 517-627-2149 with requested date and time. Once scheduled, please call 517-627-2149 at the confirmed appointment time where you will be directed to a conference phone and may speak with the Board of Review. Please provide relevant information by mailing it to City Hall, 310 Greenwood Street, Grand Ledge, MI 48837, using the dropbox located at the N. Clinton Street entrance of City Hall, or emailing it ahead of time to assessor@cityofgrandledge.com in order to have it available for the Board of Review during the call.
- 3) **Strongly Discouraged – In Person Appeals:** While City Hall is currently closed to the public as a precautionary mitigation strategy to deter the spread of COVID-19, in person appeals are an option. If you choose this option, please schedule an appointment prior to the meeting date. To schedule an appointment time, please email assessor@cityofgrandledge.com or call City Hall at 517-627-2149 with requested date and time. When you arrive for your appointment, please call City Hall at 517-627-2149 for instructions. **Please do not use this option if you are sick or exhibiting any COVID-19 symptoms such as a fever or cough.**