

**Lee Township**  
Special Meeting Minutes  
August 22, 2011

The Special Meeting of the Lee Township Board was called to order at 6:05 p.m. at the Lee Township Hall located at 877 56<sup>th</sup> Street, Pullman, Michigan.

The purpose of the special meeting was to review applications for the position of assessor. There were two applications submitted and pre-reviewed by County Equalization Director, Blaine McLeod for verification of proper qualifications.

Application #1: Anne M. Richmond.

Anne is a level II assessor and has 5 years of experience. She is currently the deputy assessor for Waverly Township, Texas Township, Salem Township, Paw Paw Township and Colon Township. Her office is located in Howe, Indiana. In reviewing her contract it was decided that she had many other commitments with other townships and her office was too far from the township making it hard for township residents to access her when needed as well.

Application #2: Heather Mitchell/Kevin Harris – Appraisals Plus Groups, Inc.

Heather has more than 10 years experience, a level II license, BBA in Accounting and is currently assessing for Allegan Township, Nottawa, Schoolcraft and New Buffalo Townships. Heather and Kevin work together which would be a big advantage for the township to have two people available for calls from our residents. Heather's office is out of Paw Paw, Michigan making her a little more accessible and is currently a part time Clerk for Antwerp Township. Kevin has a construction background with also a big asset regarding the assessing work and the knowledge of property values. He holds an Advanced Assessing Officer license and a BBA in Business Administration.

Several questions were presented by the board members. Treasurer Lowery wanted to know if Heather was Doug Brousseau's daughter. She had been told that they were related. Heather confirmed that she knew their family, but was not related. Trustee Black asked about evening hours and her availability due to her busy schedule and family with small children. Heather stated that her husband is a "stay-at-home" dad and evening meetings are not a concern. She also has her laptop with her and cell phone and can be reached at all hours during the day.

Treasurer Lowery wanted to know about land splits. She had not seen anything listed on the contract.

*Motion was made by Miller and seconded by Black to hire the Appraisal Plus Group pending review by MTA regarding a possible conflict with statutory duties. Roll call vote was taken: Yes – Trustee Black, Trustee Ferguson, Treasurer Lowery, Supervisor Miller and Clerk King. Motion carried.*

It was noted that the contract needed to be correct regarding payable dates should read September 1<sup>st</sup> through October 1<sup>st</sup>, and first payment would be due on October 15<sup>th</sup>.

Meeting was adjourned at 6:50 p.m.

Minutes submitted by

Jacquelyn A. King, Clerk