

Assessor Accessibility

It is understood that the assessing position within Bois Blanc Township is a part-time job with no set required office hours of operation. Also, the current Assessor is employed full-time during normal business hours by County Equalization.

With this understanding, the Assessor agrees to the following for accessibility:

1: Be available for in-person meetings by appointment during Plaunt Transportation vehicle service season on weekends.

2: Be available to receive and answer phone calls, but will vary. Phone calls received during normal business hours will most likely be returned in the evening due to full-time employment during normal business hours. Phone calls will be returned as soon as possible, but not to exceed seven business days.

3: Be available to respond to emails as soon as possible, but not to exceed seven business days.

4: It is understood that Assessor resides on the mainland rather than on Bois Blanc Island, and car ferry space may at times be limited due to high traffic flow. Due to this there may be some delay in obtaining some information being requested.

5: Be available to discuss and possibly resolve disputes with taxpayers before the March Board of Review meeting.

6: Taxpayer inquiries may be submitted to the Assessor, contact information is as follows:

Elizabeth Zabik, Assessor
827 Pond St
Mackinaw City, MI 49701
231-290-0369
ezassessing@gmail.com

7: Requests for public inspection and/or copying of public records may be made verbally or in writing to the Assessor. The establishment of the date and time of the public inspection of the requested records will be at the discretion of the Assessor and agreed upon by the requesting party. The place designated for the requested inspection will be the Bois Blanc Township Hall, located at 441 Sioux Ave, Pointe Aux Pins, MI 49775. The Assessor will respond within seven business days of the request.

8: It is understood Bois Blanc Township does not have broadband internet access per the Michigan Broadband Map. However, some Assessment services and parcel information (GIS – Fetch Online Map Viewer) is available on the Mackinac County's website.

<https://www.mackinacounty.net/departments/gis/>

9. The Assessor maintains the database off-site, but updates the database at the township hall monthly; additionally, current and prior year Assessment Rolls, BOR changes and adjustments are officially retained at the Bois Blanc Township Hall.