

**City of Gaylord**  
**Assessment Records Access Policy**  
**Policy Number 2024-1**

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING  
ACCESS TO ASSESSMENT RECORDS**

Assessor: Holly Franckowiak, MAAO R-9556

Phone Number: 989-732-4060

E-Mail: franckowiakh@cityofgaylord.org

Mailing Address: City of Gaylord Assessor  
305 E Main Street  
Gaylord, MI 49730

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: The assessor will hold office hours as needed.

In person meetings: The assessor will be available to meet in person. Contact the assessor to schedule a meeting time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the City of Gaylord FOIA Policy: Guidelines, section 4 of Michigan Freedom of Information Act, MCL 15.234.

Records Location: Assessing records are officially retained at the City of Gaylord office located at 305 E Main Street, Gaylord, MI 49735.

Adopted at the Regular Meeting on APRIL 8, 2024

Signature:   
City Clerk