

**Gaines Charter Township Assessing Department  
Accessibility of the Assessor's Office Policy  
Pursuant to PA 660 of 2018**

As required under MCL 211.10g, this policy addresses the availability of the Gaines Charter Township Assessing Department and informational material regarding sections (c)(i thru v) of the Act.

**(i) Designation**

Gaines Charter Township – Assessing Department

Hours: M-Th 8:00AM to 5:30 PM & Fri 8-12:00 PM\*

Assessor's Phone: 616-698-6640 Ext. 129

Assessor's Email Address: [jim.zenas@gainestownship.org](mailto:jim.zenas@gainestownship.org)\*\*

Assessor: Jim Zenas, MAAO\*\*

\*Hours are typical office hours and are subject to change due to vacation, illness, fieldwork, meetings, training, etc.

\*\*Current Assessor and email address as of August 2023, subject to change.

**(ii) Response to Inquiries**

All efforts will be made to acknowledge an inquiry within 1 business day. It is staff's objective to complete requests within 3 business days but could be up to 7 business days as allowed by state law if made by voicemail or email to any of the Assessing Department staff.

**(iii) Request for an In-Person Meeting**

An individual may request an in-person meeting with the assessor by contacting the Assessor by phone or email or by stopping in during normal office hours.

**(iv) Request for Inspection or Record Production**

An inspection request can be initiated by contacting the Department at any of the above-mentioned contact points. Record requests will be handled according to the Public Inspection of Records Policy that was approved by the Township Manager on June 30, 2022, which includes the availability of records, fees, and FOIA requests. Assessment information is available on the Township's website at [www.gainestownship.org](http://www.gainestownship.org) on the Assessing Department's page. Information available online includes, but is not limited to, parcel information, land value studies, and Economic Condition Factors (ECF) studies.

**(v) Informal Dispute Prior to the March Board of Review Meeting**

Prior to March Board of Review meetings, an 'Assessor Review' is available to individuals to address any dispute or concern regarding proposed assessments. This review period will be set annually and will be published on the assessment notices.

Approved by:

  
Township Manager

Date:

1/12/2026