

## Public Meetings of Boards & Commissions

**Board of Trustees Meetings** - 2nd & 4th Monday of each month at 7:00 p.m. at Township Hall. Summer hours (June, July, and August): 2nd Monday - 7:00 p.m. / 4th Monday - 11:30 a.m. to pay bills only.

**Board of Review** - March, July, & December (Contact the Assessor's office at (989) 791-9810 for specific information.)

**Parks & Recreation Commission** - 3rd Monday of each month at 5:15 p.m. at Center Courts.

**Planning Commission** - 1st & 3rd Wednesday of the month at 7 p.m. at Township Hall.

**Zoning Board of Appeals** - 2nd Wednesday of the month at 7 p.m. at Township Hall (as needed).

All Township government meetings are held in compliance with the Open Meetings Act and Township Charter requirements.

**Visit the Township's Website at**  
[www.saginawtownship.org](http://www.saginawtownship.org)

### Township Staff

Township Manager.....Rob Grose  
Community Dev. Director.....Matthew Reno  
Director Planning/Zoning.....Bridget Smith  
Deputy Clerk.....Lori Vondette  
Deputy Treasurer.....Kathy Metropoulos  
Assessing Director.....David Kern  
DPS Director.....Herb "Sonny" Grunwell  
Fire Chief.....Jim Peterson  
Police Chief.....Donald Pussehl  
Fiscal Services Director.....Michele Gadd  
Recreation Manager.....Linda Buska

## Municipal Services Guide



### Saginaw Charter Township

4980 Shattuck

Saginaw, MI 48603

Information: (989) 791-9800

Website:

[www.saginawtownship.org](http://www.saginawtownship.org)

Township Office Hours:

8:00 a.m. to 5:00 p.m.

Monday through Friday,  
excluding holidays

### Township Board

Supervisor.....Timothy J. Braun  
Clerk.....Shirley M. Wazny  
Treasurer.....Steven G. Gerhardt  
Trustee.....Florence P. Connolly  
Trustee.....James S. Kelly  
Trustee.....Mark T. Gorney  
Trustee.....Jon R. Howell

## Taxes

Escrow account tax bills are sent directly to the mortgage company. A courtesy tax statement is sent to the property owner as well. You may verify payments with your escrow company, or at [sagagis.org](http://sagagis.org).

**Property Taxes** - Real Estate and Personal Property Taxes are collected as follows:

**Summer Taxes** - (**July 1st**) are due at the Township office, without penalty, until September 14th. A 1% late fee will be added to any unpaid balance each month.

**Winter Taxes** - (**December 1st**) are due at the Township office without penalty until February 14th. From February 14th through February 28th, a 3% late fee will be added to any unpaid balance. After March 1st, Real Estate Taxes are payable at the Saginaw County Treasurer's office.

**Deferments** - Eligible senior citizens, veterans, blind persons, paraplegics, quadriplegics, and permanently disabled persons who meet a pre-established income, may defer the summer taxes on a homestead until the following February 14th, by filing an application with the Township Treasurer no later than September 15th.

### Public Safety

**Police** - The Saginaw Charter Township Police Department may be reached 24/7 for emergencies by calling **911**. For information during business hours call **(989) 793-2310**.

**Fire** - The Saginaw Charter Township Fire Department may be reached 24/7 for emergencies by calling **911**. For information during business hours call **(989) 792-9691**.

**Emergency Medical** - MMR advanced life support ambulances serve Saginaw Charter Township area 24/7 by calling **911**.

## Voter Registration, Election Information & Political Districts

To be eligible to vote, you must be 18 years old and registered at least 30 days prior to an election. You may register to vote at the Township office. School, primary, and general elections are held at 16 precincts located throughout the Township.

U.S. Congress: 4th District  
State Senate: 32nd District  
State House of Representatives: 94th District

### Township Services

**Water & Sewer Emergencies** - For water/sewer emergencies outside normal business hours, call 911.

**Public Services** - The DPS is responsible for the maintenance and general up-keep of the water and sewer system, utility billing, facility management, fleet management, and parks. Saginaw Township purchases treated water from the City of Saginaw. For additional information contact the DPS at **791-9870** or **791-9880**.

**Permits/Inspections** - It is necessary to obtain the proper building, electrical, mechanical, plumbing and/or zoning permits prior to starting a construction project. New buildings, alterations, remodeling, additions, demolitions, swimming pools, signs, window header modifications, decks, fences, and sheds require a permit. Necessary inspections must also be made. For information on permits, special flood hazard areas, construction codes & zoning ordinances, contact us at **791-9865**.

**Parks & Recreation** - The Parks & Recreation Department offers a variety of programs and park areas for the public to enjoy. For information about our programs contact us at **791-9860**.

**Zauel Memorial Library** - call **799-2771**.

## Township Services

**Public Fire Education** - Our public fire safety educator works to teach fire and life safety to the children, residents, and businesses of Saginaw Township. If you are interested in learning more about our programs, please call **791-9691**.

**Street Lights** - Non-functioning street lights can be reported to [www.consumersenergy.com](http://www.consumersenergy.com) or the Township office at **(989) 791-9865**. Please provide the address closest to the malfunctioning light.

**Zoning** - In order to either change the use or add to the use of your property (in commercial districts), it is necessary to ensure that proper zoning approvals are obtained. Contact Community Development at **791-9865**.

## Guidelines for Residential Curbside Collection of Waste

Your help and cooperation is requested in following these regulations in order to maintain Saginaw Township's reputation as a clean and beautiful community. All collections of refuse, recyclables, and yard waste should be prepared and placed on the curb by **7:00 a.m.**



**Monday** - South of the center line of Weiss Street.

**Tuesday** - North of the center line of Weiss Street.

Your collection day will be one day later if a holiday should fall on Monday or Tuesday.

An unlimited number of bags and/or cans, no greater than 33 gallons and 50 lbs., can be placed at the curbside. Residents are also allowed to place up to two (2) large items at the curb each week, such as: household furniture, appliances, or refuse too bulky to place into a bag.

## Refuse Collection

Refuse, recyclables, and yard waste shall not be placed at the curb earlier than 5 p.m. the day before your trash pick-up day.

**Recyclables Collection** - In order to eliminate refuse volume, residents are strongly encouraged to recycle. Clean or rinsed paper products & cartons, plastics, tin, aluminum, and glass can be recycled. A preparation guide is available at the Township office, online, or through the Mid Michigan Waste Authority. Materials must be placed at the curb using at least one official recycling bin. Non-official recycling containers may be used for additional capacity. Containers must be 33-gallons or less and be labeled with a "Recyclables Only" sticker. The Township office has recycling bins available for \$7, and "Recyclables Only" stickers at no charge.

**Yard Waste Collection** - State law requires that yard waste be kept separate from refuse and will be collected on your assigned service day, April through November. Grass clippings, hedge trimmings, leaves, vegetation, or smaller twigs that can be bagged, may be placed into a 33 gallon or smaller container (clearly marked "Yard Waste"), or in a paper yard waste bag. All cans and bags must weigh less than 50 lbs.

**Brush** - One bundle of brush is allowed weekly. Brush/branches 3 to 4 feet in length and a maximum of 2" in diameter is allowed and should be bundled with twine. In addition, the Brush Drop Off Site is located at 5790 W. Michigan Ave. next to the Waste Water Treatment Plant. Call **791-9800** or see the calendar on our website for dates when the brush site is open. Hours for the Brush Site are **9:00 a.m. to 3:00 p.m.** on designated dates.

**Please contact the Mid Michigan Waste Authority for questions at (989) 781-9555.**

## Property Beautification

Our civic pride is displayed in our community by the appearance of our properties. Your continued cooperation is greatly appreciated in following the regulations below. For more information call **791-9865**.

**Here is what you can do to help:**

### **Storage/Parking of Recreational Vehicles** -

The parking of any recreational vehicles and equipment, including travel trailers, campers, boats, and other similar recreation equipment, may occur in any "R" district, subject to the conditions of the ordinance, but must be parked on a hard, smooth, dustless surface such as asphalt, concrete, pavers, or similar materials at the discretion of the Zoning Administrator. The parking of any vehicles and/or equipment on the lawn is strictly prohibited. Please call Community Development at **791-9865** if you have any questions on where you can legally park a vehicle.

**Parking any car, truck, or recreational vehicle on the grass is strictly prohibited at all times.**

**Grass Growth/Weed Control** - For developed property, grass/weed height must not exceed a maximum height of ten inches.

**Lawn Debris** - After mowing your lawn, please remove grass clippings from the street and sidewalks. Grass clippings in the street are unsightly and clog storm drains. Please do not rake your leaves into the street. Leaves should be deposited into paper yard waste bags and/or cans marked "yard waste" for pick-up on your weekly collection/refuse day. (April through November).

**Posting of Addresses** - All buildings that have been assigned a street address must have the numerical address posted in a conspicuous location at the front of the building a minimum of three inches in height.

## Rental Housing Business License

In September 2009, the Township adopted a Rental Housing Business License. This \$10 license is required of all property owners who rent a dwelling, whether actual rent is paid or not. The \$10 fee is per owner and not per dwelling unit. It ensures that the Township has emergency contact information and can quickly contact the property owners in case of emergency. There are NO INSPECTIONS required with this program. Additional information regarding the rental housing business license is available on the Township's website at [www.saginawtownship.org](http://www.saginawtownship.org).

## Garage Sales/Missing Pets

Saginaw Charter Township's Department of Community Development provides this FREE community service for any Saginaw Township resident wishing to post a garage sale notice or a notice for a missing/lost pet on the Township's website. Sales accepted include garage, yard, estate sales, etc. We will not post notices or advertisements for commercial operations. One of the primary reasons we are offering this service is because we enforce adopted rules and ordinances regarding the prohibition of posting signs on utility poles.

To see recent garage sale/missing pet listings, or to find out how to post a listing of your own, go to [www.saginawtownship.org](http://www.saginawtownship.org).

## Depositing Snow on Streets

Depositing snow from your property onto the Township street is prohibited by State law because it increases plowing costs and adversely impacts the effectiveness of salting operations.