A Resident's Guide

Community Development Department

Introduction

Welcome to Thomas Township! This booklet is designed to offer some basic information for those who are new to Thomas Township.

If there is something that you need information on that is not contained in this booklet, please contact the Thomas Township Office at (989) 781-0150. If we do not have the information, we will do our best to find the answer for you or guide you in the direction you need to get the answers your looking for.

Township Information

Address: Thomas Township
249 N. Miller Road
Saginaw, MI 48609

Phone: (989) 781-0150

Fax: (989) 781-0290

Office Hours: Monday - Friday 8:00 am to 5:00 pm

Website: www.thomastwp.org

Information on our website is updated regularly. This website offers various types of information from all departments of Thomas Township.

Local Important Phone Numbers

Fire, Police or Medical Emergency ..... Dial 911

Thomas Township Office ..... (989) 781-0150

Water & Sewer Department ..... (989) 781-0150

Department of Public Works ..... (989) 781-6438

Parks & Recreation ..... (989) 781-0151

Fire Department ..... (989) 781-4141

Police Department ..... (989) 781-1300

Thomas Township Library ..... (989) 781-3770

School Districts in Thomas Township

Swan Valley Schools ..... (989) 921-3701

Hemlock Schools ..... (989) 642-5282

Freeland Schools ..... (989) 695-5527

Welcome to Thomas Township Video on You Tube...
View at http://www.youtube.com/watch?
v=Zf6I1Ezc8ew

Thomas Township Board of Trustees

The Thomas Township Board of Trustees holds it's monthly meeting at 7:00pm on the first Monday of each month, with the exception of Monday being a holiday. The meeting is then advanced to the following Monday at the same time.

Members of the Board of Trustees

Robert Weise ..... Supervisor

Edward Brosofski ..... Clerk

Steven Witt ..... Treasurer

Michael Thayer ..... Trustee

David Sommers ..... Trustee

Craig Monahan ..... Trustee

Tara DeLine ..... Trustee

Russell Taylor ..... Township Manager

Agenda and Meeting Minutes are available at the Thomas Township Office, located at 249 N. Miller Road, or online at www.thomastwp.org

Other Meeting Dates

Planning Commission: ..... 7:00pm on the third Wednesday of each month.

Board of Appeals: ..... 4:00pm on the second Tuesday of each month.

Parks Commission: ..... 6:30pm on the fourth Monday of each month.

Downtown Development Authority: ..... 9:00am on the fourth Tuesday, bi-monthly.

Important Numbers

Consumers Energy: 1-800-4177-5050. For any problems involving streetlights and downed power lines.

MMWA (Trash Collection): (989) 781-9555 Ext 4. For any problems involving your trash, recycling or yard waste.

Road Commission: (989) 752-6140. For problems involving potholes, ditches to be cleaned or snow removal. NOT including M Routes.

MDOT:	517-373-2090. For all M routes.
Miss Dig:	1-800-482-7171. To have utility lines marked in your yard or to inquire why flags are placed.
Drain Commission:	(989) 790-5258. Regarding drains and culverts.
Mosquito Control:	(989) 755-5751. Regarding spraying for mosquitos or standing water resulting in a problem with mosquitos.

Public Safety Building

The Thomas Township Public Safety Building is located at 8215 Shields Drive. This is where both the Police and Fire Department Offices are located.
Fire Department: (989) 781-4141
Police Department: (989) 781-1300

Police Department

The Thomas Township Police Department is a full time department that offers around-the-clock police protection in addition to other services for our residents. Thanks to the support of the residents through a public safety millage, the department consists of a Chief (Al Fong), Sergeant (Eric Cowles) as well as six patrol officers and one administrative assistant. The administrative office is open to the public Monday through Friday from 8:00am to 5:00pm, excluding holidays.

Fire Department

The Thomas Township Fire Department is comprised of about 30 members, all of which are residents of Thomas Township. The Fire Department responds from two fire stations within the township. The department is led by a full time fire chief (Mike Cousins) and also has a full time Fire Inspector/Fire Prevention Officer (Joe Giacoletti). The rest of the departments members are paid on call firefighters who respond from home when notified by pager of an emergency.

All of our firefighters must complete a 300 hour fire academy as well as be certified as a Medical First Responder. In addition, there are also two monthly trainings for the firefighters. The department responds to fires, car accidents, downed wires, brush fires and medical emergencies. Medical Emergency calls comprise approximately 70% of the departments calls, with the department averaging 800 calls per year.

If you are interested in serving as a paid on call firefighter or medical responder, please contact the fire department administration office at (989) 781-4141. The office is open Monday through Friday from 8:00am to 5:00pm Monday through Friday, excluding holidays. You can also visit our website at www.thomastwp.org to learn more about the fire department or to get an application.

Main Office

The main office is located at 249 N. Miller Road. Here you will find a variety of departments that include:

Township Manager Office: Russell Taylor

Deputy Clerks Office: For election information andvoter registration.

Treasurers Office: For property tax paymentsand dog licenses. Dog licenses are only from December through March.

Water/Sewer Dept.: For payments as well as any questions regarding water and sewer services.

Assessors Office: For questions regarding property tax assessments as well as splitting or combining parcels.

Building Department: To obtain permits for building, electrical, plumbing or mechanical. For questions regarding construction in the Twp. and all aspects of building.

Code Enforcement: For complaints regarding code violations, such as tall grass, junk in the yard and more.

Planning & Zoning: For temporary & permanent signs, site plans, rezoning and special use permits.

Community Development Director: Oversees all building, planning and zoning.

Water & Sewer

Water and Sewer service is billed quarterly in Thomas Township. Water and sewer payments can be made at the main office, located at 249 N. Miller Road, by cash or check only. You may also leave your payment in the convenient drop box located out front. Auto draft is also available for water and sewer payments. Payments can also be made online at www.thomastwp.org.

Any changes to the water and sewer account can only be made by the property owner, and this is only once the proper paperwork and identification are presented.

Department of Public Works

The Department of Public Works is located at 251 Miller Court, however all water bills are to be paid at the Thomas Township main office, located at 249 N. Miller Road.

The Department of Public Works maintains a 24 hour emergency on call service and is also responsible for the repair and maintenance of all broken water mains and water services under public streets. Interior plumbing and private water service that extends from the owner's property line to the home are the responsibility of the homeowner and ***WILL NOT*** be repaired by the Department of Public Works. Report the location of any broken or leaking public water main immediately. To do so during business hours please call (989) 781-0150, if the break is after hours please call the Department of Public Works on paging system at (989) 529-0041.

Building Department

The committed staff of the Thomas Township Building Department works hard with residents, contractors and developers to assure all residential and commercial construction in Thomas Township meets all building, electrical, plumbing and mechanical codes.

If you are completing your own work or hiring a building, electrical, mechanical or plumbing contractor a permit may be necessary. Before constructing a fence, accessory building, addition, or installing a pool, it is important to know the regulations in Thomas Township. To verify regulations or if a permit may be needed, please contact the Building Department at (989) 781-0150. You may also stop in to the office, located at 249 N. Miller Road, and pick up one of many helpful brochures covering any of these topics and more. These brochures are also available online at www.thomastwp.org.

Some topics that are covered by the brochures are as follows:

- *Fences*
- *Accessory Buildings*
- *A Guide to Roofing*
- *A Guide to Building*
- *Sidewalks*
- *Swimming Pool Regulations & Requirements*
- *Decks*
- *Recreational Equipment Parking & Storage*
- *Code Enforcement: Most Common Questions*
- *Understanding your Property Values*

Planning & Zoning

For information regarding the land use or zoning for a particular property, please contact the Planning/Zoning Department for assistance at (989) 781-0150.

Assessors Office

The Assessor is available Monday, Tuesday and Friday from 8:00 am to 5:00 at the Thomas Township Office, located at 249 N. Miller Road. The Assessor's Office can help with property questions, land combinations and splits, property tax exemptions (if you qualify), property value and more.

Yearly Assessing Dates

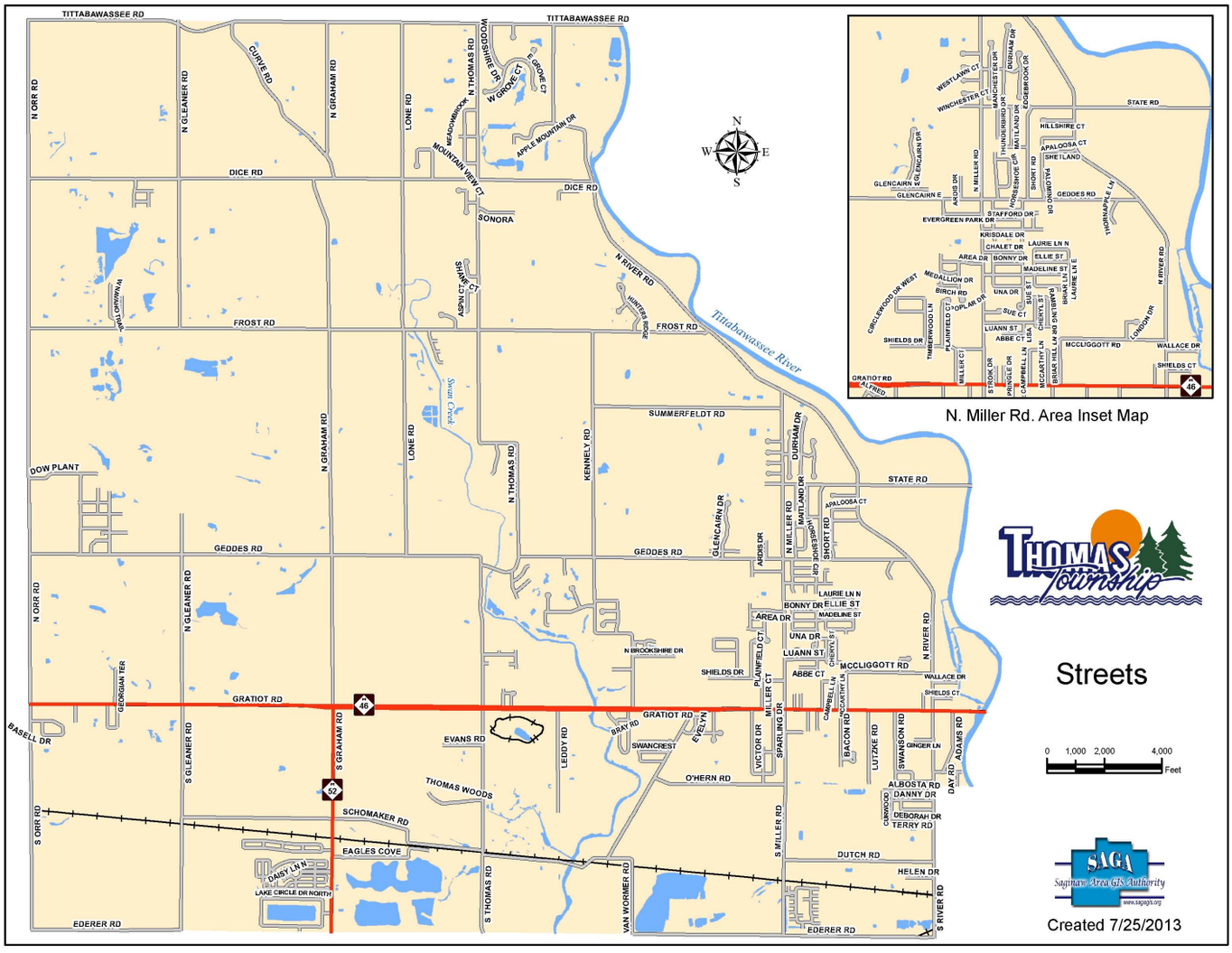
<u>End of February:</u>
Assessment Notices are sent out.

<u>Second Monday of March:</u>
March Board of Review Begins. Here you can protest your property values to the Board. Please call for dates and times and to make an appointment.

<u>November 1st:</u>
Deadline to File Principal Residence Exemption (Exempts you from up to 18 mills of school operating tax if you qualify.

<u>Tuesday following third Monday in July:</u>
July Board of Review meeting held. This is held to correct "mutual mistakes of fact" and qualified errors only.

<u>Tuesday following second Monday in December:</u>
December board of Review meeting held. This is held to correct "mutual mistakes of fact" and qualified errors only.



Clerks Office

The Thomas Township Clerks Office can be reached at (989) 781-0150 for any questions regarding the following:

<u>Voting Information:</u> The Thomas Township Clerks Officecan assist with any questions related to voting. Including registering to vote,upcoming elections and more.

<u>FOIA Request:</u> A FOIA is also known as the Freedom of Information Act. This gives people the right of access to most public records unless exempt from disclosure.

<u>Peddlers License:</u> For anyone wishing to go door-to-door selling or promoting goods and or services in Thomas Township.

Treasurers Office- Taxes

The Thomas Township Treasurers Office is located at 249 N. Miller Road, you can also call the Department at (989) 781-0150.

<u>Summer Taxes:</u> Summer Taxes are delivered on or about July 1st each year and are due by September 14th. In the event that September 14th falls on a weekend than the summer tax bill would be due on the next business day. If you do not receive a summer tax bill by July 5th, please contact us immediately.

<u>Winter Taxes:</u> Winter taxes will be delivered on or about December 1st and are due by February 14th. In the event that February 14th falls on a weekend the winter tax bill would be due on the next business day. If you do not receive a winter tax bill by December 5th, please contact us immediately.

Parks & Recreation

The Thomas Township Parks & Recreation Department oversees all four of the parks available for use in Thomas Township. Pavilions at both Roethke & Roberts park are available fore rent, please call or stop in for more information. You can reach the Parks and Recreation Office at (989) 781-0151.

Roethke Park: Located at 400 Leddy Road,Roethke Park features a pool, pond for fishing, mini train, miles of trails, pavilions to rent and more.

Roberts Park: Located at 455 South Miller Road, Roberts Park features a pavilion with bathrooms and concession stand, 3 soccer fields, 4 softball fields, playscapes for the kids and walking trails.

Community Park: Located behind the main office at 249 N. Miller Road, Community Park has 2 full size basketball courts and a roller hockey court. During the winter you will find a hockey and ice skating rink.

Day Park: Located on River Road just south of Gratiot, Day Park offers a great open space for all kinds of fun as well as 2 picnic table pavilions and a sledding hill during the winter.

Parks & Recreation Programs

The Parks & Recreation Department offers a variety of programs for both kids and adults. There are several programs available for any season, some of the programs the Parks Department as to offer are:

- Archery Classes (youth & adult)
- Swimming Lessons
- Summer Day Camps
- Youth Soccer (Spring & Fall)
- Boys & Girls Basketball
- Adult Volleyball
- And more!

Picnic in the Park Concert Series

Beginning in June and running through mid-August you can enjoy great music and many more special events on Tuesdays from 6:30-9:00 pm. The Concert Series is held at Roethke Park, located at 400 Leddy Road. Rainouts will be rescheduled for Tuesday, August 21st, 2018. The Roethke Mini Train will be ready to roll for the kids during the concert series for just $1 per person!

The Thomas Trail

The Thomas Trail runs a total length of 3.13 miles after the new extension was added in 2018. The Thomas Trail connects to the Saginaw Valley Rail Trail just south of Ederer Road and continues by running north. The trail can be easily accessed from several locations including next to Swan Valley High School. The trail crosses Gratiot Road near the Meijer entrance and continues north across Shields Drive, turns east, and then ends on N. Miller Road.

Passports

Thomas Township has been a Passport Acceptance Facility since 2004. Individuals can apply for a new passport or renew an existing one. Thomas Township can accept your passport applications Monday through Friday 8:00 am to 4:30 pm at our main office. Anyone that is applying for a passport needs to be present at the time of application. You will also need to have:

- Proof of Citizenship
  Original or Certified Copy of Birth Certificate
  Previously issued 10 year passport
  Naturalization Certificate
- Drivers License or Photo I.D.
  If I.D. is from out of state, you will need secondary identification
- Checkbook or Money Order for Payment
  Debit/Credit cards are NOT accepted
- Passport Photo
  Available for additional fee at Thomas Twp. Office
- Completed Passport Application
  Available online at www.travel.state.gov or in office

Renewals do NOT require a birth certificate. You will need your expiring or expired passport. In order to utilize the renewal form, your passport must have expired within the last 5 years. If it expired over 5 years ago, you must follow the new application procedures.

All Minors need BOTH parents present at the time of application unless the parent not present has filled out and had the necessary form notarized.

Library

The Thomas Township Library is located at 8207 Shields Drive and can be reached at (989) 781-3770.

The library is home to over 71,000 volumes of magazines, books and more. The library also offers internet access and computers. There is also access to printers for a small fee per page. The library also holds several programs including an annual book sale as well as children story times and summer reading activities.

<u>Library Hours:</u>
Monday - Thursday 10:00am - 8:00pm
Friday & Saturday 10:00am - 5:00pm
Sunday (Oct. - April) 1:00pm - 5:00pm

Business Licenses

Business Licenses can be obtained in the Planning and Zoning Department in the Main Office, located at 249 N. Miller Road. You can also call the Planning and Zoning Department at (989) 781-0150.

Business Licenses are required to operate a business in Thomas Township. To request a business license application you can stop in the office or call the Planning and Zoning Department to request an application be sent to you. All business licenses must be returned with an accompanying payment of $10.

Code Enforcement

The Code Enforcement Department is located at 249 N. Miller Road and can be reached by calling (989) 781-0150.

The primary responsibility of the Code Enforcement Department is to enforce the Thomas Township Code of Ordinances. It is their responsibility to ensure that all residential and commercial properties are in compliance with all Thomas Township Codes.

Common complaints dealt with by the Code Enforcement Department are:

- Fence Regulations
- Grass Height Restrictions/Noxious Weeds

- Signs
- Recreational Vehicle Storage
- Junk & Debris
- Sidewalks (shoveled)
- Home Occupations
- Animals (Pertaining to the Zoning Ordinance)
- Garage & Yard Sales

Complaints regarding barking dogs, neighborly disputes or any noise ordinance issues shall be directed to the Police Department at (989) 781-1300.

Waste Disposal

Thomas Township trash pick-up takes place on Friday. These services are provided for the Township by Mid Michigan Waste Authority and can be reached by calling (989) 781-9555. It is important to have all refuse materials (with the exception of disallowed items) to the curb by 7:00 a.m. Materials not at the curb when collection trucks drive by will not be picked up until the next trash day. There is no limit to the number of trash bags/cans a resident can put at the curb however, the size of the trash can may not exceed 35 gallons or 50 pounds in weight.

For specific guidelines involving recycling, please consult www.recyclemotion.org. Recycle bins are available at the township office for $7.00. You may also use any 45 gallon or smaller container marked with a "Recyclables" sticker which are also available at the township office.

Yard waste pick-up takes place from the first Friday in April through the last Friday in November. Containers must be marked with a "Yard Waste" sticker which you can be obtained at the Township Office. Containers may not exceed 35 gallons or 50 pounds in weight. You may also use the yard waste bags that can be purchased at local stores.

Holidays may affect scheduled trash pick-up. If the holiday falls on a weekday and is observed by MMWA, trash pick-up is delayed one day.

<u>Holidays that are observed are:</u>

- *New Year's Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Christmas Day*

Thomas Township Website

The Thomas Township website, www.thomastwp.org, provides a wealth of information for all residents. It is updated regularly with special events, programs, meetings and more.

Some of what you will find on the website includes:

- Local business information
- Building information
- The Thomas Township Ordinance
- Code Enforcement
- Planning & Zoning Information
- Options to pay water & taxes online
- Options to register and pay for Parks & Recreation Programs
- Election Information
- Burn Permits
- And more

Thomas Township Brush Site

Thomas Township does provide a brush site for residents. The site does not accept stumps, leaves, grass or commercial brush of any kind. The brush site is located at the northwest corner of Gleaner & Frost Road where it is open on specific Saturdays during the month of April through October. On the Saturdays the site is open it will be from 8:00 am until noon. For specific dates of when the brush site is open please visit the Thomas Township website at www.thomastwp.org or call (989) 781-0150.

Annual Events in the Township

Trash & Treasures Rummage Sales

Trash & Treasure Rummage Sales is a community-wide event for residents, businesses, churches and organizations to hold their rummage/garage sales and be included on a FREE map compiled and distributed by Thomas Township. Every year there is a Donation Truck parked at the Public Safety Office during the sales for any leftover sale items you wish to donate.

Habitat Build Week

Thomas Township has partnered with the Saginaw-Shiawassee Habitat for Humanity Office to help local residents in need. Residents within Thomas Township who own their homes and who are in need of basic home repairs or handicap updates but cannot afford them. Please call the Thomas Township Officer for further Information at (989) 781-0150.

Haunted Train

Taking place every October, the Thomas Township Parks & Recreation Haunted Train is held at Roethke Park located at 400 Leddy Road. The fright train rolls from dusk until midnight. For specific dates please contact the Parks and Recreation Department at (989) 781-0151.

Christmas Train

Taking place every December at Roethke Park, located at 400 Leddy Road enjoy a lighted display decorated by local businesses and individuals who love Christmas lights. For specific dates please call the Thomas Township Parks and Recreation Office at (989) 781-0151.

Fire Department Pancake Breakfast

Every September the Thomas Township Fire Department throws their annual Pancake Breakfast. Enjoy a family breakfast and bring the kids to play on the obstacle course, spray the fire hose and more. It's a fun filled day for the whole family to enjoy. For more information please contact the Fire Department at (989) 781-4141.