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 the township.

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

Thomas Township Offices
249 North Miller Road
Saginaw, MI 48609

Phone (989) 781-0150
Fax (989) 781-0290

Office Hours
Monday through Friday
8:00 a.m. to 5 p.m.

The Thomas Township Website can be found at www.thomastwp.org. Information here is regularly updated. Our website connects you directly to various information from each of the Township's departments.

Important Phone Numbers

Fire, Police or Medical Emergency	Dial 9-1-1
Thomas Township Offices	781-0150
Thomas Township Water/Sewer	781-0150
Thomas Township D.P.W. Office	781-6438
Thomas Township Parks & Recreation	781-0151
Thomas Township Fire Department	781-4141
Thomas Township Police Department	781-1300
Thomas Township Library	781-3770

Thomas Township School Districts

Swan Valley	921-3701
Hemlock	642-5282
Freeland	695-5527

Welcome to Thomas Township Video on You Tube...
View at http://www.youtube.com/watch?v=Zj6IIE;z8ew

The Thomas Township Board of Trustees

The Thomas Township Board of Trustees holds it's monthly meeting at 7:00 pm on the first Monday of each month. With exception if that Monday is a holiday and then the meeting date would be advanced to the next Monday.

Members of the Board of Trustees

Robert Weise	Supervisor
Edward Brosofski	Clerk
Vern Weber	Treasurer
Craig Monahan	Trustee
Michael Thayer	Trustee
Ellen Ryder-Petre	Trustee
Dave Sommers	Trustee
Russell Taylor	Township Manager

Agenda and Meeting Minutes are available at the Thomas Township Office or at www.thomastwp.org

Other Meeting Dates

Planning Commission___7:00 pm, the third Wednesday of each month

Board of Appeals______4:00 pm the second and fourth Tuesday of each month.

Downtown Development Authority___8:00 am on the fourth Tuesday, bi-monthly.

Parks Commission_______6:00 pm on the fourth Monday of each month.

Thomas Township Events!

Please check our website for current dates and more information on each event!

Shields Summer Festival________Every summer held at the Shields Men's Club Grounds

Festival Days__________Coinciding with the Shields Summer Festival

Trash & Treasures__________Coinciding with the Shields Summer Festival

Softball Tournament__________Coinciding with the Shields Summer Festival

Picnic in the Park Concerts________Tuesdays from 6:30pm-9:00pm starting the third week in June continuing until the third Tuesday in August.

Public Safety

The Police Department as well as the offices of the Fire Department are located at the Public Safety Building at 8215 Shields Drive.

Thomas Township Police Department

Today the Thomas Township Police Department is a full time department that offers around-the-clock police protection in addition to other services for the residents of Thomas Township. Thanks to the support of the residents through a public safety millage, the department consists of a chief, sergeant, five patrol officers and two administrative assistants. The administrative office is open to the public Monday through Friday, 8 am – 5pm excluding holidays.

Thomas Township Fire Department

The Thomas Township Fire Department is made up of residents of Thomas Township. The department is about 30 members strong, responding from two fire stations in the township. The department is led by a full time Chief and also has a full time Fire Inspector / Fire Prevention officer. The rest of the department is comprised of paid-on-call firefighters who respond from home when notified by pager.

All firefighters must complete a 300-hour fire academy and be certified as a Medical First Responder. In addition there are two trainings a month for firefighters. The department responds not only to fires but also car accidents, downed wires, brush fires and medical emergencies. Medical emergencies comprise approximately 70% of our calls. The department averages over 800 calls a year.

If you are interested in serving as a paid on fire fighter or medical responder, please contact the fire department administration office at 989-781-4141 M-F 8-5. You can also visit our web site at www.thomastwp.org to learn more information about the fire department.

Main Office
249 North Miller Road

At the main office of Thomas Township you will find a variety of departments that include:

Thomas Township Manager Office

Deputy Clerks Office____for election information, voters registration.

Financial Services______this would include the ***Treasurers Office***-for property tax payments and dog licensing (December through March ONLY), as well as the

Water/Sewer Office______for payments and questions regarding water/sewer service.

Assessors Office______for questions regarding property tax assessments and parcel splits.

Building Department______to obtain permits for building, electrical, plumbing, and mechanical. For questions regarding construction in Thomas Township and all aspects of building.

Code Enforcement______for complaints regarding code violations in the township such as tall grass, junk in yard etc.

Planning & Zoning______for temporary signs, permanent signs, site plans, rezoning and special use permits

Community Development Director____who oversees all building, and planning/ zoning.

Water/Sewer

Water/sewer service is billed quarterly in Thomas Township. Water/sewer payments can be made at the main office at 249 North Miller Road or you may use the convenient drop box in front. Auto draft is also available for water/sewer payments as well as payment on-line at www.thomastwp.org.

Any changes in the water/sewer account can only be made by the property owner once proper paperwork and identification are presented.

Department of Public Works

The Department of Public Works Building is located at 251 Miller Court; however, water and sewer bills are paid at the Thomas Township main office at 249 North Miller Road.

The Department of Public Works does maintain 24 hour emergency service. They are 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 DPW. Report any broken or leaking public water main immediately. During business hours please call (989) 781-0150. If the break occurs after hours, please call the Department of Public Works paging system at (989) 529-0041.

Building Department

The committed staff of the Thomas Township Building Department works hard with the 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 contractor to do the work for you, a mechanical contractor, a permit may be necessary. To verify if a permit is needed please contact the Building Department at (989) 781-0150.

Remember

Before you construct a fence, accessory building or install a pool, it is important to know the regulations in Thomas Township for doing so. This information is available at the Thomas Township Office located at 249 North Miller Road. Here you can find many helpful brochures covering these topics (and more!) along with the ordinances/ regulations that must be followed when doing so. Or if you prefer, they can be found at our website www.thomastwp.org.

Titles include:

- *Fences*
- *Swimming Pool Regulations & Requirements*
- *Accessory Buildings*
- *Sidewalks*

Along with….

- *Recreational Equipment Parking & Storage*
- *Understanding Your Property Values*
- *Commercial Vehicle Parking & Storage*
- *Code Enforcement: Most Common Questions*
- *And more….*

Planning/Zoning

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

Assessors Office

The Thomas Township Assessor's Office is located at the main office at 249 North Miller Road. The hours of the Assessor are Monday and Tuesday from 8 a.m. to 5 p.m. as well as Friday from 8 a.m. to 5 p.m.. Here questions can be answered regarding your property value/assessment as well as land division.

Yearly Assessing Dates

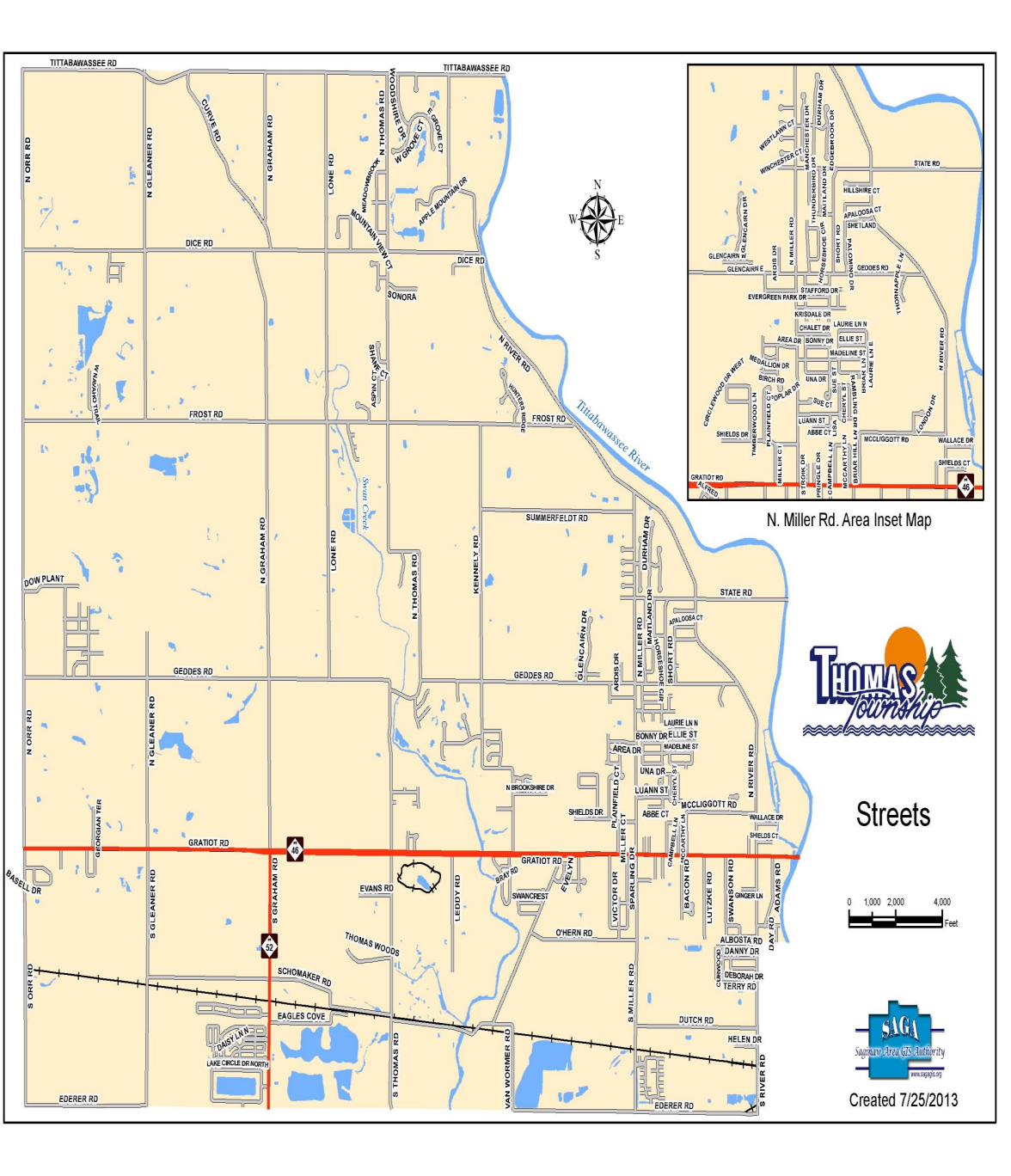
End of February.. Notices of assessment are sent out.

Second Monday of March...The March Board of Review begins. The BOR must meet one additional day during this week and shall hold at least three (3) hours of its required sessions during the week of the second Monday in March after 6:00 p.m.

November 1st...Deadline for filing Principle Residence Affidavits for Exemption from the 18-mill school operating tax.

Tuesday after the third Monday in July...The July Board of Review meeting is held in order to correct qualified errors and mutual mistakes of fact. Individual property assessment appeals are not heard at this time.

Tuesday after the second Monday in December...The December Board of Review meeting is held in order to correct qualified errors and mutual mistakes of fact. Individual property assessments appeals are not heard at this time.



Parks & Recreation

Thomas Township also has a Parks & Recreation Department that oversees all the parks available for use in Thomas Township. You can reach the Parks Office at (989) 781-0151.

Roethke Park

Located at 400 Leddy Road, Roethke Park features a pool, train, fishing pond, play area, concerts and miles of walking trails, pavilions and restrooms.

Roberts Park

Located off Bacon Road, Roberts Park features 4 softball fields, and playscapes. Recently completed are 3 full size soccer fields and walking paths at Roberts Park.

Community Park

Located right at the Thomas Township offices Community Park has two full size basketball courts and a roller hockey court. During winter you will find two ice skating rinks located here as well.

Day Park

Located on River Road, Day Park offers a great open space for all kinds of fun. This park features two picnic table pavilions and a sledding hill during the winter.

Picnic in the Park Concert Series

From mid June to the third week in August, the Parks & Recreation Department holds concerts on Tuesday evenings at Roethke Park (400 Leddy Road) from 6:30pm-9:00pm which also features concessions. The miniature train rides available for a nominal fee.

Recreation Programs Include:

Archery Classes...Swimming lessons...Summer Day Camps
Spring & Fall Youth Soccer...Boys Basketball...Girls
Softball...Floor Hockey...and more.

For questions about what programs are currently being offered, please call the Parks Office at (989) 781-0151.

Pavilion Rentals

Pavilion rentals are available at both Roethke and Roberts Parks. Please contact the Parks Office for availability.

Take a Walk

On the Thomas Township Trail. The 2.3 mile paved trail begins on Shields Drive near the Thomas Township Public Safety Building and continues south crossing Gratiot, O'Hern and Ederer Roads where it ties into the Saginaw Valley Rail Trail.

Voters Registration Information

For information regarding upcoming and/or past elections, please contact the Thomas Township Clerk's Office at (989) 781-0150.

The Quarterly Thomas Township Newsletter

This informative newsletter is published and mailed to residents four (4) times per year, January, April, July and October. If you have not received the newsletter by mail, and would like to, please contact the clerk's office to do so at (989) 781-0150.

Passports

The Thomas Township Office is a Passport Acceptance Agent and can execute your Passport application. Photos are also available on-site. For questions regarding Passports, and fees, please call the office at (989) 781-0150.

Business Licensing

A Business License can be obtained from the Township Clerk's Office and is required to operate a business in Thomas Township. Also, anyone who wishes to sell door-to-door in Thomas Township must obtain a Peddlers License. This also can be obtained at the Thomas Township Clerk's Office.

Library

The Thomas Township Library is located at 8207 Shields Drive. The hours of the library are Monday through Thursday 10:00 am until 8:00 pm, Friday and Saturday from 10:00 am until 5:00 pm, and Sundays from 1:00 pm until 5:00 pm (October-April). The library has 71,000+ volume materials collection, inter-library loan, internet access, computers; programs include adult book groups and an annual book sale as well as children story times and summer reading activities.

Information for property owners

Summer Taxes

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 then 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.

Winter Taxes

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.

Brush Site

Thomas Township does provide a brush site for use by it's residents. This site ***does not accept stumps, leaves, grass or commercial brush.*** It is located at the northwest corner of Gleaner and Frost Roads where it is open on specific Saturdays during the months of April through October. The site is open on those days from 8am-Noon. For the specific dates, please visit the Thomas Township website at www.thomastwp.org or contact the main office at (989) 781-0150.

Code Enforcement

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

Common complaints dealt with by the Code Enforcement Officer are:

- Fence Regulations
- Grass Height Restrictions
- Signs
- Recreational Vehicle Storage
- Junk and Debris
- Home Occupations
- Animals, as part of the Zoning Ordinance
- Garage and Yard Sales

If you have a complaint, please contact the Code Enforcement Officer at (989) 781-0150

Complaints regarding barking dogs, neighborly disputes or any noise ordinance issues would be directed to the Police Department.

Of Interest

Shields Lions Club Parade

Generally held on a Saturday in July, the Shields Lions Club sponsors its annual parade. Beginning at 11 am, the parade starts at Shields Elementary school and continues North on South River Road turning onto Gratiot Road heading West. The parade then turns and heads South on South Miller road to the festival grounds. The parade only runs in the two southernmost lanes when it is going down Gratiot Road.

Roberts Park Softball Tournament

Along with the Shields Summer Festival, the tournament begins on Friday and continues through

Trash & Treasures Rummage & Sales

The Trash & Treasure Rummage Sales is a community-wide event, held every summer, 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.

Haunted Train

Taking place in first three weekends in October, the Thomas Township Parks & Recreation Haunted Train is held at Roethke Park (400 Leddy Road). The miniature train takes you for a ride through the transformed "Halloween themed" park. Admission charged.

Christmas Train

During the first three weekends in December, Roethke Park (400 Leddy Road) becomes "Christmas themed" and offers a ride on the miniature train through the park decorated with lights and Christmas displays. All this as well as a bonfire, hot chocolate, cookies and even Santa Claus himself! Admission charged.

For Additional Information

The Thomas Township website located at www.thomastwp.org provides a wealth of information to new and existing residents. It is updated regularly with events taking place, recreation programs, governmental meetings and more.

Here you can find:

- Local business listing/information
- A list of places to worship
- Building information
- The Thomas Township Ordinance
- Brochures
- Code Enforcement
- Planning/Zoning Information
- Sign-up for recreational programs/pay on-line
- Pay water/taxes on-line
- Burn permits
- Lawn Enforcement information
- Information on Owen Cemetery
- Election information
- Business licensing
- ….and much more

Who to Contact?

Streetlight Problems____Please contact Consumers Energy at 1-800-477-5050. This would include any issues with burnt out streetlights, fluctuating lights damaged lights, etc.

Trash, yard waste or recyclables______Please contact Mid-Michigan Waste Authority at (989) 781-95555.

Potholes, snow removal, ditch cleaning along local roads (Not M Routes)
Please contact the Saginaw County Road Commission at (989) 752-6140.

M Routes & stop lights______Please contact Michigan Department of Transportation at 1-517-373-2090.

Before you DIG! Call Miss Dig______To mark utility lines at 1-800-482-7171.

Drains & Culverts______Please contact Saginaw County Drain Commission at (989) 790-5258.

Saginaw County Mosquito Control____________(989) 755-5751

Saginaw County Animal Control____________(989) 797-4500

Waste Disposal

Thomas Township trash pick-up takes place on Friday. It is important to have all refuse materials (with the exception of disallowed items) to the curb by 6 a.m. There is no limit to the number of trash bags/cans a resident can put at the curb however, the weight limit **must not** exceed fifty (50) pounds and the size of the trash can may not exceed 33 gallons.

Thomas Township does recycle. For specific guidelines, please consult www.recyclemotion.org or "The Loop Guide" offered by Mid-Michigan Waste Authority. Recycle bins are available at the Thomas Township Office at a cost of $7.00. One "official" recycle bin must be used and if additional containers are needed you may purchase additional bins or use other small bins that are marked with a "Recyclables" sticker. These are also available at our office.

Yard waste pick-up takes place from April through November. Yard waste must be in labeled trash cans, once again not exceeding fifty pounds in weight and 33 gallons in size. You may also use the yard waste bags that can be purchased at local stores. Yard waste stickers are available at the Township Office.

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

These services are provided for the township by Mid Michigan waste Authority. They can be reached by calling (989) 781-9555.

June 21st, 2018