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. We will do our best to find the answer for you or guide you in the right direction to obtain the information you're looking for.

Township Information

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

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
Walk-In Hours:	Monday - Friday 8:30 am to 4:30 pm
Website:	www.thomastwp.org

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?

Thomas Township Board of Trustees

The Thomas Township Board of Trustees holds its monthly meeting at 7:00 pm on the first Monday of each month, except when the first Monday falls on a holiday. The meeting is then advanced to the following Monday at the same time.

Members of the Board of Trustees

David Sommers	Supervisor
Michael Thayer	Clerk
Steven Witt	Treasurer
Tara DeLine	Trustee
Katie A. McDonald	Trustee
Craig Monahan	Trustee
Nate List	Trustee
Deidre Frollo	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:	Held on the third Wednesday of each month at 7:00 pm
Board of Appeals:	Held on the second Tuesday of each month at 4:00 pm
Parks Commission:	Held on the fourth Monday of each month at 6:30 pm
Downtown Development Authority:	Held on the fourth Tuesday, bi-monthly at 9:00 am

Important Numbers

Consumers Energy: 1-800-477-5050	Consumers Energy is responsible for any problems involving streetlights, power outages, and downed power lines.
Mid-Michigan Waste Authority-Trash Collection: (989) 781-9555 Ext. 4	The MMWA is responsible for all trash services in Thomas Twp. You may contact the MMWA with any problems involving all trash, recycling, or yard waste.
Saginaw County Road Commission: (989) 752-6140	The SCRC is responsible for all county roads. For concerns involving potholes, ditches to be cleaned, or snow removal. This does NOT include the M Routes.
MDOT: (517) 373-2090	The Michigan Department of Transportation (MDOT) is responsible for Michigan's state highway systems, comprised of all M, I, and US-routes.

Miss Dig: 1-800-482-7171	Miss Dig is responsible for locating the utilities on your property to avoid damaging them. MISS DIG 811 is Michigan's ONLY resource for ensuring you know what's below ground BEFORE you start to dig.
Saginaw County Drain Commission: (989) 790-5258	The SCDC is responsible for all the drains and culverts.
Saginaw County Mosquito Control: (989) 755-5751	SCMC is responsible for 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 and is where the Police and Fire Department Offices are located.

Fire Department:	(989) 781-4141
Police Department:	(989) 781-1300
Fax Number for Fire & Police:	(989) 781-6059

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 (Eric Cowles), a Sergeant (Randy Kumm), as well as six patrol officers, and one administrative assistant. The administrative office is open to the public Monday through Friday from 8:00 am to 5:00 pm, 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 and has four full-time First Responders. The rest of the department's 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 course as well as be certified as Emergency Medical Responders. In addition, there are also two monthly training sessions for the firefighters. The department responds to a variety of emergencies including but not limited to: fires, car accidents, downed wires, brush fires, and medical emergencies. Medical Emergency calls comprise approximately 70% of the department's calls, with the department averaging over 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 8:00 am to 5:00 pm, 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:	Deidre Frollo
Clerk's Office:	For election information and voter registration.
Treasurer's Office:	For property tax payments and dog licenses. Dog licenses are available from December1st through the last business day in February.
Assessor's Office:	For questions regarding property tax assessments as well as splitting or combining parcels.
Community Development Director:	Oversees all building projects as well as planning and zoning.
Planning & Zoning:	For temporary & permanent signs, site plans, rezoning, and special use permits.
Building Department:	To obtain permits for building, electrical, plumbing, or mechanical. Construction in the Township and all aspects of building.
Code Enforcement:	For complaints regarding code violations, such as tall grass, junk in the yard, and more.
Water/Sewer Dept.:	For payments as well as any questions regarding water and sewer services.

Clerk's Office

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

Voting Information:	The Thomas Township Clerk's Office can assist with any questions related to voting. Including registering to vote, upcoming elections, and more.
FOIA Request:	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.
Peddler's License:	For anyone wishing to go door-to-door selling or promoting goods/services in Thomas Township.

Treasurer's Office - Taxes

The Thomas Township Treasurer's Office is located at 249 N. Miller Road, you may also contact the department at (989) 781-0150.

Summer Taxes:

Summer Taxes are delivered on or about July 1st each year and are due by September 14th. If 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, please contact the Treasurer's Department 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, please contact the Treasurer's Department immediately.

Assessor's Office

The Assessor is available on Monday and Wednesday only from 10:00 am until 3:00 pm at the Thomas Township Office, located at 249 N. Miller Road. Please call the office at (989) 781-0150 for assistance or email at assessor@thomastwp.org. 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

- ***End of February:***
  Assessment Notices are sent out.

- ***Second Monday of March:***
  March Board of Review begins. Here you can protest your property values to the Board. Please call for dates and times to make an appointment.

- **November 1st:**
  Deadline to file Principal Residence Exemption (Exempts you from up to 18 mills of school operating tax if you qualify.)

- ***Tuesday following the third Monday in July:***
  July Board of Review meeting is held. This is held to correct "mutual mistakes of fact" and qualified errors only.

- ***Tuesday following the second Monday in December:***
  December Board of Review meeting is held. This is held to correct "mutual mistakes of fact" and qualified errors only.

Planning & Zoning

The Thomas Township Planning Department was established to coordinate growth within the Township. Planning includes both the long range planning for the Township as well as any specific projects assigned, from time to time, by the Township Board. Special projects can be on any current planning issue affecting the Township.

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

Business Licenses

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

Business Licenses are required to operate a business in Thomas Township. Businesses shall be registered annually. To obtain a business license application you can stop in the office or go to our website under Community Development, business licensing. All business license applications must be returned with an accompanying payment of $10.

Code Enforcement

The primary responsibility of the Code Enforcement Department is the enforcement of the Township Code of Ordinances. The primary responsibility is ensuring that all residential and commercial properties are in compliance with the Township's exterior property maintenance, nuisance, sign, and all other Township codes. Code Enforcement remains vigilant to maintaining the appearance of residential and commercial areas by correcting violations of municipal codes and land use requirements. The Code Enforcement Office can be reached at (989) 781-0150.

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.

Building Department

The staff of the Thomas Township Building Department works 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 see if a permit may be needed, please contact the Building Department at (989) 781-0150. You may also stop into the office, located at 249 N. Miller Road, and pick-up one of our 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

Water & Sewer

Water and Sewer services are 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 drop box located on the north side of the building. 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 the paging system at (989) 529-0041.

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 Frost and N. Gleaner Roads where it is open on specific weekends from April through October. 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.

Passports

Thomas Township is an authorized U.S. Government Passport Acceptance Facility. New applications are accepted, **by appointment only,** Monday through Friday from 9:00 am - 11:00 am and 1:00 pm to 3:30 pm at the Thomas Township Municipal Building located at 249 North Miller Road, Saginaw, MI 48609. To book your passport appointment, visit our website at www.thomastwp.org/passports. To avoid rescheduling, all forms, payments, copies, and persons must be present. If further assistance is needed or the online option is not available, please call (989) 781-0150, Monday through Friday between the hours of 8:00 am and 5:00 pm. We will execute your completed passport application and forward it to the U.S. Department of State for an issuance determination. Only the U.S. Department of State can make an issuance determination.

For more detailed information, please visit the OFFICIAL travel website at www.travel.state.gov.

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 for rent, please call or stop in for more information. You can call 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, concession stand, soccer fields, softball fields, playscapes for the kids, disc golf course, farmer's market, and walking trails.

Community Park: Located just south of the Municipal Office Building. Community Park offers basketball courts, pickleball courts, and a brand new playground.

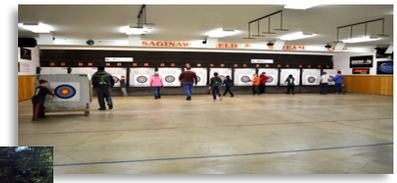
Day Park: Located on River Road just south of Gratiot, Day Park offers a great open space for all kinds of fun as well as 2 picnic table pavilions and a sledding hill during the winter.

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 has 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 - 8:30 pm. The Concert Series is held at Roethke Park, located at 400 Leddy Road. The Roethke Mini Train will be ready to roll for the kids during the concert series. For specific dates contact the Parks and Recreation Office at (989) 781-0151 or visit the website at www.thomastwp.org.

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 ends on N. Miller Road.

Thomas Township Business Association

<u>Thomas Township Business Association</u>
The mission of the Thomas Township Business Association is to enhance the growth and quality of life of the community by encouraging and promoting cooperation between citizens, business, and government. For more information please visit their website (www.ttbami.com)

Annual Events in the Township

<u>Trash & Treasures Yard Sales (to be held in June)</u>
Trash & Treasure Yard Sales is a community-wide event for residents, businesses, churches, and organizations to hold their yard sales and sidewalk sales which are included on a FREE map compiled and distributed by Thomas Township.

Fire Department Pancake Breakfast

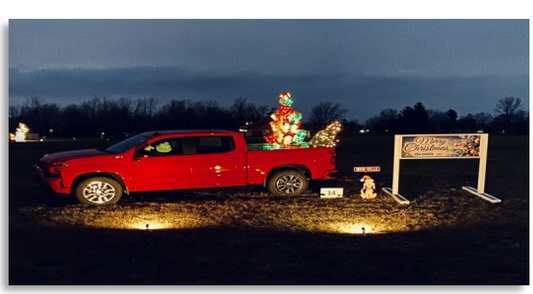
Every September the Thomas Township Fire Department holds their annual Pancake Breakfast. Enjoy a family breakfast and bring the kids to play on the obstacle course, spray the fire hose, and more. It's a fun filled day for the whole family to enjoy. For more information please contact the Fire Department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

Haunted Train

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

Winter Wonderland

Taking place every December at Roberts Park, located at 455 S. Miller Road enjoy lighted displays decorated by local businesses and individuals, hayrides, Santa, reindeer, bonfires & s'mores, fireworks, and more. For specific dates please call the Thomas Township Parks and Recreation Office at (989) 781-0151.



Waste Disposal

Thomas Township collection day takes place on Friday. Services are provided on behalf of the Township by Mid Michigan Waste Authority. Trash, recycling, and yard waste must all be placed to the curb by 7:00 am. Materials not at the curb when collection trucks are at your property will not be picked up until the next trash day. Collection routes can change for many reasons, so your pick up time may vary. Trash may not be placed to the curb more than 24 hours in advance of the scheduled pick-up time.

For specific guidelines please visit www.recyclemotion.org. or call MMWA @ (989) 781-9555.

Yard waste pick-up takes place from the first full week in April on Friday through the first full week in December on Friday. Containers must be marked with a "Yard Waste" sticker, which are available at the Township Office or MMWA. Containers may not exceed 35 gallons or 50 pounds in weight. You may also use the yard waste bags that can be purchased from 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.**

Holidays that are observed are:

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

Thomas Township Nature Center & Preserve

The Thomas Township Nature Center & Preserve is located at 6660 Gratiot Road. Contact Thomas Township Parks & Recreation, for more information at (989) 781-0150, visit thomastwp.org, or email naturecenter1@thomastwp.org

The Nature Preserve is open from dawn to dusk. There is no entry fee. Stop in and check out our historical displays, indoor observation areas, and children's interactive activities.

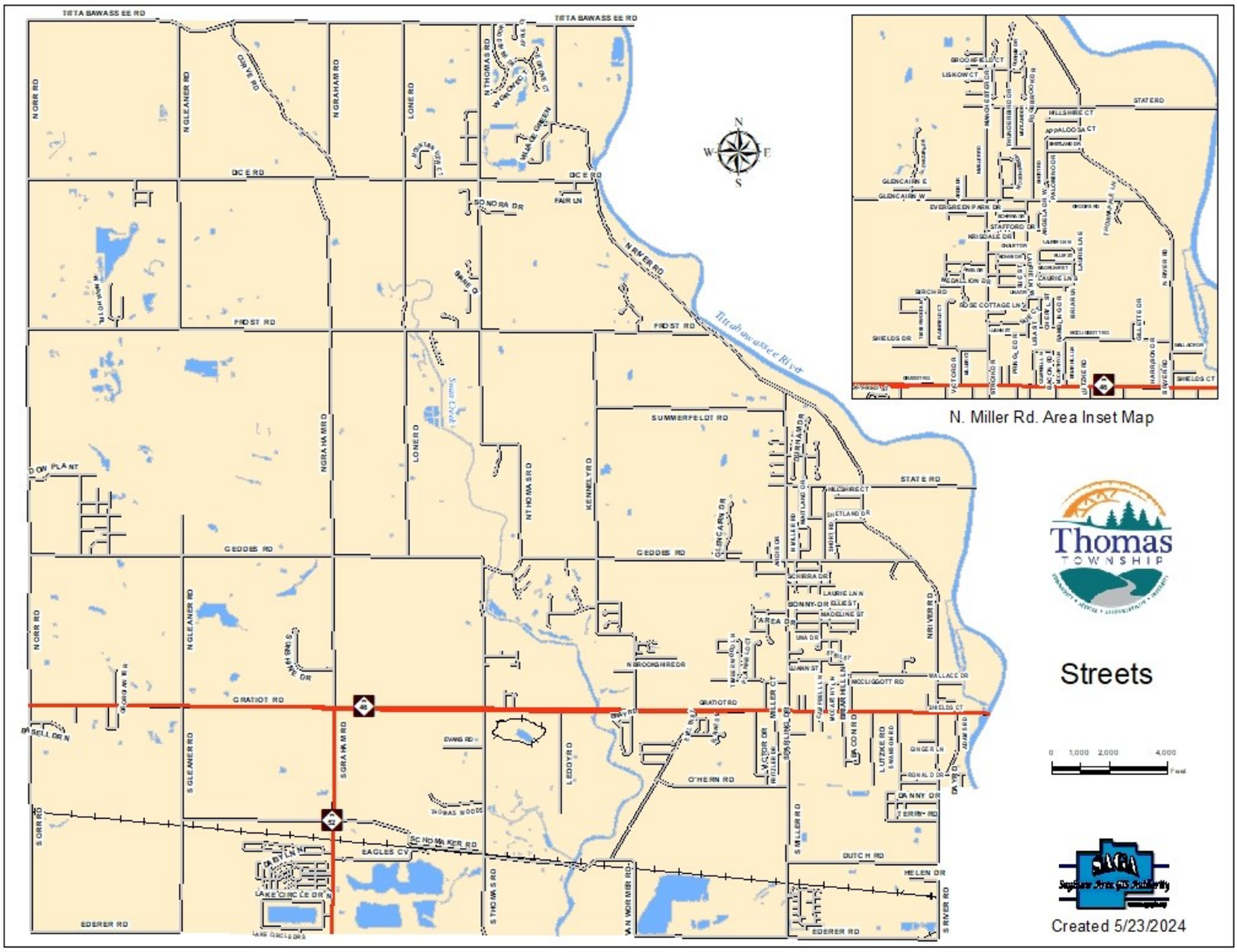
Library

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

The library is home to over 81,000 volumes of magazines, books, and more. The library offers internet access and computers. There is also access to printers for a small fee per page. The library holds several programs including an annual book sale as well as children's story times and summer reading activities.

Library Hours:

Monday - Thursday	10:00am - 7:00pm
Friday	10:00am - 5:00pm
Saturday	10:00am - 4:00pm
Sunday	CLOSED



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