

WELCOME TO SAGINAW CHARTER TOWNSHIP



Saginaw Township Welcome Guide

4980 Shattuck Rd. Saginaw, MI 48603

Township Board Members

Supervisor - Timothy J. Braun, **Clerk** - Shirley M. Wazny, **Treasurer** - Steven G. Gerhardt, **Trustees** - Florence P. Connolly, James S. Kelly, Lori L. Gorney, Jon R. Howell.

Township Manager - Rob Grose (989) 791-9800

Important Contact Information:

- Police - For non-emergency information please call (989) 793-2310 during normal business hours. The Police Department can be reached 24/7 for emergencies by calling 911.
- Fire - For non-emergency information please call (989) 792-9691 during normal business hours. The Fire Department can also be reached 24/7 for emergencies by calling 911.
- Medical - Medical services in Saginaw Township are provided by MMR and can be contacted 24/7 by calling 911.

Saginaw Charter Township's

Core Values

- *Provide for a Safe Community.*
- *Promote a Neat, Clean, Attractive Community with Beautiful Neighborhoods.*
- *Provide Quality of Life Opportunities.*
- *Maintain a Professional, Well Run, Efficient, Government that Provides High Quality Services to its Residents.*



Annual National Night Out - An event hosted each year in August, allows some 3,000 guests to get up-close with police and fire personnel.

Saginaw Charter Township Website

- For more information on topics discussed in this guide, please visit SaginawTownship.org for more information.
- Use the "Departments" tab to navigate through the various departments with the Saginaw Township Government. Each department tab will have important information and documents.
- The "I Want To..." tab located on the homepage is a list of some of our most frequently asked questions by residents. By clicking on the question you wish to have answered you will be taken directly to the relevant information needed.
- The Search Bar allows you to perform a keyword search that yields relevant results from the Township's database.

Community Development/Planning

(989) 791-9865

The Code Enforcement Department, the Township's property maintenance program, helps to keep our community clean, safe and attractive. Some key items we expect from our residential properties include:

- Grass and weeds shall be maintained on a regular basis, not to exceed 8 inches in height.
- Properties shall be free from miscellaneous debris and any accumulation of garbage or brush.
- **Garbage Collection Days:** South of Weiss St. is collected on Mondays, North of Weiss St. is collected on Tuesdays. **Trash shall be placed at the curb after 5:00pm the day before your scheduled pickup, or by 7:00am the morning of collection.**
- Garbage and yard waste shall be kept in approved containers in an inconspicuous location until your regularly scheduled refuse collection date.
- If the following holidays fall on a Monday or Tuesday, collection will be shifted one day later (New Year's Day, Memorial Day, Independence Day [July 4th], Labor Day and Christmas Day).
- All empty garbage, recycling and yard waste bins shall be removed from the curb no later than 5:00pm the day after collection.
- Curbside yard waste collection starts each year on the first Monday of April and ends on the last Monday of November. Yard waste consists of grass clippings, sod without dirt, twigs (less than 2 inches in diameter), leaves, and other yard vegetation. Yard waste will only be collected in labeled 35-gallon or smaller cans or paper yard waste bags. Items not permitted in the yard waste program include: rootballs, soil, stumps, tree trunks, large shrubs and bushes.
- You are permitted to set out one properly prepared bundle of brush per week year round as part of regular curb side refuse collection, so long as the following conditions are met: branches that are 2 - 6 Inches in diameter are no longer than 4 feet long and arranged in a bundle no longer than 3 feet around, secured by twine or duct tape.
- All motor vehicles and recreation vehicles shall be parked on an approved surface. **Absolutely no vehicles are permitted to be parked on grass.** For questions regarding approved surfaces, please contact Community Development.
- Vehicles shall be operable and licensed at all times.
- Please contact our office to obtain the necessary permits and guidelines before starting any construction (including plumbing and electrical) or alteration/construction of a fence, accessory structure or primary structure.

Winter Mailbox Protection:

Temporary structures designed to protect property during the winter months, (including snow fence and temporary structures for mailboxes) shall only be up during winter months. Structures should not be installed prior to November 1st, and shall be removed by April 1st each year.

(Township Ordinance No. 423, Ch. 3 Sec. 303)

Department of Public Services

"Friendly, Helpful, Service." The Saginaw Charter Township Department of Public Services (DPS) takes great pride in providing a friendly helpful service to our residents. Our hard work and dedication to our residents has earned us the recognition as leaders in the municipal sector with regards to the type of quality of services we provide to our Community.

Sonny Grunwell, Director of Public Services.

Brush Site: Saginaw Township Department of Public Services maintains and operates a brush collection site located at 5790 W. Michigan. This site is for **Township residents only**, and is not to be used by non-residents or commercial use. Open hours of the brush site vary, and information regarding the site can be found on Saginaw Township's website under the Public Services tab.

Recycling: Saginaw Charter Township promotes single stream recycling. We currently do not provide our residents with a recycling container and recommend that they purchase a 35-45 gallon container from a local hardware or home improvement store and place recycling stickers on each side of the container. Recycling stickers and guidelines for recycling are located at Township Hall. You will find two (2) recycling and yard waste stickers in this packet.

Additional Customer Services: The DPS maintains the 15 public parks spread throughout Saginaw Township. This maintenance includes upkeep of our 18-hole disc golf course located at Harvey Randall Wickes Park, a children's spray pool located at Olson Park, and a nationally recognized 22-field soccer complex on McCarty Road. Along with a great system of parks, the DPS also maintains almost 75 miles of sidewalks and rail trails for all to use.

To contact the Department of Public Services please call (989) 791-9870 or (989) 791-9880.

[Saginaw Township Fire Department \(STFD\)](#) [\(989\) 792-9691](#)

Fire Prevention Programs: The Saginaw Township Fire Department has an excellent fire education and prevention bureau. Our fire inspectors regularly visit local schools to teach kids about overall fire safety. [Fire Inspector/ Fire Educator Brian Wolpert](#) handles questions regarding fire safety and can be contacted to schedule educational programs.

Open Burning: Saginaw Township has adopted a strict burning ordinance. To obtain the regulations on outdoor burning, please visit [STFD.com](#) or call for more information.

A question frequently asked of the Township's Fire Department is if they fill swimming pools. Neither STFD nor the Department of Public Services will fill residential swimming pools. To have your pool filled, please contact one of the numerous local water haulers. STFD also does not help to install child car seats and residents should seek outside help if needed.

[Saginaw Township Clerk](#) [\(989\) 791-9830](#)

Do you have a Business in Saginaw Township? If you have a business in Saginaw Township, contact the Clerk's Office for more information regarding a business license at (989) 791-9830. The Clerk's Office also handles rental businesses and outdoor event permits. Business, Rental Business, Rental Housing and various other licenses are all available at the Clerk's Office.

Would you like to be an Election Inspector? Fill out the application found under the Clerk's Office on Saginaw Township's website and return it to Township Hall either via mail or in person. It is a paid position and you must complete the training at least every two years to be certified.

All voting information is available by contacting our Township Clerk's Office.



[Saginaw Township Police Department \(989\) 793-2310](#)

- **See Something / Say Something:** If you see something that you believe might be suspicious or a criminal act, dial 911 to report it. You can remain anonymous.
- **Barking Dog Ordinance:** Be respectful of your neighbors. Do not allow your dog to bark excessively. Our barking dog ordinance prohibits this disturbance.
- **Fireworks Ordinance:** Saginaw Township **prohibits** the use of fireworks except on certain holidays during the year. For more information, visit the Ordinance Section (38-10) under the Clerk's Office at [saginawtownship.org](#)
- **Prescription Drug Disposal:** Drop off unused prescription drugs for proper disposal during business hours (8:00am - 5:00pm).
- **Medical Response Program:** Saginaw Township police officers respond to serious, life threatening medical emergencies and assist Mobile Medical Response paramedics in giving aid to people suffering from a medical emergency.
- **House Watch Program:** If you would like your house checked while you are on vacation, please contact the police department.
- **Residential Security Survey:** Crime Prevention officers will perform a security survey of your home and provide suggestions on crime prevention measures.
- **Telephone / Internet Scams:** If someone contacts you and asks for money or personal information (bank account numbers, social security number, etc.), please beware that it is very likely a scam. Feel free to contact the police department with the information.
- **Lock It or Lose It Program:** Please remove valuable items from your vehicle and lock it if you park your vehicle in your driveway. This will hopefully deter someone from entering your vehicle and stealing your valuables.

[Building Department \(989\) 791-9865](#)

The Building Department handles anything from building inspections, plumbing/mechanical installation inspections (not actual installation) to electrical inspections. These inspections are required for almost all physical building changes or installations. Permits can be found on Saginaw Township's website or in person at the Community Development Office located on the lower-level of Township Hall (4980 Shattuck Road). The three main home alterations that do not require a permit are: window, roofing, and siding replacement. **Saginaw Township also has many properties located within the floodplain. If you have any questions or concerns regarding the floodplain, please contact Ray Hausbeck at the number listed above.**

[Saginaw Township Treasurer \(989\) 791-9840](#)

- **Property Taxes:** Property taxes are billed on July 1 and December 1 of each year. The July tax may be paid without penalty through September 14 and the December bill through February 14, after which a penalty fee and interest are added. After March 1, all delinquent real property taxes are paid at the Saginaw County Treasurers Office. All delinquent personal property taxes are to be paid at the Saginaw Township Treasurers Office. The taxes levied in July and December are considered taxes for that current year.
- **Online Credit Card Payments:** Credit and Debit cards are accepted for water and tax bills. A 3% convenience fee will be applied. Please visit the Treasurer's Office website found on www.saginawtownship.org.
- Drop Boxes for payments are located on the horseshoe drive in front of Township Hall.
- **Checks:** Water payments should be made out to "Saginaw Township Water Dept." and tax payments should be made out to "Saginaw Township Treasurer."

[Saginaw Township Recreation \(989\) 791-9860](#)

- General Hours, Center Courts: 6:00am - 9:00pm Monday - Friday, Saturday 8:00am - 4:00pm and Sunday 12:00pm - 5:00pm. The walking track is open during regular hours of operation. General hours of operation will vary with the seasons. The Recreation Department will be open Monday - Friday, 8:00am - 5:00pm.
- Adult and Youth programs offered with online registration available.
- Adult Programs: Yoga, PiYO, Slow Flow PiYO, Chair Yoga and Dancing for Fitness. Adult Leagues: Men's Softball, Coed Softball, Women's / Coed Volleyball, Men's Basketball and Flag Football. (Center Courts also offers Pickleball and Table Tennis throughout the winter months).
- Youth Leagues: K-12th Grade Boys and Girls Basketball, Boys Lacrosse and Flag Football. For toddlers, Recreation offers a playgroup for 1-3 year olds, and Music for Munchkins for ages 1-5. During the summer, Saginaw Township Recreation offers a wide variety of camps for children aged 3-16.
- Center Courts has a Community Room for rent (capacity 55) and several parks have pavilions for rent. Pavilion rental starts in January for the following Summer. To rent one of these locations, contact the Recreation Department (989) 791-9860.
- **Neighborhood Parks:** Please visit the Parks & Recreation tab on the Township's website for the exact locations of our amazing parks.

[Saginaw Township Assessing Office](#)

- **Buying or Selling Real Estate:** Michigan statutes require the filing of Property Transfer Affidavits (PTA) with the local assessor when real estate title transfers occur. This includes transferring title into or out of a trust. The purpose of notifying the local assessor of the transfer is to allow for the determination of the uncapping of taxable values. Many transfers are exempt from the uncapping provisions and exemptions are listed on the affidavit. The PTA forms are available online or by visiting the Assessor's Office, and must be filled out within 45 days of transfer.
- When residential property ownership changes, both the buyer and seller must review the principal resident exemptions (PRE) status of the property. Michigan residents are entitled to an 18.00 mill school operating tax exemption for a dwelling that is occupied as their homestead. The seller must rescind the exemption claim for the sold property before claiming a different property as a homestead. Forms to both claim (PRE Affidavit) and rescind (Request to Rescind PRE) are available online or at the Assessor's Office.

[Contact Us](#)

Saginaw Charter Township
(989) 791-9800

4980 Shattuck Road
Saginaw, MI 48603

Visit us on the web at
www.saginawtownship.org

[Useful Contacts](#)

Mid Michigan Waste Authority

(989) 781-9555
2063 S. Miller Rd.
Saginaw, MI 48609
www.recyclemotion.org

Saginaw County Government Offices:

(989) 790-5200
111 S. Michigan Ave.
Saginaw, MI 48602
www.saginawcounty.com

Saginaw Township Community Schools:

(989) 797-1800
3465 N. Center Rd.
Saginaw, MI 48603
www.stcs.org

Zauel Memorial Library:

(989) 799-2771
3100 N. Center Rd.
Saginaw, MI 48603
www.saginawlibrary.org

Thank you for choosing Saginaw Charter Township.

Our beautiful neighborhoods and high-quality services make the Township an attractive community for all of our residents.

We will provide you and your family with the services you need as you begin your life here.