

Pere Marquette Charter Township

GENERAL INFORMATION

Office Hours	Monday - Friday, 8:00 am – 5:00 pm; <i>Closed Lunch 12:30-1:30</i>
Office Location	1699 S. Pere Marquette Hwy. Ludington, MI 49431 (at the corner of Iris Rd)
Phone	(231) 845-1277
Fax	(231) 843-3330
Website	www.pmtwp.org

BOARD: Members include: Supervisor, Kelly Smith; Treasurer, Sarah Iteen; Clerk, Rachele Enbody; and Trustees, Andy Kmetz, Henry Rasmussen, Jim Nordlund Sr., and Ron Soberalski



Meetings of the Township Board –see attached schedule.
Changes to this schedule are posted on our website.

SUPERVISOR: Kelly Smith. Supervisor Assistant: Jennifer Strickland. The Supervisor has responsibility for preparation of the township budget, oversight of township properties, and recommending appointments for various boards and commissions. He serves as the Human Resources Director, the Chief Assessing Officer, and the Purchasing Agent for the Township.

TREASURER: Sarah Iteen. Deputy Treasurer: Diana Boulton. The Treasurer is responsible for tax collection and disbursement, investment of township funds, and check issuance. The Treasurer handles bond issues for the township, and also serves as the Water and Sewer Administrator. The Treasurer sends out tax bills twice per year: July 1 (due by September 14), and December 1 (due by February 14). Taxes may be paid to the Treasurer by mail, in person, or online. A drop box is available for after-hours convenience. Postmark dates are not accepted.

CLERK: Rachele Enbody. Deputy Clerk: Kara Jehl. The Clerk has responsibility for maintaining township records, and voter registration files. The Clerk conducts elections, posts meeting notices, and prepares financial statements. She also serves as the Benefits Plan Administrator and the Grants Administrator. Absentee ballots are available at the Clerk's Office. Pere Marquette Township has two election precincts: precinct 1 residents vote at the Township Hall (lower level), and precinct 2 residents vote at Calvary Baptist Church at 220 N. Jebavy Drive.

ASSESSOR: Derek Eaton. Contact the Assessor's Office for information on assessments, property descriptions, principal residence (homestead) exemptions and related matters, and to process a name or address change on Township records.

BUILDING AND ZONING ADMINISTRATION:

Building Official: Thomas Fulker. **Zoning Administrator and Code Enforcement Officer:** Kristin Lange. Permits are necessary for most types of construction and demolition within the Township. Some situations may require a zoning permit. The Township operates under the Michigan Building Code and the Michigan Residential Code.

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WATER AND SEWER DEPARTMENT: Maintenance, testing and meter installation is handled by the water and sewer department. **Administrative Assistant:** Leanne Chaltron. Meters are read quarterly at the end of March, June, September and December. Utility bills are issued by the Treasurer's department. Utility bills may be paid by mail, in person, or online. Automatic debits may be arranged through the Treasurer's Office.

FIRE DEPARTMENT: Chief: Scott Graczyk. The Pere Marquette Fire Department currently has approximately 20 volunteer firefighters. The unit headquarters are at 1040 S. Pere Marquette Highway. **DIAL 911 for emergencies. NOTE: Help the dispatcher by telling her/him that the destination address is in Pere Marquette Township.** Non-emergency phone – (231) 843-0324 (leave message) and Fire Chief's cell phone: 231.852.9669.

HALL RENTAL and PARKS: HALL RENTAL: The lower level rental hall is available for rent to non-residents and residents, alike. Amenities include a full kitchen, tables, chairs, and A/C. The hall has a 139-person capacity.

PARKS: Pere Marquette Township operates four parks: Memorial Tree Park on N. Washington and Ivanhoe; Buttersville Park on S. Lakeshore Drive; Conservation Park on S. Lakeshore Dr.; Suttons Landing near the corner of Iris Rd. and S. Pere Marquette Hwy. on the Pere Marquette River. There is a "no hunting" ban in all of the Township parks. For information on any of the parks, check the website or contact the Parks Department, (231) 845-1277, ext. 236.

WASTE REMOVAL SERVICES: Residential collection is contracted through Republic Services of Manistee. At this time, the Township does not provide waste collection services for businesses. Please visit our website for more information concerning acceptable and non-acceptable recycling and bulk items at www.pmtwp.org or call **Republic at (231) 723-4850 (Manistee Office).**



Waste removal in Pere Marquette Township is done on:

- **Monday for regular trash**
- **Tuesday for yard waste container**
- **Second Monday of the month for recycling**
- **First Monday of the month for Bulk Items**

If either day falls on a Federal Holiday pick up will be on the following day.

Republic Services observes the following major holidays: New Year's Eve, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Trash	(3) 30 gallon bags weekly, per residence. Tags available for purchase at the Treasurer's Office for extra bags.
Recycling	96 gallon rolling cart picked up the 2 nd Monday of the month.

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Yard Waste	Annual charge - \$65. April - November. Stickers for curbside containers available for purchase from Treasurer's Office.
Bulk Items	Two (2) bulky items or up to 10 bags per residential home picked up the 1 st Monday of each month. Items with Freon must have a purchase tag. Please call (231) 723-4850 if additional man power is required to lift item.
Christmas Tree	Curbside during January

LEAF REMOVAL: Curbside leaf collection is provided by the Township at no additional cost to residents. Leaves are collected in the spring for a short period, time will be determined by weather; and October 31 until the snow flies. Leaf piles should be placed at the roadside but not in the roadway. Piles must be free of sticks, grass clippings, and other debris.

BRUSH REMOVAL: Brush service is provided by the Township at no additional cost to residents. Brush should be neatly stacked along the roadside, Notify the township office when the brush is ready and the brush will be removed in a timely manner. This service is intended for routine yard maintenance. Major projects, such as tree removal or lot clearing require special permission and additional fees. Please call the township office before putting brush out if you have a large amount.



Greetings,

Below is information on the Township's phone system. Below are some helpful tips on services you may be looking for...

For the Treasurer Department, press 1.

- Sarah Iteen, Township Treasurer / Diana Boulton, Deputy Treasurer
- Property Tax Collection, Utility Billing (Water & Sewer Administrator), Leaf & Brush Removal, & Hall Rental

For the Zoning & Building Department, press 2.

- Kristin Lange, Zoning Administrator / Thomas Fulker, Building Official
- Building & Zoning Questions and Permits

For the Clerk Department, press 3.

- Rachelle Enbody, Township Clerk / Kara Jehl, Deputy Clerk
- Township Accounts Payable, Records, Payroll, Elections, and Grants & Loans Administrator

For the Assessor Office, press 4.

- Derek Eaton, Township Assessor
- Assessments, Property Descriptions, and Property Exemptions

For the Supervisor Office, press 5.

- Kelly Smith, Township Supervisor / Jennifer Strickland, Assistant
- Human Resources Director, Chief Assessing Officer, Purchasing Agent, & Oversight of the Township Properties

For General Information, press 6.

Or dial individual extensions, when attendant starts -

- Kelly Smith, Supervisor: **ext. 222**
- Sarah Iteen, Treasurer: **ext. 225**
- Diana Boulton, Deputy Treasurer: **ext. 223**
- Rachelle Enbody, Clerk: **ext. 226**
- Kara Jehl, Deputy Clerk: **ext. 227**
- Derek Eaton, Assessor: **ext. 230**
- Kristin Lange, Zoning Administrator: **ext. 231**
- Jennifer Strickland, Assistant to Supervisor: **ext. 221**
- Leanne Chaltron, DPW/Parks Assistant: **ext. 236**

Residential Services

Pere Marquette Township provides several services to residents to assist them with their yard and lawn maintenance tasks. These services are offered on an annual basis.

- **Leaf Removal** is offered by the Pere Marquette Department of Public Works as an optional service to residents. This is a no charge service. The DPW will pick up leaves at curbside during a few weeks in the spring, and throughout the fall season. Leaves should be placed in a row along the roadside (but not in the roadway). They should not be mixed with other yard debris, such as twigs and grass clippings, which make it difficult for the leaf vacuum to remove the leaves. The timing of these pickups depends largely on weather. Please check with the township offices for information about specific times as the season draws near.
- **Brush Removal** is offered by the Pere Marquette Department of Public Works as an optional service to residents. This is a no charge service. The DPW will pick up brush at curbside with a grapple truck. Brush should be neatly stacked, but not in the roadway. Notify the township office when you are in need of removal service and the brush will be removed within 10 days of your call. This service is intended for homeowner's routine yard maintenance. Major projects, such as tree removal and lot clearing require special permission and additional fees. Please call the township office *before* putting brush at curbside if you have a large amount.
- **Yard Waste Removal** is offered by *Republic Services (231.723.4850)* as an optional service to residents. The cost for this service is **\$65.00** for service April through November (weather permitting). For this cost Republic will provide a 96 gallon yard waste container which they empty at curbside Tuesday mornings. This container holds up to 100 pounds of yard refuse: grass clippings, leaves, brush, etc. Each year a new sticker can be purchased at the town hall which ensures your pickup service for the season.

If you have any questions about these services, please call the township offices at 845-1277 for more information.

2024 Pere Marquette Township Recycling, Trash and Bulk Trash Collection Calendar

Please visit pmtwp.org for more information

■ Holidays
 ■ Recycling
 ■ Trash
 ■ Bulk Trash

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
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31						

APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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29	30					

OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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DECEMBER						
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22	23	24	25	26	27	28
29	30	31				

Please contact Republic Services at **231.723.4850** or visit pmtwp.org for more information.



Pere Marquette Township Bulk Item Pickup Program

Pickup is on your first regular waste collection day of each month.



A single family home is a stand-alone house or residential building (also called a single-detached dwelling, detached residence or separate house) that is occupied by one family.

Bulk items are defined as follows:

- Two (2) bulk items; or
- Two (2) non-freon household appliances

Note: Any freon appliance, such as a freezer, refrigerator or A/C unit is not allowed without the freon removed or the purchase of a freon disposal tag from the Township.

Instructions

Place bulk items at the curb by 7:00 a.m. or the night prior to your collection day. Each household is allowed to place only two (2) items per month. Please consider donating items that may be used by another family to Help-Ministry, St. Simon's Bargain Center, Habitat for Humanity or Goodwill.

Acceptable Bulk Items

BBQs (no propane)	Mirrors (wrapped properly)
Basketball hoops (6' or less)	Mattresses
Bedframes	Microwaves
Bookshelves	Patio chairs
Boxsprings	Patio tables
Bureaus	Patio umbrellas
Cabinets	Pools (kids wading size)
Carpet rolls (no longer than 4' wide and 50 lbs.)	Sinks
Chairs/recliners	Sofas
Closet doors	Stereos
Computers	Stoves
Dressers	Tables
Doors	Televisions
Dryers	Toilets (the tank & bowl must be separated)
Desks	Washers
Dishwashers	Water heaters
File cabinets	Weight benches
Garage door motors/tracks	Wheelbarrows
Hutches	
Push Lawnmowers (w/o gas or oil)	

Non-Acceptable Bulk Items

Batteries	Pianos
Boats	Plywood
Bricks	Pool tables
Camper shells	Railroad Ties
Car parts	Landscaping Timber
Concrete	Riding lawnmowers
Construction material	Roofing
Drywall	Satellite dishes
Engines	Shopping carts
Fenders	Shower modules
Garage doors	Tires
Glass	Trailers
Hazardous waste	Transmissions
Hot tubs or spas	Tree stumps
Latex / oil base paint & all other liquids	Yard waste



We'll handle it from here.®

ONLY place these items in the recycling container

COLOQUE sólo estos artículos en el contenedor de reciclaje



Flattened Cardboard
Cartón Aplanado



Paper
Papel



Metal Cans
Latas de Metal



Plastic Bottles & Jugs
Botellas y Receptáculos de Plástico

How to prepare your recyclables

Cómo preparar sus artículos reciclables



Empty. Clean. Dry.®

Keep all recyclables free of food and liquid

Vacíe. Limpie. Seque.
Mantenga todos los artículos reciclables libres de alimentos y líquidos



Don't bag it

Never put recyclables in containers or bags

No lo embolse
Nunca ponga los artículos reciclables en contenedores o bolsas



NEVER place these items in the recycling container

NUNCA coloque estos artículos en el contenedor de reciclaje



Plastic Bags & Wrappers
Bosas y Envolturas de Plástico



Soiled Paper
Papel Sucio



Polystyrene Foam
Espuma de Poliestireno



Clothing & Shoes
Ropa y Zapatos



Greasy Pizza Boxes
Cajas de Pizza con Grasa



Tools
Herramientas



Food
Alimentos



Toys
Juguetes



Electronics & Batteries
Artículos Electrónicos y Pilas o Baterías



Construction Waste
Desechos de Construcción



Yard Waste
Desechos de Jardinería



Medical Waste
Desechos Médicos



Diapers
Pañales



Scrap Metal
Chatarra de Metal

Please complete and return this form

As a resident of Pere Marquette Township, you are eligible to participate in this program if you subscribe to receive a 96-gallon container. To register to receive a 96-gallon recycling container, you must complete and return this form indicating that you desire a container which will be provided at no additional cost to you, the home owner. All containers will remain the property of Republic Services and can be removed if the rules of the recycling program are not followed.

First Name: _____

Last Name: _____

Address: _____

City: _____ State: ____ Postal Code: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Mailing address if different from above

Mailing Address: _____

City: _____ State: ____ Postal Code: _____

Please return this form by mail to Republic Services

3890 Camp Road, Manistee, MI 49660 or email it to kjohnson3@republicservices.com.

Questions? Call 231-723-4850

Learn more at RecyclingSimplified.com

Recycling *Simplified*

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We'll handle it from here.®



Pere Marquette Township

Items You Can Recycle



PAPER

- Newspapers
- Envelopes
- Junk mail
- Phone books
- Brochures
- Magazines



CARDBOARD

- File folders removed
- Poster board
- Cardboard boxes
- Milk cartons



PLASTIC

- Water bottles
- Detergent bottles
- Containers (#1 - #5)
- Soda bottles
- Milk jugs



ALUMINUM/METAL

- Aluminum beverage cans
- Food cans
- Jar lids and bottle tops

Be sure your recyclables are **EMPTY, CLEAN** and **DRY** before placing them into your recycling container.



Empty.



Clean.



Dry.

One dirty item can contaminate thousands of pounds of collected materials. Make sure your items are empty, clean and dry before placing them into recycling containers.

Non-Recyclable Items

- Aerosol cans
- Aluminum foil
- Batteries
- Bubble wrap
- Ceramic
- Clothing
- Food waste
- Glass bottles and jars
- Light bulbs
- Mirrors
- Napkins
- Paper plates
- Paper towels
- Pizza boxes
- Plastic bags
- Plastic #6
- Plastic #7
- Plastic wrap
- Shredded paper
- Stickers/labels
- Styrofoam
- Tissue

When in doubt, throw it out.

Elections

Elections are handled through the Pere Marquette Charter Township Clerk's office. In order to vote in any election in Michigan, you must be 18 years of age on or before Election Day and you must be registered to vote. https://www.michigan.gov/-/media/Project/Websites/sos/01mcalpine/1_MIVoterRegistration.pdf?rev=4a8bf571675f43e086e42c8c5e17f33d

If you would like information about the election process, please call the Clerk's office at 231-845-1277 ext.226 OR option 3.

Polling Locations:

Voters should check their voter identification card for precinct number and polling location or contact the Clerk's office for an updated voter identification card.

Precinct No.	Polling Place	Polling Place Address
1	Pere Marquette Township Hall	1699 S. Pere Marquette Hwy.
2	Calvary Baptist Church	220 N. Jebavy Drive

THE POLLS will open at 7:00 a.m. and will remain open until 8:00 p.m.

For complete Michigan Election and Voter information go to the Secretary of State website at www.michigan.gov/vote.

All precincts are handicap accessible and instruction in alternative formats of audio and Braille are available at all precincts upon request. An accessible voting device is also available.

Absentee Voting:

Applications for absentee ballots are available in the Clerk's office. Regular office hours are 8:00 a.m. through 5:00 p.m., Monday through Friday. In addition, the Clerk's office will be open on the Saturday preceding the election from 8:00 a.m. to 4:00 p.m. for the purpose of accepting and processing Absentee Ballot Applications and for issuing Absentee Ballots.

The deadline to request an absentee ballot is before 4:00 p.m. on the Monday preceding the election. Ballots requested on the Monday preceding the election must be requested and voted in person at the Pere Marquette Charter Township Clerk's office at 1699 S. Pere Marquette Hwy., Ludington, Michigan.

If you are a Uniformed Service member, a family member of a Uniformed Service member, or a citizen residing outside the United States, you may register to vote and apply for an absentee ballot at: <https://www.fvap.gov/uploads/FVAP/Forms/fpca.pdf>

Voter Identification Requirements:

Every Michigan voter who offers to vote at the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (MCL 168.523)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card. Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

- Driver's license or personal ID card issued by another state
- Federal or state government-issued photo identification
- U.S. passport
- Military identification card with photo
- Student identification card with photo from high school or an accredited institution of higher education
- Tribal identification card with photo

Voters without picture ID: Michigan election law anticipates that not all voters will have picture identification. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls, can vote like any other voter by signing an affidavit.

How do I update my address on my voter registration?

If you are a registered Michigan voter, your voter registration information will be updated automatically when you change your address on your Michigan driver's license or ID.

If you are updating your address within two weeks of an election, you must visit your local clerk's office in person if you would like to vote in the election using your new address.



State of Michigan Voter Registration Application and Michigan Driver's License/State Identification Card Address Change Form Instructions

qualifications

To register to vote in Michigan you must be:

- A Michigan resident (at the time you register) and a resident of your city or township for at least 30 days (when you vote).
- A United States citizen.
- At least 18 years of age (when you vote).
- Not currently serving a sentence in jail or prison.

residential & mailing address

You may only register to vote in one place. If you have more than one place of residence, you may register to vote in the place where you are currently located or the place you intend to return. For example, students attending college may register in their hometown or at their campus address, and temporary in-patient residents of nursing homes may register at their home address or at the medical facility.

If you would prefer to receive mail related to your voter registration or driver's license/state identification card at an address other than your residential address (ex. PO Box), you may provide a mailing address where indicated on the form. If you provide a mailing address, it won't appear on your voter information card or driver's license/state identification card.

criminal convictions and registering to vote

If you have a past criminal conviction and are no longer in jail or prison, you **can** register and vote. You also can register and vote if you are in jail and awaiting trial or sentencing. If you are currently serving a sentence in jail or prison you **can't** register or vote.

deliver to your city or township clerk

Mail or deliver this completed application directly to your city or township clerk. Find your city or township clerk's address at Michigan.gov/Vote.

registering by mail – special requirements for first-time voters

Are you registering to vote in Michigan for the first time?

If you have never voted in Michigan and choose to submit this form by mail or through a voter registration drive, you must meet the federal identification requirement as explained below.

federal requirement – provide identification

To comply with the identification requirement, you must:

- (1) Enter your Michigan-issued driver's license number or Michigan-issued state ID card number where requested on this form.
or
- (2) If you do not have a Michigan-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number.
or
- (3) Send one of the following forms of identification when mailing this form to your county, city or township clerk: a COPY of a current and valid photo identification (such as a driver's license or state ID card from any state) or a COPY of a paycheck stub, utility bill, bank statement or a government document that lists your name and address.

*****DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL*****

If this requirement applies to you and you don't provide the information identified above, you must provide an acceptable form of identification before you vote in the first election in which you wish to participate.

Note: The identification requirement **doesn't** apply if you: (1) personally hand-deliver this form to your county, city or township clerk's office instead of mailing this form or submitting it through a voter registration drive, (2) are disabled or (3) are eligible to vote under the federal Uniformed and Overseas Citizens Absentee Voting Act.

questions?

Contact your city or township clerk if you have any questions.

Your application isn't valid until accepted by your city or township clerk. If your application is accepted, your clerk will mail you a voter information card within 3 weeks. You can verify your voter registration status by going to Michigan.gov/Vote.

ED-121 (1-2020)

instructions

If you have a Michigan driver's license or state ID card, **you can register to vote online**. Start the process at Michigan.gov/Vote.

Complete this form to register to vote or update your registration information¹.

1 Please print all information clearly using black or blue pen.


2 Sign the form.


3 Mail or drop off the form to your city/township clerk.

Find your city/township clerk and more information at Michigan.gov/Vote.

Phone number/email provided will be used for official election purposes only.

¹Name changes must be completed at an SOS branch office.

 The voter registration deadline is **15 days** before Election Day, **IF** you submit this form through a voter registration drive or deliver it to a county clerk or secretary of state office. If you mail the form, it must be postmarked at least 15 days before the election.

 **You can register any time up through Election Day by going to your city or township clerk office** with residency verification.

If you have a Michigan driver's license (DL) or state identification card (ID), you must use the same address for voter registration and DL/ID.

This form will also change your DL/ID address. You'll be mailed a sticker with your new address to put on your DL/ID.

If you have never voted in person in Michigan and choose to submit this form by mail or through a voter registration drive, **review the instructions on page 1**. You might need to provide additional ID.

More instructions can be found on page 1.

State of Michigan Voter Registration Application

and Michigan Driver's License/State Identification Card Address Change Form

qualifications

yes no I am a United States citizen.

yes no I am at least 17.5 years old and will vote only after I turn 18.

! If you are not a U.S. citizen, **DON'T** complete this form.

Michigan-issued driver's license/Michigan-issued state ID card number

- - - -

If you don't have a *Michigan-issued driver's license* or *Michigan-issued state ID card*, provide the last four digits of your Social Security number:

XXX — XX —

I don't have a valid Michigan-issued driver's license or Michigan-issued state ID card, or a Social Security number.

personal information **required information*

last name* first* middle suffix

- - male female
date of birth*

address where you live — house number & street name* apt/lot no.

city* **MI** zip

()
phone email

mailing address (if different than where you live) city state zip

Complete to join permanent absent voter application list:

I want to vote absentee in all future elections. Automatically send me an application for every election.

signature

I certify that:

- I am a United States citizen.
- I am a Michigan resident and will vote only after I have lived in my city or township for at least 30 days.
- I am at least 17.5 years old and will vote only after I turn 18.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X

signature

date