

# Pere Marquette Charter Township

## GENERAL INFORMATION

<b>Office Hours</b>	M-F, 8:00 am – 5:00 pm
<b>Office Location</b>	1699 S. Pere Marquette Hwy. Ludington, MI 49431 (at the corner of Iris Rd)
<b>Phone</b>	(231) 845-1277
<b>Fax</b>	(231) 843-3330
<b>Website</b>	www.pmtwp.org

**BOARD:** Members include: Supervisor, Paul Keson; Treasurer, Jackie Sroka; Clerk, Rachele Enbody; and Trustees, Paul Piper, Henry Rasmussen, Andy Kmetz and Jim Nordlund Sr.



***Meetings of the Township Board – 2<sup>nd</sup> Tuesday of every Month, also the 4<sup>th</sup> Tuesday in February, April, June, August, October, and December. Meetings are held at the Pere Marquette Town Hall at 6:30 pm. Changes to this schedule are posted on our website.***

**SUPERVISOR:** Paul Keson. 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:** Jackie Sroka. Deputy Treasurer: Shirley Smith. The Treasurer is responsible for tax collection and disbursement, investment of township funds, and check issuance. She 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: Kristin Lange. 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:** H. Devon Hall. Assistant: Kristin Lange. 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 ADMINISTRATOR:** Assistant: Kristin Lange. Code Enforcement Officer: Kelly Smith. 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.

**WATER AND SEWER DEPARTMENT:** Andrew Larr (Superintendent). Dan Healy, Bob Hannah and Dennis Heffner (Operators). Maintenance, testing and meter installation is handled by the water and sewer department. 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:** 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).

**RENTAL HALL:** 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. Rentals are handled through the Office of the Treasurer. For information call 845-1277.

**PARKS:** Pere Marquette Township operates three parks: Memorial Tree Park on N. Washington and Ivanhoe; Buttersville Park on S. Lakeshore Drive; and 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 Park Manager, Kelly Smith at (231) 233-2227. For information on reserving the pavilions at Memorial Tree or Suttons Landing please call the Township Hall at (231) 845-1277.

**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.



***Waste removal in Pere Marquette Township is done on Mondays, or Tuesdays in the case of federal holidays.***

Trash	(3) 30 gallon bags weekly, per residence. Tags available for purchase at the Treasurer’s Office for extra bags, bulky items, and appliances
Recycling	(2) bins are available per residence
Yard Waste	Annual charge - \$65. April - November. Stickers for curbside containers available for purchase from Treasurer’s Office.
Christmas Trees	Curbside during January.

**SPRING CLEAN UP DAY** – On the second Saturday in May township residents may place extra items at curbside for removal. Some items may still require tagging. Please look for informational ads posted on our website and in the Ludington Daily News, or call the Township Offices for more information.

**LEAF REMOVAL:** Curbside leaf collection is provided by the Township at no additional cost to residents. Leaves are collected the beginning of May through Memorial Day, 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 also offered for \$45.00 per calendar year. Brush should be neatly stacked along the roadside, cut ends towards the road. 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.