

# Watertown Charter Township

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Fall 2009

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Office Hours  
Monday-Friday  
9:00 am-5:00 pm

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**Supervisor's Department**  
**Deb Adams, Township Supervisor Jennifer Tubbs, Township Manager**  
**Donna Case, Administrative Assistant**

### Good Township News Continues!

Watertown Township received its completed audit in May which demonstrated the continued sound financial management of the township. Layoffs, cuts in services and declining revenues have become the norm in the current economic times. Watertown Township is not immune to the effects of these tough times, but is positioned to continue services despite the challenges.

The Michigan Department of Transportation has suspended some maintenance programs due to budget shortfalls. You may have noticed that road right-of-ways are not mowed like usual and that animal debris is not removed from roadways like it was before. In addition, less money has been allocated to the county road commissions for their maintenance programs. Watertown Township intends to continue all township road maintenance programs as scheduled.

The uncertain times and the impact they may have on operating revenues for the future has led to the township to begin developing a 5 year fiscal forecast. This process will allow the township to ensure financial viability by recognizing how current decisions can impact future budgets and to quantify the effects of the continued loss of revenue from state revenue sharing and declining property values. Rest assured that in these turbulent government times Watertown Township is continuing a steady and stable approach to government.

### Road News

You may have already noticed the road maintenance throughout the township. Seal-coating is being done on Herbison Road from 1/2 mile west of Airport Road and Clark Road from Wacousta Road to Francis Rd. Graveling is being done on State Road from Lowell to Grove Road, Clark Road from Bauer to Wacousta Road and State Road from Grove Road to Airport Road.

The Township is trying a new process called microsurfacing. Staff has worked with the Clinton County Road Commission on developing new processes for the maintenance of township roads. It was this same collaboration that led to the successful chloriding program.

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Micro surfacing is the process by which the road surface is covered with a liquid asphalt substance that fills in the cracks of the road leaving a smooth surface that looks new. Not unlike sealing a driveway. The process is a bit more expensive up front, but it lasts several years longer than the overbanding alternative and eliminates the mess and nuisance of the stones. Microsurfacing is being done in the Westwinds and Bunker Hill subdivisions.

The speed limit on Grand River Avenue is being changed between Franette and Felton. Per the Michigan Department of Transportation the speed limit will be increased from 45mph to 55mph.

**Dump Your Junk Day**

Once again the annual Dump Your Junk day proved to be highly popular with Township residents. The Township services more than 200 cars at this community accepted event and residents were able to rid their homes of materials not normally taken by refuse haulers such as tires, old TVs, major appliances and other waste.

Contributing to the success of this event were the volunteer services of residents, Board Members and Township employees who gave their time on a Saturday. Also, special thanks to the Granger Landfill for their generous participation along with Padnos Steel Company, J&J Appliance and Firestone Tire Company for their recycling participation.

The Township disposed of over 300 cubic yards of bulky waste and an additional 9 yards of cubic waste was sent directly to the landfill. Residents can look forward to this annual event again in May, 2010.

**Treasurer's Department**  
**Janice Thelen, Treasurer    Amy Kinney, Treasurer Assistant**

**Have you ever wondered** about the information stored in your 16 digit property tax ID number? The first two numbers represent the county that you live in; Clinton County's ID number is 19. All parcels and personal property in Clinton County will have a tax ID number that begins with 19. Please make sure that your auto and recreation vehicle registration include the proper county code to ensure that Clinton County receives the correct amount of road improvement funds.

Following the county code is the municipality code; Watertown's municipality code is 150.

Following the county code and municipality code is the section code, followed by the ¼ section code, followed by the parcel or lot number within the ¼ section. The last remaining two numbers identify if the parcel is an original parcel, a split from a larger parcel or maybe even a combination of smaller parcels into a larger parcel. Generally, a section is a square mile, containing 640 acres of land and a ¼ section would contain 160 acres of land.

Each parcel of land, within every municipality, of every county in the State of Michigan will have its own unique identification number, no two are the same!

**Where do I live?** Because townships generally cover 36 square miles of land, it is not uncommon for them to contain more than one school district and postal delivery address. Many residents of townships assume that they live in their school district or in the community where their mail is delivered. Not so! Watertown Charter Township is the home to five school districts, Grand Ledge, Lansing, Waverly, DeWitt and St. Johns! It is possible to live in one school district and have your mail delivered to another school district. For example, you may live in the DeWitt school district and yet your mailing address is St. Johns or Lansing. Or, you may live in the Grand Ledge School district with a mailing address of Eagle or DeWitt.

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To further complicate this question, there are three Watertown Townships in the State of Michigan. One located in Clinton County, another in Sanilac County and yet another in Tuscola County. To answer the question "Where do I live?" simple, you live in Watertown Charter Township, Clinton County, Michigan!

**Congratulations** to the residents of Rosewood Hills and Lakeside Preserve subdivisions, on May 1, 2009, on your behalf the Treasurer's Department made your last water bond payment. In 2000, the developers of Rosewood Hills and Lakeside Preserve subdivisions partnered with Watertown Charter Township to provide public water and waste water to their respective developments. The township bonded for \$275,000, to cover the cost of installation of public water. Through your annual winter tax statement, or at the time of purchase of your lot or new home, you have provided funds to cover the bi-annual bond payments. Congratulations and enjoy your debt free water system.

**Residents, who find themselves with a mortgage higher** than the current value of their homes, preventing them from taking advantage of an opportunity to refinance to a lower interest rate, may find help from the Obama Administration's recently introduced Comprehensive Financial Stability Plan. To find out if you qualify, visit [www.makinghomeaffordable.gov](http://www.makinghomeaffordable.gov). Follow the prompts to determine if you qualify for a reduction in your mortgage due to the decreased value of your home. If you do not have online access with a computer, contact your escrow provider for further information and assistance.

**Summer 2009 property tax statements** were mailed on June 26<sup>th</sup>. If you have not received your property tax statement, please contact the Treasurer's Department at 517-626-6593, ext 206 or ext 205.

**Planning and Zoning Department**  
**Andrea Polverento, Planning Director    Amy Kinney, Planning Assistant**

### **Tips for staying safe when flooding threatens**

Source: Flood News for Michigan Floodplain Managers, A Newsletter of the Land and Water Management Division, Michigan Department of Environmental Quality, 2009, 1<sup>st</sup> Edition. [www.michigan.gov/deg](http://www.michigan.gov/deg)

#### **Before it floods:**

This spring and summer have brought a lot of rainfall to the area. We have heard many concerns about flooding and wet basements as a result. The following is important information about how to protect yourself from flood related issues.

Before a flood occurs, it is a good idea to make an itemized list of personal property, including photographing the interior and exterior of your home, garage and any other buildings. Store this list and photos with your other important documents, and give a set to a friend or family member, or store an extra set in a safe deposit box.

Protecting your home and personal property from flooding before it happens is also important. Many people assume that their homeowners insurance provides coverage if their basement floods, or worse. This is NOT the case. Flood damage is excluded from nearly all homeowners policies. Separate flood insurance must be purchased, and can be bought from most property/casualty insurance agents. Flood coverage can be purchased for both homes and businesses, and separate coverage must be purchased for the building and its contents. You do not need to live in a "floodplain" to get flood insurance. Watertown Township is a participating community with the National Flood Insurance Program.

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Remember that coverage from water backup in basements is often excluded from flood insurance, but can often be obtained by purchasing an endorsement from your insurance agent or company.

There are many steps you can take to minimize losses from water that may back up in your basement:

- Never store perishables or valuables in basements that you can't afford to lose or replace;
- Do not store any items near basement drains
- Install gutters and make sure downspouts are extended away from the foundation
- Keep gutters clean and free of debris;
- Use shelving to store items several inches above the potential water level;
- Raise electrical system components, including wiring, fuse and circuit boxes to at least one foot above the base flood elevation\*;
- Place washers and dryers on cinder blocks;
- Add a sump pump to your basement if you don't already have one;
- Cut drywall so that it is one half to one inch off the floor - concrete floors commonly absorb ground moisture especially in the winter months. The moisture can wick up wallboard if it is touching the floor, allowing mold to grow out of sight within the walls. You can hide the gap with wood or rubberized trim.

**During a flood:**

If flooding is occurring, remember that just **SIX INCHES** of fast moving floodwaters can knock you off your feet, and **TWO FEET** of water is enough to float most of today's vehicles. Never try to swim, walk or drive through swift moving water. If you are in a car and water starts rising, get out if you can and move to higher ground. Floodwaters kill more people each year than many other types of natural disasters combined, and most people die when driving or walking on roads or bridges that are covered with water. Remember this mantra: **Turn Around, Don't Drown!**

**Common misconceptions:**

The most common misconception about flooding is regarding 10-or 100-year floods. Even seasoned weather professionals (our local weather forecasters included!) misuse these terms. They are NOT a reference to how often these flood events occur.

Describing large flooding events is like playing the odds. What is called a "100-year flood," is actually a flooding event that has only a 1-in-100 chance of happening **in any year**. It should be more accurately described as a "one-percent chance flood." The same is true for other flood events:

Common Terminology	Odds of occurring in any year	More Accurate Terminology
10-year flood	1 in 10	10-percent chance flood
50-year flood	1 in 50	2-percent chance flood
100-year flood	1 in 100	1-percent chance flood
500-year flood	1 in 500	0.2-percent chance flood

Do not think that a 100-year flood can't happen two years in a row, or twice in one year. It's unlikely, but certainly possible. It's not smart to cancel your flood insurance if there's a "100-year flood," thinking that you have 99 years before it will happen again. That's simply not the case.

For more information about flooding, check out the Michigan Department of Environmental Quality web site at [www.michigan.gov/deg](http://www.michigan.gov/deg), or visit the Planning, Zoning, and Building section the Township web site at [www.twp.watertown.mi.us](http://www.twp.watertown.mi.us).

*\*Base flood elevation: The elevation shown on Flood Insurance Rate Maps (FIRMs) that indicates the water-surface elevation resulting from a flood that has a 1 percent chance of equaling or exceeding that level in any given year.*

**Planning Commission Update Ronald V. Overton,  
Planning Commissioner and Master Gardener**

On July 22, the Planning Commission conducted a Public Hearing on our new Master Plan DRAFT. We received some excellent comments, questions and suggestions. In addition to those who attended, we received written comments from Delta Township, SCCMUA and the Tri-Country Regional Planning Commission. These comments were also excellent and thoughtful. In general, everyone has been impressed with the DRAFT of our new Master Plan. If you wish to read the DRAFT, it is available at the link below or you can stop by the Planning & Zoning Office to review a copy.

<http://www.birchlerarroyo.com/Clients/watertown.htm>

If you recall, state law requires us to update our Master Plan every five years. We were fortunate to have had a good plan to work from. In addition, our consultant, Birchler Arroyo Associates, has been exceptional. Last, and perhaps most important, the input we received from our citizens last year at our Visioning Session was critical and instrumental in helping us write a good plan. At our regular meeting on August 5, we will discuss all the comments we have received and decide upon what, if any, changes are needed in order to finalize the Plan.

In other business, the Planning Commission will be conducting an Open House next month to discuss zoning regulations for wind turbines. Wind turbines come in many shapes, sizes and types, and different regulations are necessary for small and large scale projects. The Planning Commission has been reviewing how other communities in the area have begun to regulate these types of structures, and is interested in public input on how best to proceed.

We have already had businesses and residents express interest in erecting wind turbines and presently our Zoning Ordinance does not provide for them in any capacity. We need to hear from the citizens to determine how and in what way to regulate them. The open house will take place at the Township Hall on **Wednesday, August 19, 2009 at 7:00 pm.** All are welcome to attend, no RSVP is necessary. We welcome you to forward this information on to other interested parties.

If you cannot attend the meeting, but have comments you would like to share, you may submit them in writing to the Planning and Zoning Department by mail to 12803 S. Wacousta Road, Grand Ledge, MI, 48837, or by email to Andrea Polverento, Planning Director, at [apolverento@watertowntownship.com](mailto:apolverento@watertowntownship.com).

### 2009 Citizen of the Year!

The Board of Trustees is proud to announce the second Annual Citizen of the Year Award was presented to Gloria Miller.

Gloria is a lifelong resident of Watertown Charter Township and has made many sacrifices on behalf of the community-willingly and unselfishly. Her work with the Groundwater Management Board shows her commitment to helping the environment and her concern for the future of our natural resources and her volunteer work for the Adopt-A-Highway for many years. Placing her farm in conservancy displays the depth of her personal commitment to nature and its importance to future generations.



As founder of the Friends of the Looking Glass River, she is steadfast in her endeavors to save the natural waterways for recreation and a source for years to come. Gloria is a retired schoolteacher and served on the Watertown Charter Township Board of Trustees for many years. Our congratulations go to Gloria Miller as the Citizen of the Year 2009.

## Looking Glass Regional Fire Authority News Firefighter/Paramedic Tim Baker

The dog days of summer are upon us, even though the weather has not felt like summer. The Looking Glass Regional Fire Authority has been hard at work. During the spring/summer/fall months the staff is updating pre-fire plans for all commercial buildings in the response area. This program serves the purpose of letting fire department personnel know of any hazards they may encounter if an incident were to occur at any of these locations. It also gets us out into the community to interact with the business owners and community. This lets us give you the piece of mind of the capabilities of your Fire/EMS responders. If we did not visit your commercial facility by October please contact the fire department to request a visit.

As of July 21, 2009 the department has responded to 72 fire and 204 EMS calls. As a reminder, if you are in need of the fire department for an emergency, call 9-1-1. Use 9-1-1 also if you are having a medical emergency. The department is staffed with Advanced Life Support and is capable of providing the same medical treatment that any ambulance would that transports to the hospital.

Your fire department staff has also been very busy with maintaining their skills to be able to provide you with the best possible service. We have had training on Hybrid vehicles, helicopter landings, medical emergencies, fire fighting skills, leadership, and personal development. The success of the department is based on its ability to provide the best possible service to the community and we do this by continuously training and adding to our skills and team work. **Below is a short list of actions which can be taken allowing us to maintain our fast response time:**

1. Have large easily seen address numbers on your home that can be seen from the street or clearly marked at the street on your mailbox.
2. Keep fire hydrants clear of tall grass, brush or snow.
3. Turn on outside lights to help us identify homes quickly when possible.
4. Have someone wait at the end of the driveway to signal approaching emergency vehicles.

**Remain on the telephone with the 911 dispatcher**

### Rentals of Parks, Pavilions and the Wallace F. Watt Community Center

If you have a family get-together planned and would like to have some built-in activity areas, renting a park pavilion offers plenty of room to play games of all kinds. There are ball fields available and play equipment for the younger kids. Each pavilion has electricity and grills. There are still some dates available in August and September. The rates are \$35.00 for a partial day (10:00 a.m.-3:00 p.m. or 4:00 p.m.-dusk) or \$55.00 for a full day (10:00 a.m.-dusk). In addition to the rental fee, there is a \$50.00 refundable deposit. Call Carol at 517 626-6593 ext. 203. The Township also rents the Wallace F. Watt Community Center (gym) for parties, reunions, birthdays, etc. The rates are \$85.00 for a partial day (8:00 a.m.-4:00 p.m. or 4:00 p.m.-midnight) and \$210.00 for a full day (8:00 a.m.-midnight). A Saturday rental requires a full day rental. In addition to the rental fee, there is a refundable deposit of \$150.00. Please call Carol at 517 626-6593 ext. 203.



### **Fitness 4 You Aerobics by Jerry McNeilly**

Summer is here and we have paused to celebrate it! Here are a few things to think about when fall comes. If you are diabetic or pre-diabetic, you know that exercise is usually recommended to help control it. Those with rheumatoid arthritis can often maintain or increase their flexibility and range of motion with regular exercise. If your doctor described you as being a "couch potato", you might consider trying our aerobic exercise class (we have no couches!). If you have been advised to do weight bearing exercise to help maintain bone density, try our class. Classes will resume in the fall after all the kids are back in school, and the camping is over. Watch this newsletter for the schedule. If you would like more information, or would like to be added to our mail notification list, call Jerry McNeilly at 627-9570. Remember: You can try the class free until you decide if it fits your needs or not.

**Grand Ledge Public Library By: Ruth Thompson**

The Grand Ledge Area District Library had a very dynamic summer filled with activity. We began with the Wacousta Summer Celebration Days at the Wacousta Branch Library. Nat Fellows of Boy Scout Troop 70 of Wacousta completed his community service requirement for his Reading Merit Badge. Youth Services provided color pages, summer programming information and a craft table. Many egg carton and pipe cleaner flower bouquets were arranged while Boy Scout Nat Fellows mixed homemade play dough for distribution. It was a busy two days filled with sunshine and fun.

The reading program began June 8th. The theme for preschool through high school was all about fine arts. We had a record of 178 registered participants on the first day. Three of the programs offered this summer were also filled the very first day. The main library and Wacousta Branch were filled with laughter and voices as the participants went through each building looking for that special book.

We had a successful summer reading kick-off with a visit from children's author Janet Sinke. She captivated her audience with the reading of "Priscilla McDoodlenut Doodle Mcmae Asks Why?" She was able to incorporate her life story into this book and help children and adults alike learn a lesson in accepting people who are different from one another.

The second week of the program we had Natalie Simpson from JubalArts Dance & Music Studio who provided a three-day mini-dance workshop. Natalie is an enthusiastic instructor that makes you want to dance. The energizing programs she offered were Creative Dance to preschoolers and two sessions of Hip Hop for elementary and teen groups. The adorable preschool children learned some introductory moves in basic Creative Dance. Proud parents enjoyed watching and photographing their child. The elementary students filled the library meeting room with Hip Hop dance steps that were amazing. This group enjoyed the new dance steps. The teen group learned more advanced Hip Hop moves that were exhausting to watch. The Hip Hop sessions gave the participants a three day aerobic workout. All the students had a super time as they participated in the workshops.

On Monday, June 22, the Ann Arbor Hands-On Museum provided an excellent presentation of "Drawing with Nature." The instructor introduced drawing techniques and concepts to the students. A favorite activity was called "Scribble." The students looked at a photograph and were given a short time frame to complete their depiction of the photograph that was presented. It was a very fun activity. Once these techniques were demonstrated, the instructor brought out a Skink, which is a type of lizard. Every student had a unique view and applied their new knowledge to their artistic drawings. The teen group was also given the opportunity to draw a Kenyan Sand Boa. This was a very interesting activity. The class also learned about the importance of the reptiles as they sketched them.

The fine arts theme continued with three Monday programs in July. Arlene Bragg from Ledge Craft Lane brought her knowledge of teaching to a children's art class in the library meeting room. She presented some painting concepts and talked about warm colors. The paintings were all about making a sun. The children all took a paper plate and traced a large circle. There were many sample paintings to use as a guide or idea. It brought out their "sunny" dispositions and revealed much talent in the children of Grand Ledge! For several weeks a few of the art projects were displayed in the children's area at the main library.

A fun time was spent on Monday, July 13, with Ruth Thompson from Youth Services at the Grand Ledge Library. There were three stations available for the students. We covered project art and process art.

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Participants made a craft project, painted freestyle and kneaded homemade play dough. The students also gained a new appreciation for kneading play dough as they mixed in the food coloring. Everyone also had the opportunity to make a streamer with ribbon tied to a shower curtain ring. While they enjoyed all these activities, the play dough was a very fun project.

Arlene Telesz from the Grand Ledge Library introduced the nine-patch quilt pattern. She provided a four-patch and a nine patch paper craft project to introduce the basic steps of making a quilt. Arlene talked about the history of quilt making and how quilting has changed over the years. She provided many different quilt samples for participants to look at and touch. It was a wonderful opportunity to introduce this craft as Arlene shared her love and knowledge of quilting with this group.

The Summer Reading Program was a huge success. This year's format with programs almost every week brought in excited children who experienced something different in fine arts. Our final program was with Larry Howland and his puppets. From preschoolers to high school-age students, hours of fun were spent reading books and earning awards. All the fun programming concluded with cake and refreshments celebrating the end of this summer's program.

### **DeWitt Public Library Changes Library Hours**

DEWITT, MI. – As a result of anticipated revenue shortfalls the DeWitt Public Library Board of Trustees approved a reduction in hours at both the Main Library and the Satellite Library. Wayne Summers, library board president commented, "While we regret having to cut the hours of operation, the Board feels strongly that we'd rather make some cuts in hours to deal with our current economic situation rather than scale back on the quality of service our patrons have come to expect." The new hours went into effect July 1, 2009 and are as follows:

#### **Main Library – 13101 Schavey Rd. in DeWitt**

Monday-Thursday 10-8:30 pm  
 Friday 1-7 pm  
 Saturday 10-4 pm  
 Sunday 1-4 pm Labor Day to Memorial Day

#### **Satellite Library-16101 Brook Rd. in Lansing**

Tuesday, Wednesday and Thursday 2-5 p.m.  
 Saturday 10-2 p.m.

You can now receive updates on library events and news through Twitter and Facebook. DPL's tweets can be viewed at [http://twitter.com/DeWitt\\_Library](http://twitter.com/DeWitt_Library). Facebook users can fan the DeWitt Public Library to receive status updates.

**Clinton County Waste Management  
 Cara Clore, Clinton County Waste Management Coordinator**

For residents already thinking about fall projects, Clinton County has scheduled a Clean Community Event for Saturday September 19, 2009 from 8:00 a.m. to 2:00 p.m. in DeWitt Township. Materials collected at the event include household hazardous waste (such as used motor oil, antifreeze, paint products, lawn chemicals and unwanted medications), electronic waste (TVs, computers, etc.), scrap metal, Freon-containing appliances (refrigerators, air conditioners, freezers, etc.), bulky waste/trash and yard waste, tires, reusable household items, and linens and textiles for recycling.

All items are accepted free of charge except bulky items and trash which are \$10 per cubic yard of material, Freon-appliances \$10 each, tires \$1 each, and up to two electronic waste items can be dropped of for free but a \$5 charge is assessed per item thereafter. Volunteers are needed to help check in residents and unload materials from cars.

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Rewards include free disposal services at the event, and the satisfaction of contributing to the greater Clinton County community. Volunteer shifts are approximately three hours long but can be modified to meet individual needs. For more information or to schedule an appointment please call, go online or send an email: 989-224-5186, [www.clinton-county.org/waste/currentevents.htm](http://www.clinton-county.org/waste/currentevents.htm) or [waste@clinton-county.org](mailto:waste@clinton-county.org).

**Sheriff's Report**  
**Deputy Sharon Worthington**

Hope all of you are having a safe summer. I have just a couple of things I would like to mention .

We have had some B&E's at various times in the south half of the county. One group was apprehended (juveniles), but there seem to be several "groups" around. Most are kicking in doors and going in to get money, electronics, and what ever they can get rid of quickly. We have been receiving good descriptions and our detectives along with surrounding agencies are actively working these cases. Sadly, I am sure with the state of the economy, we will continue to have more of these cases.

Lately we have been getting many calls about target shooting. You must be at least 450 feet from the nearest house (unless given permission from the resident). You need a backstop of some type to shoot into; this could be a mound of dirt, woodpile, etc...

Cannot shoot after sunset. There is no restriction on the type of weapon being used. However, always be aware of your surroundings and know your backstop, and where you are shooting! Obviously the type of ammo being used will affect the distance the projectiles travel. If a round were to hit a home, vehicle, or a person the shooter could face serious charges. Please be considerate of your neighbors.

We recently had a rash of credit/debit card frauds. The victims had all made transactions at area Wal-marts. Victims found charges on their cards made in the Louisiana area. We are working with the security division at Wal-mart but have not yet been able to find out how the cards were compromised. Just make sure when using your cards you always keep it in your sight and make sure you get your own card back.

Our department provided information to Macomb County Sheriff's Office about a person sending pornographic video of himself to a person he thought was a 14 year old girl, actually an undercover officer. The man was arrested when he arranged to meet " the girl" in person. Parents, please make sure you know what your kids are doing on the Internet, and communicate with your children about this type of crime.

I need to remind all the groups to check your "neighborhood watch" signs. The road commission has provided me a list of all the signs that are bad and need to be replaced. At some point they will remove the ones that are in bad shape. In the past group members usually contributed \$5 to provide the signs in their areas. I believe the signs are around \$40.00-\$50.00, and the road commission will install them for us.

**The 2007 Clinton County Plat Book**, distributed by the Clinton County 4-H Council, is available at the Watertown Charter Township Treasurer's Office, providing a wealth of information for only \$25.00. The plat book provides general information about land descriptions, a county highway map, a map of county school districts, location of golf courses within the Clinton County borders and a list of Clinton County 4- H clubs and location. Included within the Plat Book are maps of Clinton County cities and villages, an owner index and a road index. Stop in a pick up yours today!

RESIDENT  
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GRAND LEDGE, MI 48837

OFFICE CONTACTS  
Main Office 626-6593

**SUPERVISOR**

Deborah Adams (Home) 626-2273  
[dadams@wsbyc.com](mailto:dadams@wsbyc.com)

**TRUSTEES**

John Maahs (Home) 669-5698  
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Dale Westrick (Home) 626-2256  
[dale.trustee@yahoo.com](mailto:dale.trustee@yahoo.com)

**TOWNSHIP MANAGER**

**EXT. #207**

Jennifer Tubbs, Township Manager  
Donna Case, Administrative Assistant  
[JTubbs@watertowntownship.com](mailto:JTubbs@watertowntownship.com)  
[dcase@watertowntownship.com](mailto:dcase@watertowntownship.com)

Questions concerning Special Assessments; Sewers; Roads; Non-Zoning Ordinance enforcement; Sewer and Water Permits

**OFFICE OF THE TREASURER**

**EXT. #206**

Janice Thelen, Treasurer  
Amy Kinney, Treasurer Assistant  
[Jthelen@watertowntownship.com](mailto:Jthelen@watertowntownship.com)  
[Akinney@watertowntownship.com](mailto:Akinney@watertowntownship.com)

Questions concerning Tax Bills; Special Assessments

**PLANNING AND ZONING OFFICE**

**EXT. #205**

Andrea Polverento, Planning Director  
Amy Kinney, Planning and Zoning Assistant  
[apolverento@watertowntownship.com](mailto:apolverento@watertowntownship.com)  
[Akinney@watertowntownship.com](mailto:Akinney@watertowntownship.com)

Questions concerning Development/Building Permits; Zoning Requirements; Zoning Ordinance; Zoning Board of Appeals; Planning Commission; Basic Building/Zoning

**OFFICE OF THE CLERK**

**EXT. #201**

Melissa Freeman, Clerk  
Carol Brown, Deputy Clerk  
Mary Jo Kelley, Bookkeeper  
[mfreeman@watertowntownship.com](mailto:mfreeman@watertowntownship.com)  
[CBrown@watertowntownship.com](mailto:CBrown@watertowntownship.com)

Questions concerning the Cemetery; Freedom of Information; Elections; Voter Registration; Meeting Dates; Subscription Service; Records of the Township; Accounts Payable; Payroll

**CEMETERY**

Weekdays-626-6593 ext. 201  
Weekends- Melissa Freeman 517-719-6141  
Andy Case, Maintenance Supervisor/Sexton

**OFFICE OF THE ASSESSOR**

**EXT. #210**

Doug MacKenzie, Assessor  
[Dmackenzie@watertowntownship.com](mailto:Dmackenzie@watertowntownship.com)  
(Tuesday/Thursday and Friday)

Questions concerning Assessing; SEV's; Property Listings; Property Splits

**BUILDING DEPARTMENT**

Jeff Cranson, Building Inspector  
Phone (517)622-8822 Fax 622-8833

**LOOKING GLASS REGIONAL FIRE AUTHORITY**

(517) 627-9831 (517)627-9833  
FAX (517)627-9846

Chief Steve Fabiano

Questions concerning Fire Coverage Districts, Fire Permits

**NEWSLETTER COMMITTEE**

George Weitzel, Chair  
Ken Mitchell  
Janice Thelen  
Donna Case, Coordinator