

Frankenlust Township

2401 Delta Road, Bay City, MI 48706-9340

Bay County, Michigan

Ph: (989) 686-5300 Fax: (989) 686-5370

General e-mail: secretary@frankenlust.com

Website: frankenlust.org

Your Township Board Members are:

Ronald Campbell, Supervisor

Amy Stothard, Treasurer

Dee Ann LaPan, Clerk

James Begick, Trustee

Samuel Britton, Trustee



TO: ***New Residents***

Welcome to Frankenlust Township. Enclosed is information to help you become more familiar with our Township. We believe you will enjoy being a part of our community.

2401 Delta Road
Bay City, MI 48706-9340

Office (989) 686-5300
Fax (989) 686-5370

Office Hours:
8:30 a.m. – 4 p.m.
CLOSED FRIDAYS

Supervisor-Ronald Campbell
Treasurer-Amy Stothard
Clerk-Dee Ann Lapan
Trustee-James Begick
Trustee-Samuel Britton

Services

Building Permits
Notary Public
Property Taxes
Volunteer Fire Dept.

Voting Precinct 1

General Election Voting.
Bay City Public School Voting
And
Freeland School Voting

ST. JOHN'S LUTHERAN
CHURCH-AMELITH
1664 Amelith Road
Bay City, MI 48706



Consumers Energy
1-800-477-5050

Bay City Electric Dept.
894-8350

Cable
Charter Spectrum
(833) 267-6094

Garbage Pickup
Waste Management
1-866-797-9018
ID# 705-514-620-00

Bay Metro Transit
894-2900

Bay County Dept. of
Water and Sewer
684-3883



Bay County

Animal Control 894-0679

Bay-Arenac Mental Health
895-2300

Chamber of Commerce
893-4567

County Clerk 895-4280

County Treasurer 895-4285

Division on Aging 895-4100

Drain Commission 895-4290

Friend of the Court 895-4295

Health Department 895-4009

Human Services 895-2100

Library 893-9566

Mosquito Control 894-4555

Parks & Forestry 894-8329

POST OFFICES
Bay City 895-5555
Freeland 695-9381

Prosecuting Attorney
895-4185

Register of Deeds 895-4228

Road Commission 686-4610

Sec. of State 888-767-6424

74th District Court 895-4232

Veterans Services 895-4190

Bay City Public Schools
Administration

686-9700

Community Education
671-8190

Freeland Public Schools
695-5527



Emergency Numbers

~ 911 ~

Bay Co. Sheriffs Dept.
911

Administrative 895-4050

Michigan State Police
911

Administrative 684-2234

Bay Area Ambulance
911

Fire Department
911

Frankenlust Volunteer Fire
Dept.

Non-Emergency 686-5301

Bay Medical Center Hospital
894-3000

State Senator

26th District
Kevin Daley

Congressman

8th District
Kristen McDonald Rivet

State Representative

96th District
Timothy Beson

County Commissioner

5th District
Vaughn Begick

General Office Information

Township Board Meetings:



The Township Board meets on the second Tuesday of every month at 4:00 p.m. in the Township conference room. Meeting times are subject to change. Please check our website for meeting times. ***The public is encouraged to attend.***

Planning Commission Meetings:

The Planning Commission meets the third Wednesday of every month at 7:00 p.m. in the township hall conference room. If you would like to be placed on the agenda, please call our office and make your request at least 7 days in advance. ***The public is welcome to attend.***

Board of Review:

The BOR meets in March for residents to protest their property's assessed value. You will need to provide supportable evidence for your claim. The BOR also meets in July and December for mistakes of fact and clerical errors.

Zoning Board of Appeals:

The ZBA meets on the 3rd Wednesday of the month 1 hour before the Planning Comm. Meeting, on an as needed basis.



Burn Permits:

According to the State Law, if you live **within 1,400 feet of the City Limits**, you are **not allowed** to open burn. All

others please call the township office if you need to request a **Burn Permit**. Leave your name, the address where you are going to burn, the date you'd like to burn and a phone number where you can be reached.

OPEN BURNINGS are for **YARD WASTE ONLY**, no building materials or flammable substances are allowed. The fire must be done during daylight hours and attended by a competent person with an ample supply of water at all times. If the fire dept. receives a complaint, they will be dispatched and if there are any violations the fire shall be extinguished and a fine of \$500 or more may be issued. You can request a burn permit for up to 3 days. **There is no fee for this permit.**



Trash Pick-Up and Recycling

Guidelines:

Trash is picked up on Thursdays. All items are to be placed at the curb by 7:00 A.M. in Waste Management garbage containers.

Recycling is picked up every other Thursday. Must be put inside Waste Management recycling cart.

Yard Waste is picked up every Thursday from the first Thursday in April through the last Thursday in November. Yard waste is defined as leaves, grass clippings, plant debris, and brush that do not exceed two inches around. You need to place your yard waste in 30 gallon or less containers that are marked "Yard Waste" or paper



compost bags. Brush must be bundled in lengths no larger than 4 feet; also, they must be 24" or less in diameter and weigh less than 50 lbs.



If you have any large items such as a refrigerator, washing machine, or hot water tank that need to be disposed of, please call Waste Management ahead of time at 800-796-9696 so they can make special arrangements to pick them up. Remember to remove doors from refrigerators, freezers, and any locking chests for safety reasons. Freon must be removed before pick up. Carpet must be rolled into 4' sections and tied. Cardboard boxes need to be flattened and bundled into stacks. Twine can be used to bundle cardboard and should be no longer or wider than 3'.

The following items are NOT included in trash pick-ups:

Insecticides, 10 cent deposit bottles*, whole tires**, oil, gas, propane tanks, antifreeze, concrete, gravel, dirt, sod, rock, stones, stumps, any car parts, car batteries, non-refundable bottles, riding mowers, cement (even if attached to something), bricks, roofing shingles, paint cans with paint still in it, and similar items are also unacceptable.

*You can place bottles in recycling pick up.

**Tires cut in half will be picked up.



For proper disposal of all "HAZARDOUS MATERIALS" such as chemicals or paint, contact the Bay County Health Department's Environmental Health at (989)895-4006.

Bulk Water:



We offer bulk water on the south side of the township hall. The money machine takes 1's, 5's, 10's and 20's. It does not accept coins or give change. You will need to have a 2" hose and a 2" female coupler to access the water supply. We ask that you do not use containers or equipment that have been exposed to any chemicals.

Notary Services:

Notary services are available to our residents. Please call for available times.



Park Information:

Our park, which is located at the hall, is open from 6 a.m. to 10 p.m. We have a pavilion, grills, picnic tables and a playground. Outdoor bathrooms are available during the summer months. Please, no pets allowed.

The Nature Park and Twp. Park Pavilion can be reserved for events. A refundable \$25 cash deposit is required. The deposit is for cleanup. We ask that you clean up and remove all food and products with food on them. If you clean up the items you brought to the pavilion/park your deposit will be refunded. Deposit refunds must be picked up within 10 business days after the date of the event. If you do not clean up the things you brought to the park the deposit will be forfeited.

Township Newsletter:

Township newsletters are sent out with the summer and winter tax bills. The dates that our office is closed for holidays are listed in the newsletters. We do allow advertising. The price for a credit card size ad is \$25, for an ad the size of two credit cards is \$50.



Website:

www.frankenlust.org

Check out our website. It's full of township information.

All our board members are listed along with any of their available e-mail addresses. We have our approved township board minutes online. Our calendar shows meeting dates and when our office is closed. Whenever possible, if you click on a date, there might be more detailed information. We have forms available such as building, electrical, mechanical and plumbing permit applications. There are twp. fees, a Principal Residents Exemption form, site plan applications, etc. General information speaks of services available, information on trash pickup and pick-up dates. We now have our Zoning Ordinance on our website. We also have links to other useful websites. One is to the "BS&A" website which is a link for assessor information. Another link is to a Bay County website for "Property Tax Query" and to a State of

Michigan website called "Property Tax Estimator."

From the Volunteer Fire Department:

firedept@frankenlust.com



If you have a fire hydrant on or near your property, please keep the grass and snow clear around it.

We encourage everyone to purchase the reflective address numbers for your home. In the event of an emergency, these numbers are a tremendous help in finding you and your loved ones quicker and easier, especially at night.



If you or anyone you know is interested in joining the fire department, contact our Fire Chief, Bryan Kukla at (989) 686-5301.

FROM THE

TOWNSHIP STAFF

From the Supervisor:

Ronald Campbell

supervisor@frankenlust.com

My office hours are:

Tuesdays 9 a.m. – 12 p.m.

Thursdays 9 a.m. – 4 p.m.

From the Clerk:

Dee Ann LaPan

clerk@frankenlust.com

My office hours are:

Mondays 9 a.m. – 4 p.m.

Tuesdays 9 a.m. – 4 p.m.



If you haven't already **Registered to Vote** at the Secretary of State office, you can come in and register here at the township office. If you qualify, you can vote by absentee ballot. Call to inquire.

From the Treasurer:

Amy Stothard

treasurer@frankenlust.com

My office hours are:

Wednesdays 9 a.m. – 4 p.m.

Thursdays 9 a.m. – 4 p.m.

Property Taxes are mailed twice a year in our township. Summer taxes are mailed out on July 1st and due about September 14th. Winter taxes are mailed out December 1st and due about Feb 14th. If your taxes are in escrow, we recommend you send your mortgage company a copy of every tax bill you receive. If you need to defer taxes and you qualify, you can contact me during my regular office hours listed above.



Water Tap-In Fees are \$4,200 for **most** of the township. There are areas on South Euclid and on Stone Island Road where the water tap in fees are \$7,000. You can pay the entire amount at the time of your application, or you can pay half at that time and the other half will be applied to your winter tax bill over the next three years with interest.



From the Assessor:

Anissa Zaucha

assessor@frankenlust.com

My office hours are:

Thursdays 9 a.m. – 1 p.m.

Home assessments are based on what was on your property as of December 31st of the previous year. Tax assessments should be 50% of the true cash value of your parcel. Be sure to find out if you are eligible for the **“Homeowner’s Principal Residence Exemption,”** which would exempt you from the school operating taxes on your summer tax bill. You must own and occupy your home as your principal residence as of June 1st to qualify. If you have moved into a newly built home an Occupancy Permit from the building inspector is required to complete the Homestead Exemption form. If you are eligible, you can complete the Homestead Exemption Affidavit form and file it with the township.

From the Building Inspector:

Les Luptowski

adminasst@frankenlust.com

(989) 239-0360



If you are constructing a new home, check the setback requirements in the zoned district in which you plan to build. Be aware that the setbacks are measured from the survey stakes, located on your property. Please submit copies of all applicable permits, which are listed below. On that list are all of the township inspectors and their phone numbers.

"Items Needed to Obtain a Building Permit."

- 1.) A completed & approved Zoning Permit Application.
- 2.) A completed Building Permit Application.
- 3.) A complete set of working drawings and site sketch.
- 4.) Septic system permit (if applicable) from the Bay County Health Department, at 1200 Washington Ave. (989) 895-4001.
- 5.) Water Tap-In Fee (if applicable) from our Township office.
- 6.) Soil Erosion Permit from Bay County, Mike Rivard 895-4128
- 7.) Flood Plain Determination from the Dept. of Environmental Quality, (DEQ) 686-8025.
- 8.) Driveway Culvert Permit from the Bay County Road Commission (989) 686-4610.
- 9.) A check for the permit fee.

(For informational purposes see insert of Set Back Requirements)

From the Electrical Inspector:

Ken Kaczmarek

adminasst@frankenlust.com

(989) 239-6583



Either you or a licensed electrical contractor can request an electrical application at the township. If a contractor is completing the work, the following is needed when the application is submitted.

1. Completed electrical application.
2. A check for the application fees.
3. A copy of a current Masters License.
4. A copy of a current Contractor License.
5. A copy of a current Driver's License.
6. A completed Frankenlust Twp. Contractors Registration form.

There is NO CHARGE for registration. Contractors must register when their licenses expire.

7. Property Tax I.D. number.

Before calling for any final inspection, the Electrical, Mechanical and Plumbing must all be approved and final inspections completed.

From the Mechanical/Plumbing Inspector:

Tom Verellen

adminasst@frankenlust.com

(989) 246-4817



You can obtain Mechanical and Plumbing Permits directly from the township office. If you are using a contractor, please be sure they are licensed and insured.



From the Zoning Administrator:

Patrick Miller

zoning@frankenlust.com

Zoning Permits are required for most outdoor projects. Please pick one up at the Township Hall or on our website. If you have any questions please call the Township offices.

Checklist for Home Buyers or Sellers



- ☐ Fill out a "Change of Address" with the Post Office.
- ☐ Change mailing address on all publications. (Magazines, etc.)
- ☐ Change address on Driver's License.
- ☐ Change Voter Registration.
- ☐ Notify insurance companies, banks, credit cards including dept. store charge cards & gas charge cards.



- ☐ Utilities:
Sellers-call for a final reading and give forwarding address.
Buyers- call and have services entered in your name. Be sure to do both the same day so as not to interrupt services. (See local utility company names and phone numbers on page 2.)
- ☐ Complete a Homeowner's Principal Residence Exemption Affidavit form and/or the Request to Rescind Homeowner's Principal Residence Exemption form with the Township.



- ☐ **Call 911** from your home if it is a newly built home. Tell them it is a **NON-EMERGENCY CALL** and that you are calling to establish your phone number and address with their system