

# Frankenlust Township

Bay County, Michigan

2401 Delta Road, Bay City, MI 48706-9340

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

General e-mail address: [dag\\_contact@frankenlust.com](mailto:dag_contact@frankenlust.com)

Web Site Address: [frankenlust.com](http://frankenlust.com)

## Your Township Board Members are:

Ronald Campbell, Supervisor

Mary M. Revord, Treasurer

Deborah Fisher, Clerk

James Begick, Trustee

Samuel Britton, Trustee



TO: New Residents

Welcome to Frankenlust Township. Enclosed is information to help you to become more familiar with our Township. We believe your experience with us will be a pleasurable one.

**2401 Delta Road**  
**Bay City, MI 48706-9340**

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

Hall Hours: 8:30 a.m. – 4 p.m.  
*Monday, Tuesday, Thursday, Friday*  
**CLOSED WEDNESDAYS**

Supervisor-Ronald Campbell  
Treasurer-Mary M. Revord  
Clerk-Deborah Fisher  
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*

LFA Hall  
2323 Amelith Road  
Bay City, MI 48706



**Consumers Energy**  
1-800-477-5050

**Bay City Electric Dept.**  
894-8344

**Cable**  
*Charter Communications*  
(855) 757-7328

**Garbage Pickup**  
Waste Management  
1-800-796-9696

**Bay Metro Transit**  
894-0631

**Bay County Dept. of**  
**Water and Sewer**

684-3883



**Bay County**

Animal Control 894-0679

Bay-Arenac Mental Health  
894-3931

Chamber of Commerce  
893-4567

County Clerk 895-4280

County Treasurer 895-4285

Division on Aging 895-4100

Drain Commission 895-4290

Family Independence  
895-2100

Friend of the Court 895-4295

Health Department 895-4001

Library 894-2837

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

Secretary of State 894-4994

74<sup>th</sup> District Court 895-4232

Veterans Service Officer  
895-4190

**Bay City Public Schools**  
**Administration**

686-9700

**Community Education**

671-8190

**Bay City Times**

895-8551

**Emergency Numbers**

**~ 911 ~**

**Bay Co. Sheriffs Dept.**

**911**

Administrative 895-4050

**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**

31<sup>st</sup> District  
Mike Green

**Congressman**

5<sup>th</sup> District  
Daniel Kildee

**State Representative**

96<sup>th</sup> District  
Brian Elder

**County Commissioner**

5<sup>th</sup> District  
Tom Herek

## General Office Information

### **Township Board Meetings:**



The Township Board meets on the second Tuesday of every month at 7:00 p.m. in the Township Hall Conference Room. The public is encouraged to attend.

### **Planning Commission Meetings:**

The Planning Commission meets the third Wednesday of every month October thru March at 7:00 p.m. and April thru September at 8:00 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 3<sup>rd</sup> Wednesday of the month on an as needed basis one hour before the Planning Commission Meeting.



### **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 bags or garbage containers no larger than 32 gallons, or heavier than 60 lbs.

**Recycling** is picked up on your trash pick up day. (See Trash/Recycling Schedule)





**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 Kraft paper compost bags. “Yard Waste” stickers are available upon request at the township. Brush must be bundled in lengths no larger than 4 feet; also they must be 24” or less in diameter and weight 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 at 800-796-9696 ahead of time and tell them 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 it should be no longer or wider than 3’. Each property is allowed 2 automotive tires per week.

**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 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.

**Township Newsletter:**

Township newsletters are sent out with information and notices three times a year. 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 it is \$50.



**Web Site:**

[www.frankenlust.com](http://www.frankenlust.com)

Check out our web site. 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 on line. 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 and site plan applications, etc. General information speaks of services available,

information on trash pick up and pick up dates. We now have our Zoning Ordinance on our web site. And lastly, we have 3 links to other sites available. One is to the "BS&A" web site which is a link for assessor information. The second is to a Bay County web site for "Property Tax Query" and the third is to a State of Michigan web site called "Property Tax Estimator."

**From the Volunteer Fire Department:**

[fire\\_dept@frankenlust.com](mailto:fire_dept@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. The numbers can be purchased at either Begick Nursery or Putz Hardware.



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

FROM THE

**TOWNSHIP STAFF**

**From the Supervisor:**

**Ron Campbell**

[rwc\\_supervisor@frankenlust.com](mailto:rwc_supervisor@frankenlust.com)

My office hours are:

Tuesday 9 a.m. – 12 p.m.

Thursday 9 a.m. – 4 p.m.

**From the Clerk:**

**Deborah Fisher**

[daf\\_clerk@frankenlust.com](mailto:daf_clerk@frankenlust.com)

My office hours are:

Monday 9 a.m. – 4 p.m.

Friday 9 a.m. – 4 p.m.



If you haven't already **Registered to Vote** at the Secretary of State's 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:**

**Mary M. Revord**

[treasurer@frankenlust.com](mailto:treasurer@frankenlust.com)

My office hours are:

Tuesday 9 a.m. – 4 p.m.

Friday 9 a.m. – 4 p.m.

**Property Taxes** are mailed twice a year in our township. Summer taxes are mailed out on July 1<sup>st</sup> and due about September 14<sup>th</sup>. Winter taxes are mailed out December 1<sup>st</sup> and due about Feb 14<sup>th</sup>. 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. We currently offer dog and cat licenses between the first week in December through February 28<sup>th</sup>.



**Water Tap in Fees** are \$4,200 for most of the township. We now have an area 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:**

**Paul Arnold**

[pwa\\_assessor@frankenlust.com](mailto:pwa_assessor@frankenlust.com)

Home assessments are based on what was on your property as of December 31<sup>st</sup> 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 1<sup>st</sup> 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. I can be reached at the Township Office or at 662-6232.

**From the Building Inspector:**

**Richard Sabias**



[dag\\_contact@frankenlust.com](mailto:dag_contact@frankenlust.com)

Cell Ph: (989) 860-2219

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. I can be reached at my cell phone #860-2219 between 9 a.m. – 5 p.m..

**“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 Dept., 1200 Washington Ave. 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 686-4610.
- 9.) A check for the permit fee.  
*(For informational purposes see insert of Set Back Requirements)*

**From the Electrical Inspector:**

**Frank Bryden Jr.**



[dag\\_contact@frankenlust.com](mailto:dag_contact@frankenlust.com)

Ph: (989) 892-4746

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 every year.

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:

Dell Bedford





[dag\\_contact@frankenlust.com](mailto:dag_contact@frankenlust.com)

Ph: (989) 272-5108

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.



## Checklist For Home Buyers or Sellers

- Fill out a "Change of Address" with the Post Office. 
- Change address on all publications. (Magazines, TV Guide)
- Change address on Driver's License.
- Change Voter Registration.
- Notify insurance companies, banks, credit cards including dept. store charge cards & gas charge cards.
-  Notify newspaper where to quit or start delivery.



- 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.)



- Notify local and long distance phone services where to disconnect and connect.
- Complete Homeowner's Principal Residence Exemption Affidavit Form and/or the Request to Rescind Homeowner's Principal Residence Exemption Form with 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.