



**Emergency / Police Service  
Please Call  
911**



**2016**

**9773 Mt. Hope Road  
Munith, MI 49259**

***Main Office Hours***  
**Monday, Tuesday,  
Thursday & Friday**  
**9:00 am – 1:00 pm**  
**Wednesday 1:00-5:00pm**

**Burn Permits**

Burn Permits can be completed at our office.

- ❖ Burn Permits can be obtained, at no cost, Monday – Friday at our office during regular business hours, on our website, calling our main office number 596-8200, or by calling SAESA Fire at 851-7241.
- ❖ Burn Permits cannot be obtained on weekends.
- ❖ The burn permit must be dropped off to the office 1 day prior to burning for office personnel to approve.
- ❖ Burning can take place Monday – Sunday from dawn to dusk unless otherwise notified.
- ❖ ONLY yard debris can be burned.
- ❖ NO burning of construction material.



**“LISTENING TO  
RESIDENTS ~  
FOCUSING ON  
SOLUTIONS”**

<b>Office</b>	<b>517-596-8200</b>
<b>Clerks Office</b>	<b>517-596-8400</b>
<b>Treasurers Office</b>	<b>517-596-8300</b>
<b>Fax</b>	<b>517-596-8600</b>

## Some Changes in Waterloo

### Tax Information

We accept credit card payments at our office or by phone using Officialpayments.com

- ❖ By Phone 1-800-272-9829
- ❖ At our office
- ❖ Using the Official Payment website from home at
- ❖ www.Officialpayments.com
- ❖ Official Payments charges a convenience fee of 3 % with the use of credit/debit cards.

### Holiday Schedule

July 4, 2016 ~ July 4<sup>th</sup> Holiday

Sept. 5, 2016 ~ Labor Day

Oct. 10, 2014 ~ Columbus Day

Nov. 11, 2016 ~ Veteran's Day

Nov. 24-25, 2016 ~ Thanksgiving Holiday

Dec. 23-26, 2016 ~ Christmas Holiday

Dec. 30- Jan. 2, 2017 ~ New Year's Holiday's

Jan. 16, 2017 ~ Martin Luther King's Birthday

Feb. 20, 2017 ~ President's Day

Apr. 14, 2017 ~ Good Friday

May 29, 2017 ~ Memorial Day

### Hall Rental

Now that the new Township Hall is completed, it's available to Waterloo Township residents to rent for your events. Please contact the Township Clerk or our website for details, applications and fee schedule.

### Township Information

As you can see from the picture of the new Waterloo Township Hall, we have had a very busy, productive 2016. We moved into the front part of the building (Phase I) in the middle of December 2015. Since then, we have added the red building behind (Phase II). We were able to hold our first board meeting in the new larger hall on October 26 and had our first election in the hall on November 8<sup>th</sup>, 2016. We finally have our own permanent location back in Waterloo Township on a lovely piece of property. We feel very fortunate to have accomplished so much this year. A huge thank you to the Building/Planning Committee who gave so much time and effort to make all of this become a reality. You are welcome to come in any day during office hours and have a look around if you have not already done so.

We are pleased to welcome our new board members, but at the same time will miss the previous members of the board who contributed so much to make Waterloo Township a place to be proud of. Thank you Arlene Walz, Bill Richardson and Justin Parks for your dedication and everything you have done for all of us.

### Monthly Meetings

#### **Township Board –**

7:00pm Fourth Tuesday of the Month

#### **Planning Commission –**

7:00pm Third Tuesday of the Month

#### **Zoning Board of Appeals –**

January and July

7:00pm Third Thursday of the Month

## Waterloo Township Contact Information

### Township Board

**Supervisor** Office 596-8200

Doug Lance Cell 517-917-4575

Email: supervisor@waterlootwpmi.com

**Clerk** Office 596-8400

Janice Kitley Cell 517-231-7601

Email: clerk@waterlootwpmi.com

#### *Deputy Clerk*

Gary Kenyon

Email: deputyclerk@waterlootwpmi.com

**Treasurer** Office 596-8300

Wendy Walz

Email: wwalz@waterlootwpmi.com

#### *Deputy Treasurer*

Arlene Klosiewicz-Walz

#### **Trustee**

Lisa Morency

Email: lmorency@waterlootwpmi.com

#### **Trustee**

Joshua McAlister

Email: jmcAlister@waterlootwpmi.com

### Building Department

#### **Building Inspector / Code Official**

Charlie Barnum Phone: 517-936-6910

#### **Electrical Inspector**

Keith King Phone: 517-206-2070

#### **Plumbing/Mechanical Inspector**

Tim Basore Phone: 517-623-6257

#### **Zoning Administrator**

Rohn Tripp Cell: 517-206-7043

#### **Zoning Enforcement**

John Beck Cell: 1-517-937-8500

zoning@waterlootwpmi.com

Hours: Friday 9:00am – 11:00am

(Subject to change please call to confirm)

#### **Administrative Assistant / Building Clerk**

Carol LaCasse Office: 517-596-8200

Email: buildingdept@waterlootwpmi.com

#### **Assessor**

Heidi Roenicke Office: 517-596-8200

Email: assessor@waterlootwpmi.com

Office Hours

Friday 9:00am-12:00pm (subject to change please call to confirm)