

# **THE CHARTER TOWNSHIP OF GRAND BLANC GENERAL OFFICE WILL REMAIN CLOSED TO THE PUBLIC, until JUNE 1<sup>st</sup>, 2020**

**UPDATED May 8, 2020**

Pursuant to Governor Whitmer's Executive Order 2020-77 (5/7/2020) "Stay at Home, Stay Safe" (COVID-19), beginning at 8:00am Tuesday, March 24, 2020 and extended through May 28, 2020, the Grand Blanc Township General Office will be closed to the public. **Only those employees deemed essential to provide services necessary to sustain or protect life, and those that are necessary to conduct basic operations of the government should report to work.**

## **EMPLOYEES DEEMED ESSENTIAL TO OPERATIONS ARE AS FOLLOWS:**

- Police Department
  - All Sworn Law Enforcement Officers
  - Dispatch
  - Evidence Tech (limited)
  - Civilian Personnel (Admin. Asst. - limited)
- Fire Department
  - All Firefighters
- Department of Public Works
  - Director of Public Works
  - Assistant Director
  - Service Technicians (on-call)
  - Mechanics (on-call)
  - Clerical (limited on-call)
- Treasurer
  - Treasurer
  - Deputy Treasurer
  - Cashier (limited on-call)
- Clerk's Office
  - Clerk
  - Deputy Clerk
  - Election Workers
- Superintendent's Office
  - Superintendent
  - Human Resources
  - Administrative Assistant (limited)
- Finance
  - Finance Director
  - Senior Staff Accountant (limited)
  - Staff Accountant (limited)
- Parks and Recreation
  - Director
  - Assistant Director (limited)
  - Maintenance Supervisor

- Maintenance Technicians (F/T) (Seasonal - limited)
- Senior Center Coordinator
- Senior Center Transportation Driver
- Senior Center Janitorial (limited)
- Information Technology
  - Director
  - Information Systems Tech (limited)
- Township Board of Trustees
  - Supervisor
  - Trustees (limited)
- Building and Planning Department
  - Director
  - Clerical II (limited)
  - Building Inspectors (limited to call-in)

Service typically rendered in person at the Township Office will be handled as follows:

### **Payment of Utility Bills**

Payment of utility bills may be completed by the following methods:

1. Send payment via U.S. Mail
2. Pay online with a credit card through the Township website <https://www.twp.grand-blanc.mi.us/>
3. Deposit payment in the drop-box located next to the main entrance.
4. Deposit payment in the tan mailbox located in front of the main entrance.
5. **NOTE: DRIVE-UP WINDOW IS CLOSED UNTIL FURTHER NOTICE.**

### **Department of Public Works**

The Department of Public Works are considered critical infrastructure employees and as such are deemed essential to continued safe operations of the Townships water and wastewater utility systems. You may contact them to report concerns or emergencies.

Call 810-424-2640, after hours emergency call 810-424-2611.

### **Building Department**

Conducting business with the Grand Blanc Township Building Department will be accomplished as follows:

All building permit applications and permit fees must be submitted using one of the following methods:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [lloyd@twp.grand-blanc.mi.us](mailto:lloyd@twp.grand-blanc.mi.us). Questions? Call 810-424-2608.

The issuance of approved building permits will be done via email. Make sure a valid email address is provided with the permit application. Effective May 7<sup>th</sup>, construction may resume. Inspection line 810-424-2690.

### **Assessor's Office**

The filing of required documents with the Grand Blanc Township Assessor (Principal Residence Exemption, Property Transfer Affidavit, etc.) may be completed as follows:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [salvati@twp.grand-blanc.mi.us](mailto:salvati@twp.grand-blanc.mi.us).

Any other inquiries or requests may be directed to the Assessor's office at 810-424-2694

## **Planning & Zoning**

Planning Commission and Zoning Board of Appeals applications and/or communications may be submitted as follows:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.
3. Send via email to [lloyd@twp.grand-blanc.mi.us](mailto:lloyd@twp.grand-blanc.mi.us).

## **Police Department**

The Police Department is open and responding to calls for service except for the lobby which has been locked until the Executive Order is lifted. Please call 810-424-2611 for all non-emergency issues. In the event of an emergency, please call 911.

## **Fire Department**

The Fire Department is open and prepared to respond to all emergencies. Installation of smoke alarms and inspections are suspended until the lifting of the Executive Order. Please call 810-694-7211 for all non-emergency issues. In the event of an emergency, please call 911.

## **Parks and Recreation**

Creasey Bicentennial Park is open for outdoor recreational pursuits, but please remember to follow social distancing requirements and the recommendations from the CDC at all times. Playgrounds, Pavilion Rentals, sports fields and courts are closed until the lifting of the Executive Order to prevent close contact during this pandemic. Recreational Programming has been suspended. P&R Director Patrick Linihan may be reached at [linihan@twp.grand-blanc.mi.us](mailto:linihan@twp.grand-blanc.mi.us) or 810-694-0101.

## **Superintendent's Office**

The Township Superintendent's Office is open and monitoring all day to day operations. If you have inquiries into Township Department service issues, complaints, or general operation concerns Dennis Liimatta may be reached at [Liimatta@twp.grand-blanc.mi.us](mailto:Liimatta@twp.grand-blanc.mi.us) or 810-424-2682.

## **Other**

Any other payments or documents not listed above, including Absent Voter Ballot Applications and Ballots may be sent via U.S. Mail or by depositing in the drop-box.

Thank you for your patience and understanding during this health emergency.

Any changes to operating procedures will be posted on the Grand Blanc Township website at <https://www.twp.grand-blanc.mi.us/>.