

ST. JOHNS CITY OFFICES

100 EAST STATE, SUITE 1100
P.O. BOX 477
ST. JOHNS, MI 48879

FAX: 989-224-2204
WEBSITE: www.csj@ci.saint-johns.mi.us
OFFICE HOURS: MON-FRI 8AM-5PM

VOTER REGISTRATION

New residents may register to vote at the Clerk's Office (in the City Offices) or at the Secretary of State's Office at Southpoint Mall. Notify the Clerk's Office with any name or address changes.

The City has three (3) polling places for its residents – former Swegles School at 401 S. Swegles, Wilson Center at 101 W. Cass and the Nazarene Church at 515 N. Lansing. Polls are open from 7 a.m. to 8 p.m. on election days.

Absentee ballots are available at the City Offices. The Saturday before an election is the last day to apply for absentee ballot by mail. The last day to vote an absentee ballot is 4 p.m. the day before the election at the Clerk's Office.

For questions or to verify your polling place, call the Clerk's Office at 989-224-8944 ext. 221 or 223 during regular business hours.

PARKING REGULATIONS

There is no parking allowed on any street between the hours of 1-6 a.m.

Parking is not permitted in a residential front yard, or in the street right-of-way (between sidewalk & curb). Do not block sidewalks with your vehicle.

Overnight parking may be permitted for special occasions. Contact 989-224-6721

BIKES & BLADES PROHIBITED DOWNTOWN

Bikes, skateboards, rollerblades & other coaster-wheeled devices are prohibited downtown including Veteran's Memorial.

RESIDENTIAL SERVICES INFORMATION



ST. JOHNS CITY OFFICES

The City of St. Johns is the Clinton County Seat, with a Commission/Manager form of government. Professional staff is available to serve during regular business hours. The City Commission meets the second and fourth Monday at 7:00 p.m. in the Courthouse Commission Boardroom, Suite 2200, 100 East State, St. Johns, MI. Please use the Cass Street entrance.

Phone: 989-224-8944



Please check the local cable access channel and the City's Website at www.ci.saint-johns.mi.us for additional information

BRIGGS PUBLIC LIBRARY

The Briggs Public Library is located at 108 East Railroad. Library hours are Monday through Thursday 9:30 a.m. to 8 p.m., Friday 9:30 a.m. to 7:00 p.m. and Saturday 9:30 a.m. to 5 p.m. (9:30 a.m. to 1 p.m. on Saturdays from Memorial Day to Labor Day). For convenience, a drop box is located on the front porch for use when the Library is not open.

Phone, please call 989-224-4702. Fax number is 989-224-1205.

The Library offers books, magazines and audio books. Videos may be rented for a small fee, and some videos are loaned for free. Internet access, newspapers, resources about local history and genealogy are available for use at the Library.

The Library offers a photocopier, fax machine, word processing equipment, a quiet study area and a meeting room for public use. Programs for adults, young adults and children are held at various times during the year. Please contact the Library for more information or for a schedule of events.

ZONING, BUILDING, UTILITY AND RIGHT-OF-WAY PERMITS

Most types of construction such as fences, decks, sheds, etc., require a permit in the City.

Residents desiring to connect to City utilities must obtain a utility permit and pay the fee prior to any work commencing.

Residents and private contractors are required to obtain a permit prior to doing any work in the street right-of-way. Examples include: sidewalk or driveway, removal/planting/trimming trees or utility service repairs.

Call MISS DIG prior to any digging to prevent hitting electrical, cable, phone or utility lines. A seventy-two (72) hour notice is required. Call MISS DIG at 1-800-482-7171.

AFTER HOURS EMERGENCIES

For night, weekend and holiday emergencies relating to sewer, water, drainage or street systems, call 989-224-9192.

SUMP PUMP DISCHARGES

Sump pump discharges cannot be connected to the sanitary sewer, but must be connected to the storm sewer where available.

SIGNAGE IN RIGHT-OF-WAY

Signage is not permitted in the area between the sidewalk & curb or where these improvements would be located if constructed. This includes real estate and political signs, employment & service opportunities, garage sale signs, etc. Utility Poles are located in the right-of-way area, which would prohibit signage affixed to the poles.

Contact the City Offices to advertise garage sales on the access channel.

JUNK VEHICLES

A vehicle must be currently licensed and in running condition or it is considered a junk vehicle subject to ticket and/or towing. Vehicles must be fully assembled, and vehicle parts (engines, tires, batteries, etc.) are not allowed to be openly stored. Partially assembled vehicles and parts must be stored in a wholly-enclosed structure such as a garage.

DRINKING WATER

Potable water in the City system is chlorinated. Phosphates are added to reduce problems caused by iron & rust. The City water system is reviewed annually by the Michigan Department of Environmental Quality. The City's water has always met State & national standards.

WASTEWATER TREATMENT

Sanitary sewage receives three-stage (tertiary) treatment at the wastewater treatment facility. The City received an EPA award in 1994 for excellence in operation and maintenance.

CITY OF ST. JOHNS SOLID WASTE PROGRAMS

YARD WASTE COLLECTION

The collection schedule for bagged yard waste is:

Monday – S of M-21 and W of US 27

Tuesday – N of M-21 & everything E of US 27

Yard waste, including grass clippings, yard & garden vegetation, small sticks and leaves, must be put in biodegradable kraft paper yard waste bags. Bags not to exceed 32 gallons or weigh more than 50 lbs.

Debris raked in the street or to the curb will NOT be picked up. All yard waste must be properly bagged and bags must not be overfilled or broken open.

The City will not pick up stumps, logs, construction debris, concrete, rocks, stones or animal waste.

GRASS/WEED HEIGHT

Grass and/or weeds cannot exceed a height of eight (8) inches under the weed control ordinance. After June 1st, the owner will be notified of the violation.

If the owner does not comply with the code, the City will contract to have the weeds cut and charge the owner with the actual expense plus overhead.

BURNING PERMIT INFO

Ordinance #388 bans outdoor burning of leaves and brush in the City. Outdoor burning may aggravate asthma and other respiratory ailments. Unattended burning piles are a greater risk in the close living quarters of the City.

Residential recreational fires (no leaves or trash) are permitted in the City if properly contained & supervised.

FREE COMPOST

Compost from the leaf and yard waste collections is given back to the City residents **FREE** of charge. Compost is great for your gardens and flower beds. Compost is usually available in the late fall months of each year. Watch for public service announcements on availability of your free compost.

BRUSH COLLECTION

Brush and branches from normal yard maintenance, placed curbside, will be collected on a monthly schedule by the City. The City is divided into four (4) sections and each section is scheduled for a week of collection. Please check the schedule and have your brush placed curbside by 7 a.m. the Monday of your collection week. If you miss your week, you'll have to wait until next month for pickup. Brush schedule:

North of M-21 and west of Clinton
- First full week of the month.

North of M-21 and east of Clinton -
Second week of the month.

South of M-21 and west of Clinton
- Third week of the month.

South of M-21 and east of Clinton -
Fourth week of the month.

Large root balls and stumps will not be collected by the City.

Entire trees or extensive trimming by a private contractor or resident/property owner do not fall under the City's brush program. Removal should be performed by the contractor or the resident.

No brush collection during the annual leaf collection. You may drop off your brush at the DPW compost site.

BACKYARD COMPOSTING

Backyard composters take note. Ordinance #401 regulates residential composting operations by requiring:

1. a ten (10) foot setback from structures and property lines.
2. that compost sites be in rear yards only.
3. compost facilities be constructed of wood, fencing, wooden or steel barrels. That size not exceed 4 x 6. Height not to exceed 4 feet.
4. the compost be turned with lime or other chemicals added as needed to be operated as a compost pile.
5. that the compost facility not be a source of odors; that there be no evidence of vermin; and no evidence of household refuse, trash or food waste in the facility.

USED TIRE COLLECTION

The City of St. Johns sponsors a Used Tire Collection service the Monday after the Annual Spring Cleanup. To utilize this service, residents will be required to have the used tires placed curbside no later than 7 a.m. on collection day.

The used tire disposal program is available to residents who pay the annual solid waste fee (residential dwellings 1-4 units) on their taxes. The program is limited to eight (8) tires per household, large truck and tractor tires are not accepted.

Please keep tires separated from the Spring Cleanup items, as the Spring Cleanup contractor will not collect tires.

The City will perform the service and will not collect tires prior to Spring Cleanup. If tires placed curbside by 7 a.m. on collection day are not picked up, please inform the DPW by calling 989-224-8944 ext. 229 or 236.

HOLIDAY REFUSE & RECYCLABLES COLLECTION

Household refuse and recyclables collection will be delayed by one day following these holidays (if said holiday falls on a weekday):

- | | |
|-------------------|----------------|
| *New Years Day | *Memorial Day |
| *Fourth of July | *Labor Day |
| *Thanksgiving Day | *Christmas Day |

ANNUAL LEAF COLLECTION

During the Annual Leaf Collection, the City asks that leaves be bagged using the Kraft brown paper yard waste bags. Leaves placed in plastic bags will not be picked up. Please place the Kraft bags curbside, not in the street. Burning of leaves in the City is prohibited. You may also take your leaves to the DPW compost site, loose or bagged.

CHRISTMAS TREE PICK UP

The City will collect your Christmas tree if placed curbside. Please remove ornamentation and plastic bags.



CITY OF ST. JOHNS SOLID WASTE PROGRAMS

HOUSEHOLD WASTE COLLECTION

The City provides weekly residential refuse disposal through one licensed hauler. For the health, safety and welfare of the community use of the green bag system is mandatory. Residents cannot contract with private haulers for residential collection (cart service). For the authorized residential hauler to pick up your household refuse, you are required to:

*Use the mint green City bags. The green bags are available by the package at: Kroger, Gill-roy's, Country Store, Sav-a-Lot & Walgreens. The Endzone Party Store, Country Store and the City Offices sells by the package and individual bags.

*Set properly bagged refuse at your regular curbside pickup site by 7 a.m. collection day. Place bags in plain view of the wastehauler, do not place behind trees or parked cars.

*Make sure the bags weigh no more than 50 lbs. each.

*Wrap broken glass in newspaper to prevent injuries. Do not put hot ashes in refuse bags.

*No yard waste is included in green bags. State law prohibits yard waste from going to the landfill.

*Make sure bag(s) and lined container(s) are not broken open before collection. The resident is responsible for scattered refuse prior to collection. A teaspoon of ammonia on the inside of each bag will keep animals away. Please do not put ammonia on the outside of the bag, for it may ultimately get on the workers' skin or in their eyes when they wipe the sweat from their brow.

***NOTE:** Open burning of trash is prohibited in the City.

RECYCLABLES

*Recyclables such as paper, corrugated cardboard, glass bottles and jars, steel and aluminum cans, and plastic bottles (#1 and #2 HDPE) will be collected weekly, if placed curbside by 7 a.m. on collection day (same day as green bag collection) in the recycle bin the City furnished to each unit when the program started.

*Put all fiber products in brown grocery bags. Fiber to include: newsprint, junkmail, glossies, phone books, catalogues and corrugated cardboard. Corrugated cardboard has a ruffle potato style layer between inside and outside layer. Cardboard boxes must be broken down and no larger than 2" x 2".

*Recycle only glass jar and beverage containers; remove lids, rings and caps. Rinse and remove all residue and place in recycle bin. Do **not** recycle light bulbs, plate glass, mirrors or ceramics.

*Recycle only tin, steel, or aluminum food or beverage containers. Rinse, remove lids & labels, flatten cans to save space and place in recycle bin.

Do **not** recycle scrap metal, paint cans, aerosol cans, automotive cans, aluminum plates, pie tins or aluminum foil.

*Recycle #1 & #2 plastic, all colors accepted. Milk, water, juice & laundry detergent jugs and butter tubs. Rinse and remove caps and rings and place in recycle bin. Do **not** recycle plastic bags, plastic bottles used for automotive products or hazardous materials.

***NOTE** - Do **not** put polystyrene foam in your recycle bin. Polystyrene foam may be taken anytime to the Lions Recycling Center at



the corner of East Steel and North Swegles Streets. Businesses are encouraged to use the Lions Recycling Center for their recyclables since the curbside recycling is only for the City's residential customers.

BULKY ITEMS/SPRING CLEAN UP

Bulk items will be picked only during the City's Annual Spring Cleanup program in May. The Annual City Spring Cleanup offers the opportunity to dispose of large, bulky items such as furniture, appliances, water heaters, mattresses, etc. Odd pieces of lumber will be taken if the pieces are not over four feet in length and neatly stacked and bundled. Carpeting must be bundled in lengths of less than six feet.

Please bag, box or bundle your items when possible. Limit said box, bag or bundle to 50 pounds in weight. The bagging, boxing or bundling of items will provide quicker, more efficient service. The weight limitation of 50 lbs. helps the safety factor for the contractor.

Items excluded from the Spring Cleanup include: household refuse or yard waste; automobile components; batteries; concrete; stumps; bricks, blocks or stones; dirt piles; building materials from major household repairs, alterations or new construction; demolition materials; drums; liquids and hazardous waste.

Latex paints will not be collected during the Spring Cleanup or as part of the home hazardous waste collection. Latex paints can be dried out (kitty litter or sawdust works well) and placed in the weekly household green bag for collection. It helps to set the paint mixed with drying agent out in the sun to speed up the drying process. Make sure paint is dry before placing in the green bag for collection.

During other times of the year, bulk items must be taken to or picked up by private contractors. City residents may dispose of unwanted appliances at Ovid Iron & Metal in Ovid.

HOME HAZARDOUS WASTE COLLECTION PROGRAM

Home Hazardous Waste Collection is offered by Clinton County during the month of April, please check local newspapers for schedules. Residents desiring to use the service will be required to schedule an appointment to drop off materials. Residents are encouraged to utilize this service to dispose of unwanted waste considered hazardous and not permitted to be placed with the weekly trash. These include: agricultural or lawn chemicals; solvents; paint thinners; strippers & removers; oil-based and spray paints (not latex); wood preservatives; adhesives; poisons and repellents; chemical household cleaners; automobile fluids; batteries of any type; fluorescent lights; PCB light ballasts; transformers; capacitors; electric lamps; kerosene; propane (cylinders and tanks); and any other type of known or unknown hazardous substances.

The following items cannot be accepted: explosives; radioactive materials (smoke detectors); ammunition. Latex paints are not considered hazardous waste and cannot be accepted. The program is available to Clinton County residents. Identification will be required at the drop-off site. No commercial waste will be accepted. No fee is assessed for this service.



CITY OF ST. JOHNS RESIDENTIAL SERVICES INFORMATION

GARAGE SALES ENCOURAGED PRIOR TO CLEANUP

In an effort to reduce the quantity of reusable items needlessly going to the landfill, area garage sales are encouraged. Other people's junk may be another's treasure. With landfill space at a premium, it is "ecologically correct" to recycle/reuse items that may otherwise go to the landfill.

Garage Sales are limited to two (2) per year per residence for not longer than seven days each.

If items do not find a new consumer to reuse them, place the items curbside for the annual cleanup. While curbside, a "picker" may find some items reusable. Attention Pickers! Please do not leave a mess after sorting through the piles looking for treasure. Be courteous and keep areas tidy.

NAME OR ADDRESS CHANGE INFO

A form needs to be completed and signed to authorize the change.

New and relocating residents should:

1) Notify the water department of name or address changes for water/sewer billings and to arrange for final meter readings. A fee must be paid prior to scheduling final readings and turn on/off.

Snowbirds - if you're gone for the winter, please contact the water department at 989-224-8944 ext. 282; to save questions later on unoccupied usage, especially if you had a turn-off.

2) Notify the City Treasurer for ownership and taxpayer changes. This includes mortgage company changes if you have an escrow account.

3) Notify the City Assessor upon purchase of a property. With Proposal A, there are several forms that need to be completed such as a Property Transfer Affidavit, Real Property Statement and Principal Residence Exemption Affidavit & Rescission. May 1st is the filing deadline to qualify for current year Principal Residence Exemption (formerly homestead exemption).

Water/sewer bills are due quarterly. Property taxes are due twice a year. The summer tax bill is payable on July 1st, due by August 14th without penalty. Winter tax bills are payable on December 1st, due by February 14th without penalty. Although the City collects for all the taxing units (county, schools, state), the City tax equates to 34% of the annual homestead tax and 22% of the non-homestead tax.

To save postage, a receipt for payment of your taxes will not be mailed unless you include a self-addressed stamped envelope with your tax payment. You also may stop by City Offices to pick up a copy of your paid receipt, at your convenience.

PARKS AND RECREATION

Enjoy the City's many parks. In addition to the City's Main Park at Morton and Park Streets, there are several other parks, located at: Kibbee/Traver, Wight/Oak, Swegles/Elm and Ottawa/Gibbs.

There are two tennis courts and a basketball court on Ottawa between Lewis and Gibbs. The Swegles/Elm and Kibbee/Traver parks contain small basketball courts. The Main Park contains a sledding hill, two outdoor ice rinks with warming houses, softball fields, sand volleyball court, hiking trails, Frisbee golf course, swimming pool, new regulation size basketball court and new

tennis courts, pavilions for picnics and get-togethers, numerous playground toys for the kids plus the Fantasy Forest. Four of the picnic pavilions can be reserved through the City Offices for reunions and parties, call for more information 989-224-8944 ext 221.

The City sponsors several different recreational programs throughout the year such as: Adult softball, volleyball, flag football, etc. Youth T-ball, softball leagues, roller hockey, etc. Plus swimming and tennis lessons. Call the City Offices for more information 989-224-8944 ext 227.

CITY REIMBURSES SIDEWALK REPLACEMENT

The City will reimburse property owners \$1.75 a square foot for sidewalk replacement and \$.70 a square foot for sidewalk sections raised. There is a \$100.00 reimbursement for converting previously unpaved driveway approaches to hard surface. Sidewalk & approach construction must meet City Construction Standards. Inspections are required.

Work performed without inspections will not be eligible for reimbursement. Please contact DPW Supervisor Steve Rademacher at 989-224-8944 ext. 229 for additional information.

KEEP SIDEWALKS & HYDRANTS CLEAR

City Code requires all snow and ice to be cleared from sidewalks within twelve (12) hours after precipitation ceases during daylight hours. When snow and ice occurs during nighttime hours, it must be cleared by 6 p.m. the following day. Be careful when removing or having snow removed from your drive. It is against the state statute to deposit snow, ice or slush in the street or on the shoulder of the road. A citation may be issued to individuals violating

this code (Motor Vehicle Code P.A. 82 of 1978, 257.677a). Please be courteous to your neighbors, do not push or blow your snow in to their yards.

Keep the area around fire hydrants clear of snow & ice so the fire department can access the hydrant during a fire emergency.

BICYCLE LICENSES

Bicycle licenses are available at the St. Johns Police Department for \$2.00 fee. If your bike has been previously licensed, bring your prior license number. If your bike has not been previously licensed, bring the make and model number to the police department. The Police Department is located at 109 East State Street in St. Johns.

DOG LICENSES

The Clinton County Treasurer's Office issues one and three year dog licenses. The license expiration date is the month your rabies vaccination expires. A renewal notice will be mailed thirty (30) days prior to expiration. To avoid delinquency, renewal must occur by the end of the month due. To purchase a three (3) year license, the rabies vaccination must be valid for the entire three years. All dogs four (4-6) months (depends on Vet, breed, size) and older are required by law to be licensed and vaccinated for rabies. Fees are as follows: One year license fee is \$15 for male/ female dogs, \$10 for spayed/neutered and 4-5 month old puppies. Three year license fee is \$40 for male/ female and \$25 for spayed/ neutered. Delinquent license fee is \$45 for the one year license. Upon issuance of a ticket, court costs of \$50 will also be incurred. Licenses are available by mail. Contact the County Treasurer's Office at 989-224-5280 for more information. Proof of up-to-date rabies vaccination and spaying/neutering is required.