

# **CITY OF CROSWELL**

100 N. HOWARD AVE  
CROSWELL, MICHIGAN 48422  
810-679-2299

## **GENERAL INFORMATION**

CITY OF CROSWELL  
GENERAL INFORMATION

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CITY SERVICES

Ambulance – Emergency .....	911
Office.....	679-2127
Building/Zoning Department - City Administrator .....	679-2299 - 101
City Administrator.....	679-2299 - 101
City Utility Billing Dept.....	679-2299
City Clerk .....	679-2299 - 103
City Treasurer .....	679-2299 - 104
City Assessor (Tuesday’s Only) .....	679-2299 - 105
Cemetery .....	679-2299 - 103
Dept. of Public Works (DPW).....	679-3158
Electric Department.....	679-2120
For after hours emergency assistance call the D.P.W. or Electric Dept. phone number and the after ours emergency number will be on the answering machine.	
Fire Department – Emergency.....	911
Office.....	679-2346
Library .....	679-3627
Police Department – Emergency .....	911
Office.....	679-2200
Wastewater Treatment Plant .....	679-2459

## CITY SERVICES (CONT.)

City Hall is open Monday through Friday 8:00 a.m. to 4:30 p.m., except holidays. There is a drop box on the front door for after hours payments.

The Dept. of Public Works and Electric Department are open Monday through Friday 7:00 a.m. to 3:30 p.m., except holidays.

The Wastewater Treatment Plant is open Monday through Friday from 6:30 a.m. to 3:00 p.m., except holidays.

Wm. Aitkin Memorial Library hours are:

Monday through Thursday – 10:00 a.m. to 7:00 p.m.

Friday – 10:00 a.m. to 5:00 p.m.

Saturday – 10:00 a.m. to 2:00 p.m.

## ADDITIONAL PUBLIC SERVICES

Natural Gas	Southeastern Michigan Gas (SEMCO) 1-800-624-2019
Telephone	AT & T 1-800-244-4444
Cable TV	Comcast 1-800-772-7548
Trash Pick up	City of Croswell Jeff's Disposal 810-387-9269
Chamber of Commerce	Croswell-Lexington 359-2262
Secretary of State	1-888-767-6424
Croswell Post Office	679-3226

## UTILITY BILLS

On the reverse side of the utility bill there is an explanation of the billing codes.

- EL - Electric - This is the actual electric usage.
- EO - Energy Optimization
- WA - Water - This is the actual water usage. This is measured in 1,000 gallon units. On the average, each individual uses 2,000 gallons (2 units) per month.
- SW1 - Sewer - This is the actual sewage usage. This is based upon how much water is used.
- YL - Yard light
- GP - Garbage Pickup – Contracted through Waste Management. City bills monthly on utility bill for this service.
- TE - Turn on/off Electric
- TW - Turn on/off Water
- TX - Sales tax
- PE - Penalty
- PB - Previous Balance
- WR - Water Ready - This is a flat charge of \$3.00 that is applied each month. This covers the cost of the water line (maintenance, etc.)
- SR - Sewer Ready - This is a flat charge of \$5.00 that is applied each month. This covers the cost of the sewer line (maintenance, etc.)
- RE - Renewable Energy
- SW2 - Sewer Repair - This fee is set aside for the Repair & Maintenance of the Wastewater Treatment Plant.

Failure to receive bill does not waive penalty. Unpaid bills are a lien on the property, collectable on the tax roll in accordance with City Ordinance #128. When paying in drop box please submit the small stub with payment.

UTILITY DEPOSITS  
ADMINISTRATIVE PROCEDURE  
POLICY

1. A deposit is required for all new public utility accounts services by the City of Crowell utilities. The deposit must be paid in full before utility service will begin. (Ordinance #128)

2. Leased residential deposits shall be \$200.00, except in such cases where the property owner has contracted with the City for a specific reduction of deposits for leases of the building.

Leased deposits shall not be refunded until the utility account is terminated in good standing. The City may apply any part or all of a posted deposit to the balance due at the time a utility account is terminated.

3. Non-leased residential deposits (owner purchased utilities) shall be fixed at \$50.00. Property owner's deposits shall be refunded if the customer has maintained a history of payment on or before the statement due date. Property owner's deposits alone will be refunded, if the customer's account is current. Property owners whose payments are delinquent shall not receive the deposit refund until their account has been returned to good standing or the account has been terminated. The City may apply any part or all of a posted deposit to the balance due when a utility account is terminated.

Deposits for property owners shall be refunded after a period of nine months if all requirements are met of the above-mentioned paragraph. (Ordinance #128)

4. Commercial or industrial establishment deposits will be determined on an individual basis by the City. (Ordinance #128)

5. Deposits will not be waived for clients of Department of Social Services (policy October 8, 1987)

Adopted by the City Council August 16, 2010

Effective – September 1, 2010

<b>UTILITY SHUT OFF FEES</b>	<b>Eff. 7/1/2016</b>
Disconnect Notice Charge per tag	5.00
Disconnect/Reconnect Charge	
During business hours	20.00
After business hours	
Weekday - before 9:00 p.m.	90.00
after 9:00 p.m.	135.00
Saturday - before 9:00 p.m.	100.00
Sunday	150.00
Holiday	168.00
Homeowners Request	20.00

<b>UTILITY TAP-IN FEES</b>		Eff. 7/1/2016	
<b>Type</b>	<b>Line Size</b>	<b>Charge</b>	
Water - Residential	3/4"	700.00	
	1"	1000.00	
	2"	2000.00	
	Boring	400 plus supplies	
Sewer - Residential	4"	1500.00	
	6"	2000.00	
	8"	2500.00	
	Boring	400 plus supplies	
Water - Commercial/Industrial	3/4"	700.00	
	1"	1000.00	
	1-1/4" - 8"	*Price per site conditions	
	Bore 3/4" and 1"	400.00	
Sewer - Commercial/Industrial	1-1/4" - 8"	*Price per site conditions	
	4"	1500.00	
	6"	2000.00	
	8"	2500.00	
Note: *Price per site conditions and charges will be set by DPW Supervisor	Bore 3/4" and 1"	*Price per site conditions	
Electrical		175.00	
<b>Whispering Pines Subdivision - Biskey Subdivision - Hannah St. Subdivision - Habitat for Humanity</b>			
Water		300.00	300.00
Sewer		300.00	300.00
Electric		175.00	175.00
Tap-ins will only be scheduled between spring thaw and fall frost. The above charges for standard tap-ins. Additional fees will be charged for any special requirements. Temporary electric hook ups are available for construction purposes at a rate of \$30.00/month, when the contractor applies. Tap-ins will be scheduled only after fees and utility deposit of \$50.00 has been paid.			

## WATER & SEWER LINE SERVICE REPAIRS

### Water

1. It is the policy of the City of Croswell that it shall be responsible for the repair of all water lines services from the water main to the valve in the curb stop (street shut off) located in the established right of way.

### Sewer

1. It is the policy of the City of Croswell that it shall be responsible for the repair of all sewer line services from the sewer main to within the established right of way.
2. This policy is exclusive of any cleaning (roots, waste, personal hygiene etc.) that does not require exposure and structural repair of the service line.

### General Terms

1. If a user requests a new tap, they shall be responsible for the full expense of said tap.
2. Established right of way shall be the street, alley or utility right of way set forth by the City of Croswell.
3. If a user request his sewer service to be TV'd a flat rate of \$50.00 shall be assessed.

Adopted March 18, 2002

## PERMITS

Listed below are the locations and proper procedures for applying for permits in the City of Croswell.

**Building Permits:** Permits and inspections are completed by the Sanilac County Building Department. (810) 648-4664. Fence Permits are issued at City Hall by the Zoning Administrator.

**Electrical Permits:** Permits and inspections are completed by the Sanilac County Building Department. (810) 648-4664.

**Plumbing Permits:** Permits and inspections are completed by the Sanilac County Building Department. (810) 648-4664.

**Mechanical Permits:** Permits and inspections are completed by the Sanilac County Building Department. (810) 648-4664.

The individuals who acquire the various permits as listed above are responsible for the following procedures. Posting the permits where the public can see them. An advanced reasonable time period given to Inspectors for inspections. Keeping the area outside the building clean and free of debris. No burning of debris is allowed

## TAX BILLING SCHEDULE

The City of Croswell and Croswell-Lexington School taxes are billed in advance.

ISD and County taxes are billed in arrears.

Summer Bills goes out early July – due on or about the 31<sup>st</sup> of August.

Winter Bills goes out early December – due on or about the 14<sup>th</sup> of February.

On March 1<sup>st</sup> all unpaid taxes are handled by the Sanilac County Treasurer 648-2127

YARD WASTE  
JEFF'S DISPOSAL SERVICE  
Every Monday

YARD WASTE / COMPOST consist of: leaves, grass clippings, indoor & outdoor plants and branches under 2" in diameter. All bags/containers containing a mix of yard waste and trash **WILL** be left until you separate the two.

1. Yard waste picked up will be one time per week on Mondays starting the beginning of April 2014. Yard waste **MUST** be to the curbside by 7:00 a.m.
2. Grass and plant clippings along with leaves will be collected from 30 gallon or small containers, with a weight limit of 40 pounds. Containers need to be marked with an "X" or word "**COMPOST**" and be separated from your regular trash. Branches must be no longer than 4 ft. and tied into bundles. **NO PLASTIC BAGS**

Effective April 1, 2014

## TREE REMOVAL

If you need to remove or trim trees, please contact the Croswell DPW 679-3158 to let them know the date and time.

1. The City will remove brush from individual property using the City's chipper and equipment if the following parameters are met.
  - a. All branches must be less than 6" in diameter
  - b. All branches must be less than 8' in length.
  - c. No stumps or roots.
  - d. Logs over 6" in diameter will be picked up separately providing they are under 6'
2. The first fifteen (15) minutes of your visit are free; however, for extended periods or subsequent visits a charge of \$20 per quarter hour will be applied.
3. If you contract with a tree service, they are responsible for the cleanup.
4. If Mother Nature pays Croswell a visit and City clean up becomes necessary individual expenses may be waived by the Public Works Supervisor.

**CEMETERY**

Effective 7/1/2016

Spaces

Resident (City of Croswell)		\$400.00/space		
Non resident (within Sanilac County)		\$500.00/space		
Non resident (outside Sanilac County)		\$600.00/space		
		April 1 thru Oct. 31	Nov 1 thru March 31	
Opening & Closing Grave Resident ( City of Croswell)		\$400.00	\$450.00	
Non Resident		\$500.00	\$550.00	
Cremation	No Tent	\$200.00	\$250.00	Tent Add \$200

Saturday burial add \$100.00 to opening & closing fee.

Burials entering cemetery after 3:00 p.m. add \$100.00.

Burials on days observed as holiday by City of Croswell double opening & closing fee.

No Sunday burials.

Chapel Rental \$50.00  
Any outside equipment must be approved by the Sexton.

Columbarium Niche  
Resident (City of  
Croswell) \$500.00  
Non Resident (Sanilac  
County) \$600.00  
Non Resident (outside  
County) \$700.00  
Opening for second  
remains \$50.00

Foundation Fee \$0.35/square  
inch

## CITY COUNCIL MEETINGS

City Council meetings are held the first and third Monday of each month at 7:30 p.m. at the Croswell Community Center, 124 N. Howard Ave., Croswell, MI.

The public is welcome to attend these meetings. If an individual wishes to be put on the agenda please contact the City Clerk no later than the Thursday before the meeting at 679-2299.

## BURNING REGULATIONS

Burning barrels within the City of Croswell are prohibited. **AT NO TIME** shall burning barrels be used.

Contained bon-fires are permitted. Any complaint from a neighbor the fire **MUST BE PUT OUT.**

## Jeff's Rubbish Disposal, Inc.

11114 Burt Road  
Emmett, MI. 48022  
810-384-1448

### Office Hours:

Monday-Friday 9:00 - 5:00      Saturday 9:00-12:00

We would like to take this opportunity to thank you for your business. Please take a few moments to read the following information. If there are any questions, please call the office during our normal business hours.

Your scheduled trash pickup day is on Monday.

**Holiday Schedule** There will be NO trash removal on: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day. If your scheduled pick up day falls on or after these Holidays, your trash will be picked up one day late for that week only (**unless that Holiday falls on the weekend-then there will be no delay**). If you have any questions regarding our Holiday schedule – please feel free to call the office.

<u>Holiday Effected:</u>	<u>Date of Holiday:</u>	<u>Route Effected:</u>
Thanksgiving Day	Thursday November 26 <sup>th</sup> , 2015	Thurs. & Fri. Only      ONE DAY DELAY
Christmas Day	Friday December 25 <sup>th</sup> , 2015	Friday Only      ONE DAY DELAY
New Years day	Friday January 1 <sup>st</sup> , 2016	Friday Only      ONE DAY DELAY
Memorial Day	Monday May 30, 2016	ALL ROUTES      ONE DAY DELAY
Independence Day	Friday July 4 <sup>th</sup> , 2016	Friday Only      ONE DAY DELAY
Labor Day	Monday September 5 <sup>th</sup> , 2016	ALL ROUTES      ONE DAY DELAY
Thanksgiving Day	Thursday November 24 <sup>th</sup> , 2016	Thurs. & Fri. ONLY      ONE DAY DELAY
Christmas Day	Monday December 25 <sup>th</sup> , 2016	ALL ROUTES      ONE DAY DELAY
New Years Day	Monday January 1 <sup>st</sup> , 2017	ALL ROUTES      ONE DAY DELAY
Memorial Day	Monday May 29 <sup>th</sup> , 2017	ALL ROUTES      ONE DAY DELAY
Independence Day	Tuesday July 4 <sup>th</sup> , 2017	Tue, Wed, Thur, Fri.      ONE DAY DELAY

### General Information

- ⇒ You are allowed 8-10 bags per week. Garbage needs to be bagged when using trash containers larger than 30 gallon. Weight limit on trash containers is 40 pounds.
- ⇒ Other items such as: Large furniture/Appliances/ and building material may need to be picked up separately. Please call the office to schedule a pick-up and to make arrangements. **Extra items may be left until next pick up day if prearrangements are not made.**
- ⇒ We are not able to pick up the following materials: Liquid waste such as paint & oil, pesticides, chemicals, concrete, tires or batteries.
- ⇒ **Garbage must be out by 7:00 a.m. If trash is not out, it will be picked up your next scheduled day** or there will be a \$20.00 extra charge to come back.
- ⇒ **Please note: It is illegal to allow another person to put trash with yours if they are not one of our paying customers. This is "Theft of Service" and will result in additional charges to your account and possible termination of your service.**

We also have 10yd, 15 yd, 20yd & 30yd containers available for rental for clean-up & construction jobs.

Thank you for your time,  
Jeff Vore, S. Renee Steiner-Vore & Staff

# CROSWELL RECYCLES!

## CURBSIDE RECYCLING GUIDELINES

PLACE THE BIN AT THE CURB BEFORE 7:00AM EVERY MONDAY

### BOXBOARD/CARDBOARD/PAPER GROCERY BAGS

Cereal boxes, cardboard, tissue boxes, shoe boxes, and pop cases.

Material must fit in recycle bin or you may bundle cardboard (2 foot by 2 foot by 1 foot) with string and place next to recycle bin.

NO pizza boxes due to the grease, waxed or plastic-lined boxes, frozen food containers or egg cartons.

### TELEPHONE BOOKS & PAPER BACK BOOKS

NO hard covered books please



### MAGAZINES & CATALOGS



### NEWSPAPER & AD INSERTS

Including all inserts that come with the newspaper

**JUNK MAIL/OFFICE PAPER-** Includes white and colored paper, envelopes, glossy paper, computer paper, copy paper and note book paper.

NO self adhesive or window envelopes, paper towels, tissue, paper cups, etc.

**PLASTIC CONTAINERS #1 THROUGH #7-** Look for the number on the bottom including water bottles, milk jugs, detergent bottles, salad dressing bottles, food trays, grocery bags, butter tubs, dry cleaner bags and personal care products. NO bottles that held motor oil or other toxic fluids, NO flower flats, pots, Styrofoam. NO miscellaneous plastic such as toys, etc. Rinse clean. Throw caps in trash. Place loose in bin.

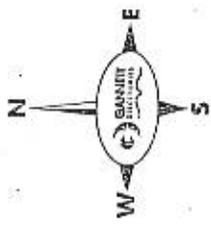
### TIN, ALUMINUM & STEEL CANS

### CLEAR GLASS BOTTLES & JARS

Rinse clean. Discard lids. Place loose in bin



**LOADING THE BIN:** Place all paper and cardboard material together in a paper grocery bag or bundle on one side of or next to the bin. All glass, plastic and metal can be mixed together in the bin, no sorting required.



# CITY OF CROSWELL

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