



March 24, 2020

Grattan Township Residents, Patrons and Employees:

We are living in unprecedented times with disruption happening in our personal lives, businesses, and the stock market. Navigation through this period is difficult, and with that comes difficult decisions. The Board has determined the Supervisor, Clerk, and Treasurer as the only essential employees to conduct basic operations and maintain infrastructure until 4/14/2020. This decision was made in compliance with the Governor's Executive order 2020-021 and with safety as our number one priority. If any of said essential employees listed are unable to perform tasks, a qualified replacement, such as Deputy Clerk, Deputy Treasurer, or Building and Zoning Administrative Assistant, will become essential in their absence.

To ease some of the burden COVID-19 has caused, **the Board is delaying the due date of the first fiscal Sewer Quarterly charges from April 30th to June 30th.** This bill will be mailed the last week of March, but will forego late fees and penalties that would typically begin May 1st. Again, this Sewer Bill is now due, penalty free, by June 30, 2020.

As a reminder, the following Township services and activities will be suspended:

- **Building Department** - all inspections and permitting suspended until April 14, 2020. Upon the expiration of the Executive Order, the department will begin accepting applications via the mail and drop box until re-opening to the public on May 1st, 2020.
- **Zoning Department** - all applications suspended for Planning Commission and Zoning Board of Appeals until April 14, 2020. The Zoning Administrator can be contacted regarding reviews but will not be conducting in-person meetings until May 1st, 2020.

- **Meetings** - All meetings are cancelled until May 1st, 2020.
- **Hall Rentals** - All hall rentals are cancelled until May 1st, 2020.
- **Senior Meals** - Cancelled until further notice.
- **Township Offices** - Closed to the public until May 1st, 2020.

Upon the expiration of the Executive Order on April 14, 2020, the offices will begin to process applications, payments and other requests that are submitted via mail, the drop-box or email until re-opening to the public.

For information see the contact list below for questions until April 14, 2020:

Please direct all non-emergent sewer issues to the Supervisor:

SUPERVISOR@GRATTANTOWNSHIP.ORG

Please direct FOIA requests, voter, and cemetery questions to the Clerk's office:

CLERK@GRATTANTOWNSHIP.ORG

Please direct questions regarding taxes, hall rentals, specials, and sewer billing to the Treasurer's office: TREASURER@GRATTANTOWNSHIP.ORG

For zoning questions contact the Zoning Administrator at:

ZONINGADMIN@GRATTANTOWNSHIP.ORG OR Office: 616-691-7431

This is a highly evolving situation that the administrative staff will continue to actively monitor, plan and communicate about in the upcoming days and weeks. The Township will continue to provide essential public services, such as fire and sewer. Services such as sewer payment can be completed through the mail or by utilizing the drop box located to the right of the front door. Please request if you would like a receipt and we will gladly mail it to you.

We understand and empathize with the frustration these decisions may cause. This too shall pass. Stay well and stay home.

At your service,

The Grattan Township Board