



5200 Civic Center Drive  
Waterford, Michigan 48329-3773  
Telephone: (248) 674-3111  
[www.waterfordmi.gov](http://www.waterfordmi.gov)

## **Waterford Township Operations Update**

As the Waterford Township offices and buildings prepare to reopen to the public, our primary concern is serving the community to the fullest extent, while making every effort to protect the safety, health and welfare of staff and our citizens. During the office closures due to the COVID-19 pandemic and subsequent stay home, stay safe orders, many residents utilized remote contact options to conduct business with Waterford Township. As we move forward, we encourage the continued use of these remote options including phone calls, sending email, use of the Township website, making online payments, utilizing the various drop boxes, etc. as much as possible. In fact, many will find these options simple, convenient, and flexible for their own busy schedules. Additionally, limiting in-person contact will decrease the risk of exposure to both our citizens and the staff working hard to serve the entire community. In this document, you'll find helpful information about easy ways to engage with various Township departments and offices during the transition back to full standard operations -- whatever that may look like in the future!

If and when you do need to visit our Township offices and buildings, please be prepared to adhere to appropriate guidelines set forth by notices posted on the Township website and at public entrances. Again, these measures are put in place to protect the safety, health and welfare of Waterford Township's workforce and the wonderful community we serve.

Contact information for every Township Department may be found on the Waterford Township website at [www.waterfordmi.gov](http://www.waterfordmi.gov) For those without internet access, please call the main Township switchboard at 248-674-3111.

Stay safe, stay healthy. We look forward to serving you.

### **Department of Public Works**

Customers are encouraged to continue contactless payment of Water & Sewer bills and to utilize our website when conducting business. We kindly ask that bill payments not be made in cash.

### **Treasurer's Office**

Tax collection season begins July 1<sup>st</sup>. Contactless payments are encouraged and taxes can be paid using our online services, costing \$1 if paid through checking or savings account. All customers must wear a mask before entering the building and are encouraged to wear gloves. A maximum of two people will be allowed in at a time to help maintain social distancing; as customers exit the building, others will be allowed in.

### **Clerk's Office**

All ballot applications and ballot returns can use our drop box located in the parking lot by the Police Department.

If you would like to work the upcoming elections, please contact the Clerk's Office on 248-674-6266. The pay for this one-day position starts at \$175.00.

## **Assessing**

Residents are asked to be mindful of social distancing when approaching our counter by standing behind the plexiglass partitions and limiting to two people at the counter at a time. We are also requiring masks be worn while conducting business. Our field staff have a no contact policy and will continue exterior property reviews; any questions regarding the interior will be handled via phone call with the property owner. We will collect all relevant data possible to conduct accurate reviews of all property.

## **Development Services**

Restaurants and personal care businesses (barber shops, nail salons, etc.) in Waterford Township will be able to apply to the Development Services Department for extra capacity permits to serve more customers outside as the state reopens. Waterford restaurants and salons now have the option to apply for temporary use to reduce parking requirements and expand operations outdoors in an effort to help provide relief due to the hardships imposed by the COVID-19 pandemic. If limited outdoor seating space is available, parking lots may be utilized. On June 8th, a resolution was adopted to permit restaurant establishments to temporarily expand their dining areas, and permit personal grooming establishments to provide personal services outside. The resolution was proposed by the Township's Planning department as a way to assist business owners struggling during the pandemic.

## **Library**

While the Library remains closed, take advantage of our new Curbside Pick-up service. Hours of service are Monday – Thursday, 1:00p-6:00p, Saturday 1:00p-5:00p. Place your holds on materials, including magazines, in the online catalog, <https://catalog.tln.lib.mi.us>, or call our librarians with your requests. Adults/Teens 248-618-7693, Children's 248-618-7692. The exterior book return is available. Be aware that all returns are quarantined before reshelving at our library or returning through interlibrary loan. Visit our website, [www.waterfordmi.gov/library](http://www.waterfordmi.gov/library) or call 248-674-4831 for more information. As we continue our phased reopening, please visit our website or Facebook page for up-to-date information regarding the return of in-person services.

## **Parks and Recreation**

Online program registration is available for Waterford Parks and Recreation programming at [www.waterfordmi.gov/parks](http://www.waterfordmi.gov/parks). Facility rentals and other services are available over the phone by calling 248-674-5441 or in-person at our office located on the 3<sup>rd</sup> floor inside of Town Hall. Please visit our website and Facebook page for up to date information regarding the return of services and programming.

## **Police**

The public is encouraged to conduct business online or by phone whenever possible, as they have been doing for the past several months. If access is permitted, masks must be worn, the number of occupants will be limited, and social distancing will be practiced.

## **Fire**

The public is encouraged to handle business over the phone by calling 248-673-0405. Waterford Regional Fire Headquarters located at Fire Station 1 on Crescent Lake Rd is reopen; all other stations remain closed to the public until further notice. All residents conducting business in-person are asked to wear a mask and practice social distancing.

## **51<sup>st</sup> District Court**

Matters are being conducted virtually, and through scheduled proceedings. Parties should contact the Court 248-674-4655 to coordinate accordingly.