

NOTTAWA TOWNSHIP

St. Joseph County

Bret Lutz, Clerk
Steven Clark, Trustee

Dave Peterson, Supervisor

Tammy Rigby, Treasurer
David Davis, Trustee

June 15, 2020

Nottawa Township Re-Opening

In June, the Nottawa Township Hall will begin to reopen to the public. The safety of our residents and our employees is our number one priority, which is why we have instituted a safe reopening plan structured to protect all persons entering our facilities.

Safety Measures

Below is a list of safety measures we have taken and requirements for those entering our facility:

- Plexi-glass barriers may be installed in the township hall to aid in social distancing and protection from airborne particles.
- Follow social distancing; 6 feet from non-household members to extent feasible
- Masks will be encouraged in any enclosed building area. We ask that you please put your mask on before entering the building especially when social distancing is not possible.
- The Township has instituted a strict and frequent regiment for cleaning public spaces including restrooms, handrails, and service counters. Please be patient as we disinfect between customers.
- Hand sanitizing stations are located throughout the building, we encourage everyone to use them when entering and leaving the building.

Online Services Encouraged

While our hall will reopen, please remember we have staff available by phone and email to answer questions and encourage our residents to still access the many services we have available online by visiting nottawatownship.org

Online services include:

- Building Permits
- Assessing and Tax Information
- FOIA Requests

Please note that absentee ballot applications may also be dropped off using the drop box next to the front door of the township hall

For questions or phone services please use the following phone directory:

Treasurer: Tammy Rigby (269) 467-7835
Clerk/Voting: Bret Lutz (269) 467-7835
Supervisor: Dave Peterson (269) 547-8340
Building Permits: Joe Wickey (269) 816-4951
Zoning questions: Joe Wickey (269) 816-4951; Dave Peterson (269) 547-8340
Assessing & Board of Review: Ben Brousseau (269) 655-1144
FOIA Request Assistance: Clerk (269) 467-7835
Cemetery information: Sexton Larry Brueck(269) 467-7423

Township Meetings

Township meetings may be conducted by video/tele conferencing as allowed by EO 2020-75 through June 30, or if extended by executive order.

Meetings in the township hall may be held in person although there is still a limit of no more than 10 persons according to Executive Order 2020-110. These restrictions will be relaxed as our region moves to phase 5 and the township meetings may resume for larger numbers.

Treasurer Office: Pay Taxes:

- Tax payers are encouraged to pay taxes on-line, checks through the mail, or via our dropbox.
- Tax payers in line will be asked to stand 6 ft apart.
- No person will be allowed behind window/plexi-glass shield or in staff office area.

Election resources

Voters are encouraged to use absentee ballots. Applications are available by contacting the clerk's office.

Voting protocol will be updated for the election.