

CITY OF ST. JOSEPH GENERAL CONTACT INFORMATION

Visit www.sjcity.com for more detailed information

In case of emergency – call 9-1-1 Berrien County Central Dispatch

Public Safety non-emergency telephone number for dispatcher, 269.926.2538; administrative office calls, 269.985.0300

Steve Neubecker, Public Safety Director
Jeremy Connell, Deputy Public Safety Director

Email sneubecker@sjcity.com
email jconnell@sjcity.com

Office: 269.985.0300
Office: 269.985.0300

- Report suspicious activity – people or vehicles call 269.926.2538 – Berrien County Central Dispatch
- Complaints regarding quality of life – noise, barking dogs, traffic hazards call 269.926.2538 – Berrien County Central Dispatch
- Pay parking citation - Amy Sternaman email: asternaman@sjcity.com office 269.985.0300
- Obtain a police report – Amy Sternaman email: asternaman@sjcity.com office 269.985.0300
- Start liquor license process - Amy Sternaman email: asternaman@sjcity.com office 269.985.0300
- Report a burned out street light or damaged light pole (typically) - Amy Sternaman email: asternaman@sjcity.com office 269.985.0300
- Park Pass – Lions Park Beach, Tiscornia Beach, Elm Street Lot south of Whirlpool Compass Fountain and Kiwanis Park
 - City residents and property owners - register vehicles for free via City website www.sjcity.com/parking-pass-application
 - Non-residents – purchase seasonal, daily, hourly passes from machines located in the parks
 - Purchase pass for City Boat Launch on Anchors Way from West Basin Marina
 - City passes do not include Silver Beach County Park – contact Berrien County Parks Department
 - Email parkpass@sjcity.com with questions or call Public Safety office, 269.985.0300

Finance Department including Utility Billing (Water bills)

Ben Reynnells, Finance Director

email : breyonnells@sjcity.com

Office: 269.983.4731

- Utility Bill (water bill) – water@sjcity.com or 269.983.6324
 - Change name on account or create a new account
 - Moving and need to close account – request a final read
 - No change to water usage, but bill is increasing
 - Obtain property card
- How to pay utility bill (water bill)
 - Online at www.sjcity.com
 - By telephone at PNP –
 - 866.279.6342 automated system need account number and there is a service charge
 - 888.891.6064 – to speak with some to pay bill, need account number and there is a service charge
 - Mail to the City of St. Joseph, 700 Broad Street, St. Joseph, MI 49085
 - Drop box in City Hall Broad Street vestibule
- Questions about property taxes – tschmaltz@sjcity.com or 269.983.4731

Water Sample Test Kits

The in-person water sample test kit program is complete for the season. A new test program for properties with private water services where the material is not known will resume in fall 2021.

Public Works – main telephone number 269.983.6341

Greg Grothous, Director of Public Works

email: ggrothous@sjcity.com

Office: 269.985.0309

- Trash Collection, residential and commercial Julie Ostdiek email: publicworks@sjcity.com Office: 269.983.6341
- Brush and Leaf Collection, check City calendar for dates Julie Ostdiek email: publicworks@sjcity.com Office: 269.983.6341
- Pothole reports Julie Ostdiek email: publicworks@sjcity.com Office: 269.983.6341
- Water and Sewer Repairs and Maintenance David Linderman email: dlinderman@sjcity.com Office: 269.985.0311
- City Streets and Drains Danny Patrick email: dpatrick@sjcity.com Office: 269.985.0309
- Street Trees (located between road and sidewalk) Jeff Rechner email: jrechner@sjcity.com Office: 269.985.0309
- City Parks Jeff Rechner email: jrechner@sjcity.com Office: 269.985.0309
- City Cemetery – maintenance Jeff Rechner email: cemetery@sjcity.com Office: 269.985.0309
- City Cemetery – burial, records Denise Westfall email: cemetery@sjcity.com Office: 269.983.6325
- Park Reservations and Cancellations Carrie Ogonowski email: cogonowski@sjcity.com Office: 269 985-0326
- Park Recreation Activities and Programs Carrie Ogonowski email: cogonowski@sjcity.com Office: 269 985-0326
- Park and Recreation Advisory Board – check the city website under “Public Hub” to learn the meeting status – Greg Grothous

City Assessor – main telephone number 269.983.1231

Mickey Bennett, City Assessor

email: mbennett@sjcity.com

Office: 269.983.1231

- Obtain property tax assessment information
- Obtain property card
- View plat maps – visit www.beacon.schneidercorp.com for Berrien County plat maps

City Engineer

Tim Zebell, City Engineer
Alex Austin, Assistant City Engineer

email: tzebell@sjcity.com
email: aaustin@sjcity.com

Office: 269.985.0339
Office: 269.930.0593

- 2021 Construction Projects
 - Langley Avenue Reconstruction Project
 1. Tim Zebell, City Engineer, 269-985-0339, tzebell@sjcity.com
 2. Sam Jablonowski, Abonmarche Project Engineer, 269-605-9653, sjablonowski@abonmarche.com
 3. Tim Drews, Abonmarche Project Manager, 269-926-4550, tdrews@abonmarche.com
 4. After-Hours, Non-Emergency Calls, Water Treatment Plant, 269-983-1240
 - Pavement Preventative Maintenance Project
 1. Alex Austin, Assistant City Engineer, 269-930-0593, aaustin@sjcity.com
 2. Tim Zebell, City Engineer, 269-985-0339, tzebell@sjcity.com
- Right-of-Way Permits (new and replacement driveway, temporary placement of construction equipment)
 1. Alex Austin, Assistant City Engineer, 269-930-0593, aaustin@sjcity.com
 2. Tim Zebell, City Engineer, 269-985-0339, tzebell@sjcity.com
- Point-of-Entry Inspections
 - Greg Mahler, Part-time Engineering Department Assistant, 269-932-8801, gmahler@sjcity.com
- Lead Service Line Replacement Program
 - Tim Zebell, City Engineer, 269-985-0339, tzebell@sjcity.com
 - Alex Austin, Assistant City Engineer, 269-930-0593, aaustin@sjcity.com
 - Visit City website. www.sjcity.com/lead-service for additional information

Inspections Department – main telephone number 269.983.1212

Trudy Wilder, Building Official
Caleb O'Toole, Building Inspector
Joan Ross, Code Enforcement Officer

email: twilder@sjcity.com
email: cotoole@sjcity.com
email: jross@sjcity.com

Office: 269.487.8507
Office: 269.247.1381
Office: 269.313.3352

All permits, forms, instructions and fee schedule can be found on city website www.sjcity.com under "Government" – "Departments" "Building Inspection". Completed applications with all supporting documents with applicable fees can be mailed to City Hall, 700 Broad Street, St. Joseph, MI 49085 or placed in one of the three drop boxes located at City Hall (two by the Broad Street entrance, one drive-up box in the alley). No work can take place until after a permit has been issued by the City.

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| • Residential permits and building inspections | Tony Riegel | email: triegel@sjcity.com | Office: 269.247.1381 |
| • Fence permits and inspections | Trudy Wilder | email: twilder@sjcity.com | Office: 269.487.8507 |
| • Deck permits and inspections | Trudy Wilder | email: twilder@sjcity.com | Office: 269.487.8507 |
| • Accessory structures and inspections | Trudy Wilder | email: twilder@sjcity.com | Office: 269.487.8507 |
| • Nonresidential permits (commercial/industrial) | Trudy Wilder | email: twilder@sjcity.com | Office: 269.487.8507 |
| • Electrical Inspector and inspections | Ken Simpson | | Office: 269.471.5869 |
| • Mechanical Inspector and inspections | Ken Jewell | | Office: 269.287.0425 |
| • Plumbing Inspector and inspections | John Maier | | Office: 269.519.8820 |
| • Dumpster permits | Rhonda Fryer | email: rfryer@sjcity.com | Office: 269.983.1212 |
| • Residential Rental program | Rhonda Fryer | email: rfryer@sjcity.com | Office: 269.983.1212 |
| ○ Biennial rental inspections are principally conducted remotely via Zoom during the pandemic | | | |
| • Property Maintenance concerns | Joan Ross | email: jross@sjcity.com | Office: 269.983.1212 |
| ○ 2021 Focus Area 6 Program | Joan Ross | email: jross@sjcity.com | Office: 269.313.3352 |
| • Property Maintenance Board of Appeals and Construction Board of Appeals – check the city website under "Public Hub" to learn the meeting status – Joan Ross | | | |

Planning and Zoning/Community Development – main telephone number 269.983.1212

Kristen Gundersen, Community Development Director email: kgundersen@sjcity.com Office: 269.983.1212

All applications, forms, instructions and fee schedule can be found on city website www.sjcity.com under "Government" – "Departments" – "Planning and Zoning". Please contact staff prior to working on an application to make sure the correct form is being requested.

- Zoning questions or zoning of property – please provide address
- Sign Permits – new ordinance adopted in early 2020, available on City website; permit now required for sign face changes
- Short Term Rental (rentals less than one month) – please provide address
- Brownfield Redevelopment Authority – check the city website under "Public Hub" to learn the meeting status.
- Downtown Development Authority Board – check the city website under "Public Hub" to learn the meeting status.
- Planning Commission – check the city website under "Public Hub" to learn the meeting status. All applications for Planning Commission meetings must be received, reviewed, and accepted as complete not less than 24 days before the meeting at which it will be considered.
- Zoning Board of Appeals – check the city website under "Public Hub" to learn the meeting status. All applications for ZBA meetings must be received, reviewed, and accepted as complete not less than 24 days before the meeting at which it will be considered.

City Clerk's Office – main telephone number 269.983.6325

Abby Bishop, City Clerk

email: clerk@sjcity.com

Office: 269.983.6325

- Freedom of Information Requests
- Voter registration
 - Absent Voter Ballots
 - Permanent Absent Ballots
 - Change of voter address
- Bids, RFP, RFQ – receiving and opening of documents
- Temporary Vendor Permits and Rules – 4 types typically on publicly owned property
 - Sidewalk Amenity Permits
- Cemeteries
 - Two cemeteries
 - Riverview records
 - Burial, plot purchase and general questions

Human Resources main telephone number 269.983.0443

Samantha Winnell, Human Resources Administrator

email: hr@sjcity.com

Office: 269.983.0443

- Vacant position postings
- Retiree benefits

City Manager main telephone number 269.983.5541

Emily Hackworth, City Manager

email: ehackworth@sjcity.com

Office: 269.983.5541

West Basin Marina, 273 Marina Drive, telephone number 269.983.5432

Andrew Peters, Marina Manager

email: apeters@sjcity.com

Office: 269.983.5432

- Boat launch passes available from marina office