



While each day brings new information and notifications regarding COVID-19, known as the coronavirus, this document seeks to outline the various responses East Bay Charter Township will take in continuing to meet the community's needs while supporting the clinical community's recommendations.

On Monday, March 23rd, Governor Whitmer issued [Executive Order 2020-21](#), a "Temporary requirement to suspend activities that are not necessary to sustain or protect life." As a result, the Township offices closed at 5:30 pm, Monday, March 23rd and remained closed throughout the Executive Orders. East Bay Charter Township offices re-opened on Tuesday, May 26, 2020 with changes to traditional operations, and fully re-opened on Monday, June 22, 2020.

Beginning Monday, November 16, 2020, the Township's offices will temporarily revert to servicing requests via email, phone, electronic meetings, and only as-needed appointments, with no walk-in service accommodated at the township hall. Any as-needed appointments will be conducted in adherence to social distancing and held in the Township's conference rooms. Attached is a staff directory with contact information. Both the public and staff's patience and flexibility is appreciated during this time as operations are continued but altered for the health and safety of the community and staff.

East Bay Ambulance, as an emergency medical service, will have its own set of protocols. It is asked that no public drop-in at the station to visit until further notice. The Ambulance Director and Township Supervisor interface daily with Grand Traverse County Health Department and its Emergency Preparedness Coordinator through the Joint Operations Center, which communicates timely issues and daily updates through a new website, www.gtcountycovid10.com. It is through these meetings and collaboration that operations in the best interest of the public and staff are determined.

If you have any questions or concerns, please feel free to reach out to:



Beth Friend, Supervisor
East Bay Charter Township
1965 N Three Mile Road
Traverse City, MI 49696
(231) 947-8719 (office)
(231) 633-1110 (cell)
bfriend@eastbaytwp.org



Nick Lemcool, Ambulance Director
East Bay Ambulance
110 High Lake Road
Traverse City, MI 49696
(231) 947-0299 (Office @ Station 9)
nlemcool@eastbayambulance.org



**Organizational
Chart
and
Contact Information**

Supervisor
Beth Friend
bfriend@eastbaytwp.org
(231) 947-8719

Emergency Medical Service
East Bay Ambulance Director
Nick Lemcool
nlemcool@eastbayambulance.org
(231) 947-0299

Fire Service
Contract/Authority with
Grand Traverse Metro
(231) 947-3000

Community Police Officers
Matt McKinley & Zach Root
(231) 947-3631 cpo@eastbaytwp.org
CPO contract with
Grand Traverse Sheriff's Office

Water & Sewer Utilities
Grand Traverse County
Department of Public Works
jdivozzo@grandtraverse.org
dthomps2@grandtraverse.org
(231) 995-6039

Planning & Zoning Director
Claire Karner
ckarner@eastbaytwp.org
(231) 947-8681 ext. 2

Zoning Administrator
Leslie Couturier
lcouturier@eastbaytwp.org
(231) 947-8681 ext. 3

Planning & Zoning Intern
Jake Myers
jmyers@eastbaytwp.org
(231) 947-8681 ext. 4

Short-term Rental Information
(231) 947-8681 ext. 1

Assessor
Susan Karakos
skarakos@grandtraverse.org
(231) 947-8647

Assessor of Record
Jim Baker
jbaker@grandtraverse.org

Assessor
Joel Bremer
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(231) 947-8647

Building & Groundskeeper
Bob Burns
rburns@eastbaytwp.org
(231) 947-8647

Receptionist
Val Hedges
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(231) 947-8647

Clerk
Susanne Courtade
scourtade@eastbaytwp.org
(231) 947-3503

Deputy Clerk
Holly Couturier
hcouturier@eastbaytwp.org
(231) 947-8647

Treasurer
Tracey Bartlett
tbartlett@eastbaytwp.org
(231) 947-8647

Deputy Treasurer
Deb Hamilton
dhamilton@eastbaytwp.org
(231) 947-8647