

**MANCHESTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
ORDINANCE NO. 100**

**MANCHESTER TOWNSHIP CIVIL INFRACTIONS ORDINANCE**

At a meeting of the Township Board of Manchester Township, Washtenaw County, Michigan, held at the Manchester Township Hall on May 8, 2023, at 7:00 p.m., Township Board Member Thompson moved to adopt the following Ordinance, which motion was seconded by Township Board Member Jarvis:

*An Ordinance to provide for the enforcement of Manchester Township Ordinance violations through the issuance of Municipal Civil Infraction Citations; to establish that the Township Ordinance Enforcement Officer, Township Zoning Administrator, and members of the Washtenaw County Sheriff's Department who provide services to the Township may issue Municipal Civil Infraction Citations, and to repeal all conflicting Ordinances or parts of Ordinances.*

MANCHESTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, ORDAINS:

**Section 1: Title:** This Ordinance shall be known and cited as the Manchester Township Civil Infractions Ordinance.

**Section 2: Definitions:** As used in this Ordinance:

- A. "Act" means Act No. 236 of the Public Acts of 1961, as amended.
- B. "Authorized Township Official" means the Township Ordinance Enforcement Officer, the Township Zoning Administrator, a police officer or other personnel of the Township authorized by this Ordinance or any Ordinance to issue Municipal Civil Infraction Citations, including members of the Washtenaw County Sheriff's Department who may provide services to the Township.
- C. "District Court" means the 14A District Court, Washtenaw County, Michigan.
- D. "Municipal Civil Infraction Action" means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- E. "Municipal Civil Infraction Citation" or "Citation" means a written complaint or notice prepared by an Authorized Township Official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.
- F. "Township" means Manchester Township, Washtenaw County, Michigan.
- G. "Township Ordinance Enforcement Officer" means that person designated by the Township Board to enforce the provisions of Township Ordinances.

H. "Township Zoning Administrator" means that person designated by the Township Board to enforce the Township Zoning Ordinance.

**Section 3: Municipal Civil Infraction Action; Commencement:** A Municipal Civil Infraction Action may be commenced upon the issuance by an Authorized Township Official of a Municipal Civil Infraction Citation directing the alleged violator to appear in District Court.

**Section 4: Municipal Civil Infraction Citations; Issuance and Service:** Municipal Civil Infraction Citations shall be issued and served by Authorized Township Officials as follows:

A. The time for appearance specified in a Citation shall be within a reasonable time after the Citation is issued.

B. The place for appearance specified in a Citation shall be the District Court.

C. Each Citation shall be numbered consecutively and shall be in a form approved by the state court administrator. The original Citation shall be filed with the District Court. Copies of the Citation shall be retained by the Township and issued to the alleged violator as provided by Section 8705 of the Act.

D. A Citation for a municipal civil infraction signed by an Authorized Township Official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."

E. An Authorized Township Official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.

F. An Authorized Township Official may issue a Citation to a person if:

(1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or

(2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the Authorized Township Official has reasonable cause to believe that the person is responsible for an infraction and if the prosecuting attorney or township attorney approves in writing the issuance of the Citation.

G. Municipal Civil Infraction Citations shall be served by an Authorized Township Official as follows:

(1) Except as provided by Section 4(G)(2), an Authorized Township Official shall personally serve a copy of the Citation upon the alleged violator.

(2) If the Municipal Civil Infraction Citation involves the use or occupancy of land, a building, or other structure, a copy of the Citation does not need to be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building or structure by posting a copy on the land or attaching a copy to the building structure. In addition, a copy of the Citation shall be sent by first class mail to the owner of the land, building, or structure at the owners' last known address.

**Section 5: Municipal Civil Infraction Citations; Contents:**

A. A Municipal Civil Infraction Citation shall contain:

- (1) A description of the violation;
- (2) The amount of the scheduled fines and/or costs for the violation;
- (3) The name and address of the alleged violator;
- (4) The place where the alleged violator shall appear in court; and
- (5) The telephone number of the court, and the time at or by which the appearance shall be made.

B. The Citation shall inform the alleged violator that he or she may do one of the following:

- (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
- (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
- (3) Deny responsibility for the municipal civil infraction by doing either of the following:
  - (a) Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before the judge is requested by the Township.
  - (b) Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.

C. The Citation shall also inform the alleged violator of all of the following:

(1) That if the alleged violator desires to admit responsibility “with explanation” in person or by representation, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.

(2) That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the Citation.

(3) That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.

(4) That at an informal hearing that the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.

(5) That at a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.

D. The Citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the Citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the Municipal Civil Infraction Citation.

**Section 6: Schedule of Civil Fines/Costs:** Unless a different schedule of civil fines is provided for by an applicable Ordinance or by the District Court, the civil fines for Civil Infraction Citations shall be that amount established by a resolution of the Township Board. On matters that proceed in District Court, attorney’s fees may be assessed in an amount of up to five hundred (\$500.00) per violation.

**Section 7: Severability:** The provisions of this Ordinance are hereby declared to be severable and if any part is declared invalid for any reason by a court of competent jurisdiction it shall not affect the remainder of the Ordinance which shall continue in full force and effect.

**Section 8: Repeal:** All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed in their entirety.

**Section 9: Effective Date:** This Ordinance shall take effect 30 days after publication as required by law following adoption by the Township Board.

YEAS: Thompson, Moutinho, Jarvis, Fusilier

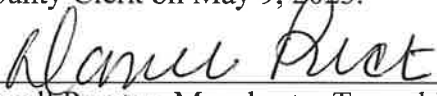
NAYS:

ABSENT: Milkey, Seefeld, Proctor

ORDINANCE DECLARED ADOPTED.

**CERTIFICATION**

I, Danell Proctor, Clerk of Manchester Township, do hereby certify that the foregoing is a true and accurate copy of Ordinance No. 100 adopted by Manchester Township on May 8, 2023. A summary of the Ordinance was duly published in the Manchester Mirror newspaper, a newspaper that circulates within Manchester Township, on May 17, 2023. Within 1 week after such publication, I recorded the Ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted. I filed an attested copy of the Ordinance with the Washtenaw County Clerk on May 9, 2023.

  
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Danell Proctor, Manchester Township Clerk

**MANCHESTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
MANCHESTER TOWNSHIP CIVIL INFRACTIONS ORDINANCE  
NOTICE OF ADOPTION**

**Ordinance No. 100**

At a meeting of the Township Board of Manchester Township, Washtenaw County, Michigan, held at the Manchester Township Hall on May 8, 2023, at 7:00 p.m., the Township Board adopted Ordinance No. 100, which provides a definition for “municipal civil infraction” and related terms, authorizes certain Township officials to issue municipal civil infraction citations for violations of the Township’s ordinances, describes the process for issuing a municipal civil infraction citation, specifies the contents of a municipal civil infraction citation, provides a schedule of civil fines and costs for persons found responsible for a municipal civil infraction, clarifies that other options are available for the enforcement of the Township’s ordinances, and repeals all contrary ordinances or parts of ordinances. Copies of the complete text of the Ordinance were posted at the Manchester Township Hall at 275 S. Macomb St., Manchester MI 48158.

The Ordinance has the following sections and catch lines: Section 1: Title; Section 2: Definitions; Section 3: Municipal Civil Infraction Action; Commencement; Section 4: Municipal Civil Infraction Citations; Issuance and Service; Section 5: Municipal Civil Infraction Citations; Contents; Section; 6: Schedule of Civil Fines/Costs; Section; 7: Records and Accounting; Section; 8: Availability of Other Enforcement Options; Section 9: Severability; Section 10: Repeal; and Section 11: Enactment and Effective Date, which is immediately upon publication of this notice.

Published by Order of the Township Board  
Manchester Township, Washtenaw County, Michigan  
Danell Proctor, Township Clerk  
(734) 428-7090

Publication Date: May 17, 2023