



# VILLAGE OF MANCHESTER

WELCOME

[www.vil-manchester.org](http://www.vil-manchester.org)

912 City, Box 485 (734)428-7877

**POLICE PROTECTION** The Village contracts with the Washtenaw County Sheriff's Department to provide patrol and enforcement within the Village limits. The station is in the lower level of the Village Hall at 912 City Road. For any situation requiring a sheriff's deputy, please call 911.

**FIRE AND TORNADO SIREN** There are two sirens in town. The Tornado Siren is activated by Washtenaw County when a tornado warning is in effect. The horn is on a rotating platform near the water tower so the sound will appear to soften as it rotates. The duration of a tornado siren is 3 minutes steady. The Fire Whistle is located at the Fire Station on S. Macomb Street. It will sound when there is a fire or rescue run but not between the hours of 7:30 pm and 8 am.

**VILLAGE ELECTIONS** Elections to seat the Village Council and to answer issues that affect Village residents are held with the even year presidential and gubernatorial elections at Manchester Township on Macomb Street. Voter registration, absentee ballots and candidate information questions should be directed to Manchester Township (734) 428-7090.

**PARK RESERVATIONS** Reservations for park use in the Village is available for residents at no charge. Reservations can be made for a pavilion at Chi-Bro Park and Carr Park. Reservations can also be made for any of the volleyball courts and baseball diamonds. The application to reserve any of these areas is available on the Village website or at the Village offices.

**GARBAGE PICKUP AND RECYCLING** The Village contracts with Modern Waste Systems for weekly refuse and recycling collection. Recycling items are to be co-mingled in the yellow lid, smaller cart. The normal collection day is Wednesday. Containers should be at the curb no later than 7am and pulled back that evening. Bulky items such as furniture and white goods will be picked up on collection day or the day after. Carpet should be rolled in 6-foot lengths and appliances need to be tagged that Freon is removed if applicable. The following items are not included in weekly refuse pickup: yard waste, construction and demolition debris, hazardous materials, dead animal or stable refuse, liquids, TVs, microwaves and monitors. Collection will be delayed by one day in the week that a holiday

## Village Council

• • •

President-Patricia Vaillencourt  
Pres. pro-tem- Marty Way

### Trustees-

Dana Andrews      Marsha Chartrand  
Cindy Dresch      Patrick DuRussel  
Amelia Woods

*Meets the first and third Monday at 7:00 pm in chambers at the Village Hall*

## Village Services

• • •

**BRUSH CHIPPING** is provided on the first Monday of the month, May through October, EXCEPT JULY. There is no brush pick-up in July. Brush should be cut into 4-foot lengths, (nothing larger than 3 inches in diameter), and pulled to the curb, cut end toward the street, no later than 7am the morning of the pick-up. Brush piles with other materials such as yard clippings, stones, leaves, etc. are dangerous for our crew and will be left at the curb. Residents may call the village office to inquire about availability of wood chips.

**LEAF PICKUP** is provided during the time that the fall leaves are dropping. Rake leaves to the curb (not in the street) and water to secure.

**CHRISTMAS TREE PICKUP** Village crews will pick-up Christmas Trees that are pulled to the curb during the month of January.

occurs. Modern Waste will write individual yard waste contracts. Contact them at 1-888-788-9097.

**TAXES** Village tax statements are mailed July 1<sup>st</sup> of each year. These taxes pay for Village operations, public safety, streets and parks and are due by September 15<sup>th</sup> without penalty. Between September 15<sup>th</sup> and February 28<sup>th</sup>, taxes may be paid at the Village offices with a 3% penalty. On March 1<sup>st</sup> all unpaid taxes are turned over to Washtenaw County as delinquent. After this point taxes may only be paid to Washtenaw County. Village property owners will also receive a Manchester Township summer and winter tax statement. These statements collect taxes for Manchester Community Schools, Manchester Township, Washtenaw County and other taxing entities and must be paid to the Township offices at 275 S. Macomb Street. Assessing is, by statute, the duty of Manchester Township.

**WATER AND SEWER SERVICES** Water and sewer bills are mailed monthly to all accounts on blue and white postcards. The bill includes that month's usage, a ready-to serve fee and garbage/recycling charges. The bill is due by the 25<sup>th</sup> of the following month. Late payments are assessed a 1% penalty. Payment may be made by cash or check at the Village offices, through the mail or at Comerica and Old National Bank branches downtown. Credit cards are also accepted at the Village Offices, via telephone [(734) 428-7877] or online ([www.vil-manchester.org](http://www.vil-manchester.org)). Credit card transactions include a 3% (\$2 minimum) fee collected by the credit partner. Automatic payment from bank accounts may also be set up through the Village Office. Outside or "second" meters may be purchased and installed to measure outside use that does not utilize the sanitary sewer system. They are billed twice per year for actual water usage at the current water rate plus a \$6 admin fee.

**BUILDING PROJECTS AND PERMITS** Village residents and property owners considering building projects are reminded that most of these projects will require a building and/or zoning permit, which needs to be obtained prior to starting the project. Projects that would require building permits include (but are not limited to) new buildings, building additions, roofs, siding, some sheds, decks and similar projects. Projects that require zoning permits include (but are not limited to) signs, sheds fences, pools, decks, etc. Building permits are obtained from the Western Washtenaw Construction Authority at (734) 428-7001. For zoning permit information, please call the Village Offices at (734) 428-7877.

**GARAGE SALE SIGNS** To keep the village looking tidy, an ordinance has been in effect for several years regarding temporary signage. The placement of garage sale signs on public property or right-of-ways is not permitted. Signs on private property shall not be placed without the owner's permission and in no case more than 24 hours prior to the sale and must be removed upon completion of the sale. The Sheriff's Department also reminds everyone that it is illegal in the State of Michigan to advertise this type of sale on parked vehicles.

**PARKING** By Village ordinance, there is no parking on any curbed street between 2am and 5am.

**OPEN BURNING** Open burning is prohibited in the Village or within 1400 feet of the Village limits. There is an exception for small, outdoor cooking fires.

**SNOW REMOVAL** To keep our sidewalks safe, Village ordinance requires businesses and homeowners to clear their sidewalks of snow and ice. Businesses must clear the sidewalk within 4 hours of the cessation of any snow and residences within 24 hours.

**BLIGHT** Blight prevention is also part of Village ordinance. Blight can be considered unlicensed or inoperative vehicles, outdoor building storage, an accumulation of refuse of any kind, deteriorated structures, unsecured vacant or incomplete structures.

**WEEDS AND LAWNS** Blight prevention also includes an ordinance requiring residents to remove any weeds before seeds may be spread and keeping lawn grass lengths to a maximum of 8 inches.