

**THE CHARTER TOWNSHIP OF GARFIELD**

**ORDINANCE NO. 37**

**GARFIELD CHARTER TOWNSHIP MUNICIPAL ORDINANCE  
VIOLATIONS BUREAU ORDINANCE**

An Ordinance adopted pursuant to 1994 Public Act No. 12 to establish a Municipal Ordinance Violations Bureau for the purpose of accepting admissions of responsibility for ordinance violations designated as municipal civil infractions for which municipal ordinance violation notice have been issued and served by duly authorized Township officials; to collect and retain civil fines/costs for such violations as prescribed herein; and to repeal all conflicting ordinances or parts of ordinances.

**THE CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION 1**

**TITLE**

This ordinance shall be known and cited as the Garfield Charter Township Municipal Ordinance Violations Bureau Ordinance.

**SECTION 2**

**ESTABLISHMENT, LOCATION AND PERSONNEL OF  
MUNICIPAL ORDINANCE VIOLATIONS BUREAU**

A. **Establishment.** The Garfield Charter Township Municipal Ordinance Violations Bureau (hereafter "Bureau") is hereby established pursuant to 1994 Public Act 12 (MCL 600.8396), as it may be amended from time to time, for the purpose of accepting admissions of responsibility for ordinance violations designated as municipal provided by law. A municipal civil infraction and to collect and retain civil fines/costs for such violations as prescribed herein.

B. **Location.** The Bureau shall be located within the Township Offices or such other locations within the Township as may be designated by the Township Board.

C. **Personnel.** All personnel of the Bureau shall be Township employees. The Township Board may, by resolution, designate a Bureau Clerk with the duties prescribed herein and as otherwise may be delegated by the Township Board.

**SECTION 3**  
**BUREAU AUTHORITY**

The Bureau shall have authority to accept admissions of responsibility (without explanation) for municipal civil infractions for which a municipal ordinance violations notice (as compared to a citation) has been issued and served, and to collect and retain the scheduled civil fines/costs for such violations specified pursuant to this Ordinance or other applicable ordinance(s). The Bureau shall not accept payment of fines/costs from any person who denies having committed the alleged violations or who admits responsibility only with explanation. The Bureau shall not determine or attempt to determine the truth or falsity of any fact or matter relating to an alleged ordinance violations.

**SECTION 4**  
**ORDINANCE VIOLATION NOTICE REQUIREMENTS**  
**ADMISSION/DENIAL OF RESPONSIBILITY**

A. **Ordinance Violation Notice Requirements.** A municipal civil infraction violation notice shall be issued and served by duly authorized Township officials as provided by law. A municipal civil infraction violation notice shall include, at a minimum, all of the following:

1. A description of the violation, including reference to applicable Township ordinance section;
2. The time within which the person must contact the Bureau for purposes of admitting or denying responsibility for the violations;
3. The amount of the scheduled fines/costs for the violation;
4. The methods by which the violation may be admitted or denied;
5. The consequences of failing to pay the required fines/costs or contact the bureau within the required time;
6. The address and telephone number of the Bureau; and
7. The days and hours the Bureau is open.

B. **Denial of Responsibility.** Where a person fails to admit responsibility (without explanation) violation within the jurisdiction of the Bureau and pay the required civil fines/costs within the designated time period, the Bureau Clerk or other designated Township employee(s) shall advise the complainant to issue and file a municipal civil infraction citation for such violation with the court having jurisdiction of the matter. The citation filed with the court shall consist of a sworn

complaint containing, at a minimum, the allegations stated in the municipal civil infraction violation notice and shall fairly inform the alleged violator how to respond to the citation. A copy of the citation may be served by first class mail upon the alleged violator at the alleged violator's last known address. The citation shall thereafter be processed in the manner required by law.

**SECTION 5**  
**SCHEDULE OF CIVIL FINES/COSTS**

Unless a different schedule of fines is provided for by an applicable ordinance or resolution, the civil fines parable to the Bureau upon admissions or responsibility by persons served with municipal ordinance violations notices shall be determined pursuant to the following schedule:

1 <sup>st</sup> violation within 3-year period*	\$ 50.00
2 <sup>nd</sup> violation within 3-year period*	125.00
3 <sup>rd</sup> violation within 3-year period*	240.00
4 <sup>th</sup> or subsequent violation within 3-year period*	400.00

\*determined on the basis of the date of violation(s)

In addition to the above-prescribed civil fines, costs in the amount of \$10.00 shall be assessed by the Bureau if the fine and costs are paid within 10 days of the date of service of the municipal ordinance violation notice. In the event that the fine and costs are not paid within 10 days of the date of service of the municipal ordinance violation notice, costs of \$20.00 shall be assessed by the Bureau.

**SECTION 6**  
**RECORDS AND ACCOUNTING**

The Bureau Clerk or other designated Township official/employee shall retain a copy of all municipal ordinance violation notices, and shall account to the Township Board once a month or at such other intervals as the Township Board may require concerning the number of admissions and denials of responsibility for ordinance violations within the jurisdiction of the Bureau and the amount of fines/costs collected with respect to such violations. The civil fines/costs collected shall be delivered to the Township Treasurer at such intervals as the Treasurer shall require, and shall be deposited in the general fund of the Township.

**SECTION 7**  
**AVAILABILITY OF OTHER ENFORCEMENT REMEDIES**

Nothing in this Ordinance shall be deemed to require the Township to initiate its municipal civil infraction ordinance enforcement activity through the issuance of an ordinance violation notice. As to each ordinance violation designated as a municipal civil infraction the Township may, at its sole

discretion, proceed directly with the issuance of a municipal civil infraction citation or take such other enforcement action as is authorized by law.

**SECTION 8**  
**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 9**  
**REPEAL**

All ordinances or parts of ordinances in conflict with te Ordinance are hereby repealed.

**SECTION 10**  
**EFFECTIVE DATE**

This Ordinance shall take effect thirty (30) days after publication as required by law following adoption by the Township Board. Effective Date: June 1, 1997.

LEE F. WILSON, Supervisor  
KAY JACOBS, Clerk  
Garfield Township Board  
3848 Veterans Drive  
Traverse City, MI 49684



# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

I hereby certify that the foregoing constitutes a true and complete copy of **Ordinance 37**, Garfield Charter Township Municipal Ordinance Violations Bureau Ordinance, duly adopted by the Township Board of the Charter Township of Garfield, County of Grand Traverse, Michigan, at a meeting held on March 27, 1997 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Kay Jacobs, Clerk  
Charter Township of Garfield  
Traverse City, MI