

# Resident Handbook

Last Updated: January 2014

**ATV/Golf Cart Permits:** Permits are for two years and cost \$20.00 each. Permits are obtained from Jim's Golf Cars located at 305 Manitowoc Street. To obtain a permit you must have a valid driver's license and provide proof of insurance.

**Bicycle Registration:** All bicycles must be registered. To obtain the license flag down a Village Police Officer. A \$2.00 fee covers a one-time registration.

**Branch Pick Up:** Chipping is done the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday in the months of April thru October. Clean woody vegetative material no greater than six inches (6") in diameter, and not less than four feet (4') in length can be shredded. Lumber (treated and untreated), skids, and other construction and demolition waste cannot be shredded. Place near curb with cut ends facing street. If you are interested in the wood chips, the pile is located near the compost area.

**Building Permits:** A building permit is required for any structural or major changes in excess of \$300.00 to your home or property. Permits cost \$20.00 for the first \$2,000 of material and labor costs and \$2.00 for each additional \$1,000 of costs after that. Building Permits are good for 6 months. The Application form is available on the website under *Forms* or in the Reedsville Municipal Building lobby. Permits can be obtained at the Clerk-Treasurer office located at 217 Menasha Street.

**Cat & Dog Licenses:** Unspayed females and unneutered males are \$10.00 each. Spayed females and neutered males are \$5.00 each. You must show proof of a valid rabies shot. A late fee of \$15.00 shall be assessed per dog/cat for failure to obtain a license by April 1<sup>st</sup> each year. The Application and Affidavit of Death or Disposal forms are available on the website under *Forms*. Licenses can be obtained at the Clerk-Treasurer office located at 217 Menasha Street.

**Compost:** Yard waste, such as grass clippings, leaves and yard and garden waste, shall be disposed of by composting the material or leaving it at the Village compost site located at 300 Mud Creek Road. Items NOT to be put in the compost are: stumps, roots, shrubs with intact root balls, animal waste and sod. A sign will be erected by the compost pile that is ready to be used by the public.

**Curfew:** Any person under 18 years of age unaccompanied by a parent or legal guardian may not be on any public property between 11:00 PM to 6:00 am Sunday through Thursday and 12:00 midnight to 6:00 am Friday and Saturday.

**Fire Pits/Open Burning:** All fires must be monitored by a responsible person until the fire has extinguished itself completely. Only clean wood may be used in fire pits and flames cannot extend more than 2' above the pit. Controlled burning must be located off the public street pavement or street gutter, must be at least 15' from any lot line and may not be less than 15' from any building. Person utilizing and maintaining outdoor fires shall be responsible for any liability resulting from any damage caused by the fire.

**Grass Clippings and Leaves:** are NOT to be blown on Village Streets or put into the Creek. Yard waste, such as grass clippings, leaves and yard and garden waste, shall be disposed of by composting the material or leaving it at the Village compost site located at 300 Mud Creek Road.

**Open Book:** The Village of Reedsville Assessment Roll is available for examination in April in the Reedsville Municipal Building Hall, 217 Menasha Street, Reedsville, WI. To schedule a time to discuss an assessment with the Village Assessor, please contact the Village Clerk/Treasurer at 754-4371 during normal business hours.

**Online Payment Service:** Utility bills, parking tickets and Reedsville News advertising fees can now be paid using your credit/debit card, Amazon Payments or PayPal account. The Village of Reedsville has partnered with *Wisconsin Payments* for this service. All payments using this service are done on a PCI compliant network and no information is ever stored on any server. They are located at [www.wisconsinpayments.com](http://www.wisconsinpayments.com).

**Postal Service:** The Reedsville Post Office is located at 104 Mills Street and can be reached at 754-4228. Reedsville delivers mail to street side mailboxes or PO boxes can be leased at the Post Office. Contact the local Post Master with any question you may have.

**Property Taxes:** Real estate and personal property taxes can be made in person at the Clerk-Treasurer office during normal business hours. Payments may also be made by sending a check to the following: Reedsville Municipal Building, Tax Collection, 217 Menasha St. Reedsville, WI 54230-8597. A receipt will only be sent back to you if you have included a self-addressed stamped envelope. All first

installments taxes are due by January 31<sup>st</sup>. The Village appreciates all taxes being paid by check or money orders made payable to the Village of Reedsville.

**Snow & Ice Removal:** The owner or occupant of any lot abutting on a public sidewalk shall clear their sidewalk of snow within 24 hours after a snowfall and keep the same free of ice. If such snow or ice is not removed as required, the Street Dept shall cause the same to be done and a fee will be assessed against the property owner pursuant to Sec 66.60(16), WI Stat.

**Solid Waste & Recycling Service:** The Village has contracted with Deyo Disposal Inc. to provide solid waste and single stream recycling services. Please place the trash (grey cart) at the curb by 6:00 am on Fridays. Collection for recycling (green cart) is every other Friday. If you need to obtain or replace the carts, contact Deyo Disposal at 920-864-5808. **Holiday Service:** If the collection date shall fall on a holiday, collection shall occur on the Thursday before the holiday.

**Storm Sewers:** Rain or melting snow wash soil, litter, pet waste, fertilizer, leaves and grass clippings off the pavement and into the storm sewer. Anything that washes down the storm sewers winds up in local lakes, rivers or streams – not the Wastewater Treatment Facility. Items disposed off down the storm sewers may kill fish and increase weed and algae growth.

**Sump Pump Discharge:** Sump pump may not be discharged onto any street or public way from October 1<sup>st</sup> thru April 15<sup>th</sup> of each year.

**Swimming Pool Owners:** You must fill out the *Swimming Pool Discount Application* to qualify for the swimming pool discount. No other form of submittal will be accepted. Application forms are available on the website under *Forms* or in the Reedsville Municipal Building lobby.

**Utility Rates:**      **Water Rate** - Effective 12-20-2013  
Minimum Charge per Month:  
5/8 or 3/4" Meter      \$ 11.70  
1"                              17.40  
1 1/2"                        28.10  
2"                              42.00  
3"                              67.00  
First      16,700 gallons - \$8.01 per 1,000 gallons  
Next      50,000 gallons - \$7.00 per 1,000 gallons

Over 66,700 gallons - \$4.50 per 1,000 gallons

**Sewer Rate** - Fixed Monthly Charge: \$15.00

Effective 12-20-2011

Volume Charge: \$10.50 per 1,000 gallons

Effective 6-20-2005

**Public Fire Protection Rate** – Effective 2-1-2012

Fixed Monthly Charge:

5/8 or 3/4" Meter	\$ 4.90
1"	12.00
1 1/2"	24.00
2"	39.00
3"	73.00

**Late Payment Charge:** 3% per month if not paid within 20 days following issuance of bill

**Utility Bill Payment Services:** You can use your credit/debit card, Amazon Payments or PayPal account to pay your utility bill. The Village of Reedsville has partnered with *Wisconsin Payments* for this service. All payments using this service are done on a PCI compliant network and no information is ever stored on any server. They are located at [www.wisconsinpayments.com](http://www.wisconsinpayments.com). You will need your utility account number each time you make a payment. **OR** You can have your utility payment deducted automatically from your checking or savings account. The application form is available on the website under *Forms*, in the Reedsville Municipal Building lobby or the Denmark State Bank – Reedsville office.

**Vehicle Nuisance:** It is illegal for any partially dismantled, non operating, wrecked, junked, unregistered or discarded vehicles to be placed or stored on any public or private property within the Village limits for a period of longer than 5 days, unless said vehicle is stored within an enclosed building. This Ordinance does not apply to property zoned for the sale or repair of vehicles. Having a vehicle behind your garage or under a tarp does not meet the requirement of an enclosed building.

**Village Board:** The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month. Village elected officials are voted upon yearly and serve a 2 years term beginning on the third Tuesday of April. Nomination papers for Village President or Trustee positions can be picked up at the Clerk Treasurer's office during normal business

hours or on the State Government Accountability Board website. Nomination papers may not be circulated before December 1<sup>st</sup>. The number of signatures required ate 20. All completed forms must be returned to the Clerk-Treasurer office by 3:00 pm on the first Tuesday in January or the candidate's name will not be placed on the ballot.

**Voter Registration Information:** You can register to vote up until the Friday before the election or on Election Day. You must reside at your address for 28 consecutive days to be eligible to vote and proof of residence is required. Voting is held in the Reedsville Municipal Building Hall located at 217 Menasha Street and is open from 7:00 am to 8:00 pm on election days.

**Water Softeners:** Any water softener installed must be rated to have a salt efficiency of at least 4000 grains of hardness removed per pound of salt used, must be approved and inspected by a representative of the Village of Reedsville and must regenerate on demand only.

**Weather Alert System:** A siren blast consistent for three minutes means there is a Tornado warning for Manitowoc County and residents should take action and find cover.

**Winter Parking Restriction:** No person shall park any vehicle on any street or alley in the Village between 2:30 am to 6:00 am of any day from November 1 to April 1 unless permission to do so is received from the Police Dept.