

**VILLAGE OF PORT SANILAC 2024-2025 COMPENSATION and  
ANNUAL FEE SCHEDULE - Amended 10/1/2024**

**ACCEPTABLE FORMS OF PAYMENT**

Cash, Check, or Money Order; no credit cards. Village of Port Sanilac, 56 N. Ridge St., P.O. Box 628, Port Sanilac, MI 48469. The Village Municipal Office is open M-F, 8:00 am – 4:00 pm; Phone 810-622-9963.

**ACCRETED LAND**

Requests for Council approval for property accretion- actual costs; materials, staff hours, (attorney fees if applicable)

Freedom of Information Act Labor Cost \$25.00 per hour  
Return Check/Non-Sufficient Funds \$35.00  
Garage Sale Permit \$1.00 (except on holiday weekend)  
Burn Permits \$10.00

**COMPENSATION**

Village Council, Liaisons, Officials, and Committees Compensation:

President	\$110.00 per Council & Special Council Meetings
President Pro-Tem	\$110.00 per Council & Special Council Meetings
Trustees	\$ 85.00 per Council & Special Council Meetings \$ 30.00 per Attendance at Committee Meetings \$ 30.00 per Village Liaisons
Bus. Mgr./Clerk/Treasurer/Ord. Enf. Officer	\$ 85.00 per Council & Special Council Meeting
Committees	\$ 30.00 Per Meeting \$ 40.00 Committee Chairperson \$ 50.00 Sub-Committee Meeting Minutes

Village Business Manager	\$32,419.00/yearly
Street Administrator	\$ 3,252.00/yearly
DPW Manager	\$10,750.00/yearly
DPW Water Project Oversight	\$ 3,454.00/yearly
Treasurer	\$15,782.00/yearly
Clerk	\$24,024.00/yearly
Zoning Administrator	\$ 4,896.15/yearly
Ord. Enforcement Officer	\$ 496.75/Month
Harbor Master	\$54,214.00/yearly
Parks & Rec. Coordinator	\$10,500.00/yearly

**COPIES**

8 1/2x11 one side	\$ .20
two sided	\$ .30
11x14 one side	\$ .30
two sided	\$ .40
11X17 one sided	\$ .50
Two sided	\$ 1.00
Master Plan Copies	\$ 10.00 Black & White
Ordinance Book Copies	\$ 60.00

**FINES**

Municipal Civil- Infractions

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Grade A	\$50.00	\$100.00	\$150.00	\$250.00
Grade B	\$100.00	\$150.00	\$225.00	\$300.00
Grade C	\$150.00	\$200.00	\$300.00	\$400.00
Grade D	\$250.00	\$300.00	\$400.00	\$500.00

Animal Violations (Ordinance 91.01-91.99)	\$ 50.00
Trash Burning (Ordinance 90.15-90.20)	\$ 50.00
Trash Improper Disposal (Ordinance 90.15-90.17)	\$ 50.00
High Grass or Weeds (Ordinance 92.23)	\$ 50.00
Littering General and Handbills (Ordinance 130.29)	\$ 50.00 + DPW Costs
Noise General and Vehicular (Ordinance 92.01-92.08)	\$ 50.00
Disorderly Conduct (Ordinance 130.21)	\$200.00
Trespassing (Ordinance 130.37)	\$200.00
Loitering (Ordinance 130.30)	\$ 75.00
Improper Watering (Ordinance 51.018)	\$ 50.00
Other Ordinance Violation Excluding Zoning Violations	\$ 75.00

6.620 Unless otherwise specifically designated, offenses designated as civil infractions in the Village of Port Sanilac Code of Ordinances shall be considered as Grade 1 violations. Each and every day that a violation continues unabated is deemed a separate offense. However, correction of the violation and payment of the fine within seven days of issuance shall be considered a non-violation

Copy of the schedule, as amended from time to time shall be posted at the Village Office.

**GENERAL**

32.02

Criminal Prosecution Rewards which will be set annually by the Village Council, to any civilian who provides information which directly results in the arrest and conviction of any person originally charged with:

1. Malicious destruction of property over \$100.00;
2. Breaking and entering;
3. Larceny over \$100.00; and/or
4. Larceny in a building.

Garbage and Trash Penalty: #10.99 Code of Ordinances (not more than \$500.00 and costs of prosecution or by imprisonment for not more than 90 days or by both such fine and imprisonment).

**WATER - GENERAL PROVISIONS**

Damages and violations

Council reserves the right, in its discretion, to cut off supply without notice and all back rents, damages and fees must be paid before the water will again be furnished.

Delinquent bills; Bills remaining unpaid for a period of over two quarters from their due date, a statement of the same shall be delivered by the Treasurer to the Assessor of the village and shall then become a lien upon the property and shall legally be assessed by the Assessor against the said property to be paid and collected as taxes.

**SHUT OFFS:**

The Village Council retains the right to shut off any water supplied in water mains outside of the corporate limits of the village because of any violation of this contract or any other contract made therefor.

In the event the property owner requests water service to be discontinued or the quarterly billing have also been discontinued, a new use/tap-in fee must be paid before Service is reinstated.

Tap in fees.

**WATER/SEWER/TRASH RATES**

Rates Per Residential Equivalent Unit (REU) - Non metered shall be billed and collection begin on the first day of January, April, July and October.

Water	\$ 97.55
Sewer	\$ 60.00
Water RRI (required for Bond #2 & #3)	\$ 5.60
Water RRI (bond #4)	\$ 4.20
Annual Bond Reserve (bond #2-3)	\$ 2.35
Annual Bond Reserve (bond #4)	\$ 2.75
Water Bond #2 - Series A \$1,025,000	\$ 23.00
Water Bond #3 - Series B \$90,000	\$ 2.20
Water Bond #4 - (2020 water project)	\$ 27.50
Trash (383 customers)	\$ 80.00
Lagoon Debt	<u>\$ 52.00</u>
 Total per quarter	 \$357.15

Late fee on Water/Sewer/Trash bill 10%

**METERED RATES**

Commercial- Water Readiness to Serve Charge \$52.00 per premises/REU

Sewer Readiness to Serve Charge \$30.00 per premises/REU

Motels .25/REU per room X \$52.00 for Water Readiness to Serve Charge .25/REU per room X \$30.00 for Sewer Readiness to Serve Charge

**All Rates per 1000 gallons \$ 1.15/.00115 per gallon**

**SANILAC TOWNSHIP WATER USERS**

Water and Sewer fees are 120% of all village water and sewer user fees

**SEWER & WATER TAP IN FEES**

Minimum charges below - add any additional actual costs (materials, man hours, equipment hours, & bookkeeping, etc.) due 30 days after completion of the tap.

<u>Water Supply Size</u>	<u>Meter</u>	<u>Pit Set Meter</u>	<u>Water Tap Fee</u>	<u>Sewer Tap Fee</u>
¾ inch pipe	\$290.00	\$303.00	\$1,007.50	\$1,007.50
1-inch pipe	\$364.00	\$377.00	\$1,707.50	\$1,707.50
1 ½ inch pipe	TBD*	TBD*	\$2,207.50	\$2,207.50
2-inch pipe	TBD*	TBD*	\$3,307.50	\$3,307.50

(\*current vendor price)

**WATER SHUT OFF/ON**

During work hours 8:00 a.m. - 4:00 p.m. \$ 25.00

After work hours	\$ 60.00
Water reconnection fee	\$1,000.00

**WATER PURCHASED FROM THE VILLAGE**

0 - 5,000 gallons	\$30.00 + \$5.00 Administration fee per fill
5,000 - 10,000 gallons	\$60.00 + \$5.00 Administration fee per fill
10,000 - 15,000 gallons	\$120.00 + \$5.00 Administration fee per fill

**MISCELLANEOUS**

**Rental Inspection Admin. Fee \$150.00**

**Mileage Reimbursement:** Reimbursement per current IRS Reimbursement Guidelines.

**SNOW REMOVAL**

**Private Drive Emergency Snow Removal Fees - Actual Costs for employees, equipment, etc.**

An administrative fee of 15% will be applied to the total of the invoiced amount to cover scheduling, billings and bookkeeping.

**PLANNING COMMISSION**

**Land Use Permits:**

Sheds, Decks, Porches and Fences	\$ 75.00
Swimming Pools and Ponds	\$ 75.00
Additions and attached garages to Residences < 400 sq. ft.	\$150.00
Residences > 400 sq. ft.	\$250.00
New Residences	\$150.00
Commercial and Industrial	\$250.00
Administrative fee for no permit	\$ 50.00
Land Clearing, Filling or Excavation	\$ 50.00
Sign Permit	\$ 75.00
Short Term Rental Registration	\$200.00
Short Term Rental Renewal	\$ 50.00

**Demolition Permits**

Residences	\$100.00
Commercial and Industrial	\$250.00

**Land Splits**

Land Split (first)	\$200.00
Additional Splits (for same property)	\$100.00 each

**Special Land Use Permit Request through Planning Commission**

Special Meeting	\$500.00
Regular Meeting	\$300.00

**Public Hearing Minor Non-Conforming**

Special Meeting	\$500.00
Regular Meeting	\$300.00

**Zoning Amendment Request through Planning Commission**

Special Meeting	\$500.00
Regular Meeting	\$300.00

**Variance Request through the Village Council**

Special Meeting \$750.00  
Regular Meeting \$550.00

**Zoning Board of Appeal through the Village Council as Board**

Special Meeting \$750.00  
Regular Meeting \$550.00

**Peddlers & Auctioneers Application (Permit Required)**

**Food Trucks Serving "Port Sanilac Events":** \$150.00 Annual Fee plus Event Fee (two-day minimum) @ \$25.00 per Day

**Food Trucks Operating on Public Property:** \$150.00 Annual Fee or \$25.00 per Day

**SEIZED PROPERTY STORAGE FEE**

**Seizures & Impoundment Release** Fee up to \$125.00 determined by officer hours and document preparation

**Certified Mail Charge** Current US Postal Service Charge

**Parking Tickets** \$ 10.00

**Creating Hazardous Condition** Minor up to \$50.00  
Moderate up to \$150.00  
Serious up to \$250.00

**Loud Music** \$ 25.00 first offence  
\$ 50.00 second offence  
\$ 75.00 third offence  
\$100.00 fourth offence

**BARK SHANTY COMMUNITY CENTER RENTAL FEE**

**One Half Day (6 Hours i.e. 7:00 am. - 1:00 pm. or 1:00 pm. - 7:00 pm.)** \$150.00

**Full Day (13 Hours i.e. 12:00 pm. - 1:00 am.)** \$250.00

**Security Deposit** \$100.00

**Weekday Gymnasium Hourly Rate for Non-Community Based Group Charging Activity Fee - 2 Hour Maximum** \$ 10.00/Hour

**AMENDMENTS**

Payments are required within 10 days.

Failure to pay any fines or fees after 10 days incurs a \$10.00 per month late fee.

Village of Port Sanilac Council adopted June 17, 2008.

Amended 11/18/08 IRS Mileage  
Amended 1/6/09 Mileage rate 50.5 cents/mile  
Amended 4/09 Mileage rate 55 cents / mile  
Amended 6/16/09 by motion 6/16/09 w/s rates, Title placement and simplification of billing formulas.  
Amended 7/21/09 added 1% raise for appointed officials.  
Amended June 2010 added 2% raise for appointed officials and non-union employees, Increased water bond to \$65.00, increased Land Use Permit to \$50.00, included all council meetings pay rates.  
Amended 8/17/10 -Metered Commercial Properties with additional units such as apartments and/or businesses.  
Amended 8/19/10 - Rental Unit or Residential Rental Deposit of quarterly bills to reflect increase in water bond of \$5.00.  
Amended 11/16/10- Metered Commercial Properties with additional units such as **apartments and/or businesses**.  
Amended 12/21/10 for addition of Lagoon Debt Fee of \$47.00 to quarterly bills and Rental Units or Residential Deposits of quarterly bills reflecting the additional 447.00 per quarter increase.  
Amended 1/18/11 Removal of Finance Meeting of the Whole Meetings, correcting Street Administrator's bi-weekly amount, increasing Variance and Zoning Board of Appeals stipends, reducing mileage to \$.51/mile (IRS).  
Amended 5/3/11 Addition of swimming pool & pond fees, addition of Per Diem pay for Council.  
Amended 7/8/11 Increase of 2% to the Appointed Officials compensation.  
Amended 7/1/12 Increase of 2% to the Appointed Officials compensation.  
Decrease of Water rates, increase of Sewer rates. S/B Increase of Water rates, decrease of Sewer rates. Error corrected 12/3/12, Added Fire Runs and P.I. Accident Fees.  
Amended 7/1/13 1% wage increase  
Amended 7/1/14 1% wage increase  
Amended 7/1/15 1% wage increase  
Amended 1/7/16 Mileage rate \$ .56 cents/ mile  
Amended 6/21/16 Fee Schedule 2016/2017  
Amended 7/1/16 1% wage increase/Budget  
Amended 1/17/2017 added REU definition  
Amended 1/17/2017 Changed billing and added collection dates  
Amended 6/20/17 Increase of 2% Appointed Officials, increase in water rates, decrease in mileage  
Amended 8/15/17 added "Water Purchased from the Village" section that was mistakenly omitted  
Amended 12/5/2017 Fire Chief & Asst Chief pay, added Forester Twp. & Village of Port Sanilac \$1,350.00 for Fire Runs & added Police Officer, Police Lieutenant & Director of Public Safety pay  
Amended 6/30/2018 increase in water and trash rates, addition of DPW Water Project Oversight, DPW Manager, increase in mileage reimbursement  
Amended 6/18/2019 Increase of 2% for Appointed Officials, added Public Safety Coordinator, Increased return check, water and sewer usage fee, motel water and sewer readiness, added late fee for nonpayment of water/sewer/trash bill, increased land use permits, demolition permits and sign permits, added penalty for no permit, added public hearing non-conforming regular and special meeting, added peddler fee, took out police fee schedule.  
Amended 8/20/19 mileage reimbursement revised to .58 cents per mile  
Amended 9/3/19 Metered Rates Commercial water ready to serve & sewer ready to serve increased to \$30.00 each  
Amended 11/5/19 added Land Splits  
Amended 1/21/2020 added line item DPW Water Project Oversight \$2,787.25/yearly

Amended 2/4/2020 Reimbursement for mileage per current IRS Reimbursement Guidelines as issued annually by the IRS.

Amended 3/17/2020 Freedom of Information Act Labor Cost \$25.00 per hour, Down Wire Calls \$650.00.

Amended 7/7/2020 increase of 2% for Appointed Officials and office cleaner, added Meter and Pit Set Meter prices, changed water shut off hours.

Amended 12/15/2020 added water & sewer fee for Sanilac Twp users, increased Metered Rates Commercial water ready to serve, increased Residential water rate

Amended 3/16/2021 added Burn Permits

Amended 7/20/2021 wages, trash, rental inspection, Planning Commission fees, compensation, fines, Council Pay.

Amended 9/24/2021 added fee for land clearing, filling or excavation.

Amended 10/25/2021 added Bark Shanty Community Center Rental Fees.

Amended 1/10/2022 increased trash rate to \$70.00 and mileage rate to .585 cents per mile.

Amended 4/25/2022 Medical First Responder's Cost \$160.00 per Run.

Amended 6/28/2022 Non-union pay increase of 3.9 percent.

Amended 7/5/2022 Treasurer's pay listed as monthly.

Amended 9/7/2022 increased mileage rate to 62.5 cents per mile.

Amended 1/3/2023 to add acceptable forms of payment.

Amended 1/17/2023 increased mileage rate to 65.5 cents per mile.

Amended 5/17/2023 to change Harbor Master pay to \$47,500.00 yearly, Parks & Recreation Coordinator pay to \$8,500.00 yearly, increase trash rate to \$75.00 and eliminate listing specific mileage reimbursement rate.

Amended 8/2/2023 increase of 8.7% for Appointed Officials, increase in Rental Inspection Fee to \$150.00, and increase in Land Split to \$200.00 (first) and \$100.00 (each additional for same property).

Amended 9/19/2023 to change water/sewer/trash rates.

Amended 5/7/2024 to add Short-Term Rental Registration Fee and Short-Term Rental Renewal Fee.

Amended 7/1/2024 to amend Appointed Official's Compensation, Fines, Water Bond Rates, Land Use Permits including Additions and Attached Garages; to add Peddler & Auctioneers Application Permit and Event Fees; to remove Coordinator Public Safety; to add Part-Time Ordinance Enforcement Officer.

Amended 7/22/2024 to amend Peddler and Auctioneers (Food Trucks) Event Fees.

Amended 10/1/2024 to add Ordinance Enforcement Officer's pay; increase Harbor Master's pay; adjust President Pro-Tem meeting stipend, removal of Fire Department Fees, amend Peddler and Auctioneers (Food Trucks) Event Fees, and add BSCC Hourly Weekday Rental Rate.