



The Village of
Port Sanilac

56 N. Ridge St. • Box 628 • Port Sanilac, MI 48469-0628 • Ph. (810) 622-9963 • Fax (810) 622-7801

Approved Meeting Minutes
Village of Port Sanilac Council Meeting
March 7, 2023

The Pledge of Allegiance to the Flag of the United States of America was led by J. Davis.

President Pro Tem J. Davis called the Council Meeting to order at 7:01 pm.

Council Members Present: M. Balysh, S. Balysh, J. Davis, R. Lange, R. Mach, J. Southard, D. Falcon 7:06 pm arrival.

Staff Present: Dan Finn, Darcy Johnson, Larry O'Keefe, Barbara Rabineau

Guests: John Haman, Jeanne Harper, John Rogers, Lori Southard, Jim Sroka, Kenn Wimmer

Agenda/Additions:

Motion by R. Mach, seconded by R. Lange to approve Agenda. **Motion Carried.**

Public Comment:

a. A resident voiced safety concerns regarding snow removal on Village sidewalks especially at the four corners with cars not stopping at the traffic light. Jon Davis advised the ordinance should be reviewed by Governance for enforcement.

b. Bill Sarkella gave a county level report.

Presidential Appointments: none

Presentations:

a. Jeanne Harper asked for approval for flower boxes to be provided by the Business Association. Request will be reviewed by the Buildings & Site Committee for state compliance. Council asked Jeanne Harper to provide dimensions of the containers. Jeanne Harper also advised that Music in the Park will be beginning earlier this year with the first date including free hotdogs and soda. The Business Association will be authoring a double sided, folded pamphlet with advertising space available to local businesses.

Petitions and Communications:

a. Resignation Email dated February 27, 2023 from Anne Soule, Parks & Recreation Coordinator, was read into the record. **Motion** by S. Balysh, seconded by Jon Davis to accept Anne Soule's resignation. **Motion Carried.**

b. **Motion** by R. Mach, seconded by M. Balysh to approve Dan Finn as interim Parks & Recreation Coordinator. **Motion Carried.**

c. EGLE Violation Notice – 2021 Consumer Confidence Report dated February 7, 2023 was presented by Larry O'Keefe.

d. Revised 2021 Water Quality Report was submitted.

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- e. Event and Facility Use Check List for the Antique Boat & Vintage Show August 18th and August 19th was submitted. **Motion** by R. Mach, seconded by J. Southard to approve Antique Boat & Vintage Show Event and Facility Use Check List. **Motion Carried.** Clerk to obtain copy of Certificate of Insurance prior to event.
- f. Letter to Sanilac East Fire Authority dated February 22, 2023 was read into the record.
- g. Planning Commission application was submitted by Jim Sroka. **Motion** by J. Southard, seconded by J. Davis to approve the appointment of Jim Sroka to the Planning Commission. **Motion Carried.**

Village Departments, Committees, and Commissions:

Planning Commission:

- a. Planning Commission Workshop Meeting Minutes dated February 8, 2023 were submitted (informational).
- b. Planning Commission Approved Meeting Minutes dated January 24, 2023 were submitted (informational).
- c. Planning Commission Unapproved Meeting Minutes dated February 28, 2023 were submitted (informational).

Zoning Administrator's Report:

- a. Zoning Administrator's February 2023 Report was presented by Larry O'Keefe.

Public Safety Committee:

- a. J. Davis advised the SEFA Finance Committee has met and the SEFA Board will be meeting next week. **Motion** by J. Davis, seconded by R. Mach to withdraw and rescind the building lease agreement extending the lease term two years from July 1, 2023 through June 30, 2025. **Motion Carried.** Clerk to notify SEFA in writing.

Buildings and Site Committee:

- a. Buildings and Site Committee Meeting Minutes dated February 28, 2023 were submitted. Motion to approve payment to Thumb Cooling & Heating was tabled until mechanical and electrical inspection reports are provided, air balance report provided, warranty documentation provided, operator training provided, and punch list items closed out.
- b. **Motion** by R. Mach, seconded by D. Falcon to authorize a letter to MDNR availing North Park, DPW Yard, South Harbor Wall Access and Goldman Access as disposal sites for the accumulated sand along the outside of the north Harbor wall subject to needs and appropriate permitting, as recommended by the Buildings and Site Committee. **Motion Carried.**

Finance Committee:

- a. Finance Committee Meeting Minutes dated March 6, 2023 were submitted.
- b. **Motion** by S. Balysh, seconded by J. Davis to approve Kennedy Industries proposal for the south lift station pump repair for \$4,995.00, as recommended by the Finance Committee; charge account 590-930-0. **Motion Carried.**
- c. **Motion** by R. Mach, seconded by J. Davis to approve Townley Engineering Professional Service Agreement for services related to the Harbor sidewalk and related work for \$9,800.00, as recommended by the Governance and Finance Committees; charge account 586-970-0. **Motion Carried.**

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d. Motion by D. Falcon, seconded by R. Mach to approve Northern Pump and Well proposal for a replacement pump and well repairs for \$20,113.00, as recommended by the Finance Committee; charge account 591-975-0. **Motion Carried.**

e. Motion by J. Davis, seconded by M. Balysh to approve request for \$200.00 to fund Parks and Recreation fundraiser, as recommended by the Finance Committee; charge account 442-930-2. **Motion Carried.**

f. Motion by M. Balysh, seconded by J. Southard to approve request for postage for the master plan community survey for \$500.00, as recommended by the Finance Committee; charge account 111-962-0. **Motion Carried.**

Governance Committee:

a. Governance Committee Meeting Minutes dated March 6, 2023 were submitted.

New Business:

a. South Lift Station Pump repair was discussed by Larry O'Keefe.

Previous Business: None

Bills:

a. **Motion** by S. Balysh, seconded by D. Falcon to approve Village bills **PAID** dated February 27, 2023 in the amount of \$35,190.60. **Motion Carried.**

b. **Motion** by D. Falcon, seconded by M. Balysh to approve Harbor bills **PAID** dated February 28, 2023 in the amount of \$241.94. **Motion Carried.**

c. **Motion** by S. Balysh, seconded by R. Mach to approve Village bills **TO BE PAID** dated March 7, 2023 in the amount of \$12,922.54. **Motion Carried.**

d. **Motion** by J. Davis, seconded by J. Southard to approve Harbor bills **TO BE PAID** dated March 8, 2023 in the amount of \$5,572.82. **Motion Carried.**

Minutes:

a. **Motion** by M. Balysh, seconded by S. Balysh to approve the Council Meeting Minutes dated February 21, 2023, as presented. **Motion Carried.**

b. **Motion** by D. Falcon, seconded by R. Lange to approve February 21, 2023 Closed Session Meeting Minutes submitted under separate, confidential cover. **Motion Carried.**

Treasurer's Report: Darcy Johnson

a. Financial Statements – February 2022 and February 2023 were submitted.

b. Treasurer's February Financial Report dated March 1, 2023 was presented by Darcy Johnson.

c. **Motion** by S. Balysh, seconded by R. Lange to approve transfer from Co 2 mills to cover DPW wages to local streets for crack filling and budget adjustments:

i.	Co 2 mills transfer to other funds	204-965-0	\$19,500.00
ii.	Co 2 mills balance forward	204-670-2	\$19,500.00
iii.	Local streets transfer in	202-691-0	\$19,500.00
iv.	Local streets salaries & wages	202-702-0	\$19,500.00

Motion Carried.

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d. Motion by R. Mach, seconded by D. Falcon to approve Parks & Recreation balance forward to cover Parks & Recreation 5 Year Plan by Rowe (Council approved \$3,975.00):

i.	Balance forward	442-670-3	\$4,000.00
ii.	Legal/Professional Services	442-801-0	\$4,000.00

Motion Carried.

Business Manager: Larry O'Keefe

a. Business Manager's February Report was presented by Larry O'Keefe.

Clerk: Barbara Rabineau

a. Newsletter submission deadline is March 10, 2023. Send submissions to R. Mach or the Clerk.

b. Notification from Sanilac Tourism Association of dissolution – Sunrise Side Spring Tourism Magazine was presented by Clerk.

Work in Progress:

a. 2020 Water Project has been renamed 2022 Water Project.

Public Comment: None

Adjournment:

Motion by D. Falcon, seconded by J. Davis to adjourn the council meeting at 8:08 pm. **Motion Carried.**



Barbara Rabineau
Clerk