



The Village of  
**Port Sanilac**

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**Approved Meeting Minutes**  
Village of Port Sanilac Council Meeting  
February 6, 2024

The Pledge of Allegiance to the Flag of the United States of America was led by Linda Hahn.

President Pro-Tem M. Balysh called the Council Meeting to order at 7:05 pm.

**Council Members Present:** M. Balysh, S. Balysh, L. Hahn, B. Hunter, B. Simon, A. True

**Council Member Absent:** D. Falcon

**Staff Present:** Darcy Johnson, Don Morath, Larry O'Keefe, Barbara Rabineau

**Guests:** Robert Dear, Phil Essenmacher, Dan Finn, Mary Simon, Jeff Smeader, Jenny Sroka, Jim Sroka

**Agenda/Additions:**

**Motion** by B. Hunter, seconded by A. True to approve Agenda. **Motion Carried.**

**Public Comment:**

a. Philip Essenmacher, Patriot REI Project Manager, distributed a handout for upcoming projects. Patriot REI will provide additional information at the next Council meeting and are hopeful Council will provide a letter of support for securing grant monies for the projects.

b. Bill Sarkella gave a county-level report.

c. Dan Finn spoke to the importance of moving the water project forward for the residents and businesses of Port Sanilac.

d. Mary Simon advised Council that short term rental fees will need to be addressed along with updating the published fee schedule.

**Presidential Appointments:** None

**Presentations:** None

**Petitions and Communications:**

a. Facility Use Check List for the Blues Festival August 2, 2024 through August 3, 2024 was submitted.

**Motion** by S. Balysh, seconded by L. Hahn to approve Facility Use Check List for 2024 Blues Festival to be held August 2, 2024 and August 3, 2024. **Motion Carried.**

b. Letter from the Port Sanilac Garden Club dated January 16, 2024 was forwarded to the Finance Committee.

c. Resolution #01-2024 – A Resolution to Adopt the 2024 Village of Port Sanilac 5-Year Parks & Recreation Plan was submitted into the record.

d. Resolution #02-2024 – MDOT Performance Resolution was submitted. **Motion** by S. Balysh, seconded by B. Hunter to authorize Larry O'Keefe, Business Manager and Streets Administrator, to apply to the Michigan Department of Transportation for necessary permits to work within State Highway Right of Way on behalf of the Village of Port Sanilac. **Motion Carried.**

e. Letter from Eric Bruss dated January 26, 2024 was submitted. **Motion** by A. True, seconded by B. Simon to approve re-appointment of Eric Bruss to the Village of Port Sanilac Planning Commission, upon completing all necessary paperwork and providing all required documentation. **Motion Carried.**

f. Email from Lt. Michael Moore dated January 26, 2024 was forwarded to the Finance Committee.

**Village Departments, Committees, and Commissions:**

**Planning Commission:**

a. January 23rd Master Plan Public Hearing and Planning Commission Meeting cancelled due to weather conditions. Public Hearing has been rescheduled for February 27, 2024 at 6:30 pm along with the regular monthly Planning Commission meeting.

**Zoning Administrator's Report:**

a. Zoning Administrator's January Report was presented by Larry O'Keefe.

**Governance Committee:**

a. Governance Committee Meeting Minutes dated January 18, 2024 were presented by Larry O'Keefe.

a1. **Motion** by B. Hunter, seconded by B. Simon to amend the Bark Shanty Community Center Rental policy to allow school and community related groups and school and community related functions to use the facility at no charge provided the group executes a rental agreement and provides a security deposit, as recommended by the Governance Committee. **Motion Carried.**

a2. **Motion** by B. Hunter, seconded by A. True to authorize the Community Development/Parks and Recreation Committee to review and determine if a group and/or use of the Bark Shanty Community Center qualifies for the rent-free status, as recommended by the Governance Committee. **Motion Carried.**

a3. Revised Bark Shanty Community Center Rental Agreement was submitted. **Motion** by B. Hunter, seconded by L. Hahn to revise the Bark Shanty Community Center Rental Agreement as follows:

a. "8. Community and School based groups using the facility at no charge are required to execute a rental agreement and provide a refundable security deposit as detailed in the Fee Schedule." b. "Add full nondiscrimination statement and survey as directed by USDA RD," as recommended by the Governance Department. **Motion Carried.**

**New Business:**

a. S. Balysh reported on the music event held February 3, 2024. The event was very successful; additional music events will be scheduled.

b. B. Hunter is meeting with library personnel to explore possible movie nights at the Bark Shanty Community Center.

**Unfinished Business:**

a. M. Balysh gave an update on the Sanilac East Fire Authority. M. Balysh, L. Hahn, and J. Sroka have held meetings and have developed a different plan to be rolled out to each Council Trustee individually. The plan will then be voted on by full Council; then sent to Sanilac Township for review.

**Bills:**

a. **Motion** by S. Balysh, seconded by L. Hahn to approve Village bills PAID dated January 23, 2024 in the amount of \$11,568.57. **Motion Carried.**

b. **Motion** by B. Hunter, seconded by B. Simon to approve Harbor bills PAID dated January 24, 2024 in the amount of \$318.11. **Motion Carried.**

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c. **Motion** by S. Balysh, seconded by A. True to approve Village bills **TO BE PAID** dated February 6, 2024 in the amount of \$9,829.67. **Motion Carried.**

d. **Motion** by L. Hahn, seconded by B. Hunter to approve Harbor bills **TO BE PAID** dated February 7, 2024 in the amount of \$20,161.35. **Motion Carried.**

e. **Motion** by B. Hunter, seconded by B. Simon to approve Water Fund bill **TO BE PAID** dated February 8, 2024 in the amount of \$19,546.25. **Motion Carried.**

**Minutes:**

**Motion** by S. Balysh, seconded by L. Hahn to approve the Council Meeting Minutes dated January 18, 2024, as presented. **Motion Carried.**

**Treasurer's Report:** Darcy Johnson

- a. Financial Statement January 2023 and January 2024 were submitted.
- b. Treasurer's January Financial Report dated February 6, 2024 was presented by Darcy Johnson.

**Business Manager:** Larry O'Keefe

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

**Clerk:** Barbara Rabineau

- a. Newsletter submission deadline to Britton Simon and Clerk is February 26, 2024. The Planning Commission deadline is extended to February 28, 2024 to allow for results from the Master Plan Public Hearing and their monthly meeting.
- b. Updated Sub-Committee Listing was distributed to Council.

**Work in Progress:**

- a. 2022 Water Project – Update was given by Larry O'Keefe during his Business Manager's Report.

**Public Comment:**

- a. A resident requested information regarding the built-in stand by power.
- b. M. Balysh suggested all Council Trustees review the water project details.

**Adjournment:**

**Motion** by S. Balysh, seconded by L. Hahn to adjourn the council meeting at 7:52 pm. **Motion Carried.**



Barbara Rabineau, Clerk