

Un-Approved Agenda
Village of Port Sanilac Council Meeting
September 15, 2026

Welcome to the Village of Port Sanilac September 15, 2026 Council Meeting. This is a Village Business Meeting open to the public. Action Request Forms are available at the Village Office for placement on the agenda.

Public comment is allocated at the beginning and end of the meeting for general comments. Guests will be recognized to speak only in the portion of the meeting designated for public comment or if called upon to speak. Each guest is limited to two minutes, please state your name, address, and indicate the subject you wish to address to the Council.

1. **Pledge of Allegiance to the Flag of the United States of America:** A. Smiley
2. President Pro Tem M. Balysh calls the Council Meeting to order at ____ pm.
3. **Roll Call:** M. Balysh __, S. Balysh __, J. Sroka __, B. Moran, Jr. __, B. Simon __, A. Smiley __, D. Falcon __
4. **Agenda/Additions:**
Motion by __, seconded by __ to approve Agenda and Additions, if applicable.
5. **Public Comments:**
6. **Presidential Appointments:** none
7. **Presentations:** none
8. **Petitions and Communications:**
 - a. **Event and Facility Use Check List**
Knights of Columbus – Tootsie Roll Drive at the Four Corners on October 16, 2026 and October 17, 2026.

Motion by __, seconded by __ to approve the Knights of Columbus – Tootsie Roll Drive at the Four Corners on October 16, 2026 and October 17, 2026.
 - b. **Event and Facility Use Check List**
Ava Maria Catholic Parish 3rd Annual Ave Maria International Food Festival with a live band and beer tent on Saturday, September 19, 2026 at Port Sanilac Harbor Park from noon till 7:00 p.m.

Motion by __, seconded by __ to approve the 3rd Annual Ave Maria International Food Festival on Saturday, September 19, 2026, from noon till 7:00 p.m.
 - c. **4th Quarter Newsletter DRAFT** for approval.

Motion by __, seconded by __ to approve the 4th Quarter Newsletter content.
 - d. **Formal Complaint – Ordinance Violation Excessive Noise – 71 S. Lake Street, Port Sanilac, MI**
Mi Casa Rental, on August 1, 2026, August 8, 2026, August 15, 2026, August 22, 2026 and August 28, 2026, filed by Thomas Jackson at 104 S. Lake Street, Port Sanilac, MI.
 - e. **Formal Complaint – Action Request Form** – Please review and take action on changes to modify loudspeaker amplification. (Village Ordinance 92.05) filed by Tom Jackson at 104 S. Lake Street, Port Sanilac, MI. (Direct request to Governance Committee)

f. Formal Complaint -Action Request Form – Please review and take action on change to revise the hours for operating loudspeakers or amplifiers. (Village Ordinance 92.06) Should this Ordinance be changed to a 10:30 p.m. end time/or 10:00 p.m. end time for all in the Central Business District? (Direct request to Governance Committee)

g. Formal Complaint – Action Request Form – Please review and take action on the attached change to add a required plan on how commercial grade sound systems may be used at Short Term Rental locations. (Village Ordinance 17.10.32 Short Term Rental) Forward to Governance Committee.

h. Village of Port Sanilac Short-Term Rental License – changing the Short-Term Rental from a permit to a two-year license. Just asking Council to view the example of a license and the design.

i. Permit, Licenses and Fees – Short Term Rental License (Including rental inspection fee \$150.00) Total new updated price will be \$350.00 asking Council to approve the new updated fee.

Motion by ___, seconded by ___ to approve the new updated Permit, Licenses and Fees for a total price of \$350.00.

j. Permits, Licenses and Fees – Short Term Rental License Renewal (2-year; Including rental inspection fee of \$150.00) Total new updated price will be \$250.00 asking Council to approve the new updated fee.

Motion by ___, seconded by ___ to approve the new updated Permit, Licenses and Fees for a total price of \$250.00.

k. Letter to go out to all Short-Term Rentals – Re: Transition from Short-Term Rental Permit to Short-Term Rental License. (Council to review)

l. Village of Port Sanilac – Rental and Short-Term Rental Administration Policy and Procedures – Step by Step Procedures. (Governance Committee recommends Council adopt subject to the following: Policies and Procedures recommended by Staff for the administration of Rentals and Short-Term Rental included with the adoption.)

Village Departments, Committees, and Commissions:

9. Governance Committee:

- a. Sheriff's August 2026 Incident Report – Lt. Ron Edington/Sgt. Armstrong
- b. Sheriff's September 2026 Expenditures Estimate

10. Planning Commission: none

- a1. Letter responding back to Kathleen Mason complaint – regards to development on Main Street.

11. Community Development:

- a1. Community Development Meeting Minutes dated September 8, 2026
- a2. 2025-2026 Sidewalk Project – Reviewed the Port Sanilac 2025-2026 Sidewalk Improvement Project. The Committee recommends that the Village Council approve trip-hazard milling, with costs allocated to the respective property owners on a time-and-material basis at a rate not to exceed \$172 per hour.
- a3. 2025-2026 Sidewalk Project – Re: Follow-Up Letter – Central Business District Sidewalk Improvements the Committee also directed staff to prepare a follow-up letter to Central Business District property owners regarding their responsible for sidewalk maintenance, advising them of the proposed sidewalk milling work in high-traffic areas as a way of reducing overall sidewalk maintenance cost.

a4. VPS-USPS Parking Lot – Angled Parking, Discussed the benefits of angled parking in the shared Village of Port Sanilac/U.S. Postal Service parking lot to improve traffic flow, parking efficiency, and safety. The Committee recommends that the Village Council approve the proposed angled-parking configuration.

Motion by ___, seconded by ___ to approve angled parking in the Village of Port Sanilac/U.S. Postal Service parking lot.

a5. Lake Street and Cedar Street Intersection – The Committee recommends that the Village Council approve installation of a four-way stop sign at this intersection.

Motion by __, seconded by __ to install a four-way stop sign at the intersection of Lake Street and Cedar Street.

12. Parks & Recreation:

a. Parks & Recreation Meeting Minutes dated September 8, 2026

13. Finance:

a. Finance Committee Meeting Minutes meeting September 1, 2026

b. Reviewed the proposal from Sanilac County Road Commission for Greening Road culvert, gravel and grading for \$6,585. Charged to account #203-100-930 and recommend Council approve the agreement.

Motion by __, seconded by __ to approve proposal from Sanilac County Road Commission for Greening Road culvert, gravel and grading for \$6,585. Charge to account #203-100-930.

c. Reviewed the Astec Asphalt, Inc. proposal to mill and repave the Village Office parking area for \$21,500. charged to account #204-100-930 and recommend Council approve the agreement.

Motion by __, seconded by __ to approve proposal to mill and repave the Village Office parking area for \$21,500. Charge to account #204-100-930 and recommend Council approve the agreement.

d. Reviewed the proposal from J.B Masonry for trip hazard milling of Central Business District sidewalks for an hourly rate of \$100. A daily rental fee of the milling machine for \$200. And the cost of wear and tear on the milling head to be determined by Sunbelt Rental at the end of the project. The project is expected to take two days charged to account #213-100-930 and recommend Council approve the agreement.

Motion by __, seconded by __ to approve J. B. Masonry for trip hazard milling machine rental for sidewalk repairs in the Central Business District and to charge to account # 213-100-930. (Total amount not determined, yet.)

e. Reviewed the Corrpro, Annual Service Agreement for Cathodic Protect System preventative maintenance for \$1,145. charge to account #591-100-930 and recommend Council approve.

Motion by __, seconded by __ to approve Corrpro, Annual Service Agreement for Cathodic Protect System preventative maintenance for \$1,145. charge to account #591-100-930.

14. New Business: Harbor Park Concept

15. Unfinished Business: Fireworks (Brian Moran, Jr. from Parks & Recreation)

16. SEFA

a. Sanilac East Fire Authority no meeting minutes are available at this time.

b. Sanilac East Fire Authority ask Council to allow them to post their meeting minutes on the Village website.

Motion by __, seconded by __ to approve Sanilac East Fire Authority minutes to be posted on the Port Sanilac Village website.

17. Sanilac Township

a. Sanilac Township Regular Board Meeting Minutes – no meeting minutes are available at this time.

18. PSABA

a. PSABA (Port Sanilac Area Business Association) Membership Meeting Minutes – no meeting minutes are available at this time.

19. Bills:

a. Motion by ___, seconded by ___ to approve Village bills **PAID** dated September 8, 2026 in the amount of \$17,770.16.

b. Motion by ___, seconded by ___ to approve Village bills **TO BE PAID** dated September 15, 2026 in the amount of \$23,770.44.

d. Motion by ___, seconded by ___ to approve Harbor bills **TO BE PAID** dated September 16, 2026 in the amount of \$33,252.96.

20. Minutes:

Motion by ___, seconded by ___ to approve the Council Meeting Minutes dated September 1, 2026, as submitted.

21. Business Manager: none

22. Public Comment:

23. Clerk: Barbara Joslin

24. Closed Session: If necessary:

Motion by ___, seconded by ___ to move into closed session at ___ pm

Roll Call Vote:

M. Balysh ___, S. Balysh ___, J. Sroka ___, B. Moran Jr. ___, B. Simon ___, A. Smiley ___, D. Falcon __

Return to open session at ___ pm.

25. Adjournment:

Motion by ___, seconded by ___ to adjourn the council meeting at ___ pm.