



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
May 16, 2023

The Pledge of Allegiance to the Flag of the United States of America was led by Mike Balysh. President Falcon called the Council Meeting to order at 7:02 pm.

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

Staff Present: Dan Finn, Don Morath, Larry O'Keefe, Barbara Rabineau, Anne Soule

Guests: Al Daum, Casey Johnson, Mike Owens, John Rogers, Jeff Smeader, Lori Southard, Amy True, Kenn Wimmer

Agenda/Additions:

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

Public Comment:

a. John Rogers complimented DPW's work on the curbs and inquired about additional work; Larry O'Keefe addressed his concerns.

b. Kenn Wimmer addressed Council with additional concerns regarding SEFA.

Presidential Appointments: None

Presentations: None

Petitions and Communications:

a. SEFA Letter dated May 10, 2023 was read into the record.

a1. Draft resolution for dissolving the Sanilac East Fire Authority was read into the record. **Motion** by J. Davis, seconded by R. Mach to accept Resolution Number #03-2023, as written.

Roll Call Vote:

D. Falcon yes, J. Davis yes, M. Balysh yes, S. Balysh yes, R. Lange yes, R. Mach yes, J. Southard yes

Motion Carried. Resolution Number 03-2023 will be sent by the Clerk to the Sanilac East Fire Authority Board.

Village Departments, Committees, and Commissions:

Public Safety: Don Morath

Lt. Moore updated Council on the dog bite incident brought to Council at the May 2, 2023 Meeting. The Sheriff's April Incident Report was presented by Lt. Moore.

Harbor:

a. Harbor Master Report was presented by Anne Soule.

b. Harbor Oversight Committee Meeting Minutes dated April 24, 2023 were submitted.

Parks and Recreation:

- a. Parks & Recreation Meeting Minutes dated April 21, 2023 were submitted.
- b. Parks & Recreation Meeting Minutes dated May 5, 2023 were submitted.
- c. Parks & Recreation May Report was presented by Dan Finn.

Governance:

- a. Governance Committee Meeting Minutes dated May 4, 2023 were presented by Larry O'Keefe.
 - a1. **Motion** by J. Southard, seconded by D. Falcon to adopt application forms for appointed Council Trustees and Planning Commissioners, as reviewed by Corporate Counsel and recommended by the Planning Commission and Governance Committee. **Motion Carried.**
 - a2. **Motion** by R. Mach, seconded by J. Davis to approve information packets, as reviewed by Corporate Counsel, and recommended by the Planning Commission and Governance Committee. **Motion Carried.**
 - a3. **Motion** by S. Balysh, seconded by J. Davis to approve orientation packets, as reviewed by Corporate Counsel, and recommended by the Planning Commission and Governance Committee. **Motion Carried.**
 - a4. **Motion** by D. Falcon, seconded by M. Balysh to authorize distribution of orientation packets that include state and local laws and ordinances with web links to pertinent training opportunities with a sign-off by the individual acknowledging the information was given to them, as reviewed by Corporate Counsel, and recommended by the Planning Commission and Governance Committee. **Motion Carried.**
 - a5. **Motion** by S. Balysh, seconded by R. Mach to authorize Clerk to direct website designer to create a main page permanent access box for Village Council and Planning Commission Openings, as recommended by the Governance Committee. **Motion Carried.**
 - a6. **Motion** by J. Davis, seconded by R. Mach to table written statement to prospective Village Trustees and Planning Commissioners for further review of content. **Motion Carried.**
 - a7. **Motion** by R. Mach, seconded by R. Lange to approve changes to the Employee Handbook and Application Packets, as recommended by Corporate Counsel and the Governance Committee. **Motion Carried.**
 - a8. Recommendation was given from the Governance Committee to the Personnel and Finance Committees to develop procedures for committee meetings.

Finance:

- a. Finance Committee Meeting Minutes dated May 10, 2023 were presented by Larry O'Keefe.
 - a1. **Motion** by M. Balysh, seconded by J. Davis to approve Brothers Fence proposal for \$651.79 to repair fencing at the DPW Yard; charge account 441-930-0, as recommended by the Finance Committee. **Motion Carried.**
 - a2. **Motion** by R. Lange, seconded by R. Mach to approve Agri-Valley proposal to install fiber to BSCC for \$900.00 and a 36-month service plan of \$75.00 per month; charge account 296-920-0, as recommended by the Finance Committee. **Motion Carried.**
 - a3. **Motion** by R. Lange, seconded by J. Southard to approve Agri-Valley proposal to install fiber at the DPW Yard for \$150.00 and a 36-month service plan of \$75.00 per month; charge account 441-920-0, as recommended by the Finance Committee. **Motion Carried.**

a4. Motion by R. Mach, seconded by J. Davis to direct Clerk to contact the Blues Festival Committee Chairperson regarding the Village's contribution of electrical power, DPW services and facility usage, as recommended by the Finance Committee. **Motion Carried.**

A5. Motion by S. Balysh, seconded by R. Mach to table proposal for BSCC roof work. **Motion Carried.**

A6. Motion by S. Balysh, seconded by D. Falcon to approve Zimmerman and Sons Electric proposal requiring a deposit of \$40,290.00 for permanent electrical equipment ordered for the Harbor; charge account 586-975-0, as recommended by the Finance Committee. **Motion Carried.**

A7. Motion by D. Falcon, seconded by R. Mach to approve proposal for cleaning services for the Harbor Park, Welcome Center and BSCC provided by Harbor employees at an hourly rate of \$25.00; charge account 265-930-0, as recommended by the Finance Department. **Motion Carried.**

Treasurer's Report:

a. Treasurer's Report dated May 16, 2023 was submitted.

A1. Motion by R. Mach, seconded by R. Lange to approve Treasurer's request for the following budget adjustments and transfers, as recommended by the Finance Committee.

1. Harbor Budget Adjustments:

a.	Harbor insurance revenue received for harbor park damages		
	i. Insurance income	586-670-9	\$183,070.00
	ii. Park damage repairs	586-975-0	\$183,070.00
b.	Budget for harbor donation received toward purchase of generator		
	i. Donations	586-692-2	\$6,260.00
	ii. R&M	586-930-0	\$6,260.00

2. Budget adjustments & transfers as recommended by Finance Committee on 5/9/23

a.	Adjust BSCC budget to reroof southside of building		
	i. Bal Forward	296-670-3	+\$9,000.00
	ii. R&M	296-930-0	+\$9,000.00
b.	Transfer of DPW/FICA wages from special equipment to DPW fund salaries/FICA		
	i. Equipment salaries	661-702-0	(\$6,729.12)
	ii. Equipment FICA	661-715-0	(\$514.79)
	iii. Equipment cash	661-001-0	+\$7,243.91
	iv. DPW salaries	441-702-0	+\$6,729.12
	v. DPW FICA	441-715-0	+\$514.79
	vi. DPW cash	441-000-0	(\$7,243.91)
c.	Reverse general fund paybacks and transfer funds of \$5,315.00		
	i. Bookkeeping expense	661-965-0	(\$2,155.00)
	ii. Official salaries expense	661-962-2	(\$3,160.00)
	iii. Equipment cash	661-001-0	+\$5,315.00
	iv. General fund bookkeeping revenue	111-691-0	(\$2,155.00)
	v. General fund office salaries revenue	111-691-1	(\$3,160.00)
	vi. General fund cash	111-001-0	(\$5,315.00)

Motion Carried.

Personnel:

a. Personnel Committee Meeting Minutes dated May 10, 2023

Motion by S. Balysh, seconded by R. Mach to extend an offer to Ms. Hvizdos for the Accounting/Clerical Position subject to an acceptable background check, as recommended by the Personnel Committee. **Motion Carried.**

b. **Motion** by R. Mach, seconded by R. Lange to authorize ad for Parks and Recreation Coordinator to be re-published. **Motion Carried.**

Buildings and Site:

a. Buildings and Site Committee Meeting Minutes dated May 10, 2023 were presented by Larry O'Keefe.

a1. **Motion** by R. Lange, seconded by R. Mach to approve the priority of additional scope of work for the paving project approved at the February 7, 2023 Council Meeting: Miscellaneous Repairs, Hickory Street, Orchard Street, and Martin Street. In addition, any developer that develops any continuation of paved road or uses paved roads for access must bond the roads and is responsible for any repairs resulting from the development project. **Motion Carried.**

New Business: None

Previous Business: None

Bills:

a. **Motion** by R. Mach, seconded by R. Lange to approve Harbor bill **PAID** dated May 8, 2023 in the amount of \$49,266.00. **Motion Carried.**

b. **Motion** by J. Southard, seconded by R. Lange to approve Village bills **PAID** dated May 9, 2023 in the amount of \$8,786.11. **Motion Carried.**

c. **Motion** by R. Mach, seconded by J. Davis to approve Harbor bills **PAID** dated May 10, 2023 in the amount of \$408.95. **Motion Carried.**

d. **Motion** by R. Mach, seconded by J. Southard to approve Village bills **TO BE PAID** dated May 16, 2023 in the amount of \$12,954.63. **Motion Carried.**

e. **Motion** by J. Southard, seconded by M. Balysh to approve Harbor bills **TO BE PAID** dated May 17, 2023 in the amount of \$1,662.85. **Motion Carried.**

Minutes:

Motion by J. Davis, seconded by S. Balysh to approve the Council Meeting Minutes dated May 2, 2023, as presented. **Motion Carried.**

Business Manager: Larry O'Keefe

a. Harbor Park Passport Grant update was presented by Larry O'Keefe.

a1. **Motion** by D. Falcon, seconded by R. Mach to approve Larry O'Keefe, Grant Coordinator, to sign the Recreation Passport Grant Program Agreement Extension. **Motion Carried.**

b. **Motion** by R. Lange, seconded by J. Southard to authorize Northern Pump and Well to perform work to officially abandon Well #1 for \$6,500.00 as required by EGLE well abandonment procedures. **Motion Carried.**

Meeting Minutes May 16, 2023

Clerk: Barbara Rabineau

a. Amended Annual Fee Schedule was submitted by the Clerk. **Motion** by S. Balysh, seconded by D. Falcon to approve the Annual Fee Schedule, as amended. **Motion Carried.**

Work in Progress:

a. 2022 Water Project status was presented by Larry O'Keefe.

Public Comment:

a. Dan Finn commented that residents will appreciate the paving project work. He also inquired about project accounting with Parks and Recreation and other departments.

b. President Falcon addressed resident concerns regarding fire service after SEFA is dissolved.

Adjournment:

Motion by D. Falcon, seconded by J. Southard to adjourn the council meeting at 8:55 pm. **Motion Carried.**



Barbara Rabineau
Clerk