



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
August 16, 2022

The Pledge of Allegiance to the Flag of the United States of America was led by Jon Davis. President Mach called the Council Meeting to order at 7:01 pm.

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

Staff Present: Dan Finn, Don Morath, Sarah Morath, Barbara Rabineau, Anne Soule

Guests: Ken Lind, Jeff Smeader, Jim Sroka, Kenn Wimmer

Agenda/Additions:

Motion by J. Southard, seconded by J. Davis to move Harbor Master Report (Item 17) and Parks & Recreation report (Item 16) to Items 5a and 5b and approve the Agenda/Additions. **Motion Carried.**

Harbor: Anne Soule

a. Anne reported the Harbor has had an outstanding month. She is working with Larry O'Keefe on the Harbor Grant requirements.

b. Parks & Rec.: Anne Soule and Dann Finn

Dan Finn presented the Parks & Recreation August 2022 report.

c. Jon Davis presented the Harbor Oversight Committee Meeting Minutes dated August 8, 2022.

Public Safety: Don Morath

a. The Sheriff's monthly report for July and August will be presented at the September 20, 2022 Council meeting.

b. Public Safety Committee Meeting Minutes dated July 28, 2022 were presented by Jon Davis.

Presentations:

a. Ken Lind, representing EMC Insurance Companies, highlighted the policy renewal for 2022-2023 with Declaration Pages for 2022 and 2023 added to the record.

Petitions and Communications:

a. Results from the USDA RD Compliance Review – Water and Sewer 2022 were presented by Larry O'Keefe.

a1. The Full Nondiscrimination Statement, per the USDA mandate, will be incorporated in all legal documents such as applications and the shortened nondiscrimination statement: "This institution is an equal opportunity provider" will be used on letterhead, pamphlets, flyers, etc. Document language was added to the record.

b. The Port Sanilac Lions Club has requested authorization to solicit funds for their White Cane campaign at the four corners on September 10, 2022. Traffic cones will be provided by the Port Sanilac DPW. The Clerk will create a form similar to the "Facility Use Check List" for events requesting authorizations but not

requiring a facility. **Motion** by R. Lange, seconded by S. Balysh to authorize the collection of funds for the Port Sanilac Lions Club White Cane campaign on September 10, 2022 from 8 am to 5 pm. **Motion Carried.**

Presidential Appointments: None

Public Comment:

a. Don Morath spoke regarding the break-wall project progress with the aid of Lisa McCain.

New Business:

a. The Port Sanilac – Today Newsletter was submitted for review. Electronic form of the newsletter and other automatic email notifications to be developed with Sight & Sound. **Motion** by S. Balysh, seconded by J. Southard to authorize funds, not to exceed \$400.00, to publish and distribute the Port Sanilac – Today Newsletter on a quarterly basis, as recommended by the Finance Committee. Account number 111-900-0. **Motion Carried.**

Previous Business: None

Bills:

a. **Motion** by R. Lange, seconded by S. Balysh to approve Village bills **PAID** dated August 4, 2022 in the amount of \$5,565.00. **Motion Carried.**

b. **Motion** by S. Balysh, seconded by R. Mach to approve Village bills **PAID** dated August 9, 2022 in the amount of \$960.00. **Motion Carried.**

c. **Motion** by R. Lange, seconded by M. Balysh to approve Village bills **TO BE PAID** dated August 16, 2022 in the amount of \$25,479.43. **Motion Carried.**

d. **Motion** by S. Balysh, seconded by J. Southard to approve Harbor bills **TO BE PAID** dated August 17, 2022 in the amount of \$44,830.52. **Motion Carried.**

Minutes:

Motion by M. Balysh, seconded by J. Davis to approve the Council Meeting Minutes dated August 2, 2022, as presented. **Motion Carried.**

Business Manager: Larry O'Keefe

a. Governance Committee Minutes dated August 4, 2022 were presented by Larry O'Keefe.

a1. **Motion** by S. Balysh, seconded by J. Davis to approve amended application for vacancies on the Village Council, the Planning Commission and SEFA, as recommended by the Governance Committee. **Motion Carried.**

a2. **Motion** by J. Davis, seconded by J. Southard to approve the Law Enforcement Operations Plan July, 2022 - June 30, 2023, subject to the ratification of the Sherriff's bargaining unit, as recommended by the Governance and Finance Committees. Budgeted amount is \$35,000.00; account number 301-802-0. **Motion Carried.**

a3. **Motion** by S. Balysh, seconded by J. Davis to authorize President Mach to sign the Parks & Recreation Department Contract with the Port Sanilac Township, as recommended by the Governance and Finance Committees. Proceeds to be credited to account number 442-670-1. **Motion Carried.**

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a4. An Engagement Letter and Conflict of Interest Letter from PFM Financial Advisors, LLC. was submitted. **Motion** by S. Balysh, seconded by R. Lange to approve engagement letter with PFM Financial Advisors, LLC, to provide Financial Advisory Services to the Village of Port Sanilac at a flat fee of \$1,500.00, as recommended by the Governance Committee and Finance Committee. **Motion Carried.**

b. Building and Site Meeting Minutes dated August 2, 2022 were presented by Larry O'Keefe.

b1. Motion by R. Lange, seconded by J. Davis to approved revised layout of Harbor Park including: Removal of two Maple trees, trimming of two Chinese Elms and two Locust trees after

Labor Day and delaying the installation of the new swing set until the trees are trimmed, as recommended by the Buildings and Site Committee. **Motion Carried.**

b2. Motion by J. Davis, seconded by S. Balysh to purchase outdoor-fitness equipment for \$1,595.00 plus \$710. 00 shipping, as recommended by the Finance Committee; charge account 442-970-0 and place exercise equipment as indicated on the revised layout, as recommended by the Buildings and Site Committee. **Motion Carried.**

b3. Motion by J. Southard, seconded by M. Balysh to authorize removal of hedges and the planter as shown on the photo of the gazebo, as recommended by the Buildings and Site Committee. **Motion Carried.**

c. Finance Committee Meeting Minutes dated August 9, 2022 were submitted by Larry O'Keefe.

c1. Motion by R. Lange, seconded by J. Southard to approve UHY, LLP Certified Public Accountants agreement for services – Fiscal Year 2021, as recommended by the Finance Committee. Account number 111-802-0. **Motion Carried.**

c2. Motion by S. Balysh, seconded by R. Lange to approve cement work to be done by the Port Sanilac DPW for the exercise equipment pad if the selected contractor, Martin Concrete, cannot perform the work within the specified time constraints, as recommended by the Finance Committee. Account number 442-970-0. **Motion Carried.**

Clerk: Barbara Rabineau

a. The ordinance project update was presented by Sarah Morath, Deputy Clerk.

Work in Progress:

a. 2020 Water Project

Public Comment:

a. A county level report from Bill Sarkella was read into the record.

Adjournment:

Motion by R. Lange, seconded by S. Balysh to adjourn the council meeting at 8:05 pm. **Motion Carried.**



Barbara Rabineau
Village Clerk