



The Village of

Port Sanilac

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Approved Meeting Minutes Village of Port Sanilac Council Meeting December 20, 2022

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

Council Members Present: M. Balysh, S. Balysh, R. Lange, R. Mach, J. Southard, D. Falcon
Council Member Absent: J. Davis (Excused)

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

Guests: RJ Henry, Lt. Moore, Shala Mullus, Lisa Preston, Michelle Rosebush, Karen Shafik, CPA, Brenda Smigill, Julie Stolicker, Kenn Wimmer

Agenda/Additions:

Motion by R. Lange, seconded by R. Mach to approve Agenda and Additions, if applicable.

Motion Carried.

Public Comment:

a. Julie Stolicker representing the Port Sanilac Business Association addressed Council regarding the 2023 Blues Festival. Roderick Henry commented on the previous festivals and their plan to continue with the current group of volunteers.

Presidential Appointments: None

Presentations:

a. Karen Shafik, CPA with UHY LLP Certified Public Accountants presented the July 1, 2021 through June 30, 2022 Audit findings.

Petitions and Communications:

a. A Facility Use Check List – Port Sanilac Blues Festival – August 4, 2023 – August 5, 2023 was submitted. A Certificate of Insurance will be provided in March of 2023. **Motion** by R. Mach, seconded by M. Balysh to approve the request for the Blues Festival August 4, 2023 through August 5, 2023. **Motion Carried.**

Village Departments, Committees, and Commissions:

Public Safety: Don Morath

a. The November 2022 Sheriff's Incident Report was presented by Lt. Micheal Moore.

Harbor: Anne Soule (not in attendance).

Parks and Recreation: Dan Finn

a. The December Parks & Recreation Report was presented by Dan Finn.

Planning Commission:

a. Master Plan Oversight Committee Meeting Minutes dated December 5, 2022 were submitted.

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Finance Committee:

a. Finance Committee Meeting Minutes dated December 13, 2022 were presented by Larry O'Keefe.

a1. **Motion** by S. Balysh, seconded by D. Falcon to adopt the proposed SEFA Lease Agreement and forward to SEFA for consideration, as recommended by the Finance and Governance Committees. **Motion Carried.**

a2. **Motion** by R. Lange, seconded by J. Southard to approve the Outbound Technologies professional services agreement, as recommended by the Finance Committee. **Motion Carried.**

a3. **Motion** by R. Mach, seconded by R. Lange to approve commercial water and sewer bill adjustments as identified during the audit, as recommended by the Finance and Governance Committees. **Motion Carried.**

a4. **Motion** by R. Lange, seconded by R. Mach to approve Boddy Construction Proposal to construct and install a debris screen at the South Lift Station, as recommended by the Finance Committee; charge Account 590-931-1. **Motion Carried.**

a5. **Motion** by J. Southard, seconded by S. Balysh to approve Northern Pump & Well Inc. proposal for annual water pump maintenance, as recommended by the Finance Committee. **Motion Carried.**

a6. **Motion** by M. Balysh, seconded by R. Mach to approve Elite Overhead Doors Inc. quote for \$4,670.60 for an insulated door with an automatic opener for the DPW Garage, as recommended by the Finance Committee; charge account 265-930-0. **Motion Carried.**

Governance Committee:

a. Governance Committee Meeting Minutes dated December 14, 2022 were presented by Larry O'Keefe.

a1. **Motion** by S. Balysh, seconded by D. Falcon to establish a firm bi-annual schedule for a newsletter that solicits public input using the Village web-site, as recommended by the Governance Committee. Newsletters will be on the Website April 3, 2023 and October 2, 2023; the Clerk will coordinate with the Planning Commission and Sight and Sound. **Motion Carried.**

a2. **Motion** by S. Balysh, seconded by J. Southard to amend fee schedule to include acceptable forms of payment, Village Municipal Office address, and hours of operation; fee schedule to be posted on the website. **Motion Carried.**

a3. **Motion** by J. Southard, seconded by D. Falcon to amend Village Ordinance language regarding sewer connection responsibility and recommend changing from:

- "All costs and expenses incident to the installation and connection of the building sewer to the public sewer shall be borne by the owner. The owner shall indemnify the Village for any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer."

to:

- "All cost and expense incident to the installation, connection, and maintenance of the building sewer to the public sewer connections shall be borne by the property owner," as recommended by the Governance Committee. Work to be performed by a "Village Approved Contractor" with current appropriate liability insurance coverage naming the Village as additionally insured. **Motion Carried.**

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a4. Motion by D. Falcon, seconded by R. Lange to approve establishment of a Parks and Recreation Committee to include Sue Balysh as Chairperson; staffed by Anne Soule and Dan Finn, as recommended by the Governance Committee. **Motion Carried.**

New Business:

a. Motion by S. Balysh, seconded by J. Southard to approve publishing the First quarter 2023 Newsletter. **Motion Carried.**

Previous Business:

a. Sanilac Township – Fire/EMS Millage – No new information provided to date. The Clerk to draft a letter to the Sanilac Township Board requesting information; to be reviewed at the January 3, 2023 Council Meeting.

b. Siren complaint letter – Defer action until SEFA responds, as recommended by the Governance Committee. The Clerk to draft a letter to Rita Radzilowski advising status of complaint; to be reviewed at the January 3, 2023 Council Meeting.

Bills:

a. Motion by S. Balysh, seconded by R. Mach to approve Village bills **PAID** dated December 12, 2022 in the amount of \$7,354.07. **Motion Carried.**

b. Motion by J. Southard, seconded by D. Falcon to approve Harbor bills **PAID** dated December 13, 2022 in the amount of \$143.10. **Motion Carried.**

c. Motion by M. Balysh, seconded by J. Southard to approve Village bills **TO BE PAID** dated December 20, 2022 in the amount of \$33,279.96. **Motion Carried.**

d. Motion by S. Balysh, seconded by R. Mach to approve Harbor bills **TO BE PAID** dated December 21, 2022 in the amount of \$1,782.69. **Motion Carried.**

Minutes:

Motion by R. Lange, seconded by J. Southard to approve the Council Meeting Minutes dated December 6, 2022, as presented. **Motion Carried.**

Business Manager: Larry O'Keefe

Clerk: Barbara Rabineau

Work in Progress:

a. 2020 Water Project – Surveying is taking place on Lake Street.

Public Comment:

a. A resident commented that there is outdated information on the website and financial information should be available on the website.

Adjournment:

Motion by R. Lange, seconded by R. Mach to adjourn the council meeting at 8:49 pm. **Motion Carried.**

Barbara Rabineau
Clerk