



The Village of  
**Port Sanilac**

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**Approved Meeting Minutes**  
Village of Port Sanilac Council Meeting  
June 21, 2022

The Pledge of Allegiance to the Flag of the United States of America was led by J. Southard. 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, Larry O'Keefe, Barbara Rabineau, Anne Soule

**Guests:** Al Daum, Dan Kelly, Ernie Rabineau, Jeff Smeader, Kenn Wimmer

**Agenda Additions**

1. Sanilac Township letter dated June 15, 2022

a. Sanilac County ballot language

b. Proposed response to Sanilac Township letter

2. **Motion** by \_\_, seconded by \_\_ to approve a one-month extension for SEFA firefighters to remain on the Village life insurance policy; reimbursement to the Village to be made in July.

3. **Motion** by \_\_, seconded by \_\_ to approve Village bills **TO BE PAID** dated June 23, 2022 in the amount of \$7,171.34.

4. **Motion** by \_\_, seconded by \_\_ to approve Harbor bills **TO BE PAID** dated June 24, 2022 in the amount of \$240.33.

5. Buildings and Site Meeting Minutes – June 14, 2022 – Larry O'Keefe

6. Personnel Committee Meeting Minutes – June 20, 2022 Larry O'Keefe

a. **Motion** by \_\_, seconded by \_\_ to approve Harbor Master pay adjustment to \$20.00 per hour.

b. **Motion** by \_\_, seconded by \_\_ to ratify employment status of Dan Finn as Parks and Recreation Coordinator with an annual salary of \$4,250.00.

c. **Motion** by \_\_, seconded by \_\_ to approve non-union employee compensation increase of 3.9 percent.

7. Finance Committee Meeting Minutes – June 16, 2022 – Larry O'Keefe

a. **Motion** by \_\_, seconded by \_\_ to approve payment of \$1,350.00 to Freedom Marine contingent on execution of Settlement Agreement, as recommended by the Finance Committee.

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**b. Motion** by \_\_\_, seconded by \_\_\_ to award harbor sidewalk project work to Williams Construction for a base price of \$10,500.00 and \$15.00 per square foot of incremental sidewalk work, as recommended by the Finance Committee.

**c. Motion** by \_\_\_, seconded by \_\_\_ to approve refund of \$2,446.75 to Pope Apartments for water usage overbilling and crediting balance of \$2,849.83 over the next two quarters, as recommended by the Finance Committee.

**d.** 2022-2023 Proposed Budget. **Motion** by \_\_\_, seconded by \_\_\_ to approve Resolution #04-2022 to adopt the Village of Port Sanilac 2022-2023 Annual Budget, as presented at the Public Hearing on June 7, 2022.

8. Parks & Recreation Addition – Dan Finn

**a. Motion** by \_\_\_, seconded by \_\_\_ to post Summer Festival Banners on the south side of M-25 Village entrance, the west side of M-46 Village entrance and Harbor Park.

**b. Motion** by \_\_\_, seconded by \_\_\_ to approve Sanilac Township Parks & Recreation Contract with the Village of Port Sanilac.

**c.** Draft of current Summer Youth Recreation Plan (July 21 evening event presented in original agenda packet has been cancelled).

### Agenda/Additions:

**Motion** by J. Southard, seconded by M. Balysh to approve Agenda/Additions. **Motion Carried.**

### Public Safety: Don Morath

**a.** Sgt. Armstrong presented the Sheriff's May Report.

### Presentations: None

### Petitions and Communications:

**a.** Facility Use Check List – Antique Boat & Vintage Festival. **Motion** by S. Balysh, seconded by R. Lange to approve the Facility Use Check List submitted by Jeanne Harper for the Antique Boat & Vintage Festival on August 19, 2022 and August 20, 2022, pending receipt of the Certificate of Insurance. **Motion Carried.**

**b.** Facility Use Check List – Agri-Valley – July 7, 2022. **Motion** by S. Balysh, seconded by J. Davis to approve the Facility Use Check List submitted by Agri-Valley to place a 10' x 12' tent at Harbor Park on July 7, 2022 from 9:30 am to 3:30 pm to provide information regarding fiber-net, subject to receipt of the Certificate of Insurance. **Motion Carried.**

**c.** Letter of Resignation from Dr. Dennis Smallwood, Harbor Oversight Committee Community Advisor, was read into the record. **Motion** by J. Southard, seconded by J. Davis to accept the resignation from Dr. Dennis Smallwood effective June 9, 2022. **Motion Carried.**

**d.** Sanilac Township letter dated June 15, 2022 was read into the record.

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- e. Sanilac Township ballot language for the upcoming millage was read into the record.
- f. Proposed response to Sanilac Township letter was read into the record. **Motion** by J. Davis, seconded by J. Southard to authorize response to Sanilac Township by Ray Mach. **Motion Carried.** President Mach requested Council to submit questions to be compiled and sent to the Township after the July 5, 2022 Council meeting.

**Presidential Appointments:**

- a. President Mach asked Council to remind community members of the open seat on the Council and on the Planning Commission.

**Public Comment:** None

**New Business:**

- a. **Motion** by S. Balysh, seconded by J. Southard to approve a one-month extension for SEFA firefighters to remain on the Village life insurance policy; reimbursement to the Village to be made in July. **Motion Carried.**

**Previous Business:** None

**Bills:**

- a. **Motion** by R. Lange, seconded by J. Southard to approve Village bills **TO BE PAID** dated June 21, 2022 in the amount of \$17,107.63. **Motion Carried.**
- b. **Motion** by M. Balysh, seconded by J. Davis to approve Harbor bills **TO BE PAID** dated June 22, 2022 in the amount of \$15,562.84. **Motion Carried.**
- c. **Motion** by R. Lange, seconded by M. Balysh to approve Village bills **TO BE PAID** dated June 23, 2022 in the amount of \$7,171.34. **Motion Carried.**
- d. **Motion** by S. Balysh, seconded by J. Davis to approve Harbor bills **TO BE PAID** dated June 24, 2022 in the amount of \$240.33. **Motion Carried.**

**Minutes:**

- a. **Motion** by M. Balysh, seconded by J. Davis to approve the Public Hearing Meeting Minutes dated June 7, 2022, as presented. **Motion Carried.**
- b. **Motion** by J. Davis, seconded by J. Southard to approve the Council Meeting Minutes dated June 7, 2022, as presented. **Motion Carried.**
- c. Buildings and Site Meeting Minutes dated June 14, 2022 were presented by Larry O'Keefe.
- c.1. **Motion** by M. Balysh, seconded by J. Davis to authorize removal of shrubbery and dilapidated planters/benches around the Gazebo. **Motion Carried.**
- c.2. **Motion** by M. Balysh, seconded by S. Balysh to authorize Rowe Professional Services Company to review and update current Harbor Park drawings showing recommended layout of trees, swing set and exercise equipment. **Motion Carried.**
- d. Personnel Committee Meeting Minutes dated June 20, 2022 were presented by Larry O'Keefe.

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e. Finance Committee Meeting Minutes dated June 16, 2022 were presented by Larry O'Keefe.

e.1. **Motion** by R. Lange, seconded by M. Balysh to approve payment of \$1,350.00 to Freedom Marine contingent on execution of Settlement Agreement, as recommended by the Finance Committee.

**Motion Carried.**

e.2. **Motion** by S. Balysh, seconded by R. Lange to award harbor sidewalk project work to Williams Construction for a base price of \$10,500.00 and \$15.00 per square foot of incremental sidewalk work, as recommended by the Finance Committee. **Motion Carried.**

e.3. **Motion** by J. Southard, seconded by R. Lange to approve refund of \$2,446.75 to Pope Apartments for water usage overbilling and crediting balance of \$2,849.83 over the next two quarters, as recommended by the Finance Committee. **Motion Carried.**

f. Finance Committee Meeting Minutes dated June 21, 2022 were presented by Larry O'Keefe.

f.1. **Motion** by J. Davis, seconded by S. Balysh to approve Harbor Master pay adjustment to \$20.00 per hour, as recommended by the Finance Committee. **Motion Carried.**

f.2. **Motion** by S. Balysh, seconded by J. Davis to approve a 3.9 percent pay increase for non-union Village of Port Sanilac employees, as recommended by the Finance Committee. **Motion Carried.**

f.3. **Motion** by S. Balysh, seconded by J. Southard to approve Resolution #04-2022 to adopt the Village of Port Sanilac 2022-2023 Annual Budget, as presented at the Public Hearing on June 7, 2022 and recommended by the Finance Committee.

**Roll Call Vote:** M. Balysh yes, S. Balysh yes, J. Davis yes, R. Lange yes, J. Southard yes, R. Mach yes  
**Motion Carried.**

**Business Manager:** Larry O'Keefe

a. Governance Committee Minutes dated June 8, 2022 were presented by Larry O'Keefe

a.1. **Motion** by J. Davis, seconded by S. Balysh to continue work with Sight and Sound for Web Services. **Motion Carried.**

a.2. **Motion** by J. Davis, seconded by S. Balysh to direct Sight and Sound to establish and maintain a basic linkage between the Village of Port Sanilac web site, the Harbor web site and Library web site. **Motion Carried.**

a.3. **Motion** by S. Balysh, seconded by J. Southard to direct Sight and Sound to take down the posted Village Ordinances with the following notice "Updated Ordinances will be posted on the web site July 15, 2022." **Motion Carried.**

a.4. **Motion** by S. Balysh, seconded by J. Davis to approve and publish Ordinance #2022-01, as amended by the Governance Committee and accepted by Semco Energy Gas Company, a 30-year Franchise Ordinance to provide natural gas to Village residents. **Motion Carried.**

a.5. **Motion** by S. Balysh, seconded by R. Mach to approve disposal of obsolete harbor and DPW items by sealed, silent auction; approval includes cost to publish in the newspaper. **Motion Carried.**

b. Capital Improvement Plan (informational) – submitted under separate cover.

**Clerk:** Barbara Rabineau

- a. 2022 Candidate Eligibility, Filing Requirements & Deadlines were presented by the Clerk.
- b. 2022 fireworks advertisements on Facebook, Twitter and radio will be provided by Clear Ideas, Inc. at no charge to the Village due to printing errors in the 2022 Sunrise Side Visitor's Guide.

**Village Committees, Commissions, Authorities:**

**Parks & Rec:**

- a. **Motion** by S. Balysh, seconded by R. Lange to ratify Dan Finn's employment as Parks & Recreation Coordinator with an annual salary of \$4,250.00; hours retroactive to March 15, 2022. **Motion Carried.**
- b. Dan Finn presented the Parks & Recreation Report.
- c. **Motion** by S. Balysh, seconded by J. Southard to recognize the July 30, 2022 Summer Festival as a Port Sanilac event per schedule provided; itinerary to follow. **Motion Carried.**
- d. **Motion** by R. Lange, seconded by J. Southard to purchase five high visibility vests for Parks & Recreation volunteers. **Motion Carried.**
- e. Village of Port Sanilac and Sanilac Township Parks & Recreation Contract to be reworked to include statement that "the activities may include but are not limited to"; the Contract must be reviewed by the Finance Committee and recommended to Council for approval. Sponsorship recognition banner to include the Village and the Township.
- f. Agenda Additions item to approve posting of Summer Festival Banners was not discussed; item will be added to July 5, 2022 Council Meeting.

**Harbor:**

- a. June Harbor Report was presented by Anne Soule.

**Work in Progress:**

- a. 2020 Water Project

**Public Comment:**

- a. **Motion** by R. Mach, seconded by R. Lange to approve collection for fireworks by the Business Association at the four corners on Friday, June 17, 2022 and Saturday, June 18, 2022 subject to the terms and conditions of the Facilities Use Check List. **Motion Carried.**
- b. **Motion** by J. Southard, seconded by S. Balysh to renew appointment of Donald J. Morath to Public Safety Coordinator for fiscal year 2022-2023. **Motion Carried.**

**Adjournment:**

- Motion** by R. Lange, seconded by S. Balysh to adjourn the council meeting at 9:22 pm. **Motion Carried.**



Barbara Rabineau  
Village Clerk