

Unapproved Agenda
Village of Port Sanilac Council Meeting
February 7, 2023

Welcome to the Village of Port Sanilac February 7, 2023 Council Meeting. This is a Village Business Meeting open to the public. You are welcome to listen but will be recognized to speak only in the portion of the meeting designated for public comment.

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.

Action Request Forms are available at the Village Office for placement on the agenda.

1. **Pledge of Allegiance to the Flag of the United States of America:** Mike Balysh
2. President Falcon calls the Council Meeting to order at ___ pm.
3. **Roll Call:** M. Balysh ___, S. Balysh ___, J. Davis ___, R. Lange ___, R. Mach ___, J. Southard ___, D. Falcon ___
4. **Agenda/Additions:**
Motion by ___, seconded by ___ to approve Agenda and Additions, if applicable.
5. **Public Comment:**
6. **Presidential Appointments:**
7. **Presentations:**
8. **Petitions and Communications:**
 - a. Letter from Dan Finn, Parks and Recreation Assistant Coordinator Pg. 5

Village Departments, Committees, and Commissions:

9. **Planning Commission:**
 - a. Planning Commission Unapproved Meeting Minutes dated January 24, 2023. Pg. 6-7
 - b. Planning Commission Approved Meeting Minutes dated November 22, 2023. Pg. 8-9
10. **Zoning Administrator's Report:**
 - a. Zoning Administrator's December 2022 and January 2023 Report - Larry O'Keefe Pg. 10
11. **Finance Committee:**
 - a. Finance Committee Meeting Minutes dated February 7, 2023 (to be distributed at the February 7, 2023 Council meeting).
 - a1. **Motion** by ___, seconded by ___ to adjust Major Street paving budget to NTE \$260,000.00 including engineering; charge account 202-930-0, as recommended by the Finance Committee.
 - a2. **Motion** by ___, seconded by ___ adjust Local Streets paving budget to NTE \$220,000.00 including engineering; charge account 203-930-0, as recommended by the Finance Committee.

a3. Motion by __, seconded by __ to approve Rowe Professional Services Company's proposal to provide engineering support at NTE \$7,500.00 to be prorated between Major Streets at 55 percent and Local Streets at 45 percent, as recommended by the Finance Committee.

a4. Motion by __, seconded by __ to approve National Highway Maintenance System, LLC proposal for routine crack sealing equipment usage and materials for NTE \$10,500.00; charge account 204-930-0, as recommended by the Finance Committee.

a5. Motion by __, seconded by __ to authorize DPW staff to perform routine crack sealing for NTE \$19,500.00; charge account 204-930-0, as recommended by the Finance Committee.

a6. Motion by __, seconded by __ to approve payment of \$100.00 to Monkey Survey for Parks & Recreation survey; charge account 442-740-0, as recommended by the Finance Committee.

a7. Motion by __, seconded by __ to approve Rowe Professional Services Company's proposal for consulting services in preparing the 5-Year Parks and Recreation Plan for \$3,975.00; charge account 111-803-0, as recommended by the Finance Committee. Pg. 11-21

12. Governance Committee:

a. Governance Committee Meeting Minutes dated January 27, 2023. Pg. 22

a1. Motion by __, seconded by __ to refrain from action with SEFA until receipt of a commitment from Sanilac Township regarding the millage revenue and until receipt of a recommendation from the Truck Committee to purchase fire apparatus and equipment, as recommended by the Governance Committee.

a2. Motion by __, seconded by __ to confirm all committee spending requests must be recommended by the Finance Committee prior to Council authorization, as recommended by the Governance Committee.

a3. Motion by __, seconded by __ to recommend Council notify SEFA that SEFA is responsible for the operation of the fire siren and any liabilities resulting from its use. The Village of Port Sanilac's position is that the siren usage should comply with Emergency Management requirements only, which are: monthly testing, tornado warnings, and county wide emergency notifications, as recommended by the Governance Committee.

13. Harbor Oversight Committee:

a. Harbor Oversight Committee Meeting Minutes dated January 24, 2023. Pg. 23

14. Personnel Committee:

a. Personnel Committee interviews January 25, 27, and 30, 2023.

a1. Personnel Committee Meeting Minutes dated January 30, 2023. Pg. 24
Motion by __, seconded by __ to offer Candidate I the open DPW position subject to a favorable background check, driver's license check, drug screening, and physical exam.

15. New Business:

a. Agreement for Contractual Law Enforcement Services with Sanilac County Sheriff's Office and Law Enforcement Operations Plan - Revised January 24, 2023. Pg. 25-40

a1. Motion by __, seconded by __ to authorize President Falcon to sign the Sanilac County Sheriff's Agreement and approve the Law Enforcement Operation Plan, as revised January 24, 2023.

16. Previous Business:

a. SEFA concerns – see Governance recommendation.

b. Sanilac Township letter dated January 3, 2022 – no written response as of January 31, 2023; Clerk emailed Dan Kelly January 31, 2023 requesting status. Pg. 41

c. Resident siren complaint – see Governance recommendation.

17. Bills:

a. **Motion** by ___, seconded by ___ to approve Village bills **PAID** dated January 25, 2023 in the amount of \$2,972.99. Pg. 42-43

b. **Motion** by ___, seconded by ___ to approve Harbor bills **PAID** dated January 26, 2023 in the amount of \$517.25. Pg. 44

c. **Motion** by ___, seconded by ___ to approve Village bills **TO BE PAID** dated February 7, 2023 in the amount of \$48,868.62. Pg. 45-48

d. **Motion** by ___, seconded by ___ to approve Harbor bills **TO BE PAID** dated February 8, 2023 in the amount of \$409.08. Pg. 49

18. Minutes:

Motion by ___, seconded by ___ to approve the Council Meeting Minutes dated January 17, 2023, as presented. Pg. 50-52

19. Treasurer’s Report: Darcy Johnson

a. Financial Statements dated January 2022 and January 2023 Pg. 53-54

b. Treasurer’s January 2023 Financial Report dated February 7, 2023 – Darcy Johnson Pg. 55

20. Business Manager: Larry O’Keefe

a. Business Manager’s January 2023 Report – Larry O’Keefe Pg. 56

21. Clerk: Barbara Rabineau

a. Amended Annual Fee Schedule dated January 17, 2023 (Copies distributed prior to February 7, 2023 Council meeting).

b. Website proposed additions/changes (flowchart) to meet RRC requirements. Pg. 57

c. **Motion** by ___, seconded by ___ to authorize Deputy Clerk to update Zoning Ordinances NTE four hours at \$15.00 per hour.

d. Harbor Light House Park (correction) deed has been received and registered with Sanilac County; Property Transfer Affidavit has been sent to Sanilac Township for processing.

22. Work in Progress:

a. 2020 Water Project

23. Public Comment:

24. Closed Session: If necessary:

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

Roll Call Vote:

M. Balysh __, S. Balysh __, Davis __, Lange __, Mach __, Southard __, Falcon __

Return to open session at __ pm.

25. Adjournment:

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