

## **Unapproved Agenda**

### **Village of Port Sanilac Council Meeting**

Welcome to the Village of Port Sanilac April 15, 2025 Council Meeting. This is a Village Business Meeting open to the public. Action Request Forms are available at the Village Office for placement on the agenda.

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.

1. **Pledge of Allegiance to the Flag of the United States of America:** S. Balysh
2. President Falcon calls the Council Meeting to order at \_\_\_\_ pm.
3. **Roll Call:** M. Balysh \_\_\_\_, S. Balysh \_\_\_\_, B. Moran Jr. \_\_\_\_, B. Simon \_\_\_\_, A. Smiley \_\_\_\_, J. Sroka \_\_\_\_, 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:**
9. **Training:**

#### **Village Departments, Committees, and Commissions:**

10. **Governance:**
  - a. Sheriff's March 2025 Incident Report – Lt. R. Edington Pg. 4
  - b. Harbor Master's Monthly Report dated April 8, 2025 - Anne Soule Pg. 5
11. **Community Development/Parks and Recreation:**
  - a. Community Development/Parks and Recreation Meeting Minutes dated March 19, 2025. Pg. 6-7
  - b. Parks/Recreation – 2024/2025 Village Council Sub-Committee List – Updated Pg. 8-10
  - c. Parks & Recreation April Report dated April 8, 2025 - Dan Finn Pg. 11-12
  - d. Parks & Recreation Magazine Submission – Great Lakes Scuttlebutt Magazine Tourism Pg. 13-15
  - e. Parks & Recreation – Antique Boat Show – Draft Map – Street Information for the boat show. Pg. 16

f. Event and Facility Use Check List – Port Sanilac Antique Boat & Vintage Show, August 15<sup>th</sup> & 16<sup>th</sup>, 2025. Pg. 17

**Motion** by \_\_, seconded by \_\_ to approve the event Port Sanilac Antique Boat & Vintage Show at the Harbor Park on August 15<sup>th</sup> & 16<sup>th</sup>.

**12. Finance:**

a. Finance Committee Meeting Minutes dated April 1, 2025. Pg. 18

b. Finance Committee reviewed bids for repairs to the shingle portion of the Fire Hall Roof and recommend Council approve Parraghi, Metal Roof with 15-year warranty, no tear off, for \$2,550. to be charged to account #251-100-930.

**b1. Motion** by \_\_, seconded by \_\_ to approve the bid from Parraghi Metal Roof for \$2,550. for repairs to the shingle portion of the Fire Hall Roof.

c. Reviewed bids to replace the damaged DPW Yard Gate from Brothers Fence for \$2,373. to be charged to account#251-100-930.

**c1. Motion** by \_\_, seconded by \_\_ to approve the bid from Brothers Fence for \$2,373. to repair the damaged DPW Yard Gate.

**13. New Business:**

**14. Unfinished Business:**

a1. Sanilac East Fire Authority – Proposed Budget for Sanilac East Fire Authority for 2025-26. Pg. 19-21

Motion by \_\_, seconded by \_\_ to approve Sanilac East Fire Authority Proposed Budget for the year 2025-26.

**15. Bills:**

a. **Motion** by \_\_, seconded by \_\_ to approve Village bills **PAID** dated April 8, 2025 in the amount of \$17,581.80. Pg. 22-25

b. **Motion** by \_\_, seconded by \_\_ to approve Harbor bills **PAID** dated April 9, 2025 in the amount of \$626.86. Pg. 26-27

c. **Motion** by \_\_, seconded by \_\_ to approve Village bills **TO BE PAID** dated April 15, 2025 in the amount of \$22,877.13. Pg. 28-30

d. **Motion** by \_\_, seconded by \_\_ to approve Harbor bills **TO BE PAID** dated April 16, 2025 in the amount of \$12,949.15. Pg. 31-32

**16. Minutes:**

**Motion** by \_\_, seconded by \_\_ to approve the Council Meeting Minutes dated \_\_\_\_\_, as submitted. Pg. 33-35

**17. Business Manager:** Larry O'Keefe

**18. Clerk:** Barbara Joslin

**19. Work in Progress:**

a. 2022 Water Project

**20. Public Comment:**

**21. Closed Session:** If necessary:

**Motion** by \_\_, seconded by \_\_ to move into closed session at \_\_ pm

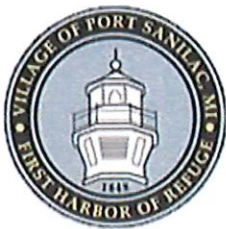
**Roll Call Vote:**

M. Balysh \_\_, S. Balysh \_\_, Brian Moran Jr. \_\_, B. Simon \_\_, A. Smiley \_\_, J. Sroka \_\_\_\_, D. Falcon \_\_

Return to open session at \_\_ pm.

**22. Adjournment:**

**Motion** by \_\_, seconded by \_\_ to adjourn the council meeting at \_\_\_\_ pm.



## MONTHLY ACTIVITY REPORT

**Village of Port Sanilac**  
*in partnership with the*  
**Sanilac County Sheriff's Office**



### MONTH: March 2025

#### CONTRACTUAL LAW ENFORCEMENT SERVICES ACTIVITY:

(This section covers those services provided under the current contractual law enforcement services partnership)

ACTIVITY HOURS	
Traffic Enforcement / Community Policing Hours:	23.5 Hours
Complaint Hours:	.5 Hours
TOTAL HOLIDAY HOURS:	0
TOTAL REGULAR HOURS:	24

#### DAYS AND HOURS WORKED FOR THE REPORTING MONTH:

Date/Employee	Hours	Miles	Date/Employee	Hours	Miles
Saturday, March 1 <sup>st</sup> , 2025 Lt. Micheal Moore. 8p-12a	4	15	Friday, March 28 <sup>th</sup> , 2025 Dep Brandon Thompson. 1:30p-5:30p	4	17
Friday, March 7 <sup>th</sup> , 2025 Dep Brandon Johnson. 6p-10p	4	10			
Saturday, March 15 <sup>th</sup> , 2025 Dep Kaden Collins. 2p-6p	4	15			
St. Patrick's Day Monday, March 17 <sup>th</sup> , 2025 Dep Chad Schmidt. 4p-8p	4	18			
Saturday, March 22 <sup>nd</sup> , 2025 Dep Michael Rich. 10a-2p	4	8			

#### MILEAGE

TOTAL MILES:	83
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#### SELECTED STATISTICS

Complaints Investigated:	1
Traffic Stops:	13
Citations Issued:	2
Verbal Warnings:	11
Misdemeanor Arrests:	0
Felony Arrests:	0

(This section covers hours provided to the Village at no-cost, and they are referred to as Directed Patrol Hours and are provided by general Uniform Services Staff during the course of their regular shifts.)

#### ACTIVITY

Total Number of Complaints handled by Sheriff's Office in the Village (Number Includes Traffic Offenses/Stops):	59
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56 N. Ridge St., P.O. Box 628, Port Sanilac, MI 48469  
Phone: 810-622-9963, Fax: 810-622-7801  
psanilac@airadv.net

April 08, 2025

- The Harbor is open for the 2025 season.
- The 3-year fuel inspection was done April 4. We have the diesel pumps that have never been connected to the E-Stop, this will have to be taken care of immediately. A couple of small issues with the veeder-reader, which should be fixed this next week.
- Four boats are due to be splashed April 9 which was pushed back from April 2 due to temperatures.
- Transient reservations continue to be made on the state reservation system.
- Rehire paperwork has been initiated with many of last year's hires.
- We have received the insurance check for the repairs in the clubhouse. Serv-Pro will begin restoration when they receive the 50% down payment check.

Thank You

Anne Soule  
Harbor Master  
Port Sanilac Municipal Harbor  
810-622-9610



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## REORGANIZATION MEETING

### COMMUNITY DEVELOPMENT AND PARKS & RECREATION MINUTES

Committee members: D. Falcon, B. Moran and S. Balysh

Guest: Jim and Jen Sroka and J. O'Keefe

Staff: D. Finn and L. O'Keefe

The March 19, 2025 reorganizational meeting convened at 4:00 p.m. and adjourned at 5:00 p.m. The goal of the meeting was to assign roles and responsibilities for the Community Development Committee and Parks and Recreation Committee following the reorganization. The Committee recommends Council approve the following plan:

#### COMMUNITY DEVELOPMENT

Chair will be S. Balysh. D. Falcon will make additional committee assignments prior to the April 1<sup>st</sup> Council Meeting.

Areas of responsibility for this committee are communication strategies to educate the community of progress and business community outreach. S. Balysh or another designated Council member may act as Council Liaison with the Business Association in Balysh's place.

S. Balysh shall pursue grant funding for community development projects except funding parks and park infrastructure

S. Balysh will report program goals and objectives, progress on various initiatives and accomplishments during the second Tuesday Council meeting.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Report Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave. S.W., Washington, D.C. 20250-9410, by Fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



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## PARKS AND RECREATION

Chair will be B. Moran. D. Falcon will make additional committee assignments prior to the April 1<sup>st</sup> Council Meeting.

Parks and Recreation Coordinator, D. Finn, will be responsible for maintaining the P & R Master Plan, grant writing for any funding related to the P & R program, scheduling and promoting P & R events, program budgeting and make recommendations regarding equipment location and maintenance at the various parks including the BSCC facilities.

Organizing and promoting youth related activities will be a priority for the program.

The D. Finn will report program goals and objectives, progress on various initiatives and accomplishments during the second Tuesday Council meeting.

## JOINT EFFORT

It is understood that there may be overlap of Committee responsibilities during certain events or activists and that the members of the two Committees will work together to assure a seamless joint effort for the activity/event. Angie Wagester, as a community volunteer is envisioned as providing support to both Committees.

## OTHER BUSINESS

It is recommended that the organizations promoting events, such as Antique Car and Boat Show, Blues Festival Summer Festival and Independence Day take the lead and VPS will act in a support role.

## LOOSE ENDS

S. Balysh will take the lead in finishing the current Music at the Bark program.

Respectfully submitted,

Larry O'Keefe

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## 2024/2025 VILLAGE COUNCIL SUB-COMMITTEE LIST – 04/08/2025

### **Community Development**

Sue Balysh – Chairperson

Jim Sroka

Angela Smiley

Damien Falcon – Council President

- Communication Strategies to Educate the Community of Issues Relevant to Progress
- Business Community Outreach
- Grant Writing
- Maintain Parks & Recreation Master Plan
- Schedule Events
- Budgeting
- Maintain Equipment Location Oversight
- Review and Recommend Action to Council regarding above, as applicable

### **Parks/Recreation**

Dan Finn – Coordinator

Brian Moran, Jr. - Chairperson

Angela Smiley

Damien Falcon – Council President

- Communication Strategies to Educate the Community of Issues Relevant to Progress
- Business Community Outreach
- Grant Writing
- Maintain Parks & Recreation Master Plan
- Schedule Events
- Budgeting
- Maintain Equipment Location Oversight
- Review and Recommend Action to Council regarding above, as applicable



## Sub-Committee List (cont.)

### Finance

Angela Smiley – Chairperson

Michael Balysh

Britton Simon

- Budget Development and Monitoring
- Contracts and Purchasing
- Costs of Plans and Proposals coming before Council
- Review of Financial Performance and Projections
- Harbor Regulatory, Compliance, and Finance
- Review and Recommend Action to Council regarding above, as applicable

### Governance

Britton Simon – Chairperson

Damien Falcon

Angela Smiley

- Policies and Procedures
- Master Plan and Ordinances
- Contracts
- Legal and Regulatory Compliance
- Facility Maintenance including Building, Lots, Land and Parks
- Facility Usage
- Water System Oversight and Planning
- Sewage System Oversight and Planning
- Roads and Sidewalks Oversight and Planning
- Fire Services
- Police Services
- Contracting of Services
- Harbor Policies
- Review and Recommend Action to Council regarding above, as applicable

- **Sub-Committee List (cont.)**

**Personnel**

Britton Simon – Chairperson

Brian Moran Jr.

Damien Falcon

- Application Review
- Review and Recommend Action to Council regarding above, as applicable

**Liaison**

Angela Smiley – Planning Commission

# Village of Port Sanilac Parks & Recreation Committee

## Meeting Minutes

Date: Tuesday, April 8, 2025 | Time: 8:00 PM | Location: Bark Shanty Community Center

Attendance: Dan Sinagoga, Gina Sinagoga, Damien Falcon, Angie Smiley, Dan Finn

### 1. Call to Order

- The meeting was called to order at 8:05 PM.

### 2. Public Comment

- No public comments were presented.

### 3. Kayak Rentals at 4 South Lake Street

- Dan Sinagoga introduced the development plan for a kayak rental operation at 4 South Lake Street. Highlights include:
  - 6 single kayaks and 2 paddleboards
  - Life jackets and paddles included
  - \$25/hour rental fee
  - QR code system for waiver, insurance, and payment
  - Equipment comes with a dolly for transport
  - Potential launch sites discussed: Harbor Master Office, Port Sanilac Marina, and Goldman Ave public access
  - Parks & Rec discussed supporting signage to direct guests to launch areas
  - An unused "Kayak Rentals" sign (currently in storage) may be donated to the site

### 4. Fireworks Fundraising Volunteer Sign-Up

- - Volunteer sign-up sheets for June 20-21 were reviewed
- - Plans include downtown donation stations, high-visibility safety vests, and bottled water
- - Coordination with local organizations will continue as in previous years
- - An ice cream appreciation party is proposed for the volunteer team that collects the most donations

### 5. Community Youth Summer Recreation Programming

- Current offerings were reviewed:
  - Wednesdays: C-PS Elementary programs
  - Thursdays: Sanilac District Library (12-3 PM)
  - Fridays: Sanilac County Museum (1-4 PM)
  - Fridays: Music in the Park (7 PM, Harbor Park)

#### A vision was proposed for a structured 2026 Youth Summer Program:

- - 4-week calendar running Mondays & Tuesdays (9 AM-12 PM)
- - Activities include flag football, kickball, softball, frisbee, and soccer
- - Consideration of a Game Night with projector in Bark Shanty Gym
- - Emphasis on hiring CPR/First Aid certified staff to ensure safety and alleviate parental concerns

## Village of Port Sanilac Parks & Recreation Committee

### Meeting Minutes

Date: Tuesday, April 8, 2025 | Time: 8:00 PM | Location: Bark Shanty Community Center

#### 6. Antique Boat & Car Show - Saturday, August 16, 2025

- - Event logistics map has been drafted
- - Committee discussed renting two inflatables and a rock wall for added attractions

#### 7. Pickleball Court Update

- - A site assessment meeting is scheduled for Tuesday, April 15 at 4:30 PM
- - Dan Sinagoga will explore a self-service rental kiosk to improve community access to equipment

#### 8. Ice Rink Planning & Improvement

- - Traditional ice rink deemed unfeasible at this time
- - Discussion held around the potential of a synthetic year-round rink, which could be a unique, standout feature for Port Sanilac

#### 9. Ballpark Maintenance & Programming

- - The ballpark remains a top priority
- - Tasks identified include gravel leveling, dugout construction, and pathway creation
- - Further assessment needed to define scope and prioritize efforts

#### 10. Adjournment

- The meeting was adjourned at 9:30 PM.

## Port Sanilac: Lake Huron's Hidden Gem for Boaters

### Welcome to Lake Huron's First Harbor of Refuge

Nestled along the sparkling blue shoreline of Lake Huron, Port Sanilac is a historic harbor town that offers recreational boaters a perfect blend of serenity, adventure, and small-town charm. Located just 90 minutes northeast of Detroit, this peaceful port village is known for its warm hospitality, beautiful beaches, and deep maritime roots—making it a must-stop destination along Michigan's East Ports.

Boaters will be pleased to discover not just one, but **three full-service marinas**—the Port Sanilac Marina, the Port Sanilac Municipal Harbor, and the private Bark Shanty Marina—each offering transient slips, fuel, showers, and easy access to everything this scenic harbor town has to offer.

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### Harbor Hospitality and Premier Dockage

Whether you're sailing, fishing, or cruising the coast, Port Sanilac's harbors are designed to welcome vessels of all sizes with top-tier amenities and services. The **Port Sanilac Municipal Harbor**, open from May through October, is a designated Harbor of Refuge and offers 67 slips (seasonal and transient), fuel dock, pump-out services, a fish cleaning station, restrooms, laundry, and even a dog run and courtesy shuttle.

Adjacent to the harbor lies the **Port Sanilac Marina**, a full-service facility with an onsite ship store, certified mechanics, and indoor/outdoor boat storage. Dock here and enjoy showers, electric hookup, water, and access to the Village of Port Sanilac's businesses and amenities.

For those seeking a more intimate experience, **Bark Shanty Marina**, located just north of the lighthouse, provides 30 private slips, floating docks, and a peaceful, wildlife-protected setting.

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### Scenic Shores, Beaches & Shipwrecks

After docking, stretch your sea legs at one of Port Sanilac's **public beaches**. Lounge on the sand, splash in the surf, or launch a kayak to explore the **Tip of the Thumb Heritage Water Trail**, which traces Michigan's eastern shoreline and offers campsites, rest areas, and incredible paddling adventures.

Diving enthusiasts will find the real treasure underwater. The **Sanilac Shores Underwater Preserve** features dozens of historic shipwrecks, many dating back to the 1800s. Charter a dive

with **Double Action Dive Charters** and explore these submerged time capsules firsthand—remnants of the infamous Great Storm of 1913.

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## Fishing, Sailing, and Adventure Await

Known for its perch, walleye, and salmon, Port Sanilac is a fishing paradise. Cast off from the DNR boat launch or book a charter through **Local Charters**. For landlubbers, the breakwall offers excellent fishing access with no boat required.

Sailing families will feel right at home—calm waters, less congestion, and beautiful views make Port Sanilac a perfect hub. Whether you're a seasoned sailor or just learning, this town is all about celebrating life on the water.

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## Historic Charm Meets Modern Leisure

Beyond the water, Port Sanilac invites visitors to explore its **sesquicentennial history**. The towering **Port Sanilac Lighthouse**, built in 1886, watches over the harbor. The **Sanilac County Historic Village & Museum** features preserved buildings, rotating exhibits, and hosts regular events such as History Lectures, Concerts, and the **Port Sanilac Farmer's Market** every Friday from 1pm to 5pm.

Don't miss **Raymond Hardware**, Michigan's oldest continuously operating hardware store, or a show at the rustic **Barn Theatre**, where summer comedies light up a historic 19th-century barn. Check out the Barn's show lineup on [psbarntheatre.com](http://psbarntheatre.com)

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## Savor the Local Flavor

When it's time to dine, boaters are spoiled for choice. Enjoy a cold beer and live music at **The Alli Bar**, a one-of-a-kind tavern decked out in antique treasures. **The Stone Lodge** is a beloved steak and seafood restaurant with a refined, rustic feel. **Blue Waters Sports Bar** offers your standard American tavern vibe with billiards and local crowds. **Roxanne's Diner** is your classic breakfast stop, while **Willis' Marketplace** serves up deli meals, locally cut meats, and all your provisioning needs.

**Sandbar Studio** in Port Sanilac offers unique art pieces, fun retail items, delicious ice cream, and a mini-golf course, providing a delightful experience for visitors of all ages. And for a caffeine fix or sweet treat, drop by the charming **Sanilac Coffeeshop** for handcrafted lattes, teas, and pastries. Or cool off with a scoop from **First Mate Ice Cream**—don't miss their homemade waffle cones!

For those seeking a break from the water, **Huron Shores Golf Club** offers an exceptional golfing experience just three miles north of Port Sanilac along M-25. Established in 1925, this 18-hole public course presents both challenges for seasoned golfers and a welcoming environment for newcomers, all set against the picturesque backdrop of Lake Huron's shoreline

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## Unforgettable Events by the Water

Port Sanilac's event calendar is as lively as its harbors. Plan your visit around seasonal favorites like:

- **Blessing of the Fleet** (May 26, 2025)
  - **Fourth of July Fireworks & Parade** (July 5, 2025)
  - **Port Sanilac Blues Festival** (Aug. 1–2, 2025)
  - **M25 Yard Sale Trail** (Aug. 8–10, 2025)
  - **Classic Car & Vintage Camper Show** (Aug. 15–16, 2025)
  - **Antique Boat Show** (August 16th)
  - **Music in the Park at Port Sanilac's Harbor Park** (Saturdays, June–August @ 7 PM)
    - June 7th Random
    - June 14th Ourselves
    - June 21st Ryan Entertainment
    - June 28th 21/2 Men
    - July 5th DJ (Fireworks)
    - July 12th The Humbuckers
    - July 19th Dynasty Band
    - July 26th Denny Dwyer and Friends
    - August 2nd Bluesfest
    - August 9th Steve Washburn
    - August 16th 10 Beach Drive
    - August 23rd A Tribute to Dean Martin - Steve London
    - August 30th Random
- 

## Why Port Sanilac? Because Here, Life Slows Down

Port Sanilac is more than just a harbor—it's a community where time slows, the sunsets blaze over the lake, and the call of the water is always close. Whether you're dropping anchor for the weekend or making us your home port for the season, you'll find everything you need for a perfect getaway.

**So come dock, dine, dive, and discover. We're saving a slip for you.**





Car Show In a Circle

Carnival Games

Vendors

DJ Under Tent

Parking

Street Parking

CAMPER SHOW

Inflatables

FOOD TRUCK  
on Lake Street

Music @ Gazebo

BOAT  
SHOW

Street Shutdown

PICNIC TABLES  
AT LIGHTHOUSE  
& HARBOR PARK



## EVENT and FACILITY USE CHECK LIST

### User Information

Name/Organization: Port Sanilac Antique Boat & Vintage Show  
Contact: Jeanne Harper  
Phone: 810-292-1360  
Email: jeanneharper@bellsouth.net  
Location of Event: Harbor Park  
Description of Event: A Classic cars, campers & Boats  
Size of Group: 5000  
Entertainment: DJ & Band  
Days/Hours of Operation: August ~~14th~~ 15 & 16th 9-?  
Signature of Requestor: [Signature]

### Administrative – 810-622-9963

Liability Insurance: Ball Ins. Auto Drivers  
Security Required: \_\_\_\_\_  
Barricades/Street Closure Approval: \_\_\_\_\_  
Liquor License #: \_\_\_\_\_

### DPW Support – 810-622-9963

Porta Potties: 2  
Extra Picnic Tables: \_\_\_\_\_  
Extra Trash Receptacles: \_\_\_\_\_  
Trash Clean-Up/Disposal: \_\_\_\_\_  
Barricades Installed: yes

### General Comments

Waiting for input from Village  
Closing Main to Lake  
or Lake to Lakeshore  
South Lake Street to Cedar using light house  
park for cars.

Thurs. Aug. 14 Lake Street to Harbor Park 1 camper will be there Wednesday night no need for barricade on Wed.

### Approvals:

\_\_\_\_\_  
Village President/Date

\_\_\_\_\_  
DPW Supervisor/Date

Revised 9/4/2024



56 N. Ridge St., P.O. Box 628, Port Sanilac, MI 48469  
Phone: 810-622-9963, Fax 810-622-7801  
[psanilac@airadv.net](mailto:psanilac@airadv.net)

## Finance Committee Minutes

Date: April 1, 2025

Committee members: A. Smiley, M. Balysh and B. Simon

Staff: D. Johnson and L. O'Keefe

Guests: J. Smeader, Jim and Jen Sroka

The Committee convened at 6:40 P.M. and adjourned at 6:55 P.M. and took the following actions:

- Reviewed bids for repairs to the shingled portion of the Fire Hall roof and recommend Council approve the Parraghi, metal roof with 15-year warranty, no tear off, for \$2,550 to be charged to account #251-100-930
- Reviewed bids to replace the damaged DPW Yard gate and recommend Council approve the bid from Brothers Fence for \$2,373 to be charged to account #251-100-930
- Discussed Draft Fiscal Year 2025-2026 Budget that is on hold until Sanilac County Equalization Department publishes the 2025 Taxable Value for VPS mid-May

Respectfully submitted,

Larry O'Keefe

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Sanilac East Fire Authority- Proposed Budget 2025-26

	24/25 Budget	7/1/24 - 2/28/25	% of budget used	25/26 Proposed Budget	Questions/comments/changes
Income					
400-115 - Balance Forward	\$ 30,065	\$ 30,065	100%	\$ 35,000	24/25 end of year net income/operating reserve equity
400-670 - Shareholder Contribution- VPS	\$ 350,000	\$ -	0%	\$ -	
400-250 - Facility Lease value(\$0 actual)	\$ 12,000	\$ -	0%	\$ 12,000	Required to budget value (zero actual)
400-550 - Grant Revenue	\$ 98,700	\$ -	0%	\$ -	
400-110 - Balance fwd-truck fund transfer in	\$ 90,000	\$ 90,000	100%	\$ 80,000	Transfer from CD for utility truck purchase
600-500 - Burn Permit Revenue	\$ 500	\$ 593		\$ 500	
400-510 - Interest Income	\$ 6,000	\$ 589	10%	\$ 10,000	Estimate \$8k CD revenue, \$2k checking
400-660 - Shareholder contribution-Sanilac Twp	\$ 350,000	\$ 350,000	100%	\$ -	
400-650 - Millage Revenue- Sanilac Twp	\$ 164,241	\$ 123,161	75%	\$ 140,000	Use only amount necessary for operating
400-900 - Personal Injury (Non Budget)	\$ 7,000	\$ 1,899	27%	\$ 2,000	
400-100 - Vehicle & Equipment Revenue	\$ 9,452	\$ 9,452	100%	\$ -	
400-200 - Donations Received	\$ 5	\$ 3	62%	\$ -	
400-300 - Fire Run Revenue	\$ 2,800	\$ 2,649	95%	\$ 1,200	
400-400 - Medical First Responder (EMS)	\$ 300	\$ 284	95%	\$ 200	
400-500 - Miscellaneous Revenue	\$ 1,300	\$ 1,274	98%	\$ 400	
400-800 - Down Wire Runs Rev (Non Budget)	\$ 6,650	\$ 5,200	78%	\$ 1,300	
400-600 - Fire Contracts					
400-610 - Forester Twp	\$ 16,000	\$ 12,000	75%	\$ 16,000	
Other Income					
700-400 - Sale of Assets	\$ 3,225	\$ 3,225	100%	\$ 1,000	
TOTAL INCOME	\$ 1,148,238	\$ 630,413	55%	\$ 289,600	
Expenses					
600-351 - Cost of collections	\$ 1,000	\$ 1,100	110%	\$ 1,500	
600-350 - Bad debts expense	\$ 31,195	\$ 31,195	100%	\$ 10,000	If in budget at year end write off \$5k-10k in bad debt
600-410 - Grant writer expense	\$ 5,200	\$ -	0%	\$ -	
600-420 - Grant Purchases	\$ 98,700	\$ -	0%	\$ -	
600-400 - Grant Match Funds	\$ 5,000	\$ 74	1%	\$ -	
600-110 - Bank Service Charge	\$ 120	\$ 73	61%	\$ 72	
600-130 - Fuel, Gas, Oil	\$ 2,800	\$ 1,745	62%	\$ 2,900	
600-140 - Insurance and Bonds	\$ 20,000	\$ 15,339	77%	\$ 21,000	Add \$998 building ins from VPS
600-150 - Leases/Rents					
600-151 - Facility Lease	\$ 12,000	\$ 1,896	16%	\$ 12,000	Actual \$101, must budget value of rent
600-152 - Vehicle Leases	\$ 1	\$ -	0%	\$ -	
600-170 - Medical Physicals	\$ 600	\$ 142	24%	\$ 600	
600-180 - Office Equipment Purchases	\$ 638	\$ 638	100%	\$ 200	
600-190 - Office/Training/Supplies/Postage	\$ 2,500	\$ 1,093	44%	\$ 2,000	
600-200 - Payroll Expenses					
600-223 - Treasurer	\$ 9,128	\$ 2,400	26%	\$ 9,200	current \$7200/yr per finance increase \$2k

Sanilac East Fire Authority- Proposed Budget 2025-26

	7/1/24 -		% of	25/26		Questions/comments/changes
	24/25 Budget	2/28/25	Budget used	Proposed Budget		
600-211 - Chief Wages	\$ 6,200	\$ 3,500	56%	\$ 8,200	increase \$2k per finance committee	
600-212 - Asst Chief Wages	\$ 2,550	\$ 1,275	50%	\$ 2,550		
600-214 - Secy/Asst Secy Wages	\$ 8,320	\$ 3,675	44%	\$ 9,300	\$8100/yr plus stipends (\$100mo stipend)	
600-215 - EMS Coord Wages	\$ 830	\$ 415	50%	\$ 830		
600-220 - Special Training Wages	\$ 1,000	\$ -	0%	\$ 500		
600-221 - Training Off Wages	\$ 830	\$ 208	25%	\$ 400		
600-222 - Volunteers	\$ 17,000	\$ 8,523	50%	\$ 20,000	\$3k increase in fire run fees/stipend	
600-230 - Medicare	\$ 532	\$ 389	73%	\$ 739	1.45%	
600-240 - Soc Sec	\$ 2,268	\$ 1,664	73%	\$ 3,151	6.20%	
600-250 - Outsourced Services						
600-256 - Fire run exp for taxpayers	\$ 1,800	\$ -	0%	\$ 3,000	Budget fire run billed by other dept	
600-251 - Contracted/Custom Hired Service	\$ 1,000	\$ 101	10%	\$ 1,000		
600-252 - Legal & Consulting Services	\$ 3,000	\$ 774	26%	\$ 1,500		
600-253 - MIOSHA/NFPA Dues & Subscrips	\$ 1,100	\$ 1,100	100%	\$ 600	\$500 Fractal Saas dues, \$100 firemans assoc.	
600-254 - Per Diem (1089-Misc)	\$ 5,000	\$ 3,050	51%	\$ 4,500	lower with less meetings	
600-255 - Tax & Accounting Services	\$ 18,500	\$ 17,105	92%	\$ 4,500	audit complation w/ling & Messing, no CPA fees	
600-257 - Dispatch Services	\$ -	\$ -		\$ 500		
600-258 - Fire Contractors						
600-258a - Applegate	\$ 8,400	\$ 8,400	100%	\$ 8,400		
600-258b - Carsonville	\$ 8,700	\$ 8,700	100%	\$ 8,700		
600-260 - Repairs/Maintenance						
600-262 - Repairs & Maint. - Facility	\$ 3,600	\$ 2,003	56%	\$ 10,000		
600-261 - Repairs & Maint. - Vehicle	\$ 7,400	\$ 3,982	54%	\$ 8,500		
600-260 - Repairs/Maintenance - Other	\$ 500	\$ 95	19%	\$ 500		
600-270 - Software	\$ 1,922	\$ 1,922	100%	\$ 1,922	Quickbooks	
600-280 - Travel/Mileage Expense	\$ 500	\$ 57	11%	\$ 500		
600-290 - Utilities	\$ 8,500	\$ 4,453	52%	\$ 8,500		
600-300 - Equip & Tools Misc	\$ 14,000	\$ 3,347	24%	\$ 12,000		
Other Expense						
800-110 - Tax to Vehicle & Equip Fund	\$ 359,452	\$ 350,000	97%	\$ 8,000	Re-invest CD interest	
800-300 - Vehicle Major Purchase	\$ 440,000	\$ 1,04,845	24%	\$ 80,000	utility truck \$80k	
800-412 - Operating equity reserve	\$ -			\$ 31,926	Reserve operating funds/save for non budget emergency funds	
TOTAL EXPENSES	\$ 1,112,786	\$ 585,282	53%	\$ 299,600		
NET INCOME	\$ 35,452	\$ 45,131	127%	\$ 0		

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## Projected TRUCK FUND cash flow and vehicle replacement

Assumptions: Full Millage of \$164k taken every year in order to put \$25k/yr in truck fund

Savings Account- Thumb Bank truck fund		\$	11,402
CD's	Maturity date		
Huntington Bank 4 mo@3.45%	7/29/2025	\$	80,000
Huntington Bank 12 mo@3.6%	3/29/2026	\$	95,000
Team One C 24mo @3.203%	1/29/2027	\$	175,000
Total Assets- Truck Fund		\$	361,402

Replace year	Cost	Next replace	Vehicle	Useful life
2025	\$ 80,000	2045	Utility Truck 1997	20
2026	\$ 150,000	2036	Engine Refurbish	10
2028	\$ 25,000	2043	Kubota 2013	15
2031	\$ 700,000	2056	New Engine 2006	25
2036	\$ 150,000	2046	Engine Refurbish	10
2038	\$ 60,000	2058	Grass Truck 2018	20
2039	\$ 100,000	2054	Rescue Unit 2024	15
2040	\$ 450,000	2065	Tanker truck 2016	25

Fiscal Year		Revenue	Expenses	Balance
24/25	Beginning balance 4/1/25			\$ 11,402
24/25	6/30/25 Year end transfer from net revenue	\$ 25,000		\$ 36,402
24/25	Interest earned on CDs (\$350k x 6mo)	\$ 4,300		\$ 40,702
25/26	Cash in \$80k Huntintgon CD/purchase Utility Truck	\$ 80,000	\$ (80,000)	\$ 40,702
25/26	6/30/26 Year end transfer from net revenue	\$ 25,000		\$ 65,702
25/26	Interest earned on CDs (\$270k x 12mo)/renew \$95k x 6mo	\$ 9,000		\$ 74,702
26/27	Cash in \$95k Huntington CD 9/29/26	\$ 95,000		\$ 169,702
26/27	Engine Refurbished		\$ (150,000)	\$ 19,702
26/27	Interest earned (3mo /\$95k & 12mo/\$175k)	\$ 7,000		\$ 26,702
26/27	6/30/27 Year end transfer from net revenue	\$ 25,000		\$ 51,702
27/28	Interest earned (12mo/\$175k)	\$ 6,000		\$ 57,702
27/28	6/30/28 Year end transfer from net revenue	\$ 25,000		\$ 82,702
28/29	Kubota purchase		\$ (25,000)	\$ 57,702
28/29	Interest earned	\$ 7,000		\$ 64,702
28/29	6/30/29 Year end transfer from net revenue	\$ 25,000		\$ 89,702
29/30	Interest earned	\$ 8,000		\$ 97,702
29/30	6/30/30 Year end transfer from net revenue	\$ 25,000		\$ 122,702
30/31	Interest earned	\$ 9,000		\$ 131,702
30/31	6/30/31 Year end transfer from net revenue	\$ 25,000		\$ 156,702
31/32	Cash in CD \$175000	\$ 175,000		\$ 331,702
31/32	New Engine Replacement \$700k? Short \$370k			\$ 331,702

Low And High Check Date: 04/08/2025 - 04/08/2025  
 Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes  
 Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts  
 Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
<b>Electronic Funds Transfer Payments</b>			
EFTP	04/08/2025	ERIC J. BRUSS	60.00
EFTP	04/08/2025	MARY M. SIMON	160.00
<b>Electronic Funds Transfer Payments Totals:</b>		<b>2 Payments Listed</b>	<b>220.00</b>
<b>Regular Checks Payments</b>			
40189	04/08/2025	DTE ENERGY	2,340.36
40190	04/08/2025	EMTERRA ENVIRONMENTAL USA CORP	7,698.87
40191	04/08/2025	GREAT AMERICA FINANCIAL SVCS.	133.36
40192	04/08/2025	JOHN ROGERS	60.00
40193	04/08/2025	OPERATING ENGINEERS LOCAL 324 FRINGE BENEF	285.60
40194	04/08/2025	OPERATING ENGINEERS LOCAL 324	4,342.80
40195	04/08/2025	STANDARD INSURANCE CO.	262.48
40196	04/08/2025	VILLAGE OF PORT SANILAC	1,108.60
40197	04/08/2025	VILLAGE SPECIAL EQUIPMENT	807.63
40198	04/08/2025	WEX BANK	322.10
<b>Regular Checks Payments Totals:</b>		<b>10 Payments Listed</b>	<b>17,361.80</b>
<b>All Payments Grand Totals:</b>		<b>12 Payments Listed</b>	<b>17,581.80</b>

**Payment Totals By Fund:**

Fund	Net Amount
101	5,434.56
202	12.12
203	29.93
207	12.12
208	12.12
211	413.67
565	1,653.87
580	7,710.99
586	11.84
590	1,137.97
591	818.39
661	334.22
<b>Grand Totals</b>	<b>17,581.80</b>



## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>ERIC J. BRUSS</u></b>						
-1	Mar 2025	3/25/2025	Planning Commission Stip Mar 2025	\$60.00	\$0.00	\$60.00
	101-100-705		Planning Commission Stip Mar 2025		\$60.00	
<b><u>MARY M. SIMON</u></b>						
-1	Mar 2025	3/25/2025	Planning Commission Stip Mar 2025	\$160.00	\$0.00	\$160.00
	101-100-705		Planning Commission Stip Mar 2025		\$160.00	
				<u>\$220.00</u>	<u>\$0.00</u>	<u>\$220.00</u>
<b><u>DTE ENERGY</u></b>						
40189	3/5-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$983.35	\$0.00	\$983.35
	590-100-920		Electrical Service 3/5/25-4/2/25		\$983.35	
40189	3/4-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$108.55	\$0.00	\$108.55
	591-100-920		Electrical Service 3/5/25-4/2/25		\$108.55	
40189	3/4-4/2/25	4/2/2025		\$70.62	\$0.00	\$70.62
	565-100-920		Electrical Service 3/4/25-4/2/25		\$70.62	
40189	3/4-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$526.72	\$0.00	\$526.72
	591-100-920		Electrical Service 3/5/25-4/2/25		\$526.72	
40189	3/4-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$263.36	\$0.00	\$263.36
	565-100-920		Electrical Service 3/5/25-4/2/25		\$263.36	
40189	3/4-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$263.36	\$0.00	\$263.36
	101-100-851		Electrical Service 3/5/25-4/2/25		\$263.36	
40189	3/4-4/2/25	4/2/2025	Electrical Service 3/5/25-4/2/25	\$124.40	\$0.00	\$124.40
	211-100-920		Electrical Service 3/5/25-4/2/25		\$124.40	
				<u>\$2,340.36</u>	<u>\$0.00</u>	<u>\$2,340.36</u>
<b><u>EMTERRA ENVIRONMENTAL USA CORP</u></b>						
40190	286471	4/1/2025	MUNI Trash/recycle/organics 4/1-31/2	\$7,698.87	\$0.00	\$7,698.87
	580-100-803		MUNI Trash/recycle/organics 4/1-31/2		\$7,698.87	
				<u>\$7,698.87</u>	<u>\$0.00</u>	<u>\$7,698.87</u>

## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>GREAT AMERICA FINANCIAL SVCS.</u></b>						
40191	38841176	3/24/2025	Ricoh Copier	\$12.16	\$0.00	\$12.16
	101-100-803		Ricoh Copier		\$12.16	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	202-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	203-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	211-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	207-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	565-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	208-100-727		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	590-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	591-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	661-100-803		Ricoh Copier		\$12.12	
40191	38841176	3/24/2025	Ricoh Copier	\$12.12	\$0.00	\$12.12
	580-100-803		Ricoh Copier		\$12.12	
				<u>\$133.36</u>	<u>\$0.00</u>	<u>\$133.36</u>
<b><u>JOHN ROGERS</u></b>						
40192	Mar 2025	3/25/2025	Planning Commission Stip Mar 2025	\$60.00	\$0.00	\$60.00
	101-100-705		Planning Commission Stip Mar 2025		\$60.00	
				<u>\$60.00</u>	<u>\$0.00</u>	<u>\$60.00</u>
<b><u>OPERATING ENGINEERS LOCAL 324 FRINGE BENEFIT FUNDS</u></b>						
40193	MAY 2025	3/24/2025	underpaid variance health care may 2	\$285.60	\$0.00	\$285.60
	101-100-716		underpaid variance health care may 2		\$285.60	
				<u>\$285.60</u>	<u>\$0.00</u>	<u>\$285.60</u>
<b><u>OPERATING ENGINEERS LOCAL 324</u></b>						
40194	June 2025	4/7/2025	Health Care Plan	\$4,342.80	\$0.00	\$4,342.80
	101-100-716		Health Care Plan		\$4,342.80	
				<u>\$4,342.80</u>	<u>\$0.00</u>	<u>\$4,342.80</u>



## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>STANDARD INSURANCE CO.</u></b>						
40195	5/1/25	4/7/2025	Life Ins May 2025	\$11.84	\$0.00	\$11.84
	586-100-807		Life Ins May 2025		\$11.84	
40195	5/1/25	4/7/2025	Life Ins May 2025	\$250.64	\$0.00	\$250.64
	101-100-807		Life Ins May 2025		\$250.64	
				<u>\$262.48</u>	<u>\$0.00</u>	<u>\$262.48</u>
<b><u>VILLAGE OF PORT SANILAC</u></b>						
40196	1/3-4/2/25	4/2/2025	Qtrly Utility Fees 1/3-4/2/25	\$277.15	\$0.00	\$277.15
	211-100-920		Qtrly Utility Fees 1/3-4/2/25		\$277.15	
40196	1/3-4/2/25	4/2/2025	Qtrly Utility Fees 1/3-4/2/25	\$277.15	\$0.00	\$277.15
	565-100-920		Qtrly Utility Fees 1/3-4/2/25		\$277.15	
40196	1/3-4/2/25	4/2/2025	Qtrly Utility Fees 1/3-4/2/25	\$277.15	\$0.00	\$277.15
	565-100-920		Qtrly Utility Fees 1/3-4/2/25		\$277.15	
40196	1/3-4/2/25	4/2/2025	Qtrly Utility Fees 1/3-4/2/25	\$277.15	\$0.00	\$277.15
	565-100-920		Qtrly Utility Fees 1/3-4/2/25		\$277.15	
				<u>\$1,108.60</u>	<u>\$0.00</u>	<u>\$1,108.60</u>
<b><u>VILLAGE SPECIAL EQUIPMENT</u></b>						
40197	3/17-30/25	3/30/2025	Equipment Rental	\$171.00	\$0.00	\$171.00
	591-100-940		Equipment Rental		\$171.00	
40197	3/17-30/25	3/30/2025	Equipment Rental	\$142.50	\$0.00	\$142.50
	590-100-940		Equipment Rental		\$142.50	
40197	3/17-30/25	3/30/2025	Equipment Rental	\$17.81	\$0.00	\$17.81
	203-100-940		Equipment Rental		\$17.81	
40197	3/17-30/25	3/30/2025	Equipment Rental	\$476.32	\$0.00	\$476.32
	565-100-940		Equipment Rental		\$476.32	
				<u>\$807.63</u>	<u>\$0.00</u>	<u>\$807.63</u>
<b><u>WEX BANK</u></b>						
40198	103887963	3/31/2025	Equipment Fuel	\$322.10	\$0.00	\$322.10
	661-100-921		Equipment Fuel		\$322.10	
				<u>\$322.10</u>	<u>\$0.00</u>	<u>\$322.10</u>
<b>Grand Total:</b>				<u><u>\$17,581.80</u></u>	<u><u>\$0.00</u></u>	<u><u>\$17,581.80</u></u>

12 Checks to Print

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This report was created with the following parameters

Report Executed on: 4/8/2025 9:08:09 AM

Accounts Payable Check Register

Low And High Check Date: 04/09/2025 - 04/09/2025  
Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes  
Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts  
Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
Regular Checks Payments			
11000	04/09/2025	CULLIGAN WATER CONDITIONING OF MARLETTE	11.95
11001	04/09/2025	DTE ENERGY	143.93
11002	04/09/2025	VILLAGE OF PORT SANILAC	470.98
Regular Checks Payments Totals:		3 Payments Listed	626.86
All Payments Grand Totals:		3 Payments Listed	626.86

Payment Totals By Fund:	Fund	Net Amount
	586	626.86
	Grand Totals	626.86

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## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>CULLIGAN WATER CONDITIONING OF MARLETTE</u></b>						
11000	4/1-30/25	3/31/2025	Bottled water equip rental service	\$11.95	\$0.00	\$11.95
	586-100-803		Bottled water equip rental service		\$11.95	
				<u>\$11.95</u>	<u>\$0.00</u>	<u>\$11.95</u>
<b><u>DTE ENERGY</u></b>						
11001	3/4-4/1/25	4/1/2025	Electrical Service 3/4-4/1/25	\$143.93	\$0.00	\$143.93
	586-100-920		Electrical Service 3/4-4/1/25		\$143.93	
				<u>\$143.93</u>	<u>\$0.00</u>	<u>\$143.93</u>
<b><u>VILLAGE OF PORT SANILAC</u></b>						
11002	1/3/25-4/2/25	4/2/2025	Qtrly Utility Fees 1/3/25-4/2/25	\$252.85	\$0.00	\$252.85
	586-100-920		Qtrly Utility Fees 1/3/25-4/2/25		\$252.85	
11002	1/3/25-4/2/25	4/2/2025	Qtrly Utility fees 1/3/25-4/2/25	\$218.13	\$0.00	\$218.13
	586-100-920		Qtrly Utility fees 1/3/25-4/2/25		\$218.13	
				<u>\$470.98</u>	<u>\$0.00</u>	<u>\$470.98</u>
<b><u>Grand Total:</u></b>				<u>\$626.86</u>	<u>\$0.00</u>	<u>\$626.86</u>

3 Checks to Print

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**This report was created with the following parameters**

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Report Executed on: 4/8/2025 10:59:18 AM

## Accounts Payable Check Register

Low And High Check Date: 04/15/2025 - 04/15/2025  
 Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes  
 Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts  
 Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
<b>Regular Checks Payments</b>			
40199	04/15/2025	DISPLAY SALES	304.00
40200	04/15/2025	GARVEY MEDIA	103.50
40201	04/15/2025	LAKESHORE IMPROVEMENTS LLC	750.00
40202	04/15/2025	MML WORKERS' COMPENSATION FUND	135.00
40203	04/15/2025	MISSION COMMUNICATIONS, LLC	563.40
40204	04/15/2025	MICHIGAN MUNICIPAL LEAGUE	781.00
40205	04/15/2025	PRINTING SYSTEMS, INC.	399.73
40206	04/15/2025	RAYMOND HARDWARE	455.70
40207	04/15/2025	ROWE PROFESSIONAL SERVICES CO.	3,652.50
40208	04/15/2025	THE DTE ENERGY	15,112.20
40209	04/15/2025	View Newspaper Group	396.00
40210	04/15/2025	WADHAMS EQUIPMENT	224.10
<b>Regular Checks Payments Totals:</b>		<b>12 Payments Listed</b>	<b>22,877.13</b>
<b>All Payments Grand Totals:</b>		<b>12 Payments Listed</b>	<b>22,877.13</b>

## Payment Totals By Fund:

Fund	Net Amount
101	1,566.37
204	15,112.20
208	304.00
211	210.20
565	313.00
590	3,652.50
591	1,494.76
661	224.10
<b>Grand Totals</b>	<b>22,877.13</b>

## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>DISPLAY SALES</u></b>						
40199	SO6822	3/17/2025	6/Bracket, banner rod, safey pin, 24	\$304.00	\$0.00	\$304.00
	208-100-727		6/Bracket, banner rod, safey pin, 24		\$304.00	
				<u>\$304.00</u>	<u>\$0.00</u>	<u>\$304.00</u>
<b><u>GARVEY MEDIA</u></b>						
40200	380546	4/8/2025	Q1 Work Time Log - Website	\$103.50	\$0.00	\$103.50
	101-100-850		Q1 Work Time Log - Website		\$103.50	
				<u>\$103.50</u>	<u>\$0.00</u>	<u>\$103.50</u>
<b><u>LAKESHORE IMPROVEMENTS LLC</u></b>						
40201	13833	4/7/2025	Replace curbstop 4 S Lake St	\$750.00	\$0.00	\$750.00
	591-100-930		Replace curbstop 4 S Lake St		\$750.00	
				<u>\$750.00</u>	<u>\$0.00</u>	<u>\$750.00</u>
<b><u>MML WORKERS' COMPENSATION FUND</u></b>						
40202	5243207	4/4/2025	Policy #5003140-23	\$67.50	\$0.00	\$67.50
	101-100-807		Policy #5003140-23		\$67.50	
40202	5243207	4/4/2025	Policy #5003140-23	\$67.50	\$0.00	\$67.50
	565-100-807		Policy #5003140-23		\$67.50	
				<u>\$135.00</u>	<u>\$0.00</u>	<u>\$135.00</u>
<b><u>MISSION COMMUNICATIONS, LLC</u></b>						
40203	2006510	4/2/2025	WaterTower/DPW service 12 months	\$563.40	\$0.00	\$563.40
	591-100-803		WaterTower/DPW service 12 months		\$563.40	
				<u>\$563.40</u>	<u>\$0.00</u>	<u>\$563.40</u>
<b><u>MICHIGAN MUNICIPAL LEAGUE</u></b>						
40204	7114	4/2/2025	Membership MML 6/1/25-5/31/26	\$781.00	\$0.00	\$781.00
	101-100-805		Membership MML 6/1/25-5/31/26		\$781.00	
				<u>\$781.00</u>	<u>\$0.00</u>	<u>\$781.00</u>
<b><u>PRINTING SYSTEMS, INC.</u></b>						
40205	13693	4/4/2025	Util bill paper & letterhead envelop	\$218.37	\$0.00	\$218.37
	101-100-727		Util bill paper & letterhead envelop		\$218.37	
40205	13693	4/4/2025	Util bill paper & letterhead envelop	\$181.36	\$0.00	\$181.36
	591-100-727		Util bill paper & letterhead envelop		\$181.36	
				<u>\$399.73</u>	<u>\$0.00</u>	<u>\$399.73</u>

## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>RAYMOND HARDWARE</u></b>						
40206	Acct 185	3/31/2025	2-basketball nets & keys	\$23.85	\$0.00	\$23.85
	565-100-727		2-basketball nets & keys		\$23.85	
40206	acct 9	3/31/2025	Paint and Painting supplies,	\$210.20	\$0.00	\$210.20
	211-100-727		Paint and Painting supplies,		\$210.20	
40206	Acct 165	3/31/2025	4x8 pegboard, bolts, screws, anti-fr	\$221.65	\$0.00	\$221.65
	565-100-930		4x8 pegboard, bolts, screws, anti-fr		\$221.65	
				<u>\$455.70</u>	<u>\$0.00</u>	<u>\$455.70</u>
<b><u>ROWE PROFESSIONAL SERVICES CO.</u></b>						
40207	0115975	11/18/2024	lagoon Sludge Measurements Oct 2024	\$3,652.50	\$0.00	\$3,652.50
	590-100-930		lagoon Sludge Measurements Oct 2024		\$3,652.50	
				<u>\$3,652.50</u>	<u>\$0.00</u>	<u>\$3,652.50</u>
<b><u>THE DTE ENERGY</u></b>						
40208	DEC-Mar 2025	4/8/2025	Street Lights Dec 2024 - Mar 2025	\$15,112.20	\$0.00	\$15,112.20
	204-100-920		Street Lights Dec 2024 - Mar 2025		\$15,112.20	
				<u>\$15,112.20</u>	<u>\$0.00</u>	<u>\$15,112.20</u>
<b><u>View Newspaper Group</u></b>						
40209	375248	3/31/2025	Public Hearing/Ordinance/BSCC Propos	\$396.00	\$0.00	\$396.00
	101-100-805		Public Hearing/Ordinance/BSCC Propos		\$396.00	
				<u>\$396.00</u>	<u>\$0.00</u>	<u>\$396.00</u>
<b><u>WADHAMS EQUIPMENT</u></b>						
40210	57101	4/3/2025	M18 Fuel Sawzall Recip Saw/battery k	\$224.10	\$0.00	\$224.10
	661-100-930		M18 Fuel Sawzall Recip Saw/battery k		\$224.10	
				<u>\$224.10</u>	<u>\$0.00</u>	<u>\$224.10</u>
<b>Grand Total:</b>				<u><u>\$22,877.13</u></u>	<u><u>\$0.00</u></u>	<u><u>\$22,877.13</u></u>

12 Checks to Print

**This report was created with the following parameters**

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Report Executed on: 4/9/2025 10:43:56 AM

## Accounts Payable Check Register

Low And High Check Date: 04/16/2025 - 04/16/2025  
 Show Vendor Codes? (Y/N): N - Do Not Show Vendor Codes  
 Show Discount And Pay Amounts? (Y/N): N - Do Not Show Discount And Pay Amounts  
 Show Payment Totals By Fund? (Y/N): Y - Show Payment Totals By Fund

Check Nbr	Check Date	Vendor Name	Net Amount
<b>Regular Checks Payments</b>			
11003	04/16/2025	EDGEWATER RESOURCES LLC	2,500.00
11004	04/16/2025	KELLY MAINTENANCE	250.00
11005	04/16/2025	RAYMOND HARDWARE	56.51
11006	04/16/2025	SERVPRO OF HURON, SANILAC, N TUSCOLA COUNT	10,142.64
<b>Regular Checks Payments Totals:</b>		<b>4 Payments Listed</b>	<b>12,949.15</b>
<b>All Payments Grand Totals:</b>		<b>4 Payments Listed</b>	<b>12,949.15</b>

## Payment Totals By Fund:

Fund	Net Amount
586	12,949.15
<b>Grand Totals</b>	<b>12,949.15</b>

## Accounts Payable Prepay Report with Distributions

CheckNbr	InvoiceNbr	InvoiceDate	Description	Amount	Discount Taken	Amount To Pay
<b><u>EDGEWATER RESOURCES LLC</u></b>						
11003	5584 Rev	4/3/2025	Grant Writing 25-008 PSAN	\$2,500.00	\$0.00	\$2,500.00
	586-100-970		Grant Writing 25-008 PSAN		\$2,500.00	
				<u>\$2,500.00</u>	<u>\$0.00</u>	<u>\$2,500.00</u>
<b><u>KELLY MAINTENANCE</u></b>						
11004	1694	4/8/2025	Class B inspection on 3-26-25	\$250.00	\$0.00	\$250.00
	586-100-803		Class B inspection on 3-26-25		\$250.00	
				<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>
<b><u>RAYMOND HARDWARE</u></b>						
11005	Acct 103	3/31/2025	Deck Screws, bolts, keyes	\$56.51	\$0.00	\$56.51
	586-100-930		Deck Screws, bolts, keyes		\$56.51	
				<u>\$56.51</u>	<u>\$0.00</u>	<u>\$56.51</u>
<b><u>SERVPRO OF HURON, SANILAC, N TUSCOLA COUNTIES</u></b>						
11006	04/01/25	4/1/2025	Water mitigation - Jan 2025	\$5,190.30	\$0.00	\$5,190.30
	586-100-975		Water mitigation - Jan 2025		\$5,190.30	
11006	4/8/25	4/8/2025	Water Damage Remodel 50% deposit	\$4,952.34	\$0.00	\$4,952.34
	586-100-975		Water Damage Remodel 50% deposit		\$4,952.34	
				<u>\$10,142.64</u>	<u>\$0.00</u>	<u>\$10,142.64</u>
<b><u>Grand Total:</u></b>				<u>\$12,949.15</u>	<u>\$0.00</u>	<u>\$12,949.15</u>

4 Checks to Print

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**This report was created with the following parameters**

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Report Executed on: 4/9/2025 11:28:35 AM



**Unapproved Minutes**  
Village of Port Sanilac Council Meeting  
April 1, 2025

Pledge of Allegiance to the Flag of the United States of America was led by M. Balysh.

President Falcon calls the Council Meeting to order at 7:01p.m.

**Council Members Present:** M. Balysh, S. Balysh, B. Simon, A. Smiley, J. Sroka, D. Falcon.

**Council Member Absent:** B. Moran, Jr.

**Staff Present:** Larry O'Keefe, Barbara Joslin, Darcy Johnson.

**Guests:** Sharon Mullin, John Rogers, Jen Sroka, Jim Sroka, Jeff Smeader, Mary Simon.

**Agenda/Additions:**

**Motion** by B. Simon, seconded by M. Balysh to approve Agenda and Additions. **Motion Carried.**

**Public Comment:**

Sharon Mullins-Confirming that the "Special Event" Blues Festival – Music plays until 11:30 p.m. each night.

John Rogers – Please look at including a "dog" ordinance for the village as the dog waste issues are out of hand. Extra trash containers are needed through-out the village.

Mary Simon – Light house park, could use signs regarding the "dog" ordinance, implement fines etc. (once an ordinance is in place).

**Presidential Appointments:**

a. Appointment for Jim Sroka application for Council Trustee.

**Motion** by S. Balysh, seconded by B. Simon to approve appointment of Jim Sroka to the Village of Port Sanilac Council: (finishing Benjamin Hunter's term, it expires June 30, 2028.) Jim will fill the Council position for two years and then he will have to run in the election of 2026 for the remaining two years.) **Motion Carried.**

**Roll Call:**

M. Balysh yes, S. Balysh yes, B. Moran, Jr. (absent), B. Simon yes, A. Smiley yes, D. Falcon yes.

**Motion Carried.**

b. Jim Sroka was sworn in as Village of Port Sanilac Trustee, by the Clerk.

**Presentations:**

**Petitions and Communications:** Jim Sroka's resignation letter from the Planning Commission. was read by the clerk.

a. **Motion** by M. Balysh, seconded by B. Simon to accept Jim Sroka's resignation letter from the Planning Commission. **Motion Carried.**

**Training:** None

**Village Departments, Committees, and Commissions:**

**Governance Committee:**

a. Governance Committee Meeting Minutes dated March 18, 2025.

**Planning Commission:**

- a. Planning Commission Special Land Use (25 N. Lake Street) Unapproved Minutes dated March 25, 2025
- b. Planning Commission Unapproved Meeting Minutes dated March 25, 2025
- c. Planning Commission (Amended) By Laws
- d. Re-Appointment Jim Sroka, ex officio member of the Planning Commission.  
**Motion** by M. Balysh, seconded by A. Smiley to approve Jim Sroka be reappointed or an ex officio member of the Planning Commission. ("Ex officio member" in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that office.) **Motion Carried.**

**Zoning Administrator's Report:**

- a. Zoning Administrator's March 2025 – Larry O'Keefe

**New Business:**

**Unfinished Business:**

- a. Sanilac East Fire Authority – will submit a new year budget to Council for approval at next Council meeting. Budget will highlight a big shortfall, and a need for a county millage.

**Bills:**

- a. **Motion** by S. Balysh, seconded by D. Falcon to approve Village bills **PAID** dated March 26, 2025 in the amount of \$3,737.09. **Motion Carried.**
- b. **Motion** by M. Balysh, seconded by A. Smiley to approve Harbor bills **PAID** dated March 25, 2025 in the amount of \$378.47. **Motion Carried.**
- c. **Motion** by M. Balysh, seconded by B. Simon to approve Village bills **TO BE PAID** dated April 1, 2025 in the amount of \$18,144.45. **Motion Carried.**
- d. **Motion** by S. Balysh, seconded by A. Smiley to approve Harbor bills **TO BE PAID** dated April 2, 2025 in the amount of \$5,009.54. **Motion Carried.**

**Minutes:**

- Motion** by M. Balysh, seconded by A. Smiley to approve the Council Meeting Minutes dated March 18, 2025 as submitted. **Motion Carried.**

**Treasurer's Report:** Darcy Johnson

- a. Financial Statements March 2024 and March 2025.
- b. Treasurer's April Report dated April 1, 2025.
- c. **Motion** by S. Balysh, seconded by B. Simon to approve budget adjustments for public works.
  - a. 586-100-390            DPW Bal. fwd.            +\$10,000.
  - b. 586-100-502            DPW Wages            +\$ 5,000.
  - c. 586-100-940            DPW Equip Rental        +\$ 5,000. (Correction to G/L 586- instead of 585)**Motion Carried.**

**Business Manager:** Larry O'Keefe  
a. Business Manager's March 2025 Report

**Clerk:** Barbara Joslin, - Great response from the 2<sup>nd</sup> qtr. newsletter survey.

**Work in Progress:**  
a. 2022 Water Project

**Public Comment:**

Mary Simon, Planning Commission - asked that the Council board and sub committees consider the Village "Master Plan" when making decisions pertaining to the Village.

Under Revisions to the By-laws of the Port Sanilac Planning Commission-March 25, 2025, Section 4.1 Membership Requirements . . . Members of the commission shall be residents of the Village of Port Sanilac **or residents of Sanilac Township that own property and operate a business within the Village of Port Sanilac.** (Hopeful that this will help with filling the two open seats on the Planning Commission board.)

Mary Simon, John Rogers, Sharon Mullin, and President D. Falcon – all commented about the "parking issues" during the special event festivals, like . . . The 4<sup>th</sup> of July and Blues Festival, and there not being enough public parking spaces available. Need to discuss if a possible bus shuttle from the local churches would help eliminate the parking issues.

President D. Falcon also commented that it would be nice if the Village could afford to build a stage and seating area down at Light House Park. (To discuss in future ideas and plans.)

**Closed Session:** If necessary:

**Motion** by \_\_, seconded by \_\_ to move into closed session at \_\_ pm

**Roll Call Vote:**

M. Balysh \_\_, S. Balysh \_\_, B. Moran Jr. \_\_, B. Simon \_\_, A. Smiley \_\_, D. Falcon \_\_  
Return to open session at \_\_ pm.

**Adjournment:**

**Motion** by D. Falcon, seconded by B. Simon to adjourn the council meeting at 7:55 pm.

**Motion Carried.**

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Barbara J. Joslin, Clerk