



Approved Meeting Minutes
Village of Port Sanilac Council Meeting
February 7, 2023

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

President Pro Tem Davis called the Council Meeting to order at 7:02 pm.

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

Council Member Absent: D. Falcon (excused)

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

Guests: Al Daum, Mike Owens, Jim Sroka

Agenda/Additions:

Motion by R. Lange, seconded by R. Mach to approve the agenda, as presented. **Motion Carried.**

Public Comment:

a. Bill Sarkella gave a county level report.

Presidential Appointments: None

Presentations: None

Petitions and Communications:

a. Resignation letter from Dan Finn, Parks and Recreation Assistant Coordinator was read into the record.

Motion by R. Lange, seconded by R. Mach to accept Dan Finn's letter of resignation. **Motion Carried.**

Village Departments, Committees, and Commissions:

Planning Commission:

a. Planning Commission Unapproved Meeting Minutes dated January 24, 2023 were submitted.

b. Planning Commission Approved Meeting Minutes dated November 22, 2023 were submitted.

Zoning Administrator's Report:

a. Zoning Administrator's December 2022 and January 2023 Report was presented by Larry O'Keefe.

Finance Committee:

a. Finance Committee Meeting Minutes dated February 7, 2023 (to be distributed at the February 21, 2023 Council meeting).

a1. Motion to adjust Major Street paving budget to NTE \$260,000.00 including engineering; charge account 202-930-0, as recommended by the Finance Committee tabled until 2023/2024 budget is established.

a2. Motion to adjust Local Streets paving budget to NTE \$220,000.00 including engineering; charge account 203-930-0, as recommended by the Finance Committee tabled until 2023/2024 budget is established.

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a3. Motion by R. Mach, seconded by R. Lange 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. **Motion Carried.**

a4. Motion by S. Balysh, seconded by J. Davis to approve National Highway Maintenance System, LLC proposal for routine crack sealing equipment usage and materials in April/May for NTE \$10,500.00; charge account 204-930-0, as recommended by the Finance Committee. **Motion Carried.**

a5. Motion by J. Davis, seconded by J. Southard to authorize DPW staff to perform routine crack sealing for NTE \$19,500.00; charge account 203-702-0, as recommended by the Finance Committee. **Motion Carried.**

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

a7. Motion by S. Balysh, seconded by R. Mach 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. **Motion Carried.**

Governance Committee:

a. Governance Committee Meeting Minutes dated January 27, 2023 were presented.

a1. Motion by R. Mach, seconded by J. Davis to refrain from action with SEFA that commits us to a continued membership in the authority until two items are confirmed. A commitment from Sanilac Township on when and how much revenue the Village will receive from the Public Safety Millage and a recommendation from the Truck Committee to purchase fire apparatus and equipment from the Village with acceptable terms, as recommended by the Governance Committee. **Motion Carried.**

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

Roll Call Vote: M. Balysh no, S. Balysh no, J. Davis yes, R. Lange yes, R. Mach yes, J. Southard yes, D. Falcon absent. **Motion Carried.**

a3. Motion by R. Mach, seconded by J. Southard 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. **Motion Carried.**

Harbor Oversight Committee:

a. Harbor Oversight Committee Meeting Minutes dated January 24, 2023 were presented by J. Davis.

Personnel Committee:

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

a1. Personnel Committee Meeting Minutes dated January 30, 2023 were presented by Larry O'Keefe. **Motion** by J. Davis, seconded by M. Balysh to offer Candidate I the open DPW position subject to a favorable background check, driver's license check, drug screening, and physical exam. If candidate should fail testing, receive unfavorable results, or refuses the position, staff is directed to offer same DPW position to candidate 2. **Motion Carried.**

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New Business:

a. Agreement for Contractual Law Enforcement Services with Sanilac County Sheriff's Office and Law Enforcement Operations Plan – Revised January 24, 2023 was submitted.

a1. Motion by R. Lange, seconded by J. Southard to authorize President Falcon to sign the Sanilac County Sheriff's Agreement and approve the Law Enforcement Operations Plan, as revised January 24, 2023. **Motion Carried.**

Previous Business:

a. SEFA concerns – see Governance recommendation.

b. No response has been received from Sanilac Township regarding the January 3, 2023 letter. Clerk emailed Dan Kelly January 31, 2023 requesting status; no response to date.

c. Resident siren complaint – see Governance recommendation.

Bills:

a. **Motion** by M. Balysh, seconded by R. Mach to approve Village bills **PAID** dated January 25, 2023 in the amount of \$2,972.99. **Motion Carried.**

b. **Motion** by J. Southard, seconded by R. Lange to approve Harbor bills **PAID** dated January 26, 2023 in the amount of \$517.25. **Motion Carried.**

c. **Motion** by R. Mach, seconded by M. Balysh to approve Village bills **TO BE PAID** dated February 7, 2023 in the amount of \$48,868.62. **Motion Carried.**

d. **Motion** by S. Balysh, seconded by R. Lange to approve Harbor bills **TO BE PAID** dated February 8, 2023 in the amount of \$409.08. **Motion Carried.**

Minutes:

Motion by S. Balysh, seconded by J. Davis to approve the Council Meeting Minutes dated January 17, 2023, as presented. **Motion Carried.**

Treasurer's Report: Darcy Johnson

a. Financial Statements dated January 2022 and January 2023 were submitted.

b. Treasurer's January 2023 Financial Report dated February 7, 2023 was presented by Darcy Johnson.

b1. Motion by R. Lange, seconded by J. Southard to increase quarterly trash bill by \$5.00 to cover Emterra Environmental fuel surcharge.

Roll Call Vote: M. Balysh no, S. Balysh yes, J. Davis yes, R. Lange yes, R. Mach yes, J. Southard yes, D. Falcon absent. **Motion Carried.**

Business Manager: Larry O'Keefe

a. Business Manager's January 2023 Report was presented by Larry O'Keefe.

Clerk: Barbara Rabineau

a. Amended Annual Fee Schedule dated January 17, 2023 was distributed.

b. Website proposed additions/changes (flowchart) to meet RRC requirements were presented (informational).

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c. **Motion** by R. Lange, seconded by J. Southard to authorize Deputy Clerk to update Zoning Ordinances NTE four hours at \$15.00 per hour. **Motion Carried.**

d. Light House Park deed has been received and registered with Sanilac County; Property Transfer Affidavit has been processed by Sanilac Township.

e. Resignation letter from Anne Soule, Harbor Master, dated February 7, 2023 was read into the record. **Motion** by R. Mach, seconded by R. Lange to accept resignation from Anne Soule. **Motion Carried.**

e1. **Motion** by R. Mach, seconded by S. Balysh to authorize staff to begin search for Harbor Master replacement. **Motion Carried.**

e2. **Motion** by R. Mach, seconded by J. Southard to authorize staff to begin search for Parks & Recreation Activities Coordinator replacement. **Motion Carried.**

Work in Progress:

a. 2020 Water Project

Public Comment:

a. S. Balysh will be attending the Business Association meeting February 8, 2023 and offering obsolete Village Christmas decorations for sale to members.

Adjournment:

Motion by R. Mach, seconded by J. Davis to adjourn the council meeting at 8:47 pm. **Motion Carried.**



Barbara Rabineau
Clerk