



The Village of
Port Sanilac

56 N. Ridge St. • Box 628 • Port Sanilac, MI 48469-0628 • Ph. (810) 622-9963 • Fax (810) 622-7801

Approved Minutes
Village of Port Sanilac Council Meeting
September 15, 2026

Pledge of Allegiance to the Flag of the United States of America was led by A. Smiley

President Pro Tem M. Balysh calls the Council Meeting to order at 7:01 p.m.

Council Members Present: M. Balysh, S. Balysh, J. Sroka, B. Moran, Jr., B. Simon, A. Smiley

Council Members Absent: D. Falcon

Staff Present: Larry O'Keefe, Barbara Joslin, Scott Bickel, Dan Finn

Guests: John Rogers, David Hazlett, Jeff Smeader, Gail Brandon, John Siwicki, Donna Jackson, Tom Jackson

Agenda/Additions:

Motion by B. Moran, Jr., seconded by S. Balysh to approve Agenda. **Motion Carried.**

Public Comments:

Jeff Smeader-public apology to DPW, DPW Complaint

John Rogers – Campers in Lighthouse Park, Village needs a complaint Line, Signs-Prohibit overnight camping.

Dan Finn – To receive exceptional award for the museum “Best of the Best” for Community Engagement & State Wide Grant for \$85,000.

Presidential Appointments: none

Presentations: none

Petitions and Communications:

a. Event and Facility Use Check List

Knights of Columbus – Tootsie Roll Drive at the Four Corners on October 16, 2026 and October 17, 2026.

Motion by B. Moran, Jr., seconded by B. Simon to approve the Knights of Columbus – Tootsie Roll Drive at the Four Corners on October 16, 2026 and October 17, 2026. **Motion Carried.**

b. Event and Facility Use Check List

Ava Maria Catholic Parish 3rd Annual Ave Maria International Food Festival with a live band and beer tent on Saturday, September 19, 2026 at Port Sanilac Harbor Park from noon till 7:00 p.m.

Paperwork is complete.

c. 4th Quarter Newsletter DRAFT for approval.

Motion by S. Balysh, seconded by B. Simon to approve the 4th Quarter Newsletter content. **Motion Carried.**

d. Formal Complaint – Ordinance Violation Excessive Noise – 71 S. Lake Street, Port Sanilac, MI

Mi Casa Rental, on August 1, 2026, August 8, 2026, August 15, 2026, August 22, 2026 and August 28, 2026,

filed by Thomas Jackson at 104 S. Lake Street, Port Sanilac, MI. **(Direct request to Governance Committee)**

e. Formal Complaint – Action Request Form – Please review and take action on changes to modify

loudspeaker amplification. (Village Ordinance 92.05) filed by Tom Jackson at 104 S. Lake Street, Port Sanilac, MI. **(Direct request to Governance Committee)**

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f. Formal Complaint -Action Request Form – Please review and take action on change to revise the hours for operating loudspeakers or amplifiers. (Village Ordinance 92.06) Should this Ordinance be changed to a 10:30 p.m. end time/or 10:00 p.m. end time for all in the Central Business District? (**Direct request to Governance Committee**)

g. Formal Complaint – Action Request Form – Please review and take action on the attached change to add a required plan on how commercial grade sound systems may be used at Short Term Rental locations. (Village Ordinance 17.10.32 Short Term Rental) **Forward to Governance Committee.**

h. Village of Port Sanilac Short-Term Rental License – changing the Short-Term Rental from a permit to a two-year license. Just asking Council to view the example of a license and the design.

i. Permit, Licenses and Fees – Short Term Rental License (Including rental inspection fee \$150.00) Total new updated price will be \$350.00 asking Council to approve the new updated fee.

Motion by S. Balysh, seconded by B. Simon to approve the new updated Permit, Licenses and Fees for a total price of \$350.00. **Motion Carried.**

Roll Call Vote:

M. Balysh, yes, S. Balysh, yes, J. Sroka, yes, B. Moran Jr., yes, B. Simon, yes, A. Smiley, yes, D. Falcon-absent

j. Permits, Licenses and Fees – Short Term Rental License Renewal (2-year; Including rental inspection fee of \$150.00) Total new updated price will be \$250.00 asking Council to approve the new updated fee.

Motion by B. Moran, Jr., seconded by B. Simon to approve the new updated Permit, Licenses and Fees for a total price of \$250.00. **Motion Carried.**

k. Letter to go out to all Short-Term Rentals – Re: Transition from Short-Term Rental Permit to Short-Term Rental License. (Council to review)

Motion by S. Balysh, seconded by J. Sroka to approve sending out a letter to all Short-Term Rentals – transition STR from a permit to a license. **Motion Carried.**

l. Village of Port Sanilac – Rental and Short-Term Rental Administration Policy and Procedures – Step by Step Procedures. (Governance Committee recommends Council adopt subject to the following: Policies and Procedures recommended by Staff for the administration of Rentals and Short-Term Rental included with the adoption.)

Motion by S. Balysh, seconded by A. Smiley to approve sending to every STR a Step-by-Step Policy and Procedures. **Motion Carried.** (Great job putting this together, T.J. & Barb)

Village Departments, Committees, and Commissions:

Governance Committee:

- a. Sheriff's August 2026 Incident Report no deputy reported
- b. Sheriff's September 2026 Expenditures Estimate

Planning Commission: none

- a1. Letter responding back to Kathleen Mason complaint – regards to development on Main Street.

Community Development:

- a1. Community Development Meeting Minutes dated September 8, 2026

a2. 2025-2026 Sidewalk Project – Reviewed the Port Sanilac 2025-2026 Sidewalk Improvement Project. The Committee recommends that the Village Council approve trip-hazard milling, with costs allocated to the respective property owners on a time-and-material basis at a rate not to exceed \$147.25 per hour.

a3. 2025-2026 Sidewalk Project – Re: Follow-Up Letter – Central Business District Sidewalk Improvements the Committee also directed staff to prepare a follow-up letter to Central Business District property owners regarding their responsible for sidewalk maintenance, advising them of the proposed sidewalk milling work in high-traffic areas as a way of reducing overall sidewalk maintenance cost.

Motion by B. Moran, Jr., seconded by B. Simon to approve a Follow-Up Letter to the Central Business District Sidewalk Improvements, regarding the Owner's responsibility for sidewalks maintenance. **Motion Carried.**

a4. VPS-USPS Parking Lot – Angled Parking, Discussed the benefits of angled parking in the shared Village of Port Sanilac/U.S. Postal Service parking lot to improve traffic flow, parking efficiency, and safety. The Committee recommends that the Village Council approve the proposed angled-parking configuration.

Motion by J. Sroka, seconded by S. Balysh to approve angled parking in the Village of Port Sanilac/U.S. Postal Service parking lot. **Motion Carried.**

a5. Lake Street and Cedar Street Intersection – The Committee recommends that the Village Council approve installation of a four-way stop sign at this intersection.

Motion by S. Balysh, seconded by B. Simon to install a four-way stop sign at the intersection of Lake Street and Cedar Street. **Motion Carried.**

Parks & Recreation:

a. Parks & Recreation Meeting Minutes dated September 8, 2026 was presented by D. Finn. October – Volunteer rally for decorating for the Festival of Lights.

Finance:

a. Finance Committee Meeting Minutes meeting September 1, 2026

b. Reviewed the proposal from Sanilac County Road Commission for Greening Road culvert, gravel and grading for \$6,585. Charged to account #203-100-930 and recommend Council approve the agreement.

Motion by B. Moran, Jr., seconded by A. Smiley to approve proposal from Sanilac County Road Commission for Greening Road culvert, gravel and grading for \$6,585. Charge to account #203-100-930. **Motion Carried.**

c. Reviewed the Astec Asphalt, Inc. proposal to mill and repave the Village Office parking area for \$21,500. charged to account #204-100-930 and recommend Council approve the agreement.

Motion by B. Simon, seconded by A. Smiley to approve Astec Asphalt, Inc. proposal to mill and repave the Village Office parking area for \$21,500. Charge to account #204-100-930 and recommend Council approve the agreement. **Motion Carried.**

c1. Village Office Parking Lot paint stripe parking lanes (half our price) not to exceed \$750.

Motion by B. Moran, Jr., seconded by J. Sroka to approve the Village Office Parking Lot paint stripe lanes not to exceed \$750. **Motion Carried.**

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d. Reviewed the proposal from J.B Masonry for trip hazard milling of Central Business District sidewalks for an hourly rate of \$100. A daily rental fee of the milling machine and special vacuum system for the dust for \$498. charged to account #213-100-930 and recommend Council approve the agreement.

Motion by B. Moran, Jr., seconded by B. Simon to approve J. B. Masonry for trip hazard milling machine rental for sidewalk repairs in the Central Business District and to charge to account # 213-100-930. (Total amount not determined, yet.) **Motion Carried.**

e. Reviewed the Corpro, Annual Service Agreement for Cathodic Protect System preventative maintenance for \$1,145. charge to account #591-100-930 and recommend Council approve.

Motion by J. Sroka, seconded by B. Simon to approve Corpro, Annual Service Agreement for Cathodic Protect System preventative maintenance for \$1,145. charge to account #591-100-930. **Motion Carried.**

Old Business: Tree planting to start north of Main Street.

New Business: Harbor Park Concept-PSABA talk to each committee, Community Hull Foundation Committee- has no projects. (Possible new gazebo, new harbor bathrooms (so far, no complaints with the bathroom cleaning) solar lighting, update drinking foundation.) (EMOCG-math \$50,000., Lansing Grant consensus.)

Unfinished Business: Fireworks (Brian Moran, Jr. from Parks & Recreation) Darcy Johnson was able to give him a few names. Small Town Fireworks out of Sandford, MI is willing to do the fireworks display for next year, they will be doing Lexington's Fireworks on Friday night in 2027. Still working out the details and possible three-year contract.

SEFA

a. Sanilac East Fire Authority no meeting minutes are available at this time.

b. Sanilac East Fire Authority ask Council to allow them to post their meeting minutes on the Village website.

Motion by B. Simon, seconded by B. Moran, Jr. to approve Sanilac East Fire Authority minutes to be posted on the Port Sanilac Village website. **Motion Carried.**

Sanilac Township

a. Sanilac Township Regular Board Meeting Minutes – no meeting minutes are available at this time.

PSABA

a. PSABA (Port Sanilac Area Business Association) Membership Meeting Minutes – meeting minutes were handed out to Council members.

Bills:

a. **Motion** by S. Balysh, seconded by A. Smiley to approve Village bills **PAID** dated September 8, 2026 in the amount of \$17,770.16. **Motion Carried.**

b. **Motion** by J. Sroka, seconded by A. Smiley to approve Village bills **TO BE PAID** dated September 15, 2026 in the amount of \$23,770.44. **Motion Carried.**

d. **Motion** by S. Balysh, seconded by B. Moran, Jr. to approve Harbor bills **TO BE PAID** dated September 16, 2026 in the amount of \$33,252.96. **Motion Carried.**

Minutes:

Motion by M. Balysh, seconded by B. Simon to approve the Council Meeting Minutes dated September 1, 2026, as submitted. **Motion Carried.**

Business Manager: none

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Public Comment:

John Rogers -Cedar Street (Lake side) west bound stop sign needs to be lowered; east side sign is bent.

Clerk: Barbara Joslin

Closed Session: If necessary: (DPW issue)

Motion by B. Moran, Jr., seconded by B. Simon to move into closed session at 7:50 p.m.

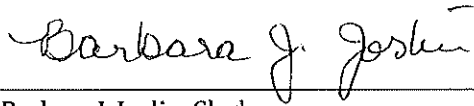
Roll Call Vote:

M. Balysh, X, S. Balysh, X, J. Sroka, X, B. Moran Jr., X, B. Simon, X, A. Smiley, X, D. Falcon-absent

Return to open session at 8:02 p.m.

Adjournment:

Motion by B. Moran, Jr., seconded by B. Simon to adjourn the council meeting at 8:03 p.m.

A handwritten signature in cursive script that reads "Barbara J. Joslin". The signature is written in dark ink and is positioned above a horizontal line.

Barbara J. Joslin, Clerk