



The Village of
Port Sanilac

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Approved Minutes
Village of Port Sanilac Council Meeting
December 7, 2021

The Pledge of Allegiance was led by Ray Lange.
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: Darcy Johnson, Don Morath, Larry O'Keefe, Barbara Rabineau
Guests: Bob Dear, Karen Shafik, Mary Simon, Jeff Smeader, Kelly Trowhill

Agenda/Additions:

1. Public Health Advisory – November 19, 2021
2. **Motion** by ___, seconded by ___ to approve bills **TO BE PAID** dated December 8, 2021
In the amount of \$2,045.04
3. Request authorization to replace refrigerator at Bark Shanty Community Center –
Not to Exceed \$1,200.00.
4. Business Manager's Report November 2021
5. Personnel Committee Meeting Minutes December 6, 2021
6. Updated USDA Project Schedule

Motion by S. Balysh, seconded by S. Jacobs to approve Agenda/Additions. **Motion Carried.**

Presentations:

a. Village of Port Sanilac Audit – Year Ending June 30, 2021 presented by Karen Shafik, UHY Auditor.
Motion by S. Jacobs, seconded by J. Southard to receive audit results as submitted.
Roll Call Vote: M. Balysh yes, S. Balysh yes, J. Davis yes, S. Jacobs yes, R. Lange yes, J. Southard yes,
R. Mach yes. **Motion Carried.**

b. Acknowledgement of 75th Anniversary and appreciation of service to The Port Sanilac Veterans of Foreign Wars Post 8872. Resolution #08-2021 – A Resolution of Tribute and Appreciation to The Port Sanilac Veterans of Foreign Wars Post 8872 dated December 7, 2021.

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

Petitions and Communications:

a. Public Health Advisory – November 19, 2021 read and incorporated in meeting record.

Presidential Appointments: None

Public Comment: None

Council Meeting Minutes December 7, 2021

New Business:

a. Request authorization to replace refrigerator at Bark Shanty Community Center.

Motion by S. Balysh, seconded by S. Jacobs to purchase a new refrigerator for the Bark Shanty Community Center – not to exceed \$1200.00. **Motion Carried.**

b. Request authorization to hire a new DPW employee. **Motion** by S. Balysh, seconded by J. Davis to hire Andrew Karr as a DPW probationary employee as recommended by the Personnel Committee subject to a background check and drug test.

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

c. Request to approve job description for the Parks and Recreation Coordinator/Activities Coordinator.

Motion by J. Southard, seconded by M. Balysh to approve and accept job description for the Parks and Recreation Coordinator/Activities Coordinator. **Motion Carried.**

d. Request to post the Parks and Recreation Coordinator/Activities Coordinator. **Motion** by S. Balysh, seconded by S. Jacobs to post the Parks and Recreation Coordinator/Activities Coordinator position in the Sanilac County News, on the Village Website, Village Facebook Page, and Village outdoor sign.

Motion Carried.

Previous Business: None

Bills:

a. **Motion** by M. Balysh, seconded by S. Balysh to approve bills **TO BE PAID** dated December 7, 2021 in the amount of \$22,063.17. **Motion Carried.**

b. **Motion** by S. Jacobs, seconded by S. Balysh to approve bills **TO BE PAID** dated December 8, 2021 in the amount of \$2,045.04. **Motion Carried.**

Minutes:

Motion by J. Southard, seconded by M. Balysh to approve the November 16, 2021 Council Meeting Minutes as presented. **Motion Carried.**

Treasurer's Report: Darcy Johnson

a. **Motion** by S. Jacobs, seconded by S. Balysh to adjust the budget to include CLFRF grant revenue in the sewer

i. CLFRF Grant Rev	590-301-0	+\$60,812
ii. CLFRF Lift Station Reno	590-931-1	+\$60,812

Motion Carried.

b. **Motion** by R. Lange, seconded by J. Southard to adjust the budget to finish the USDA 2018 loan

i. USDA loan income	591-002-0	+\$16,000
ii. 2018 Water Project exp	591-965-3	+\$16,000

Motion Carried.

c. **Motion** by J. Davis, seconded by S. Balysh to adjust the Parks & Rec. budget for the summer festival

i. Balance forward	442-670-3	+\$2,788
ii. Summer festival income	442-670-5	-\$2,788

Motion Carried.

Council Meeting Minutes December 7, 2021

d. Motion by S. Jacobs, seconded by M. Balysh to adjust the Water account pension budget to reflect increase

i. Pension exp	591-717-0	+\$12,115
ii. R&M	591-930-0	-\$12,115

Motion Carried.

e. Motion by J. Southard, seconded by R. Lange to adjust the Sewer account pension budget to reflect increase

i. Pension exp	590-717-0	+\$3,853
ii. Contracted service	590-803-0	-\$3,853

Motion Carried.

Business Manager: Larry O'Keefe

a. Larry O'Keefe presented the Business Manager's Report

b. Motion by R. Mach, seconded by R. Lange to notify Bark Shanty ventilation contractor that he is in breach of contract. Business Manager to consult with Village Engineer and Attorney to prepare a bid package to complete the Bark Shanty ventilation work and commission it as soon as possible. Costs to be deducted from monies owed to the existing contractor.

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

Clerk: Barbara Rabineau

a. 2022 Council Meeting Dates

Motion by S. Balysh, seconded by S. Jacobs to approve, post and publish 2022 Council Meeting dates.

Motion Carried.

b. Residential and Business Welcome Letters will be revised then submitted to Council Members and community businesses to support community outreach program.

c. Acknowledgement and "Thank You" to The Port Sanilac Garden Club for the beautiful wreath hung on the municipal office building will be added to the outdoor sign.

Village Committees, Commissions, Authorities:

Planning Commission:

a. Approved Meeting Minutes dated October 26, 2021

b. Master Plan Oversight Committee Workshop Minutes dated November 16, 2021

c. Master Plan Workshop Update

Motion by S. Balysh, seconded by J. Davis to approve implementation of Master Plan Workshop Update recommendations indicated in blue in the Master Plan Workshop Update dated November 16, 2021. **Motion Carried.**

Motion by J. Southard, seconded by S. Jacobs to approve implementation of Master Plan Workshop Update recommendation 1.4 and 3.7 as indicated in red in the Master Plan Workshop Update dated November 16, 2021. **Motion Carried.**

Zoning Administrator Report: None

Council Meeting Minutes December 7, 2021

Work in Progress:

- a. 2020 Water Project.
- b. Updated USDA Project Schedule submitted by Larry O'Keefe.

Public Comment:

Don Morath thanked Council members for their work reflecting improvements to the Village financial position.

Adjournment:

Motion by R. Lange, seconded by J. Southard to adjourn the council meeting at 8:47pm.

Motion Carried.

Barbara Raleneau