



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
September 5, 2023

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

President Pro-Tem Davis called the Council Meeting to order at 7:00 pm.

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

Council Member Absent: Damien Falcon

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

Guests: Ron Cole, Nicole Falls, Cathie Hazlett, David Hazlett, Kathleen Malone, Brian Moran, Jeff Smeader, Jenny Sroka, Jim Sroka, Don Thomas, Amy True

Agenda/Additions:

1. Finance Committee Meeting Minutes dated September 5, 2023.

Motion by R. Mach, seconded by S. Balysh to approve Agenda and Addition. **Motion Carried.**

Public Comment:

a. Ron Cole thanked Council for providing an avenue to hear his concerns.

b. A resident wanted confirmation that a Village Town Hall meeting will be taking place.

c. Bill Sarkella gave a county level report.

Presidential Appointments: None

Presentations: None

Petitions and Communications:

a. Resolution #06-2023 – Resolution to temporarily change the Council meeting day from the first and third Tuesday of the month to the first and third Thursday of the month until December 31, 2023. **Resolution Failed.** Resolution submitted into the record.

b. Letter of Resignation from Ray Lange, Trustee was read into the record. President Pro Tem Davis and R. Mach thanked Ray Lange for his hard work and dedication in working with the “whole” community. His experience in contract negotiations helped the Village on many occasions. **Motion** by R. Mach, seconded by J. Southard to accept Letter of Resignation from Ray Lange dated August 15, 2023. **Motion Carried.**

c. Letter from Melissa Smiley dated August 24, 2023 was submitted.

Village Departments, Committees, and Commissions:

Planning Commission:

- a. Approved Meeting Minutes dated July 25, 2023 were submitted.
- b. Unapproved Meeting Minutes dated August 22, 2023 were submitted.
- c. Planning Commission Workshop Meeting Minutes dated August 22, 2023 were submitted.
- d. Planning Commission 2022-2023 Annual Report was submitted; report will be posted on the website.

Zoning Administrator's Report:

- a. Zoning Administrator's August Report was presented by Larry O'Keefe.

New Business:

- a. **Motion** by M. Balysh, seconded by S. Balysh to direct Public Safety Coordinator to investigate re-establishment of the Sanilac East Fire Authority.

Roll Call Vote:

M. Balysh yes, S. Balysh yes, J. Davis no, R. Mach no, J. Southard yes

Motion Carried.

Previous Business: None

Bills:

- a. **Motion** by M. Balysh, seconded by J. Davis to approve Village bills **PAID** dated August 17, 2023 in the amount of \$18,832.00. **Motion Carried.**
- b. **Motion** by R. Mach, seconded by J. Southard to approve Village bills **PAID** dated August 22, 2023 in the amount of \$1,151.89. **Motion Carried.**
- c. **Motion** by S. Balysh, seconded by J. Davis to approve Village bills **PAID** dated August 29, 2023 in the amount of \$1,312.64. **Motion Carried.**
- d. **Motion** by S. Balysh, seconded by J. Davis to approve Harbor bill **PAID** dated August 30, 2023 in the amount of \$152.67. **Motion Carried.**
- e. **Motion** by R. Mach, seconded by M. Balysh to approve Village bills **TO BE PAID** dated September 5, 2023 in the amount of \$26,401.28. **Motion Carried.**
- f. **Motion** by J. Southard, seconded by J. Davis to approve Harbor bills **TO BE PAID** dated September 6, 2023 in the amount of \$40,967.89. **Motion Carried.**

Minutes:

- a. **Motion** by J. Davis, seconded by M. Balysh to approve the Council Meeting Minutes dated August 15, 2023, as presented. **Motion Carried.**
- b. **Motion** by S. Balysh, seconded by J. Davis to approve the Special Meeting Minutes dated August 29, 2023, as presented. **Motion Carried.**

Treasurer's Report: Darcy Johnson

a. Financial statements dated August 2022 and August 2023 were submitted.

b. Treasurer's Report dated September 5, 2023 was presented by Darcy Johnson.

b1. Motion by S. Balysh, seconded by J. Davis to adjust harbor park grant to actual amounts remaining, as recommended by the Finance Committee:

Harbor Park Grant Rev.:	101-100-539	\$-7,745.00
Harbor Park Grant Exp.:	101-100-974	\$-2,591.00
Gen Fund Bal. Fwd:	101-100-390	\$+5,154.00

Motion Carried.

b2. Motion by J. Southard, seconded by J. Davis to adjust Harbor budget to reflect increase in insurance (budgeted \$15,000.00, new quote \$24, 124.00), as recommended by the Finance Committee:

i. Harbor Insurance	586-100-807	\$+9,124.00
ii. Harbor Bal. Fwd.	586-100-390	\$+9,124.00

Motion Carried.

b3. Motion by S. Balysh, seconded by J. Davis to bring Parks & Recreation balance forward from the remainder of the \$3975.00 for 5-year plan approved last fiscal year, as recommended by the Finance Committee:

i. Balance Fwd.	208-100-390	\$+2,850.00
ii. Legal/Professional	208-100-801	\$+2,850.00

Motion Carried.

c. Finance Committee Meeting Minutes were presented by Larry O'Keefe.

Business Manager: Larry O'Keefe

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

a1. Motion by J. Davis, seconded by M. Balysh to approve Iron Plant emergency repairs for \$6,252.00 from Kurita America Inc.; approved by President Falcon August 24, 2023 and recommended by the Finance Committee. **Motion Carried.**

a2. Motion by J. Southard, seconded by R. Mach to approve soil borings at a cost not to exceed \$8,000.00 as recommended by the Finance Committee; charge account 575-100-970. **Motion Carried.**

a3. Motion by R. Mach, seconded by J. Southard to approve Townley Engineering quote for Harbor sidewalk cement work dated August 28, 2023 not to exceed \$87,145.25, as recommended by the Finance Committee. Breakdown: \$79,145.25 to Wood Contracting, LLC for sidewalk improvements, \$2,265.00 to Townley Engineering for project oversight to date, \$5,735.00 for additional oversight not invoiced from Townley Engineering; charge account 586-100-931. **Motion Carried.**

a4. Motion by R. Mach, seconded by J. Southard to authorize President Falcon or President Pro Tem Davis to sign loan documents increasing the Water System Improvement Project Fund Bond Anticipation Loan by \$100,000.00, as recommended by the Finance Committee. **Motion Carried.**

Meeting Minutes September 5, 2023

Clerk: Barbara Rabineau

a. **Motion** by R. Mach, seconded by S. Balysh to approve cost not to exceed \$200.00 to place an ad for open Council seat. **Motion Carried.** Open position will also be advertised on the website and Village sign.

b. Deadline for the 4th quarter newsletter is September 13, 2023; newsletter draft to be incorporated in September 19th Council packet. RRC Requirement: Resident Survey twice a year; 4th quarter newsletter to include survey (previous survey questions provided for review).

Work in Progress:

a. 2022 Water Project – nothing additional at this time.

Public Comment:

a. S. Balysh spoke to the success of the picnic held on Saturday, September 2, 2023.

b. Jeff Lyle added clarification to a SEFA comment made earlier in the meeting.

Adjournment:

Motion by R. Mach, seconded by J. Southard to adjourn the council meeting at 7:44 pm.

Motion Carried.



Barbara Rabineau
Clerk