



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
January 7, 2025

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

President Pro Tem M. Balysh called the Council Meeting to order at 7:01pm.

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

Council Members Absent: **D. Falcon**

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

Guests: Jen Sroka, Jim Sroka, Jeff Smeader and John Rogers.

Agenda/Additions:

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

Public Comment: None

Presidential Appointments: None

Presentations: None

Petitions and Communications:

a. Approval of Port Sanilac Blues Festival – August 1st & 2nd of 2025. Additional parking was approved across from the lighthouse for event attendees with no parking fees.

Motion by B. Moran, Jr. and seconded by B. Simon. **Motion Carried.**

Training: Ordinance Review – Ordinance #TITLE III: Administration, 33. Public Improvements. Manager Larry O'Keefe explained the details regarding the development and tax assessments of 40 acres this spring on St. Mary's Street, St. Clair Street, Martin Street and the South Side of Hickory Street.

Village Departments, Committees, and Commissions:

Governance Committee: Meeting cancelled for December 17, 2024.

Community Development/Parks and Recreation:

Parks and Recreation Department had their meeting December 26, 2025

- a. Village hours for Lighthouse Park are 8:00 a.m. – 10:00 p.m.
- b. Brian Moran, Jr. is offering to make a sign for the park. Larry O’Keefe will check all sign ordinances.
- c. The personnel committee is to start interviewing applicants for the Parks and Recreation Coordinator position.
- d. Planning to set up monthly meetings.
- e. Wanting to start a Facebook page.
- f. Christmas lights will be taken down on Saturday, January 11, 2025, and will move the banner covering up the speed limit sign.

Planning Commission:

- a. Planning Commission Approved Meeting Minutes dated December 16, 2024.
- b. Planning Commission Special Land Use Meeting Minutes Approved dated November 26, 2024
- c. Planning Commission Special Land Use Meeting Minutes Approved dated November 26, 2024.

Zoning Administrator’s Report: Larry O’Keefe will give a two-month summary at next month’s meeting on February 4, 2025. On Wednesday, January 29, 2025, there will be a Zoning Board of Appeals meetings starting at 6:00 p.m. The minutes from the two Zoning Board of Appeals meetings in December will need to be approved that night at the January 29th meeting. All council members present at the December’s meeting must plan to attend, so the minutes can be approved for that night’s meeting.

New Business: None

Unfinished Business:

- a1. Sanilac East Fire Authority-monthly update from B. Hunter. SEFA will pay for the patchwork to the black top in front of the firehall. At the next council meeting SEFA and the Sanilac Township Trustees and President D. Falcon will have a “signing over” the fire trucks photo shoot for the newspaper. President D. Falcon is to arrange this with the local newspaper.
- a2. B. Hunter requested information about the roof warranty (4-year warranty) on the firehall, and that another inspection is needed.
- b. Town Hall Meeting – January 18, 2025, at 4:00 p.m. at BSCC Gymnasium, what topics for discussion?

Bills:

- a. **Motion** by B. Simon, seconded by S. Balysh to approve Village bills **PAID** dated December 30, 2024, in the amount of \$5,505.63. **Motion Carried.**
- b. **Motion** by B. Moran, Jr., seconded by B. Simon to approve Harbor bills **PAID** dated December 31, 2024, in the amount of \$262.89. **Motion Carried.**
- c. **Motion** by B. Simon, seconded by A. Smiley to approve Village bills **TO BE PAID** dated December 31, 2024, in the amount of \$20,626.29. **Motion Carried.**
B. Hunter asked if the payment to Raymond Excavating Company included SEFA’s amount of the bill, too? Yes, it does. Darcy and T.J. will bill SEFA for their half of the black top paved/patchwork done in front of the fire hall.

Minutes:

Motion by B. Simon, seconded by B. Moran, Jr. to approve the Council Meeting Minutes dated December 17, 2024, as submitted. **Motion Carried.**

Treasurer’s Report: Darcy Johnson

a. Financial Statements December 2023 through December 2024.

b. Treasurer’s December Report dated January 7, 2025.

i. New Budget concerns: None

ii. Budget Adjustments:

a. To budget for transfer of funds for street and culvert work done as part of Water Project.

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|--------------------------------------|-------------|----------|
| i. Local Street fund balance forward | 203-100-390 | +176,700 |
| ii. Local Street txf out | 203-100-995 | +176,700 |
| iii. WPCF txf in | 575-100-699 | +176,700 |
| iv. WPCF Capital Outlay | 575-100-670 | +176,700 |

Motion by B. Moran, Jr., seconded by B. Hunter to approve making the budget adjustment transfer. **Motion Carried.**

b. To adjust bark shanty budgeting error.

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|----------------|-------------|----------|
| i. Bookkeeping | 211-100-722 | -\$1,800 |
| ii. R&M | 211-100-930 | +\$1,800 |

Motion by B. Hunter, seconded by B. Moran, Jr. to approve making the adjust bark shanty budgeting error. **Motion Carried.**

iii. Transfer of Funds (for street work and culverts done on Water Project)

a. Council approved transfer of funds from local streets to WPCF for \$156,500 on 10/26/24. The new amount for the street portion is \$176,700, council needs to approved the additional transfer of \$20,200 from local streets to WPCF as recommended by finance committee on 1/7/25. (Transfer will be done in increments as funds are needed as suggested by USDA).

Motion by S. Balysh, seconded by B. Hunter to approve transfer of funds.

Motion Carried.

Business Manager: Larry O’Keefe- December’s Report

Clerk: Barbara Joslin-Confirmed information given to SEFA regarding Fire Truck Titles with Secretary of State to obtain new cleared titles.

Work in Progress:

a. 2022 Water Project

Public Comment:

Jim Sroka- Hickory Street new development of 40 acres – how will this be financed?

Closed Session: If necessary:

Motion by ____, seconded by ____ to move into closed session at ____ p.m.

Roll Call Vote

M. Balysh ____, S. Balysh ____, B. Hunter ____, B. Moran, Jr. ____, B. Simon ____, A. Smiley ____, D. Falcon ____

Return to open session at ____ p.m.

Adjournment:

Motion by B. Hunter, seconded by B. Moran, Jr., to adjourn the council meeting at 7:47 p.m.

Barbara Joslin, Clerk