



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 Meeting Minutes**  
Village of Port Sanilac Council Meeting  
May 7, 2024

The Pledge of Allegiance to the Flag of the United States of America was led by B. Simon.

President Falcon called the Council Meeting to order at 7:02 pm.

**Council Members Present:** M. Balysh, S. Balysh, L. Hahn, B. Hunter, B. Simon, A. True, D. Falcon

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

**Guests:** Mark Davidson, Dan Finn, Calvin Messing, Jeff Smeader, Mary Simon, Jenny Sroka, Jim Sroka

**Agenda/Additions:**

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

**Public Comment:**

a. Bill Sarkella gave a county-level report.

b. Calvin Messing submitted a letter received from Ted Rumble regarding their on-going property concerns.

c. Dan Finn re-stated the success of the Easter Egg Hunt sponsored by the Sanilac County Historical Museum and the Village of Port Sanilac; he hopes to continue co-sponsorship events with the Village of Port Sanilac. He extended an invitation for the upcoming Family Fun Day scheduled for July 5, 2024. He asked if the carnival games owned by the Village could be borrowed; President Falcon approved his request. Dan Finn suggested a press release regarding the new banners with recognition given to the Port Sanilac Business Association for their donation.

d. Jeff Smeader inquired about parade applications and waivers. The Parks & Recreation Coordinator has been notified that requests are coming in for the paperwork.

**Presidential Appointments:** None

**Presentations:** None

**Petitions and Communications:**

a. Zoning Ordinance to Amend Article 17, Section 17.10.32, et seq., Short Term Rental, Zoning Ordinance Village of Port Sanilac, Sanilac County, Michigan was submitted into the record.

b. Ordinance #2024-02 Bond Authorizing Ordinance

**Motion** by B. Hunter, seconded by A. True to approve Ordinance #2024-02 Bond Authorization – Water Supply System for the Village of Port Sanilac.

**Roll Call Vote:**

M. Balysh yes, S. Balysh yes, L. Hahn yes, B. Hunter yes, B. Simon yes, A. True yes, D. Falcon yes

**Motion Carried.**

c. Resolution #04-2024 – Loan for Water System \$1,269,000.00

**Motion** by B. Simon, seconded by L. Hahn to approve Resolution #04-2024 and authorize the Village President and the Village Clerk to sign the documents.

**Roll Call Vote:**

M. Balysh yes, S. Balysh yes, L. Hahn yes, B. Hunter yes, B. Simon yes, A. True yes, D. Falcon yes

**Motion Carried.**

d. Resolution #05-2024 – Water and Waste System Grant Agreement

**Motion** by S. Balysh, seconded by B. Hunter to approve Resolution #05-2024 and authorize the Village President and the Village Clerk to sign the documents.

**Roll Call Vote:**

M. Balysh yes, S. Balysh yes, L. Hahn yes, B. Hunter yes, B. Simon yes, A. True yes, D. Falcon yes

**Motion Carried.**

e. Lion’s Club White Cane Event and Facility Use Check List was submitted. **Motion** by S. Balysh, seconded by B. Hunter to approve Lion’s Club White Cane Event and Facility Use Check List. **Motion Carried.**

f. Lion’s Club – Diabetes Strides Walk Event and Facility Use Check List was submitted. **Motion** by S. Balysh, seconded by L. Hahn to approve Lion’s Club Diabetes Strides Walk Event and Facility Use Check List, subject to DPW Work Order form submittal prior to the May 21, 2024 Council Meeting. Trustee Hunter indicated a partial closure (barricades) on Lake Street should be implemented to protect walkers; Larry O’Keefe will coordinate. **Motion Carried.**

g. Port Sanilac Cemetery Association news release was submitted.

h. Sanilac Township Letter dated April 2, 2024 (Received April 29, 2024) was submitted.

i. Fireworks Donation Event and Facility Use Check List was submitted. **Motion** by B. Hunter, seconded by A. True to approve Fireworks Donation Event and Facility Use Check List. S. Balysh will coordinate and provide paperwork for competition between groups. **Motion Carried.**

**Training:** None

**Village Departments, Committees, and Commissions:**

**Planning Commission:**

a. Planning Commission Approved Meeting Minutes dated March 26, 2024 were submitted.

b. Planning Commission Approved Public Hearing Meeting Minutes dated March 29, 2024 were submitted.

c. Planning Commission Unapproved Public Hearing Meeting Minutes dated April 23, 2024 were submitted.

**c1. Motion** by B. Hunter, seconded by S. Balysh to approve the Village of Port Sanilac Zoning Ordinance amendments affecting the Commercial District, Central Business District, Agricultural Residential District, and Residential R-1 and R-2 Districts (see Exhibit A as amended).

**Roll Call Vote:**

M. Balysh yes, S. Balysh yes, L. Hahn yes, B. Hunter yes, B. Simon yes, A. True yes, D. Falcon yes

**Motion Carried.**

d. Planning Commission Unapproved Meeting Minutes dated April 23, 2024 were submitted.

e. Planning Commission Unapproved Public Hearing Meeting Minutes dated April 24, 2024 were submitted.

**Zoning Administrator's Report:**

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

**Governance:**

a. Governance Committee Meeting Minutes dated April 16, 2024 were submitted.

**a1. Motion** by D. Falcon, seconded by B. Hunter to increase spending authority limit for the Business Manager and Harbor Master to \$1,000.00, as recommended by the Governance Committee. **Motion Carried.**

**Harbor:**

a. Engineering meeting update was presented by Anne Soule. Fleis and Vandinbrink Civil Engineering and Architectural Design will provide an infrastructure proposal within the next three weeks. They stressed the importance of a "well developed plan;" the firm will provide grant writing expertise for the Village of Port Sanilac.

**New Business:** None

**Unfinished Business:**

a. Sanilac East Fire Authority negotiations update was given by L. Hahn. She believes the deadline will be met; the next meeting will include board positions and transition issues.

**a1.** Sanilac East Fire Authority financial meeting update was provided by Jim Sroka. He said good conversations were taking place regarding the SEFA budget. President Falcon spoke to the success of the SEFA Golf Outing at Huron Shores and how the monies collected are utilized.

**b.** Bi-Annual Town Hall Meetings. The first town hall meeting will be scheduled in July after the SEFA negotiations are finalized and to gain feedback from residents regarding the Port Sanilac Harbor.

**Bills:**

**a. Motion** by B. Hunter, seconded by L. Hahn to approve Village bills **PAID** dated April 23, 2024 in the amount of \$2,889.92. **Motion Carried.**

**b. Motion** by S. Balysh, seconded A. True by to approve Harbor bills **PAID** dated April 24, 2024 in the amount of \$5,186.41. **Motion Carried.**

**c. Motion** by L. Hahn, seconded by M. Balysh to approve Village bills **TO BE PAID** dated May 7, 2024 in the amount of \$9,634.50. **Motion Carried.**

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**d. Motion** by A. True, seconded by S. Balysh to approve Harbor bills **TO BE PAID** dated May 8, 2024 in the amount of \$21,784.99. **Motion Carried.**

**e. Motion** by B. Hunter, seconded by L. Hahn to approve Water Project bill **TO BE PAID** dated May 9, 2024 in the amount of \$56,203.75. **Motion Carried.**

**Minutes:**

**a. Motion** by S. Balysh, seconded by B. Hunter to approve the Council Meeting Minutes dated April 16, 2024, as presented. **Motion Carried.**

**b. Motion** by A. True, seconded by S. Balysh to approve Special Meeting Minutes dated April 24, 2024, as presented. **Motion Carried.**

**Treasurer's Report:** Darcy Johnson

**a.** Financial Statements dated April 2023 and April 2024 were submitted.

**b.** Treasurer's Report dated May 7, 2024 was presented by Darcy Johnson.

**Business Manager:** Larry O'Keefe

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

**b.** Capital Improvement Plan 2024-2030 was distributed to Council prior to meeting. Trustees will review and approve as an element of the budget.

**c. Motion** by S. Balysh, seconded by B. Hunter to approve the purchase of a 96" back Blade RB3796 from Wadhams Equipment; charge account 661-100-930, as recommended by the Finance Committee. **Motion Carried.**

**Clerk:** Barbara Rabineau

**a. Motion** by B. Hunter, seconded by B. Simon to approve publishing June 4, 2024 Budget Public Hearing in the Sanilac News; not to exceed \$100.00. **Motion Carried.**

**b.** 2<sup>nd</sup> Quarter Survey Results were submitted.

**c. Updated Fee Schedule**

**Motion** by S. Balysh, seconded by B. Hunter to approve amending Fee Schedule to include Short-Term Rental Registration Fee of \$200.00 and Short-Term Rental Registration Renewal Fee of \$50.00. **Motion Carried.** After the 2024-2025 Budget is approved, the Annual Fee Schedule will be updated to reflect changes.

**Work in Progress:**

**a.** 2022 Water Project discussed under Business Manager's Report.

**Public Comment:**

**a.** Dan Finn questioned water/reservoir capacities during the summer months. Larry O'Keefe clarified capacities and procedures.

**b.** Mark Davidson gave an introduction/career history; he is running for office of Sanilac County Prosecutor.

c. Mary Simon will be submitting final requirements to be an approved RRC Essentials Community. She suggested researching the tax implications for short term rentals, and advised Council that there will be two open commissioner seats at the end of June when Bob Dear and Ray Emond retire.

**Adjournment:**

**Motion** by D. Falcon, seconded by B. Hunter to adjourn the council meeting at 8:28 pm. **Motion Carried.**



Barbara Rabineau, Clerk