

MINUTES OF SPECIAL BOARD MEETING

Friday, July 14, 2023

SANILAC TOWNSHIP

20 North Ridge Street
Port Sanilac, MI 48469
Phone: 810-622-8178

BOARD MEMBERS

Daniel Kelly, Supervisor
Suzanne Shagena, Clerk
Dru Moran, Treasurer
Jeffrey Lyall, Trustee
William Noelke, Trustee

OPENING OF MEETING:

Due to inclement weather, the meeting was delayed from its scheduled start time of 3:00 PM, meeting called to order at 4:20 PM by Supervisor Kelly.

PLEDGE OF ALLEGIANCE:

ROLL CALL: By Supervisor Kelly

PRESENT: Supervisor Dan Kelly, Trustee Jeff Lyall, Trustee William Noelke, Treasurer Dru Moran, and Clerk Suzanne Shagena.

ABSENT: None

GUESTS PRESENT: Ken Wimmer and Casey Johnson – Sanilac County News.

AMENDMENTS TO AGENDA: 14/h. Sanilac Count Road Commission Gravel Patch Agreement.

ADOPTION OF AGENDA:

MOVED by Lyall, supported by Shagena to adopt the agenda with the above amendments. MOTION CARRIED.

ADOPTION OF CONSENT AGENDA:

- a. Board Minutes of 06/13/23 Special Meeting – Budget Workshop.
- b. Board Minutes of 06/13/23 Special Meeting.
- c. Board Minutes of 06/30/23 Special Meeting – 2023-2024 Budget Hearing.
- d. Accounts Payable – General Fund and Water Operating Claims.
- e. Payroll of July 13, 2023.
- f. Treasurer’s Report.
- g. Zoning Administrator’s Report.
- h. Planning Commission Minutes – 07/06/2023.

The Planning Commission’s minutes included a proposal from Wade Trim Associates for the assistance in the development of a Short-Term Rental Ordinance at a cost of \$1,750.00 as well as an additional \$450.00 per meeting if said meetings would be required. MOVED by Lyall, supported by Noelke to approve the proposal from Wade Trim Associates in the amount of \$1750.00, along with additional meeting fee of

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\$450.00 per meeting, if needed, for the assistance in the development of a Short-Term Rental Ordinance.
MOTION CARRIED.

MOVED by Shagena, supported by Moran to adopt the consent agenda as presented. MOTION CARRIED.

COUNTY COMMISSIONER'S REPORT: None

APPOINTMENTS: None.

CORRESPONDENCE AND INFORMATION:

- a. Treasurer Moran's appointment of Tammy Massman as Township Deputy Treasurer
- b. Clerk Shagena's appointment of Tazia Milarch as Township Deputy Clerk

MOVED by Noelke, supported by Lyall to approve the appointments of Tammy Massman as Township Deputy Treasurer and Tazia Milarch as Township Deputy Clerk. MOTION CARRIED.

- c. Request from VPS for Village Fire and MFR Services

MOVED by Noelke, supported by Moran to complete and return the Village of Port Sanilac's Request for Village Services, dated June 27, 2023, by choosing yes to option 1, choosing yes to option 2, and upon returning the completed Village of Port Sanilac's Request for Village Services that a letter also be submitted to the Village of Port Sanilac requesting that Sanilac Township be supplied with a written proposal for Fire Administration, Fire Suppression and MFR Services. MOTION CARRIED.

*Completed Request for Village Services to be made part of the July 14, 2023, Township Minutes.

PUBLIC COMMENTS:

Ken Wimmer suggested asking the existing Fireman and Firewomen for a commitment to a working fire department.

REPORTS:

- a. WATER OPERATING: Report to be filed.
- b. SEFA: Report to be filed.

MOVED by Moran supported by Noelke to send a written request to the Village of Port Sanilac requesting the return of all Fire Truck Funds contributed by the Township of Sanilac to the Village of Port Sanilac that were not spent and were made prior to the formation of the Sanilac East Fire Authority (SEFA). MOTION CARRIED.

- c. ASSESSOR: Report to be filed.
 - 1. Board of Review to meet July 18, 2023 at 2:00 PM.
 - 2. Land Division Request for Brian Bolsby.

MOVED by Moran, supported by Shagena to approve the Land Division Request for Brian Bolsby, of a ten-acre parcel located in Section 21 of Sanilac Township, parcel address of 1406 North Ridge Road, Carsonville, Michigan, parcel ID number 211-021-200-060-22, as presented. MOTION CARRIED.

MOVED by Lyall, supported by Shagena to approve the reports as presented. MOTION CARRIED.

OLD BUSINESS: None.

NEW BUSINESS:

- a. RENEWAL OF CERTIFICATES OF DEPOSIT WITH FIRST THIRD BANK AND HUNTINGTON BANK

MOVED by Shagena, supported by Lyall to authorize the Township Treasurer to renew or reinvest the

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expiring Certificates of Deposit with the best investment options available. MOTION CARRIED.

b. APPROVAL OF SALARY INCREASE FOR TOWNSHIP TREASURER AND CLERK

MOVED by Noelke, supported by Lyall to approve the salary increase in the amount of \$2000.00 annually for the Township Treasurer, effective July 1, 2023. ROLL CALL VOTE: LYALL; yes, SHAGENA; yes, NOELKE; yes, KELLY; yes, MORAN; abstained. MOTION CARRIED.

MOVED by Noelke, supported by Moran to approve the salary increase in the amount of \$2000.00 annually for the Township Clerk, effective July 1, 2023. ROLL CALL VOTE: LYALL; yes, MORAN; yes, NOELKE; yes, KELLY; yes, SHAGENA; abstained. MOTION CARRIED.

c. APPROVAL TO ADD DEPUTY TREASURER, TAMMY MASSMAN AND DEPUTY CLERK, TAZIA MILARCH AS ADDITIONAL SIGNERS TO BANK ACCOUNTS AND REMOVE CHARLES BASLER AND ROBERT DEAR

MOVED by Moran and supported by Noelke to approve adding Tammy Massman and Tazia Milarch as additional signers to the General Fund, Water Operating, ARPA and Tax Accounts held with Thumb Bank and Trust and the Sanilac Water and Lexington Water Accounts held with Tri County Bank, and to remove Charles Basler and Robert Dear as additional signers from said accounts. MOTION CARRIED.

d. PA 116 APPLICATION FOR FARMLAND AGREEMENT FOR MASON & ASHLEY BOOMS

MOVED by Shagena, supported by Moran to approve the PA 116 Application for Farmland Agreement submitted by Mason and Ashley Booms for 117.5 acres located on Washington Road in Section 8, of Sanilac Township. MOTION CARRIED.

e. CLOSED SESSION TO REVIEW WATER AND EMPLOYEE CONTRACTS

MOVED by Noelke, supported by Shagena to enter into closed session at 5:43 PM to discuss water and employee contracts. ROLL CALL VOTE: LYALL; yes, SHAGENA; yes, NOELKE; yes, KELLY; yes, MORAN; yes. MOTION CARRIED.

MOVED by Shagena, supported by Noelke to come out of closed session at 7:00 PM. MOTION CARRIED.

f. RENEWAL AND APPROVAL OF ASSESSOR'S EMPLOYMENT CONTRACT

MOTION by Kelly, supported by Noelke to make the necessary amendments to the Assessor's Employment Contract and present the contract to Sanilac Appraisers for review. MOTION CARRIED.

g. RENEWAL AND APPROVAL OF ZONING ADMINISTRATOR'S EMPLOYMENT CONTRACT

MOVED by Kelly, supported by Lyall to approve the renewal of a one-year Employment Contract with the Zoning Administrator, Kurtis Steeb. ROLL CALL VOTE: LYALL; yes, SHAGENA; yes, KELLY; yes, MORAN; yes, NOELKE; abstained. MOTION CARRIED.


h. ROAD COMMISSION CONTRACTS

MOVED by Noelke, supported by Lyall to approve the General Gravel Patching Agreement with the Sanilac County Road Commission for 7000 tons of gravel from Albrecht's Sand and Gravel (Wood Pit) at a cost of \$13.31 a ton. MOTION CARRIED.

OTHER BUSINESS: None.

ADJOURN MEETING:

MOVED by Shagena, supported by Noelke to adjourn at 7:07 PM. MOTION CARRIED.


Suzanne Shagena, Township Clerk


Dan Kelly, Township Supervisor