

MINUTES OF REGULAR BOARD MEETING

Thursday, December 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

1. OPENING OF MEETING:

Meeting called to order at 6:00 PM by Supervisor Kelly.

2. PLEDGE OF ALLEGIANCE:

3. 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: County Commissioner Bill Sarkella, Art Schlichting, Brent Shaw of Shaw, Franzel & Kursinsky, Sue Guigar, Ken Wimmer John Goike, Dan Finn and Chad Gainor.

4. MOMENT OF REMBRANCE IN HONOR OF CHARLES BASLER, PAST SANILAC TOWNSHIP BOARD MEMBER

5. AMENDMENTS TO AGENDA:

6. ADOPTION OF AGENDA:

MOVED by LYALL, supported by NOELKE to adopt the agenda as presented. MOTION CARRIED.

7. CONSENT AGENDA:

- a. Board Minutes of 11/09/2023 Regular Meeting.
- b. Accounts Payable — General Fund and Water Operating Bills.
- c. December Payroll
- d. Zoning Administrator's Report
- e. Planning Commission Meeting Minutes of 12/07/2023

8. APPROVAL OF CONSENT AGENDA:

MOVED by NOELKE, supported by SHAGENA to adopt the consent agenda as presented. MOTION CARRIED.

9. APPOINTMENT WITH TOWNSHIP BOARD:

- a. BRENT SHAW – SHAW, FRANZEL & KURSINSKY

Brent presented the Report on Financial Statements (Sanilac Township Audit) for the year ending June 2023, 2023.

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MOVED by NOELKE, seconded by MORABN to accept the Sanilac Township Audit for the year ending June 30, 2023 from Shaw, Franzel & Kursinsky. MOTION CARRIED.

10. COUNTY UPDATES:

- a. County Commissioner Sarkella provided a copy of Sanilac County's Master Plan and guidelines for Renewable Energy Development (Solar & Wind) with regards to recent changes in the legislation. He further provided updates at the county level.

11. PUBLIC COMMENTS:

John Goike and Dan Finn both provided information on updating Sanilac Township's Master Plan and creating a survey for township residents to complete to provide suggestions to the Master Plan.

12. CORRESPONDENCE AND INFORMATION:

- a. ARPA FUNDS – OBLIGATION DEADLINE OF DECEMBER 31, 2024

13. REPORTS:

- a. TREASURER'S REPORT. Report reviewed and to be filed. Treasurer Moran further reported that the ARPA Checking Account is dormant due to no activity over the last year.

MOVED by KELLY, seconded by NOELKE to authorize the Township Treasurer and Clerk to close out the ARPA Checking Account at Thumb Bank & Trust and transfer the funds to the Township General Fund Checking Account held with Thumb Bank & Trust. MOTION CARRIED.

- b. WATER OPERATING. Report read and to be filed.
- c. SEFA. Report read and to be filed.
- d. ASSESSOR. Report read and to be filed.

MOVED by SHAGENA, seconded by MORAN to approve the reports as presented. MOTION CARRIED.

14. UNFINISHED BUSINESS:

- a. SUE GUIGAR – DESTRUCTION OF LIVESTOCK

Ms. Guigar appeared before the board to discuss livestock that was killed by dogs running loose in June of 2023. Supervisor Kelly advised that he has reviewed the Michigan laws pertaining to dog licensing and reimbursement for damages as provided by Ms. Guigar. He will complete the necessary paperwork to be turned over to the county.

- b. 2024 PARKS & RECREATION CONTRACT WITH THE VILLAGE OF PORT SANILAC

Chad Gainor, Director of Parks & Recreation for the Village of Port Sanilac introduced himself to the board and provided an updated Parks & Recreation Contract for the township. The contract will be reviewed and added to the January 11 2024 agenda to be acted on.

- c. SMALL CLAIMS UPDATE

Treasurer Moran reported that all small claims actions are now submitted online through the Sanilac County District Court. She has started the process of creating an account and is awaiting further information needed to complete the account process.

15. NEW BUSINESS:

- a. ESTIMATE FROM KINCAID ELECTRIC FOR ELECTRICAL UPGRADES TO THE TOWNSHIP HALL

MOVED by NOELKE, seconded by MORAN to approve the estimate from Kincaid Electric for electrical upgrades at the Township Hall. MOTION CARRIED.

- b. TOWNSHIP HALL IMPROVEMENTS
  - REPLACE NORTH SIDE DOOR/STORM DOOR

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- KEYPAD LOCK FOR NORTH SIDE DOOR AND INTERIOR OFFICE DOORS
- SMART THERMOSTATE/PHONE APP
- LED BULBS FOR LIGHT FIXTURES
- ESTIMATES FOR ROOF REPLACEMENT

The board discussed improvements needed at the Township Hall and the use of ARPA funds to pay for any upgrades. Estimates for upgrades to be received and reviewed. Verbiage for Bidding the Replacement of the Township Roof will be drafted and presented for approval to advertise for bids.

c. PA 116 APPLICATIONS FROM THOMAS AND MARY MCWILLIAMS

MOVED by KELY, seconded by MORAN to approve the PA 116 Applications for Thomas and Mary McWilliams. MOTION CARRIED.

d. PLANNING COMMISSION'S THIRD ANNUAL REPORT (2022-2023)

The report was reviewed and to be filed.

e. SCRC AGREEMENT FOR CULVERT REPLACEMENT ON FRENCHLINE RD E/O HARNECK RD

f. SCRC AGREEMENT FOR CULVERT REPLACEMENT ON HARNECK RD N/O WALKER RD

MOVED by KELLY, seconded by SHAGENA to approve the agreements with the Sanilac County Road Commission for culvert replacement on Frenchline Rd east of Harneck Rd and Harneck Rd north of Walker Rd. MOTION CARRIED.

g. J.B. MASONRY UPDATED FINAL BILLING

A final invoice from J.B Masonry was submitted with additional charges from the original estimate for concrete disposal and skid rental.

MOVED by KELLY, seconded by LYALL to approve the additional charges for the sidewalk removal and installation at the Township Hall and to approve payment of the invoice to J.B. Masonry in the amount of \$12,000.00. MOTION CARRIED.

h. MICHIGAN DEPARTMENT OF TRANSPORTATION PERFORMANCE RESOLUTION

MOVED BY SHAGENA, seconded by MORAN to approve the 2024 MDOT PERFORMANCE RESOLUTION as presented. ROLL CALL: KELLY; YES, NOELKE; YES, LYALL; YES, MORAN; YES, SHAGENA; YES. MOTION CARRIED.

i. ADDITIONAL WATER TAP FOR CAMP OZANAM

Cliff Messing to be contacted to provide estimate. Once all estimated costs are compiled, they will be turned over to Camp Ozanam for review.

j. ENGINEERING RECOMMENDATIONS FOR WATER CONNECTION FOR GREAT LAKES RESORT IN LEXINGTON TOWNSHIP

Water Administrator Noelke to draft and send a Water Contract to Great Lakes Resort for 5 REUS and a deposit down of 1 REU.

k. RECENT FIRE HYDRANT USAGE OUTSIDE OF SANILAC TOWNSHIP

Wayne from Applegate Fire will be contacted to find out who was sent the bill for the fire run where the hydrant at Aitken Road and M25 was used.

l. AMENDMENTS TO SEFA ARTICLES OF INCORPORATION

The Board reviewed the recent amendments to the articles as provided by legal counsel. SEFA special meeting schedule for December 27, 2023 to approve.

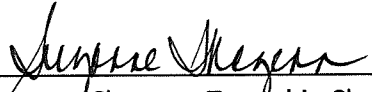
m. CLOSED SESSION – NOT REQUIRED

16. OTHER BUSINESS: None.

17. MEETING ADJOURNMENT:

MOVED by LYALL, supported by NOELKE to adjourn at 8:25 PM. MOTION CARRIED.

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Suzanne Shagena, Township Clerk

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Dan Kelly, Township Supervisor