

MINUTES OF REGULAR BOARD MEETING

Thursday, January 11, 2024

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
Jeffery Lyall, Trustee
William Noelke, Trustee

1. OPENING OF MEETING:

Meeting called to order at 6:03 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: Art Schlichting, Ken Wimmer, Dan Finn and Robert Dear.

4. AMENDMENTS TO AGENDA:

14 e. Approval of additional hours for Deputy Clerk to assist with 2024 Elections.

14. f. Clerk and Treasurer's office updates

14 g. Closed Session to discuss Lexington Water Contract.

5. ADOPTION OF AGENDA:

MOVED by SHAGENA, supported by LYALL to adopt the amended agenda. MOTION CARRIED.

6. CONSENT AGENDA:

- a. Board Minutes of 12/14/2023 Regular Meeting.
- b. Accounts Payable — General Fund and Water Operating Bills.
- c. January Payroll.
- d. Zoning Administrator's Report
- e. Planning Commission Meeting Minutes of 01/04/2024.

Trustee Noelke provided updates from the January 4, 2024 Planning Commission Meeting. MOVED by NOELKE, to designate \$2000.00 for the Planning Commission's Master Plan Survey. A discussion was held and it was noted that the 2023-2024 Budget had earmarked funds for this. Trustee Noelke withdrew his motion.

The board also discussed the possibility of purchasing tablets or chrome books for Planning Commission and Township Board Members to use for meetings. The clerk will research costs for purchasing.

7. APPROVAL OF CONSENT AGENDA:

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

8. APPOINTMENTS: None.

9. COUNTY UPDATES: None.

10. PUBLIC COMMENTS:

Dan Finn provided information on grants for preserving old barns.

11. CORRESPONDENCE AND INFORMATION: None.

12. REPORTS:

a. TREASURER'S REPORT. Report reviewed and to be filed.

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. March Board of Review organization meeting set for 03/05/24 and public meetings on March 12th & 15th, 2024.

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

13. UNFINISHED BUSINESS:

a. 2024 PARKS & RECREATION CONTRACT WITH THE VILLAGE OF PORT SANILAC – No further correspondence received from the Village of Port Sanilac.

14. NEW BUSINESS:

a. 2024 BUDGET ADJUSTMENTS

REVENUE:

Increase	101-000-528.000	Federal Grants ARPA	\$182,576.47
Increase	101-000-665.000	Interest	\$4750.00
Increase	101-000-677.000	Misc Income	\$532.75

EXPENSE:

Increase	101-111-805.000	SCRC	\$3588.75
Increase	101-111-850.000	Website	\$750.00
Increase	101-111-955.000	Insurance	\$844.00
Increase	101-111-962.001	ARPA	\$182,576.47
Increase	101-257-751.000	Assessor Supplies	\$100.00

REVENUE:

Increase	501-000-450.	Interest	\$4600.00
Decrease	501-000-450.000	Special Assessment	(\$400,000.00)
Increase	501-000.450.001	Special Assessment	\$400,000.00

EXPENSE:

Increase	591-101-802.000	Professional Services	\$4600.00
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MOVED by NOELKE, seconded by MORAN to approve the 2024 Budget Adjustments. MOTION CARRIED.

b. PRICE QUOTE FROM BJ MASSMAN FOR TOWNSHIP HALL RENOVATIONS

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- REPLACE NORTH SIDE DOOR/STORM DOOR AND INSTALL KEYPAD LOCK - \$600.00

MOVED by LYALL, seconded by SHAGENA to approve the price quote from BJ Massman for the installation of the north side door and keypad lock. MOTION CARRIED.

- BASEMENT DEMO AND REPAIR - \$3200-\$3500

Supervisor Kelly to request a breakdown of costs for basement work.

- c. PRICE QUOTE FROM SHAWN EARL FOR DRAIN INSTALLATION AND LANDSCAPING AT TOWNSHIP HALL

MOVED by LYALL, seconded by KELLY to approve the price quote from Shawn Earl (Miracle Lawn Care) for drain tile installation, hookup and landscaping on the north east side of the township hall. MOTION CARRIED.

- d. 2024 CALCIUM CHLORIDE CONTRACT WITH WILKINSON SOLUTIONS INC.

MOVED by NOELKE, seconded by MORAN to approve the contract with Wilkinson Solutions Inc., for the 2024 Calcium Chloride application. MOTION CARRIED.

- e. APPROVAL OF ADDITIONAL HOURS FOR DEPUTY CLERK

MOVED by NOELKE, seconded by MORAN to approve Tazia Milarch, Deputy Clerk, to work additional hours to assist the Clerk with the four elections schedule for 2024 and further set a payrate of \$16.00. MOTION CARRIED.

- f. OFFICE UPDATES/IMPROVEMENTS TO CLERK AND TREASURER'S OFFICE

Measurements and cabinet needs will be compiled for cost estimate.

- g. CLOSED SESSION – LEXINGTON WATER CONTRACT

MOVED by NOELKE, seconded by LYALL to enter into closed session at 7:24 PM to discuss water contracts. ROLL Call: KELLY; YES, LYALL; YES, MORAN; YES, NOELKE; YES, SHAGENA; YES. MOTION CARRIED.

MOVED by SHAGENA, seconded by NOELKE to come out of closed session at 7:45 PM. MOTION CARRIED.

MOVED by NOELKE, seconded by MORAN to pay all outstanding operations and supply bills to the Village of Lexington. MOTION CARRIED.

15. OTHER BUSINESS: None.

16. MEETING ADJOURNMENT:

MOVED by NOELKE, supported by LYALL to adjourn at 8:00 PM. MOTION CARRIED.



Suzanne Shagena, Township Clerk



Dan Kelly, Township Supervisor