

Charter Township of Port Huron Board

Regular Meeting Held November 18, 2024 at 7:00 P.M.

3800 Lapeer Road, Port Huron, MI 48060

MINUTES

ROUTINE BUSINESS:

The pledge of allegiance stated.

Roll Call: Trustees Dudas Reno, Riehl, Treasurer Shonka, Clerk Davis, Supervisor Lewandowski

Absent: Livingston

Special Guests: Attorney Goldenbogen, Mike Leuffgen, DLZ, SCC Sheriff Dept Capt. Pohl, PH Twp Fire Chief Persig, Residents

APPROVAL OF MINUTES:

Motion by Dudas, supported by Riehl, to approve the Nov 4, 2024 Regular Board meeting minutes.

Vote: All in favor

Result: Motion Carried

PUBLIC COMMENTS:

Carol Miller – Randolph St- No address given; Stated she would like to have an EDA update, stated she would like to see the bills be posted online, asked if the township had ARPA funds available.

UNFINISHED BUSINESS:

No Unfinished Business

NEW AGENDA ITEMS:

A. Attorney's Report:

Report given, no further discussion.

B. Engineer's Report:

Bakersfield pathway project currently out for bid. Bids due Dec 6, 2024. 24th St sidewalk project will go up for bid in approximately a month from now. Maywood pump station project in the process to obtain funding.

C. Sheriff's Report:

Report given. No further discussion.

D. Fire Chief's Report:

Report given.

1. Approve S.O.G 23 Safe Delivery Program:

Motion by Riehl, supported by Reno to approve S.O.G 23 Safe Delivery Program

Vote: All in favor

Result: Motion Carried

2. Approve S.O.G 24 Equipment Maintenance Winter Use of Hydrants:

Motion by Riehl, supported by Dudas to approve S.O.G 24 Equipment Maintenance Winter Use of Hydrants

Vote: All in favor

Result: Motion Carried

3. Approve Admin Policy Procedure for Reporting Violations of Rules,

Regulations, Policies and S.O.G's:

Motion by Reno supported by Riehl to approve Admin Policy Procedure for Reporting Violations of Rules, Regulations, Policies and S.O.G's:

Vote: All in favor

Result: Motion Carried

4. Approve Admin Policy Regulatory Personal Relationships in the Workplace:

Motion by Dudas supported by Reno to approve Admin Policy Regulatory Personal Relationships in the Workplace

Vote: All in favor

Result: Motion Carried

E. Approve Resolution #2024-11-18A Resolution to Spread Delinquent Special Assessments & Liens to the 2024 Tax Rolls:

Port Huron Charter Township
3800 Lapeer Road
Port Huron, Michigan 48060

RESOLUTION NO. 2024-11-18A

RESOLUTION TO SPREAD DELINQUENT SPECIAL
ASSESSMENTS AND LIENS ON 2024 TAX ROLL
PORT HURON CHARTER TOWNSHIP

Upon motion by Trustee Dudas, supported by Trustee Reno, the Assessor is directed to re-assess, on the 2024 Township Tax Rolls, the delinquent accounts from the Special Assessment rolls #79 through #105, delinquent cross-connection and utility bills, lien agreements and service charges as reported by the Treasurer and hereby certified by the Board, and to include the interest and penalties due.

Roll Call Vote:

Ayes: Dudas, Reno, Riehl, Shonka, Davis, Lewandowski

Nays:

Absent: Livingston

Motion carried.

Resolution declared adopted this 18 day of November, 2024

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Port Huron, County of St. Clair, State of Michigan, at a regular meeting held on the 18th day of November, 2024 that said meeting was conducted and that public notice of said meeting was given pursuant to and in full compliance with Act No. 167, Public Act of Michigan, 1976, and that minutes of said meeting were kept and will be or have been made available as required by said act.

Benita E. Davis, Township Clerk

Motion by Dudas, supported by Reno to approve Resolution #2024-11-18A Resolution to Spread Delinquent Special Assessments & Liens to the 2024 Tax Rolls.

Roll Call Vote: Ayes: Dudas, Reno, Riehl, Shonka, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

F. Approve Resolution #2024-11-18B Resolution to Establishing Special Assessment District at Large for Street Lights:

**Port Huron Charter Township
3800 Lapeer Road
Port Huron, Michigan 48060**

RESOLUTION NO. 2024-11-18B

**RESOLUTION ESTABLISHING SPECIAL ASSESSMENT DISTRICT AT LARGE
FOR
STREET LIGHTING**

On motion by Clerk Davis, supported by Trustee Riehl, the following resolution was presented for adoption:

WHEREAS; the annual cost of street lighting is approximately \$142,000 annually, and

WHEREAS; it is necessary to create a special assessment district for the purpose of raising sufficient funds to defray said cost pursuant to 1947 AP 359 in accordance with 1954 PA 188, MCLA 41.721 – 41.738; and

WHEREAS; said lighting will be of benefit to all Township residents and taxpayers residing and traveling within the Township, and

WHEREAS; a public hearing was held on November 18, 2024 at 7:00 p.m. to hear objections to the service, to the district, and to the proposed levy of 0.4660 mills;

NOW, THEREFORE, BE IT RESOLVED; that the Township at Large be designated a Special Assessment District for the purpose of spreading the cost for street lighting, and

BE IT FURTHER RESOLVED; that 0.4660 mills be levied on the assessed valuation per \$1,000.00, as equalized, against all real property contained on the tax rolls for the year 2024

Roll Call Vote: Ayes: Davis, Riehl, Reno, Dudas, Shonka, Lewandowski

Nays:

Absent: Livingston

Resolution declared adopted this 18th day of November, 2024.

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Benita E. Davis, Township Clerk

Motion by Davis, supported by Riehl to approve Resolution #2024-11-18B Resolution to Establishing Special Assessment District at Large for Street Lights

Roll Call Vote: Ayes: Davis, Riehl, Reno, Dudas, Shonka, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

G. Approve Resolution #2024-11-18C Resolution to Establishing Special Assessment District at Large for Police Protection:

**Port Huron Charter Township
3800 Lapeer Road
Port Huron, Michigan 48060**

RESOLUTION NO. 2024-11-18C

**RESOLUTION ESTABLISHING SPECIAL ASSESSMENT DISTRICT AT LARGE
FOR
POLICE PROTECTION**

On motion by Trustee Reno, supported by Trustee Dudas, the following resolution was presented for adoption:

WHEREAS; the annual cost of police protection is approximately \$975,000 annually, and

WHEREAS; it is necessary to create a special assessment district for the purpose of raising sufficient funds to defray said cost pursuant to 1951 PA 33, MCLA 41.801-41.813; and

WHEREAS; said police protection will be of benefit to all Township residents and taxpayers residing and traveling within the Township, and

WHEREAS; a public hearing was held on November 18, 2024 at 7:00 p.m. to hear objections to the service, to the district, and to the proposed levy of 3.4500 mills;

NOW, THEREFORE, BE IT RESOLVED; that the Township at Large be designated a Special Assessment District for the purpose of spreading the cost for police protection, and

BE IT FURTHER RESOLVED; that 3.4500 mills be levied on the assessed valuation per \$1,000.00, as equalized, against all real property contained on the tax rolls for the year 2024.

Roll Call Vote: Ayes: Reno, Dudas, Rhiel, Shonka, Davis, Lewandowski

Nays:

Absent: Livingston

Resolution declared adopted this 18th day of November, 2024.

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Port Huron, County of St. Clair, State of Michigan, at a regular meeting held on the 21st day of November, 2024, that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of said meeting were kept and will be or have been made available as required by said act.

Benita E. Davis, Township Clerk

Motion by Reno, supported by Dudas to approve Resolution #2024-11-18B Resolution Establishing Special Assessment District at Large for Police Protection.

Roll Call Vote: Ayes: Dudas, Reno, Riehl, Shonka, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

H. Approve Resolution #2024-11-18D Resolution Establishing Millage Rates:

Motion by Shonka, supported by Dudas to approve Resolution #2024-11-18D Resolution Establishing Millage Rates.

**RESOLUTION ESTABLISHING MILLAGE RATES
RESOLUTION #2024-11-18D**

Moved by Treasurer Shonka supported by Trustee Dudas, to adopt the following resolution establishing the proposed millage rates to be levied by Port Huron Charter Township for the year 2024.

The Board of Trustees does hereby approve the proposed levy of:

- 2.0000 mills for General Operating Purposes
- 0.9891 mill for Local Road Improvements as approved by electorate August 6, 2024
- 0.8654 mill for Public Bus Transportation as approved by electorate August 6, 2024
- 0.4660 mill on all real property only, for a Street Light Special Assessment District At Large if approved by the Township Board of Trustees November 18, 2024
- 3.4500 mills on all real property only, for a Police Protection Special Assessment District At Large if approved by the Township Board of Trustees November 18, 2024
- 3.0000 mills for Fire Department Operations as approved by electorate August 6, 2024

The Board of Trustees does have the complete authority to establish that 10.7705 mills be levied in 2024.

Roll Call Vote: Ayes: Shonka, Dudas, Reno, Riehl, Davis, Lewandowski

Nays:

Absent: Livingston

Resolution declared adopted this 18th day of November 2024.

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Port Huron, County of St. Clair, State of Michigan, at a regular meeting held on the 18th day of November, 2024, that said meeting was conducted and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of said meeting were kept and will be or have been made available as required by said act.

Benita E. Davis, Township Clerk

Roll Call Vote: Ayes: Shonka, Dudas, Reno, Riehl, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

I. Approve Resolution #2024-11-18E General Appropriations Act:

RESOLUTION # 2024-11-21E GENERAL APPROPRIATIONS ACT

A resolution to establish a General Appropriations Act for Port Huron Charter Township; to define the powers and duties of the Port Huron Charter Township Officers in relation to the administration of the budget.

The Board of Trustees of Port Huron Charter Township resolves:

This resolution shall be known as the Port Huron Charter Township General Appropriations Act.

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in the act.

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer as enumerated in the act.

“Pursuant to MCL 42.26, notice of public hearing on the proposed budget was published in a newspaper of general circulation on October 29, 2024, which must be at least seven days prior to the public hearing and again on November 1, 2024. The public hearing on the proposed 2025 budget was held on Monday, November 4, 2024 at 7:00 p.m.”

Estimated township general fund revenues for fiscal year 2025, including an allocated millage of 2.0 mills; voter-authorized millage of 2.0 mills and various miscellaneous revenues shall total \$3,001,425.00.

The Port Huron Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 6.8248 mills (as authorized under state law and approved by the electorate).

Estimated Township expenditures for fiscal year 2025 for the various township funds are as follows:

101	GENERAL	Revenues	Expenditures
	101 TOWNSHIP BOARD		\$ 317,050.00
	171 SUPERVISOR		\$106,425.00
	191 ELECTIONS		\$32,575.00
	209 ASSESSOR		\$122,690.00
	215 CLERK		\$157,045.00
	247 BOARD OF REVIEW		\$3,075.00
	253 TREASURER		\$255,330.00
	265 TOWNSHIP HALL		\$79,925.00
	400 PLANNING COMMISSION		\$72,925.00
	428 DEMOLITIONS		\$16,950.00
	441 DEPT OF PUBLIC WORKS		\$184,700.00
	428 DRAINAGE		\$173,000.00
	448 STREET LIGHTS		\$150,000.00
	751 RECREATION DEPT		\$50,900.00
	755 BAKER'S FIELD		\$631,800.00
	999 TRANSFER OUT ACCTS		\$452,200.00
203	DPS	\$1,380,500.00	\$1,380,500.00
204	ROAD	\$ 510,250.00	\$510,250.00
205	REFUSE	\$ 778,800.00	\$778,800.00
206	TRI-HOSPITAL EMS	\$ 172,100.00	\$172,100.00
207	POLICE	\$1,000,000.00	\$1,000,000.00
208	PARK	\$ 323,550.00	\$ 323,550.00
209	CEMETERY	\$ 55,200.00	\$55,200.00
212	LIQUOR	\$ 6,000.00	\$ 5,850.00
251	MUSEUM	\$ 30,300.00	\$ 30,300.00
274	DDA	\$ 487,850.00	\$ 487,850.00
276	EDC	\$ 13,025.00	\$ 13,025.00
282	CARES FUND (ARPA)	\$ 135,500.00	\$ 135,500.00
372	BUILDING	\$ 168,000.00	\$ 168,000.00
570	SEWER	\$4,037,200.00	\$4,037,200.00
591	WATER	\$3,384,500.00	\$3,384,500.00

The Board of Trustees of Port Huron Charter Township adopts the 2024 fiscal year budget by fund. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each fund, and may make transfers among the various line items contained in the fund appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior approval by budget amendment.

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including but not limited to:

A summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month).

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Motion made by Trustee Reno seconded by Riehl to adopt the General Appropriations Act Resolution #2024-11-18E and the 2024 Proposed Budget.

Roll Call Vote:

AYE: Reno, Riehl, Dudas, Shonka, Davis, Lewandowski

NAY:

ABSENT: Livingston

The Supervisor declared the motion carried and the resolution duly adopted this 21st day of November, 2024.

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Port Huron, County of St. Clair, State of Michigan, at a regular meeting held on the 21st day of November, 2024, that the public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

Benita E. Davis, Township Clerk

Motion by Reno, supported by Riehl to approve Resolution #2024-11-18E General Appropriations Act.

Roll Call Vote: Ayes: Reno, Riehl, Dudas, Shonka, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

J. Approve Purchase of Kyocera Copy Machine using ARPA Funds:

Motion by Reno, supported by Riehl to approve Purchase of Kyocera Copy Machine from Eagle Office Solutions in the amount of \$8,700.00 using ARPA Funds:

Roll Call Vote: Ayes: Reno, Riehl, Dudas, Shonka, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

APPROVAL OF BILLS:

Motion by Shonka supported by Riehl to approve payment of Prepaid bills:

Amount: \$1,876.54

Check #s: 54665-54668

Roll Call Vote: Ayes: Shonka, Riehl, Reno, Dudas, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

Motion by Shonka supported by Reno to approve payment of current bills:

Amount: \$584,100.84

Check #s: 54669-54715

Roll Call Vote: Ayes: Shonka, Reno, Riehl, Dudas, Livingston, Davis, Lewandowski

Nays: None

Absent: Livingston

Result: Motion Carried

BOARD CORRESPONDENCE:

There is interest in the old Art Van building for a distribution warehouse for rubber padding used in playground equipment. Early talks are taking place.

There is discussion happening on the 200-acre property on Dove Rd.

ADJOURNMENT:

Motion by Riehl supported by Dudas to adjourn at 7:30 p.m.

Vote: All in favor

Result: Motion Carried

Robert G. Lewandowski, Jr., Supervisor

Benita E. Davis, Clerk