

Charter Township of Port Huron Board
Regular Meeting Held November 20, 2023 at 7:00 P.M.
3800 Lapeer Road, Port Huron, MI 48060

MINUTES

PUBLIC HEARING: Ordinance #254 DDA & Tax Increment Financing Plan Restatement & Renewal opened at 7:00 p.m. Upon hearing no comments motion by Reno, supported by Livingston to close the public hearing for Ordinance #254 DDA & Tax Increment Financing Plan Restatement & Renewal at 7:01 p.m.

Vote: All in favor

Result: Motion Carried

ROUTINE BUSINESS:

Pledge of Allegiance recited.

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

Absent: None.

Special Guests: Capt Pohl, Engineer Leuffgen, Fire Chief Persig, DDA Director Scott Beedon, Residents

APPROVAL OF MINUTES:

Motion by Livingston supported by Dudas to approve the November 6, 2023 Regular Board Meeting Minutes.

Vote: All in favor

Result: Motion Carried

PUBLIC COMMENTS:

Carol Miller, 2340 Randolph – Acknowledged the Fire Dept for their hard work, Suggested a way to promote meetings and times in our newsletter, and had some concerns for areas of the township as well as the crime statistics.

John Bailey of the Fraternal Order of Eagles, Howard Rd. – Questioned whether the Township had been contacted with regard to someone purchasing the back of the Eagles property. John will get with Scott Beedon to see if the purchaser is making a legitimate inquiry and if they can use the property for the purpose they intend.

UNFINISHED BUSINESS:

None presented.

NEW AGENDA ITEMS

A. Attorney's Report: Written report was presented. Nothing follows.

B. Engineer's Report: DWSRF project closed out, Maywood pump update.

C. Sheriff's Report: Prepared report was given. Nothing follows.

D. Fire Chief's Report:

1. **Approve ADMIN Policy 26 (Online Forums and Blogging):**

Motion made by Reno, supported by Riehl, to approve ADMIN Policy 26 (Online Forums and Blogging).

Vote: All in favor

Result: Motion Carried

2. Approve ADMIN Policy 27 (Visitor Policy):

Motion by Livingston supported by Dudas to approve ADMIN Policy 27 (Visitor Policy).

Vote: All in favor

Result: Motion Carried

E. Approve Road Commission Work Order for 2024 Local Road Funding Assistance Program:

Motion by Dudas, supported by Livingston to approve Road Commission Work Order for 2024 Local Road Funding Assistance Program

Vote: All in favor

Result: Motion Carried

F. Approve Resolution 2023-11-20A Resolution to Spread Delinquent Special Assessments & Liens to the 2023 Tax Roll:

RESOLUTION NO. 2023-11-20A

**RESOLUTION TO SPREAD DELINQUENT SPECIAL
ASSESSMENTS AND LIENS ON 2023 TAX ROLL
PORT HURON CHARTER TOWNSHIP**

Upon motion by Reno, supported by Livingston, the Assessor is directed to re-assess, on the 2023 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: Reno, Livingston, Dudas, Riehl, Shonka, Davis, Lewandowski

Nays: None

Absent: None

Motion carried.

Resolution declared adopted this 20th day of November, 2023

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 20th day of November, 2023 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

G. Approve Resolution #2023-11-20B Resolution to Establishing Special Assessment District at Large for Street Lighting:

RESOLUTION NO. 2023-11-20B

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

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

WHEREAS; the annual cost of street lighting is approximately \$140,000.00 annually, and

WHEREAS; it is necessary to create a special assessment district for the purpose of raising sufficient funds to defray the cost pursuant to 1947 AP 359 in accordance with 1954 PA 188, MCLA 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 6, 2023, 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 2023.

ROLL CALL VOTE: AYES: Livingston, Dudas, Riehl, Reno, Shonka, Davis, Lewandowski
 NAYS: None
 ABSENT: None

Resolution declared adopted this 20th day of November, 2023.

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Benita E. Davis, Township Clerk

H. Approve Resolution #2023-11-20C Resolution Establishing Special Assessment District at Large for Police Protection:

RESOLUTION NO. 2023-11-20C

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

On motion by Riehl, supported by Livingston, the following resolution was presented for adoption:

WHEREAS; the annual cost of police protection is approximately \$970,000 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 6, 2023 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 2023.

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

Nays: None

Absent: None

Resolution declared adopted this 20th day of November, 2023.

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 20th day of November, 2023, 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

J. Approve Resolution #2023-11-20E General Appropriations Act:

**RESOLUTION # 2023-11-20E
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 24, 2023, which must be at least seven days prior to the public hearing and again on October 27, 2023. The public hearing on the proposed 2024 budget was held on Monday, November 6, 2023 at 7:00 p.m.”

Estimated township general fund revenues for fiscal year 2024, including an allocated millage of 2.0 mills; voter-authorized millage of 2.0 mills and various miscellaneous revenues shall total \$2,373,800.00.

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 9.278 mills (as authorized under state law and approved by the electorate).

Estimated Township expenditures for fiscal year 2024 for the various township funds are as follows:

| | | |
|-----|--------------------------|--------------|
| 101 | GENERAL | |
| | 101 TOWNSHIP BOARD | 317,050.00 |
| | 171 SUPERVISOR | 100,125.00 |
| | 191 ELECTIONS | 62,830.00 |
| | 209 ASSESSOR | 112,115.00 |
| | 215 CLERK | 151,115.00 |
| | 247 BOARD OF REVIEW | 3,075.00 |
| | 253 TREASURER | 230,030.00 |
| | 265 TOWNSHIP HALL | 53,650.00 |
| | 400 PLANNING COMMISSION | 72,150.00 |
| | 428 DEMOLITIONS | 6,950.00 |
| | 441 DEPT OF PUBLIC WORKS | 180,475.00 |
| | 428 DRAINAGE | 212,500.00 |
| | 448 STREET LIGHTS | 120,000.00 |
| | 751 RECREATION DEPT | 46,800.00 |
| | 755 BAKER'S FIELD | 477,800.00 |
| | 999 TRANSFER OUT ACCTS | 481,925.00 |
| 203 | DPS | 1,329,400.00 |
| 204 | ROAD | 710,250.00 |
| 205 | REFUSE | 743,800.00 |
| 207 | POLICE | 950,270.00 |
| 208 | PARK | 368,950.00 |
| 209 | CEMETERY | 51,050.00 |
| 212 | LIQUOR | 5,000.00 |

| | | |
|-----|----------|--------------|
| 251 | MUSEUM | 12,500.00 |
| 274 | DDA | 408,620.00 |
| 276 | EDC | 7,525.00 |
| 372 | BUILDING | 160,225.00 |
| 570 | SEWER | 2,369,800.00 |
| 591 | WATER | 3,078,200.00 |
| 702 | BWAT | 240,000.00 |

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 Livingston, seconded by Dudas to adopt the General Appropriations Act Resolution #2023-11-20E and the 2024 Proposed Budget.

Roll Call Vote:

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

NAY: None

ABSENT: None

The Supervisor declared the motion carried and the resolution duly adopted this 20th day of November, 2023.

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Benita E. Davis, Township Clerk

K. Approve Ordinance #254 DDA & Tax Increment Financing Plan Restatement & Renewal:
 Motion by Dudas, supported by Reno to approve Ordinance #254 DDA & Tax Increment Financing Plan Restatement & Renewal.

Roll Call: Aye: Dudas, Reno, Riehl, Livingston, Shonka, Davis, Lewandowski

Nay: None
Absent: None **Result: Motion Carried**

APPROVAL OF BILLS:

Motion by Shonka, supported by Livingston, to approve payment of current bills

Amount: \$326,772.96

Check #: 53216-53269

Roll Call: Aye: Shonka, Livingston, Dudas, Riehl, Reno, Davis, Lewandowski

Nay: None

Absent: None **Result: Motion Carried**

BOARD CORRESPONDENCE:

Water St Property purchaser is backing out of the deal, board discussed re-listing property with Tom Blought in the amount of \$499,000.00

Motion by Reno, supported by Riehl to approve relisting Water St property for sale in the amount of \$499,000.00.

Vote: All in favor

Result: Motion Carried

Discussed the clerical union proposal to work a four-day schedule, M-Thurs 7am – 5pm during the summer months, June through August. Board members were in agreement.

SEMCOG update was given

Dec 11th Light Contest to be judged by the Recreation Board.

ADJOURNMENT:

Motion by Riehl supported by Livingston to adjourn at 7:40 p.m.

Vote: All in favor

Result: Motion Carried

Robert G. Lewandowski, Jr., Supervisor

Benita E. Davis, Clerk