

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
February 13, 2020 – 6:00 P.M.**

1. Call to order
2. Roll Call

Present: Howard Baumann, Teresa De Graaf, Rachel Frantom, Bill Monhollon and Gerald Smith

Absent: None

Also present: Ron Bultje, Township Attorney, Brad Dirkse, Fire Chief, as well as one township resident.

3. Pledge of allegiance
4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda
6. Approval of Agenda

Motion by Smith to approve the agenda. Supported by Frantom and carried.

7. Consent Agenda Approval

- a. Approve Minutes- January 9, 2020 Regular and January 28, 2020 Special Meeting.
- b. Approve Financial Report – update from Rachel on Point/Pay credit card payments
- c. Approve Correspondence – Michigan PAR plan grant recipient letter
- d. Approve Committee Reports
 - Building – January – four permits issued with one new house start.
 - Fire Department – January report – fifteen calls and two meetings.
- e. Approve payment of Bills

Motion by Monhollon to approve the consent agenda. Supported by Smith and carried.

Motion by De Graaf to approve the recommendation of Fire Chief, Bradley Dirkse, and appoint Olivia Ohlman to the position of Firefighter, with probationary status. Supported by Smith and carried.

8. **Motion** by Smith to approve the Young Bucks license for the 2020 season and authorize Clerk and Supervisor to sign. Supported by Frantom and carried.
9. **Motion** by De Graaf to approve the services of Siegfried Crandall for the 2019-2020 Annual Audit. Supported by Frantom and carried.
10. **Motion** by Frantom to increase Electrical, Mechanical and Plumbing Inspector payments by \$5.00 to \$55.00 per inspection effective April 1, 2020. Supported by Monhollon and carried.
11. **Motion** by Monhollon to amend the Electrical, Mechanical and Plumbing permit fees to \$65.00 per permit effective April 1, 2020. Supported by Smith and carried.
12. **Motion** by Smith to enter into an appropriation agreement with Ottagan Addictions Recovery (OAR) in the amount of \$1,500.00 and authorize Supervisor and Clerk to make payment after agreement is signed. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
13. Motion by Smith to enter into an appropriation agreement with Evergreen Commons in the amount of \$1,500.00 and authorize Supervisor and Clerk to make payment after agreement is signed. Supported by De Graaf and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
14. Budget Amendments:
15. **Motion** by De Graaf to amend the budget increasing Election Reimbursement Revenue by \$5,000.00 and increasing Election expenses by \$5,000.00. Supported by Smith and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
16. **Motion** by Smith to amend the budget transferring \$5,000.00 from General to Parks and Recreation. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom,

- Monhollon and Smith. Nays: None
17. **Motion** by Frantom to adopt a resolution setting 5:30 p.m. March 25, 2020 as the date and time for the Port Sheldon Township Annual Meeting. Supported by De Graaf and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
18. Wage Resolutions:
- Motion** by Smith to adopt a resolution increasing the Supervisor wages by 2% for the 2020-2021 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
- Motion** by Baumann to adopt a resolution increasing the Clerk wages by 2% for the 2020-2021 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
- Motion** by Smith to adopt a resolution increasing the Treasurer wages by 2% for the 2020-2021 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
- Motion** by Frantom to adopt a resolution increasing the Trustee wages by 2% for the 2020-2021 fiscal year. Supported by De Graaf and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
19. **Motion** by De Graaf setting noon on March 16, 2020 as the date and time for the Budget Workshop. Supported by Frantom and carried.
20. 5646 Lakeshore Drive property update – eighteen open houses have occurred. Interest continues.
21. Windsnest and Kouw Park discussion – parks remain closed. Possibility to coordinate with Ottawa County for guidance with park signage and best practices for visitor safety. Consider cost recovery ordinance for those who violate park rules and need emergency assistance.
22. Additions to the Agenda:
None
23. Public Comment:
Budget workshop.
24. **Motion** by Smith to reconsider Clerk’s salary resolution. Supported by Frantom and carried.
Motion by Smith to add additional compensation of \$250.00 per Election to the Clerk’s salary resolution leaving the 2% wage increase as previously stated in effect. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None
25. Adjourn
Motion by Smith to adjourn. Supported by De Graaf and carried.
The meeting adjourned at 7:25 p.m.

Teresa De Graaf, Clerk