

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
September 10, 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: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Assistant Fire Chief, Tom Prince and two township residents.

3. Pledge of allegiance

4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda – Ottawa County Road Commission request for Butternut Drive at Lakeshore Drive Pedestrian Crosswalk signage. Consider approving the Fire Commission request to solicit bids for pumper truck.

6. Approval of Agenda

**Motion** by Frantom to approve the agenda with additions. Supported by Monhollon and carried.

7. Consent Agenda Approval

a. Approve Minutes- August 13, 2020 Regular Meeting and August 19, 2020 and September 2, 2020 Special Meetings.

b. Approve Financial Report

c. Approve Correspondence – Katie Van Slooten retirement letter. Resident letter - dog ordinance

d. Approve Committee Reports

- Building – August – fourteen permits issued with four new house starts.
- Fire Department – August report – twenty-eight calls and two meetings. Recommendation to appoint Blake Veltema to Probationary Firefighter. Pumper truck equipment failure.

e. Approve payment of Bills.

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

**Motion** by De Graaf to accept the recommendation of Fire Chief, Brad Dirkse, and appoint Blake Veltema to Probationary Firefighter. Supported by Frantom and carried.

8. Approve Asset level threshold for Poverty exemptions

**Motion** by Frantom to re-adopt the Poverty Exemption Guidelines Resolution with the Asset Level Test. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

9. Fire Department Custodian.

**Motion** by Smith to hire Lisa Dirkse to fill the position of Fire Department Custodian. Supported by Frantom and carried.

10. Consider payment of unused earned vacation and sick pay for retiring employee.

Administrative Assistant, Katie Van Slooten, has been a loyal and exemplary employee for twenty-nine years; she has accrued vacation that she could have used before resigning, but did not. The Township policy doesn't require the payment of unused and accrued vacation upon resignation; however, based on the facts of this situation, the Board deems it fair and equitable, according to its own judgment and discretion, to pay Katie her unused and accrued vacation benefits upon her resignation.

**Motion** by De Graaf to approve a payment of unused earned vacation pay for retiring employee, Katie Van Slooten. Supported by Monhollon and carried.

11. Cost Recovery Ordinance discussion. Tabled.

12. Katie Van Slooten years of service resolution.

**Motion** by Frantom to accept Katie Van Slooten's resignation with regrets. Supported by Smith and carried.

**Motion** by Monhollon to adopt a resolution recognizing Katie Van Slooten's years of service. Supported by Smith and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

13. Planning Commission appointment.

Opening cannot be filled by a current member of the Zoning Board of Appeals since the township currently has a liaison between the two. Position remains open.

14. Additions to the agenda:

Butternut Drive at Lakeshore pedestrian crossing signage. Board agreed the intersection has a long range of sight and cyclists should exercise extreme caution. No action at this time.

Fire Department Pumper Truck.

**Motion** by Smith to accept the Fire Commission's recommendation and solicit bids for the purchase of a new pumper truck. Supported by De Graaf and carried.

Supervisor Baumann shared the sale of 5646 Lakeshore Drive is complete.

Supervisor Baumann gave an overview of Wyoming Water Treatment Plant's plans for a new water transmission main to be installed down Barry Street.

Supervisor Baumann shared the possibility for a Zoning Enforcement/Code Enforcement opportunity to consider at a future board meeting.

15. Public Comment:

None

16. Adjourn

**Motion** by Monhollon to adjourn. Supported by Smith and carried.

The meeting adjourned at 6:54 p.m.

Teresa De Graaf, Clerk