

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
December 13, 2023 – 5:30 P.M.**

1. Call to order
2. Roll Call
 - a. Present: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino.
 - b. Absent: None
 - c. Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, and 7 residents and guests.
3. Pledge of allegiance.
4. Invocation
 - a. Luke DeVries offered the invocation.
5. Additions to Agenda: Discussion about OC Parks Pass Discount
6. Approval of Agenda.

Motion by Bill Monhollon to approve the agenda. Supported by Luke DeVries and carried.
7. Consent Agenda Approval
 - a. Approve Minutes
 - November 8, 2023 Regular Board Meeting.
 - b. Approve Financial Report
 - c. Approve Correspondence: Meredith Hemmeke read three emails that we received.
 - d. Approve Committee Reports
 - Building & Zoning –November – Thirteen permits issued with no new house starts.
 - Fire Department – November – Fifteen calls and three meetings.
 - e. Approve payment of Bills

Motion by Rachel Frantom to approve the consent agenda. Supported by Bill Monhollon and carried.
8. Consider Cemetery Plot Repurchase Request.

Clerk received a request from a non-resident to repurchase 2 of his cemetery plots, according to the Cemetery Ordinance the Township is allowed to repurchase the plots back minus a repurchasing fee.

Motion by Bill Monhollon to approve repurchase of two cemetery plots. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino. Nays: None
9. Herrick Library Contract Discussion.

Treasurer explained that the Library contract is coming up for renewal and that we are collecting less in taxes that we being invoiced for from Herrick Library. In the contract it states that we have to give Herrick six months' notice to terminate our contract. The township attorney stated that we may be able to look into reviewing and rewriting the contract. The township board discussed revisiting the topic at a future date.
10. OCRC Millage Renewal Resolution.

The board reviewed the OCRC Millage Renewal proposal and language proposed for the 2024

Election Ballot. **Motion** by Rachel Frantom to adopt Resolution 2023-19 supporting a request by Ottawa County Road Commission to request a countywide road millage renewal proposal. Supervisor and Clerk to sign. Supported by Bill Monhollon and carried with five yes roll call votes. Ayes: Lucas DeVries, Rachel Frantom, Bill Monhollon, Meredith Hemmeke, and Mike Sabatino.

11. STR Ordinance Draft Review/Discussion

The board discussed in depth the STR Ordinance Draft. The township attorney is going to incorporate the recommended changes discussed in the meeting. It was decided that we would have a public hearing to review the final draft of the regulatory and zoning ordinance at the January 10, 2024 meeting.

Motion by Meredith Hemmeke to Schedule a Public Hearing for the January 10th, 2024 Meeting to discuss the complete drafted regulatory and zoning ordinance. Supported by Luke DeVries and carried.

12. Ottawa County Parks Presentation

Jason Shamblin presented the Ottawa County Parks Master Plan, with emphasis on a desire for a future continuous greenway along the pigeon river.

13. Consider- Ottawa County Parks 2024 Service Agreement Amendment, which removed the service fee charged to the township

Motion by Luke DeVries to approve Ottawa County Parks 2024 Services Agreement Amendment and authorize Supervisor to sign. Supported by Bill Monhollon and carried with five yes roll call votes. Yes: Rachel Frantom, Lucas DeVries, Mike Sabatino, Meredith Hemmeke and Bill Monhollon. Nays: None.

14. Appointments – Planning Commission.

Motion by Meredith Hemmeke to approve the Supervisor’s re-appointments of David DeLeeuw and Del Petroelje to the Planning Commission for three-year terms expiring January 1, 2027. Supported by Bill Monhollon and carried.

15. Appointments – Zoning Board of Appeals.

Motion by Luke DeVries to re-appoint Robert Forrest, Brian Van Beveren, and Donald Curry to the Zoning Board of Appeals for three-year terms expiring January 1, 2027. Supported by Rachel Frantom and carried.

16. Consider: MACC Watershed Dues

The supervisor discussed two past invoices with the MACC Watershed dues, where the rate changed, and the township erroneously paid the previous contracted rate.

Motion by Bill Monhollon to approve payment of the MACC Watershed Dues owed. Supported by Luke DeVries and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino. Nays: None.

17. Consider-Lakeshore Advantage Grant Administration Agreement

The board review a formalized agreement with Lakeshore Advantage regarding a previously approved grant application with the U.S. Economic Development Administration to develop an Economic Resiliency Response Plan and Master Plan Update for Port Sheldon Township.

Motion by Rachel Frantom to enter into an agreement with Lakeshore Advantage for up to \$3375.00 for grant application and administration services and authorize Clerk to sign. Supported by Meredith Hemmeke and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino. Nays: None.

18. Additions to the Agenda: Discussion about 2023 OC Parks Pass discount program. – No action

19. Public Comment.

- None

20. Adjourn: **Motion** by Bill Monhollon to adjourn. Supported by Luke DeVries and carried.
The meeting adjourned at 6:35 pm.

Meredith Hemmeke, Clerk