

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
February 14, 2024 – 5:30 P.M.**

1. Call to order
2. Roll Call
 - Present: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino.
 - Absent: None
 - Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, Firefighter Mike Trombley, Amanda Murray(Lakeshore Advantage), Doug Weber(Urban Wireless), Danielle Bouchard(McKenna Group), Har Ye Kan(McKenna Group), John Gutierrez (Ottawa County ORC), and six residents and guests.
3. Pledge of allegiance.
4. Invocation
 - Lucas DeVries offered the invocation.
5. Additions to Agenda
 - Quote for exterior painting of the Fire Station.
 - Quote for interior painting of the Fire Station.
 - Quote for Fire Station LED lighting retrofit with the Consumers Energy rebate
 - Resident request for fence damage reimbursement
6. Approval of Agenda.

Motion by Bill Monhollon to approve the agenda with additions. Supported by Rachel Frantom and carried.
7. Consent Agenda Approval
 - Approve Minutes
 - January 10, 2024 Regular Board Meeting.
 - Approve Financial Report
 - Approve Correspondence – 4 pieces of correspondence
 - Snowberry Drive
 - Resignation of Tim Vanderploeg
Motion by Rachel Frantom to accept Tim Vanderploeg’s resignation as Dangerous Building officer. Supported by Bill Monhollon and carried.
 - Letter to Board about STR
 - Letter from Clerk about Statutory Wage Increase
 - Approve Committee Reports
 - Building & Zoning –January–eleven permits were issued with two new house starts.
 - Fire Department – January – eighteen calls and two meetings.
 - Approve payment of Bills

Motion by Meredith Hemmeke to approve the consent agenda. Supported by Rachel Frantom and carried.
8. Appointments – Board of Review.

Motion by Lucas DeVries to re-appoint Bob Carini to the Board of Review, for two-year term expiring January 1, 2025. Supported by Bill Monhollon and carried.

Motion by Rachel Frantom to re-appoint Laurie Buursma to the Board of Review, for two-year term expiring January 1, 2025. Supported by Lucas DeVries and carried.

Appointments- Fire Commission

Motion by Bill Monhollon to re-appoint Jim Brack to the Fire Commission with six-year term expiring May 1, 2029. Supported by Lucas DeVries and carried.

Motion by Rachel Frantom to re-appoint Bob Carini to the Fire Commission with six-year term expiring May 1, 2029. Supported by Meredith Hemmeke and carried.

9. Appointments – Construction Board of Appeals

Motion by Bill Monhollon to approve Supervisor’s re-appointment of Ed TerVoort to the Construction Board of Appeals for a two-year term expiring December 31, 2025. Supported by Meredith Hemmeke and carried.

Motion by Lucas DeVries to approve Supervisor’s re-appointment of Bill Monhollon to the Construction Board of Appeals for a two-year term expiring December 31, 2025. Supported by Rachel Frantom and carried.

10. Appointments – Dangerous Building Hearing Officer.

Motion by Rachel Frantom to appoint Richard Meckley as the Dangerous Building Officer. Supported by Bill Monhollon and carried.

11. Salary Resolutions.

Wages were compared to the cost of living and a discussion followed based on that information. The Clerk provided a table breaking down increase percentages and the impact that it has on the overall budget. Salary resolutions are required every year.

The 2024 COLA rate of 5.1% and rate of inflation were discussed. Federal wage increase was 5.2% for 2024.

Motion by Lucas DeVries to adopt Resolution 2024-02 increasing the Supervisor’s wages by 3% for the 2024-2025 fiscal year. Supported by Meredith Hemmeke and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

Motion by Rachel Frantom to adopt Resolution 2024-03 increasing the Trustees’ wages by 3% for the 2024-2025 fiscal year. Supported by Meredith Hemmeke and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

Motion by Mike Sabatino to adopt Resolution 2024-04 increasing the Treasurer’s wages by 3% for the 2024-2025 fiscal year. Supported by Lucas DeVries and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

Motion by Mike Sabatino to adopt Resolution 2024-05, increasing the Clerk’s statutory wage for the additional election duties and additionally increasing the Clerk’s wages by 3% for the 2024-2025 fiscal year. Supported by Lucas DeVries and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

12. Set Budget Workshop and Budget Public Hearing Dates

Motion by Mike Sabatino to set the Budget Workshop for noon on February 20, 2024. Supported by Rachel Frantom and carried.

Motion by Rachel Frantom to set the Budget Public Hearing for 5:30 p.m. on March 13, 2024. Supported by Meredith Hemmeke and carried.

13. STR Ordinance discussion.

The board discussed at length, the draft ordinance, resident communications, and the need for review after implementation, to consider trends, compliance and effectiveness, if adopted.

Motion by Lucas DeVries to accept the Planning Commission's recommendation to adopt Zoning Ordinance Z2024-01 Short Term Rental Ordinance. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Mike Sabatino. Nays: None.

Motion by Bill Monhollon to accept the Planning Commission's recommendation to adopt Regulatory Ordinance 2024-01 Short Term Rental Ordinance. Supported by Lucas DeVries and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Lucas DeVries, Rachel Frantom, Bill Monhollon and Mike Sabatino. Nays: None.

14. Presentation- Cell Tower Management Proposal.

Doug Weber representing Urban Wireless presented options for management and marketing of the Township owned cell tower.

15. Snowberry Drive Presentation -Ottawa County Road Commission

John Gutierrez discussed the road commission's concerns regarding the street "stub" at the end of Snowberry Drive.

16. Review ERP/ Master Plan Revision Proposals

Amanda Murray from Lakeshore Advantage explained the scoring process utilized to help the township in the selection of a consultant to deliver the Master Land-Use Plan & Economic Resiliency Response Plan.

Motion by Rachel Frantom to enter into a contract with McKenna Group to update the Economic Resiliency Response and Master Plan. Supported by Luke DeVries and carried with five yes roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

17. Additions to the Agenda

- Quote for Exterior painting of the Fire Station

Motion by Rachel Frantom to accept the 11/16/2023 proposal from Dimension Four Painting for Fire Station Exterior Repaint. Supported by Meredith Hemmeke and carried with five roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

- Quote for Interior painting of the Fire Station

Motion by Meredith Hemmeke to accept the 11/15/2023 proposal from Dimension Four Painting for Fire Station Interior Repaint. Supported by Lucas DeVries and carried with five roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

- Quote for Fire Station LED lighting retrofit with the Consumers Energy rebate

Motion by Rachel Frantom to accept the Estimate 17277789 from Wolters Electric for LED Retrofit of the Fire Station. Supported by Lucas DeVries and carried with five roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

- Resident tree damage request for reimbursement

The board discussed a request for compensation for damage to resident's fence from a tree

falling from Port Sheldon Township owned property. The board further reviewed quotes and pictures of the damage provided by the resident.

Motion by Mike Sabatino to compensate the resident \$300 to help offset the cost of damages to the fence. Supported by Lucas DeVries and carried with five roll call votes. Ayes: Meredith Hemmeke, Rachel Frantom, Bill Monhollon, Mike Sabatino and Lucas DeVries. Nays: None.

18. Public Comment.

None

19. Adjourn:

Motion by Lucas DeVries to adjourn. Supported by Bill Monhollon and carried.

The meeting adjourned at 6:47 pm.

Meredith Hemmeke, Clerk