

**Minutes of a Regular Meeting and Public Hearing of the
Port Sheldon Township Board
March 13, 2024 – 5:30 P.M.**

1. Call to order
2. Roll Call
Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Lucas DeVries.
Absent: None
Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Eric DeBoer, Ottawa County Undersheriff, and five Township residents and guests.
3. Pledge of allegiance.
4. Invocation
Lucas DeVries offered the invocation.
5. Additions to Agenda:
6. Approval of Agenda.
Motion by Lucas DeVries to approve the agenda. Supported by Rachel Frantom and carried.
7. Consent Agenda Approval
 - a. Approve Minutes- February 14, 2024 Regular Meeting and February 20, 2024 Special Meeting.
 - b. Approve Financial Report
 - c. Approve Correspondence:
 - d. Approve Committee Reports
 - Building – February – eleven permits issued with one new house starts.
 - Fire Department – February report – sixteen calls and two meetings.
 - e. Approve payment of Bills**Motion** by Lucas DeVries to approve the consent agenda. Supported by Bill Monhollon and carried.
8. Budget Public Hearing
Supervisor Michael Sabatino opened the Budget Public Hearing at 5:34 pm.
Changes made to the budget following the February 20, 2024 Budget workshop were explained. The millage rates are as follows: 1.00 mills for the General Fund, .0997 mills for the Library Fund, .45 mills for the Fire Department Operating Fund and .65 mills for the Fire Department Equipment/Apparatus Fund.
Public Comment:
None
Motion by Bill Monhollon to close the Budget Public Hearing. Supported by Rachel Frantom and carried.
Budget Public Hearing closed at 5:37 pm.
9. General Appropriations Act Resolution for fiscal year 2024-2025.
Motion by Lucas DeVries to adopt the General Appropriations Act Resolution for the 2024-2025 fiscal year. Supported by Meredith Hemmeke and carried with five yes roll call votes. Yes: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries. Nays: None
10. Budget Amendments.
Motion by Meredith Hemmeke to amend the Township Board budget increasing it by \$1,000, amend Elections budget increasing it by \$20,000, amend the Township Hall and Grounds budget increasing it by \$8,000, amend the Legal Fees budget increasing it by \$10,000, amend the Cemetery budget increasing it by \$5,000, amend the Library Budget increasing it by \$9,500 and amending the Parks

and Recreation budget decreasing it by \$53,500. Supported by Rachel Frantom and carried with 5 yes roll call votes. Yes: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries. Nays: None.

11. Siegfried/Crandall Annual Audit-Letter of Engagement.

Motion by Rachel Frantom to approve the services of Siegfried Crandall for the 2023-2024 Annual Audit. Supported by Lucas DeVries and carried with 5 yes roll call votes. Yes: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries. Nays: None.

12. 2024-2025 Regular Board of Trustees meeting dates.

Motion by Rachel Frantom to adopt a resolution setting forth regular township board meetings the second Wednesday evening of each month at 5:30 p.m. Supported by Lucas DeVries and carried with five yes roll call votes. Yes: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries. Nays: None.

13. Master Plan Steering Committee

Motion by Rachel Frantom to request the formation of a Master Plan consultant Steering Committee with 2 planning commission members, 2 board members and a consultant from Lakeshore Advantage for coordination with the master planning consultant, for the duration of the consulting contract. Supported by Lucas DeVries and carried.

14. Grounds Maintenance Contract/Estimates Approval.

Motion by Michael Sabatino to approve contract estimates 1136-1138 from Fischer's Landscape and Irrigation for start-up, repair and winterization of township properties irrigation 2024 season. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Lucas DeVries, Rachel Frantom, Meredith Hemmeke, Bill Monhollon and Michael Sabatino. Nays: None.

Motion by Meredith Hemmeke to approve estimates 3054-3055 from Complete Lawn and Landscaping Services Lawn Care Maintenance and Bark installation of the township properties for the 2024 season. Supported by Lucas DeVries and carried with five yes roll call votes. Ayes: Lucas DeVries, Rachel Frantom, Bill Monhollon, Meredith Hemmeke, and Michael Sabatino. Nays: None.

Motion by Rachel Frantom to approve estimate EST0138 from Wolters Outdoor Property Management for Bike Path mowing and trimming maintenance of the township bike paths for the 2024 season. Supported by Meredith Hemmeke and carried with five yes roll call votes. Ayes: Lucas DeVries, Rachel Frantom, Bill Monhollon, Meredith Hemmeke, and Michael Sabatino. Nays: None.

15. Planning Commission – Annual Report submitted to the board by the chair of the commission.

Motion by Rachel Frantom to approve the Planning Commission Annual Report. Supported by Bill Monhollon and carried.

16. Master Plan/ERP Contract Approval

Motion by Meredith Hemmeke to approve the professional services agreement from McKenna Group for the proposal dated January 3, 2024 to be invoiced monthly based on services rendered. Supported by Lucas DeVries and carried with five yes roll call votes. Yes: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries. Nays: None.

17. Additions to the Agenda: None

18. Public Comment.

Eric DeBoer, Ottawa County Undersheriff briefly spoke about his experience and commitment to Ottawa County, he is running for Sheriff in 2024.

Jim Barry, a Park Township resident who is running for Ottawa County Commissioner for District 1 in 2024. He commented on his experience and background.

Derek Dalman, he is running for Probate Judge for Ottawa County in 2024. He commented on his

experience.

Greg Todd, he is running for Ottawa County Prosecutor in 2024. He spoke about his experience.

19. Adjourn

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

The meeting adjourned at 6:15 p.m.

Meredith Hemmeke, Clerk