

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
February 12, 2025 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon, and Luke DeVries.

Absent: None

Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, and 8 residents and/or guests.

3. Pledge of allegiance.

4. Invocation

Luke DeVries offered the invocation.

5. Additions to Agenda:

- None

6. Approval of Agenda.

Motion by Monhollon to approve the agenda. Supported by DeVries and carried.

7. Consent Agenda Approval

a. Approve Minutes- January 8, 2025 Regular Meeting.

February 5, 2025 Joint Planning Commission/Board of Trustees Workshop

b. Approve Financial Report

c. Approve Correspondence:

- Inquiry about Solar Panels
 - Georgetown Resident, letter to board on the JH Campbell Plant closure
- d. Approve Committee Reports
- Building – Seven permits issued with no new house start.
 - Fire Department – Thirty-six calls and two meetings.
 - Wage and Compensation Committee- Letter

e. Approve payment of Bills

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

8. Supervisor Report- General Updates

Updates given on meetings with McKenna leadership to review scope of work and adherence to contracted deliverables, findings on flooring for hall, update on Wyoming Water Main transmission line construction, meetings with Max and Harbor Transit about available public transit service options for residents, the Trash Services Committee had their initial meeting, and the newly re-formed parks and recreation committee will have their meeting soon.

9. Salary Resolutions

The 2025 COLA rate of 2.5%, the wage and compensation committee recommendations and rate of inflation were discussed.

Motion by Hemmeke to adopt resolution 2025-03 increasing the Supervisor's wage by 2.5% for the 2025-2026 fiscal year. Supported by Frantom and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino and DeVries. Nays: None.

Motion by Frantom to adopt resolution 2025-04 increasing the Trustees' wage by 2.5% for the 2025-2026 fiscal year. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino and DeVries. Nays: None.

Motion by Hemmeke to adopt resolution 2025-05 increasing the Treasurer's wage by 2.5% for the

2025-2026 fiscal year. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino and DeVries. Nays: None.

Motion by Sabatino to adopt resolution 2025-06 increasing the Clerk's wage by 2.5% for the 2025-2026 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino, and DeVries. Nays: None.

Motion by Frantom to approve the 2025 township office and custodial employee's merit-based wage increase of up to 5%. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino, and DeVries. Nays: None.

10. Set Budget Workshop and Budget Public Hearing Dates

Motion by Frantom to set the Budget Workshop for February 18, 2025 at noon and the Budget Public Hearing for March 12, 2025 at 5:30 p.m. during the scheduled board meeting. Supported by Hemmeke and carried.

11. Consider – Kouw Park Gate Repair Estimate (January Vehicular Accident Damage)

The supervisor mentioned that we should receive reimbursement from the insurance carrier of the vehicle that damaged the gate.

Motion by DeVries to approve quote #012025BC-10 from American Fence Erectors and authorize supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, Monhollon and DeVries. Nays: None.

12. Consider- Planning Commission Recommendation Recreation Vehicle Parking.

Motion by Monhollon to accept the Planning Commission's recommendation and adopt Ordinance Z2025-01 Storage of recreational vehicles and equipment ordinance. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

13. Consider- Planning Commission Recommendation Agri-Tourism SLU.

Motion by DeVries to accept the Planning Commission's recommendation and adopt the final draft of Ordinance Z2025-02 Agri-Tourism SLU Ordinance. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

14. Consider-Ottawa County Drain Easement request-Sheldon Dunes.

Motion by Hemmeke to approve the drain easement request and authorize the supervisor to sign the Sheldon Dunes drain easement request from Ottawa County. Supported by Frantom and carried with five yes roll call votes. Ayes: Frantom, DeVries, Sabatino, Monhollon, and Hemmeke. Nays: None.

15. Consider- Ron Wood Easement Request- 70-11-21-193-001.

The representative of the applicant inquired about the possibility of purchasing the parcel in lieu of the easement.

Motion by Frantom to entertain a possible purchase by applicant with justification for the offered price of parcel #70-11-21-193-001 from the township. Supported by DeVries and carried.

16. Discuss- Clerk Early Vote update.

The clerk presented the information on the 2026 Early Vote, due to the county deciding that they would no longer run our townships early vote in the future, stating that she would like the board to consider that the township conduct the nine early days of voting for our residents at our voting site. She discussed the increased cost, benefits for our residents and the constitutional amendment that brought about the early vote requirement.

17. Consider- State Earned Sick Time Act Policy compliance.

The clerk discussed that we as a township must comply with this new law going into effect on February 21, 2025.

Motion by Hemmeke to approve the ESTA draft policy subject to revisions by our attorney per review of and/or subject to revisions per amendments to the laws. Supported by DeVries and carried.

18. Consider-McKenna Addendum

In light of the supervisor's meetings with McKenna, stated in the update, no action taken on this item.

19. Consider-Budget Amendment- Building/Zoning Consultants.

Motion by Monhollon to amend and increase the Building/Zoning Consultant Budget expenditure by 140,000.00. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None

20. Additions to Agenda

None

21. Public Comment.

Public comment was given by two residents, discussing master plan open house, early vote and the cemetery.

22. Adjourn

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

The meeting adjourned at 6:34 pm.

Meredith Hemmeke, Clerk