

**Minutes of a Special Fee Schedule Work Session Meeting of the
Port Sheldon Township Board
June 3, 2024 – 11:30 A.M.**

1. Call to order

2. Roll Call

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

Absent: None

Also present: Ryan Capson, Building Inspector/Zoning Administrator

3. The board discussed and reviewed changes to the Fee Schedule.

4. Short Term Rental Administrative Fee

Motion by Luke DeVries to set the short term rental initial registration fee to be \$350, followed by an annual renewal fee of \$150. Supported by Bill Monhollon and carried.

5. Fee Schedule adjustment

Motion by Rachel Frantom to approve the December 1, 2019 fee schedule with changes noted. Supported by Luke DeVries and carried.

6. Public Comment.

None

7. Adjournment.

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

The meeting adjourned at 12:33 p.m.

Meredith Hemmeke, Clerk