PROPOSED MINUTES
LAKETOWN TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
4338 BEELINE ROAD
HOLLAND, MICHIGAN

SEPTEMBER 9, 2026

1. CALL TO ORDER
   Supervisor Steven Ringelberg called the regular meeting to order at 6 p.m.
   MEMBERS PRESENT: Jim Delaney, Jim Johnson, Mike Koeman, Steven Ringelberg, Mark Timmerman
   MEMBERS ABSENT: None
   STAFF PRESENT: Stephanie Fox – Manager
   Doug DenBleyker – Graafschap Fire Department chief
   Michelle Sall – Community development director
   Zoey Hallam – Deputy clerk
   Jim Hayden – Community information coordinator

2. PLEDGE OF ALLEGIANCE – Graafschap Fire Dept. Chief Doug DenBleyker
   Led by DenBleyker

3. REVIEW & APPROVE MINUTES SEPT. 2, 2026, WORKSHOP

   Motion by Koeman, second by Delaney, to approve the minutes of the Sept. 2, 2026, workshop meeting as presented. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

4. PRESENTATIONS
   a) None

Ringelberg said Fox asked to removed Agenda Item 9b Employee Benefit Review.

Fox said the employee personnel policy – the handbook – needs to be rewritten, corrected and better organized and she would like to hire a company to do that.

DenBleyker said hiring for new full-time firefighter is on hold due to delay on benefits needed to hire the new staffer.

Johnson said he wants to discuss the vacation that has been proposed.

Fox said long-term retirement payout is being phased out.

Motion by Koeman, second by Delaney, to table the Employee Benefit Review until the Jan. 13, 2027, meeting.

The board discussed the motion.

Ringelberg said people looking for a job look at entire package. He said he was comfortable voting on short-term disability, long-term disability, dental, vision, and life insurance.

Koeman said he supports the manager doing this and if more time is needed, that's OK.

Timmerman said he was concerned about short-term and long-term disability and didn't want to rush a decision.

Motion by Ringelberg, second by Johnson, to amend the motion to table the review of the entire package of employee benefits and handbook until January 2027 and instead review the five requested new benefits. Ringelberg called for a vote on the amendment. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Amended motion**: Motion by Koeman, second by Delaney, to table the Employee Benefit Review and employee handbook until January 2027 and instead review the five requested new benefits. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.**

5. REPORTS OF OTHER OFFICES

    a) Allegan County Commissioner – Craig Van Beek
    Report submitted. Not present.

    b) Laketown Parks and Recreation Commission
    No report. No one present.

    c) Others
    None

6. STAFF REPORTS

    a) Manager
    Fox highlighted her report.

    Johnson asked about the status of Cocoa Composting. Sall said Cocoa wanted a zoning board of appeals hearing but the attorney ruled ZBA does not have the authority. Ringelberg said Cocoa should be fined daily if they are in violation. Fox said she is continuing to work with the sheriff's office and attorney.

b) Deputy clerk
Hallam gave an overview of her report.

Ringelberg said the single-hauler contract is up in 2027. He said he will have a request for proposals for discussion in October.

c) Graafschap Fire Department Chief
DenBleyker shared the run numbers for August.

7. APPROVE AUGUST REVENUE/EXPENDITURE REPORTS
Ringelberg said line 101-000-010-00 should not be listed. He said the credit and debit columns are reversed in the tax collection account. Fox will fix.

Johnson asked about MERS transition. Fox explained.

Motion by Johnson, second by Delaney, to approve the revenue/expenditures report for August with additional information requested by Ringelberg and Fox to provide the clarifications requested. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

8. PUBLIC COMMENT ON NEW AND OLD BUSINESS
Start: 6:56 p.m.
1 speaker.
Topics: Judge candidate.
End: 7:02 p.m.

7:05 p.m. Break called by Ringelberg
7:08 p.m. Back in session.

9. OLD BUSINESS
a) Recycle grant
Ringelberg gave an overview of recycling.

Hallam explained the Department of Environment, Great Lakes, and Energy grant for a total of $117,414 for 2,200 recycle carts. EGLE pays $93,931, township pays $23,483. Sept. 14, 2026, is deadline. Hallam noted the township has received a $7,500 Michigan Recycling Coalition Community Education Subaward to support resident education and outreach associated with recycling.

Ringelberg said the issue could be complicated if the township decides not to use a single hauler, but EGLE would frown on future requests if the township did not accept the grant.

Motion by Ringelberg, second by Johnson, to authorize the clerk to execute

on behalf of Laketown Township the Recycling Infrastructure Grant between EGLE and Laketown Township. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Ringelberg thanked Hallam for her work on recycling.

b) Employee Benefit Review
Ringelberg said this discussion is only about adding to the employee coverage Dental, Vision, Life Insurance, Accidental Death/Dismemberment and Long-Term Disability.

Ringelberg went over the information.

Fox said the total cost is $14,000 ($1,400 per employee), it will help Graafschap Fire Department with recruitment. The township will eliminate the retirement one-time payment that will save money.

Motion by Ringelberg, second by Koeman, to approve the request for Dental, Vision, Life Insurance, Accidental Death/Dismemberment and Long-Term Disability for fiscal year 2026-2027 as presented by Manager Stephanie Fox. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Motion by Ringelberg, second by Timmerman, that effective with any hire after Jan. 1, 2026, the township will no longer provide longevity benefits with the percentage based on years, that that benefit be terminated. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

c) Resolution for Fees Structure
The board discussed the proposed fee structure.

Motion by Ringelberg, second by Timmerman, to adopt the Fee Schedule as presented with the exceptions that the "Registration/Certificate Fees (2-Year Certificate)" be renamed "Rental Inspection (2-Year Certificate)," that a Single Family Attached or Detached Accessory Dwelling Unit change from $500 to $300, and Multi-Family change from $250 per building plus $25 per unit to $300 per building plus $25 per unit, create a new category called "Registration Fee," and the new fee would be $250 and a renewal fee would be $50, and Complaint Investigation if Violation Found from $100 to $1,000

The board discussed the motion.

Sall explained how much time she spends on the process.

Timmerman said a complaint investigation and violation should be higher than $100 – should be $1,000.

Ringelberg suggested different fees for different types of complaints, though that could be revisited after the initial changes are made.

Koeman said if money is being used for enforcement, it should be labelled. He said increased fees are for short-term rentals, but he didn't want high costs to impact small residences.

Ringelberg said the fee structure does not solve the enforcement issue.

Motion by Timmerman, second by Johnson, to amend the motion to keep rental fees as proposed, reset rental fee at $500 and leave $250 per building plus $25 per unit. Ringelberg called for a vote on the amendment. MOTION FAILED 3-2. YES – JOHNSON, DELANEY. NO – KOEMAN, TIMMERMAN, RINGELBERG.

Motion by Ringelberg, second by Timmerman, to amend the motion to add $2,000 penalty for having a rental without a rental certificate. Ringelberg called for a vote on the amendment. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Amended motion**: Motion by Ringelberg, second by Timmerman, to adopt the Fee Schedule as presented with the exceptions that the "Registration/ Certificate Fees (2-Year Certificate)" be renamed "Rental Inspection (2-Year Certificate)," that a Single Family Attached or Detached Accessory Dwelling Unit change from $500 to $300, and Multi-Family change from $250 per building plus $25 per unit to $300 per building plus $25 per unit, created a new category called "Registration Fee," and the new fee would be $250 and a renewal fee would be $50, and Complaint Investigation if Violation Found from $100 to $1,000, and add $2,000 penalty for having a rental without a rental certificate. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.**

Motion by Ringelberg, second by Timmerman, to adopt Resolution 2026-20 Rental Unit Fee Structure as presented and amended. Ringelberg called for a vote on the motion. ROLL CALL. YES – KOEMAN, JOHNSON, DELANEY, TIMMERMAN, RINGELBERG. NO – NONE. MOTION UNANIMOUSLY APPROVED 5-0.

8:23 p.m. Break called by Ringelberg
8:28 p.m. Back in session.

10. NEW BUSINESS

a) Approval of 2026 L-4029

Ringelberg explained the corrected L-4029 form.

Motion by Ringelberg, second by Koeman, that the township does not hold a public hearing and does not increase property taxes and direct the supervisor and clerk to execute the L-4029 as presented. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

b) Vehicle policy

The board discussed the proposed policy.

Motion by Ringelberg, second by Timmerman, to approve the vehicle policy as presented. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

c) Cell phone policy

Motion by Ringelberg, second by Timmerman, to adopt the cell phone policy as presented with the addition that the manager shall determine which staff member should receive a cell phone based on the following criteria: 1) The employee conducts township business outside of the township office or Graafschap Fire Department, and 2) The employee does not have an assigned phone in the Laketown Township office or Graafschap Fire Department. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

d) Outdoor siren report

DenBleyker explained the report.

Koeman and Timmerman said they would like better cell service to help with emergency notifications.

Motion by Ringelberg, second by Johnson, to table until January 2027 to get feedback from the public. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Ringelberg said the township needs to talk about ordinance enforcement at the October meeting.

Koeman asked that “Reports of Other Offices” and “Board Updates” be moved to the workshop. The board came to a consensus to move those items.

Ringelberg noted the Consumers Lighting document yet to be discussed.

e) Budget amendment

Fox explained the amendments.

Motion by Ringelberg, second by Koeman, to approve the proposed budget amendments as presented with the appropriate number for the parks outlay be added to show the $272,000 for beach stairs and other spending items. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Ringelberg and Johnson discussed the need of the treasurer to be in the office collecting taxes on Sept. 14.

Motion by Ringelberg, second by Timmerman, to note that Treasurer Jim Johnson will not be in the office on Sept. 14, the last day for tax collection, that the board appoint Deputy Clerk Sophia Kunkel to collect taxes that day. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

Ringelberg explained the letter from Consumers Energy for Authorization for Change in Standard Lighting Contract (Company Owned) Form 547.

Motion by Ringelberg, second by Koeman, that the clerk execute the change in contract between Consumers and Laketown Township and Resolution. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.

f) Board Updates

i. Laketown Planning Commission Updates – Mark Timmerman
Update of planning commission from Sept. 2.

ii. Zoning board of appeals – Mike Koeman
No meeting. No update.

11. PUBLIC COMMENT

Start: 9:21 p.m.
1 speaker
Topics: Thanks for new benefits
Correspondence: Ringelberg noted letters received.
End: 9:24 p.m.

12. ADJOURN

Motion by Koeman, second by Timmerman, to adjourn at 9:25 p.m. Ringelberg called for a vote on the motion. MOTION UNANIMOUSLY APPROVED 5-0 VOICE VOTE.