

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
October 8, 2020 – 6:00 P.M.**

1. Call to order
2. Roll Call

Present: Howard Baumann, Teresa De Graaf, Rachel Frantom, Bill Monhollon and Gerald Smith

Absent: None

Also present: Attorney, Ron Bultje, Fire Captain, Shane Cole, Lakeshore Advantage Director, Mandy Cooper, Nederveld and Associates representative, Kelly Kuipers and two township residents.

3. Pledge of allegiance

4. Invocation

Gerald Smith offered the invocation.

5. Additions to Agenda – Consider approval of Ventura Shores Site Condo Phase Two. Cemetery buyback approval. Ottawa County Conservation District support request.

6. Approval of Agenda

**Motion** by Smith to approve the agenda with additions. Supported by Frantom and carried.

7. Consent Agenda Approval

- a. Approve Minutes- September 10, 2020 Regular Meeting and September 21 and September 23, 2020 Special Meetings.
- b. Approve Financial Report – online tax payments being utilized.
- c. Approve Correspondence – None.
- d. Approve Committee Reports
  - Building – September – thirty-one permits issued with four new house starts.
  - Fire Department – September report – twenty calls and two meetings.
- e. Approve payment of Bills.

**Motion** by Monhollon to approve the consent agenda. Supported by Smith and carried.

8. Lakeshore Advantage presentation.

9. Consider Lakeshore Advantage Economic Development Services Agreement.

**Motion** by De Graaf to enter into an Economic Development Services Agreement in the amount of \$1,250.00 with Lakeshore Advantage for the calendar year beginning January 1, 2021 and authorize Clerk to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

10. Consider Designated Assessor Contract.

**Motion** by Monhollon to Approve the Ottawa County Interlocal Designated Assessor Agreement for the period January 1, 2021 through December 31, 2026 and authorize Supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

11. Consider Code Enforcement Officer.

**Motion** by Frantom to adopt a resolution appointing Paul Moerland as Ordinance Enforcement Officer. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

12. Snow removal 2020/2021 season.

**Motion** by Smith to continue the 2020-2021 snow removal services with CLS for the fire station and Diemer Property Services for all other township properties. Supported by Frantom and carried.

13. Consider Cost Recovery Ordinance. Attorney Bultje will tailor sample ordinance for Port Sheldon Township.

14. MERS Agreement Addendum. Tabled until November, 2020 board meeting.

15. Township Hall Rentals discussion.

Attorney Bultje to amend the hall rental agreement to include language pertaining to state regulation requirements.

**Motion** by Smith to approve the revised township hall rental agreement. Supported by Monhollon and carried.

16. Additions to the agenda:

a. Consider Ventura Shores Site Condo Phase II. Kelly Kuipers presented the Preliminary Site Condominium Plan for Phase II. Kelly Kuipers will obtain signatures from property owners for special light district.

**Motion** by Monhollon to approve the Step I Site Condominium Preliminary Plan for Phase II Ventura Shores. Supported by Smith and carried.

b. Cemetery lot buy back approval.

**Motion** by Frantom to approve the buy back of four cemetery lots per the Cemetery Ordinance Fee Schedule. Supported by Monhollon and carried.

c. Consider Ottawa County Conservation District Support.

De Graaf to post the information to the Port Sheldon Township website to solicit interest.

17. Public Comment:

None

18. Adjourn

**Motion** by Smith to adjourn. Supported by Monhollon and carried.

The meeting adjourned at 7:05 p.m.

Teresa De Graaf, Clerk