

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
November 12, 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 Chief, Brad Dirkse, OCWR representative, Chris Machiela and three township residents.

3. Pledge of allegiance

4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda – Add Cost Recovery Fee Schedule to line 8.

6. Approval of Agenda

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

7. Consent Agenda Approval

a. Approve Minutes- October 8, 2020 Regular Meeting

b. Approve Financial Report

c. Approve Correspondence – Lakeshore Advantage thank you.

d. Approve Committee Reports

- Building – October – twenty-eight permits issued with four new house starts.
- Fire Department – October report – twenty-four calls and two meetings.

e. Approve payment of Bills.

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

8. Consider Cost Recovery Ordinance.

**Motion** by Smith to adopt the Cost Recovery Ordinance. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

**Motion** by De Graaf to adopt the Cost Recovery Fee Schedule. Supported by Frantom and carried.

9. MERS Addendum Agreement.

**Motion** by Frantom to approve the MERS Addendum effective January, 2021 and authorize the Supervisor to sign. Supported by Monhollon and carried.

10. Post Drain maintenance and resolution.

**Motion** by Smith to adopt a resolution granting authority for the Ottawa County Water Resources Commissioner to expend money in excess of \$5,000/mile for Post Drain maintenance and repair and agree the township will pay 48.56% of the assessment roll at-large. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

11. Resolution – Changes to Consumers Energy Street Lighting Contract.

**Motion** by Smith to adopt a resolution to amend the Consumers Energy Streetlighting Contract and add five street lights to Ventura Shores Phase 1. Supported by Monhollon and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

12. Street Lighting Assessment Contract.

**Motion** by De Graaf to enter into Ventura Shores Phase 1 Street Lighting Assessment contract in substantially the same format as the November 6, 2020 draft, contingent on all parties signing the document and the document being recorded by the Ottawa County Register of Deeds. Supported by Frantom and carried with five yes roll call votes. Ayes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

13. Request to buy back cemetery lot.  
**Motion** by Monhollon to approve the buy-back of one cemetery lot per the Cemetery Ordinance Fee Schedule. Supported by Smith and carried.
14. Request to clear a path on Van Buren Street Township owned property  
Mark Lind presented a plan for the Van Buren open space property. Further discussion is warranted. Attorney Bultje will provide further legal documentation.
15. Consider compensation for Building/Zoning Official.  
**Motion** by Monhollon to approve a one-time bonus payment in the amount of \$2,500 for the Building/Zoning official for the unprecedented hours worked during the township's recent staff shortage/training period. Supported by Smith and carried.
16. Budget Amendment. Elections.  
COVID-19 and the unprecedented rise in Absent Voter participation contributed to the need for additional equipment, supplies and wages. Grants and state reimbursements offset this spending by \$5,600.  
**Motion** by De Graaf to increase the Elections budget in the amount of \$10,000. Supported by Frantom and carried.
17. School Choice Proclamation.  
**Motion** by Smith to adopt a Proclamation recognizing January 24-January 30, 2021 as School Choice Week. Supported by Monhollon and carried.
18. Additions to the agenda:  
None
19. Public Comment:  
Amended Budget hearing November 19,2020 for fire millage.  
Kouw Park rock revetment update.
20. Adjourn  
**Motion** by Monhollon to adjourn. Supported by Smith and carried.  
The meeting adjourned at 7:14 p.m.

Teresa De Graaf, Clerk