

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
November 10, 2021 – 5:30 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, and two township residents.

3. Pledge of allegiance.

4. Invocation

Gerald Smith offered the invocation.

5. Additions to Agenda: BS&A Building Permit Proposal

6. Approval of Agenda.

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

7. Consent Agenda Approval

- a. Approve Minutes- October 13, 2021 Regular Meeting and October 28, 2021 Special Meeting.

- b. Approve Financial Report

- c. Approve Correspondence: Bart Bale email regarding Pigeon Lake weed control, Howard Baumann retirement letter

- d. Approve Committee Reports

- Building – October report – nineteen permits issued with six new house starts.

- Fire Department – October report – twenty-eight calls and two meetings.

Fire Chief Dirkse shared that Ottawa County Deputy, Cassie Tolman, received a Lifesaving Award for a house fire that occurred in the township in October. The Port Sheldon Fire Department was also recognized during the award ceremony.

- e. Approve payment of Bills

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

8. Consider Special Assessment District for Pigeon Lake weed control.

Discussed October 28 meeting with MTI and the partnership and possible grant study program. Discussed various weed control alternatives including chemical and DASH methods. Estimates for treatment options will be obtained prior to the December board meeting.

9. Discussion – relocation of retaining wall, Lakeshore Drive/Forest Lake Drive Private.

An estimate was received from CLS for relocation of retaining wall. No action taken as work will not be completed until Spring, 2022.

10. Consider National School Choice Week Proclamation.

Motion by Smith to adopt a Proclamation commemorating January 23-January 28, 2022 as Port Sheldon Township School Choice Week. Supported by De Graaf and carried.

11. Discussion – Parks.

A meeting held with Ottawa County Parks personnel and Baumann and Frantom occurred in early November. Ottawa County showed interest in the management of the two township beach parks. Discussions will continue regarding the feasibility of this partnership.

12. Additions to the Agenda – BS&A Building Permit Proposal

Motion by De Graaf to approve the \$2,450 proposal from BS&A Software for the implementation, training and support of a Building Permit module, along with an additional annual maintenance fee, 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.

13. Public Comment.

Pigeon Lake petition and estimates for treatment were further discussed.

14. Adjourn

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

The meeting adjourned at 6:33 p.m.

Teresa De Graaf, Clerk