

**Minutes of a Regular Meeting and Public Hearing of the  
Port Sheldon Township Board  
March 9, 2022 – 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, Lakeshore Advantage representative, Mandy Cooper, Ottawa County Water Resources Commissioner, Joe Bush, Fire Chief, Brad Dirkse, and six township residents.

3. Pledge of allegiance.

4. Invocation

Gerald Smith offered the invocation.

5. Additions to Agenda: Siegfried Crandall contract, CLS property services contract, resolution - board meeting dates for fiscal year 2022-2023.

6. Approval of Agenda.

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

7. Budget Public Hearing

Supervisor Baumann opened the Budget Public Hearing at 5:32 p.m.

Changes made to the budget following the February 23, 2022 Budget workshop were explained. The millage rates are as follows: 1.00 mills for the General Fund, .0997 mills for the Library Fund, .45 mills for the Fire Department Operating Fund and .65 mills for the Fire Department Equipment/Apparatus Fund.

Public Comment:

None

**Motion** by Smith to close the Budget Public Hearing. Supported by Frantom and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None  
Budget Public Hearing closed at 5:37 p.m.

8. General Appropriations Act Resolution for fiscal year 2022-2023.

**Motion** by Frantom to adopt the General Appropriations Act Resolution for the 2022-2023 fiscal year. Supported by Smith and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None

9. Consent Agenda Approval

a. Approve Minutes- February 9, 2022 Regular Meeting and February 23, 2022 Special Meeting.

b. Approve Financial Report

c. Approve Correspondence: Thank you email from School Choice, Colin Brooks email.

d. Approve Committee Reports

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

e. Approve payment of Bills

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

10. Presentation – Lakeshore Advantage

Mandy Cooper discussed the area business climate over the last few years and shared statistics and updates on supply chain shortages and recruitment challenges.

11. Pigeon Lake weed control contracts.

Supervisor Baumann gave an update on the estimates, services and referrals of various professional service companies.

**Motion** by Frantom to approve a one-year contract with PLM Lake and Land Management Corporation for 2022 Pigeon Lake weed treatment limiting the expenditure to \$29,000. Supported by Smith and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

**Motion** by De Graaf to approve a contract with MTT Dash Divers, LLC for 2022 Pigeon Lake weed treatment, conditioned upon the receipt of liability insurance listing the township as an insured party and limiting the expenditure to \$29,000. Supported by Frantom and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

**Motion** by De Graaf to approve a permit fee in the amount of \$1,000 for the 2022 diver-assisted harvesting treatment of Pigeon Lake. Supported by Monhollon and carried.
12. Budget amendments.

**Motion** by Frantom to amend the Zoning/Legal and General budgets by \$12,500. Supported by Smith and carried.
13. Windsnest Park custodian position  
**Motion** by Smith to hire Bobby Forrest as Windsnest Park custodian as well as hiring him to provide trash removal services at Sheldon Landing, at road ends and at the town hall park. Supported by Frantom and carried.
14. Township Office/Hall custodian.

One party has shown interest in the position. No further discussion.
15. Resolution – Rey Mascorro  
**Motion** by Frantom to adopt a resolution recognizing Rey Mascorro’s service on the Zoning Board of Appeals. Supported by Smith and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.
16. Resolution – Rick Schamper  
**Motion** by Smith to adopt a resolution recognizing Rick Schamper’s years of service as the Windsnest Park Custodian. Supported by Monhollon and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.
17. Set dates for Supervisor position interviews and appointment.

March 23, 2022 at 10:00 a.m. selected as the date for Supervisor interviews.  
April 1, 2022 at 10:00 a.m. selected as the date for Supervisor appointment.
18. Planning Commission Annual Report.
19. Additions to the Agenda:
  - a. Siegfried Crandall contract.  
**Motion** by Frantom to approve the services of Siegfried Crandall for the 2021-2022 Annual Audit. Supported by De Graaf and carried.
  - b. CLS property services contract  
**Motion** by Monhollon to approve the CLS Complete Lawn and Landscaping Services, LLC property services contract for 2022-2023. Supported by Smith and carried.
  - c. 2022-2023 Regular Board of Trustees meeting dates.  
**Motion** by De Graaf to adopt a resolution setting forth regular township board meetings the second Wednesday evening of each month at 5:30 p.m. Supported by Frantom and carried with five yes roll call votes. Yes: Baumann, De Graaf, Frantom, Monhollon and Smith. Nays: None.

20. Public Comment.

Joe Bush, Ottawa County Water Resources Commissioner explained the area surrounding the orphan, Sheldon Dunes #2 drain and the opportunity to adopt a resolution in the near future to begin the process for the county to hold a board of determination.

Supervisor position discussed briefly.

Fire Chief, Brad Dirkse, gave an update on the new fire truck. Delivery is possible in a few weeks after inspection by fire department staff.

21. Adjourn

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

The meeting adjourned at 6:35 p.m.

Teresa De Graaf, Clerk