

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
September 14, 2022 – 5:30 P.M.**

1. Call to order
2. Roll Call

Present: Teresa De Graaf, Rachel Frantom, Bill Monhollon, Michael Sabatino and Gerald Smith.  
Absent: None

Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Assistant Chief, Tom Prince, Building/Zoning Administrator, Ryan Capson, Lakeshore Advantage representative, Amanda Cooper, and four township residents and guests.

3. Pledge of allegiance.
4. Invocation
5. Additions to Agenda: Butternut Drive Bike Path Repair.

6. Approval of Agenda.

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

7. Consent Agenda Approval

- a. Approve Minutes

- August 10, 2022 Committee of the Whole Meeting
- August 10, 2022 Regular Board Meeting
- August 25, 2022 Special Board Meeting

- b. Approve Financial Report

- c. Approve Correspondence: Irv Boersen resignation, Planning Commission.

- d. Approve Committee Reports

- Building – August – sixteen permits issued with two new house starts.
- Fire Department – August report – thirty calls and two meetings.
- Enforcement Report

- e. Approve payment of Bills

**Motion** by De Graaf to approve the consent agenda and accept Irv Boersen resignation, with regrets. Supported by Smith and carried.

8. Lakeshore Advantage presentation.

Amanda Cooper from Lakeshore Advantage gave an overview of the organization's mission and accomplishments.

**Motion** by De Graaf to enter into an agreement with Lakeshore Advantage effective January 1, 2023 in the amount of \$1,250.00 for Economic Development Services and authorize Clerk to sign. Supported by Smith and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.

9. Building Permit Fee Schedule Adjustment

Permit fees have not been raised in several years and an increase is necessary to align more accurately with area municipalities and cover rising building costs.

**Motion** by Monhollon to adjust the building permit fees effective October 1, 2022. Supported by Frantom and carried.

10. Planning Commission Zoning Ordinance Amendment.  
**Motion** by Smith to accept the Planning Commission's recommendation and adopt Ordinance Amendment Z2022-01. Supported by Monhollon and carried with five yes roll call votes.  
Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.
11. ARPA Funds Utilization Discussion  
Discussion centered around the necessary steps and procedures for spending.
12. Centennial Committee Formation Discussion.  
Port Sheldon Township's centennial will occur in 2024. Formation of a new committee of interested individuals would be beneficial to promote and celebrate this event.  
**Motion** by Frantom to form a Centennial committee and seek interested residents to serve. Supported by De Graaf and carried.
13. Ottawa County Parks Management Discussion.  
No new information available.
14. Township Parcel 70-11-21-193-001 Request.  
No information was received regarding this request.
15. Public Comment:
  - A resident voiced concern regarding short-term rentals in the Sheldon Dunes Association neighborhood and the possible negative effects short-term rentals may raise. Attorney Bultje responded with area ordinances that are under scrutiny by the courts and the state legislature. No action by the board at this time.
  - Danielle Smith, candidate for Ottawa County Commission, District #1, introduced herself and gave a brief description of her campaign.
16. Addition to the Agenda: Butternut Drive Bike Path Repair.  
A section of bike path damaged by a new home build suffered substantial damage and needs replacement. The homeowner's bond will be retained and the homeowner will carry the majority of the cost of the replacement. Since the township required the replacement, not the repair, of the bike path, the township will share in a portion of the cost.  
**Motion** by Monhollon to approve \$1,375.00 toward the repair of the bike path per Estimate #6845. Supported by Smith and carried with five yes roll call votes. Ayes: De Graaf, Frantom, Monhollon, Sabatino and Smith. Nays: None.
17. Adjourn  
**Motion** by Monhollon to adjourn. Supported by Smith and carried.  
The meeting adjourned at 6:31 p.m.

Teresa De Graaf, Clerk