

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

1. Call to order
2. Appointment of a moderator in the Supervisor's absence.  
**Motion** by De Graaf to appoint Rachel Frantom as moderator for the meeting. Supported by Smith and carried.
3. Roll Call  
Present: Teresa De Graaf, Rachel Frantom, Bill Monhollon, and Gerald Smith.  
Absent: Michael Sabatino  
Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Ottawa County Parks representatives, Jason Shamblin and Jason Boerger, and six township residents and guests.
4. Pledge of allegiance.
5. Invocation  
Teresa De Graaf offered the invocation.
6. Additions to Agenda: October 12, 2022 Motion Amendment and Phone System Upgrade discussion.
7. Approval of Agenda.  
**Motion** by De Graaf to approve the agenda with additions. Supported by Smith and carried.
8. Consent Agenda Approval
  - a. Approve Minutes
    - November 9, 2022 Regular Board Meeting
    - December 2, 2022 Special Board Meeting
  - b. Approve Financial Report
  - c. Approve Correspondence: Tia and Scott Carmichael letter to the board.
  - d. Approve Committee Reports
    - Building & Zoning – November – ten permits issued with no new house starts.
    - Fire Department – November report – twenty-five calls and two meetings.
  - e. Approve payment of Bills  
**Motion** by Monhollon to approve the consent agenda. Supported by Smith and carried.
9. Public Comment - none.
10. Additions to the Agenda:
  - a. Amend October 12, 2022 Motion.  
Clerk De Graaf explained the prior motion needed to be amended for clarification to meet audit rules.  
**Motion** by De Graaf to amend the October 12, 2022 previously approved motion to now state, “to use ARPA funds to cover General Fund budgeted wages and compensation.” Supported by Smith and carried with four yes roll call votes. Ayes: De Graaf, Frantom, Monhollon and Smith. Nays: none. Absent: Sabatino.
  - b. Phone System Upgrade Discussion.  
Our current phone system has three lines and with the increase in township staff, the need exists for additional lines and services. One quote was reviewed and an additional quote was not received in time for review at the meeting.

**Motion** by Smith to table this agenda item until the January board meeting. Supported by Monhollon and carried.

11. Fire Department COVID Bonus.

Supervisor Sabatino called into the meeting to explain the 2020 state grant that was available for our firefighters which was awarded to all neighboring township firefighters for COVID hazard pay. Due to an oversight, the township did not apply for this grant. To show appreciation to our firefighters and bring equity to our department, the board discussed paying a COVID bonus to each firefighter who was eligible during the grant period.

**Motion** by Smith to pay a \$1,000 bonus to each firefighter employed during the period March 1, 2020 through September 30, 2020. Supported by De Graaf and carried with four yes roll call votes. Ayes: De Graaf, Frantom, Monhollon and Smith. Nays: None. Absent: Sabatino.

12. Ottawa County Parks Management proposal discussion.

Ottawa County Parks and Recreation representatives, Jason Shamblin and Jason Boerger, answered questions from residents and board members and further explained the Parks Services Agreement.

**Motion** by De Graaf to approve the Ottawa County Park Services Agreement and authorize Supervisor to sign. Supported by Monhollon and carried with four yes roll call votes.

Ayes: De Graaf, Frantom, Monhollon and Smith. Nays: None. Absent: Sabatino.

13. Planning Commission Recommendation.

Tabled, action tabled by Planning Commission.

14. Planning Commission Report – Short-term rentals.

No report received. Discussion tabled.

15. Planning Commission Re-appointments.

**Motion** by De Graaf to accept the Supervisor's re-appointment of Steve Grilley and Lori Stump to the Planning Commission with three-year terms expiring January 1, 2026. Supported by Monhollon and carried.

16. Board of Review Re-appointments.

**Motion** by Smith to accept the Supervisor's re-appointment of Bob Carini and Laurie Buursma to the Board of Review for two-year terms expiring January 1, 2025. Supported by Monhollon and carried.

17. Zoning Board Re-appointments.

**Motion** by Monhollon to accept the Supervisor's recommendation and re-appoint Steve Grilley to the Zoning Board of Appeals for a three-year term expiring January 1, 2026. Supported by Smith and carried.

18. Public Comment: Happy Holidays to all in attendance.

19. Adjourn

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

The meeting adjourned at 6:17 p.m.

Teresa De Graaf, Clerk