

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
April 12, 2023 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Teresa De Graaf, Lucas DeVries, Rachel Frantom, Bill Monhollon and Michael Sabatino.

Absent: None

Also present: Attorney, Ron Bultje, Fire Chief, Brad Dirkse, Fire Captain, Tom Prince, Ottawa County Clerk, Justin Roebuck and eight township residents and guests.

3. Pledge of allegiance.

4. Invocation

Teresa De Graaf offered the invocation.

5. Additions to Agenda:

- a. Proposal for Technology Purchase – Ryan Capson

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

- March 8, 2023 Regular Board Meeting
- March 15, 2023 Special Board

b. Approve Financial Report

c. Approve Correspondence:

- Kathy Scholten letter regarding dogs without leashes at parks.
- Teresa De Graaf resignation/retirement letter.

d. Approve Committee Reports

- Building & Zoning – March – twenty-one permits issued with two new house starts.
- Fire Department – March – eighteen calls and two meetings. Six firefighters attended two nights of active shooter training at Grand Haven High School with Grand Haven Township Fire Department.

e. Approve payment of Bills

Motion by DeVries to accept Teresa De Graaf's resignation/retirement with regrets. Supported by Monhollon and carried.

Motion by Frantom to accept the Fire Chief's recommendation and promote Darien Black to Lieutenant. Supported by Monhollon and carried.

Motion by De Graaf to approve the consent agenda. Supported by Frantom and carried.

8. Resolution – Gerald Smith.

Motion by Frantom to adopt Resolution 2023-10 recognizing Gerald's Smith years of service to the township. Supported by De Graaf and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

9. Assessor Contract Renewal/Approval.

Motion by De Graaf to approve the Property Assessment Solutions contract agreement effective April 1, 2023 and authorize Supervisor and Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Ayes: De Graaf, De Vries, Frantom, Monhollon and Sabatino. Nays: None.

10. Township Hall/Office ADA Door compliance upgrade discussion.
Motion by DeVries to accept the estimates from Automatic Door Service and Wolters Electric for the installation of ADA compliant door upgrades. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.
11. CLS Landscaping Contract Approval.
This item tabled for clarification on Bike Path line items.
12. Christy Lane Easement Resolution.
Motion by De Graaf to adopt Resolution 2023-11 Christy Lane Revised Legal Description. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, De Vries, Frantom, Monhollon and Sabatino. Nays: None.
13. Appoint Alternates – Zoning Board of Appeals.
Motion by Frantom to appoint Luke LaLone and Donald Curry as alternates to the Zoning Board of Appeals effective January 1, 2023 with three-year terms expiring December 31, 2025. Supported by DeVries and carried.
14. Appoint Alternate – Macatawa Area Coordinating Council.
Motion by Sabatino to appoint Lucas DeVries as alternate to the Macatawa Area Coordinating Council. Supported by De Graaf and carried.
15. Herrick District Library Levy Discussion.
Treasurer Frantom explained the current library levy for Herrick District Library and how it differs from the Loutit Library levy. In preparing for the 2024 millage proposal, Frantom explained how Herrick District Library calculates the charges billed to Port Sheldon Township. Going forward, a millage rate for only those residents in the West Ottawa School District would ultimately be fair and equitable for those residents living in the Grand Haven School district who are already levied for the Loutit Library.
16. No Parking – Polk Avenue/Windsnest Park Discussion
No new information available. Attorney to work on a draft ordinance.
17. Additions to the Agenda – Technology Purchase – Ryan Capson
The need for a Building Department scanner/printer for blueprints and additional laptop and large format display screen for township office use was proposed to alleviate document storage capacity concerns, as well as better assist residents.
Motion by Frantom to approve Ryan Capson’s technology purchase proposal Option A, dated April 5, 2023. Supported by Monhollon and carried with five yes roll call votes. Ayes: De Graaf, De Vries, Frantom, Monhollon and Sabatino. Nays: None.
18. Public Comment:
Ottawa County Clerk, Justin Roebuck, gave a 2022 summary of the Clerk’s office activities.
19. Adjourn
Motion by Monhollon to adjourn. Supported by DeVries and carried.
The meeting adjourned at 6:26 p.m.

Teresa De Graaf, Clerk