

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
August 9, 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, Michigan State Representative Greg Van Woerkom, Fire Chief Brad Dirkse and fifteen township residents and guests.
3. Pledge of allegiance.
4. Invocation  
Lucas DeVries offered the invocation.
5. Additions to Agenda:  
Michigan Gas Utilities Franchise Ordinance.  
Verizon Cell Tower Contract Extension Pricing Offer.  
Consider Township-hosted blood drives as an approved township hall use.  
Tyler Street No-Parking Discussion.
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
    - July 12, 2023 Regular Board Meeting.
    - July 27, 2023 Special Board Meeting.
  - b. Approve Financial Report
  - c. Approve Correspondence: Varnum attorney letter.
  - d. Approve Committee Reports
    - Building & Zoning –July – twenty permits issued with three new house starts.
    - Fire Department – July – twenty-eight calls and two meetings.
  - e. Approve payment of Bills  
**Motion** by DeVries to approve the consent agenda. Supported by Frantom and carried.
8. Matt Carini Resolution  
**Motion** by Frantom to adopt Resolution 2023-15 recognizing Firefighter Matt Carini’s years of service. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.
9. Hazard Mitigation Plan Resolution.  
**Motion** by De Graaf to adopt Resolution 2023-14 Hazard Mitigation Plan. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.
10. Ottawa County Early Voting Services Agreement.  
**Motion** by De Graaf to approve the Ottawa County Early Voting Administrative Services Agreement effective October 1, 2023 and authorize the Supervisor and Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

11. OCRC Petition to Abandonment – Opinion Request

Ottawa County received a petition for the public right-of-way walkway between parcels 70-11-04-185-008 and 70-11-04-176-008 with the property owners seeking abandonment of the fifteen-foot walkway. Ottawa County Road Commission is seeking the township’s opinion prior to action. The board discussed the issue and heard from several affected property owners who voiced concerns both for and against the abandonment. A letter from Varnum attorney, Jon Bylsma was read.

**Motion** by De Graaf stating the board is not in favor of abandonment of the walkway between parcels 70-11-04-185-008 and 70-11-04-176-008. Supported by DeVries and carried.

12. Additions to the Agenda.

a. Michigan Gas Utilities Franchise Ordinance.

**Motion** by Monhollon to adopt Ordinance 2023-02 Michigan Gas Utilities Franchise. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

b. Verizon Cell Tower Contract Extension Pricing Offer.

The Verizon Cell Tower contract agreement expires December 31, 2025 and the agreement calls for a 10% increase upon renewal. Verizon has offered a monthly payment of \$1,800.00 to replace the existing \$2,200.00 monthly payment.

**Motion** by Frantom to adhere to the current term dollar amount and not accept a reduced monthly payment. Supported DeVries and carried.

c. Consider Township-hosted Blood Drives as an approved use of the township hall.

**Motion** by DeVries to add blood drives as an approved use of the township hall at no cost provided the drive is hosted by Port Sheldon Township. Supported by Frantom and carried.

d. Tyler Street No-Parking Request Discussion.

This item was tabled at the July board meeting.

The board further discussed the request and north-side street parking does not seem routine or a safety concern.

**Motion** by Sabatino to take no action on Tyler Street No-Parking request. Supported by De Graaf and carried.

Public Comment:

- Two adjoining property owners commented on safety concerns and offered their further objection to the walkway discussed in item 11.
- One neighborhood property owner stated his empathy for the adjoining property owners.
- A resident introduced himself and explained the formation of the group “Ottawa Objects” and stated the group’s goals.
- Michigan State Representative Greg Van Woerkom gave a brief update on the state legislature.
- A resident asked about the township water aquifers and asked about water shortage concerns.
- Supervisor Sabatino gave an update on Windsnest Park beach stairs/deck progress. The appropriate permits have been received and work will commence soon.

13. Adjourn

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

The meeting adjourned at 6:36 p.m.

Teresa De Graaf, Clerk