

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
September 13, 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, Mandy Cooper of Lakeshore Advantage, Deputy Clerk Meredith Hemmeke and two township residents and guests.

3. Pledge of allegiance.

4. Invocation

Lucas DeVries offered the invocation.

5. Additions to Agenda:

Advanced Sealing and Paving Estimate – Cemetery Crack fill/Sealcoat.
Possible Budget Amendment.

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

- August 9, 2023 Regular Board Meeting.
- August 30, 2023 Special Board Meeting.

b. Approve Financial Report

c. Approve Correspondence: None

d. Approve Committee Reports

- Building & Zoning –August – eighteen permits issued with three new house starts.
- Fire Department – August – twenty-five calls and two meetings.
Fire Department applied for and received a \$10,000 grant award from the State of Michigan for fire equipment.
- Enforcement - YTD – twenty-one visits with all but one resolved

e. Approve payment of Bills

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

8. Supervisor's Report

Supervisor Sabatino gave a township update.

The EDA Grant for the Port Sheldon Resiliency Plan & Report was submitted with assistance from Lakeshore Advantage.

The State of Michigan High Water Mitigation Grant was awarded in the amount of \$21,822. This will be used to plant dune grass to stabilize the critical dune face, and install fencing to protect the dune crest at Kouw Park.

The Windsnest Park Deck permitting process is complete and construction will begin this fall.

The Surplus sale that was held September 9, 2023 resulted in zero bids.

9. Lakeshore Advantage Community Update and Agreement.

Lakeshore Advantage Vice-President of Strategic Initiatives Mandy Cooper gave an update on recent activity in our area and presented the Agreement for Economic Development Services.

Motion by De Graaf to enter into the Economic Development Services agreement with Lakeshore Advantage for the period January 1 – December 31, 2024 and authorize Supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

10. Consider Port Sheldon Township Hall as host location for early voting

Clerk De Graaf explained the new early voting legislation, the challenges associated with the plan and the possibility that the township hall may be needed as an Early Voting Center. 2024 election planning is dependent on the Ottawa County Board of Commissioners approving the Early Voting agreement. Summit Church is also being considered as an Early Voting Center.

11. Consider Planning Commission Solar Ordinance Recommendation.

Motion by DeVries to accept the Planning Commission recommendation and adopt Ordinance Z2023-01 Solar Ordinance. Supported by De Graaf and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

12. Township Hall Playground Replacement Proposal Discussion.

Proposals were received from two vendors. Both submitted multiple configuration plans.

Motion by De Graaf to accept Sinclair Recreation LLC's Quote #104899-01-01 for new playground equipment at the township hall playground site. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

13. Additions to the Agenda.

a. Advanced Sealing and Paving Estimate for Cemetery Crack Fill/Sealcoat.

Motion by Monhollon to accept the Advanced Sealing and Paving Estimate 7145 for Cemetery Crack Fill/Sealcoat. Supported by DeVries and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

b. Budget Amendment.

Motion by De Graaf to amend the Cemetery Budget expenditures by \$5,500.00. Supported by Monhollon and carried with five yes roll call votes. Ayes: De Graaf, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

14. Public Comment.

Fire Department staffing was discussed.

15. Adjourn

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

The meeting adjourned at 6:31 p.m.

Teresa De Graaf, Clerk