

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
June 11, 2025 – 5:30 P.M.**

1. Call to order
2. Roll Call  
Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Luke DeVries and Bill Monhollon.  
Absent: None  
Also present: Attorney Ron Bultje, Assistant Fire Chief Tom Prince, and 11 residents/guests
3. Pledge of allegiance.
4. Invocation  
Luke DeVries offered the invocation.
5. Additions to Agenda:
  - a. Consider- Ottawa County Election Contract Amendment
  - b. Consider- Update to the website
  - c. Consider- Windsnest Park deck addition invoice.
  - d. Consider- Playground equipment prep and painting estimate.
6. Approval of Agenda with additions.  
**Motion** by DeVries to approve the agenda with additions to agenda. Supported by Monhollon and carried.
7. Public Comment:  
Public Comment was received from resident.
  - Mark DeYoung, Resident
8. Consent Agenda Approval
  - a. Approve Minutes- May 14, 2025 Regular Meeting.
  - b. Approve Financial Report
  - c. Approve Correspondence:
    - A request from Kathleen Ponitz
    - 2 letters from a Georgetown resident about the JH Campbell Plant
  - d. Approve Committee Reports
    - i. Building – Thirty-four permits issued with four new house starts.
    - ii. Fire Department – Forty-One calls, plus two meetings.
    - iii. Supervisor Report- Supervisor gave an update on Consumer's Retirement postponed 90 days, Community Impact Day, Kouw Park vandalism and storm repairs, and Bike Path clearing.
  - e. Approve payment of Bills**Motion** by DeVries to approve the consent agenda. Supported by Frantom and carried.
9. Fire Fighter Resolution -Olivia Ohlman  
**Motion** by DeVries to adopt Resolution 2025-13 recognizing Firefighter Olivia Ohlman's years of service. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.
10. Assumption and Assignment of Contract for Pierce Pumper/Tanker  
**Motion** by Monhollon to approve assumption and assignment of the purchase agreement contract from Reliant Fire Apparatus dated May 22, 2025 and authorize supervisor and clerk to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and

Sabatino. Nays: None.

11. Set Special Board Meeting/Workshop- Engineer Report.

**Motion** by Frantom to set the Special Board Meeting/Workshop-Engineer Report June 25<sup>th</sup> at 1 pm. Supported by Hemmeke and carried.

12. Consider- Approve Funding of MERS Surplus Division.

**Motion** by DeVries to approve funding of \$50,000, which was budgeted for the retirement plan, of the surplus division account. Supported by Hemmeke and carried with five yes roll call votes. Yes: Sabatino, Hemmeke, Frantom, DeVries and Monhollon. Nays: None

13. Consider -Extra Storm Cleanup Compensation.

Received a letter from the supervisor stating that tree clean-up was needed after the storm and that he is requesting extra compensation, after contractors could not be secured in a timely manner.

**Motion** by DeVries to approve the one time additional compensation for emergency storm damage clean-up in the amount of \$600. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, DeVries, Sabatino, Monhollon, and Hemmeke. Nays: None.

**Motion** by DeVries to direct the supervisor to create an emergency action policy. Supported by Frantom and carried.

14. Additions to Agenda:

- Consider- Ottawa County Election Contract Amendment

**Motion** by Sabatino to approve Ottawa County Election Contract Agreement Amendment, contingent upon review from township attorney and authorize clerk to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

- Consider-Update to Website

**Motion** by Frantom to postpone discussion on an update to the website until next month. Supported by Hemmeke and carried.

- Consider- Playground Equipment prep and painting

**Motion** by Frantom to approve Quote #297 Port Sheldon Rounded Monkey Bar Set. Supported by DeVries and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

- Consider- Windsnest Park Deck addition.

**Motion** by Monhollon to approve Invoice #1527 for the Windsnest Park deck. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon.

15. Public Comment:

Public Comment was received from residents.

- Diane Langejans, resident
- Bruce Bronkema, resident
- Mark DeYoung, resident
- Andy Stewart, resident

16. Adjourn

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

The meeting adjourned at 6:25 pm.

Meredith Hemmeke, Clerk