

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
July 9, 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, Becky Huttenga, Economic Development Coordinator for Ottawa County, John Gutierrez, Ottawa County Road Commission, and twenty-three residents and/or guests.

3. Pledge of allegiance.

4. Invocation

Luke DeVries offered the invocation.

5. Additions to Agenda: None

6. Approval of Agenda.

**Motion** by Monhollon to approve the agenda. Supported by DeVries and carried.

7. Public Comment:

Public Comment was received from one resident.

8. Consent Agenda Approval

a. Approve Minutes- June 11, 2025 Regular Meeting.

June 25, 2025 Special/Workshop Meeting

b. Approve Financial Report

c. Approve Correspondence:

1. Received Correspondence from Broom Tree Inspections.

d. Approve Committee Reports

i. Building – Twenty-nine permits issued with one new home start.

ii. Fire Department – Thirty-three calls, plus two meetings. 110 calls for the first 6 months of 2024, 167 calls for the first 6 months of this year, an increase of 57 calls from this time last year a 52% increase.

Probationary firefighter, Adam Daniels has completed Medical First Responder training and Firefighter I & II and has completed all his required training. Chief Dirkse recommends promoting him to full firefighter status.

e. Approve payment of Bills

**Motion** by Frantom to approve the consent agenda. Supported by Hemmeke and carried.

9. Thank Volunteers & Sponsors-Summerfest

The township board thanks volunteers and donors for helping to make Port Sheldon Township's Summerfest a success.

10. Consider- Fire Chief Recommendation moving Adam Daniels to full firefighter status.

**Motion** by Hemmeke to accept Chief Dirkse's recommendation and promote Adam Daniels to full firefighter status. Supported by DeVries and carried.

11. Presentation- Ottawa County Farmland Preservation Program.

Becky Huttenga, the Economic Development Coordinator for Ottawa County, gave a presentation about the Ottawa County Farmland Preservation Program.

12. Consider- Resolution to support Ottawa County Farmland Preservation Program.

**Motion** by Monhollon to adopt resolution 2025-14 supporting the Ottawa County Farmland Preservation Program, creating a voluntary option for owners of farmland to protect their farmland by participating in the purchase of a development rights program. Supported by DeVries and carried with five yes roll call votes. Ayes; Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

13. Consider-Resolution to assert right for Township Board to Approve the Master Plan after Planning Commission Approval.

**Motion** by Hemmeke to adopt resolution 2025-15 asserting the township Board's right to adopt the proposed Master Plan after the Planning Commission's approval. Supported by DeVries and carried with five yes roll call votes. Ayes; Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

14. Presentation -Rosabelle Beach Avenue Representative

Jeffrey Weenink, a resident of Rosabelle Beach presented on the history of Rosabelle Beach Avenue and the reasons why they are requesting for repaving of the road. The supervisor mentioned that Port Sheldon that the township, has a road improvement policy, by which the road can be paved.

15. Discussion- Additional signage request Rosabelle Beach Avenue.

The fire chief has requested for additional parking regulation on Rosabelle Beach Avenue, prohibiting parking from the entrance of Rosabelle Beach Avenue on the west side of Rosabelle Beach Avenue 150 feet to the north, to accommodate the turning radius of fire/rescue vehicles.

**Motion** by Hemmeke to adopt resolution 2025-16 to prohibit parking from the entrance to Rosabelle Beach Avenue, parking is prohibited 150 feet north, on the west side of Rosabelle Beach Avenue. Supported by DeVries and carried with five yes roll call votes. Ayes; Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

16. Review- Parks & Recreation Committee Draft Survey

Revisions for the survey from the township board are requested to be submitted no later than July 17<sup>th</sup>.

17. Additions to Agenda: None

18. Public Comment:

Public Comment was received from 10 residents.

19. Adjourn

**Motion** by Monhollon to adjourn. Supported by DeVries and carried.  
The meeting adjourned at 6:59 pm.

Meredith Hemmeke, Clerk