Minutes of a Regular Meeting of the
Port Sheldon Township Board
September 10, 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, Fire Chief Brad Dirkse, Sheriff Eric DeBoer and 3 residents/guests.
3. Pledge of allegiance.
4. Invocation
   Luke DeVries offered the invocation.
5. Additions to Agenda:
   a. Discuss Fire Chief Dirkse's recommendation to sponsor 3 cadets for the Fire Cadet Program at Port Sheldon Fire Department.
   b. Discuss Mutual Aid Agreement for building department/inspection coverage.
   c. Discuss Township Hall Ceiling Painting Quote.
6. Approval of Agenda with additions.
   Motion by DeVries to approve the agenda with additions. Supported by Monhollon and carried.
7. Public Comment: None
8. Consent Agenda Approval
   a. Approve Minutes with correction.
      1. August 13, 2025, Regular Meeting with a corrected spelling from Chris Korey to Chris Khorey.
      2. August 18, 2025, Special Meeting/Workshop
   b. Approve Financial Report
   c. Approve Correspondence:
      - Correspondence received about JH Campbell.
      - Correspondence sharing a brief update on the state of farmland preservation in Ottawa County.
   d. Approve Committee Reports
      i. Building – Fourteen permits issued with one new home start.
      ii. Fire Department – Twenty-six calls, plus two meetings.
      iii. Clerk Update
         1. Discussion -Early Voting Plan Agreement as a single jurisdiction was presented.
      iv. Supervisor Update
         1. The Supervisor updated the board regarding the progress of the Wyoming Third Transmission main project being installed along VanBuren St and 164th Ave. He also highlighted the online information portal set up for residents to track ongoing progress.
   e. Approve payment of Bills
   Motion by Hemmeke to approve the consent agenda. Supported by Frantom and carried.
9. Presentation- Sheriff's Department Annual Enforcement Report

Sheriff DeBoer presented his annual report.

10. Consider- Clerk Purchase Request- Fireproof File Cabinet.
    Motion by Frantom to approve the clerk's purchase of a Fireproof File Cabinet from FireKing2go.com for a 4-drawer fireproof lateral. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.
11. Consider- Building Department Request- Fee Schedule Amendment/Demolition Permits.
    Motion by Sabatino to approve the Building Department Demolition Fee Schedule with edits and explanations Effective September 10, 2025. Supported by Monhollon and carried with five yes roll call votes. Ayes; Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
12. Consider- Budget Amendment
    Clerk included a letter for consideration of the budget amendment.
    Motion by Frantom to amend the Library budget transferring $8400 from General to the Library Fund. Supported by Hemmeke and carried with five yes roll call votes. Ayes; Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
13. Consider- Township Hall Existing Tile Abatement contractor.
    Reviewed and discussed bids that were received.
    Motion by Frantom to accept the low bid dated September 2, 2025 for the abatement of the township hall flooring. Supported by Hemmeke and carried with five yes roll call votes. Ayes; Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.
14. Discussion- Windsnest Parking/Speed Limit discussion.
    Discussed Windsnest parking options at length. The board discussed the challenges with parking and reviewed several potential solutions. The Supervisor is scheduling meetings with Consumers Energy, and key stakeholders later this month. The board believes that parking should be a priority in discussions with Consumers Energy.
15. Discussion- Posting for replacing electrical inspector.
    Motion by Frantom to post for the contracted electrical inspector position. Supported by DeVries and carried.
16. Discussion- Updating Trash and Bike Path Ordinances.
    Both regulatory ordinances were discussed. The Board requested that the attorney provide sample ordinances for further review and consideration.
17. Discussion- Open Space Lands policy.
    The Board discussed current ordinances and policies, discussing the possibility of establishing an Open Space Land policy to address recent issues. No action was taken at this time, as the Board would like additional time to consider the matter.
18. Additions to Agenda:
    a. Discuss Fire Chief Dirkse's recommendation to sponsor 3 cadets for the Fire Cadet Program at Port Sheldon Fire Department.
       Motion by Frantom to accept the Fire Chief's recommendation to sponsor Carter Lawrence, Melvin Thomas, and Madalynn Reitzel as cadets at Port Sheldon Township Fire. Supported by Hemmeke and carried.
    b. Discuss Mutual Aid Agreement for building department/inspection coverage.
       Motion by Sabatino to direct that the township attorney to draft a mutual aid agreement to address how the township handles the absence of the building inspector. Supported by DeVries and carried.
       Motion by Monhollon to direct that the township attorney to draft a policy to address how

the township handles the absence of the building inspector. Supported by DeVries and carried.

c. Discuss Township Hall Ceiling Painting Quote.
Motion by Hemmeke to approve Quote #230 from Dimension 4 Painting for painting the Township Hall Ceiling. Supported by DeVries and carried with five yes roll call votes. Ayes; Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.

19. Public Comment:
Public Comment was received from one resident.

20. Adjourn
Motion by Monhollon to adjourn. Supported by DeVries and carried.
The meeting adjourned at 6:36 pm.

Meredith Hemmeke, Clerk