

# PORT SHELDON TOWNSHIP NEWSLETTER

## WINTER 2026

### CALENDAR OF EVENTS

**JANUARY 1 OFFICES CLOSED NEW YEARS DAY**

**JANUARY 28 2P-7P BLOOD DRIVE**

**FEBRUARY 17 WINTER TAXES DUE**

**LATE FEBRUARY ASSESSMENT NOTICES MAILED**

**MARCH 2 LAST DAY FOR 2025 TAXES AT TOWNSHIP**

**MARCH 9 AND 10 BOARD OF REVIEW**

### NEWS TO USE

#### **BLOOD DRIVE**

There will be a blood drive at the Township Hall on Wednesday, January 28, 2026 from 2-7pm. Please consider joining us for this life-saving community event! See the Township website or Facebook page for more details.

#### **BURN PERMITS**

Please fill out the burn permit application on our website's home page before burning on your property. Even if you do have a burn permit, there are restrictions on what can be burned, and the fire must **always** be attended. You could be liable for costs incurred if the Fire Department is required to extinguish your fire. For more information, including a list of prohibited items, please view the application.

However, if there is at least one inch of snow on the ground, a burn permit is not required!

#### **WOULD YOU LIKE TO BE AN ELECTION WORKER?**

The Township Clerk is seeking individuals who would like to serve their community by working as Election Inspectors for the 2026 Election season. If you are interested, please contact Meredith Hemmeke by calling the office or sending an email to [meredith@portsheldontwp.org](mailto:meredith@portsheldontwp.org).

#### **ANNUAL SNOW REMINDER**

The township reminds all residents and businesses to use both caution and courtesy with snow shoveling, plowing and snow storage. Do not pile snow on the bike paths or in areas where road visibility is impacted, and please be respectful of your neighbors' property.

#### **CHRISTMAS TREE RECYCLING**

In January, Consumers Energy J.H. Campbell Complex will accept natural Christmas trees for recycling. Residents may drop off trees in the Christmas Tree Corral near the security gate off Croswell near Lakeshore Drive.

#### **SHORT-TERM RENTALS**

As of January 1, 2025, the Short-Term Rental Ordinance became effective! If you are planning to use your property as a short-term rental, please fill out and submit your application with \$350 initial registration fee to the office (or [str@portsheldontwp.org](mailto:str@portsheldontwp.org)).

For previously certified rentals, annual registration fee of \$150 is due before renting in 2026.

#### **FROM THE ASSESSOR'S OFFICE**

This is the time of year the Assessor's Office staff is working to wrap up our on-site review of building permits to get a status as of "Tax Day," December 31st, 2025, for the upcoming 2026 Assessments. We continue to be out and about in our community meeting with folks, measuring homes and buildings, and taking exterior photos for our appraisals.

### MORE NEWS TO USE

#### **TREASURER HOURS FOR TAX COLLECTION**

As always, your tax payments are accepted in person, online (3% fee applies), by mail, or by township drop box. POSTMARKS are NOT accepted. To have your payment processed with a 2025 collection date, your payment must be received in our office by 1pm on December 31, 2025.

The last day to pay taxes without penalty is February 17, 2026. The treasurer will be in the office from 9:00am-5:00pm for collecting taxes on this date.

The **last day** the Treasurer may accept payments for 2025 taxes **in the Township office** is March 2, 2026. The treasurer will have office hours from 9:00am-5:00pm on that day.

As of March 3, 2026, taxes must be paid at the Ottawa County Treasurer's office.

#### **MARCH BOARD OF REVIEW**

Property owners may appeal the assessed value of their property and must do so at the Board of Review.

#### **Appeals are by appointment.**

For an appointment time, please call the township office at 616-399-6121. Board of Review hours are:

Monday, March 9: 9:00 am — 3:00 pm

Tuesday, March 10: 3:00 pm— 9:00 pm

#### **HERRICK DISTRICT LIBRARY**

#### **Winter Maker-in-Residence Marcia Schrotenboer**

The library welcomes Holland sketch artist Marcia Schrotenboer as this Winter's Maker-in-Residence. Sparked in her creative journey in 2016, while working as Activity Director at Freedom Village, Marcia began urban sketching daily. In 2022, She founded the first chapter of urban sketchers in West Michigan. Today, it has grown to a thriving community of over 750 sketchers, united by a passion for art, place, and connection. Eighty sketchbooks and nearly a decade later, Marcia still finds inspiration in her community and shares her creativity and voice to elevate voices and give back. Her belief that creativity is inherent in everyone shines through her work, encouraging others to find their own artistic voice. Interested in learning more about urban sketching or drawing iconic Holland scenes with Marcia? Visit the Herrick District Library website for upcoming Maker-in-Residence events and drop-ins.

#### **100 Books Before Graduation**

High School can be a lot, but what if you could take a break, escape into a good story, and win prizes for it? This free program is open to all 9-12 grade students and is all about reading for enjoyment, stress relief, and expanding your horizons. Plus, with awesome milestone rewards and parties for every 25 books read, it's easy to stay motivated- and if you log at least one book a month, you'll be entered to win a gift card drawing! To sign up, visit us at [herrickdl.org/100-books](http://herrickdl.org/100-books)

#### **JOIN OUR EMAIL LIST!**

Use the QR code, or the link on the home page of our website to subscribe to the digital version of our newsletter! It will be delivered quarterly, and this list will also be used to announce any breaking news. (For example, trash service or event cancellations.)



**PORT SHELDON TOWNSHIP**  
**16201 PORT SHELDON ST**  
**WEST OLIVE, MI 49460**

[www.portsheldontwp.org](http://www.portsheldontwp.org)



**Supervisor, Mike Sabatino**

**Clerk, Meredith Hemmeke**

**Treasurer, Rachel Frantom**

**Trustee, Bill Monhollon**

**Trustee, Luke DeVries**

**Administrative Assistant, Tatjcha Lambers**

**Building and Zoning Administrator, Ryan Capson**

**Building Department Assistant, Cate Wiler**

**Assessor, Tyler Tacoma**

**Fire Chief, Brad Dirkse**

## QUARTERLY HIGHLIGHT: VOTER LIST CHANGES IN 2026

### **Automatic Absentee Ballot Application List is Being Discontinued after the May 5, 2026 Election**

The Automatic Absentee Ballot Application list will be discontinued after this upcoming election. Absentee Ballot Applications for the May 2026 election will be mailed in February, and those on the list should receive their application by the end of February-beginning of March. If you are already on the Permanent Ballot List, ballots will be mailed on March 26, 2026 for the May 5, 2026 Election.

#### **-How do I get an Absentee Ballot in the Future?**

Going forward, you have three options to receive an absentee ballot:

**1.** Sign up for the **Permanent Ballot List** - a ballot will automatically be mailed to your home address before each election. (Note: ballots are not forwardable. If you are gone for the winter, please fill out a Supplemental Address Form, to have your ballot sent to the correct temporary address.)

**2.** Request an absentee ballot application from the Clerk's office by phone, email or in person for each election you would like an absentee ballot.

**3.** Apply for an absentee ballot online through the Michigan Voter Information Center at <https://mVIC.sos.state.mi.us/> for each election you would like an absentee ballot.

#### **-How do I get added to the Permanent Ballot List, if I am on the Automatic Absentee Ballot Application List?**

If you would like to be added to the Permanent Ballot List, there is a check box on the Absentee Ballot Application that is being mailed to you. When you fill out the application to receive an absentee ballot for the May election; check that box and we will add you to the Permanent Ballot List and a ballot will automatically be mailed to your home address before each election.

#### **-How do I get added to the Permanent Ballot List, in general?**

**1.** Request an absentee ballot application from the Clerk's office by phone, email or in person, and check the Permanent Ballot List box.

**2.** Apply for an absentee ballot online through the Michigan Voter Information Center (link above), and check the Permanent Ballot List Box.

## FIRE DEPARTMENT NEWS AND CALL LOG

In **September, October** and **November**, the Fire Department responded to **83** calls:

Medical—42, Fire Alarm—7, Co Alarm—2, PI Accident—4, Gas Leak—3, Fire/Other—1,  
Vehicle Fire—1, Electrical/Wiring Problem—2, Good Intent—1, Building Fire—2, Rubbish Fire—1,  
Lift Assist—2, Cancelled Enroute—4, Service Call—4, Down Powerline—3, Odor of Smoke—2,  
Brush Fire—1, Gasoline Spill—1

### **PORT SHELDON TOWNSHIP OFFICE**

**Phone:** 616-399-6121

**Email:** [info@portsheldontwp.org](mailto:info@portsheldontwp.org)

#### **Hours:**

Monday-Thursday 8:00AM - 1:00PM

Wednesday evenings 4:00PM - 7:00PM

**Assessor** available Wednesday mornings

**Building/Zoning Administrator** available Monday,  
Wednesday and Thursday mornings 9AM-12PM

### **RECURRING CALENDAR EVENTS**

#### **Board of Appeals**

Meets as needed at **5:30PM** the 1st Wednesday  
of each month

#### **Board Meetings**

**5:30PM** the 2nd Wednesday of each month

#### **Planning Commission**

**5:00PM** the 4th Wednesday of each month

#### **Trash Service**

7:30-10:30AM Saturdays