

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
December 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, Assistant Fire Chief Tom Prince, Jason Latham from the MACC, and County Drain Commissioner Joe Bush.

3. Pledge of allegiance.
4. Invocation

Mike Sabatino 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: None
8. Consent Agenda Approval

- a. Approve Minutes

1. November 12, 2025, Regular Meeting.

- b. Approve Financial Report
- c. Approve Correspondence: None
- d. Approve Committee Reports

- i. Building – Thirteen permits issued with two new home starts.
- ii. Fire Department – Thirty-three calls, plus two meetings.
- iii. Supervisor Update- The Supervisor gave an update about township business, meeting with Consumers Energy Rep regarding frequent power outages, met with the Park Township Supervisor about bike path maintenance and an update pertaining to subdivision street paving plans for 2026.
- iv. Clerk Update- The clerk gave an update about the Fire Departments payroll schedule.

- e. Approve payment of Bills

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

9. Presentation- Macatawa Area Coordinating Council.

Jason Latham gave an update on the Value Report. More information is on the MACC's website.

10. Consider- Planning Commission Approved Zoning Ordinance Amendment-Food Trucks

Motion by Monhollon accept the Planning commission's recommended ordinance amendment regarding Mobile Food Vending, with adjustments for clarity, and definition, as recommended by legal counsel. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

11. Consider-Resolution to Amend Fee Schedule for Food Truck Permit

Motion by Sabatino to add a \$350 annual fee and adopt Resolution 2025-22. Supported by DeVries and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

12. Appointments- Planning Commission.

Motion by Monhollon to approve the Supervisor's re-appointment of Steve Grilley, Patrick

- Kelderhouse, and Lori Stump to the Planning Commission for a three-year term expiring January 1, 2029. Supported by Frantom and carried.
13. Appointments – Zoning Board of Appeals.
Motion by Frantom to re-appoint Steve Grilley and Luke LaLone to the Zoning Board of Appeals for three-year terms expiring January 1, 2029. Supported by Hemmeke and carried.
14. Appointments- Fire Commission
Motion by Hemmeke to re-appoint Tom VanVoorst to the Fire Commission with six-year term expiring January 1, 2032. Supported by DeVries and carried.
15. Consider- Lake Michigan Safety Association Buoy Support Request.
No Action.
16. Review-Parks & Recreation 5 year draft plan.
17. Consider- Posting Parks & Recreation Plan for Public Review period December 11-January 9, 2026.
Motion by Frantom to post the DRAFT parks and recreation master plan for review and set public hearing to be held on Wednesday January 14th, 2026 at 5:30pm. Supported by Hemmeke and carried.
18. Consider- Auxiliary Employees Wage Adjustment
Motion by DeVries to approve COLA increase of 2.5% COLA as of April 1, 2025 for a few auxiliary employees that were not included in the yearly increase process. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, Monhollon, and DeVries. Nays: None.
19. Additions to Agenda: None
20. Public Comment:
Public Comment was received from
- Joe Bush, Ottawa County Drain Commissioner.
 - Brad Dirkse, Fire Chief
21. Adjourn
Motion by Monhollon to adjourn. Supported by DeVries and carried.
The meeting adjourned at 6:09 pm.

Respectfully Submitted
Meredith Hemmeke, Clerk