

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
January 14, 2026 – 5:30 P.M.**

1. Call to order
2. Roll Call

Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon, and Luke DeVries.

Absent: None

Also present: Attorney Ron Bultje, and 5 residents/guests.

3. Pledge of allegiance.
4. Invocation

Meredith Hemmeke offered the invocation.

5. Additions to Agenda: None
6. Approval of Agenda.

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

7. Public Comment:

- Kurt Van Koevering from Ottawa County Road Commission gave an update on the projects that they will be working on. Also thanked the residents for the support for the millage.
- One resident made public comment.

8. Consent Agenda Approval

- a. Approve Minutes-

- i. January 14, 2026 Regular Meeting.

- b. Approve Financial Report

- c. Approve Correspondence:

- i. Letter from Justin Roebuck in support of the township clerk.
- ii. Letter from Building & Zoning Administrator requesting board consideration of adding an escrow account for certain land use applications.

- d. Approve Committee Reports

- i. Building – Six permits issued with two new house starts.
- ii. Fire Department – Twenty-five calls and two meetings.
- iii. Wage and Compensation Committee- Letter
- iv. Planning Commission-Annual Report submitted to the board by the chair of the commission.

- v. Supervisor Update-

- Gave an update on meetings attended during the month. A notable highlight was research into winter snow removal costs for the Township's bike paths. Multiple estimates were received, most reflecting extremely high seasonal costs. A lower estimate was provided by Park Township; however, due to long-term sustainability concerns, the Board requested additional research before taking further action. Also noted is that the Township remains in discussions with Consumers Energy regarding Windsnest parking.

- e. Approve payment of Bills

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

9. Salary Resolutions

The 2026 COLA rate of 2.8%, the wage and compensation committee recommendations and rate of inflation were discussed.

**Motion** by DeVries to adopt resolution 2026-02 increasing the Supervisor's statutory wage by 2.8% and reflecting office hours for auxiliary duties for the 2026-2027 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by Frantom to adopt resolution 2026-03 increasing the Trustees' wage by 2.8% for the 2026-2027 fiscal year. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

**Motion** by DeVries to adopt resolution 2026-04 increasing the Treasurer's statutory wage by 2.8% and reflecting office hours for auxiliary duties for the 2026-2027 fiscal year. Supported by Monhollon and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

**Motion** by Sabatino to adopt resolution 2026-05 increasing the Clerk's Salary Justification Letter for the 2026-2027 fiscal year. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by Monhollon to approve the expansion of job responsibilities for the Building Inspector/Zoning Administrator, including supervisory authority over the Building Administrative Assistant, and to approve an increase in the annual salary, effective April 1, 2026, in recognition of added supervisory responsibilities. Supported by Frantom and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

**Motion** by DeVries to approve the 2026-2027 township office and custodial employee's COLA increase of 2.8%. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

10. Set Budget Workshop

**Motion** by Hemmeke to set the Budget Workshop for February 23, 2026 at 1:00 PM. Supported by DeVries and carried.

11. Budget Public Hearing Dates

**Motion** by Hemmeke to set the Budget Public Hearing for March 11, 2026 at 5:30 p.m. during the scheduled board meeting. Supported by DeVries and carried.

12. Request from Grand Haven Public Schools to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve annual summer tax resolution to collect the Grand Haven Public Schools 2026 Summer Tax levy. Supported by DeVries and carried.

13. Request from West Ottawa Public Schools to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve memorandum dated November 21, 2025 to collect the West Ottawa Public Schools 2026 Summer Tax levy and direct Supervisor to sign. Supported by DeVries and carried.

14. Request from OAISD to collect the 2026 Summer Tax Levy.

**Motion** by Frantom to approve memorandum dated November 20, 2025 to collect the OAISD 2026

Summer Tax levy. Supported by Hemmeke and carried.

15. Ottawa County GIS Partner Agreement.

**Motion** by Frantom to approve Ottawa County GIS Partner Agreement Version 8/2025 and 12/2025 and authorize the clerk to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

16. Planning Commission Escrow Request.

**Motion** by Hemmeke to approve the updated fee schedule as presented with corrections and approved date. Supported by DeVries and carried.

**Motion** by Frantom to approve the updated township permit fee worksheet as of February 11, 2026. Supported by DeVries and carried.

17. Additions to Agenda: None

18. Public Comment.

Two Residents made public comment.

19. Adjourn

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

The meeting adjourned at 6:21 pm.

Respectfully submitted  
Meredith Hemmeke, Clerk