



PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460
Telephone 616-399-6121 Fax 616-399-7173
www.portsheldontwp.org | info@portsheldontwp.org

BOARD MEETING

AGENDA

Wednesday – April 15, 2026

5:30 P.M.

1. Call to order
2. Roll Call
3. Pledge of allegiance
4. Invocation
5. Additions to Agenda
6. Approval of Agenda
7. Public Comment
8. Consent Agenda Approval
 - a. Approve Minutes – Regular meeting – March 11, 2026*
 - b. Approve Financial Report
 - c. Approve Correspondence
 - d. Approve Committee Reports*
 - e. Approve payment of Bills
9. Public Hearing – Redstone Planned Unit Development (PUD)
10. Consider – Planning commission recommendation for PUD approval*
11. Consider – MTA Resolution in opposition to State Bills seeking to eliminate local control of lot sizes*
12. Consider – Partial Right of Way abandonment Lake Ave. on Parcel 70-11-21-200-007*
13. Consider – ELAN Credit card signup (Macatawa)*
14. Discuss – Michigan Legislature changes to Land Division Act
15. Additions to Agenda
16. Public Comment
17. Adjourn

*** Information included in packet**

Next Meeting – May 13, 2026

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
March 11, 2026 – 5:30 P.M.**

to o
oll Call
Present: Mic Sabatino, Meredith Hemmeke, Rachel Frantom, and Luke DeVries.

Absent: Bill hollon

Also prese orney Ron Bultje, Assistant Fire Chief Tom Prince, Lieutenant Darien Black,
Ottawa C Commis er Jim Barry, Consumers Energy Representative Rich Houtteman and 34
resid ts.
lligiance.

4. Invocation

Luke DeVries of e invocati

5. Additions to ne

6. Appro a.

Motion by meke t nda. Supported by Frantom and carried.

7. Public Comm t:

- Supervisor Remark pervisor Sabatino explained that the proposed Battery Energy Storage System (BESS) or ce is being considered to erve the Township’s and residents’ ability to have a voice in ing of renewable e ations following recent changes in state law.
- Two Residents made pu d a gu mmissioner Jim Barry gave an update from the County.

8. Consent Agenda Approval

a. Approve Minutes-

- i. February 11, 2026 Regul r M g.
- ii. February 23, 2026 Speci Work Sessio

b. Approve Financial Report

c. Approve Correspondence:

d. Approve Committee Reports

- i. Building – 12 Building permits & 8 Permits ued with ree ne ome starts.
- ii. Fire Department – Ten calls and two mee ngs.

e. Approve payment of Bills

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

9. Budget Public Hearing

Supervisor Sabatino opened the Budget Public Hearing at 5:47 p.m.

Public Comment-

Donna Ryzenga, resident on Whitetail Ct commented that she would like to see path and something happen for the elderly.

The millage rates are as follow, these are the previously voter approved millage rates.: .15 mills for the Library Fund, .55 mills for the Fire Department Operating Fund and .65 mills for the Fire

Department Equipment/Apparatus Fund.

Motion by DeVries to close the Budget Public Hearing. Supported by Hemmeke and carried.

But Public Hearing closed at 5:50 p.m.

10. General Appropriations Act Resolution for fiscal year 2026-2027.

_____ Hemmeke to adopt the General Appropriations Act Resolution 2026-08 for the 2026-

_____ 2027 fiscal year. Supported by DeVries and carried with four yes roll call votes. Yes: DeVries,

Sabatino, Hemmeke, and Frantom. Nays: None

11. 2026-2027 Regular Board of Trustees meeting dates.

Motion by _____ to adopt a resolution 2026-09 setting forth regular township board meetings.

Supported by _____ and carried with four yes roll call votes. Ayes: Frantom, Hemmeke,

Sabatino, DeVries. Nays: None.

_____ Amendments.

_____ by Hemmeke _____ Zoning budget increasing it by \$28,000 in the permits line item

and the supplies _____ line item _____ amend the Fire budget increasing budget items salary, payroll

taxes and penalties _____ by \$ _____ 00.00. Supported by Frantom and carried with four yes roll

call votes. Ayes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

13. Clerk Conference Educational Approval

Motion by _____ to _____ approve the Township Clerk's attendance at the Year 2 Institute hosted by the

Michigan Association _____ Municipal Clerks and to approve the attendance of the Township Clerk and

Deputy Clerk at the _____ Conference hosted by _____ Michigan Association of Municipal Clerks,

_____ scheduled for June 15- _____ 2026, in Kalamazoo _____ from the Clerk's training and professional

development budget. Supported by _____ and carried with four yes roll call votes. Ayes: Frantom,

Hemmeke, Sabatino, and DeVries. Nays: None.

14. Consider- Planning Commission Approved Zoning Ordinance Amendment-Battery Storage

Motion by Sabatino to table the Zoning Ordinance Amendment for Battery Storage until a future

date for further review from the attorney _____ by DeVries and

15. Consider- Planning Commission Approved Zoning Ordinance Amendment-Resizing Ordinance

Parcel 70-11-01-300-020

Motion by DeVries accept the Planning commission _____ Ordinance Amendment

regarding Z2026-01 for rezoning parcel 70-11-01-300-020 _____ support by Hemmeke and carried with

four yes roll call votes. Ayes: DeVries, Sabatino, Hemmeke, and Frantom. Nays: _____

16. Public Hearing Dates for PUD-Resizing Ordinance Amendment for Parcel 70-11-01-300-020

Motion by Frantom to set the PUD Public Hearing for April 15, 2026 at 5:30 p.m. during the

_____ scheduled board meeting. Supported by DeVries and carried.

17. Siegfried/Crandall Annual Audit-Letter of Engagement.

Motion by Frantom to approve the services of Siegfried Crandall for the Fiscal year _____ March

31, 2026 Annual Audit dated February 23, 2026 and authorize supervisor to _____ signed by

Hemmeke and carried with four yes roll call votes. Yes: DeVries, Sabatino, Hemmeke, and Frantom.

Nays: None.

18. Additions to Agenda: None

19. Public Comment.

- Consumers Energy Representative Rich Houtteman, spoke about an upcoming meeting giving an date for residents that live in the area that has been losing power, postcards will go out to those ents.

hr residents gave public comment.

ourn

Motion by ries to adjourn. Supported by Hemmeke and carried.

The meeting urned at 6:16 pm.

Respectfully submitted
Meredith Hemmeke, Clerk

PORT SHELDON FIRE DEPARTMENT

March 2026 - 33 calls plus 2 meeting

March

Medical - 10

Good Intent - 4

Lift Assist - 4

Cancelled Enroute - 3

Service Call - 2

Down Powerline - 2

Building Fire - 2

Authorized Burn - 1

Smoke/Odor Investigation - 1

Chimney Fire - 1

Brush Fire - 1

CO Alarm - 1

Gas Leak - 1



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RECEIVED

JAN 07 2026

Port Sheldon Township

PUD APPLICATION

Submit at least 28 days prior to desired meeting to:
Port Sheldon Township
16201 Port Sheldon Street, West Olive, MI 49460 616-399-6121

Name of Applicant REDSTONE LAND DEVELOPMENT Phone # [REDACTED] (DAVID STEBBINS)

Mailing Address of Applicant 3330 GRAND RIDGE DR, NE

Name of Owner (if different) DEPIRRO ROGER-KELLEY-ROCCO

Owner mailing address and phone number _____

Email addresses david@redstone-group.com (Redstone) [REDACTED] (Owner)

Parcel number of subject property Part of 70-11-01-300-020

Address of subject property _____

Current zone district of subject property Commercial (C)

Applicants interest in property Purchase Agreement

Present use of site: property and or structure Vacant aside from existing pond

Proposed use of site: property and or structure multi-family

Size of existing and or proposed structure and parcel 3.07 acres

Description of existing or proposed structure Proposed townhomes including two (2) 4-plex
and two (2) 6-plex buildings

Describe the nature of your request Extend existing private road and public utilities, construct storm water management features, buildings, related sidewalks and parking.

If there has been a previous request involving this PUD, please state the date of filing, the nature of the request and disposition of same _____

Ventura Woods Phase 1 PUD was approved in 2023. The proposed project will be an extension of the approved PUD.

Signature of (Applicant) Owner/Agent (circle one) and date

FILING FEE \$1,500.00 (each board+)*

*(Plus) fees for required engineering, planning or legal fees incurred by the township to offset township expenses. Applicant billed for any additional expenses. The township Supervisor would have the option of requiring an escrow account if deemed necessary. The applicant can appeal to the township board the plus fees that could be changed or waived by majority vote.

THIS APPLICATION MUST BE ACCOMPANIED BY A SITE PLAN.

RECEIVED
JAN 17 1958

1000



TRANSMITTAL

TO: Port Sheldon Township
16201 Port Sheldon Street
West Olive, MI 49460

DATE: January 1, 2026

PROJECT: #220169.02
Ventura Woods II

ATTN: Ryan Capson

WE ARE TRANSMITTING

HEREWITH

UNDER SEPARATE COVER

ISSUED FOR:

REVIEW and COMMENT
 CONSTRUCTION

APPROVAL
 FILE/USE

INFORMATION
 SIGNATURE

REMARKS:

COPIES TO:

BY: Zachary S. Voogt, P.E.

PORT SHELDON TOWNSHIP

Receipt: 130073424

01/08/26

16201 PORT SHELDON ST
WEST OLIVE MI 49460

Cashier: CATE

Received Of: **REDSTONE LAND DEVELOPMENT**

616-399-6121

The sum of: **1,500.00**

SPUSE PUD APPLICATION VENTURA

1,500.00

Total **1,500.00**

CHECK 18573

1,500.00

Signed: _____

EXCERPT OF MINUTES

A regular meeting of the Township Board of Trustees of the Township of Port Sheldon, Ottawa County, Michigan, was held on Wednesday, April 15, 2026 at 5:30 p.m. The meeting was held at the Township Hall at 16201 Port Sheldon St, West Olive, Ottawa County, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor Sabatino announced that the next item of business was the consideration of a resolution to oppose the following Michigan State House Bills: HB 4583, HB 4584, HB 5529, HB 5530, HB 5531 and HB 5532. Following discussion of this matter, the following resolution was offered by _____ and supported by _____.

PORT SHELDON TOWNSHIP OTTAWA COUNTY, MICHIGAN

RESOLUTION # 2026-10

RESOLUTION OPPOSING MICHIGAN STATE HOUSE BILLS HB 4583, HB 4584, HB5529, HB 5530, HB 5531 AND HB 5532

WHEREAS, Port Sheldon Township is a local unit of government that relies on property taxes to operate and provide quality services to our residents; and

WHEREAS, Port Sheldon Township is a local unit of government that relies on local zoning regulations to guarantee a high quality of life for our residents; and

WHEREAS, House Bill 4583 limits property tax millages to only November elections; and

WHEREAS, House Bill 4584 limits school millages to only November elections; and

WHEREAS, House Bill 5529 would amend the Land Division Act to significantly restrict the ability of local governments to impose minimum parcel size requirements when reviewing proposed land divisions; and

WHEREAS, House Bill 5530 would amend the Michigan Zoning Enabling Act to mirror the minimum parcel size limitations imposed by House Bill 5529, but in the zoning context rather than land division review; and

WHEREAS, House Bill 5531 would substantially revise the statutory framework governing site plan submission, review, and approval under the Michigan Zoning Enabling Act. For instance, local units of government would be required to approve, reject, or conditionally approve a site plan within 60 days of receipt; and

WHEREAS, House Bill 5532 would revise the requirements for protest petitions filed in response to proposed zoning ordinance amendments by increasing the radius for calculating protest eligibility from 100 feet to 300 feet beyond the boundary of the land subject to the proposed zoning change. If the zoning amendment would increase the authorized number of dwelling units, the proposed legislation if passed would require a greater number of petition signatures, increased from 20% of owners in the affected area to 60%.

THEREFORE, LET IT HEREBY BE RESOLVED, that the Port Sheldon Township Board strongly opposes House Bills 4583-84 and House Bills 5529-32 as they greatly impact our ability to provide quality services to our community; and

THEREFORE, LET IT HEREBY BE FURTHER RESOLVED, that the Port Sheldon Township strongly opposes any measure that reduces local control and our ability to service our residents.

AYES:

NAYS:

ABSENT AND NOT VOTING:

Dated: April 15, 2026

Meredith Hemmeke, Township Clerk

Certificate

I, Meredith Hemmeke, the duly elected and acting Clerk of Port Sheldon Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on April 15, 2026 at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Dated: April 15, 2026

Meredith Hemmeke, Township Clerk

7135 Lakeshore, 70-11-21-200-007 & 70-11-21-200-032

EXISTING ROAD RIGHT OF WAY (note centered from Lake Ave Right of way **66' wide**, so it overlays parcel 200-008 (proposed to say as is), and parcel 200-032 which is proposed to be partially abandoned. *** Dimensions are supposed to be 66' wide (66.12' was as close as the program would allow me to draw with the mouse)*



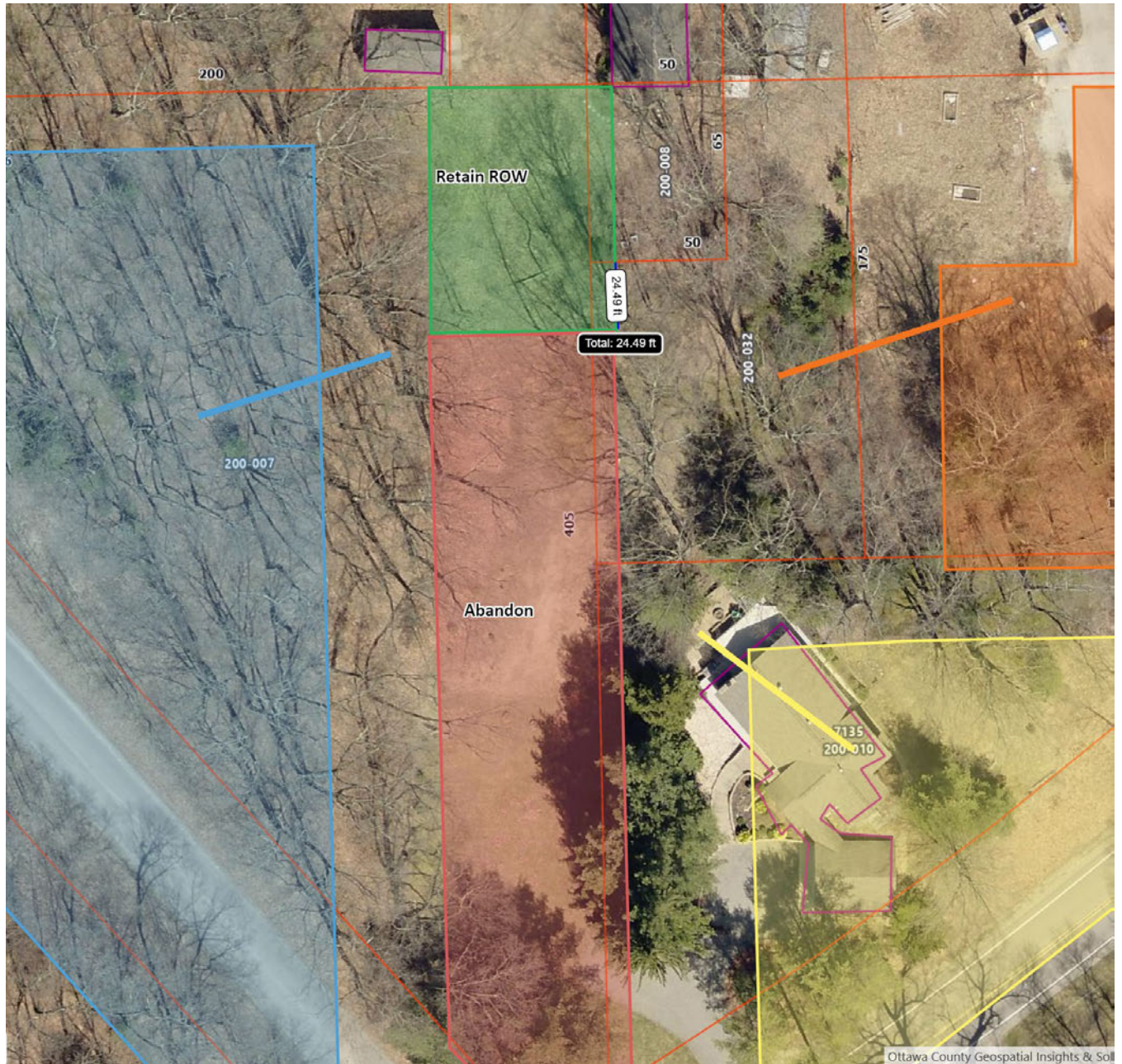
Drawing #1

PARCELS AND OVERLAY OF RIGHT OF WAY ABANDONMENT

Note: Yellow, Orange, Blue parcel overlays are “pulled back” for better visibility of the right of way.

This version has Right of Way overlapping frontage of 200-032 twenty-four feet, allowing for a potential driveway (with county permit) to the northwest corner of the parcel. This could provide access to a potential stand-alone buildable lot if desired.

This also allows for potential access from the north to 200-007 less sloped areas.



Summary of Right-of-Way Abandonment Process (Township Perspective)

1. Landowner Request

The landowner clarifies the desire for a specified portion of County right-of-way (ROW) to be abandoned.

2. Township Acknowledgment

The Township reviews the request and relays to the County that it has no objection to the abandonment being pursued.

3. County Conveyance to Township

Upon approval, the County issues a quit claim deed conveying the abandoned portion of the right-of-way to the Township.

4. Township Board Action

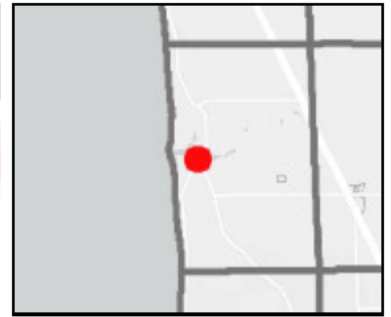
The Township Board considers the matter at a public meeting and may authorize the Township to quit claim deed the abandoned portion of the right-of-way to the adjacent parcel(s).

- a. Where the abandoned ROW is bordered solely by commonly owned parcels and no other properties are affected, a single quit claim deed may be issued to the property owner.

5. Zoning and Parcel Adjustment Requirement

The Township requires, through the zoning office, that the remnant "parcel" created by the abandoned right-of-way be formally combined with the adjacent parcel(s) through a property line adjustment or similar process, in order to conform with the current zoning ordinance.

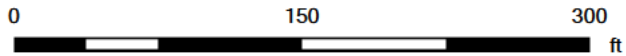
- a. Property line adjustment, or combination (form available from the township)



Legend

Parcels
Parcels

Notes



WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

1:1,200

THIS MAP IS NOT TO BE USED FOR NAVIGATION

2026-0008145
FILED/SEALED FOR RECORD IN
OTTAWA COUNTY, MI
JUSTIN F. ROEBUCK
COUNTY CLERK/REGISTER OF DEEDS
03/26/2026 AT 04:06 PM
30.00

QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT: The Board of County Road Commissioners of the County of Ottawa, whose address is 14110 Lakeshore Drive, Grand Haven, Michigan, 49417,

Quit Claims to Port Sheldon Township, with offices located at 16201 Port Sheldon Street, West Olive, Michigan, 49460,

the following described premises situated in the Township of Port Sheldon, County of Ottawa, and State of Michigan, to-wit:

All that portion of Lake Avenue, a 66 foot wide public right-of-way conveyed by the McNitt Act (1936), from the north ROW lines of Lakeshore Drive and Inland Drive north to a point that is 86 feet south of and parallel to the Section Line between Sections 16 & 21, also being the south line of the Plat of Port Sheldon Beach, part of the NE ¼ of Section 21, T6N, R16W, Port Sheldon Township, Ottawa County, Michigan

The above-described public right-of-way being conveyed to Port Sheldon Township as the Board of County Road Commissioners, County of Ottawa have abandoned their public right-of-way rights, for the sum of less than (\$100.00).

Dated this 19th day of March, 2026.

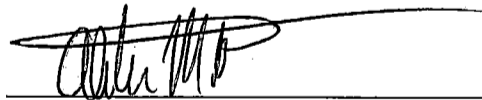
GRANTOR:



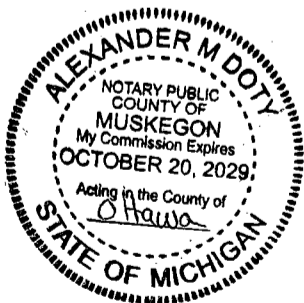
Name: Brett A. Laughlin
Title: Managing Director

STATE OF MICHIGAN)
)ss
COUNTY OF OTTAWA)

The foregoing instrument was acknowledged before me in Ottawa County, Michigan, on this 19th day of March, 2026 by Brett A. Laughlin, Managing Director, of the Ottawa County Road Commission.



Alexander M. Doty, Notary Public
Muskegon County, State of Michigan
My Commission Expires: October 20, 2029
Acting in Ottawa County



Prepared by and after recording, return to:
John H. Gutierrez
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, Michigan 49417

Commercial Rewards Card

Streamline payments, expense management and travel with this simple payment solution.

More than a way to pay, the Commercial Rewards Card offers an all-in-one card, expense and travel management solution. The Commercial Rewards Card is ideal for organizations that need more than a small business card to improve efficiency and manage growth but want simplicity and savings.

A modern spend management solution

By integrating card payments, expense management and travel into one platform, the Commercial Rewards Card makes your payments process more productive:

- Improve working capital management by paying invoices with a card to extend payment terms and maintain greater liquidity.
- Connect the Commercial Rewards Card platform to your finance, ERP or HRIS systems, with API integrations for QuickBooks Online, NetSuite, Xero and more.
- Simplify travel or purchasing expense submission, approvals and reconciliation.
- Enhance control with built-in expense and travel policies and customized spend limits, cash access and category controls.
- Increase spend visibility with real-time insights and dashboard analytics.

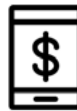
With a straightforward application, no personal guarantee and streamlined digital onboarding, the Commercial Rewards Card is one of the easiest ways to upgrade your commercial card.



Key benefits



Simplicity: Intuitive platform to handle card administration, execute expense management, book and manage travel through a single interface



Easy spend management: Card transactions flow directly to the platform, enabling digital expense management that streamlines submissions and approvals for employees and reconciliations for finance.



Savings: A choice of rebates with a lower spend threshold than many commercial cards, or points – and no annual fee



The value of expense management with the Commercial Rewards Card

A comprehensive and scalable commercial card program that delivers significant efficiency benefits:

- **Improve visibility:** An intuitive dashboard lets you view all spend data; core insights reports help identify spend optimization opportunities.
- **Enhance control:** Built-in expense and travel policies stop spend exceptions before they happen; set card limits and restrict merchant category codes to protect against fraud and misuse.
- **Save time:** Replace time-consuming manual matching and accounting with integrated end-to-end expense submission and reconciliation.
- **Increase accuracy:** Eliminate error-prone rekeying of data by integrating Commercial Rewards Card data directly into your finance systems.

Expense Management features

Standard expense policies built into the platform

Mobile receipt auto-matched with card transaction data

Digital expense report submission built into the platform

Digital expense reports routing for approval, with standard approval hierarchy

Six Core Insights reports

How integrating travel spend drives savings with the Commercial Rewards Card

When employees book travel through the Commercial Rewards Card travel booking platform, your organization saves both time and money:

- Centralize your travel spend through the platform and benefit from negotiated rates, saving an average of 10%.¹
- Motivate employees to save on travel by comparing booking options to policy guidelines, with the option of sharing cost savings with them through a gift card program.
- Earn multipliers for eligible travel spending if you choose to receive Commercial Rewards Card points – 4x for car rentals, 3x for lodging and 2x for air travel.
- Save time for employees and finance staff. Receipts are automatically added to expenses with mobile upload to reduce paper and manual matching. Expenses are submitted, tracked and routed for approval electronically.

Travel Solution features

Sync travel bookings with the Commercial Rewards Card automatically.

Includes a standard travel policy built into the platform.

Access negotiated rates and savings with major air carriers, hotels and car rental agencies.

Incentivize employees with rewards for booking less expensive travel than policy allows.

Receive 24/7 travel agent support via email, chat or phone.

Generate total bookings report

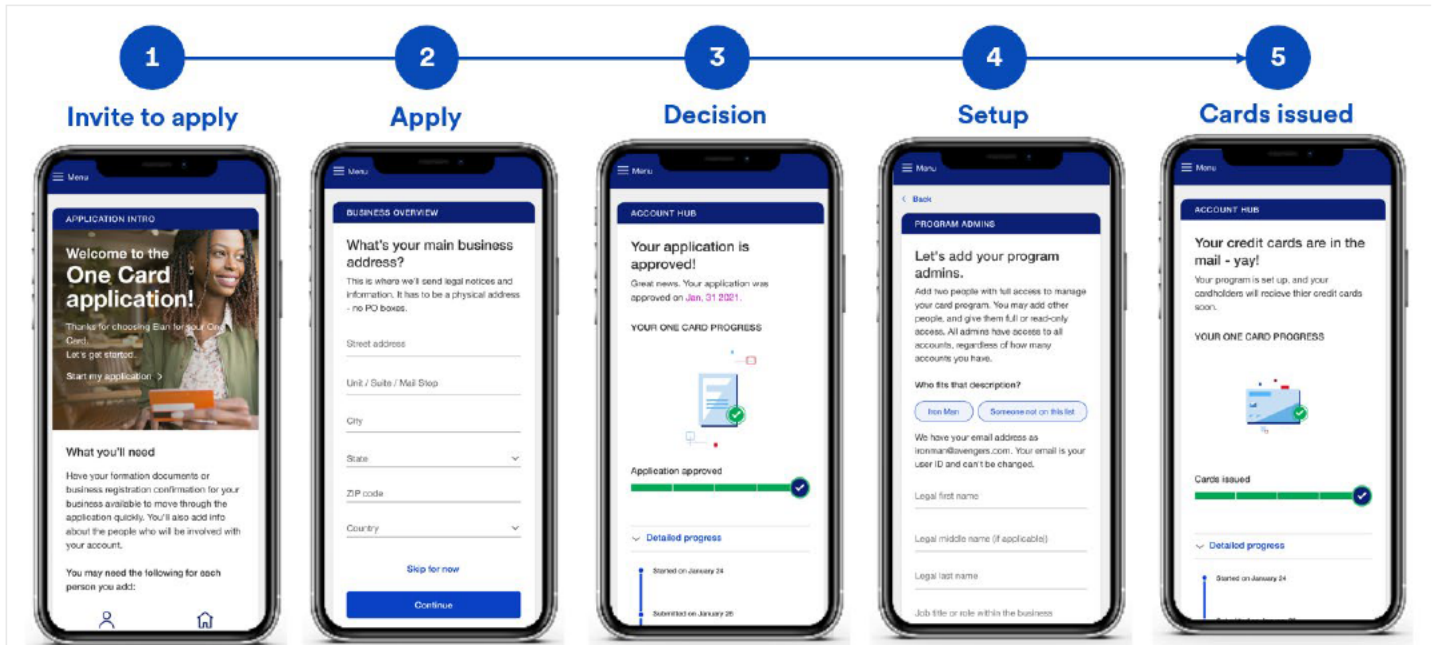
¹ [“The Total Economic Impact™ of TravelBank.” Forrester, February 2024.](#)



To find out how the Elan Commercial Rewards Card can make your payments process more productive, contact your Relationship Manager.



Preparing for digital onboarding



Collaborators

Within the digital onboarding solution, you can assign yourself or others on your team to any of the collaborator roles listed below to ensure the right people from your organization are involved. Once assigned, we'll send login credentials to each collaborator when they need to complete their roles.

Collaborator roles:

- Account Opener – A person responsible for filling out the application.
- Authorized Signer – An officer authorized to sign and submit the application.
- Program setup owner – A person who will set up the program and cardholder permissions.



Applying for your program

To make things as smooth as possible, we recommend having the following information available when you begin the application.

Business overview

- Legal business name
- Physical business address
- Business web address
- Country of main business operations
- State where business was formed
- Date entity was formed (MM/YYYY)
- Industry type
- Involved in hemp growing industry (Y/N)
- Involved in marijuana industry (Y/N)
- Involved in money services businesses (Y/N)

Business structure

Requirements may vary based on legal structure selected

- Federal tax ID
- Gross annual revenue
- Legal structure (Government, Public, Private, LLC, etc.)
- Month and year business started
- Beneficial owners demographics – up to 4
- Business Control Person demographics

Business financials

- Dun & Bradstreet number
- Expected annual spend on this program
- Based on your program the following may be required some or all of the below:
 - Annual financial statements (income statement, balance sheet and statement of cash flows) for the last three fiscal years
 - Current interim financial statements (income statement, balance sheet and statement of cash flows) for current year-to-date period (quarterly or monthly)
 - Comparable prior year-to-date interim financial statements (quarterly or monthly)
 - Line of credit details

Verify and submit

- Attest to the accuracy of the submission
- Review and digitally acknowledge the terms and conditions
- Once submitted, a confirmation email will be sent to the account opener and authorized signer.
- Account opener and authorized signer have the ability to download copies of the application data as well as the terms and conditions.



Setting up your program

Your program setup will take you through the following steps.

Rebate payment registration

If your program qualifies for a rebate, register to receive your payments via ACH.

- Routing/DDA
- Remittance contacts

Program admins

Identify individuals within your organization who will receive user IDs to Access Online and have the authority to inquire and/or maintain the program.

- Program Admin demographics
- Authority type – full access or view only

Billing Accounts

Use billing accounts to determine how your billing statements are issued. Billing statements can be accessed online by designated program admins.

- Billing account name – should contain your business name
- Billing contact
- Billing account address
- Cycle date
- Payment method – depending on your program specifics, choose from autopay, ACH, wire or check
- Card delivery method – choose to send new cards directly to cardholders or to a central address

Cardholders

Create accounts one by one or through an import process

- Individual or department – choose to build an account for an individual or a department
- Account legal name
- Account demographics (includes DOB for individuals)
- Credit limit
- Activation code
- Issue plastic (Y/N)

Verify and submit

- Review and submit settings
- Download a copy of your program settings for your records

Preparing to launch your program

Within 10 business days user IDs and accounts are issued.

- Request a consultation with our advisor team for training or additional support in the launch of your program
- Receive ongoing support team relationship manager and account coordinator

As always, we're here to help. If you have any additional questions about our process, email our advisor team at apply@elansales.com or call 866-930-2189.