



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 – June 10, 2026

5:30 P.M.

1. Call to order
2. Roll Call
3. Pledge of allegiance
4. Invocation
5. Public Comment
6. Additions to Agenda
7. Approval of Agenda
8. Consent Agenda Approval
 - a. Approve Minutes – Regular meeting – May 13, 2026*
 - b. Approve Financial Report
 - c. Approve Correspondence
 - d. Approve Committee Reports*
 - e. Approve payment of Bills
9. Consider – Sally Bareman Resolution *
10. Presentation – Grand Haven Area Public Schools*
11. Discuss – NORA/Township Pickleball Tournament proposal
12. Consider – Lake Avenue Paving Agreement*
13. Consider – Verizon Contract*
14. Consider – County Assessor Contract*
15. Consider – CLS Estimate – Landscaping Project*
16. Consider – Concrete for Picnic Pads/Bike Rack/Dropbox -Township Hall*
17. Discuss – Planning Commission request to review shooting ranges
18. Additions to Agenda
19. Public Comment
20. Adjourn

*** Information included in packet**

Next Meeting – July 8, 2026

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
May 13, 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 3 residents/guests.
3. Pledge of allegiance.
4. Invocation
Mike Sabatino offered the invocation.
5. Public Comment: None
6. Additions to Agenda:
 - Township Office Heating and Cooling Quotes.
 - Budget Amendment for General Cost Center for Fiscal Year 2025-2026
7. Approval of Agenda with additions.
Motion by Monhollon to approve the agenda with additions. Supported by DeVries and carried.
8. Consent Agenda Approval
 - a. Approve Minutes- April 15, 2026 Regular Meeting.
 - b. Approve Financial Report
 - c. Approve Correspondence: None
 - d. Approve Committee Reports
 - i. Building – Twenty-Two Building permits & Ten Zoning Permits issued with Two new home starts.
 - ii. Fire Department – Twenty-five calls plus two meetings.
 - iii. Supervisor Report- Discussed Wyoming Water Main Progress, Community Impact Day, Repairs to damage from vehicle accident at Kouw Park, Meeting with Sheriff about Land and Water Enforcement, and Progress on Windsnest extended parking.
 - e. Approve payment of Bills
Motion by Frantom to approve the consent agenda. Supported by Hemmeke and carried.
9. Planning Commission Recommendation- Rezone Parcels 70-11-04-200-019 & 072.
Motion by Monhollon to approve the Planning Commission’s Recommendation to Rezone Parcels 70-11-04-200-019 & 072 from R-1 Residential to Agriculture and adopt Ordinance Z2026-02. Supported by DeVries and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
10. Street Light Addition Agreement and Resolution-Polk St.
Motion by DeVries to adopt Resolution 2026-11 and approve the Agreement for Installation and Authorization to change the Standard Lighting Contract for Street Light Addition on Polk St and to authorize the Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.
11. Street Light Addition Agreement and Resolution- Tradewinds Dr.
Motion by Frantom adopt Resolution 2026-12 and approve the Agreement for Installation and Authorization to change the Standard Lighting Contract for Street Light Addition on Tradewinds Dr and to authorize the Clerk to sign. Supported by Hemmeke and carried with five yes roll call votes.

Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

12. Approval Annual Assessor Contract.

Motion by Hemmeke to approve the Annual Assessor's Contract dated April 2026 and authorize the Supervisor and Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.

13. Approval of 2nd year MERS Surplus division deposit.

Motion by Frantom to approve funding of \$50,000, which was budgeted for the retirement plan, of the surplus division account. Supported by Hemmeke and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None

14. FY2026 State Public Safety Revenue Sharing Distribution.

Discussed that this is a one time distribution and how it needs to be distributed, board members would like to see this used in an area that would best benefit the township, such as at Windsnest Park or even Pigeon Lake.

15. Pedestrian Access Points into fenced Township Natural Area

Discussed that the Parks and Recreation Committee would like to see improved pedestrian access to this natural area. Board discussed they would like to research it further and bring it back for discussion in the future.

16. TSI Door Access quote for Township Hall

Motion by DeVries to approve TSI's estimate 31502506 for door access system for the Township Hall and authorize the supervisor to sign. Supported by Hemmeke and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Frantom. Nays: None.

17. Natural Areas & Illegal Dumping

Discussed illegal dumping is happening on township natural areas. Some clean up took place during Community Impact Day.

18. Additions to Agenda:

1. Township Office Heating and Cooling Quotes.

Motion by Monhollon to approve Northern Heating and Cooling proposal's 149890, 149936 and 149841 for replacement of all three furnaces at the township hall and office and authorize the supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

2. Budget Amendment for General Cost Center for Fiscal Year 2025-2026.

Motion by Sabatino to approve the Budget Amendment increasing the General Cost Center by \$7000.00 for the fiscal year 2025-2026. Supported by DeVries and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

19. Public Comment.

- One Resident gave public comment.

20. Adjourn

Motion by Monhollon to adjourn. Supported by DeVries and carried.
The meeting adjourned at 6:26 pm.

Respectfully submitted
Meredith Hemmeke, Clerk

Monthly Permit List

06/03/2026

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB26-035	CUMMINS MATTHEW T-LAURA	5532 MARTINI LN	\$463.00	\$107,969
Work Description: POST FRAMED ACCESSORY BUILDING 30X40 WITH 8X28 COVERED PORCH				
● PB26-045	HERRICK KEVIN-EILEEN	5024 LAKESHORE DR	\$2,185.00	\$600,000
Work Description: SINGLE FAMILY HOME ATTACHED 3 STALL GARAGE UNFINISHED LOWER LEVEL				
PB26-049	PETKUS RICHARD P	15886 FILLMORE ST	\$137.50	\$14,442
Work Description: ADDITION TO EXISTING DECK ADDITION OF ~32 S.F.				
PB26-050	OLIVE THOMAS W-KELLY J	9435 LAKEVIEW CT	\$162.00	\$22,000
Work Description: ADD ON AND REBUILD EXISTING DECK				
PB26-051	CASACCIA MICHAEL-TRACEY	16638 HAVEN WOODS CT	\$183.00	\$27,100
Work Description: REMOVED EXISTING AND REPLACE WITH NEW DEC 20' X 12'				
PB26-052	SIGNATURE HOME RENTALS	6343 BUTTERNUT DR	\$2,650.00	\$520,000
Work Description: CONTRACTOR STORAGE UNITS				
● PB26-053	MIDLAND TRUST CO	16705 HAVEN WOODS CT	\$2,185.00	\$599,894
Work Description: NEW SINGLE FAMILY HOME W/ATTACHED GARAGE AND UNFINISHED BASEMENT ATTACHED COVERED DECK				
PB26-056	KALITERNA LUKA M-JESSICA	9075 WINTERBERRY DR	\$533.00	\$25,000
Work Description: BASEMENT FINISH LIVING AREA, 2 BEDROOMS, AND BATH				
PB26-057	MOERLAND PAUL-KATHLEEN	15433 BLUE FOX RUN	\$172.50	\$24,410
Work Description: ONE LAYER TEAR OFF OF CHINGLES AND RE-SHINGLE ON HOUSE AND DETACHED GARAGE ONLY				
PB26-058	DEPIRRO ROGER-KELLEY-RO	9054 US 31	\$3,800.00	\$750,000
Work Description: CONSTRUCTION OF PROPOSED 10,640 SF RETAIL DEVELOPMENT, PARKING LOT AND DRIVEWAY, LANDSCAPING, REQUIRED UTILITIES AND STORM WATER MANAGEMENT FACILITIES.				
PB26-059	DRUMMOND CHRISTOPHER A	14721 MAYBERRY DR	\$204.00	\$34,000
Work Description: TEAR DOWN EXISTING AND REPLACE WITH NEW DECK 22' X 18'				
PB26-060	OSBORN RYAN-SUMMER J	15510 STANTON ST	\$120.00	\$10,000
Work Description: NEW 16X14 DECK WITH STAIRS				

PB26-061	BAKER STEVEN R-LAURA	17060 LAKE AVE	\$120.00	\$9,920
Work Description: ONE LAYER TEAR-OFF AND RE-ROOF				
PB26-062	OLESNAVAGE MARK P-JUDIT	8651 OLIVE SHORE AVE	\$232.00	\$41,852
Work Description: REMOVE AND REPLACE EXISTING ASPHALT SHINGLES				
PB26-063	KUHN RONALD G-DONNA L	6449 LAKESHORE DR	\$172.50	\$24,600
Work Description: REPLACE EXISTING 12' X 20' DECK WITH NEW DECK AND A 4' WIDE STAIRWAY				
PB26-064	ROBINSON MARY KATHRYN T	17329 ROLLING DUNES DR	\$120.00	\$10,000
Work Description: REMOVE AND REPLACE ROOF SHINGLES				
PB26-065	MIDWEST V LLC	9054 US 31	\$150.00	\$20,000
Work Description: FREESTANDING PYLON SIGN 32 S.F. 20'H BUILDING WALL SIGN 97 S.F.				
PB26-066	DEBOER MICHAEL S-KERI L	7153 LAKESHORE DR	\$162.00	\$21,950
Work Description: TEAR OFF AND RE-ROOF				

Total Permits For Type: 18
Total Fees For Type: \$13,751.50
Total Const. Value For Type: \$2,863,137

Report Summary

Population: All Records
Permit.DateIssued Between
5/1/2026 12:00:00 AM AND
5/31/2026 11:59:59 PM AND
Permit.Status = ISSUED AND
Permit.PermitType = Building

Grand Total Fees:	\$13,751.50
Grand Total Permits:	18
Grand Total Const. Value:	\$2,863,137

Zoning

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ26-029	CUMMINS MATTHEW T-LAURA	5532 MARTINI LN	\$85.00	\$0
Work Description: POST FRAMED ACCESSORY BUILDING 30X40 WITH 8X28 COVERED PORCH				
PZ26-037	HERRICK KEVIN-EILEEN	5024 LAKESHORE DR	\$85.00	\$0
Work Description:				
PZ26-039	PETKUS RICHARD P	15886 FILLMORE ST	\$85.00	\$0
Work Description: ADDITION TO EXISTING DECK ADDITION OF ~32 S.F.				
PZ26-040	OLIVE THOMAS W-KELLY J	9435 LAKEVIEW CT	\$85.00	\$0
Work Description: ADD ON AND REBUILD EXISTING DECK				
PZ26-041	KLOK HENDRIK P-KRISTA LY	15635 STANTON ST	\$85.00	\$0
Work Description: TEAR DOWN SCREENED PORCH				
PZ26-042	CASACCIA MICHAEL-TRACEY	16638 HAVEN WOODS CT	\$85.00	\$0
Work Description: REMOVED EXISTING AND REPLACE WITH NEW DEC 20' X 12'				
PZ26-044	SIGNATURE HOME RENTALS	6343 BUTTERNUT DR	\$85.00	\$0
Work Description: CONTRACTOR STORAGE UNITS				
PZ26-045	MIDLAND TRUST CO	16705 HAVEN WOODS CT	\$85.00	\$0
Work Description: NEW SINGLE FAMILY HOME W/ATTACHED GARAGE AND UNFINISHED BASEMENT				
PZ26-048	WALKER RACHELLE	14509 TUPELO DR	\$85.00	\$0
Work Description: BLACK CHAIN-LINK FENCE IN BACK YARD 70' WIDE X 68' LONG X 4' TALL				
PZ26-049	KALITERNA LUKA M-JESSICA	9075 WINTERBERRY DR	\$85.00	\$0
Work Description: BASEMENT FINISH LIVING AREA, 2 BEDROOMS, AND BATH				
PZ26-050	TRUE PINE LLC	9170 US 31	\$85.00	\$0
Work Description: REPLACE FACES AND REPAIR LIGHTING ON EXISTING SIGN				
PZ26-051	DRUMMOND CHRISTOPHER A	14721 MAYBERRY DR	\$85.00	\$0
Work Description: TEAR DOWN EXISTING AND REPLACE WITH NEW DECK 22' X 18'				
PZ26-052	OSBORN RYAN-SUMMER J	15510 STANTON ST	\$85.00	\$0
Work Description: NEW 16X14 DECK WITH STAIRS				

PZ26-053 VAN DYKE GARY-GAIL TRUST 7506 MARGARET AVE \$277.00 \$0

Work Description: DEMO OF EXISTING COTTAGE

PZ26-054 KUHN RONALD G-DONNA L 6449 LAKESHORE DR \$85.00 \$0

Work Description: REPLACE EXISTING 12' X 20' DECK WITH NEW DECK AND A 4' WIDE STAIRWAY

PZ26-055 MIDWEST V LLC 9054 US 31 \$85.00 \$0

Work Description: FREESTANDING PYLON SIGN 32 S.F. 20'H
BUILDING WALL SIGN 97 S.F.

Total Permits For Type:	16
Total Fees For Type:	\$1,552.00
Total Const. Value For Type:	\$0

Report Summary

Population: All Records
Permit.DateIssued Between
5/1/2026 12:00:00 AM AND
5/31/2026 11:59:59 PM AND
Permit.Status = ISSUED AND
Permit.PermitType = Zoning

Grand Total Fees:	\$1,552.00
Grand Total Permits:	16
Grand Total Const. Value:	\$0

Building Dept. Totals 2026

Month	Total Permits	Building Permits	Zoning Permits	Total Value	Total Building Permit Fees	Total Zoning Permit Fees	New Homes	New Mobile Homes	Multi-Family
JAN	12	6	6	\$ 2,129,194.00	\$ 7,777.60	\$ 510.00	2	0	0
FEB	20	12	8	\$ 1,749,334.00	\$ 8,320.20	\$ 680.00	3	0	0
MAR	24	11	13	\$ 796,106.00	\$ 3,545.70	\$ 1,020.00	0	0	0
APR	32	22	10	\$ 1,557,126.00	\$ 6,800.50	\$ 850.00	2	0	0
MAY	34	18	16	\$ 2,863,137.00	\$ 13,751.50	\$ 1,552.00	2	0	0
JUN									
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									

	2026	2025	2024	2023	2022
YTD Total Permits	69	233	188	166	173
YTD Total Value	\$ 9,094,897.00	\$ 45,880,508.00	\$ 38,694,721.00	\$18,702,963.00	\$25,622.50
YTD Total Fees	\$ 40,195.50	\$ 148,654.85	\$ 140,660.00	\$60,671.50	\$67,055.15
YTD New Homes	9	27	30	21	34
YTD New Mobile Homes	0	0	10	9	10
YTD New Multi-Family Units	0	32	20	0	0
Percent of change		23.94%	13.25%	4.22%	



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MEMORANDUM

Date: May 20, 2026

To: Township Board
From: Meredith Hemmeke, Township Clerk
Subject: Retirement of Election Assistant

Please be advised that on May 20, 2026, Sally Bareman verbally informed the Township Clerk of her retirement from election service with Port Sheldon Township, effective immediately.

Sally Bareman served the Township for thirty (30) years as an Election Inspector, Election Precinct Chairperson, and Election Assistant. Her years of dedicated service to the Township and its residents are sincerely appreciated.

This memorandum is being placed in the official Township records to document her verbal notice of retirement.

Meredith Hemmeke
Township Clerk

RESOLUTION 2026-13
RESOLUTION OF APPRECIATION AND RECOGNITION

WHEREAS, Sally Bareman has faithfully and diligently served the residents of Port Sheldon Township for thirty (30) years as an Election Inspector, Election Precinct Chairperson, and Election Assistant; and

WHEREAS, during this period of distinguished public service, Sally has demonstrated integrity, professionalism, impartiality, and dedication in the administration of elections and the protection of the democratic process; and

WHEREAS, Sally has consistently performed election duties with accuracy, fairness, and respect while assisting voters, supporting fellow election workers, and ensuring the orderly conduct of elections within the Township; and

WHEREAS, the Township Board recognizes that seventeen years and six months of continuous election service reflects an extraordinary commitment to civic duty and public trust; and

WHEREAS, the residents and officials of Port Sheldon Township are grateful for the invaluable contributions and devoted service rendered by Sally;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Port Sheldon Township hereby expresses its sincere appreciation and gratitude to Sally for thirty (30) years of exemplary service as an Election Inspector, Election Precinct Chairperson, and Election Assistant.

BE IT FURTHER RESOLVED, that this Resolution be entered into the official records of Port Sheldon Township and that a copy be presented to Sally as a lasting expression of the Township's sincere appreciation for her dedicated public service and commitment to the community.

that this Resolution be spread upon the official records of Port Sheldon Township and that a copy be presented to Sally as a lasting expression of appreciation for dedicated public service.

Adopted this 10th day of June, 2026.

Clerk, Meredith Hemmeke

ATTEST:

Michael A. Sabatino, Supervisor

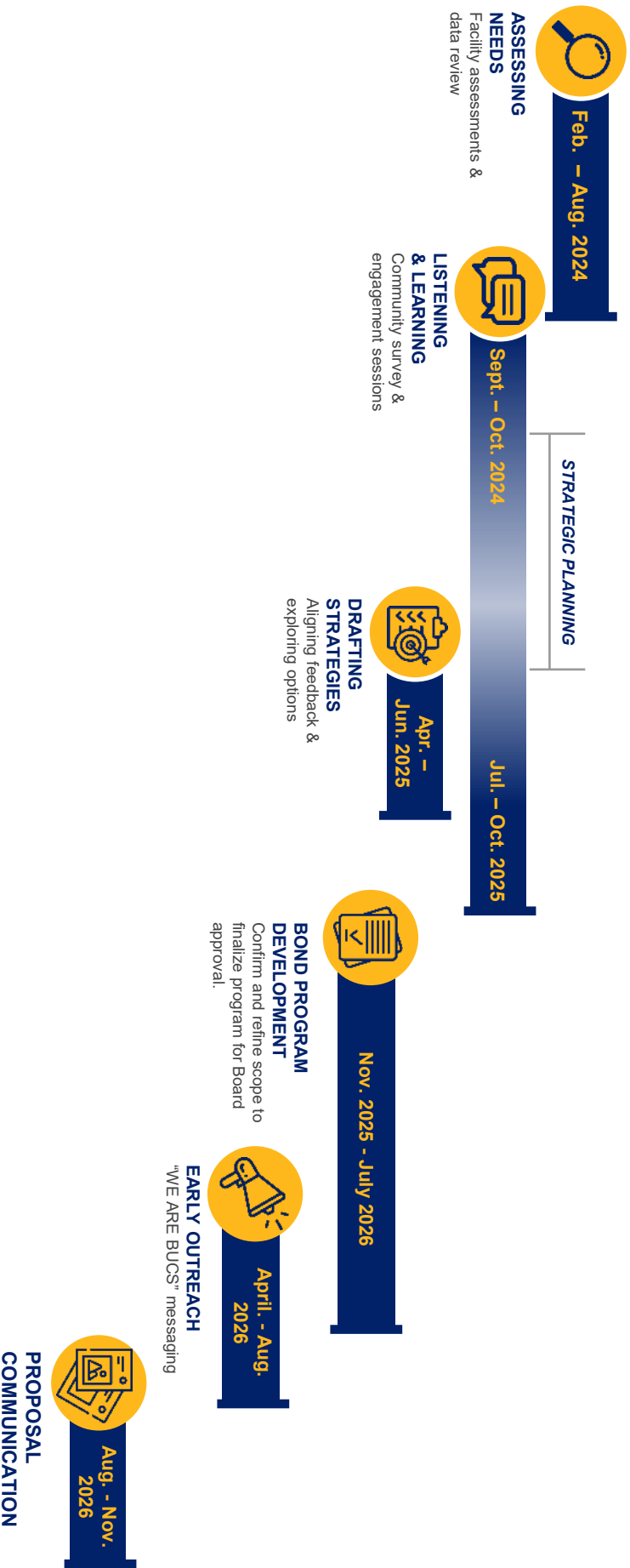
The above resolution was adopted at the Port Sheldon Township Board Meeting held Wednesday, June 10, 2026

WE ARE
BUCCS



Planning for the Future of GHAPS
Spring 2026

How We Got Here: *Timeline Overview*



Master Plan Community Engagement: By the Numbers

60+ Engagement opportunities across staff, families, and community groups

1,399 Master Plan survey responses



780 parents/guardians



348 staff members



271 community members, students, alumni

2025 CHAPS Master Plan Feedback Survey

* Indicates required question

HIGH SCHOOL CONSIDERATIONS

Please indicate your level of support for each of the concepts listed below on a scale of 1 (strongly oppose) to 5 (strongly support).

Additional information is included below each option for your consideration.

Consolidating our alternative education program (Central High School) into its own wing of the Grand Haven High School building. *

- Improved operational efficiency by utilizing available space at CHHS
- Opens up space for expanded 0-3 programming in the Central building to meet a growing community need and generate
- Increases the accessibility of shared resources as well as clubs, athletics, and other extracurricular opportunities for students in our alternative education program
- Would include a separate wing and entrance for Central students and staff at Grand Haven High School
- Would likely require the addition of classrooms to support any potential future expansion of innovative programming at the high school (such as AI, trades, or other career preparation)

1 2 3 4 5

Strongly Oppose ○ ○ ○ ○ Strongly Support

Our Approved Long-Term Facilities Plan

The framework outlined below reflects Grand Haven Area Public Schools' adopted Master Plan, as approved by the Board of Education. *The plan reflects multiple components that may advance independently over time*, based on district priorities, available resources, and future community-approved funding.

5–8 Campus at White Pines/Griffin

Expand White Pines and connect the Griffin and ESC sites into a single **5–8 campus**, including separate 5–6 and 7–8 wings, under one roof

Five Elementary Schools

Maintain and upgrade **5 elementary schools**, absorbing Griffin Elementary for the 5-8 campus White Pines expansion

Grand Haven High School Upgrades

Utilize available space for **career-readiness opportunities**, as well as **arts and athletics** improvements

Lakeshore Site Utilization

Renovate or rebuild to utilize the Lakeshore site as an **innovation center & community partnership hub** with space for **alternative education and ESC**

Key Takeaways from Scientific Survey Results

TOP 3 COMMUNITY SUPPORTED PRIORITIES:



*survey based on likely voters



**REPLACE 30
SCHOOL BUSES**
79 % of Parents
72% of Non-Parents



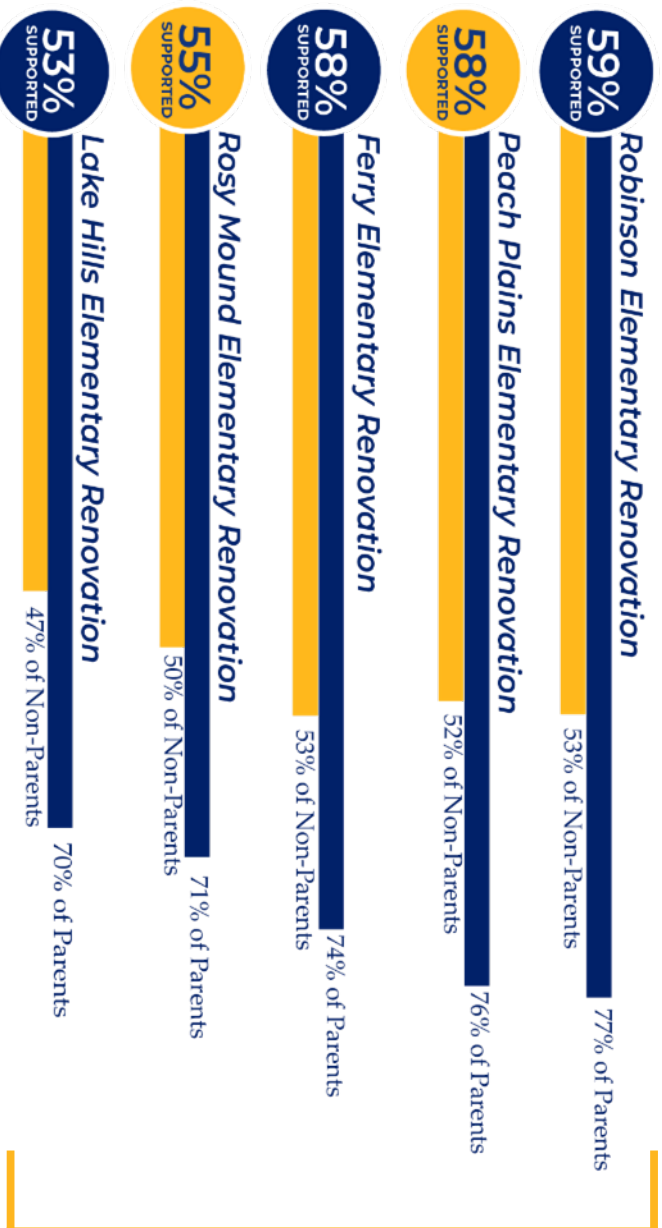
**FURNITURE &
MUSIC INSTRUMENTS**
81% of Parents
63% of Non-Parents



**TECHNOLOGY
UPGRADES**
79 % of Parents
66% of Non-Parents

Key Takeaways from Scientific Survey Results

NEXT 5 HIGHEST SUPPORTED PROJECTS:



*survey based on likely voters

GHAPS ELEMENTARY SCHOOLS

Key Takeaways from Scientific Survey Results

x



**LARGE \$214.8M
PROPOSAL NOT VIABLE**

48% - 50%
support



**VOTERS PREFER
RENOVATIONS**

New construction faces
50% opposition



**56% SUPPORT SMALLER
BOND PROPOSALS**

Indicating
stronger support



**76% OF VOTERS HAVE
NO STUDENTS**

More
cost-conscious



**TAX SENSITIVITY IS A
DOMINANT BARRIER**

Top reason for
no votes



**ECONOMIC UNCERTAINTY
SHAPES ATTITUDES**

Cost of living impacts
support



**RESPONDENTS
DEMOGRAPHICS**

8% - 18 to 34 years
17% - 35 to 49
27% - 50 to 64
48% - 65 and over

*survey based on likely voters

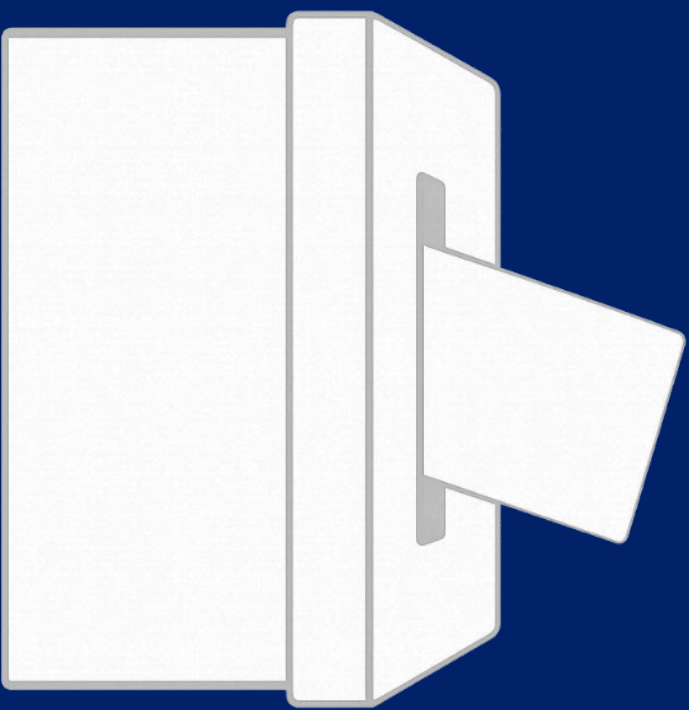
KEY INSIGHT: Voters support smaller, practical investments but remain highly sensitive to taxes and economic pressure



Grand Haven
Area Public Schools

NOVEMBER ELECTION

*Exploring a Proposal to Address
Phase 1 of the Master plan*



Master Plan Phases

PHASE 1 | November 2026



FERRY
ELEMENTARY



PEACH PLAINS
ELEMENTARY



ROSY MOUND
ELEMENTARY



MUSIC
INSTRUMENTS



NEW SCHOOL
BUSES



TECHNOLOGY
UPGRADES



ATHLETICS
IMPROVEMENTS



PHASE 2



LAKE HILLS



ROBINSON



DUNESIDE



PHASE 3



LAKE SHORE



WHITE PINES



GHHS



PHASE 4



LAKE SHORE



WHITE PINES



GHHS



BUS GARAGE



PHASE 5



LAKE SHORE



GHHS



CENTRAL



**Costs for phases 2-5 to be determined based on future planning and market conditions.*

Phase 1: A November Proposal

PHASE 1 | November 2026

One Step Forward

Building Renovations

Ferry Elementary.....	\$34,647,000
Peach Plains Elementary.....	\$29,041,000
Rosy Mound Elementary.....	\$29,436,000

Other Upgrades

Music Instruments.....	\$600,000
New Buses.....	\$1,330,000
Technology.....	\$3,500,000

PHASE 1 TOTAL.....

\$98,554,000



FERRY
ELEMENTARY



PEACH PLAINS
ELEMENTARY



ROSY MOUND
ELEMENTARY



MUSIC
INSTRUMENTS



NEW SCHOOL
BUSES



TECHNOLOGY

Phase 1: A November Proposal



MUSIC INSTRUMENTS

- Replacement instruments
- Storage upgrades
- Selected classroom equipment so students have reliable, grade-appropriate instruments across buildings



NEW SCHOOL BUSES

- Replace aging buses to improve fleet reliability
- Phased replacement of the highest-need units to reduce service interruptions



TECHNOLOGY

- Security upgrades
- Network improvements
- Infrastructure to support modern instruction
- Student & staff devices
- Classroom presentation systems

Phase 1: Peach Plains Elementary Renovations



PEACH PLAINS ELEMENTARY



BUILDING & INFRASTRUCTURE

- Air conditioning
- Electrical and plumbing upgrades
- Gym addition
- Kitchen addition and renovation
- Modernization of interior learning spaces
- Playground and site improvements

SAFETY & SECURITY

- Main entry improvements for better visibility and control
- Building access & security upgrades for greater accountability, awareness, and faster emergency response when needed



Phase 1: Rosy Mound Elementary Renovations



ROSY MOUND ELEMENTARY



BUILDING & INFRASTRUCTURE

- Air conditioning
- Electrical and plumbing upgrades
- Gym addition
- Kitchen addition and renovation
- Modernization of interior learning spaces
- Playground and site improvements
- **CLASSROOM ADDITION**



SAFETY & SECURITY

- Main entry improvements for better visibility and control
- Building access & security upgrades for greater accountability, awareness, and faster emergency response when needed

Phase 1: Ferry Elementary Renovations



FERRY ELEMENTARY



BUILDING & INFRASTRUCTURE

- Air conditioning
- Electrical and plumbing upgrades
- Gym addition
- Kitchen addition and renovation
- Modernization of interior learning spaces
- Playground and site improvements
- **CLASSROOM ADDITION**



SAFETY & SECURITY

- Main entry improvements for better visibility and control
- Building access & security upgrades for greater accountability, awareness, and faster emergency response when needed

Master Plan Phases

PHASE 1 | November 2026



FERRY
ELEMENTARY



PEACH PLAINS
ELEMENTARY



ROSY MOUND
ELEMENTARY



MUSIC
INSTRUMENTS



NEW SCHOOL
BUSES



TECHNOLOGY
UPGRADES



ATHLETICS
IMPROVEMENTS



PHASE 2



LAKE HILLS



ROBINSON



DUNESIDE



PHASE 3



LAKE SHORE



WHITE PINES



GHHS



PHASE 4



LAKE SHORE



WHITE PINES



GHHS



BUS GARAGE



PHASE 5



LAKE SHORE



GHHS



CENTRAL



**Costs for phases 2-5 to be determined based on future planning and market conditions.*



Bond Education

Primary Funding Sources



STATE AID *(School Aid Fund / SAF)*

- Per-pupil foundation allowance
- Special education
- At-risk
- Retirement cost offsets



LOCAL FUNDING

- Bonds & sinking funds for facilities (through millages)
- Donations/fundraisers
- Investment income



FEDERAL FUNDS

- ~2.5% of GHAPS General Fund revenue
- Title I, IDEA (special education), Nutrition Programs

Capital Funding Deep Dive: Most Common Vehicles

BONDS

- For major construction, additions, new schools, technology, buses
- Repaid over 20-30 years with a debt millage
- Often issued in series (e.g., \$150M project split into three \$50M phases)
- Must align with ballot language

Bonds = Major Projects

SINKING FUNDS

- Provides annual cash for smaller capital projects (boilers, air handlers, etc.)
- Cannot pay salaries or operating costs
- Typically renewed every 10 years
- Great for ongoing, urgent, small projects, but not enough for major construction projects

Sinking Fund = Ongoing Repairs

How Bonds & Sinking Funds Work Together

BONDS

Address major upgrades
and new facilities

SINKING FUNDS

Address smaller projects and
repairs between bond cycles

USED TOGETHER, THEY ENSURE:

- Predictable facility upkeep
- Reduced emergency repairs
- Responsible long-term stewardship



What Can (And Can't) Bond Funds Be Used For?

Can be used for

- Construction & Renovations
- Infrastructure
- Technology
- Buses & Equipment

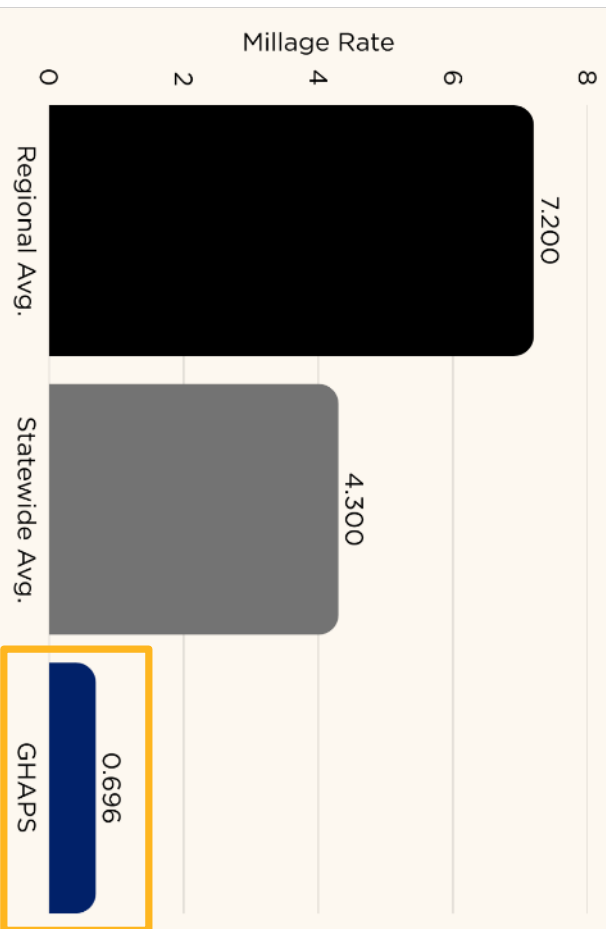
Cannot be used for

- Operating costs
- Maintenance or repairs
- Teacher or staff salaries
- Classroom supplies
- Textbooks

School District Tax Rate Comparison

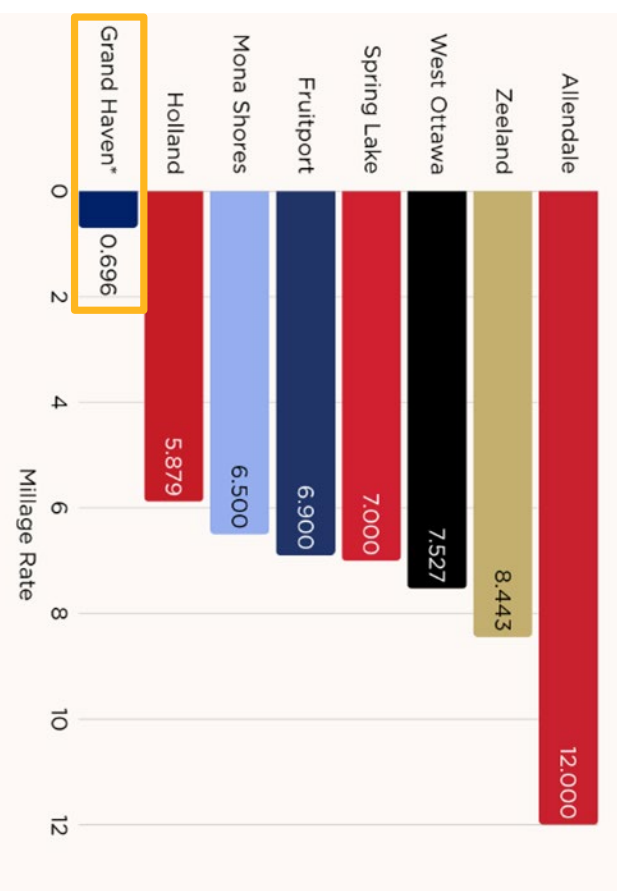
Millage Comparison Summary

Regional Avg. vs. State Avg. vs. GHAPS



Area Districts Millage Rate Comparison

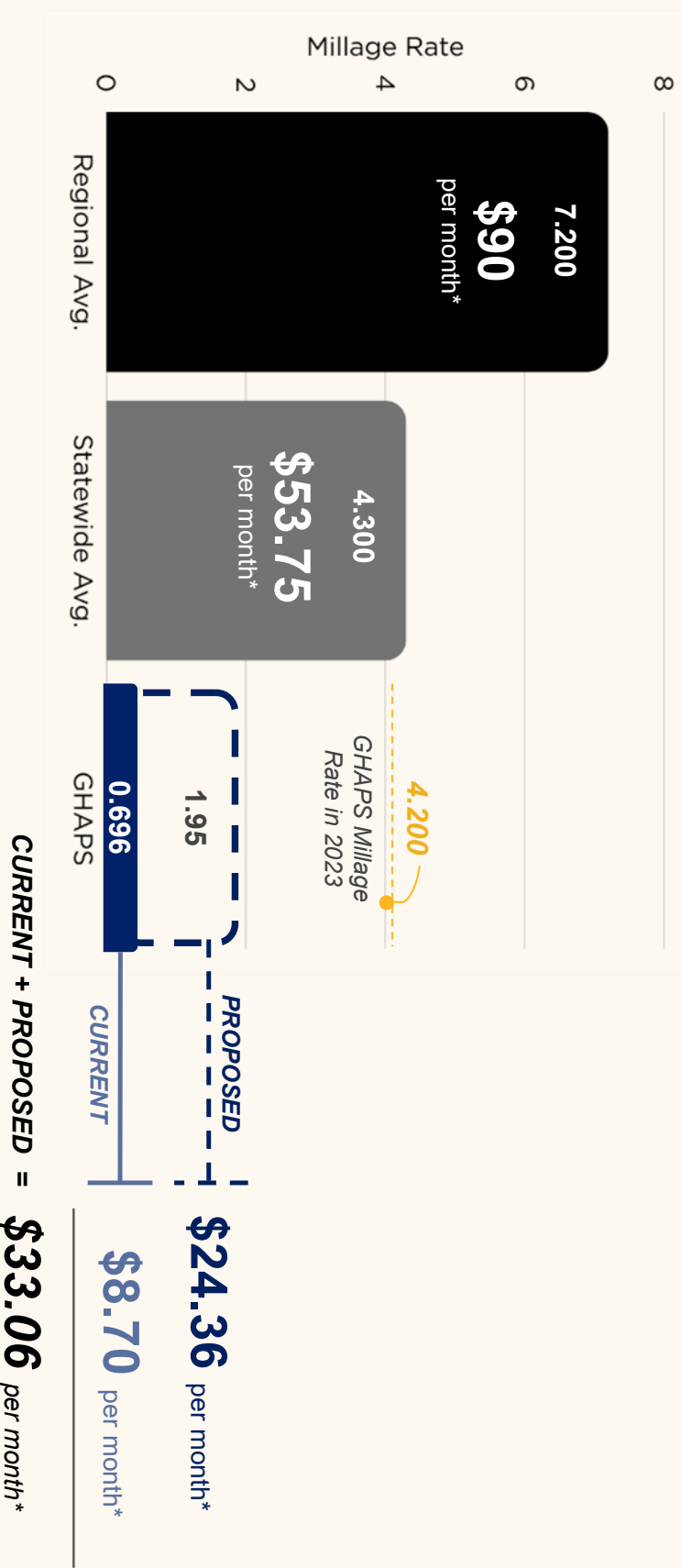
(2025-26)



** Lowest in our region and among the lowest in the state*

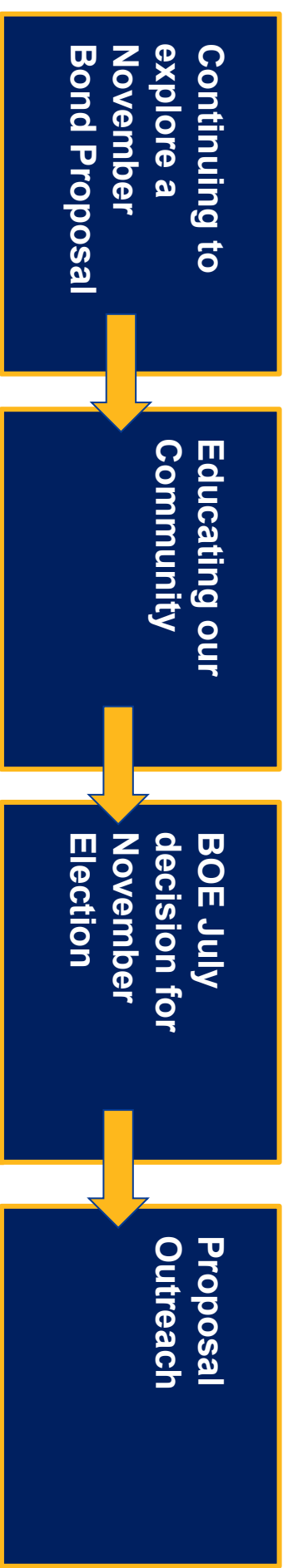
When combining bonds and sinking funds.

School District Tax Rate Comparison



*Cost estimate based on average Grand Haven home value of \$300,000 (\$150,000 taxable value).

Proposed Next Steps



FAQ: Why isn't Lakeshore Middle School included in earlier phases?

Phase 1 priorities were shaped by:

- Community feedback
 - Scientific survey data
 - Project phasing
 - Logistics of completing major school improvements while keeping our buildings operational
- Survey results showed the strongest support for **buses, technology, and musical instruments**, followed by renovations to our **elementary schools**
 - Community feedback showed strong support for **renovations over new construction**, and concerns about taxes and **economic uncertainty**
 - Moving Lakeshore to earlier phases **would require a much larger proposal** than data suggests would likely be supported
 - **Lakeshore continues to receive regular repairs and maintenance** as needed through the district's annual budget and the voter-approved sinking fund.

FAQ: *Why aren't all elementaries included in Phase 1?*

The Phase 1 elementary schools were prioritized based on:

- Building needs
- Student capacity
- Project phasing
- Long-term district planning and project phasing

- **Ferry, Peach Plains, and Rosy Mound** were prioritized because they are **either currently at or near capacity or would receive additional students from Griffin Elementary** in future phases following a redistricting process.
- Including all five schools in Phase 1 **would require a much larger proposal than the data suggests our community would likely support** right now.

Questions & Feedback

For more information on the Master Plan, visit www.gnhaps.org or call 616-850-5000



What resonates with you or excites you about this plan?

What would it take for our community to support this plan?

What questions or considerations should the district keep in mind as we move forward?

1

RESOLUTION 2006-18

PORT SHELDON TOWNSHIP

ROAD IMPROVEMENTS POLICY

1. **Purpose and Intent.** The intent of this Policy is to afford an alternative mechanism for making road improvements to certain public roads located in subdivisions, planned unit developments, condominium projects (including site condominium projects) and open space developments (“Developments”). At times property owners in such Developments desire their streets to be improved. Due to funding and other construction and maintenance priorities for the county road system, the Ottawa County Road Commission (“OCRC”) is not in a position to perform the road improvements in a prompt fashion. However, the OCRC has been and remains willing to enter into an arrangement with the Township for such improvement projects for the roads in the Developments if all, or a large portion, of the costs for such work is contributed by the Township and/or the property owners. The purpose of this Policy is to state the procedures and conditions under which the Township will consider requests for contracting with OCRC for road improvements in Developments.

2. **Road Improvements.** For purposes of this Policy, road improvements shall refer to work to be done to maintain or to upgrade existing county roads in Developments. Such work includes, for example, repaving of roads, widening of the paved surface, installation or maintenance of shoulders and installation of curbing for drainage purposes. Road improvements do not include the initial construction or paving of a road in a Development, nor does it include snowplowing, salting or other weather related maintenance of roads.

STEP 1
3. **Initial Request to OCRC.** Prior to making a request under this Policy, the property owners in a Development must first make a written request to the OCRC for the road improvements. If the OCRC’s response is to deny the request or to state that such request may be considered for action at more than one year from the date of the written response or at some unspecified time, a request may be made under this Policy.

STEP 2
4. **Request to the Township.** If the precondition of Paragraph 3 is met, a written request for the road improvements may be made to the Township Supervisor. The request must be made by an association of the property owners of the Development, which shall have the authority to raise and to pay the funds to be contributed by the property owners of the Development towards the road improvements. The written request shall specify the road improvements sought and shall designate a representative of the association for contact. The Supervisor may require additional detail or clarification of the scope and nature of the road improvements, which shall promptly be provided by the representative.

STEP 3
5. **Procedure.** Upon receipt of the complete written request, the Supervisor shall present the matter to the Township Board for consideration. If the Township Board determines to proceed with the road improvement project, the Supervisor shall be authorized to contact the OCRC to negotiate the arrangement for the road improvement project and obtain estimates of the costs for the road improvements and of the time frame for the road improvements. Upon receipt from the OCRC of the estimate and other negotiated terms for the road improvements, the Supervisor may forward such information (or a summary of it) to the representative of the association, together with a statement of the funds to be contributed by the association for the road improvements.

* OCRC OBTAINS THESE ESTIMATES ANNUALLY & FORWARDS TO TWP.

Step 4. With the time specified by the Supervisor, the representative of the association shall advise in writing of the association's commitment to proceed with the road improvements and that the required funds to be contributed are available and held for payment on the road improvements.

STEP 5.
5a. The Supervisor will then negotiate a final draft of a written agreement between the Township and the OCRC for the road improvements. The agreement will then be presented to the Township Board for approval. Upon Township Board approval, the association shall pay its portion of the costs for the road improvements to the Township. Upon receipt of those funds, Township will execute and deliver the agreement to the OCRC for the road improvement project.

If the road improvement project is let for bids and the bids received are higher than the original estimate, the Supervisor shall provide notice of the amount of the lowest responsible bid to the representative of the association. Within the time stated in the Supervisor's notice, the association shall pay its pro rata share of the additional costs for the project. If payment is not received within the time specified, the Township may advise the OCRC to reject all bids and cease consideration of the project. The funds already contributed by the association shall then be returned to the association, less the associations pro rata share of any costs for engineering and legal services rendered to such date.

6. **Cost Allocations.** An association of a Development seeking road improvements under this Policy shall contribute 50% of the total costs of the road improvements project. The total costs shall include without limitation, labor costs, material and equipment costs, engineering and inspection fees, and legal fees relating to the project. The Township shall contribute no more than 50% of such costs. If the Township negotiates in the agreement for payment of a portion of such costs by the OCRC, that will reduce the percentage of the costs to be paid by the Township.

7. **Township Discretion.** In determining whether to act favorably on a request under this Policy, the Township Board will consider fund balances, its budget, projected funds available in the future, the potential of changes in the Township's finances due to events that may occur and the best interests of the Township. Until an agreement is executed with the OCRC, the Township Board retains the sole and complete discretion to determine not to proceed on any particular request for road improvements under this Policy, for any reason. This Policy does not provide any right or entitlement of any property owners or Development association to obtain road improvements under this Policy.

8. **OCRC Standards.** All road improvement projects by an arrangement under this Policy shall be designed, contracted for, constructed and inspected in compliance with the standards, rules, regulations and policies of the OCRC.

9. **Extra Construction Costs.** IF during construction of a road improvement project, extra costs are incurred for labor and/or material and equipment that are billed to the Township and that exceed the costs stated in the agreement with the OCRC, the Township shall give notice of such extra costs to the association representative and the association shall pay the full amount of such extra costs to the Township within 30 days.

10. **Road Improvements under Statute.** This Policy is only an alternate mechanism for obtaining road improvements more expeditiously than may otherwise be available. This Policy does not affect the rights and procedures that may be afforded by statute or the ability of any property owner to proceed under statutory provisions.

POLICY ADOPTED AT THE REGULAR MEETING OF THE TOWNSHIP BOARD ON November 9, 2006. UPON THE FOLLOWING ROLL CALL VOTE:

Yes: Esther Van Slooten, Gerald Smith, Bill Monhollon, Kathy Van Voorst, and Howard Baumann Jr.

No: None

Kathy Van Voorst, Township Clerk

Howard Baumann, Supervisor

Kurt

Kurt Karsten
karsten152@gmail.com
PSBA President

STEP 1 OCRC DENIAL/DEFERMENT

On Apr 6, 2026, at 8:31 AM, Brett Laughlin <BALaughlin@ottawacorc.com> wrote:

Good Morning Kurt,

Thank you for the email.

The request and funding to resurfacing of Lake Avenue would need to come from Port Sheldon Township. It is my understanding that the township has a process for these types of improvements that include a resident match.

Once the Road Commission has an agreement in place with the township, the project can be bid and scheduled.

Thank you again for the email and have a great day.

Brett Laughlin
Managing Director
Ottawa County Road Commission

From: Kurt Karsten <karsten152@gmail.com>
Sent: Thursday, April 2, 2026 10:40 PM
To: Brett Laughlin <BALaughlin@ottawacorc.com>
Subject: Repaving of Lake Avenue

You don't often get email from karsten152@gmail.com. [Learn why this is important](#)

To Brett Laughlin
Ottawa County Road Commission

Mr. Laughlin,

At the suggestion of Mike Sabatino, I am writing to request that Ottawa County repave Lake Avenue. It is in serious disrepair and the past winter has rendered it unsafe.

Can you please survey it and let me know when it is likely to get repaved?

Thanks,

Kurt

Kurt Karsten
karsten152@gmail.com

President, Port Sheldon Beach Association, Inc.
West Olive, MI 49460

On Thu, Apr 2, 2026 at 10:49 PM Kurt Karsten <karsten152@gmail.com> wrote:

Mike,

I am looking forward to warm days at the Port! And getting out on a catamaran!

Can the Port Sheldon Township please repave Lake Avenue in accordance with Township Policy? Attached is the executed Township-PSBA paving Agreement.

Thanks,

Kurt

Kurt Karsten

karsten152@gmail.com

President, Port Sheldon Beach Association, Inc.

On Apr 1, 2026, at 11:14 AM, Michael Sabatino <mike@portsheldontwp.org> wrote:

Good Morning Kurt!

I hope you are doing well, and you are ready for another great summer in Port Sheldon!

The board approved the budget for this year, and in it, I have included funds to get Lake Avenue repaved.

I believe that your board was planning/budgeting for that to happen this year, as well, if I recall correctly.

There are a few steps that would need to be undertaken per the Township Road Improvement Policy to get this scheduled.

I have included the Road Improvement Policy, for your reference. (and a commitment agreement)

You or an authorized representative from PSBA will need to do the following to fulfill the steps in the policy:

1. Write an email to Brett Laughlin Brett Laughlin baloughlin@ottawacorc.com at the Ottawa county Road Commission asking them to repave the road (they will deny the request, but it is still one of our steps)
2. Write the Township Supervisor requesting that the road be re-paved in accordance with the road improvement policy. **Replying to this email in the affirmative will suffice, or a new clean email, either will work)**
3. Sign an agreement committing to proceed with the road improvements, and that the required 50% matching funds are held for payment on the road

improvements. (attached)

4. If we can get all of this done prior to the April 15th meeting, my board can approve the agreement with PSBA, and the agreement between the Township and OC road commission to get bids, to move this forward. (included the Township-OCRC agreement, so you can see the agreement we will be signing with the OCRC)

Then it will just be a matter of scheduling.

We can still make this happen if we end up into the May meeting, but I was hoping to get it in the schedule earlier than later.

Let me know if there are any questions, or you would like to talk through any of this.

Thanks,

Michael A. Sabatino
Port Sheldon Township, Supervisor
16201 Port Sheldon St
West Olive, MI 49460
Office: (616) 399-6121

My Office Hours:
Mon-Thu 8a-1p
Wed 4-7p

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STEP 3a.
AND STEP 5

Project No. _____

Prepared May 5, 2026

**OTTAWA COUNTY ROAD COMMISSION
PROJECT ESTIMATE**

Township: Port Sheldon

Street Termini & Length: Lake Avenue: Tyler Street to Inland Drive, approx. 2,129 ft

General Description of Work: Bituminous resurface existing pavement and restore driveways and shoulders.

TOTAL ESTIMATED COST

\$59,188

OTTAWA COUNTY ROAD COMMISSION

By 
Engineering Director

**TO: Ottawa County Road Commission
Grand Haven, MI 49417**

Gentlemen:

At a meeting of the _____ Township Board held on _____, the above project and estimate was approved. The Road Commission is authorized to proceed to accomplish the work and bill the township for all direct costs charged to the project, plus a maximum overhead charge of five percent (5%) of the total direct costs so charged; and the township hereby agrees to pay same in full (less county contributions, if any, as indicated in writing attached hereto and incorporated by reference). Direct costs include any payments for: contracts with contractors, engineers and other consultants; materials; force account labor at 1.5 times payroll charges; equipment rental; and advertising and printing. The township agrees to make advance payments, if required, and to pay any balances due within thirty (30) days of receipt of the billing for same. The township also understands and agrees that final direct costs and quantities may vary from the estimate.

Signed By _____

Clerk of _____ Township

Date _____



PORT SHELTON TOWNSHIP

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

LAKE AVENUE PROJECT COST PARTICIPATION AGREEMENT

Between Port Sheldon Township & Port Sheldon Beach Association (PSBA)

Township:

Port Sheldon Township

Project Location & Description:

Lake Avenue: Tyler Street to Inland Drive, approximately 2,129 feet

General Description of Work:

Bituminous resurfacing of existing pavement and restoration of driveways and shoulders.

Estimated Total Project Cost:

\$59,188

(Final costs may vary based on actual quantities and conditions.)

PSBA 50% Match = \$29,594

Purpose of Agreement

This agreement documents the Port Sheldon Beach Association's (PSBA) **commitment to proceed with the project** and its agreement to participate in the cost of the above-described improvements, contingent upon formal approval by the Port Sheldon Township Board of Trustees.

The PSBA further affirms that the funds necessary to satisfy its cost participation obligation are **secured, available, and held for payment** in accordance with the Township's Road Improvement Policy.



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

Agreement Terms

The Port Sheldon Township is coordinating with the Ottawa County Road Commission regarding the proposed project.

Execution of this agreement does not constitute final approval of the project by the Township Board, nor does it obligate the Township to proceed. Final authorization is subject to approval by the Port Sheldon Township Board of Trustees.

Pursuant to the Township's Road Improvement Policy, the Port Sheldon Beach Association (PSBA) agrees that, if the project is approved and proceeds, it will fund:

- Fifty percent (50%) of the total project cost, plus a maximum overhead charge of five percent (5%) of total direct costs so charged.

The Port Sheldon Beach Association represents and certifies that it has obtained the authority to levy, collect, and allocate the funds necessary for its share of the project costs, and that such funds are **currently secured and reserved for this purpose**.

The Township's continuation of project coordination, including negotiation and execution of agreements with the Ottawa County Road Commission, is expressly conditioned upon this certification.

The Township will act as the coordinating entity for the project and will receive billing from the Ottawa County Road Commission. The PSBA agrees to reimburse the Township for its share of project costs and acknowledges that sufficient funds have been **reserved and set aside in advance** to meet this obligation.

Project costs may include, but are not limited to: contracts with contractors, engineering and consulting services, materials, labor (including applicable payroll burden), equipment rental, and administrative expenses.

Both parties acknowledge that final project costs and quantities may vary from the estimate.

Conditions

- This agreement is contingent upon approval by the Port Sheldon Township Board of Trustees.
- If the project is not approved, this agreement shall be null and void.
- Any changes to scope or cost participation shall be agreed to in writing by both parties.



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

Signatures

Port Sheldon Township

(Acknowledgment of coordination only – not Board approval)

By: _____
Clerk, Port Sheldon Township

Date: _____

Port Sheldon Beach Association

By: _____
Name & Title: _____

Date: _____

By: _____
Name & Title: _____

Date: _____

STEP 4

Michael Sabatino

From: Michael Sabatino
Sent: Thursday, May 7, 2026 8:16 AM
To: 'Kurt Karsten'
Subject: RE: Repaving Lake Avenue

That is fine, if I receive it before the May 13th meeting, I can put it in the "addition to agenda" section.

Thanks,

Michael A. Sabatino
Port Sheldon Township, Supervisor
16201 Port Sheldon St
West Olive, MI 49460
Office: (616) 399-6121

My Office Hours:
Mon-Thu 8a-1p
Wed 4-7p



Port Sheldon Township
ESTABLISHED 1924

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From: Kurt Karsten <karsten152@gmail.com>
Sent: Wednesday, May 6, 2026 7:32 PM
To: Michael Sabatino <mike@portsheldontwp.org>
Cc: Amy Hilarides <treasurer.psba@gmail.com>
Subject: Re: Repaving Lake Avenue

Caution! This email is from an external address and contains a link. Use caution when following links as they could open malicious web sites.

Yes, I will execute this asap. I'm on an international flight back to the USA but the WiFi is not working so it may not get done till tomorrow.

Kurt Karsten
Annapolis, MD.

On Wed, May 6, 2026 at 12:19 PM Michael Sabatino <mike@portsheldontwp.org> wrote:



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

May 19, 2026

Verizon Authorization Personnel

To Whom It May Concern:

Port Sheldon Township will be obtaining wireless services pursuant to Contract Requirements.

Listed below are the authorized personnel responsible for managing our wireless services:

Meredith Hemmeke
Township Clerk
Port Sheldon Township
16201 Port Sheldon St
West Olive, MI 49460
616.399.6121 office
616.239.8505 cell
meredith@portsheldontwp.org

Further, I certify the email addresses here are for business purposes, as we do not have an agency domain.
ONLY USE THS STATEMENT IF NEEDED.

Sincerely,

Meredith Hemmeke, Clerk
Port Sheldon Township
616.399.6121 phone
meredith@portsheldontwp.org



NASPO ValuePoint

PARTICIPATING ADDENDUM

WIRELESS, DATA, VOICE AND ACCESSORIES

Led by the state of Utah

Master Agreement #: MA152

Contractor: **CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS**

Participating Entity: Port Sheldon Township

1. Scope: Verizon Wireless (“Contractor”) and the State of Utah, for itself and on behalf of the NASPO ValuePoint (“NASPO ValuePoint” and/or “Customer”), have entered into a Master Agreement #MA152 with an effective date of August 12, 2019, which together with any and all amendments and/or addenda thereto constitute the "Master Agreement". This Participating Addendum applies to the purchase and use of Products (e.g. wireless service, software and other services) by state agencies and other eligible entities authorized by a state’s statutes to purchase under state/entity contracts. All capitalized terms not defined in this Participating Addendum will have the same meaning provided in the Master Agreement.

2. Participation: Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives and non-profits) authorized by an individual state’s statutes to use state/entity contracts may be subject to the acknowledgement of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official. Pursuant to NASPO ValuePoint rules and policies, entities in those states without a State Participating Addendum to the Master Agreement are eligible to participate in the Master Agreement to the extent not prohibited by their state and local procurement laws and regulations. It will be the responsibility of the Purchasing Entity to comply with any legal or regulatory provisions applicable to the Purchasing Entity. By signing and entering into this Participating Addendum, the Participating Entity certifies that they have obtained all of the acknowledgements and approvals required by state or local law or regulation. Purchasing Entity will immediately notify Contractor of any change in its eligibility to purchase under this Participating Addendum. Contractor reserves the right to terminate this Participating Addendum if at any time it is determined that Purchasing Entity is not eligible to purchase under this Participating Addendum.

3. Purchase Order Instructions: All Purchase Orders and any other ordering documents under this Participating Addendum will be governed by the terms and conditions of this Participating Addendum and the Master Agreement including, without limitation, the obligation to pay Contractor for Products provided. Contractor and the Participating Entity (together the “Parties”) acknowledge and agree that orders submitted to Contractor from a Purchasing Entity through the Purchasing Entity’s Business Procurement Card are authorized Purchase Orders under the Master Agreement.

All Purchase Orders issued by Purchasing Entities under this Participating Addendum shall include a reference to this Participating Addendum and the Master Agreement, number MA152.

4. Individual Customer: Except to the extent modified by this Participating Addendum, the Participating Entity and each Purchasing Entity will be responsible for compliance with the terms and conditions of the Master Agreement, and will have the same rights and responsibilities for their



NASPO ValuePoint

PARTICIPATING ADDENDUM

WIRELESS, DATA, VOICE AND ACCESSORIES

Led by the state of Utah

purchases as the Lead State has in the Master Agreement, including the same rights to any indemnity or to recover any costs. Each Purchasing Entity will be responsible for its own taxes, charges, fees, and liabilities. The Contractor will apply the charges to each Purchasing Entity individually.

All Participating Entities and Purchasing Entities agree to the terms and conditions of the Master Agreement, and to the extent the Purchasing Entity purchases any Verizon's Smart Communities products, services and solutions, those purchases are governed by the supplemental terms set forth at <https://enterprise.verizon.com/solutions/public-sector/state-local/contracts/naspo/> (except to the extent modified by this Participating Addendum) including the disclosure of limited account information as part of the contractual reporting requirements to NASPO ValuePoint and/or the Participating Entity for purposes of monitoring the Master Agreement and this Participating Addendum, and calculating the administrative fees.

5. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Lead State

Name:	Brett Whitelaw, State Contract Analyst
Address:	4315 S. 2700 W FL 3, Taylorsville, UT 84129-2128
Telephone:	(801) 957-7149
Email:	bwhitelaw@utah.gov

Contractor

Name:	Brittanie Fleming, Program Manager
Address:	10170 Junction Dr., Annapolis Junction, MD, 20701
Telephone:	(240) 280-3414
Email:	brittanie.cooper@verizonwireless.com

Participating Entity

Entity Name:	Port Sheldon Township
Address:	16201 Port Sheldon St
City, State, Zip:	West Olive, MI 49460
Telephone:	616-399-6121
Email:	meredith@portsheldontwp.org



NASPO ValuePoint

PARTICIPATING ADDENDUM

WIRELESS, DATA, VOICE AND ACCESSORIES

Led by the state of Utah

6. Entire Agreement: This Participating Addendum, and the Master Agreement (number MA152 administered by the State of Utah) together with its exhibits, set forth the entire agreement between the Parties regarding the subject matter contained herein, and supersedes any and all previous communications, representations or agreements, whether oral or written. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the Master Agreement, together with its exhibits, shall not be added to or incorporated into this Participating Addendum or the Master Agreement and its exhibits, by-any subsequent purchase order or otherwise (except by duly-executed written amendment), and any such attempts to add or incorporate such terms and conditions are hereby rejected and shall be deemed null and void.

The undersigned represents and warrants that he/she has the power and authority to execute this Participating Addendum, bind the respective Participating Entity, and that the execution and performance of this Participating Addendum has been duly authorized by all necessary Parties

The Parties have executed this Participating Addendum as of the date of final execution below.

Participating Entity: Port Sheldon Township	Contractor: Cellco Partnership d/b/a Verizon Wireless
Signature:	Signature:
Printed Name: Meredith Hemmeke	Printed Name: Clifton Miller, Jr.
Title: Township Clerk	Title: Sr. Dir - Contract Management
Date: 05/19/2026	Date:

[Additional signatures may be added if required by the Participating Entity]



NASPO ValuePoint

PARTICIPATING ADDENDUM

WIRELESS, DATA, VOICE AND ACCESSORIES

Led by the state of Utah

For questions on the Participating Addendum or NASPO ValuePoint cooperative contracting process, please contact the NASPO ValuePoint Cooperative Contract Coordinator assigned to this Portfolio, as provided on this Portfolio's webpage at www.naspovaluepoint.org or the NASPO ValuePoint team at ccc@naspovaluepoint.org.

*****Attach Exhibit 1 if necessary – Participating Entity Modifications or Additions*****

Contractor - email a fully executed PDF copy of this document to:

PA@naspovaluepoint.org

***To support documentation of participation and posting
in appropriate databases***

Michael Sabatino

From: Tyler Tacoma <Tyler@olivetownship.org>
Sent: Wednesday, May 27, 2026 11:00 AM
To: Supervisor
Cc: Randy Vander Zwaag; Lona Bronkema; brtacoma@gmail.com; Marcia VanVelzen; Jodi Heintzelman; Barry DeGraaf; Tyler Tacoma (assessor@zeelandtwp.org); Tyler Tacoma; Tyler Tacoma; Tyler Tacoma; Laurie Van Haitsma; Josh Westgate; Scott Brouwer; Candy DeHaan; Mark Bennett; krollenhagen@tallmadge.com; vschwaller@tallmadge.com; Melissa Veldheer; josh.eggleston@zeelandtwp.org; kerri.bosma@zeelandtwp.org; brian.vandussen@zeelandtwp.org; Michael Sabatino; Rachel Frantom; Meredith Hemmeke
Subject: RE: Designated Assessor Interlocal Agreement
Attachments: Interlocal Agreement and Designated Assessor Contract-2026.pdf

Caution! This email is from an external address and contains a link. Use caution when following links as they could open malicious web sites.

Hi Al,

Thanks so much for the below message and the attached document, which I see just went out county-wide (cc all – FYI). I just got out of getting my first tooth crowned... they told me I'm officially a "king!" I mentioned that to Erin and she told me to go do the dishes, LOL!!!! We can chat more later, but I wanted to summarize the attached for everyone:

This is a good thing, from my perspective! The state mandated a few years ago (Public Act 660 of 2018) that local units all have a "Designated Assessor." In simple terms, **it's a backup plan if the State Tax Commission comes through on their 5 year audits and finds the work is not being performed up to their standards...** I have heard stories on this, and they give AMPLE time and due process to anyone working to achieve those standards, so this is really a "your current assessor is not competent or meeting the requirements we have continually laid out before them. We would like to now call on the person/group you have chosen as your 'Designated Assessor' to take over and complete the work properly." Absent this or if this were to fail also, the STC can still seize an assessment roll and put out an RFP for it's proper completion.

Why I like this coming from the Ottawa County Equalization Department:

1 – I view it as a "free insurance policy." – this costs us NOTHING unless the STC determines we are not cutting it and then defers to our "Designated Assessor." I am aware of a few other folks who provide this same offering, BUT for a retainer fee.

2 – They are extremely competent in the work and knowledge of the communities in Ottawa County.

3 – They are somewhat reasonable in price (more expensive, but fair) and scope of work, *if* the contract were ever invoked and put to use.

4 – It is being proactively offered right now because **we did this already with them over the last 5 years, but that first agreement is expiring.**

We have the ability to go any route with this requirement of having a Designated Assessor, but I think having Ottawa County Equalization as that partner is what is best for our township.

Side note – Myself and our team makes it our daily goal to do a good job (“above and beyond”), so **we have no intention of the STC ever having to call on a “Designated Assessor” to assist with the assessment roll or replace us.**

The only items that were brought to my attention that *may* need clarity are:

Lack of a defined terms of the contract in regards to:

- when would it start
- how long would it last
- can the community have an early termination clause, with proper notice

I hope this helps everyone, and feel free to give me a call if you’d like to discuss,

~Ty
616.893.2640 (cell)

Tyler Tacoma
Assessor

OLIVE TOWNSHIP
(616) 786-9996 (Town Hall)
tyler@olivetownship.com
www.olivetownship.org

From: Supervisor <Supervisor@olivetownship.org>
Sent: Wednesday, May 27, 2026 9:11 AM
To: Tyler Tacoma <Tyler@olivetownship.org>
Subject: FW: Designated Assessor Interlocal Agreement

Hi Tyler,

We received this email this week.
I’d like to know what your thoughts are on this. Are you supportive on this?

Please look it over when you get a chance and let me know.

Thank you,

Al Nienhuis



Olive Township Supervisor
6480 136th Avenue
Holland, MI 49424
616-786-9996
supervisor@olivetownship.org

From: Brian Busscher <bbusscher@miottawa.org>

Sent: Tuesday, May 26, 2026 9:28 AM

To: supervisor@allendale-twp.org; supervisor@blendontownship-mi.gov; supervisor@chester-twp.org; dluce@cityofcooperville.com; erikerhorn@crockerymi.org; cbessinger@ferrysburg.org; JWierenga@georgetown-mi.gov; alatsch@grandhaven.org; bcargo@ghtmi.gov; mreenders@ghtmi.gov; manager@hct.holland.mi.us; russt@hct.holland.mi.us; k.vanbeek@cityofholland.com; rtdotson@hudsonville.org; supervisor@twp.jamestown.mi.us; Supervisor <Supervisor@olivetownship.org>; sspoelhof@parktownship.org; Supervisor <Supervisor@polktontownship.com>; Michael Sabatino <mike@portsheldontwp.org>; supervisor@robinson-twp.org; ggallagher@springlaketwp.org; jrabideau@springlaketwp.org; brady@springlakevillage.org; mbennett@tallmadge.com; supervisor@ocwrighttp.org; citymgr@cityofzeeland.com; kerri.bosma@zeelandtwp.org

Cc: Brian Dissette <bdissette@miottawa.org>

Subject: Designated Assessor Interlocal Agreement

Supervisors and City Managers,

On May 18, I sent an email outlining the PA 660 requirement for a Designated Assessor and the proposed path forward. I hope you have since had an opportunity to review this information with your assessor and address any questions or concerns.

A key component of this process is the ratification of an interlocal agreement within the County. To support that step, I have prepared the attached agreement. This version is largely consistent with the current agreement, with updates to dates, names, values, and other administrative details. The only substantive change is the revision of the termination clause: rather than expiring on a fixed date, the agreement will now conclude upon the end of my employment with Ottawa County. At that time, a new interlocal agreement will need to be developed.

Please review the attached draft and present it to your boards for ratification. As indicated in my earlier email, I am aiming to have these signed agreements returned to me by **September 1** in order to have this interlocal agreement timely approved by the State.

As always, if you have any questions or require clarification, feel free to contact me.

Thank you all for your attention to this matter.

Brian Busscher

Equalization Director

12220 Fillmore St | West Olive, MI | 616-738-4819

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Property Assessing Reform (PA 660 of 2018) Implementation

The State will continue conducting Assessing Audits on a 5-year rotation. The process for these Audits are outlined below:

- 1) Initial Review. Based on the review, the following applies:
 - a. Compliant – no further action necessary
 - b. Non-compliant - If a local unit is found noncompliant on a matter of substantial compliance, they must submit a Corrective Action Plan. A follow-up review will be conducted.
- 2) If a local unit fails their follow-up review, they must submit a second Corrective Action Plan and choose from *one* of the following options:
 - a. Hire a new assessor who must be STC Certified at MAAO or MMAO level.
 - b. Move to the Designated Assessor for a period of 5 years.
 - c. Allow the State Tax Commission (STC) to assume jurisdiction of their roll at the local unit's expense.
- 3) Regardless of which option is selected, the State Tax Commission will conduct a second follow-up review.

It is highly unlikely any local unit in Ottawa County will reach the third step. However, by having a Designated Assessor a non-compliant jurisdiction has a 'fall-back' option if they find themselves in this situation. The legislature added a provision (PA 12 of 2024) that allows Counties to opt-out of appointing a Designated Assessor. If this opt-out option is invoked, then option 2b (above) would be removed but all other provisions remain the same.

Designated Assessor Contract Summary

Key Designated Assessor Provisions:

Contract Term: January 1, 2027 continuing indefinitely until Brian Busscher's employment with Ottawa County is terminated.

Proposed Designated Assessor: Brian Busscher MMAO, Ottawa County Equalization Director

Annual Costs: None

Cost if Local Unit opts to activate the Designated Assessor:

\$32 per parcel for 2027 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, Ad-Valorem, Special Acts and Exempt

In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2027 with 5% per year increases through the life of this contract.

Two years after step three has been reached, there will be a review of costs to determine if cost per parcel can be lowered and still cover the County's costs.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Ottawa County, a majority of the assessing districts in Ottawa County, and the individual put forth as the proposed Designated Assessor. Ottawa County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Ottawa, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Ottawa County proposes that Brian Busscher (R-8823), in his capacity as Equalization Director serve as the Designated Assessor for the following assessing districts within Ottawa County; Allendale Charter Township, Blendon Township, Chester Township, Crockery Township, Georgetown Charter Township, Grand Haven Charter Township, Holland Charter Township, Jamestown Charter Township, Olive Township, Park Township, Polkton Charter Township, Port Sheldon Township, Robinson Township, Spring Lake Township, Tallmadge Charter Township, Wright Township, Zeeland Charter Township, Coopersville City, Ferrysburg City, Grand Haven City, Holland City, Hudsonville City, Zeeland City, constituting

the complete roster of assessing districts within the geographic and political boundaries of Ottawa County.

2. Included as an addendum to this AGREEMENT are the Ottawa County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.
3. Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:

Ottawa County Equalization Department
12220 Fillmore Street
West Olive, MI 49460

4. The Parties further agree that specific hours will be negotiated in the event an assessing district is subject to the designated assessor process.
5. If Brian Busscher leaves the employment of Ottawa County, the designation of Brian Busscher as designated assessor is voided, and a new Interlocal Agreement must be executed. This agreement will stay in effect until such a time.

B. Qualifications of Proposed Designated Assessor:

1. Included as an addendum to this AGREEMENT, the Ottawa County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:
 - a. Resume providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor of Ottawa County.
 - b. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
2. It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and, when required to serve as the Designated Assessor for an assessing district in Ottawa County, shall act as the Assessor of Record for that assessing district. When acting as the Assessor of record for an assessing district. When acting as the Assessor of Record for an assessing

district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

3. Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Assessment Rolls*.

C. DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR AND OF OTTAWA COUNTY AND ASSESING DISTRICTS WITHIN OTTAWA COUNTY

1. The Parties agree to the following duties and responsibilities:
 - a. The Designated Assessor will receive the assistance of Ottawa County Equalization Department staff.
 - b. The Designated Assessor will satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
 - c. Within days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.
 - d. The Designated Assessor will do all of the following; Correct all deficiencies found in the State Tax Commission audit. Classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. Process accurately all assessable personal property that is in the Assessing District. Use the methods prescribed by the Michigan State Tax Commission Audit. Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Ottawa County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
 - e. All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.

- f.** The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- g.** The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in Section 1(o) of this Agreement.
- h.** The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- i.** The master file shall be the property of the Assessing District. Ottawa County will maintain the master file at the Ottawa County Fillmore Complex with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located in the Equalization Department office.
- j.** All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations should be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.
- k.** It will be the obligation of local unit staff to collect the mail, and collect any assessing department-related forms, letters etc. brought in to the local unit. It is not the intention of the Designated Assessor to use local unit staff in the performance of his duties, other than those specified above. Existing local unit staff may be hired by Ottawa County to assist the Designated Assessor in the performance of his duties.
- l.** When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing District on the computer equipment owned by Ottawa County will be coordinated with a representative of the Innovation and Technology Department of the County to avoid conflicts in configuration and application issues.

- m.** It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- n.** The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- o.** The Designated Assessor will attend Board of Review meetings. Staff may assist the Designated Assessor in preparing for, conducting and implementing any changes resulting from the required meeting of the Boards of Review.
- p.** The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor, shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- q.** Ottawa County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information should adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- r.** The Designated Assessor and the Assessing district shall utilize Ottawa County's geographical information system in implementing this Agreement. An independent agreement with Ottawa County may govern this function
- s.** Non-exclusivity of assessing services. The Designated Assessor may serve as the assessor of record for other assessing districts.

- t. At all times and for all purposes under this Agreement, the relationship of the designated assessor, through Ottawa County, to the Assessing District shall be that of an independent contractor. All employees of Ottawa County, who perform services under this Agreement, shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.
 - u. Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
 - v. The Assessing District will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the Assessing District and its officers, employees and agents as additional named insureds on a policy of insurance for all risks or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide workers' compensation coverage on its employees. Written proof of the existence of such insurances will be supplied by the Assessing District and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the Assessing District may reasonably require.²
2. The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.

D. Cost and Compensation for Designated Assessor:

1. Payment for Services Provided:

- a) The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- b) Payment for Designated Assessor services shall be paid to Ottawa County as provided under this agreement. Except as otherwise provided, payment for Designated Assessor services shall be set at \$32 per parcel for 2027 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, ad-valorem, special acts and exempt. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2027 with 5% per year increases through the life of this contract. The County will submit monthly invoices on the first day of each month.

The monthly invoices from the County will be processed and paid for by the Assessing District in accordance with standard Assessing District procedures.

- c) Upon completion of the first two years of Designated Assessor Services, payments provided under this Agreement shall be reviewed. From this review, the per parcel cost referenced in D1. b) above may be reduced to a level sufficient to cover the County's costs.
- d) Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- e) The Designated Assessor will not charge an annual retainer for Designated Assessor Services to Ottawa County Assessing Districts. Charges will only be incurred once an Assessing District turns over Assessment Administration duties to the Designated Assessor.
- f) This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
- g) Brian Busscher's annual salary, as paid by Ottawa County, will be considered compensation for Designated Assessor services.
- h) The State Tax Commission may revoke the Designated Assessor and provide for an interim Designated Assessor if the Designated Assessor dies, becomes incapacitated, or is otherwise not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

2) Other expenses:

- a) The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to the Designated Assessor. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3) Miscellaneous:

- a. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and

this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

- c. In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- d. All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. This Agreement may be executed in any number of counterparts, and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. This Agreement does not create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

Signature of the Designated Assessor, the County Board of Commissioners, Township Supervisors and City Mayors within Ottawa County

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

DESIGNATED ASSESSOR

Brian Busscher, Equalization Director

Date

COUNTY OF OTTAWA

Josh Brugger, Chairperson
Ottawa County Board of Commissioners

Date

Justin F. Roebuck, County Clerk/Register

Date

ALLENDALE CHARTER TOWNSHIP

Adam Elenbaas, Supervisor

Date

BLENDON TOWNSHIP

Don Vander Kuyl, Supervisor

Date

CHESTER TOWNSHIP

Troy Goodno, Supervisor

Date,

CROCKERY TOWNSHIP

Erik Erhorn, Supervisor

Date

GEORGETOWN CHARTER TOWNSHIP

Jim Wierenga, Supervisor

Date

GRAND HAVEN CHARTER TOWNSHIP

Mark Reenders, Supervisor

Date

HOLLAND CHARTER TOWNSHIP

Russell TeSlaa, Supervisor

Date

JAMESTOWN CHARTER TOWNSHIP

Laurie VanHaitsma, Supervisor

Date

OLIVE TOWNSHIP

Al Nienhuis, Supervisor

Date

PARK TOWNSHIP

Steve Spoelhof, Supervisor

Date

POLKTON CHARTER TOWNSHIP

Ted Costigan, Supervisor

Date

PORT SHELDON TOWNSHIP

Mike Sabatino, Supervisor

Date

ROBINSON TOWNSHIP

Adam MacMillan, Supervisor

Date

SPRING LAKE TOWNSHIP

Jerry Rabideau, Supervisor

Date

TALLMADGE CHARTER TOWNSHIP

Mark Bennett, Supervisor

Date

WRIGHT TOWNSHIP

Steve VanTimmeren, Supervisor

Date

ZEELAND CHARTER TOWNSHIP

Kerri Bosma, Supervisor

Date

CITY OF COOPPERSVILLE

Brian Mooney, Mayor

Date

CITY OF FERRYSBURG

Richard Carlson, Mayor

Date

CITY OF GRAND HAVEN

Robert Monetza, Mayor

Date

CITY OF HOLLAND

Nathan Bocks, Mayor

Date

CITY OF HUDSONVILLE

Mark Northrup, Mayor

Date

CITY OF ZEELAND

Richard Van Dorp III, Mayor

Date

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027

Addendum A:

1. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each assessing district:

(A.) Real Property SEV, as of 2026 March BOR:

- Agricultural Real--1,098,014,300; 4,183 Parcels
- Commercial Real--3,337,931,525; 5,354 Parcels
- Industrial Real-- 1,581,384,200; 1,669 Parcels
- Residential Real--21,033,391,857; 101,689 Parcels
- Timber-Cutover--None Classified
- Developmental-- None Classified

(B.) Personal Property, as of 2026 March BOR:

- Agricultural Personal--0; 0 Parcels
- Commercial Personal-- 232,830,700; 8,023 Parcels
- Industrial Personal-- 344,958,900; 592 Parcels
- Residential Personal--None Classified
- Utility Personal-- 409,399,200; 208 Parcels.

(C.) Equivalent SEV of Special Acts as of 2026 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974)-- 402,968,000; 326 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)—25,048,500; 33 Parcels
- Commercial Redevelopment Act Roll (PA 255 of 1978)—1,089,100; 2 Parcels
- Obsolete Property Rehabilitation Act (P.A. 146 of 2000) –664,200; 4 Parcels
- Neighborhood Enterprise Zone Act (PA 147 of 1992)-- 8,069,400; 11 Parcels
- Residential Housing Facilities Act (P.A. 237 of 2022)—269,800; 1 Parcel
- DNR-PILT Rolls-- 36,299,000; 57 Parcels

2. List of any unique, complex or high value properties within the County:

- Consumers Energy-Generating Station-Zeeland City-425 N Fairview St
- Consumers Energy-Generating Station-Port Sheldon Township-7700 Margaret Ave.
- ARC Holland Real Estate Holdings-Freedom Village Senior Living Center-Holland City-145 Columbia Ave.
- Gentex Corp-Manufacturing-Zeeland City-600 Centennial St.
- CS Facilities-Continental Dairy-Coopersville City-999 Randall St.
- Mead Johnson & Company-Manufacturing of Baby Food-Zeeland City-725 E. Main Ave.
- Herman Miller Inc-Manufacturing-Zeeland City-855 E. Main Ave.
- Alden GV Owner LLC-Student Housing-Allendale Township-10897 48th Ave.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027

Addendum B:

Qualifications of Proposed Designated Assessor:

Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Ottawa County.

1. Current assessor certification level and number:

Michigan Master Assessing Officer R-8823

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated Assessor, Brian L. Busscher, is currently employed by Ottawa County as the Equalization Director. The division provides assessing services for the following local units:

- Blendon Township
- Crockery Township
- Georgetown Township
- Polkton Township
- Coopersville City
- Grand Haven City
- Hudsonville City

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

In addition to serving as assessor of record for the units outlined in item #2 above, prior assessing work includes local unit reappraisal services to various townships in Allegan County. Also currently serve as Assessor of Campbell Township in Ionia County and Monterey Township in Allegan County.

3. Conflict of interest disclosures:

None in contract as written.

ESTIMATE

Complete Lawn & Landscaping
Services
6707 Holly Dr.
West Olive, MI 49460

connor@clslawnservice.com
+1 (616) 510-3076
www.clslawnservice.com



Port Sheldon Township

Bill to

Port Shledon Township
16201 Port Sheldon St.
West Olive, MI 49424

Ship to

Port Shledon Township
16201 Port Sheldon St.
West Olive, MI 49424

Estimate details

Estimate no.: 4897

Estimate date: 05/16/2026

Date	Product or service	Description	Qty	Rate	Amount
	Plant	#5 Pot Boxwood "Green Gem"	8	\$86.00	\$688.00
	Plant	#5 Pot Hydrangea "Incredball"	6	\$68.00	\$408.00
	Plant	#1 pot Allium "Millenium"	1	\$14.00	\$14.00
	Plant	#1 Pot Catmint "Cats Pjs' Dawrf"	12	\$24.00	\$288.00
	Plant	#2 Pot Dwarf Fountain Grass	6	\$29.50	\$177.00
	Plant	#2 Pot Karl Forester Grass	5	\$29.50	\$147.50
	Plant	#5 Pot Hydrangea "Limelight Prime"	3	\$67.00	\$201.00
	Michigan Feildstone	Field Stone Boulders	6	\$85.00	\$510.00
	Hardwood Bark	Hardwood Shredded Bark	6	\$25.00	\$150.00
	Top Dirt	Screened Top Soil	8	\$35.00	\$280.00
	irrigation	Irrigation Repairs (if needed)	1	\$400.00	\$400.00
	Dump Charge	Disposal of existing shrubs	1	\$100.00	\$100.00
	Labor	Labor -Remove existing landscaping -Re-locate/repair irrigation as needed -Install new Landscaping	1	\$3,900.00	\$3,900.00
	Plant Material Warranty	All Plant and Tree materials are covered by a one-year warranty from date of	1	\$0.00	\$0.00

install and are valid for one replacement only. Damage from animals, weather, snow removal and or improper watering are not covered under warranty.

Total

\$7,263.50

Accepted date

Accepted by

Elite Concrete Solutions
12121 Blue Spruce Lane
West Olive, Mi. 49460

Estimate

Date	Estimate No.
5/15/2026	3482

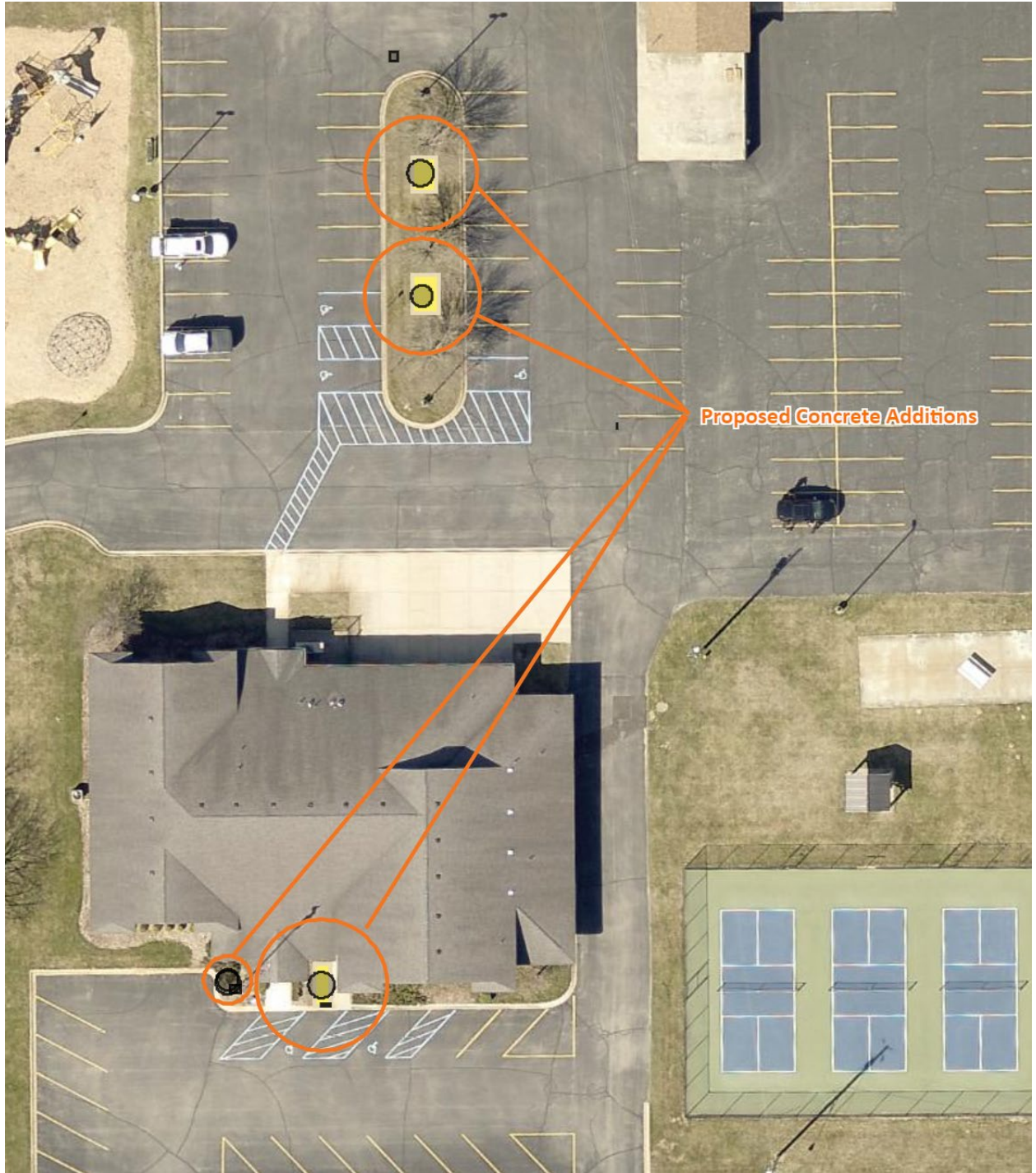
Name/Address

Port Sheldon Twp.
 16201 Port Sheldon St.
 West Olive, Mi. 49460

Description	Qty	Rate	Total
2 10x12 pads for picnic tables. Prep, form, finish. To be 4" thick with wiremesh	2	1,200.00	2,400.00
Sidewalk area at front entry. Prep, form finish. To be 4" thick with wiremesh. Landscape removed by others	1	950.00	950.00
Total			\$3,350.00

We appreciate the opportunity to be considered for your concrete needs!

Phone #	Fax #	E-mail	Web Site
616-218-6395		eliteconcretesolutions616@gmail.com	www.eliteconcretesolutions.net



Concrete Pads for Picnic Tables already in use on the grass
Concrete Pad for Bike Racks at front of Township hall
Concrete circle and narrow connector to Flag (to avoid trampling landscaping)