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 – August 12, 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 – July 8, 2026*
    b. Approve Financial Report
    c. Approve Correspondence
    d. Approve Committee Reports*
    e. Approve payment of Bills
9. Discuss – Supervisor findings on commemorative bench programs*
10. Discuss – Additional Parking Signage for Windsnest Park*
11. Consider – Redirecting Proposed Zoning Amendments back to Planning Commission*
12. Consider – Garbage Collection Ordinance*
13. Consider – Recommended Amendments to Fire Dept. Policy*
14. Consider – Policy Manual Addition – Volunteer Release Waiver*
15. Additions to Agenda
16. Public Comment
17. Adjourn

*** Information included in packet**

Next Meeting – September 9, 2026

Minutes of a Regular Meeting of the Port Sheldon Township Board

July 8, 2026 – 5:30 P.M.

DRAFT

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, Fire Chief Brad Dirkse, Building & Zoning Administrator Ryan Capson and seven members of the public.
3. Pledge of allegiance.
4. Invocation
   Meredith Hemmeke offered the invocation.
5. Public Comment:
   One resident gave public comment and One guest gave public comment.
6. Additions to Agenda:
   None.
7. Approval of Agenda.
   Motion by Frantom to approve the agenda. Supported by DeVries and carried.
8. Consent Agenda Approval
   a. Approve Minutes-
      a. Regular Meeting -June 10, 2026
      b. Special Meeting- June 24, 2026
   b. Approve Financial Report
   c. Approve Correspondence:
      1. Resident request of placing a dedication bench at Windsnest.
         Motion by Sabatino to move the correspondence into the agenda for discussion. Supported by DeVries and carried.
   d. Approve Committee Reports
      i. Building – Forty-One Total Permits, Twenty-Two Building permits & Nineteen Zoning Permits issued with Four new home starts.
      ii. Fire Department – Thirty-two calls plus two meetings.
      iii. Supervisor Report
      Supervisor gave an update on Windsnest overflow parking, met with sheriff about marine patrols in the waters in Port Sheldon, Parking signs at Windsnest have been removed or vandalized, and illegal dumping occurred at the Township during the July 4th weekend.
      iv. Clerk Update
      Clerk gave an update about the upcoming August election, conducting early voting at the Township, Pre-processing absent voter ballots to help reduce the workload on election day, on election day all in person Port Sheldon Voters will be voting in the Township Hall and beginning the process of obtaining quotes for printers as our lease is expiring.
   e. Approve payment of Bills

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

9. Planning Commission Ordinance Amendments.
   Motion by Frantom to table and direct the attorney to revise the Planning Commission's recommendation to amend zoning amendments sections 4.27, 4.28.6, 4.37 and 20.04.1 until the next meeting. Supported by DeVries and carried.
10. Attorney's review of Planning Commission's recommended Ordinance to regulate Battery Energy Storage Installations.
    Discussed the Attorney's review at length. No Action was taken
11. Estimate for failing retaining wall RE: long term capital improvement plan
    Supervisor highlighted information about a failing, but not imminent, retaining wall on the bike path, stating that this is just one of a few that need replacement or repairs. No Action was taken.
12. Asset Management/Capital improvement planning proposal
    Motion by Monhollon to approve the Pathway and Asset Management Plan dated February 25, 2026 from Prein and Newhof not to exceed $13,000. Supported by Frantom and carried with five yes roll call votes. Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None
13. Bike Path Repair Estimate
    No action was taken
14. Adding United Bank as a new depository
    Motion by Hemmeke to approve adding United Bank of Michigan as a new depository for the township. Supported by Monhollon and carried with 5 yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None
15. Verizon Contract
    Motion by Frantom to approve MA152, the renewal of the Verizon Contract for the two township issued cell phones and authorize the clerk to sign. Supported by DeVries and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.
16. Additions to Agenda:
    - Discussion on Correspondence on placing a dedication bench at Windsnest.
      The board would like the supervisor to inquire about what Ottawa County and Spring Lakes policy is on dedication benches.
17. Public Comment.
    - None.
18. Adjourn
    Motion by Monhollon to adjourn. Supported by DeVries and carried.
    The meeting adjourned at 6:33 pm.

Respectfully submitted
Meredith Hemmeke, Clerk

DRAFT

Building Dept. Totals 2026

Month	Total Pemits	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	41	22	19	$ 5,438,822.00	$ 21,571.00	$ 1,777.00	4	0	0
JUL	13	8	5	$ 430,259.00	$ 2,695.50	$ 425.00	0	0	0
AUG									
SEP									
OCT									
NOV									
DEC									

	2026	2025	2024	2023	2022
YTD Total Permits	99	233	188	166	173
YTD Total Value	$ 14,963,978.00	$ 45,880,508.00	$ 38,694,721.00	$18,702,963.00	$25,622.50
YTD Total Fees	$ 64,462.00	$ 148,654.85	$ 140,660.00	$60,671.50	$67,055.15
YTD New Homes	13	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%

Monthly Permit List

07/30/2026

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB26-088	MILES PAUL-VICKIE	9591 168TH AVE	$113.00	$7,010
Work Description:	DECK ON FRONT OF HOUSE			
PB26-089	DEFEYTER FAMILY PROTECTI	6545 HOLLY DR	$158.50	$20,188
Work Description:	TEAR-OFF AND RE-ROOF			
PB26-090	RYZENGA PHILIP R-KATHRYN	16545 STAR WALK LN	$228.50	$41,000
Work Description:	TEAR-OFF AND REROOF			
PB26-091	SEGUIN KAREN J	6766 LAKESHORE DR	$141.00	$15,399
Work Description:	TEAR-OFF AND RE-ROOF			
PB26-092	SCHULTZ JASON R & MARTHA	14551 BIGLEAF DR	$616.50	$10,000
Work Description:	AFTER THE FACT BASEMENT FINISH LIVING ROOM EXERCISE ROOM			
PB26-093	BERTOTTI MATTHEW-AMY TR	17002 LAKE AVE	$137.50	$14,351
Work Description:	TEAR OFF AND RE-ROOF			
PB26-094	DRUMMOND CHRISTOPHER A	14721 MAYBERRY DR	$340.50	$72,311
Work Description:	BATHROOM REMODEL			
PB26-095	MILLER DAVID D-ERIN M	5356 LAKESHORE DR	$960.00	$250,000
Work Description:	HOUSE FIRE, GUT TO STUDS AND REPAIR			

Total Permits For Type: 8

Total Fees For Type: $2,695.50

Total Const. Value For Type: $430,259

Report Summary

Grand Total Fees: $2,695.50

Grand Total Permits: 8

Population: All Records

Permit.DateIssued Between
7/1/2026 12:00:00 AM AND
7/31/2026 11:59:59 PM AND
Permit.Status = ISSUED AND
Permit.PermitType = Building

Grand Total Const. Value:	**$430,259**

Monthly Permit List

07/30/2026

Zoning

Permit #	Contractor	Job Address	Fee Total	Const. Value
PZ26-073	MILES PAUL-VICKIE	9591 168TH AVE	$85.00	$0
Work Description:	DECK ON FRONT OF HOUSE			
PZ26-074	SCHULTZ JASON R & MARTHA	14551 BIGLEAF DR	$85.00	$0
Work Description:	AFTER THE FACT BASEMENT FINISH LIVING ROOM EXERCISE ROOM			
PZ26-075	DRUMMOND CHRISTOPHER A	14721 MAYBERRY DR	$85.00	$0
Work Description:	BATHROOM REMODEL			
PZ26-076	MILLER DAVID D-ERIN M	5356 LAKESHORE DR	$85.00	$0
Work Description:	HOUSE FIRE, GUT TO STUDS AND REPAIR			
PZ26-077	LORENZ JOHN	14625 TYLER ST	$85.00	$0
Work Description:	IRRIGATION POND			

Total Permits For Type: 5

Total Fees For Type: $425.00

Total Const. Value For Type: $0

Report Summary

Population: All Records

Permit.DateIssued Between
7/1/2026 12:00:00 AM AND
7/31/2026 11:59:59 PM AND
Permit.Status = ISSUED AND
Permit.PermitType = Zoning

Grand Total Fees: $425.00

Grand Total Permits: 5

Grand Total Const. Value: $0

From: Judi De Jonge
To: Meredith Hemmeke
Subject: Purchasing a bench in memory of husband to be place at windnest beach
Date: Thursday, June 11, 2026 9:00:16 AM

Meredith,

Mike Sabatino told me a bench does not already exist and I would need to email the clerk or board of trustees.

Ottawa county parks have benches dedicated to the memory of loved ones. My husband loved “Beach 7” as he called it.

Would the township be open to doing something similar to Ottawa County? What are the steps? And how much would it cost?

Thank you,

Judi DeJonge

Memorial Bench and Tree Program

Village of Spring Lake



The Village of Spring Lake is currently offering opportunities to commemorate people, organizations, and special events by purchasing a tree or a bench to be placed in The Village's Parks.

Memorial trees and benches are a lovely way to remember a loved one or celebrate a special event. At the same time, a tree or a bench adds beauty to our new park for years to come.

Please see the attached information and call the Village with any questions! (616) 842-1393

Thank you for your interest!

The Village of Spring Lake
102 W. Savidge Street
Spring Lake, MI 49456

VILLAGE OF SPRING LAKE

Memorial Benches



6' Park Bench $1500.00*

*Price as of March 15, 2024. Verify price at the time of your purchase.

Your name: _____

Phone #: (_____)_____

Email: _____

Address: _____

City/State/Zip: _____

<u>Proposed wording on benches: A maximum of 32 letters per line (3 lines maximum) including spaces.</u>

The Village Manager or designee must approve memorial messages. For example:

IN MEMORY OF JANE DOE (20)
December 2, 1948 – June 28, 2020 (32)
From the Children (17)

Requested wording for bench:

Line 1 - _____

Line 2 - _____

Line 3 - _____

Once payment for the bench is received, you will receive a proof copy to approve the wording. Once we receive written approval, the bench will be ordered from the vendor.

Memorial benches must be purchased through the Village and can be done so at any time throughout the year. Weather permitting, the installation of the benches will be completed from April - October and will be completed at the earliest possible date from the delivery of the bench.

After installation of a bench, the purchaser will be notified of the exact location within the park.

The Village of Spring Lake cannot accept memorial benches purchased outside of the framework listed above. The donor may select their preferred location using the map identifying approved locations.

The Village of Spring Lake is not responsible for damage to the memorial donation due to weather or vandalism.

Memorial Trees

The Village of Spring Lake adheres to the "*Right Tree, Right Place*" principal when planting trees in the Village. Tree selection options are based on the proposed location, availability of specific tree species and recommendations from the Village forester. As the purchaser of a memorial tree, your cost and tree selection will vary depending on these factors.

Your name: _____

Phone #: (_____) _____

Email: _____@_____

Address: _____

City/State/Zip: _____

Plaque option: GOLD SILVER

Proposed Wording on Plaque*

_____

**The Village Manager must approve memorial messages.*

Memorial trees must be purchased through the Village and can be done so at any time throughout the year. However, the trees will only be planted in the fall of each calendar year.

After planting of a tree, the purchaser will be notified of the exact location.

The Village of Spring Lake cannot accept memorial trees purchased outside of the framework listed above. The Village Manager and the Department of Public Works makes the final determination as to where memorial trees are placed, but reasonable accommodations will be made to honor the donor's wishes.

The Village of Spring Lake is not responsible for damage to the memorial donation or plaque as a result of inclement weather or vandalism. The Village does not guarantee the lifespan of a tree donation past the 1-year warranty period and is not responsible for lost or stolen plaques after the initial installation

Updated 10/4/24

Ottawa County Parks Dept. – Commemorative Bench Program

Summary: Average cost $2500-$5000 (Bench and plaque only good for life of bench)

Endowment Bench $20,000 (endowment bench is replaced as it deteriorates)



Benches include a plaque with wording of your choice (subject to approval). The cost to sponsor a bench ranges from $2,500 to $5,000.

Please note that some of our parks may not have a bench available. There are currently no benches available with Lake Michigan views or at Ottawa Sands or Stearns Creek.

The bench and plaque last as long as the normal life expectancy of the equipment.

Interested in a bench in perpetuity, select endowed bench on the form. Endowed benches are $20,000. There is a payment plan option for an endowed benches.

The process takes a minimum of 3-6 months to complete from initial inquiry to installation. Once you complete the form someone will contact you to verify the location of the bench and plaque wording.

The 3"x8" plaques can accommodate 15 to 20 words or around 120 characters including spaces on 3 or 4 lines. Simple inscriptions of less than 10 words on 2 or 3 lines work best.

There are a limited number of tables also available. Complete the commemorative bench form and include in the comment field that you are interested in a table.

Your gift today will allow our beautiful park system to remain a place of refuge and recreation for everyone in your local community.

Commemorative Bench Program

Historically, Ottawa County Parks and Recreation Commission (Commission) accepted donations for benches and tables that includes the opportunity for a small, personalized recognition primarily used as a memorial of a passed loved one. This program was established prior to the formation of the Ottawa County Parks Foundation (Foundation) and was an industry-wide practice that helped offset the costs of site amenities while allowing Parks supporters the opportunity to support their favorite park or recognize a loved one.

In 2022 the Commission authorized transfer of the management of the memorial or commemorative program (benches and picnic tables) to the Foundation.

The Commemorative and Tribute Program enhances public spaces, preserves the beauty and accessibility of our parks, and creates lasting legacies that connect generations. It provides financial support for the acquisition, installation, and long-term maintenance of essential park site amenities.

Donors have the opportunity to honor a person, organization, event, or activity through a commemorative plaque placed alongside the donated amenity, offering a meaningful and lasting tribute.

The program ensures that park features—such as benches and other amenities—are sustainably maintained for the enjoyment and inspiration of the entire community.

The program operates according to the following guidelines:

1. The goal of the program is to cover all direct costs and secure a nominal donation to the Site Amenity Fund.
2. The Foundation solicits donations for Commemorative Tributes through its website.
3. Commission and Foundation staff meet annually to review the program and pricing.
    - Costs for items may vary.
4. The Foundation reports program proceeds to the Commission annually.
5. All new memorial or commemorative requests outside of the existing Bench Program require Parks Director approval.
6. All memorial or commemorative amenities are guaranteed for the "normal life expectancy" of the equipment—10 years. Amenities are not guaranteed beyond 10 years.
7. The Foundation is responsible for maintaining all donor records.
8. The Commission is responsible for recording the location of all memorial or commemorative installations.
9. The Commission is responsible for all routine maintenance.
10. Site amenity locations will be determined based on need by the Commission.
11. Site amenities may be temporarily removed for safety, maintenance, or repairs.
    - The Commission will notify the Foundation when removals occur.
    - The Foundation will make reasonable efforts to notify the donor of the temporary removal.
12. Site amenities may be moved or relocated at the discretion of the Commission.

    - The Commission will endeavor to relocate amenities within the same park to a comparable location and will notify the Foundation.
    - The Foundation will make reasonable efforts to notify the donor of the relocation.
13. After 10 years, when a memorial or commemorative amenity requires replacement, the Commission will notify the Foundation.
    - The Foundation will contact the original donor.
14. The donor will have the first right of refusal to fund or endow a new memorial or commemorative amenity at the then-current pricing.
    - For the replacement of amenities donated prior to the establishment of the Site Amenity Fund, the original donation amount will be deducted from the new endowment cost.
    - Three attempts will be made to contact the donor.
    - Donors will have six months to respond before the opportunity is made available to the public.
    - If a site amenity has multiple donors, the primary point of contact will be notified first. If the primary contact cannot be reached, the donor who contributed the highest amount (if disclosed) will be contacted.
15. If the donor chooses not to fund the replacement amenity, they may retrieve their commemorative plaque.
16. Plaques will be held for one year after donor notification.
    - Plaques can be mailed to the donor at their expense.
17. It is the donor's responsibility to update their contact information with the Foundation.

Current Pricing

Standard Park Benches – $2,500

- Includes a plaque with donor-approved wording.
- Guaranteed for a 10-year normal life expectancy.
- Installation process takes approximately 3–9 months.

Idema Explorers Trail Benches – $3,500

- Includes a plaque with donor-approved wording.
- Guaranteed for a 10-year normal life expectancy.
- The installation timeline depends on location and trail construction schedule.

Parks Site Amenities Minimum Standards for Replacement or Removal

1. Structural Integrity

- **Immediate removal** if the amenity poses a safety hazard (e.g., broken, unstable, collapsing).
- **Replace/Remove** if major components (supports, fasteners, frames) are cracked, rusted through, warped, or otherwise structurally compromised beyond simple repair.
- **Replace/Remove** if the amenity's structural elements are damaged or deteriorated.

2. Surface Condition

- **Replace/Remove** if surfaces (wood, metal, plastic) are:
    - Splintered, sharply cracked, or corroded to the point of user injury risk.
    - Showing severe fading, graffiti that cannot be fully cleaned, or peeling coatings exposing underlying materials.

3. Functionality

- **Replace/Remove** if the amenity is no longer functional for its intended use (e.g., a swing set missing swings, a drinking fountain that can't be repaired).
- **Replace/Remove** if the amenity cannot be cost-effectively restored to full function.

4. Accessibility Compliance

- **Replace/Remove or retrofit** if the amenity does not meet current ADA (Americans with Disabilities Act) standards and cannot be reasonably modified.

5. Aesthetic and Environmental Considerations

- **Replace/Remove** if visual condition significantly detracts from the park environment.
- **Replace/Remove** if the amenity is obsolete, outdated, or inconsistent with current design standards for the park.
- **Replace/Remove** if material deterioration is creating environmental hazards (e.g., leaching chemicals, sharp debris).

6. Life Expectancy

- **Replace/Remove** if the amenity has reached or exceeded its expected useful life based on manufacturer specifications and visual inspection confirms end-of-life condition.
- The lifespans for site amenities are 10 – years.

From: Fred Keena
To: Michael Sabatino
Cc: Eric Heyboer
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.
Date: Wednesday, July 8, 2026 2:53:43 PM
Attachments: image001.png

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 Mike,

We will arrange to replace/repair the signs as you noted. Also, I had our sign shop prepare two updated cost estimates for your consideration as requested (these signs could be installed within the next two weeks if approved):

1. Install additional "No Parking" signs between existing "No Parking" signs on Margaret Ave (9 additional signs) - $1,295.65
2. Install additional "No Parking" signs between existing "No Parking" signs on both Margaret Ave and Polk St (17 additional signs) - $2,547.63

In addition, I do not have any objection to installing either option of the tow-away zone signs you noted.

Let me know if you have any questions.

Sincerely,

Fred Keena
Traffic Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, MI 49417
Phone: 616/842-5400
Direct: 616/850-7220

From: Michael Sabatino <mike@portsheldontwp.org>
Sent: Wednesday, July 8, 2026 11:07 AM
To: Fred Keena <FKeena@ottawacorc.com>
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hi Fred,

I was out at Windsnest today and noted that at least one of the no parking signs has been removed, and another twisted around so it faces away from the road (East side of the road

directly in front of the park)

I am wondering about getting those replaced and bent back around.

ADDITIONALLY: I am wondering if the highlighted numbers below could be refreshed for additional signs?
and a subsequent question, how soon could they be installed if I can get approval at Tonight's board meeting.

Second question.
Is there any prohibition to adding some signs between the no parking signs that say something to the effect that this is a tow-away zone, and that any cars illegally parked will be towed.
TWO options
1. Coroplast signs on light wire or 1x2/2x2 stakes
2. Aluminum/plastic core signs on metal sign posts (similar to the ones used for the No parking signs)

Cones have been discussed, but I feel they would just end up moved, run over, stolen and tossed in the river by 2 weeks time…

Thoughts?
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: Fred Keena <FKeena@ottawacorc.com>

Sent: Thursday, August 1, 2024 7:02 AM
To: Michael Sabatino <mike@portsheldontwp.org>
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hi Mike,

I had our sign shop prepare two cost estimates for your consideration:

1. Install additional "No Parking" signs between existing "No Parking" signs on Margaret Ave (9 additional signs) - $952.73
2. Install additional "No Parking" signs between existing "No Parking" signs on both Margaret Ave and Polk St (17 additional signs) - $1,862.75

Let me know if you have any questions.

Thanks.

Fred Keena
Traffic Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, MI 49417
Phone: 616/842-5400
Direct: 616/850-7220

From: Michael Sabatino <mike@portsheldontwp.org>
Sent: Wednesday, July 31, 2024 2:42 PM
To: Fred Keena <FKeena@ottawacorc.com>
Subject: Re: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

If you were able to have something put together by August 8, for additional no parking signs, (I think will hold on the fines placard for now) that would be great.
If you could have it ready by then, I can get it into the board packet for consideration/discussion on our August 15 meeting
Initially, I was thinking to discuss it, but if you have something together, we could discuss and approve if needed

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

Office Hours M-F 9-12

> On Jul 31, 2024, at 2:33 PM, Fred Keena <FKeena@ottawacorc.com> wrote:
>
> Thanks Mike. Any decision on whether you want us to prepare a cost estimate for additional No Parking signs and "Fines" informational panels?
>
> ---
>
> **From:** Michael Sabatino <mike@portsheldontwp.org>
> **Sent:** Wednesday, July 31, 2024 2:05 PM
> **To:** Fred Keena <FKeena@ottawacorc.com>
> **Subject:** Re: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.
>
> Hi Fred,
> I had my administrative assistant send out the invite, thru doodle poll app, but it's possible it was one of the days that you were not available.
>
> We are new with using the doodle Poll website for gathering availability.
> So I probably need to look into how it notifies people who indicated unavailability for a particular chosen day.
>
> We did meet today.
>
> We discussed in brief what you had mentioned about the prohibition on perpendicular/angle parking in the right of way
> Conclusion:
> And I'm going to work with Parks department to present a proposal to consumers for an additional parking area west of Margaret Avenue in the Park boundaries as well as an additional phase of parking east of Margaret Avenue
>
> Thanks, and apologies if the notification didn't go to you regarding the finalized meeting date.
>
> **Mike Sabatino**
> Port Sheldon Township, Supervisor
> 16201 Port Sheldon St
> West Olive, MI 49460
> Office: (616) 399-6121
> Office Hours M-F 9-12
>
> > On Jul 31, 2024, at 1:26 PM, Fred Keena <FKeena@ottawacorc.com> wrote:

Hi Mike,

I was wondering if a meeting date/time was ever established to discuss the issues below?

Thanks.

Fred

Fred Keena
Traffic Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, MI 49417
Phone: 616/842-5400
Direct: 616/850-7220

From: Fred Keena
Sent: Tuesday, July 16, 2024 1:39 PM
To: Michael Sabatino <mike@portsheldontwp.org>
Cc: John Gutierrez <JGutierrez@ottawacorc.com>
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hi Mike,

We would allow for a mid-block pedestrian crossing provided the following criteria are met:

1. Township shall submit a permit application for the crosswalk so that we can review the location to verify sight distance requirements are met.
2. Pedestrian facilities (landing areas or sidewalk/bike path) need to be constructed on either side of the crosswalk.
3. The township would be responsible for installation and maintenance of the pavement markings.
4. The cost of installation and maintenance of pedestrian crossing warning signs by the road commission shall be the responsibility of the township.
5. The installation and maintenance of any electrical warning devices shall be the responsibility of the township.

I would be happy to meet to discuss this issue as well as the parking situation. I will be on vacation all of next week but would be able to meet Wednesday or Thursday of this week or Monday through Thursday the week of July 29.

Thanks.

Fred

Fred Keena
Traffic Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, MI 49417
Phone: 616/842-5400
Direct: 616/850-7220

From: Michael Sabatino <mike@portsheldontwp.org>
Sent: Tuesday, July 16, 2024 10:56 AM
To: Fred Keena <FKeena@ottawacorc.com>
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hello Fred,

Thanks for the reply.

I am trying to put at meeting together with the County Parks, Consumers, and you if possible.
The goal would be to talk about parking issues, possible solutions, and a future plan for the Park, vehicle, and pedestrian access.

Would you be open to a meeting? In person or virtual. (preference is in person for me)

Last related question.
If a parking lot/area was able to be established on the east side of Margaret, what would be the process/possibility to have a marked "crosswalk" on the pavement and/or signage, etc?
Part of our master recreation plan calls for a multi-use path from lakeshore drive west along Croswell and then north and south along Olive Shore Drive to Windsnest Park.

Thanks,

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

From: Fred Keena <FKeena@ottawacorc.com>
Sent: Tuesday, July 16, 2024 7:01 AM
To: Michael Sabatino <mike@portsheldontwp.org>
Subject: RE: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hi Mike,

You are correct that angle or perpendicular parking would not be allowed on this roadway. We can add more signs if you would like and we can also add a panel below them to indicate the fine; however, you would continually need to update the panels whenever the fine changes.

Let me know how you wish to proceed and we can prepare a cost estimate for the additional signs.

Thanks.

Fred

Fred Keena
Traffic Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, MI 49417
Phone: 616/842-5400
Direct: 616/850-7220

From: Michael Sabatino <mike@portsheldontwp.org>
Sent: Monday, July 15, 2024 12:40 PM
To: Fred Keena <FKeena@ottawacorc.com>
Subject: Parking issues - Windsnest, Olive Shores, and Rosabelle Beach ave.

Hi Fred,

We are continuing to have issues with parking along the roadside of Margaret Ave, and Polk near Windsnest park.
The board has considered graveling a wider shoulder, or paving the same, but I seem to recall a discussion where (you?) may have indicated that angle or perpendicular style parking would not be allowed?
Is that a correct recollection?

Second question regarding Windsnest. The violators are parking along the

roadway blatantly disregarding the signage, our officer is writing hundreds of tickets, with many saying they are parking between the signs. Is there any restriction to adding additional signage between those signs.
I have also considered getting signage made that indicate the ticket cost for illegal parking. – Can I legally place those? Can they be integrated on the same post?

Thanks,

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

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE PORT SHELDON TOWNSHIP ZONING ORDINANCE; TO AMEND SECTION 4.27 RELATED TO ROAD AND HIGHWAY SETBACKS; TO AMEND SECTION 4.28 RELATED TO YARD ENCROACHMENTS; TO AMEND SECTION 4.37 RELATED TO FENCES' AND TO AMEND SECTION 20.04 RELATED TO PRIVATE STREETS.

THE TOWNSHIP OF PORT SHELDON, COUNTY OF OTTAWA, STATE OF MICHIGAN, ORDAINS:

Section 1. Accessory Buildings. Section 4.10.D of the Port Sheldon Township Zoning Ordinance (the "Zoning Ordinance") shall be revised to state in its entirety as follows:

D. Any Accessory Building housing animals shall be located a minimum of ___ feet from the front lot line, a minimum of one hundred twenty five (125) feet from Existing adjacent residential Buildings, and a minimum of fifty (50) feet from any property line.

Section 2. Road and Highway Setbacks. Section 4.27 of the Zoning Ordinance is deleted in its entirety and marked "Reserved" as follows:

Section 4.27 Reserved

Section 3. Yard Encroachments. Section 4.28.6 of the Zoning Ordinance shall be revised to state in its entirety as follows.

6. Uncovered walks, patios and driveways, and Parking Areas; landscaping; Fences; retaining walls; uncovered stairs providing direct access to the Lake Michigan shoreline; and similar customary and incidental Yard uses and Structures may be located in any required Yard.

Section 4. Fences. Section 4.37 of the Zoning Ordinance shall be revised to state in its entirety as follows.

Section 4.37 Fences

1. The following regulations shall apply to all Fences Erected, constructed or modified in Township:

A. No Fence shall be Erected or constructed prior to the issuance of a Zoning Compliance Permit. In order to obtain such a permit, evidence of a survey, and evidence of Existing property stakes must be furnished to the Zoning Administrator. If deemed appropriate by the Zoning Administrator, survey stakes placed by a registered land surveyor may be required when the property line cannot be visually determined using Existing property stakes. This may be required to avoid future conflicts on the location of the proposed Fence.

B. Aboveground Fences shall not contain barbed wire, electric current, or charge of electricity except when used as part of a Farm operation.

C. No Fences in the Township shall be located outside or beyond the property or Lot Lines of the Lot for which said improvement is placed.

D. No Fence in the Township shall be Erected, constructed, located, or maintained which constitutes a traffic hazard because of obstruction of visibility.

E. No Fences in the Township shall be Erected in any public Right-of-Way.

F. All Fences in the Township shall be maintained to retain their original appearance, shape, and configuration. Elements of a Fence that are missing, damaged, destroyed, or deteriorated shall be replaced and repaired to maintain conformity with the original Fence appearance and design.

G. Except as permitted or required elsewhere in this Ordinance, a Fence may not be Erected, constructed, located or maintained in a waterside Front Yard or a Side Yard of a Waterfront Lot.

H. In all zoning districts, due to the design or construction of a Fence, one side of the Fence has a more finished appearance than the other, the side of the Fence with the more finished appearance shall face the exterior of the Lot. The Zoning Administrator shall determine the finished side of the Fence based on the situation and the type of Fence. If an adjoining property owner or resident disputes what the finished side is, they may file an appeal with the Zoning Board of Appeals to review the decision.

I. A privacy Fence or obscuring Fence may be Erected in any zoning district not to exceed a height of six (6) feet to enclose a Swimming Pool or hot tub, provided the location of the Fence meets the Setback requirements applicable to the area to be enclosed. The privacy Fence may be a solid Fence and all other provisions of this Section shall apply.

J. A Fence may be Erected in the AG-1 district only, not to exceed a height of ten (10) feet, to enclose a sports court such as a tennis court, basketball court, or pickleball court. Such Fence shall not be located in a Front Yard unless it is setback at least one hundred (100) feet from the Front Lot Line.

K. A Fence used on a seasonal basis, such as a snow Fence, may be Erected in any zoning

district no earlier than November 1 and shall be removed no later than April 15 of the immediately following year. Any temporary open wire Fence less than thirty (30) inches in height such as a garden Fence, may be Erected without a permit provided it complies with the above regulations.

L. An existing nonconforming Fence shall be maintained in a safe condition.

2. The follow regulations shall apply to all Fences Erected, constructed, or modified in the R-1 or LSR districts:

A. No Fence in excess of six (6) feet in height shall be Erected, constructed, located or maintained in the Rear or Side Yards of any zoning district, unless otherwise allowed by this Ordinance.

B. No Fence in excess of forty-eight (48) inches in height and more than fifty (50) percent opacity shall be Erected, constructed, located, or maintained in a Front Yard.

C. The height of a Fence shall be measured from the average grade elevation within thirty (30) inches of each side of the proposed Fence.

Section 5. R-1 Single Family Residential District. Section 5.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 6. LSR Lakeshore Residential District t. Section 6.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 7. C Commercial Residential District. Section 7.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 55 feet.

Section 8. I Industrial District. Section 9.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 75 feet.

Section 9. AG-1 Agricultural District. Section 10.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. 35 feet.

Section 10. OS Open Space District. Section 11.04.1 of the Zoning Ordinance shall be

revised to state in its entirety as follows:

1. 50 feet.

Section 11. Private Streets. Section 20.04.1 of the Zoning Ordinance shall be revised to state in its entirety as follows:

1. A Private Street shall be located within a Private Street easement and shall be situated such that the shoulder shall be at least ten (10) feet from the edge of the Private Street easement. Such easement shall not be less than sixty-six (66) feet in width. At any dead-end of such easement, the easement shall widen such that there is a minimum radius of sixty (60) feet.

Section 12. Effective Date. The foregoing amendment to the Port Sheldon Township Zoning Ordinance was approved and adopted by the Township Board of Port Sheldon Township, Ottawa County, Michigan on _____, 2026 after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on _____, 2024, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Michael Sabatino, Township Supervisor	Meredith Hemmeke, Township Clerk

CERTIFICATE

I, Meredith Hemmeke, the Clerk for the Township of Port Sheldon, Ottawa County, Michigan, certify that the foregoing Port Sheldon Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2026. The following members of the Township Board were present at that meeting: _____ _____. The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board: _____ voting in favor and members of the Board: _____ voting in opposition. The Ordinance or a summary of the Ordinance was published in the _____ on_____, 2026.

_____
Meredith Hemmeke, Clerk
Port Sheldon Township

PORT SHELDON TOWNSHIP
OTTAWA COUNTY, MICHIGAN

TOWNSHIP HALL GARBAGE COLLECTION ORDINANCE

ORDINANCE NO. 2026-01

AN ORDINANCE TO PROVIDE TERMS FOR THE COLLECTION OF GARBAGE AT THE TOWNSHIP HALL.

PORT SHELDON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, ORDAINS:

Section 1. Township Hall Garbage Collection. The Township will provide for its residents, at the complete discretion of the Township Board, garbage collection at the Township Hall. Unless otherwise established by the Township Board, the collection hours will be set administratively by the Township Supervisor, or their designee.

Section 2. Garbage Bags. The Township will provide, at the complete discretion of the Township Board, 100 green garbage bags per dwelling in the Township, per year. If the occupants of a dwelling in the Township need more than 100 bags per year, they may purchase extra green garbage collection bags for $1.00 per bag.

Section 3. Garbage Collection Service. The garbage collection provided by this Ordinance is only for Township residents using green garbage bags provided by the Township per this Ordinance. Any person attempting to use the garbage collection service provided by this Ordinance in any way not allowed by this Ordinance, or attempting to use the garbage collection service provided by this Ordinance using any bags not issued by the Township per this Ordinance, shall be in violation of this Ordinance.

Section 4. Severability and Captions. This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are declared severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

Section 5. Repeal. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is repealed to the extent of any such conflict or inconsistency.

Section 6. Administrative Liability. No officer, agent, or employee of the Township shall be personally liable for any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

Section 7. Penalties. A violation of the provisions of this Ordinance shall be deemed a municipal civil infraction as defined and enforced in Ordinance 2009-02, as amended. The rights and remedies provided in this Ordinance are cumulative and in addition to all other remedies provided by law.

Section 8. Effective Date. This Ordinance is ordered to take effect 30 days after publication in a newspaper of general circulation in the Township.

ROLL CALL VOTE:

YES: _____

NO: _____

ABSENT: _____

Declared adopted on _____, 2026

_____ _____

Michael A. Sabatino, Township Supervisor Meredith Hemmeke, Township Clerk

CERTIFICATE

I, Teresa De Graaf, Clerk for Port Sheldon Township, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Port Sheldon Township Board, held on _____, 2022. The following members of the Township Board were present at that meeting: _____ and the following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor, and members of the Board _____ voting in opposition to the Ordinance. Notice of Adoption was published in the _____ on _____, 2022.

_____
Meredith Hemmeke, Township Clerk

PORT SHELDON TOWNSHIP FIRE DEPARTMENT
RULES AND REGULATIONS
(As Amended – _____, 2026)

ARTICLE 1 — NAME

This department shall be known as the Port Sheldon Township Fire Department (hereinafter "Department").

ARTICLE 2 — FIRE COMMISSION

Section 1. MEMBERSHIP AND TERM. The Port Sheldon Township Fire Commission is established consisting of five members appointed by the Township Board. Four members shall be appointed at large from residents of the Township and one member shall be appointed from the members of the Township Board. No member of the Department shall be a member of the Fire Commission. Each Fire Commission member shall be appointed for a term of 6 years ending on June 30. Of the members first appointed, their respective terms shall be staggered and shall expire as provided in MCL 41.812. Each member shall continue to serve after the expiration of that member's term until appointment of a successor by the Township Board. The members shall elect a Chairperson from the at-large members.

Section 2. FIRE CHIEF – EX OFFICIO MEMBER. The Chief shall be an ex-officio, non-voting member of the Fire Commission.

Section 3. DUTIES.

A. Meetings. The Fire Commission shall not meet on any regular basis. Meetings shall be called by the Chairperson or by the Chief as the need arises. At a minimum, the Fire Commission shall meet one time during the calendar year for purposes of budget preparation and continuity of the members.

B. Reports. After each meeting, the Fire Commission shall submit to the Township Board a written report regarding the meeting.

C. Budget. The Fire Commission, working in consultation with the Chief, shall prepare an annual budget for the Department and shall submit the budget to the Township Board sufficiently in time for the Township Board to consider during the Township's annual budget review process. The Township Board shall review the budget and may amend or alter the budget in any manner. Upon adoption by the Township Board, the budget shall be the budget of the Fire Commission and the Department for the ensuing fiscal year.

D. Other Duties. The Fire Commission shall have the powers and perform the functions over matters involving the Department, its facilities, equipment and personnel as the Township Board may from time to time assign to the Fire Commission.

Section 4. COMPENSATION. The members of the Fire Commission, including the Township Board member, may be compensated by a per diem as determined by the Township Board. A member of the Fire Commission shall also be entitled to actual and necessary expenses incurred by the member in performance of official Fire Commission duties, subject to Township Board approval of such expenses.

ARTICLE 3 — MEMBERSHIP OF DEPARTMENT

Section 1. NUMBER OF MEMBERS. The Department shall consist of 18 to 25 regular firefighters, and probationers, including five officers: Chief, Assistant Chief, 2 Captains, and Lieutenant.

Section 2. MEMBERSHIP QUALIFICATIONS.

A. Persons eligible for active membership must be a U.S. Citizen. Further, applicant must be at least 18 years of age and of good character. Applicants must pass a physical examination by a physician approved by the Township Board prior to being accepted, and shall submit to such an examination every two years thereafter. Such physical examination shall be paid for by the Township. A person shall live within 20 miles of the boundaries of the Township within 60 days after appointment as a member of the Department and shall continue to do so while a member of the Department, except as may otherwise be approved under Article 12, Section 4.

B. Participants in the Department's cadet program may be present at an emergency scene and have limited, supervised duties even though less than 18 years of age if in good standing with the cadet program,

Section 3. APPOINTMENT OF MEMBERS. Members of the Department shall be appointed by the Township Board through the process set forth in this Section. ALL MEMBERS OF THE DEPARTMENT ARE APPOINTED ON AN AT-WILL BASIS AND SERVE AT THE PLEASURE OF THE TOWNSHIP BOARD.

A. Application. A person seeking to become a member of the Department shall complete and file with the Chief a written application on the form approved and provided by the Township. The Chief shall check the application to ensure it has been completed and note the date of receipt on the front of the application form. Applications shall be held by the Chief.

B. Review of Applications. When a firefighter position is open, the Chief shall review the earliest application on file. The Chief shall contact the applicant to confirm a continuing interest in becoming a firefighter. The Chief shall also conduct further investigation by inquires to the applicant, the applicant's references and law enforcement agencies to confirm, update or supplement the information on the application and to ensure that the applicant meets with membership qualifications, including also a physical examination by a physician.

C. Recommendation by Officers. Upon completion of review of the application and the additional inquires, the Chief shall submit the application to the Officers of the Department who shall make a recommendation concerning the applicant. The Chief shall report such recommendation to the Township Board.

D. Action by the Township Board. Upon receiving the recommendation, the Township Board may consider the matter and determine whether the applicant will be appointed.

E. Probationary/Regular Firefighter. If the Township Board decides to appoint an applicant to the Department, such appointment shall be as a probationary firefighter for a minimum period of 12 months. The duties, limitations on firefighting activities and training requirements of a probationary firefighter shall be established by the Chief or as otherwise controlled by law, rules, regulations or recognized standards.

i. If the Officers of the Department recommend the applicant to be a regular firefighter due to adequate previous firefighting experience, the Township Board may appoint such applicant as a regular firefighter initially or after a shorter probationary period.

ii. When a probationary firefighter has completed at least 12 months of satisfactory service with the Department, including having obtained all appropriate training and certifications, the members present at a regular meeting of the Department may by majority vote recommend he/she to be appointed a regular firefighter. The Chief shall report the recommendation to the Township Board, which may then consider and determine whether to make such appointment.

Section 4. HONORARY MEMBER AWARDS. Honorary membership awards will be made to those who have five or more years of service, or any member who ceases to be an active member having served the Department at least fifteen years. Honorary membership may also be granted by a two-thirds majority vote of those present at a regular yearly meeting. Such Honorary Membership Awards shall be reported to the Township Board for recognition.

Section 5. CONTINUING CERTIFICATION REQUIREMENTS. Each member prior to appointment as a regular firefighter and continuously after such appointment shall obtain and maintain a current Firefighter I or Firefighter II certification, a First Responder certification, and a driving certificate required by the State of Michigan needed to operate any fire apparatus. A member lacking any required certification shall not respond to calls/runs, drive fire apparatus, or perform other duties requiring the appropriate certification. Additionally, no member having a poor driving record, according to the discretion of the Chief, shall be allowed to drive any fire apparatus.

ARTICLE 4 — COMPENSATION

Section 1. PAY SCHEDULE. All remuneration for firefighters and officers shall be fixed from time to time by the Township Board, upon the recommendation of the Fire Commission. Except as otherwise provided by the Township Board, firefighters and officers shall be paid monthly upon approval of the Township Board. The Chief, or other officers designated by the Chief, shall provide to the Township Clerk appropriate records supporting the compensation of the firefighters and officers (such as review sheets, sign-in sheets, expenses vouchers, etc.) no later than twenty-four hours (or the next business day) after the date the services or activities occur.

Section 2. INSURANCE. Workers compensation will be provided by the Township Board. Note: ANY injury must be reported to the Assistant Chief immediately. The Assistant Chief must notify the Township Board of any injury within 24 hours.

Section 3. GIFTS. All gifts of money received by the Department shall be turned into one Department fund; to be used for purchasing such items as may be decided upon by the Fire Commission and approved by the Township Board.

ARTICLE 5 – OFFICERS

Section 1. OFFICERS. The officers of the Department shall consist of one Chief, Assistant Chief, two Captains, and one Lieutenant.

Section 2. CHIEF – APPOINTMENT AND DURATION IN OFFICE. The Chief shall be appointed by the Township Board. In making the appointment, the Township Board shall give notice to the regular firefighters of the Department that it will be accepting applications for the position of Chief. Any regular firefighter in good standing and meeting the required continuing certification requirements may apply for the position. The Township Board shall make the appointment of the Chief. The Chief shall serve at the pleasure of the Township Board and may be removed from that position at will and in the sole discretion of the Township Board.

Section 3. DUTIES OF CHIEF. (A) The Chief shall be accountable to the Township Board only, and shall make such verbal and written reports as the Board may require. (B) The Chief shall maintain a file of publications of fire prevention and fire protection and shall make use of it to the best advantage of all members. (C) The Chief shall make every effort to attend all fires and shall direct the officers in the performance of their duties. (D) The Chief or the Assistant Chief shall see that each fire is carefully investigated to determine if possible, its cause and in case of suspicion of arson, shall secure and preserve all possible evidence for use in the case, and make notification to the local law enforcement agency. In case of death, a medical examiner is to be notified. (E) The Chief shall make or have made inspections within the districts as required under an inspection schedule set up by the Fire Commission. A written report is to be sent to the Township Board on any inspection. (F) The Chief shall oversee all personnel and try to alleviate any problems with personnel should they arise. (G) The Chief shall work with

the Fire Commission in the preparation and presentation of a proposed budget to the Township Board for their approval. (H) The Chief shall maintain communications between various companies concerning Department matters (e.g. Consumers Power, Tel-Rad, Ottawa County Chiefs Association). (I) The Chief or one of the other officers shall attend the monthly meetings of the Township Board. (J) The Chief shall oversee the general operation of the Department.

Section 4. OTHER OFFICERS – APPOINTMENT AND DURATION IN OFFICE. When a vacancy or opening occurs for any of the positions of Assistant Chief, Captains or Lieutenant, the Chief shall post such vacancy/opening in the fire hall. Any regular firefighter, in good standing, and meeting the continuing certification requirements, may apply for the position. The Chief will make a written recommendation to the Township Board. The Township Board shall review the recommendation and may conduct such additional inquiries as it deems appropriate and shall make the appointment to the office. The Assistant Chief, the Captains and Lieutenant shall serve at the pleasure of the Township Board and may be removed from their respective positions as an officer at will and in the sole discretion of the Township Board. The Chief shall review and evaluate each officer under his/her command no more than four years from the date of appointment of that officer or from the date of the last review and evaluation. The Chief shall report the results of such review/evaluation to the Township Board. Without limiting in any way its sole discretion to appoint and remove officer of the Department, the Township Board may consider such reports/evaluations in determining whether an officer should remain or should be removed from his/her office.

Section 5. ASSISTANT CHIEF. The Assistant Chief shall report and be accountable to the Chief.

Section 6. DUTIES OF ASSISTANT CHIEF. (A) The Assistant Chief shall be held responsible for the general condition and efficient operation of the equipment, the training of members and the performance of all other duties imposed on the Assistant Chief. (B) The Assistant Chief shall see that the citizens in the district are kept informed on fire hazards and on the activities of the Department. (C) The Assistant Chief shall be in charge at all incidents within the district until the arrival of the Chief. (D) In case of a breakdown of the equipment, or if for any reason the fire apparatus is unable to proceed to the location of the fire, or fails to function properly at the fire, the Assistant Chief may summon members and apparatus from one of the other districts. But in such a case, the Assistant Chief of the district in which the fire occurs shall remain responsible and be in charge at the fire until the arrival of the Chief. The command officer from any assisting department shall only be in charge of the assisting department's own personnel and fire apparatus. (E) The Assistant Chief shall see that all hose and all wet or dirty fire equipment and vehicles are thoroughly cleaned and dried after being used at fires and drills. All fire equipment shall be kept clean and in good condition and shall be stored in the proper location. (F) Once a year the Assistant Chief shall see that the hose is removed from the truck and reloaded with folds in different places to prevent cracking, and that water is run through the hose at least once a year. (G) The Assistant Chief shall be responsible for issuing pagers to the firefighters. The Assistant Chief shall also be responsible for repairs and maintenance of pagers, portable

radios, and mobile radios.

Section 7. CAPTAINS. The two Captains shall report and be accountable to the Chief.

Section 8. DUTIES OF CAPTAIN #1692. (A) The Captain shall be responsible for the efficient operation of the Port Sheldon Township First Responder Program and any other duties imposed upon the office of Captain. (B) The Captain shall see that the citizens in the district are kept informed on issues pertaining to the First Responder Program. (C) The Captain shall keep a record of all incidents relating the First Responder Program and forward copies to requesting agencies (e.g. hospitals, OMCBA). (D) The Captain shall keep personnel informed on continuing education related to the First Responder Program. (E) The Captain shall keep records of First Responders continuing Education and keep them updated on any changes in this program. (F) The Captain shall see to it that medical supplies used are to be purchased and replaced on apparatus. (G) The Captain shall in the absence of the Assistant Chief exercise the same duties and has the same power as the Assistant Chief. (H) The Captain shall be in charge of all incidents within the district until the arrival of the Assistant Chief or Chief. (I) The Captain shall keep, or cause to be kept, a record of all fires and important activities of the Department. For this purpose and to perform other secretarial work of the Department, the Captain may appoint one of the members of the Department as secretary of the Department.

Section 9. DUTIES OF CAPTAIN #1693. (A) The Captain shall inspect, or cause to be inspected by members, the district, the fire hydrants, cisterns and other sources of water supply at least twice a year. A file of water sources and inspection dates shall be maintained. (B) The Captain shall make an inspection of all engaged apparatus after each run. Such inspection shall include checking the oil, gasoline, battery, tires, water, lights, pump, siren, ladders, chemical used, booster line, etc. (C) The Captain shall be responsible for apparatus maintenance, and Captain shall be responsible for issuing turnout gear to firefighters and seeing that turnout gear is in good repair. (D) The Captain shall be in charge of all incidents within the district until the arrival of Captain #1692, the Assistant Chief, or the Chief. (E) The Captain shall perform such other duties as the Chief or Assistant Chief may direct.

Section 10. LIEUTENANT. The Lieutenant shall report to and be under the supervision of the Captains.

Section 11. DUTIES OF THE LIEUTENANT. (A) The Lieutenant shall in the absence of the Captain exercise the same duties and have the same power as the Captain. At all other times the Lieutenant shall perform such duties as the Captain may direct. (B) If the first officer to arrive at the fire, the Lieutenant shall be in command until the arrival of a superior officer. (C) The Lieutenant will oversee the SOP review and rewriting. (D) Lieutenant shall act as a liaison between the members and the Officers.

ARTICLE 6 — EQUIPMENT

Section 1. The Department shall be equipped with such apparatus and other equipment which the Township Board, upon the recommendation of the Fire Commission, may determine from time to time is necessary to maintain its efficiency and properly protect life and property from fire.

Section 2. Recommendation of needed apparatus and equipment shall be made by the Assistant Chief and, after approval by the Chief and Fire Commission, may be recommended to the Township Board for purchase.

Section 3. All equipment of the Department shall be housed in such places as may be designated by the Township Board.

Section 4. In the event the Township Board enters into any fire protection agreements or contracts with nearby units of government or governing bodies of other organizations, the following rules shall govern: (A) On calls for aid at fires outside of the Township (other than those covered by agreement), no apparatus shall be permitted to leave the Township without the consent of the Chief, Assistant Chief, or Township Supervisor. The officer in charge of the Department shall have power to assign equipment of response to calls for outside aid only when the absence of such equipment shall not jeopardize protection in the Township. (B) Only two members are to go with the tanker when called to fires in other districts (other than those covered in an agreement). (C) In any district with which there is a written agreement, the rules as stated in the agreement shall apply.

Section 5. One of the Department members most suited for that work shall be assigned to make an inspection each month of the apparatus of the Department and shall make a report thereon to the officers. Particular attention and study shall be given to the instruction manual supplied by the manufacturer of the apparatus.

ARTICLE 7 – CREDIT CARD AND REQUISITIONS

Section 1. The Department has a credit card subject to the control and regulation of the Township Board.

Section 2. REQUISITIONS. Forms are provided for the requisition of equipment, with the original to Chief, copy to Chair of Fire Commission, and copy to Township Clerk.

ARTICLE 8 — SOLICITATIONS

No solicitation of funds from individuals or business establishments shall be permitted unless authorized by the Fire Commission and approved by the Township Board.

ARTICLE 9 - GENERAL

Section 1. Each member of the Department shall be issued a badge to designate

their rank.

Section 2. All members shall assist in the work of the Department whether it may be their assigned duties or not, and in the absence of any specific orders or apparent work to be done they shall report to the officer in charge.

Section 3. All members shall give strict obedience to the orders of their superior officers.

Section 4. Unless specifically directed otherwise, when a fire alarm is given, members in the neighborhood of the fire station shall promptly report to the station and assist in getting apparatus to the fire and in operation. Should the apparatus have departed, Department members shall immediately proceed to the fire by the most direct route to assume their assigned duties or assist in any work necessary.

Section 5. Each member is responsible for the member's fire helmet, coat, bunker pants, key, spanner, belt, hose tool, monitor and other equipment issued by the Department. When membership in the Department is terminated, the terminated member shall return all Department property to the Captain. If any issued equipment is lost, stolen or damaged, the member shall promptly report the circumstances to a Captain. The Fire Chief, in consideration of the circumstances, may require a member to reimburse the Department for all or a portion of the cost of replacement or repair of the issued equipment that is lost, stolen or damaged.

Section 6. In order that any Department member shall not jeopardize insurance protection and Worker's Compensation coverage, it shall be mandatory for members to wear any clothing and use any apparatus required by the insurance company.

Section 7. Unless authorized by a Department officer, ONLY members of the Department shall be allowed to ride on Department vehicles and use or handle Department equipment and apparatus.

Section 8. Work at fires and drills shall be done in a quick, orderly and quiet manner.

ARTICLE 10 – MEETINGS

Section 1. The Department shall hold a regular meeting once a month and a work session once a month. A quorum of the members, including the Chief or the Assistant Chief, shall be present for the conduct of business.

Section 2. Probationers must attend at least 50% of meetings during their probationary period in order to be eligible to remain on the Department.

Section 3. A member missing four meetings in one year, without reasonable

excuse explained to and accepted by the Chief, shall be terminated.

Section 4. No officer of the Department shall hold any elective or appointed office in any governmental subdivision or political organization which would be an incompatible position under Michigan law or which would create a conflict of interest. Any officer holding a political office as of this effective date of these amended Rules and Regulations is not effected.

ARTICLE 11 – ALCOHOL & DRUG POLICY

Section 1. PURPOSE. It is determined that the safe and efficient operation of the Department requires that the physical abilities and sound judgment of the members of the Department should not be impaired by the use of alcohol or drugs. This policy is established for the following purposes:

A. To ensure that each member of the Department is physically and mentally unimpaired by alcohol and drugs to protect the health, safety and welfare of that member, fellow firefighters, the public and property when responding to emergency situations;

B. To reduce the potential for accidental injury to persons or property;

C. To reduce the absenteeism, tardiness and indifferent or declining performance of assigned duties and tasks;

D. To assure the good reputation of the Township and the Department in its interaction with the public;

E. To deter the abuse of alcohol and the illegal or improper use of controlled substances by members of the Department; and

F. To detect the use and the abuse of alcohol and controlled substances by members of the Department.

Section 2. DEFINITIONS. For purposes of this Article, the following terms shall have the designated meanings.

A. "Alcohol" means alcoholic liquor as defined in Section 105 of the Michigan Liquor Control Code of 1998, MCL 436.1105, and includes without limitation, beer, wine and spirits (liquor).

B. "Controlled Substance" means a controlled substance or a controlled substance analogue as those terms are defined in Section 7104 of the Michigan Public Health Code, MCL 333.7104.

C. "Impaired" means being under the influence of alcohol and/or a controlled substance; having a blood alcohol content above the legal limit; or having the person's ability to operate a vehicle visibly impaired by the consumption of alcohol and/or a controlled substance as generally defined in Section 625 of the Motor Vehicle Code, MCL 257.625.

D. "Reasonable Suspicion" means a suspicion that a member of the Department when reporting for duty or while on duty has: taken, consumed or used alcohol or a controlled substance; is impaired; or is in possession of or is transferring alcohol or a controlled substance. The suspicion shall be based upon specific, objective and articulable facts and reasonable inferences drawn from such facts in light of experience and/or training. Such facts may be based upon personal observations of the Officer in Charge concerning the member's actions, appearance, behavior, speech or body odors. Such facts may also be supplied by an informant to the Officer in Charge who shall consider the informant's veracity, reliability and basis for knowledge of the facts and, to the extent possible, shall attempt to confirm such facts by personal observation.

E. "Officer in Charge" shall mean the Chief or, in the Chief's absence or unavailability, the next highest ranking officer on the scene or at the Fire Station.

Section 3. PROHIBITION OF ALCOHOL OR CONTROLLED SUBSTANCES ON TOWNSHIP PROPERTY. No member of the Department shall possess, transfer or consume any alcohol or any controlled substances in or on any Township building, real property, vehicles or vessels. If the Officer in Charge has a reasonable suspicion that a member of the Department is violating this Section, the Officer in Charge shall have the right to perform a search of the member's locker, turnout gear and Township or Department property, equipment and apparatus for alcohol and/or controlled substances. ALL LOCKERS, TURNOUT GEAR, FIRE EQUIPMENT AND THE FIRE STATION ARE THE PROPERTY OF THE TOWNSHIP AND THE TOWNSHIP RESERVES THE RIGHT TO INSPECT AND SEARCH SUCH TOWNSHIP PROPERTY.

A. Exceptions: The possession or consumption of medication prescribed by a physician is not prohibited, provided such medication is used as prescribed and only by the person to whom the prescription was made. See also Section 4.A below.

B. Authority of Officer in Charge. Upon discovery of any alcohol or controlled substances in or on Township property, the Officer in Charge shall confiscate such alcohol or controlled substance and shall release from duty that day any member determined to be involved with its use, possession, consumption or transfer on Township property. The Officer in Charge shall promptly make a written report to the Supervisor and, if the Officer in Charge is not the Chief, to the Chief. Any controlled substance shall also be reported and delivered to law enforcement authorities. Confiscated alcohol shall be disposed of.

Section 4. PROHIBITION OF WORK IF IMPAIRED. All members of the

Department are expected to report for scheduled duties on time and to report for emergency runs or scheduled duties with the physical and mental condition appropriate to perform. Each member must realize and acknowledge that the member's safety, as well as the safety of fellow members and the public, require the member's physical abilities and sound judgment in performing duties unaffected by the use of alcohol or controlled substances. No member shall report or remain for scheduled duties or for an emergency run while that member is impaired. It should be the policy of each member that if there is any question as to being impaired, the member should err on the side of caution and not report.

A. Medication. Members who are taking prescribed medications and/or over-the-counter drugs, which according to label warnings or physician's advice may have side effects that would constitute a safety risk, must report such usage to the Officer in Charge at the time of reporting for duty. Such member is solely responsible for the effects that the medications may have. However, the Officer in Charge, in his/her discretion, may limit the duties of such member or excuse such member from performing any and all duties, unless the member provides a letter from a physician to the effect that the member would suffer no adverse side effects that constitute a safety risk from taking the medication.

B. Authority of Officer in Charge.

i. Release from Duty. If the Officer in Charge has a reasonable suspicion that a member is reporting for duty or is on duty while impaired, the Officer shall disclose that fact and the basis for the reasonable suspicion to the member. The member, at that time, shall be given an opportunity, if circumstances permit, to explain the member's behavior, actions or condition. If the Officer in Charge continues to have a reasonable suspicion, the Officer in Charge shall order such member off-duty. If there is a reasonable suspicion that the Officer in Charge is impaired, then the action shall be taken by the next highest ranked Officer present. No member reasonably suspected of being impaired may be allowed to depart the fire station/scene until an unimpaired person is available to transport the member home. Within three days from such action, the Chief (or the next highest ranking Officer if the Chief is the subject) shall make a written report on the incident, stating the facts and reasonable inferences forming the basis, including the member's comments, if any. The member and the Supervisor shall be given a copy of the report.

ii. Suspension from Duty. In addition to the release from duty on the date of the incident, the member may be suspended from duty as provided in Section 2 of Article 12.

iii. Multiple Incidents. If a member is released from duty under Subsection B.1, and if the Chief determines based on all the circumstances that suspension from duty is not an adequate punishment, the Chief shall submit the reports of such incidents promptly to the Township Board with the Chief's recommendation for action. The member shall be notified of such submission and of the time and date of the

meeting of the Township Board for consideration of the matter and an opportunity to be heard.

iv. Request for Testing. Based upon a reasonable suspicion, the Officer in Charge may request a member to submit to testing for alcohol and controlled substances. If the member refuses the request for testing, the member shall be suspended for three days and the Chief shall include such refusal in the report to be submitted to the Supervisor.

Section 5. POST-ACCIDENT TESTING. If any member is involved in a duty-related accident or other incident which caused or could have caused personal injury or property damage, the Officer in Charge, without any requirement for reasonable suspicion, may request that the member submit to testing for alcohol and controlled substances. (Such testing may also be part of the medical treatment of the member or as otherwise requested by a law enforcement officer.) If a member refuses the request for testing, the member shall be suspended for three days and the Officer in Charge shall report such refusal in writing to the Supervisor, with copies to the Chief and the member.

Section 6. TESTING PROCEDURES AND COSTS. Any tests to be administered on a member under this Article:

A. shall be conducted at a hospital, independent laboratory or law enforcement agency (breathalyser) as appropriate and available;

B. shall utilize or employ generally recognized and accepted testing methods, equipment and procedures for the testing performed on breath, blood, urine, hair, etc;

C. shall be performed by medical personnel or other properly trained and certified persons;

D. The member shall be transported to the testing facility and shall not be allowed to personally drive there;

E. The cost of any test administered pursuant to this Article shall be borne by the Township; and

F. By submitting to a test under this Article, the member waives any privacy rights under HIPAA or other law, and waives any doctor/patient privilege, so that such test records and results shall be released to the Township However, the Township shall, to the extent permitted by law, limit further dissemination of such records and results except to those appropriate Township Board members, officials and Officers who may need to know the results.

ARTICLE 12 – SUSPENSION AND TERMINATION

Section 1. AT-WILL APPOINTMENTS. All members of the Department are appointed on an at-will basis and the members serve at the pleasure of the Township Board. Although the Rules and Regulations may provide for various forms of discipline available when a member violates the Rules and Regulations or engages in unlawful or improper conduct, that does not change the at-will status of any member and any member may be terminated without cause at any time, in the sole discretion of the Township Board.

Section 2. SUSPENSION BY THE CHIEF AND ASSISTANT CHIEF. Except as otherwise provided in these rules, any member of the Department who violates these Rules and Regulations may be suspended from the Department for up to three days by the Chief with the concurrence of the Assistant Chief. A report of such suspension stating the conduct and/or basis for the suspension shall be provided by the Chief to the Township Supervisor.

Section 3. SUSPENSION OR TERMINATION BY THE TOWNSHIP.

A. The Township Board shall determine any suspension or termination of a member in the following circumstances.

i. A member has once been suspended under Section 2 and violates the Rules and Regulations one or more additional times during the same calendar year.

ii. The Chief, with the concurrence of the Assistant Chief, believes that the violation of the Rules and Regulations or other unlawful or inappropriate act of a member warrants the member's termination or the member's suspension for more than three days.

iii. The member violating the Rules and Regulations is the Chief or Assistant Chief. In such event, the Chief (or the next highest ranking officer, as may be appropriate) shall prepare and provide to the Township Board a written report of the matter and any recommendation.

B. Nothing in this Section shall preclude the Township Board from taking action regarding a member that it, in its discretion, deems appropriate, even though the Chief does not instigate the action before the Township Board.

Section 4. TERMINATION – NONRESIDENCY. Except as provided below, a person appointed as a member of the Department who does not live within 20 miles of the Township boundaries within 60 days of appointment, and a member of the Department who ceases to live within 20 miles of the Township boundaries, shall be terminated as a member of the Department.

EXCEPTION: The Township Board, upon a person's/member's written request and the recommendation of the Chief, may approve continued membership in the

Department without living within 20 miles of the Township boundaries where special circumstances and conditions exist, that may include but are not limited to:

A. The distance of the person's/member's home to the Township's boundary and the Fire Station, and approximate response time;

B. The failure to live within 20 miles of the Township boundaries is temporary in nature;

C. The person/member possesses special skills, training and/or experience that would be beneficial to the Department;

D. The person/member is available during times when other members may not be available for duties or response to calls;

E. The person/member is entitled to an exception pursuant to state law.

ADOPTED BY PORT SHELDON TOWNSHIP BOARD OF TRUSTEES AND EFFECTIVE ON _____, 2026. These Rules and Regulations amend and restate in their entirety the Rules and Regulations for the Port Sheldon Township Fire Department and supercede the prior rules and regulations.

_____
Michael Sabatino
Township Supervisor

_____
Meredith Hemmeke
Township Clerk

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

RELEASE, WAIVER, AND HOLD HARMLESS AGREEMENT

I voluntarily choose to participate in Port Sheldon Township volunteer activities. I certify that the information I have provided to the Township about myself is accurate, to the best of my knowledge.

I understand that my participation in volunteer activities may involve certain risks and hazards. I voluntarily assume all risks associated with my participation, except as specifically provided below.

In consideration of being allowed to participate, I hereby release, waive, discharge, and hold harmless Port Sheldon Township, its elected officials, employees, agents, and volunteers from any claims, demands, causes of action, damages, or liabilities arising out of or related to my participation in volunteer activities for the Township, except where prohibited by law or resulting from gross negligence or willful misconduct for which the Township is responsible. .

I certify that I am physically capable of participating in volunteer activities and will inform Township supervisory personnel of any condition that may affect my ability to safely perform assigned duties.

Volunteer Signature: _____

Date: _____

PHOTO AND MEDIA RELEASE

I authorize Port Sheldon Township to use photographs, video recordings, or other images of my participation in Township volunteer activities for informational, educational, promotional, or public communication purposes.

☐ YES

☐ NO

Volunteer Signature: _____

Date: _____

FOR TOWNSHIP USE ONLY

Copy of Driver's License Received: ☐ Yes ☐ No

Background Check Completed: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

Approved By: _____

Date: _____

Volunteer Assignment: _____

Notes: _____

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I certify that I am physically capable of participating in volunteer activities and will inform Township supervisory personnel of any condition that may affect my ability to safely perform assigned duties.

Volunteer Signature: _____

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☐ NO

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Date: _____

FOR TOWNSHIP USE ONLY

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Background Check Completed: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

Approved By: _____

Date: _____

Volunteer Assignment: _____

Notes: _____