Minutes of a Regular Meeting of the Port Sheldon Township Board

August 13, 2025 – 5:30 P.M.

1. Call to order
2. Roll Call
   Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Luke DeVries and Bill Monhollon.
   Absent: None
   Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, Assistant Chief Tom Prince, and 8 residents/guests.
3. Pledge of allegiance.
4. Invocation
   Mike Sabatino offered the invocation.
5. Additions to Agenda: None
6. Approval of Agenda.
   Motion by Frantom to approve the agenda. Supported by DeVries and carried.
7. Public Comment: None
8. Consent Agenda Approval
   a. Approve Minutes- July 9, 2025 Regular Meeting.
   b. Approve Financial Report
   c. Approve Correspondence:
      - Correspondence received from resident about Rosabelle beach.
   d. Approve Committee Reports
      i. Building – Thirty-seven permits issued with one new home start and eight multi-family unit starts.
      ii. Fire Department – Thirty-four calls, plus two meetings.
      iii. Code Enforcement- Year-to-date report. Nineteen total enforcements for this past six months with fourteen complaints resolved.
      iv. Clerk Update
         1. Discussed refund of early voting payment from the county.
         2. Presented information pertaining to all the updates to the laws for elections in the 2024 election cycle.
         3. Presented a service offered from KCI for election ballot mailing.
      v. Supervisor Update
         1. Discussed that he has met with residents about road improvement policy.
         2. Discussed Cemetery Shed improvements, sprinkling pump failure and fix, township cleanup day attendance, and improvements to the township park.
         3. Discussed that he met with Ottawa County about Tornado Siren coverage.
         4. Mentioned that there are no updates regarding Consumer Energy's plans for retirement of the JH Campbell plant.
         5. Stated that he has inquired about setting a meeting with Ashcor.
   e. Approve payment of Bills

   Motion by Hemmeke to approve the consent agenda. Supported by Monhollon and carried.
9. Consider- Special Meeting date for Long Term Asset Management workshop.
   Set meeting date of August 18, 2025 at 12 pm for Special Meeting/Workshop for Long Term Asset

Management Workshop.

Motion by Frantom to set Special Meeting/Work Session for Long Term Asset Management Workshop for August 18, 2025 at 12 pm. Supported by Hemmeke and carried.

10. Consider- Planning Commission recommendation, rezone 14462 Gardner from commercial to R-1, to match actual parcel lot lines.

    Motion by Monhollon to accept the Planning Commission's recommendation to rezone 70-11-12-200-059, 14462 Gardner, from Commercial to R-1, Ordinance Z2025-03. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

11. Presentation- McKenna Group Amended Master Plan.

    The chair noted that the representative from McKenna was running late, and in consideration of time asked for consensus to postpone items 11 and 12 and continue with the agenda until the presenter arrives.

13. Discussion-Fire Cadet Program

    Fire Chief Dirkse presented the Fire Cadet Program and the benefits for the township. Cadets must be sponsored by a township for this program.

    Motion by Frantom to adopt resolution 2025-18 supporting and authorizing the fire chief to establish and maintain a Fire Cadet/Explorer Program. Supported by Hemmeke and carried with five yes roll call votes. Ayes; Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

14. Review – Township Hall Flooring Proposals

    Reviewed and discussed bids that were received.

    Motion by Frantom to accept the low bid from Lakeshore Concrete Solutions dated 8-12-2025 with a maximum 10% overage for the replacement of the township hall flooring. Supported by DeVries and carried with five yes roll call votes. Ayes; Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

15. Review- Website update Proposals.

    The board reviewed and discussed proposals for a website update.

    Motion by Hemmeke to approve the low bid proposal from STG at the Platinum level update/redesign and annual support plan to update the Townships website. Supported by DeVries and carried with five yes roll call votes. Ayes; Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

11. Presentation-McKenna Group Amended Master Plan.

~~Chris Korey~~ **Chris Khorey** presented the master plan, highlighting the 2025 future land use map and the consumers subarea plan.

12. Consider- Planning Commission Recommendation to approve the master plan.

The board discussed at length concerns about the Master Plan and the Future Land Use Map.

Motion by Monhollon to adopt resolution 2025-18 adopting and approving the Port Sheldon Township Proposed Master Plan as recommended by the planning commission. Supported by DeVries and motion failed with 2 votes in favor and 3 votes against. Ayes; DeVries and Monhollon. Nays: Sabatino, Hemmeke and Frantom.

Motion by Frantom to recommend the Planning Commission consider revising the Master Plan 2025 future land use map in the following areas:

1. River Trace from Neighborhood Residential to Rural Residential.
2. Blair/Holly to Port Sheldon corridor from Neighborhood Residential to Rural Residential.
3. The northside of Blair revert from Rural Residential to Neighborhood Residential to match current zoning.

Supported by Hemmeke and carried with 4 votes in favor and 1 vote against. Ayes; Frantom, Hemmeke, Sabatino, and DeVries. Nays: Monhollon.

16. Discussion- Windsnest Parking & Speed Limits at Margaret Ave/ Olive Shores.

    Motion by Sabatino to table this agenda item to the next board meeting. Supported by DeVries and carried.

17. Additions to Agenda: None
18. Public Comment:

    Public Comment was received from one resident.

19. Adjourn

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

    The meeting adjourned at 7:06 pm.

Meredith Hemmeke, Clerk