Minutes of a Regular Meeting of the Port Sheldon Township Board

November 12, 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, Shane Cole, Captain for Port Sheldon Fire Department, Pat Staskiewicz, Ottawa County, Kristin Perkowski, Grand Haven Public Schools Superintendent, Jim Barry, County Commissioner and 11 residents/guests.
3. Pledge of allegiance.
4. Invocation
   Meredith Hemmeke offered the invocation.
5. Additions to Agenda:
   a. Consider-Kraft Copier Proposal
   b. Consider-Tervoort Invoice for Bike Path Repair.
   c. Consider-Building Inspection agreement with Supervisor
6. Approval of Agenda with additions.
   Motion by DeVries to approve the agenda with additions. Supported by Monhollon and carried.
7. Public Comment:
   Jim Barry, County Commissioner, presented an update.
8. Consent Agenda Approval
   a. Approve Minutes
      1. October 8, 2025, Regular Meeting.
   b. Approve Financial Report
   c. Approve Correspondence:
      1. Correspondence received from a Sheldon Dunes Resident.
   d. Approve Committee Reports
      i. Building – Seventeen permits issued with one new home start.
      ii. Fire Department – Twenty-seven calls, plus two meetings.
      iii. Supervisor Update-
         1. Gave a summary of all the meetings held and attended in the last month, including Ottawa County Parks, Consumers Energy, Ottawa County Road Commission, Sheldon Dunes Water Customer Meeting, and Wyoming Water Meeting.
         2. Projects- Providing copies of Citizens Guide to Special Assessment Districts, signs for open space land, subdivision road update, and upcoming completion of Township Hall Renovation.
   e. Approve payment of Bills

   Motion by Frantom to approve the consent agenda. Supported by Hemmeke and carried.
9. Presentation- Ottawa County Public Utilities-Sheldon Dunes Draft CIP.
   Pat Staskiewicz, Ottawa County, gave an overview of the information that was given during the Sheldon Dunes Water Customer Meeting.
10. Presentation-Grand Haven Public Schools

Kristin Perkowski, Grand Haven Public Schools Superintendent, gave an update about Grand Haven Public Schools Master Plan and a summary of the happenings in the school district.

11. Consider- Wyoming Water Superseding Contract.
    No Action
12. Review-Parks & Recreation Survey summary of Goals and Objectives.
    Discussed the progress of the Parks and Recreation Master Plan.
13. Consider- Assessor's CAP Letter and Poverty Guidelines Resolution.
    Motion by Monhollon to adopt Poverty Guidelines Resolution 2025-21. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.
14. Consider- Agreement Township Electrical Inspector.
    Motion by Hemmeke to accept the Electrical Inspection Service Agreement effective as of December 31, 2025 from Kanduit Inspection Services and authorize the clerk and supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
15. Consider-Clerk's Letter regarding Deputy Clerk Appointment
    Motion by Frantom to approve additional duties of auxiliary duties of the clerk to be performed by the Deputy Clerk. Supported by DeVries and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
16. Consider- Budget Amendment -Fire Pension Account.
    Motion by Frantom to approve budget amendment increasing Fire Pension line item by $9000. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.
17. Discuss- Cemetery Management Software options
    Board directed clerk to contact the county to give a presentation on the options that come with the Ottawa County GIS partnered option.
18. Additions to Agenda:
    a. Consider-Kraft Copier Proposal
       Motion by Sabatino to direct clerk to contact other vendors for quotes for copiers with similar functions. Supported by Frantom and carried.
    b. Consider-Tervoort Invoice for Bike Path Repair.
       Motion by Frantom to approve invoice 235 for bike path repairs. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
    c. Consider- Building Inspection Agreement with Supervisor
       Motion by Monhollon to approve the Building Inspection Agreement with Supervisor and authorize the clerk and treasurer to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.
19. Public Comment:
    Public Comment was received from two residents.
20. Adjourn
    Motion by Monhollon to adjourn. Supported by DeVries and carried.
    The meeting adjourned at 6:53 pm.

Respectfully Submitted
Meredith Hemmeke, Clerk