Minutes of a Regular Meeting of the Port Sheldon Township Board

July 8, 2026 – 5:30 P.M.

1. Call to order
2. Roll Call
   Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Luke DeVries.
   Absent: None
   Also present: Attorney Ron Bultje, 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