Minutes of a Regular Meeting of the Port Sheldon Township Board

August 12, 2026 – 5:30 P.M.

1. Call to order
2. Roll Call
   Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, and Luke DeVries.
   Absent: Bill Monhollon
   Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, Ottawa County Road Commissioner Kurt VanKoevering and Candidate for Ottawa County District Court Judge Anna White
3. Pledge of allegiance.
4. Invocation
   Mike Sabatino offered the invocation.
5. Public Comment:
   - Kurt VanKoevering gave an Ottawa County Road Commission update.
   - Anna White, Candidate for Ottawa County District Court Judge gave a brief overview of her qualifications.
6. Additions to Agenda:
   - Discuss Herrick Library invoice
   - Recognition of Firefighter Ricky Prince and his years of service.
   - Repair of Roof at Kouw Park
   - Asphalt repair of certain sections of the bike path
   - Request for Consideration of Vacation Payout
7. Approval of Agenda with additions.
   Motion by DeVries to approve the agenda with additions. Supported by Frantom and carried.
8. Consent Agenda Approval
   a. Approve Minutes-
      a. Regular Meeting -July 8, 2026
   b. Approve Financial Report
   c. Approve Correspondence: None
   d. Approve Committee Reports
      i. Building – Thirteen Total Permits, Eight Building permits & Five Zoning Permits issued with No new home starts.
      ii. Fire Department – Thirty-three calls plus two meetings.
         1. Firefighter Ricky Prince gave his resignation.
      iii. Supervisor Report
      Supervisor gave an update on the Port Sheldon Township Refuse system, the county parks department, the library, and also progress on the path ratings for the bike path.
      iv. Clerk Update
      Clerk gave an update on the August election, stating that early voting brought in a total of 186 voters, she also stated 40.4% of Port Sheldon Voters, voted in the August election, and she thanked the election inspectors for their hard work.
   e. Approve payment of Bills

   Motion by Hemmeke to approve the consent agenda. Supported by Frantom and carried.

9. Supervisor Findings on commemorative bench programs
   Supervisor presented an update on his findings.
   Motion by Frantom to direct the Parks and Recreation Committee to work on creating a commemorative program for the township. Supported by DeVries and carried.
10. Additional Parking Signage for Windsnest Park.
    Motion by Frantom to table additional parking signage for Windsnest Park until January 2027. Supported by DeVries and carried.
11. Redirect Proposed Zoning Amendments back to Planning Commission.
    Motion by DeVries to redirect the proposed zoning amendments sections 4.27, 4.28.6, 4.37 and 20.04 back to the Planning Commission for further review. Supported by Hemmeke and carried.
    Motion by Sabatino to direct the Planning Commission to work on amending the Zoning Ordinance to match the Master Plan. Supported by DeVries and carried.
12. Garbage Collection Ordinance
    Motion by Hemmeke to adopt regulatory Ordinance 2026-01 Township Hall Garbage Collection Ordinance with changes to section two, stating the additional bag pricing is to be set by board resolution. Supported by DeVries and carried with four yes roll call votes. DeVries, Sabatino, Hemmeke, and Frantom. Nays: None
13. Recommended Amendments to Fire Department Policy
    Motion by Hemmeke to approve recommended amendments to the Fire Department Policy and creating an effective date of August 12, 2026. Supported by DeVries and carried.
14. Policy Manual Addition- Volunteer Release Waiver
    Motion by DeVries to approve the ~~addition of the Volunteer Release Waiver/Hold Harmless to the policy manual~~, VOLUNTEER RELEASE, WAIVER, AND HOLD HARMLESS AGREEMENT FOR USE BY PORT SHELDON TOWNSHIP VOLUNTEERS, directing the clerk and supervisor to establish background check criteria. Supported by Frantom and carried.
15. Additions to Agenda:
    - Discussion on Herrick Library Invoice.
      Discussed at length how the millage and billing work for the Herrick Library. The Supervisor stated that he has a planned meeting with the Herrick Library director.
    - Recognition of Firefighter Rick Prince for his years of service
      Motion by DeVries to adopt Resolution 2026-15 in recognition of Rick Prince's Thirty-Five years of service to the Port Sheldon Township Fire Department and Community. Supported by Hemmeke and carried with four yes roll call votes. DeVries, Sabatino, Hemmeke, and Frantom. Nays: None
    - Repair of Roof at Kouw Park
      Motion by DeVries to approve proposal dated 8-7-2026 from Werner Roofing for repairs of the roof portion that was storm damaged at Kouw park. Supported by Frantom and carried with four yes roll call votes. Frantom, Hemmeke, Sabatino, and DeVries. Nays: None
    - Repair of certain locations of bike path
      Motion by Frantom to approve quote with Project ID-26-0149 from Bruce's Blacktop to repair predetermined sections of the bike/multiuse path. Supported by DeVries and carried with four yes roll call votes. DeVries, Sabatino, Hemmeke, and Frantom. Nays: None
    - Request for consideration of Vacation Payout
      Motion by Frantom to approve one time vacation payout for one employee that has accumulated vacation hours in excess of the allowable roll over amount, this is an exception,

recognizing the press of time and scheduling conflicts. Employee will be paid for 32 hours of vacation at the current wage rate, this will be subject to applicable payroll taxes and deductions. Supported by DeVries and carried with four yes roll call votes. DeVries, Sabatino, Hemmeke, and Frantom. Nays: None

16. Public Comment.
    - None.
17. Adjourn

    Motion by DeVries to adjourn. Supported by Frantom and carried.
    The meeting adjourned at 6:39 pm.

Respectfully submitted
Meredith Hemmeke, Clerk