Minutes of a Regular Meeting of the Port Sheldon Township Board

September 9, 2026 – 5:30 P.M.

1. Call to order
2. Roll Call
   Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Luke DeVries, and Bill Monhollon.
   Absent:
   Also present: Attorney Ron Bultje, Ottawa County Road Commission Public Utilities Director Patrick J. Staskiewicz and eight residents/guests
3. Pledge of allegiance.
4. Invocation
   - Luke DeVries offered the invocation.
5. Public Comment:
   - None
6. Additions to Agenda:
   - Plow Contracts
   - Request for Proposal (RFP) for Butternut Bike Path repaving from Port Sheldon to Blair.
7. Approval of Agenda with additions.
   Motion by Monhollon to approve the agenda with additions. Supported by DeVries and carried.
8. Consent Agenda Approval
   a. Approve Minutes with correction
      a. Regular Meeting -August 12, 2026** Correction of Agenda item 14. The motion currently states 'addition to the policy manual.' The correct wording should be 'approve the Volunteer Release, Waiver, and Hold Harmless Agreement for use by Port Sheldon Township volunteers.'"**
   b. Approve Financial Report
   c. Approve Correspondence: None
   d. Approve Committee Reports
      i. Building – Thirty-Three Total Permits, Nineteen Building permits & Twelve Zoning Permits issued with Two new home starts.
      ii. Fire Department – Twenty-Nine calls plus Two meetings.
   e. Approve payment of Bills

   Motion by DeVries to approve the consent agenda with correction to August 12, 2026 minutes. Supported by Frantom and carried.
9. Ottawa County Public Utilities- Sheldon Dunes Well Inspection Report
   Ottawa County Road Commission Public Utilities Director Patrick J. Staskiewicz presented the report findings for Sheldon Dunes Well # 3 with recommendations.
10. Budget Amendment for Library Services
    Motion by Frantom to amend and increase the Library Budget expenditures by $13,917.53. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None
11. Vacation Policy Update
    Motion by Hemmeke to adopt the revised Draft Township Vacation Policy, attached to the minutes,

as presented, to update and clarify the Township's vacation leave provisions and to coordinate the policy with the requirements of the Michigan Earned Sick Time Act (ESTA). Supported by DeVries and carried.

12. Parks and Recreation Committee recommendation for Commemorative Bench Program.
    Motion by Sabatino to approve the Commemorative Bench Program and attached Application for Port Sheldon Township. Supported by Monhollon and carried.
13. Retaining a Township Engineer
    The Supervisor presented information on retaining a township engineer.
14. RFP for Blair Street Multi Use Path Renovation (wood portions)
    Motion by Frantom to approve and authorize the Request for Proposals (RFP) for the Blair Street Multi-Use Path Renovation – Wood Portion to be advertised and distributed to prospective contractors. Supported by DeVries and carried.
15. Additions to Agenda:
    - Plow Contracts
      Motion by Frantom to approve estimates #3749, 3750 and 3751 from Diemer's Property Services for the Township, Cemetery and Garbage Sites snow plowing. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None
      Motion by Frantom to approve estimate #5021 from Complete Lawn & Landscaping Services for the Fire Station snow plowing. Supported by Monhollon and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None
    - Request for Proposal (RFP) for Butternut Bike Path from Port Sheldon to Blair repaving.
      Motion by Hemmeke to approve and authorize the Request for Proposals (RFP) for the Repaving of Butternut Multi-Use Path from Port Sheldon Street to Blair Street to be advertised and distributed to prospective contractors. Supported by Frantom and carried.
16. Public Comment.
    - None.
17. Adjourn
    Motion by Monhollon to adjourn. Supported by DeVries and carried.
    The meeting adjourned at 6:20 pm.

Respectfully submitted
Meredith Hemmeke, Clerk