

# Minutes of a Regular Meeting and Public Hearing of the Port Sheldon Township Board

November 13, 2024 – 5:30 P.M.

1. Call to order
2. Roll Call  
Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, Bill Monhollon and Lucas DeVries.  
Absent: None  
Also present: Attorney Ron Bultje, Assistant Fire Chief Tom Prince, and 7 residents and/or guests.
3. Pledge of allegiance.
4. Invocation  
Luke DeVries offered the invocation.
5. Additions to Agenda:  
None
6. Approval of Agenda.  
**Motion** by Luke DeVries to approve the agenda. Supported by Rachel Frantom and carried.
7. Consent Agenda Approval
  - a. Approve Minutes- October 9, 2024 Regular Meeting.  
Correction made to October 9, 2024 Regular Minutes- Committee Reports Correction
  - b. Approve Financial Report
  - c. Approve Correspondence: -Joseph McCarter, Georgetown Resident, letter to board on the JH Campbell Plant closure
  - d. Approve Committee Reports
    - Building – Nineteen permits issued with six new house starts.
    - Fire Department – thirty-two calls and two meetings.
  - e. Approve payment of Bills  
**Motion** by Rachel Frantom to approve the consent agenda. Supported by Bill Monhollon and carried.
8. Supervisor Update: Kouw Park Stairs  
Supervisor stated that a recent weather event caused significant erosion at the base of the access stairs. He engaged the original installer to proceed with emergency repairs to shore up the stairs and he is working on measures to prevent further erosion. The stairs will remain closed until further notice.
9. Consider-Committee Appointments (Parks & Rec, Trash, Wage & Compensation)  
Supervisor submitted several applications from residents who were interested in serving on the committees, for the board to consider. There are still a few applications that have not been returned yet and he is looking for more residents to fill these roles.
10. Presentation – O.C. Public Utilities- Sheldon Dunes Community Water System  
Pat Staskiewicz presented an overview of the Sheldon Dunes Water system that is owned by the township. He discussed the aging condition and need for updating, repairs and/or possible connection to public water supply from Grand Rapids. He also endorsed the professional services agreement (agenda item 11) to evaluate the system and provide cost estimates for repair or replacement.
11. Discussion/Consider-Prein & Newhof Service Agreement  
**Motion** by Rachel Frantom to approve the professional services agreement dated September 23, 2024 between Prein & Newhof, Inc and Port Sheldon Township for Sheldon Dunes Water System Evaluation and authorize the supervisor to sign. Supported by Luke DeVries and carried with five yes roll call votes. Ayes: Bill Monhollon, Luke DeVries, Mike Sabatino, Meredith Hemmeke, and Rachel Frantom.

Nays: None.

12. Consider- Request from Township contracted Electrical Inspector to Increase Inspection Fee  
**Motion** by Bill Monhollon to accept the Electrical Inspection Service Agreement as of November 14, 2024 from Broom Tree Inspections and authorize the clerk to sign. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Rachel Frantom, Meredith Hemmeke, Mike Sabatino, Luke DeVries, and Bill Monhollon.
13. Consider- M.A.C.C. By-law Change Request  
**Motion** by Luke DeVries to approve the proposed revision of M.A.C.C. (Macatawa Area Coordinating Council) Bylaws. Supported by Bill Monhollon and carried.
14. Consider- 2025/26 PLM Pigeon Lake Herbicide Treatment Contract  
**Motion** by Meredith Hemmeke to approve a two-year contract with PLM Lake & Land Management per the November 4, 2024 Renewal Acceptance Letter for the 2025-2026 seasons herbicide treatment of Pigeon Lake. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Rachel Frantom, Meredith Hemmeke, Mike Sabatino, Luke DeVries, and Bill Monhollon. Nays: None
15. Consider-Budget Amendment-Library  
Treasurer and Clerk presented that the library invoice is more than what was predicted for the budget and the clerk is requesting an amendment to increase the library budget expenditures.  
**Motion** by Meredith Hemmeke to amend and increase the Library Budget expenditures by 9,000.00. Supported by Rachel Frantom and carried with five yes roll call votes. Ayes: Rachel Frantom, Meredith Hemmeke, Mike Sabatino, Luke DeVries, and Bill Monhollon. Nays: None
16. Discussion- Application/Public Notice deadline  
Treasurer presented that the current application deadline is too close to the time of publication.  
**Motion** by Bill Monhollon to increase the deadline for any application for public hearing from 21 days to 28 days before the public hearing. Supported by Rachel Frantom and carried.
17. Additions to Agenda  
None
18. Public Comment.
  - Resident thanked the board for the Sheldon Dunes Water consideration. He stated that the aging system is causing problems for the residents that use it.
  - Precinct one, Commissioner Elect James Barry, commented that he is looking forward to working with the Township and being available to residents and township officials.
  - Holland Township resident gave comments regarding managing shoreline erosion.
19. Adjourn  
**Motion** by Meredith Hemmeke to adjourn. Supported by Bill Monhollon and carried.  
The meeting adjourned at 6:26 pm.

Meredith Hemmeke, Clerk