

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
January 8, 2025 – 5:30 P.M.**

1. Call to order

2. Roll Call

Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, and Lucas DeVries.

Absent: Bill Monhollon

Also present: Attorney Sophie Stoepker, Fire Chief Brad Dirkse, and two residents/guests. Pledge of allegiance.

3. Invocation

Luke DeVries offered the invocation.

4. Additions to Agenda:

- Building Admin Diane Jansen resignation and end date of December 30, 2024 for discussion. Candidate Search discussion.

5. Approval of Agenda with additions.

**Motion** by Rachel Frantom approve the agenda with additions. Supported by Luke DeVries and carried.

6. Consent Agenda Approval

a. Approve Minutes- December 11, 2024 Regular Meeting.

b. Approve Financial Report

c. Approve Correspondence:

- Consumers Energy Press Release about extracting and repurpose of the coal ash.
- Building Administrative Assistant resignation letter.

d. Approve Committee Reports

- Building – Eleven permits issued with one new house start. For 2024, the building department issued 188 total permits with 30 new home starts and 20 townhome starts for Port Sheldon.
- Fire Department – Thirty- four calls and two meetings. 2024 Full year report totaled Two-hundred seventy-two calls.
- Code Enforcement – Year-to-date report. Thirty-seven total enforcements for the year with twenty-nine complaints resolved.

e. Approve payment of Bills

**Motion** by Rachel Frantom to approve the consent agenda. Supported by Luke DeVries and carried.

7. Consider -Resolution- Fire Dept Operation Millage (May Election)

**Motion** by Meredith Hemmeke to adopt a resolution approving ballot proposal language for the May 6, 2025 election. The proposal requests approval of .55 mills for a period of seven years for the operation of the township fire department, contingent on verification of the language with attorney. Supported by Rachel Frantom and carried with four yes roll call votes. Ayes: Luke DeVries, Mike Sabatino, Meredith Hemmeke and Rachel Frantom. Nays: None

8. Appointments- Planning Commission.

**Motion** by Mike Sabatino to approve the re-appointment of Nicole Timmer to the Planning Commission for a three-year term expiring January 1, 2028. Supported by Luke DeVries and carried.

9. Request from West Ottawa Public Schools to collect the 2025 Summer Tax Levy.

**Motion** by Rachel Frantom to collect the West Ottawa Public Schools 2025 Summer Tax levy and direct Supervisor to sign. Supported by Meredith Hemmeke and carried with four yes roll call votes.

Ayes: Rachel Frantom, Meredith Hemmeke, Mike Sabatino, and Luke DeVries. Nays: None.

10. Request from Grand Haven Public Schools to collect the 2025 Summer Tax Levy.

**Motion** by Rachel Frantom to collect the Grand Haven Public Schools 2025 Summer Tax levy and direct Supervisor to sign. Supported by Luke DeVries and carried with four yes roll call votes. Ayes: Rachel Frantom, Meredith Hemmeke, Mike Sabatino, and Luke DeVries. Nays: None.

11. Poverty Exemption Resolution

**Motion** by Rachel Frantom to adopt the 2025 Poverty Guidelines Resolution. Supported by Luke DeVries and carried with four yes roll call votes. Ayes: Rachel Frantom, Lucas DeVries, Mike Sabatino, and Meredith Hemmeke. Nays: None.

12. Review – Bid Proposals -Kouw Park Beach Erosion Controls.

**Motion** by Rachel Frantom to direct Supervisor to gather more information on erosion controls for Kouw Park Beach. Supported by Luke DeVries and carried.

13. Review – Bid Proposals-Township Office Flooring.

**Motion** by Mike Sabatino to gather more information on Township Office Flooring options and poll office staff. Supported by Meredith Hemmeke and carried.

14. Review – Bid Proposals -Township Hall Flooring.

**Motion** by Meredith Hemmeke to direct Supervisor to gather more information on Township Hall Flooring options and report back. Supported by Rachel Frantom and carried.

15. Additions to Agenda

- Building Administrative Position

**Motion** by Meredith Hemmeke to accept Diane Jansen’s resignation, with regrets and direct the supervisor to start the candidate search for a building department administrative candidate. Supported by Luke DeVries and carried.

16. Public Comment.

Guest spoke about Kouw Park erosion and also Dark Sky.

17. Adjourn

**Motion** by Luke DeVries to adjourn. Supported by Rachel Frantom and carried.

The meeting adjourned at 6:22 pm.

Meredith Hemmeke, Clerk