

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
March 12, 2025 – 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, Assistant Fire Chief Tom Prince and 5 residents and/or guests.

3. Pledge of allegiance.

4. Invocation

Michael Sabatino offered the invocation.

5. Additions to Agenda:

- Consider -Delegate support staff hiring authority to township manager/supervisor pursuant of section 5.2 in the policy manual.
- Consider- Adding a public comment to the agenda amending 5.4b in the policy manual.
- Consider- Ron Wood Easement purchase proposal.
- Amend item 11 to add a consideration of a budget amendment for public safety.

6. Approval of Agenda with additions.

Motion by Monhollon to approve the agenda with additions to agenda. Supported by DeVries and carried.

7. Consent Agenda Approval

a. Approve Minutes- February 12, 2025 Regular Meeting.
February 18, 2025 Budget Workshop

b. Approve Financial Report

c. Approve Correspondence:

- Georgetown Resident, 2 letters to board on the JH Campbell Plant closure
- 7 letters from Residents about plowing the bike path

d. Approve Committee Reports

- Building – Five permits issued with three new house starts.
- Fire Department – Twenty-One calls and two meetings.

e. Approve payment of Bills

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

8. Budget Public Hearing

Supervisor Sabatino opened the Budget Public Hearing at 5:39 p.m.

Changes made to the budget following the February 18, 2025 Budget workshop were explained. The millage rates are as follow, these are the previously voter approved millage rates.: 1.00 mills for the General Fund, .15 mills for the Library Fund, .45 mills for the Fire Department Operating Fund and .65 mills for the Fire Department Equipment/Apparatus Fund.

Public Comment:

David Barnosky, resident, he would support plowing the bike paths in Port Sheldon.

Motion by DeVries to close the Budget Public Hearing. Supported by Monhollon and carried.

Budget Public Hearing closed at 5:41 p.m.

Supervisor presented a pie chart explaining the budget. As of 2025-2026 budget, illustrating the cost

centers and that presently there is not enough room in the budget for bike path plowing. It was mentioned that the Parks and Recreation Committee has been tasked with looking into the bike paths, along with other items this coming year.

9. General Appropriations Act Resolution for fiscal year 2025-2026.

Motion by Monhollon to adopt the General Appropriations Act Resolution 2025-08 for the 2025-2026 fiscal year. Supported by Hemmeke and carried with five yes roll call votes. Yes: Sabatino, Hemmeke, Rachel Frantom, Monhollon and DeVries. Nays: None

10. 2024-2025 Regular Board of Trustees meeting dates.

Motion by Frantom to adopt a resolution setting forth regular township board meetings the second Wednesday evening of each month at 5:30 p.m. Supported by DeVries and carried with five yes roll call votes. Yes: Sabatino, Hemmeke, Frantom, Monhollon and DeVries. Nays: None.

11. Budget Amendments.

Motion by Frantom to amend the Legal budget increasing it by \$15,000 and amend the public safety budget increasing the total by \$1200. Supported by Hemmeke and carried with 5 yes roll call votes. Yes: Sabatino, Hemmeke, Frantom, Monhollon and DeVries. Nays: None.

12. Great Lakes Coalition Shoreline Erosion Presentation

Representatives of Great Lakes Coalition gave a presentation highlighting the need for shoreline resiliency, and beach replenishment options. They asked for support in urging the legislature to consider providing funding opportunities to help support local communities and residents in shoreline resiliency efforts.

13. Great Lakes Coalition Shoreline Erosion Resolution

Motion by Frantom to adopt resolution 2025-10 to support Great Lakes Coalition's efforts to secure funding opportunities for shoreline resiliency. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, Frantom, Monhollon, Sabatino and DeVries. Nays: None.

14. Letter of Support for County Broadband Initiative

Motion by Frantom to formally express Port Sheldon Township's support of 123Net and Ottawa County's joint application for the State of Michigan's BEAD grant and authorize the supervisor to sign. Supported by Hemmeke and carried.

15. Siegfried/Crandall Annual Audit-Letter of Engagement.

Motion by Frantom to approve the services of Siegfried Crandall for the 2024-2025 Annual Audit and authorize supervisor to sign. Supported by DeVries and carried with 5 yes roll call votes. Yes: Sabatino, Hemmeke, Frantom, Monhollon and DeVries. Nays: None.

16. Discuss-Additional Camera Coverage -Trash Site/Park

Motion by Sabatino to approve Estimate dated January 29, 2025 from Ottawa County to add additional camera coverage for the trash site and the township park. Supported by Hemmeke and carried with 5 yes roll call votes. Yes: Sabatino, Hemmeke, Frantom, Monhollon and DeVries. Nays: None.

17. Discuss – Split Rail Fence Quotes/Twp Park

Motion by Hemmeke to approve quote dated December 3, 2024 from Fence Consultants and authorize supervisor to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, Monhollon and DeVries. Nays: None.

18. Consider- Landscaping Contractor Bids.

Motion by Monhollon to approve Estimate 3899 and 3898 from Complete Lawn and Landscaping Services for Lawncare for Port Sheldon Township and authorize the supervisor to sign. Supported by DeVries and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

19. Additions to Agenda

- Consider -Delegating support staff hiring authority to township manager/supervisor pursuant of section 5.2 in the policy manual.

Motion by Frantom to delegate support staff hiring authority to the township manager/supervisor pursuant of section 5.2 in the policy manual. Supported by DeVries and carried.

- Consider- Adding an additional public comment period to the beginning of the agenda to hear resident concerns on agenda items.

Motion by DeVries to add an additional public comment between lines 6 and 7 to the beginning of the agenda, amending 5.4b in the policy manual. Supported by Monhollon and carried.

- Consider- Parcel easement purchase proposal

Motion by Frantom to accept a purchase proposal from Ron Wood for the .16 acre township parcel 70-11-21-193-001, contingent upon all closing costs and documentation being the responsibility of the buyer, and authorize the supervisor to sign all necessary documents. Supported by Monhollon and carried with five yes roll call votes. Ayes: Hemmeke, DeVries, Frantom, Monhollon and Sabatino. Nays: None.

20. Public Comment.

Resident commented that they would be in support of additional bike paths over plowing bike paths, due to traffic safety concerns by his residence.

21. Adjourn

Motion by Monhollon to adjourn. Supported by DeVries and carried.

The meeting adjourned at 6:38 pm.

Meredith Hemmeke, Clerk