

**Minutes of a Regular Meeting of the  
Port Sheldon Township Board  
January 14, 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: None  
Also present: Attorney Ron Bultje, Port Sheldon Fire Lieutenant Darien Black, and 7 residents and guests
3. Pledge of allegiance.
4. Invocation  
Luke DeVries offered the invocation.
5. Additions to Agenda:
  - a. Consider- Agreement for Election Publishing Services between the Township and the County.
  - b. Consider-Agreement for Early Vote Printing and Mailing Services between the Township and the County.
6. Approval of Agenda with additions  
**Motion** by Frantom to approve the agenda with additions. Supported by Monhollon and carried.
7. Public Comment:  
Public comment was made by one resident and one nonresident.
8. Consent Agenda Approval
  - a. Approve Minutes
    1. December 10, 2025, Regular Meeting.
  - b. Approve Financial Report
  - c. Approve Correspondence: None
  - d. Approve Committee Reports
    - i. Building – Fourteen permits issued with two new home starts. Building Permits had an increase of 23.94%. For 2025, the building department issued 233 permits with 27 new single home starts and 32 town home starts.
    - ii. Fire Department – Thirty-six calls, plus two meetings. 2025 full year report for the fire department, they answered 346 calls, this is an increase of 27% from last year.
    - iii. Code Enforcement – Year-to-date report. Forty-three total enforcements for the year with forty complaints resolved. Code Enforcement has an increase of 16% from last year, this is due to the implementation of Short-Term Rental compliance enforcement.
  - e. Approve payment of Bills.  
**Motion** by DeVries to approve the consent agenda. Supported by Monhollon and carried.
9. Presentation- Short Term Rental Report.  
Tatjcha Lambers presented the annual Short-Term Rental Report.
10. Public Hearing- Parks and Recreation 5-year plan.  
Supervisor Sabatino opened the Parks and Recreation Plan Public Hearing at 5:47pm.  
Public Comment:  
None  
**Motion** by DeVries to close the Public Hearing. Supported by Hemmeke and carried.

Parks & Recreation 5 Year Plan Public Hearing closed at 5:49 p.m.

11. Consider-Adoption of Parks and Rec 5-year Plan

**Motion** by Hemmeke to adopt resolution 2026-01 for the Parks & Recreation 5-year Plan. Supported by Monhollon and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

12. Consider- Cost Adjustment to previous Road shoulder paving approval.

**Motion** by Hemmeke to approve the cost adjustment increase to \$58,810.00 for project #2180630 on the memorandum from Prein & Newhof dated January 14, 2026, for road shoulder paving. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

13. Consider- Cemetery Fee Schedule Amendment-Add Winter Burial Fee.

**Motion** by Frantom to amend the Cemetery Fee Schedule to include winter burial fees, effective January 14, 2026. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

14. Consider-King Water Wells Estimate for Sheldon Dunes Well Inspection

**Motion** by Frantom to approve King Water Wells quote #6517 for Sheldon Dunes Well Inspection. Supported by Hemmeke and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

15. Consider- Fire Department Budget Amendment.

Due to a 27% increase in call volume over last year, the Fire Department requires a budget amendment to the current payroll line item. The recently approved fire operating millage revenue will be incorporated into next year's budget.

**Motion** by Frantom to approve the Fire Department Budget Amendment moving \$24,000.00 from Fund Balance to the Fire Salary line item. Supported by DeVries and carried with five yes roll call votes. Ayes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

16. Additions to Agenda:

- a. Consider- Agreement for Election Publishing Services and Early Vote Printing and Mailing Services between the Township and the County. **Motion** by DeVries to approve the agreement for Election Publishing Services agreement and the Early Vote Printing and Mailing Services between the Township and the County and authorize the clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, Monhollon, and DeVries. Nays: None.

17. Public Comment:

Public Comment was received from two residents

18. Adjourn

**Motion** by Monhollon to adjourn. Supported by Frantom and carried.

The meeting adjourned at 6:11 pm.

Respectfully Submitted  
Meredith Hemmeke, Clerk