

**Minutes of a Regular Meeting of the
Port Sheldon Township Board
May 13, 2026 – 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 and 3 residents/guests.
3. Pledge of allegiance.
4. Invocation
Mike Sabatino offered the invocation.
5. Public Comment: None
6. Additions to Agenda:
 - Township Office Heating and Cooling Quotes.
 - Budget Amendment for General Cost Center for Fiscal Year 2025-2026
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- April 15, 2026 Regular Meeting.
 - b. Approve Financial Report
 - c. Approve Correspondence: None
 - d. Approve Committee Reports
 - i. Building – Twenty-Two Building permits & Ten Zoning Permits issued with Two new home starts.
 - ii. Fire Department – Twenty-five calls plus two meetings.
 - iii. Supervisor Report- Discussed Wyoming Water Main Progress, Community Impact Day, Repairs to damage from vehicle accident at Kouw Park, Meeting with Sheriff about Land and Water Enforcement, and Progress on Windsnest extended parking.
 - e. Approve payment of Bills
Motion by Frantom to approve the consent agenda. Supported by Hemmeke and carried.
9. Planning Commission Recommendation- Rezone Parcels 70-11-04-200-019 & 072.
Motion by Monhollon to approve the Planning Commission’s Recommendation to Rezone Parcels 70-11-04-200-019 & 072 from R-1 Residential to Agriculture and adopt Ordinance Z2026-02. Supported by DeVries and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.
10. Street Light Addition Agreement and Resolution-Polk St.
Motion by DeVries to adopt Resolution 2026-11 and approve the Agreement for Installation and Authorization to change the Standard Lighting Contract for Street Light Addition on Polk St and to authorize the Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.
11. Street Light Addition Agreement and Resolution- Tradewinds Dr.
Motion by Frantom adopt Resolution 2026-12 and approve the Agreement for Installation and Authorization to change the Standard Lighting Contract for Street Light Addition on Tradewinds Dr and to authorize the Clerk to sign. Supported by Hemmeke and carried with five yes roll call votes.

Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None.

12. Approval Annual Assessor Contract.

Motion by Hemmeke to approve the Annual Assessor's Contract dated April 2026 and authorize the Supervisor and Clerk to sign. Supported by Monhollon and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries and Monhollon. Nays: None.

13. Approval of 2nd year MERS Surplus division deposit.

Motion by Frantom to approve funding of \$50,000, which was budgeted for the retirement plan, of the surplus division account. Supported by Hemmeke and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke, and Frantom. Nays: None

14. FY2026 State Public Safety Revenue Sharing Distribution.

Discussed that this is a one time distribution and how it needs to be distributed, board members would like to see this used in an area that would best benefit the township, such as at Windsnest Park or even Pigeon Lake.

15. Pedestrian Access Points into fenced Township Natural Area

Discussed that the Parks and Recreation Committee would like to see improved pedestrian access to this natural area. Board discussed they would like to research it further and bring it back for discussion in the future.

16. TSI Door Access quote for Township Hall

Motion by DeVries to approve TSI's estimate 31502506 for door access system for the Township Hall and authorize the supervisor to sign. Supported by Hemmeke and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Frantom. Nays: None.

17. Natural Areas & Illegal Dumping

Discussed illegal dumping is happening on township natural areas. Some clean up took place during Community Impact Day.

18. Additions to Agenda:

1. Township Office Heating and Cooling Quotes.

Motion by Monhollon to approve Northern Heating and Cooling proposal's 149890, 149936 and 149841 for replacement of all three furnaces at the township hall and office and authorize the supervisor to sign. Supported by Frantom and carried with five yes roll call votes. Yes: Monhollon, DeVries, Sabatino, Hemmeke and Frantom. Nays: None.

2. Budget Amendment for General Cost Center for Fiscal Year 2025-2026.

Motion by Sabatino to approve the Budget Amendment increasing the General Cost Center by \$7000.00 for the fiscal year 2025-2026. Supported by DeVries and carried with five yes roll call votes. Yes: Frantom, Hemmeke, Sabatino, DeVries, and Monhollon. Nays: None.

19. Public Comment.

- One Resident gave public comment.

20. Adjourn

Motion by Monhollon to adjourn. Supported by DeVries and carried.
The meeting adjourned at 6:26 pm.

Respectfully submitted
Meredith Hemmeke, Clerk