Minutes of a Regular Meeting of the
Port Sheldon Township Board
October 14, 2026 – 5:30 P.M.

1. Call to order
2. Roll Call
   Present: Michael Sabatino, Meredith Hemmeke, Rachel Frantom, and Bill Monhollon.
   Absent: Luke DeVries
   Also present: Attorney Ron Bultje, Fire Chief Brad Dirkse, Judge Juanita Bocanegra, County Commissioner District 1 Jim Barry, Lindsay Maunz from Lakeshore Advantage, and 3 residents/guests.
3. Pledge of allegiance.
4. Invocation
   - Meredith Hemmeke offered the invocation.
5. Public Comment:
   - Judge Juanita Bocanegra spoke.
   - Jim Barry gave a county update.
   - 1 resident spoke.
6. Additions to Agenda:
   - Retain Township Engineer of Record
7. Approval of Agenda with additions.
   Motion by Hemmeke to approve the agenda with additions. Supported by Frantom and carried.
8. Consent Agenda Approval
   a. Approve Minutes with correction
      a. Regular Meeting -September 9, 2026
   b. Approve Financial Report
   c. Approve Correspondence: None
   d. Approve Committee Reports
      i. Building – Twenty-Nine Total Permits, Sixteen Building permits & Thirteen Zoning Permits issued with two new home starts.
      ii. Fire Department – Seventeen calls plus Two meetings.
         1. **Motion** by Hemmeke to appoint Samuel Puckett and Jaime Saucedo as probationary fire fighters and hire at full status upon completion of education. Supported by Frantom and carried.
      iii. Clerk Update- Clerk Updated that the township has received a reimbursement for early voting election worker wages, we have also received a grant for voter education, and hired a temporary worker as an election assistant until the November election.
   e. Approve payment of Bills

   Motion by Monhollon to approve the consent agenda. Supported by Frantom and carried.
9. Lakeshore Advantage Presentation
   Lindsay Maunz gave an annual update for Lakeshore Advantage.
   Motion by Frantom to enter into an agreement for economic development services with Lakeshore Advantage for up to $2500.00 as a community partner and authorize Supervisor or clerk to sign. Supported by Hemmeke and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and Monhollon. Nays: None.

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10. Clerk Continuing Education Classes
    Motion by Sabatino to approve the Township Clerk's attendance at the Year 3 Institute and Masters Academy hosted by the Michigan Association of Municipal Clerks, paid from the Clerk's training and professional development budget. Supported by Frantom and carried with four yes roll call votes. Ayes: Monhollon, Sabatino, Hemmeke, and Frantom. Nays: None.
11. Dangerous Building Officer Compensation Schedule
    Motion by Monhollon to adopt the presented Dangerous Building Officer Compensation Schedule. Supported by Frantom and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and Monhollon. Nays: None.
12. Sheldon Dunes Water System Capital Improvement Plan.
    Motion by Frantom to accept the Sheldon Dunes Water System's Capital Improvement Plan as presented. Supported by Monhollon and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and Monhollon.
13. Sheldon Dunes Water System Fee Resolution.
    No action, Township Attorney is drafting a Rate Resolution for the November meeting to incorporate the adopted capital improvement plan.
14. Printer/Copier Replacement
    Clerk presented the copier quotes. No motion.
15. Retaining Wall Maintenance Estimates
    Motion by Frantom to approve estimate dated September 30, 2026 from Bosch's Landscaping for multi-use path retaining wall maintenance. Supported by Hemmeke and carried with four yes roll call votes. Ayes: Frantom, Hemmeke, Sabatino, and Monhollon. Nays: None
16. Additions to Agenda:
    - Retain a Township Engineer of Record
      Motion by Monhollon to accept Prein & Newhof's Professional Services Agreeement as presented in the packet for the Township Engineer of Record. Supported by Frantom and carried. Ayes: Frantom, Hemmeke, Sabatino, and Monhollon.
17. Public Comment.
    - None.
18. Adjourn
    Motion by Monhollon to adjourn. Supported by Frantom and carried.
    The meeting adjourned at 6:29 pm.

Respectfully submitted
Meredith Hemmeke, Clerk

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