

Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Regular Board Meeting Minutes

Tuesday, February 3, 2026 – 6:00 p.m.

The meeting was held at the Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

Supervisor Dick Henderson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT: Coats, Hacker, Henderson, Radloff, Ross

ABSENT: None

STAFF: Diaz, Kenny

GUESTS: Steve Scribner, Kim Zydrowjewski, Pat Krumenaker, Gary Heberling, Rick Pangburn, Clint & Kenton Stoutenburg, Jeff Renaudin.

ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

Henderson requested approval of the Tuesday, January 6, 2026 Regular Meeting minutes.

Motion by Henderson, supported by Radloff, to approve the Tuesday, January 6, 2026 Regular Meeting minutes as presented. All present voted yes. Motion carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA

No Additions or Corrections to the Agenda

CORRESPONDENCE

- RACO Billing – Ross reported that the correspondence requests information needed for the annual renewal of RACO billing services. Kenny will submit the information.
 - Foster Swift Unpaid Bills – Ross acknowledged the correspondence and confirmed that Board Members had reviewed it. Henderson directed Ross to take care of the matter.
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PUBLIC OFFICIALS

District 3 Commissioner Gary Heberling provided a Commissioner's update, which included the following:

- He sent a couple of emails out this week. One was on the Data Collection Center and the other on Township Funding. He requested Coats' email address.
 - Commissioners listened to two presentations. The first was from Dana Altman, CEO Region 4 Agency on Aging and the second was from Executive Director of the Sanilac County Medical Control, Leah Lentz.
 - Approved a 2026 agreement with Data Base Management and Printing Service for the Townships and Cities.
 - Authorized the Sheriff's Department to send a corrections deputy to Oakland University for training. Cost will be covered by the Sheriff's Department budget and a possible grant.
 - Approved contractual contracts with Fremont Township and the City of Marlette.
 - Approved the purchase of a 15-passenger van for the Sheriff's Department.
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TREASURER'S REPORT

Approval of Checks Issued

Coats requested Board approval for monthly payments totaling \$39,884.08, covering check numbers 18224 through 18249.

Discussion was held.

The Treasurer's Report was accepted and placed on file.

CLERK'S REPORT

Approval of Current Claims

Ross requested approval of current claims.

Motion by Hacker, supported by Radloff, to approve the current claims as presented. All present voted yes. Motion carried.

CEMETERY REPORT

Ross presented the January 2026 Cemetery Report

- One weekday burial at winter rates
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ZONING REPORT

Hacker presented the monthly Zoning Report and reported

1. Revamp the Schedule of Fees:
 - No Update at this time
2. Compensation for Zoning Administrator Seminar Lodging
 - Henderson recommended approval of reimbursement to Jim Hacker for a two-night hotel stay while attending the in-person Zoning Administrator seminar.

Motion by Henderson, supported by Radloff, to approve reimbursement to Jim Hacker as presented. All present voted yes. Motion carried.

- He spoke with Linea Representative, Cooper Roark. Mr. Roark will have information to Hacker within a week or two. Henderson will also speak with Mr. Roark about getting the information to the Township.
- He started the Zoning Administrator's online Zoom class and will attend the February 19, 2026 in-person class.

WEBSITE REPORT

Ross reported on behalf of Website Administrator Becky Cambridge. She:

- Posted proposed and approved meeting minutes as required.
- Placed Planning Commissions Special Meetings on the calendar.
- Posted the 2026 Poverty Exemption Policy & Guidelines.
- Archived agendas and minutes as necessary.
- Archived the 2025 Poverty Exemption Policy & Guidelines.

TAX ASSESSOR REPORT

Diaz reported:

- Board of Review Organizational Meeting will be held on Tuesday, March 3, 2026 at 5:00 p.m. until 5:30 p.m.
- Board of Review will be held on Monday, March 9, 2026, 3 p.m. until 9 p.m. and Tuesday, March 10, 2026, 9 a.m. until ~~1 p.m.~~ 3 pm.

SEWER REPORT

Scott Kenny reported:

- Water meters have been connected to the online monitoring system, and the installed meters are currently being monitored.
- Forty households have scheduled installation of new water meters. Nine meters remain to be installed.

Henderson reported

- Meters need to be installed by March 3, 2026. The City of Sandusky will not take estimated meter readings after that date.

NEW BUSINESS

Rate Increase for Special Assessment District (Sewer)

Henderson summarized the proposed Resolution to Increase Rates for the Special Assessment District (Sewer).

Motion by Hacker, supported by Radloff, to approve the Resolution to Increase Rates for the Special Assessment District (Sewer) as presented. Roll call vote was taken; all members present voted yes. Motion carried.

Sewer Meeting Reading and Billing Cycle

Henderson proposed that meter readings be conducted during the last five (5) days of each quarter, with billing completed within ten (10) days of the start of the following quarter. Discussion was held. By consensus, Board members agreed with this proposal.

Meter Integration With Treasurer and BS&A

Henderson reported that the Treasurer has completed the BS&A training and will now begin training on the Beacon (meter reading) portion of the program. The goal is to have the program set up and operational in time for first-quarter of 2026 billing. Discussion was held.

Brine – Contract With Wilkinson

Henderson reported that he received the annual brining contract from Wilkinson. The contract provides for the same application procedures as in previous years. The total cost of the brining is \$55,100. Discussion was held.

Henderson will contact Wilkinson to seek clarification regarding a discrepancy in the mileage listed for the first brining of the year compared to the second and third applications. He will also discuss the possibility of including a third brining on the township's side of the roads shared with neighboring townships.

Motion by Hacker, supported by Radloff, to approve the annual brining contract with Wilkinson in the amount of \$55,100, contingent upon clarification of the mileage discrepancy and inclusion of a third brining for the township's portion of shared roads. All members present voted yes. Motion carried.

Road Brush Spraying

Henderson reported that Wilkinson will be doing the brine again this year and that he spoke to Rob Falls at the Road Commission and he requested the Township consider resuming brush spraying on township roads. The County will share the cost on a 50/50 basis, up to \$3,000, resulting in a maximum Township cost of \$1,500. Discussion was held

Motion by Hacker, supported by Radloff, to approve participation in the Road Brush Spraying Program, with the Township's cost not to exceed \$1,500, contingent upon receipt and review of the spraying plan.

Cemetery and Hall Mowing – Pro Line Lawn Care

Henderson reported that the Cemetery and Hall lawnmowing will be done by Pro Line Lawn Care this summer.

Data Center Moratorium

Henderson reported reading an article in the Michigan Township Association magazine regarding the development of data centers in areas with significant electrical capacity. He noted that the Township contains a 345,000-volt transmission line and expressed concern that this could make the Township attractive for future data center development.

Henderson recommended that the Planning Commission and Township Board consider adopting a temporary moratorium on the approval of data centers within the Township until a zoning ordinance addressing such facilities can be developed and adopted. Discussion was held.

Hacker will contact the Planning Commission to place this matter on the agenda for this month's meeting.

OLD BUSINESS

Ethics

Henderson requested feedback on the Ethics Policy he provided to Board Members at the December 2025 Board Meeting.

Motion by Radloff, supported by Ross, to table this matter until the March 2026 Regular Board Meeting. All members present voted yes. Motion carried

MTA – Principles of Governance

Henderson presented the Michigan Township Association (MTA) Principles of Governance document for Board consideration. Discussion was held regarding adopting and displaying the document.

Motion by Henderson, supported by Radloff, to adopt the MTA Principles of Governance and display the document at the Township Hall. All members present voted yes. Motion carried.

ARPA Documentation

This item was tabled until the next meeting.

EGLE Grant Progress – Ideas for Projects

- Walking Trail
- Pavilion
- Mausoleum in Cemetery
- Culvert on Applegate Rd
- Reconditioned Cemetery and Hall Blacktop
- Extend Hall Parking Lot
- Paint Railing in Front of the Hall
- Furnace
- Water Heater

Scott Kenny reported that cost estimates for the proposed projects are needed so a budget can be developed to align with the \$750,000 grant amount. Discussion was held. The estimates are needed by the March 3, 2026 Meeting.

Bank Accounts – Adding Supervisor on Chase, Thumb Bank and Huntington. Clerk on Huntington

Coats reported that Henderson is now on the Chase and Huntington Bank Accounts with read only access. He can review all accounts but not authorize payments. She will work with Thumb Bank to get his access.

Requested Material for Supervisor

Henderson reported he has this material and thanked the Treasurer.

Mail Collection Policy

Hacker reported that the new system is working perfectly. The new system can be organized by the month and accurately tracks incoming mail.

Possible Nepotism Policy

Henderson tabled this item until the March 2026 meeting.

Domingo House of Sylvan Drive

Henderson reported that the Dangerous Building Ordinance recommends that the Board hold a public meeting with the owners of designated dangerous buildings. He requested the Board's input regarding notifying Dr. Domingo that a public meeting will be scheduled and that his attendance will be required. Discussion was held. Henderson indicated that he would like the meeting to be scheduled for the March or April Board Meeting.

Budget – March is Budget Hearing

Henderson reported that, under standard practice, the Supervisor prepares the annual budget. However, having served in the position for approximately 90 days, he expressed concern about preparing the budget independently. Coats agreed to compile the budget and present it at the March 2026 meeting.

PUBLIC COMMENT

- No Comments

ADJOURNMENT

Motion by Radloff, supported by Henderson, to adjourn the meeting at 7:21 p.m. All present voted yes. Motion carried.

Respectfully submitted,

Tammy Ross
Township Clerk