

**Watertown Township**  
2630 South Sandusky Rd  
Sandusky, MI 48471

Special Board Meeting Minutes  
Thursday, May 6, 2025 – 6:00 pm

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL**

The meeting was called to order by Supervisor, Scott Kenny at 6:00 p.m. The Pledge of Allegiance was recited and roll call taken.

PRESENT: Cambridge, Coats, Kenny, Radloff, Ross & Diaz

ABSENT: None

GUESTS: Matt Cole, Al Stoutenburg, Clint Stoutenburg, Lyne Stauffer, Rick Pangburn, Gary Heberling, Jim Hacker, Jeff Renaudin and Dick Henderson.

**ACCEPTANCE OF THE MINUTES FROM THE LAST BOARD MEETING**

Kenny requested approval of the April 8, 2025 Regular Meeting Minutes

\*\*\* Motion by Coats, supported by Cambridge to approve the April 8, 2025 minutes as presented. All in favor. Motion carried.

**ADDITION OR CORRECTIONS TO THE AGENDA**

Scott Kenny requested that:

- EGLE Renewables Ready Communities Award Grant be placed under New Business.

\*\*\* Motion by Radloff, Supported by Cambridge to approve the agenda as amended. All in favor. Motion carried.

**PUBLIC OFFICIALS**

County Commissioner Gary Heberling reported:

- Personnel Committee
  - o Met with the new Sanilac County Parks Director, Vince Micallef to discuss their expectations and goals for the position.
- Buildings and Grounds
  - o Remodeled the Health Department building and installed new windows. Grounds improvements are planned.
- Finance Committee
  - o Reviewed the new 911 Emergency Communication System. The present system has aged out.
  - o Reviewed purchase of a vehicle for the new Parks Director.
- Board of Commissioners
  - o Bryant Wilke, Health Officer and Sanilac County Health Department Director gave the end of year finance report for his department.
  - o Jeff Ryan, Executive Director of Sanilac County Transportation gave the end of year finance report for his department.

### **TREASURER'S REPORT: Coats**

#### 1) Approval of Checks Issued

- Coats requested Board approval for the monthly payments, totaling \$9,538.53, corresponding to check numbers 17950 through 17977.

\*\*\* Motion by Cambridge, Supported by Radloff to approve the monthly payments as presented. All in favor. Motion carried

### **CLERK'S REPORT: Ross**

#### 1) Approval of Current Claim

\*\*\* Motion by Cambridge, Supported by Radloff to approve the current claim as presented. All in favor. Motion carried.

### **CEMETERY REPORT: Ross**

#### 1) Burials

- One weekday cremation burial

Kenny reported that

- New trees have been planted on the cemetery grounds. Thank you to Dick and Marsha Henderson for the loan of equipment and Glenda Kirkbride for the help with clean up.
- Cemetery Sexton John Harding has requested a formal job description for the position, citing confusion regarding the scope of responsibilities.

### **ZONING REPORT: Jim Hacker**

- Following a public meeting, the Zoning Board of Appeals approved a Land Use Permit allowing the homeowner to construct a shed closer to the road than normally permitted. Hacker submitted the Land Use Permit application, a site drawing indicating the building's placement, and the required permit fee for the Board's consideration.

\*\*\* Motion by Cambridge, supported by Radloff, to approve the Land Use Permit contingent upon receiving written confirmation of approval from the Zoning Board of Appeals. All in favor. Motion carried.

- Distributed information regarding a recent project by property owners CNC Land Solutions, involving the removal of six acres of woodland, land leveling, and the pouring of 110 feet of concrete adjacent to drainage ditches—carried out without obtaining the required approval or documentation.

### **SEWER REPORT: Jim Hacker**

- The sewer project is moving forward. The project quote will be submitted on May 7<sup>th</sup>.
- He spoke with the homeowners on Gleason Street—who had previously reported a leak in their system—about the late fee and informed them that he would bring the matter to the board for review. Kenny proposed a one-time solution: if the bill is paid in full within the next month, the late fee will be waived.

### **WEBSITE REPORT: Cambridge**

Cambridge reported that she:

- Added and archived proposed & approved minutes & agendas as appropriate.
- Added the Planning Committee Vacancy & Clean-Up Day Notices
- Updated Calendar as Needed.
- Posted notice of 2025 ECF Land Values
- Updated contacts as appropriate

Cambridge also reported on the Planning Commission Meeting

- Next Meeting June 19, 2025

### **TAX ASSESSOR: Diaz**

Due to the increase in Tax Assessor responsibilities over the last few years, Diaz requested a pay increase. Board discussion was held.

\*\*\* Motion by Coats, supported by Cambridge, to set the Tax Assessor's salary at \$1,250 per month, with an additional \$75.00 per land split. All in favor. Motion carried.

### **NEW BUSINESS**

- 1) Planning Commission Vacancy –
  - Cambridge is posting the vacancy on the township website. The deadline for the applications are Friday, May 30<sup>th</sup>.
- 2) Spring Clean-Up Schedule
  - Spring Clean-Up is scheduled for May 31, 2025. Radloff, Coats, and Ross will work the 9:00 AM to 1:00 PM shift, while Cambridge and Kenny will cover the 1:00 PM to 4:00 PM shift. Promotional advertising will be aired on the radio. The use of Clint Stoutenburg's pay loader and assistance with Dick Henderson's equipment will be requested.
- 3) EGLE Renewables Ready Communities Award Grant
  - Kenny reported that the \$750,000 Egle Grant is not complete. Discussion was held.

\*\*\* Motion by Cambridge, Supported by Radloff to direct Kenny to forward grant paperwork to the Board and also to Foster and Swift for a legal opinion. All in favor. Motion carried.

### **OLD BUSINESS**

- 1) Sylvan Drive Blight
  - The Defendant shall, within 30 days of the court agreement, secure the exterior of the dwelling against vermin, rodents, and/or other pests.
  - The Defendant shall, for a period of 180 days cause the lawn at said premises to be mowed to the extent that it does exceed 6 inches in height and otherwise maintain the premises as required by the township ordinance.
  - If the Defendant does not complete the requirements, the township may issue additional citations as necessary to enforce Township ordinances.

### **PUBLIC COMMENT**

Township Resident(s)

- James Hacker requested to be recused from the Cemetery Committee. The Board approved his withdrawal from the Committee.
- A township resident expressed concerns about the solar company beginning installation prior to receiving all necessary approvals, as well as a rumor that the project has been sold to another company.

### **ADJOURN**

\*\*\* Motion by Coats, Supported by Radloff to adjourn the meeting at 7:17 pm. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk