

Watertown Township
2630 South Sandusky Rd
Sandusky, MI 48471

Regular Board Meeting Minutes
Tuesday, July 1, 2025 – 6:09 pm

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

The meeting was called to order by Clerk, Tammy Ross at 6:00 p.m. The Pledge of Allegiance was recited and roll call taken.

PRESENT: Cambridge, Coats, Diaz, Radloff & Ross

ABSENT: Kenny

GUESTS: Matt & Susan Cole, Jim Hacker.

Ross appointed Jason Radloff to facilitate the meeting.

**ACCEPTANCE OF THE MINUTES FROM PREVIOUS MEETING,
ADDITIONS OR CORRECTIONS TO THE AGENDA**

Radloff requested approval of the June 3, 2025 Regular Meeting Minutes

*** Motion by Cambridge, supported by Coats to approve the June 3, 2025 minutes as presented. All in favor. Motion carried.

Due to Cambridge resignation from the Planning Commission, Radloff noted that going forward, the Website Report and the Planning Commission Report will appear as separate items on the agenda. Cambridge will continue to handle the Website Report, while Radloff will take responsibility for the Planning Commission Report.

*** Motion by Cambridge, Supported by Coats to approve the agenda as amended for future agendas. All in favor. Motion carried.

PUBLIC OFFICIALS

Commissioner Gary Heberling forwarded a written report.

TREASURER'S REPORT

Approval of Checks Issued

- Coats requested Board approval for the monthly payments, totaling \$45,556.78 to check numbers 17999 through 18032.

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

CLERK'S REPORT

Approval of Current Claim

- Ross requested Board approval for the current claims.

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

CEMETERY REPORT

Burials

- One weekday cremation burial

Radloff inquired whether mowing is performed on a weekly basis. Coats responded that while mowing is scheduled as needed, it was quoted on a weekly basis for May and June. A discussion followed regarding mowing and weed control. Ross will contact Oswald Lawn Care to inquire about weed spraying services.

*** Motion by Radloff, Supported by Cambridge to approve cemetery weed spraying at a cost not to exceed \$1,000. All in favor. Motion carried.

ZONING REPORT

Jim Hacker reported:

- That he submitted a finalized building addition permit for Alex Ritter on Miller Road to the clerk.
- There was a resident complaint of blight at 711 Elk Creek Road. He drove by the property and felt it was in comparable condition to other homes in the area. Discussion was held.

SEWER REPORT

Jim Hacker reported that:

- The power went out twice, preventing the sewer pumps from operating. As a result, the water level rose and triggered alarms. Each time the issue was investigated, power had been restored and the water level had receded. It is hoped that the new system will include a backup to prevent this type of incident in the future.
- Kenny and Hacker met with officials from the City of Sandusky regarding the sewer contract.
- He provided Board Members with a report outlining which water meters have been replaced and which remain outstanding. Some challenges have arisen, including difficulties scheduling appointments with certain homeowners and resistance from others who do not want the new meters installed. The Board held a discussion on online access and how to address situations involving homeowners who are not cooperating with the installation process.
- A quote for the new sewer system was received. Kenny is currently working to clarify how it compares to the companies previous bid.
- Discussion was held regarding billing for the new system. This month's readings will be estimated, with the expectation that more meters will be installed next month. Radloff reported that Watertown Township is supposed to be billed by the City of Sandusky based on the main meter, rather than individual household meter readings. It is the city's responsibility to repair the main meter. The consensus was to prioritize getting the main meter repaired, followed by developing a billing system that is fair and equitable for all residents using the system.

WEBSITE & PLANNING COMMISSION REPORT

Cambridge reported that she:

- Added and archived proposed & approved minutes & agendas as appropriate
- Added Board of Review Meeting Notice
- Added Board of Review Position Opening Notice
- Updated the calendar as appropriate

Radloff reported on the Planning Commission Meeting

- The Committee currently has the Ordinance 200 Book, which was last updated in 2005. They will review and update ordinances as needed and organize them into a new Watertown Township Code of Ordinances Book. The format and design will follow that of the original Ordinance 200 Book. The goal is to complete the project by the end of the year, with March 2026 as the latest possible deadline.
- Next scheduled meeting is in September 2025. They may also call a special meeting or meetings to expedite the ordinance review/update process.

TAX ASSESSOR

Diaz reported that:

- The July Board of Review Meeting will be held on Tuesday, July 22nd at 5:00 pm at the township hall. Generally, the authority of July/December Board of Review is limited to correction of clerical errors and mutual mistakes of fact. Also, the Board of Review has authority over Poverty Exemptions, and Qualified Agricultural Exemptions.
- Ross reported that Rick Pangburn was the sole applicant for the open position on the Board of Review.

*** Motion by Cambridge, Supported by Coats to appoint Rick Panburn to the open position on the Board of Review. All in favor. Motion carried.

CORRESPONDENCE

Ross reported that:

- July 16 is the MTA Meeting. Dinner ordering starts at 5:00 p.m. and the meeting starts at 6:00 p.m. at Liberty Lanes. The agenda includes speakers Sheriff Paul Rich, MTA District 18 Representative, and past MTA President, Bill Deater
- The township received a Michigan Township Association, making meeting more effective notice.

NEW BUSINESS

Board of Review Vacancy

- See Tax Assessor, item number 2

Sewer Status

- See Sewer Report

Township Records

- The Board discussed organizing Township records and the need for additional storage solutions, including fireproof file cabinets.
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OLD BUSINESS

No old business

PUBLIC COMMENT

No public comments

ADJOURNMENT

*** Motion by Coats, Supported by Radloff to adjourn the meeting at 7:16 pm. All in favor. Motion carried.

Respectfully submitted,

Tammy Ross, Clerk