

Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Regular Board Meeting Minutes

Tuesday, July 28, 2026 – 6:00 p.m.

The meeting was held at the Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Clerk Tammy Ross called the meeting to order at 6:10 p.m. Trustee Jason Radloff then chaired the meeting. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT: Coats, Hacker, Radloff, Ross

ABSENT: Supervisor Position Vacant

STAFF: Cole, Kenny

GUESTS: Pat & Robin Krumenaker, Jody Woltman, Harold Donaghy, Clint Stoutenburg & Lawyer Alex Hishon, Al Stoutenburg, Mike & Lyne Stauffer, Zach & Julie Heifner, Scott Straffon, Matt Cole, Vicky Bright, Judy Smith, Mike & Christine Papp, Diane & Donald Ferguson, Eric Levine, Scott & Nancy Campbell, Ivan & Amy Henderson, Jeff Renaudin, Gary Radloff, RJ Henderson, Rick Pangburn, Scott Kenny, Dick & Marsha Henderson, Jeff Renaudin, David & Amber Heberling, Steve Scribner, Mike Smith, Nick Stone, Gary Herberling and Woman from WMIC.

ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING,

Radloff requested approval of the Tuesday, July 7, 2026 Regular Board Meeting.

Motion by Ross, supported by Hacker, to approve the Tuesday, July 7, 2026 Regular Board Meeting minutes as presented. All present voted yes. Motion carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Radloff noted the addition of a Public Comment – Agenda Items Only section has been added to the agenda.

Coats requested the addition of

- Land Tax Collection Five Dollar Adjustment Policy be added under Treasurer's Report.

Motion by Hacker, supported by Radloff, to the agenda as amended. All present voted yes. Motion carried.

CORRESPONDENCE

1. Resignation letter from Andrew Palmer

Radloff reported that Andrew Palmer submitted a letter of resignation from the Planning Commission.

Motion by Hacker, supported by Ross, to accept the resignation of Andrew Palmer from the Planning Commission as presented. All present voted yes. Motion carried.

2. Kim from Forge and Build called and asked that their sewer bill be changed from Mortimer Lumber

Radloff reported that the Forge & Building Company submitted a request to update the business name on their sewer billing account. Coats confirmed that the update has been made.

3. Road Commission Agreement discussion under New Business

This will be discussed under New Business

4. Pat Krumenaker has not received his PC check

- a. Radloff reported that Pat Krumenaker hasn't received his Planning Commission paycheck that was printed three weeks ago. Coats confirmed that check was mailed.

PUBLIC COMMENTS – AGENDA ITEMS ONLY

- A township resident reported that he submitted a petition containing 186 signatures seeking the recall of the Treasurer. He also stated that he discussed his missing Planning Commission paycheck with the Treasurer.
- Alex Hishon from O'Reilly Rancilio Clint Stoutenburg's Attorney – Informed the Board he filed a lawsuit against the Township for a FOIA violation. He requested to see the plans for the ITC substation.

PUBLIC OFFICIALS

- District 3 Commissioner Gary Heberling provided a Commissioner's report.

TREASURER'S REPORT

1. Approval of Checks Issued

Coats requested Board approval of monthly payments totaling \$122,144.28 covering check numbers 18422 through 18460. Discussion was held.

- The Board acknowledged the bills to be paid.

2. Township Financials

Radloff acknowledged receipt of the Township Financial Statements.

3. Land Tax Collection Five Dollar Adjustment

Coats reported that Sanilac County requested the Township adopt a policy allowing automatic adjustments for property tax payments that are within five dollars (\$5.00) over or under the amount due. The policy would eliminate the need for manual adjustments when the payment variances fall within this threshold.

Motion by Radloff, supported by Hacker, to adopt the Land Tax Collection Five Dollar Adjustment Policy authorizing automatic adjustments for property tax payments that are within five dollars (\$5.00) over or under the amount due. All present voted yes. Motion carried.

CLERK'S REPORT

Current Claims

- Ross reported that there are no claims to be paid at this time.
- Ross reported that she contacted the audit company for an itemized invoice, but has not received it yet.
- Ross updated the Board and requested approval for the August 4, 2026 Primary Election Inspectors.

It is noted for the record that the Primary Election will be held on Tuesday, August 4, 2026. The Public Accuracy Test took place on Tuesday, July 7, 2026 at 5:30 p.m. and was published in the Tribune Recorder Leader.

The following Election Inspectors are presented to the Board.

Dawn Grabitz, Co-Chair	Marilyn Loding
Cheryl Heberling, Co-Chair	Heidi Fetting
Roseann Kopaz	Nicole Markel
Cheryl Hooper	Lisa Kenny
Sheila Hendershot	Kortney Ball

Ross requested approval for the Election Inspectors for the Tuesday, August 4, 2026 Primary Election

Motion by Hacker, supported by Radloff, to approve Elections Inspectors as presented. All present voted yes. Motion carried.

- Ross reported receiving a check with no accompanying documentation or identification indicating its purpose. Following discussion, the Board determined the check is believed to be a construction bond payment. As no permit has been issued and the project has not received Planning Commission approval, the check cannot be deposited at this time. The Board notes that the check has been received and will be held until it is appropriate to deposit it.

CEMETERY REPORT

Ross presented the Cemetery Report for July 2026

- There were two weekday traditional burials and one weekday cremation burial during July 2026.

ZONING REPORT

New Permits Issued

- Hacker reported that no new permits were issued during July 2026.

ITC Special Meeting on August 6th at 6 p.m. for Substation Site Plan Review

- Hacker reported a Special Meeting of the Planning Commission will be held on August 6, 2026. This meeting is to review the ITC Substation Plan. Discussion was held.

WEBSITE REPORT

Ross presented the June and July 2026 Website Report on behalf of Website Administrator Rebecca Cambridge.

Radloff noted that members of the public may contact a Board member for information that is not available on the website.

TAX ASSESSOR REPORT

No Report

SEWER REPORT

1. **Sewer System Manager** - *Finish installing meters, Maintenance on pumps, Be an Emergency Contact in case of problems, Take calls with sewer customers, etc.*

Radloff and Hacker reported that Deputy Supervisor Scott Kenny's appointment concluded upon the Supervisor's resignation. Mr. Kenny, who also performed extensive work managing the Township's sewer system, has decided to step down from those responsibilities as well. As a result, the Township is seeking an individual to oversee the sewer system. Discussion was held regarding the need to appoint a Sewer System Manager and the responsibilities of the position, including meter installation, pump maintenance, serving as an emergency contact, responding to sewer customer calls, and overseeing general sewer system operations.

2. **The Next Billing Cycle is Coming Up** - *Are all installed meters able to be read?*

Hacker reported that an evaluation will need to be completed by the end of August 2026 to determine whether all installed meters are operational and able to be read for the next billing cycle. He noted that these duties would fall under the responsibilities of the Sewer System Manager. Discussion was held.

3. **Lift Station Upgrade is in Motion** - *Electrical by Blank Electric has been approved, Still waiting on concrete bids.*

Radloff reported that Blank Electric has been approved and Jim have been lined up for the concrete work. Discussion was held.

4. **Price Increase From City** - *2% increase starting on the next billing cycle. They will send a letter.*

Hacker reported that he was notified by the City of Sandusky that sewer billing rates will increase 2%. An official letter will be sent to the Township Clerk. Discussion was held.

5. **Discussion Sewer Billing Classification** - *Vacant, RTS*

Hacker reported that the current sewer billing classifications for vacant properties and Ready-To-Serve (RTS) accounts should be reviewed and reevaluated. Discussion was held.

NEW BUSINESS

1. **Recalls – The Township is going to need new members to fill seats.**

Radloff reported that the Township will need to fill upcoming vacancies. He encouraged Township residents interested in serving their community to apply for the available positions. Hacker noted that, due to the resignation of Andrew Palmer, there will also be a vacancy on the Planning Commission. Board members stated they are available to assist anyone interested in applying.

2. **Discussion on the pay for the Board of Trustees and PC Members**

Radloff led a discussion regarding compensation for the Board of Trustees and Planning Commission members. He reviewed the current compensation for each position. Discussion was held on the level of time commitment required, sewer system management needs and possible future needs including a utilizing a 3rd party FOIA Coordinator.

Commented [SC1]:

3. Write in Candidates – You need to write the person’s name in.

Radloff reported that the August 2026 election ballot will consist of write-in candidates only. He reminded residents that voters will need to know the names of their preferred candidates and write the name on the ballot. Hacker added that the Township is seeking candidates who are willing and able to assist with the many ongoing projects, grants, and planning efforts for the Township's future.

4. Discussion on What New Board Members Need To Do

This topic was addressed in the above discussions. Also, see New Business items numbers 6, 7, 8, and 9 for further information on Michigan Law requirements for Board Positions.

5. Road Commission Agreement for Improvements on Local Roads

Hacker presented the agreement between the Township and the Board of County Road Commissioners to load, haul, spread and level three thousand tons of Lime Stone on Township local roads. Discussion was held.

6. Duties of Treasurer under Michigan Law MCL 41.76/41.77

Radloff noted that the statutory duties of the Township Treasurer are established under Michigan Law and can be found in MCL 41.76 and MCL 41.77.

7. Duties of the Clerk under Michigan Law MCL 41.65

Radloff noted that the statutory duties of the Township Clerk are established under Michigan Law and can be found in Michigan Law MCL 41.65.

8. Duties of the Supervisor under Michigan Law PA 116 of 1954

Radloff noted that the statutory duties of the Township Supervisor are established under Michigan Law and can be found in Michigan Law PA 166 of 1954.

9. Duties of the Trustees under Michigan Law PA 166 of 1954

Radloff noted that the statutory duties of Township Trustees are established under Michigan Law and can be found in Michigan Law PA 166 of 1954.

10. Bank Statements – Still going to 430 Whitetail Lane

Referring to the Forensic Audit findings, Hacker reported that all Township bank statements should be mailed to the Township's post office box. Coats stated that the bank does not permit statements to be mailed to a post office box and requires a physical mailing address. She further noted that the Township Hall address cannot be used because there is no mailbox at that location. Hacker noted that PO Box 215 is being discontinued and the mailing information will need to be updated to PO Box 47. Discussion was held.

11. Budget Reporting-Annual and Quarterly

Hacker asked whether the budget is required to be reported quarterly. Coats stated that she was not aware of such a requirement but noted that it could be a new requirement. Discussion was held.

12. All Township Mail – Needs to be going to PO Box 47 per resolution.

Discussion regarding Township mail was addressed under New Business Item No. 10.

13. Sealing the Driveways at the Hall and Cemetery, Weed Control, Grass Spraying

Radloff led a discussion regarding driveway sealing, weed control, and grass spraying at Township properties. Hacker noted that grant funding may be available to cover these projects. Utilizing grant funds for these expenses could help preserve Township budget funds for future projects that are not eligible for grant funding.

Motion by Hacker, supported by Radloff, to approve weed spraying at the Township Hall and Cemetery. All present voted yes. Motion carried.

OLD BUSINESS.

Sylvan Drive Property Update – *Neighboring residents you have been battling for 30 years. The Township has tried and spent over \$3,500 on attorney and court costs. With a court order against the property owner.*

- Hacker reported that he received a call from Township Attorney Kyle O'Mara regarding the Sylvan Drive property. Attorney O'Mara was unsure whether any additional action could be taken by the Township at this time. Hacker requested that Attorney O'Mara provide a letter on behalf of the Township to assist in working with the Health Department and the City regarding possible condemnation of the building. Discussion was held.

Battery Storage Moratorium – *No go based on PA 233 per Kyle O'Mara – Jim Hacker discussion.*

- Hacker reported that he spoke with Township Attorney Kyle O'Mara regarding the Township's Battery Storage Ordinance. Attorney O'Mara advised that the Township currently has an ordinance in place that may be reviewed, amended, or revised as needed. He further advised that, under Public Act 233, adopting a moratorium could allow a developer to bypass the Township's local review process and seek approval through the State of Michigan. Attorney O'Mara recommended that the Planning Commission review the existing ordinance and submit any proposed revisions to him for review to determine whether they comply with the requirements of Public Act 233. Discussion was held.

Kyle O'Mara, Township Attorney – *Also mentioned that he cannot discuss personal matters with a board member about another board member or members. He represents the township and board, not individual members.*

- Hacker reported that Attorney Kyle O'Mara stated he represents the Township Board and the Township as a whole and cannot provide legal advice to an individual Board member regarding matters involving the Township or other Board members.

Computer System Linking the Clerk & Treasurer for Reconciliation – *Follow the Resolution*

- Radloff reported that the Forensic Audit findings recommended that the Clerk and Treasurer utilize the same financial system to allow for monthly reconciliation. Hacker noted that monthly reconciliation between the Treasurer and Clerk is required by law. Discussion was held.

EGLE Grant Monies – *Reporting and Accounting – NEEDS TO BE DONE ASAP!!!*

- Radloff/Hacker held a discussion on the EGLE Grant Monies and the need for reporting quarterly. Coats stated an account needs to be set up and that is why she had Dan Everhart, Edward Jones Financial Advisor come into address the Board.

EGLE Grant Progress – *Ideas for Projects and Solar Project Construction*

1. Walking Trail
2. Pavilion
3. Mausoleum in Cemetery
4. Culvert on Applegate Rd
5. Reconditioned Cemetery and Hall Blacktop
6. Extend Hall Parking Lot
7. Paint Railing in Front of the Hall
8. Furnace
9. Water Heater
10. Lime Stone

Discussion was held regarding Township Road EGLE Grant projects, including limestone placement and culvert installations.

PUBLIC COMMENT

- Resident Zack Heifner introduced himself and informed the Board that he applied for the Township Supervisor position and would also be running as a write-in candidate for the August 2026 election. He stated that he was the only applicant for the position. Discussion was held regarding the appropriate course of action, including whether to appoint an individual to fill the vacancy or wait until the election results were available.

Motion by Radloff, supported by Hacker, to approve the appointment of Zack Heifner to the position of Township Supervisor. All present voted yes by roll call vote. Motion carried.

Ross administered the Oath of Office to Zack Heifner and he took his seat at the Board table.

- A member of the audience congratulated Heifner on his appointment.
 - A resident congratulated Heifner on his appointment and commented on his qualifications and ability to serve in the position.
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ADJOURNMENT

Motion by Radloff, supported by Hacker, to adjourn the meeting at 8:35 p.m. All present voted yes. Motion carried.

Upcoming Meetings:

- Watertown Board Meeting will be held on Tuesday, September 1, 2026 at 6:00 p.m.

Respectfully submitted,

Tammy Ross
Township Clerk