Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Special Board Meeting Minutes
Tuesday, August 18, 2026, 6:05 p.m.
The meeting was held at the Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Supervisor Zach Heifner called the meeting to order at 6:05 p.m. The Pledge of Allegiance was recited, and roll call was taken.

PRESENT:	Hacker, Heifner, Radloff, Ross, Coats
ABSENT:	None
STAFF:	Cole
GUESTS:	Mike and Christine Papp, Dick and Marsha Henderson, Brad Bays, Rick Pangburn, Don and Diane Ferguson, Gary Heberling, Jeff Renaudin, Scott Kenny, Julie Heifner, Mark Batkie

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ADDITIONS OR CORRECTIONS TO THE AGENDA

Heifner reported that Coats requested the addition of:
- MCL Review for Reimbursement for Hosting the Primaries
- Review of Duties
- Prompt Meeting Disbursement

Motion by Coats, supported by Heifner, to accept the amendments to the agenda. Roll Call Vote: Radloff – No; Hacker – No; Heifner – Yes; Ross – No; Coats – Yes. Motion failed.

NEW BUSINESS

Interview Applicants for Two (2) Alternate Zoning Board of Appeals Member Positions
- Heifner led a discussion regarding the appointment and duties of Alternate Members of the Zoning Board of Appeals. He explained that an alternate member may serve in place of a regular member who is unavailable due to being out of town, having a conflict of interest, or being otherwise unable to perform their duties. The State of Michigan allows for the appointment of two (2) alternate members to serve as needed.

- Hacker noted that all Zoning Board of Appeals members and alternate members must be sworn into office.

- The Board interviewed the following three candidates for the two (2) Alternate Member positions:
    - Scott Kenny
    - Dick Henderson
    - Brad Bays

Board Discussion and Consideration of Appointments of Alternate Members to the Zoning Board of Appeals
- Discussion was held.

Motion by Hacker, supported by Radloff, to appoint Dick Henderson and Brad Bays as Alternate Members of the Zoning Board of Appeals. Roll Call Vote: Radloff – Yes; Hacker – Yes; Heifner – Yes; Ross – Yes; Coats – Yes. Motion carried.

Discussion of Township Budget and Finances

- Heifner led a discussion regarding the following financial matters:

    - The appointment of a Township Investment Officer. He noted that, pursuant to MCL 129.963, the State of Michigan requires a quarterly written report to be submitted to the governing body regarding the investment of Township funds. The report must include all Township investment balances, financial institutions, maturity dates and rates if applicable, and investment activity during the quarter.

Motion by Heifner, supported by Hacker, to appoint Sheila Coats as Township Investment Officer. Roll Call Vote: Radloff – Yes; Hacker – Yes; Heifner – Yes; Ross – Yes; Coats – Yes. Motion carried.

- Budget versus Actual Report. He reported that the Township Clerk is responsible for preparing a Budget versus Actual Report by fund. Ross will work on preparing the report.

- Clarification of Deferred Revenue, Due To/Due From, Accounts Payable, Retained Earnings, and other line items reported on the Township's Balance Sheet. Hacker noted that the Board should assign an expense account number to each invoice approved for payment.

Motion by Hacker, supported by Coats, to authorize Coats to contact the office of Shaw, Franzel and Kursinsky to review the Township's General Ledger, Balance Sheet and the Deferred Revenue Line Item. All present voted yes. Motion carried.

- The Township's financial software and the possibility of using one integrated software program instead of the two programs currently being used. He reported that he met with representatives from the BS&A Municipal Software Suite. He inquired whether the Board was interested in exploring an integrated financial software system. The estimated additional annual expense would be approximately $8,000 to $9,000, with an additional onboarding cost that may be eligible for grant funding. The project is expected to take approximately 18 months. By consensus, the Board expressed interest in further exploring the software

- The possibility of moving to a township server as an interim solution until cloud-based financial software could be selected, purchased, and installed.

Motion by Heifner, supported by Radloff, to approve the purchase and installation of a township server at an expense of up to $2,000. All present voted yes. Motion carried.

PUBLIC COMMENT

Rick Pangburn, Planning Commission Chairman, encouraged the Board to have the Zoning Board of Appeals members and alternate members sworn into office at the earliest opportunity, as there is a possibility that an appeal may be filed.

ADJOURNMENT

Motion by Hacker, supported by Radloff, to adjourn the meeting at 7:24 p.m. All present voted yes. Motion carried.

Upcoming Meetings: Regular Board Meeting – Tuesday, September 1, 2026, at 6:00 p.m.

Respectfully submitted,
Tammy Ross Township Clerk