Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Special Board Meeting Minutes

Wednesday, September 16, 2026, 6:00 p.m.
The meeting was held at Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

PRESENT: Coats, Hacker, Z. Heifner, Radloff, Ross
ABSENT: None
STAFF: Cole, J. Heifner
GUESTS: Matt Cole, Scott Straffon, Dick and Marsha Henderson, Rick Pangburn, Don and Diane Ferguson, Bill Parish, Mike and Chris Papp, Scott Kenny, Pat Krumenaker.

APPROVAL OF AGENDA

Ross requested that:
Limestone Contract be added under Business

Motion by Heifner, supported by Hacker, to add "Limestone Contract" to the Business portion of the agenda as Item 8. Roll Call Vote: Hacker—Yes; Heifner—Yes; Radloff—Yes; Ross—Yes; Coats—No. Motion failed.

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

BUSINESS

Sewer Billing
Heifner requested an update on the sewer billing status.

- Discussion was held regarding coordination between BS&A and Blue Water Company. Coats stated that the serial numbers, model numbers, and locations of the new meters are needed. Coats will contact Blue Water Company to obtain the necessary information by the end of the week.
- Hacker stated that the City of Sandusky needs to be contacted regarding submission of meter readings. Heifner will contact the City. Discussion was held regarding the number of meters remaining to be installed and possible methods for obtaining resident compliance. Heifner will contact companies regarding installation of the remaining meters.

FOIA Money
Heifner led a discussion regarding the handling and accounting of FOIA fees and other fees received by the Township, including confirmation that the funds are properly accounted for and timely remittance. Hacker recommended that a system be developed for the submission of payments. Coats stated that, as Treasurer, she will develop a system for the submission of payments and present it to the Board at the next Regular Board Meeting. Coats also recommended that a new form be developed for the submission of cemetery payments.

Supervisor Added to Bank Accounts
Heifner requested an update on establishing view-only access for the Supervisor to the Township's bank accounts. Coats stated that she has not received a response from Huntington Bank and that Chase Bank requires additional information from Heifner to establish the access. Discussion was held. Heifner will visit Huntington Bank and Chase Bank to submit the required information and arrange for the necessary documents to be sent for electronic approval and signature.

Conflicts of Interest with Planning Commission Concerns
Radloff led a discussion regarding updating the Planning Commission's By-Laws concerning conflicts of interest. Also, Heifner discussed a current Planning Commission's Conflict of Interest Issue.

Motion by Heifner, supported by Radloff, to approve that the Township Board refer the Planning Commission's Conflict of Interest concern arising from the August 6, 2026 ITC site plan proceedings to Township Legal Counsel for written opinion addressing the application of Section 5 of the Planning Commission's By-Laws MCL 125.3815 to the effect that if any of the members participation on the Commission's action, any corrective action available to the Township's Planning Commission and if any further action by this Township Board is even warranted. All present voted yes. Motion carried.

Compensation Resolution Discussion
Heifner confirmed that a resident collected petition signatures against the board pay raises and did submit them within the 30-day period. Heifner stated that, because the salary increase resolutions were legally adopted and the petition signatures were timely submitted and accepted, he believes the Board is compelled to call a special election regarding the salary increase. Heifner will submit the issue to the Township's Legal Counsel for confirmation.

Commented [SC1]:

Heifner also stated that it is permissible for Board Members to voluntarily donate any salary increases back to the Township. Discussion was held.

Update to Civil Violations of Township Ordinance and Enforcement
Hacker provided an update regarding the Sylvan Drive property and its violation of Township ordinance requirements. He stated that, in order to proceed with enforcement, the Sheriff's Office requires a Township ordinance authorizing a deputy to issue civil infractions. Hacker recommended that the Township work toward developing the necessary ordinance. He also stated that the Township needs to establish a fee schedule for ordinance violations.

In the interim, Hacker presented a Watertown Township Partnership Agreement with the Sanilac County Sheriff's Office, which would allow the Sheriff's Office to assist with ordinance enforcement when requested and address the issuance of civil infractions by deputies. The agreement also includes an Ordinance Violation Complaint Form, which may be posted on the Township website and distributed as needed.

Motion by Heifner, supported by Hacker, to approve the Watertown Township Partnership Agreement with the Sanilac County Sheriff's Office and the Ordinance Violation Complaint Form as presented, and to add the Ordinance Violation Complaint Form to the Township website. All present voted yes. Motion carried.

Discussion was held regarding an Ordinance Violation Fee Schedule.

Motion by Heifner, supported by Hacker, to adopt the following fee schedule for ordinance violations: First offense - warning; first repeat offense - $100; second repeat offense - $200. The second repeat offense notice will state, "Last Notice - The matter will be referred to the Township Attorney, and all related costs incurred will be assessed to the property owner." The fee schedule will be posted on the Township website. All present voted yes. Motion carried.

Clerk and Treasurer Accounting Platform/Plante Moran Engagement Letter
Heifner led a discussion regarding updating the Township's financial software. Plante Moran recommended Sage financial software and submitted an Engagement Letter. Heifner has forwarded the Engagement Letter to legal counsel for review and a legal opinion. Coats stated that she would like to consider other options.

During the discussion Ross stated she received emails from Foster, Swift, Collins & Smith, P.C., regarding a financial FOIA request. She will submit these emails for inclusion under Correspondence at the next Regular Board Meeting.

The financial software update matter was tabled until the next Regular Board Meeting to allow Board members time to review the Plante Moran Engagement Letter and receive a legal opinion.

PUBLIC COMMENT

- A resident expressed concerns regarding the speed at which solar project employees travel on his road. The Board referred him to the Sheriff's Office or 911 to report a complaint. The resident also raised concerns regarding a property with a possible blight issue. Heifner will provide the resident with a copy of the newly adopted Ordinance Violation Complaint Form.
- Deputy Supervisor Julie Heifner read a statement regarding the Limestone Contract, including the timeline for completing the limestone work. She requested immediate permission and authorization to transfer the contract to the appropriate party so the project can be completed. She further requested that, if authorization could not be granted at this special meeting, another special meeting be scheduled to address the matter. The Board discussed the matter. Supervisor ~~Zach~~ Zack Heifner will review the contract and determine the appropriate course of action.
  *** Added Z. Heifner requested that the minutes reflect that he asked the former Township Supervisor to come to the podium to clarify the process by which the limestone contract was processed and that the former Supervisor complied with the request.
- A resident read a statement regarding her interpretation of MCL 750.478. She also expressed concerns regarding an omitted public comment from the September 1, 2026 Unapproved Board Meeting Minutes and shared her opinions concerning the FOIA Coordinator, conflicts of interest, and constitutional law. *** added "The resident asked Board Members whether they were related to anyone working for ITC." The statement would be incorporated into the existing summary, which begins, "A resident read a statement regarding her interpretation of MCL 750.478.…"

ADDITIONAL INFORMATION

Ross informed the Board that the regular November 2026 Board Meeting and Public Accuracy Testing will be held Tuesday, October 27, 2026 due to the November 3, 2026 election.

ADJOURNMENT

Motion by Hacker, supported by Radloff, to adjourn the meeting at 7:55 p.m. All present voted yes. Motion carried.

Upcoming Meetings:

- Board Meeting – Tuesday, October 6, 2026, at 6:00 p.m.
- Public Accuracy Testing – Tuesday, October 27, 2026, at 5:30 p.m.
- Board Meeting – Tuesday, October 27, 2026, at 6:00 p.m.

Respectfully submitted,

Tammy Ross
Township Clerk