Watertown Township
2630 South Sandusky Road
Sandusky, MI 48471

Regular Board Meeting Minutes

Tuesday, October 6, 2026, 6:00 p.m.
The meeting was held at the Watertown Township Hall

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

PRESENT: Hacker, Z. Heifner, Radloff, Ross, Coats
ABSENT: None
STAFF: J. Heifner, S. Coats
GUESTS: Diane & Don Ferguson, Pat Krumenaker, Jeff Renaudin, Al Stoutenburg, Judy Smith, Scott Straffon, Rick Pangburn, Steve Scribner, Jessica Ulfig, Gary Heberling, Mike & Lyne Stauffer, Richard Hall, Mike & Chris Papp, Rebecca & Jason Myers.

ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

- Z. Heifner requested approval of the Tuesday, September 1, 2026 Regular Board Meeting.
    - Under Sewer Report, Z. Heifner requested that the minutes reflect that J. Heifner contacted Moore Township regarding the monitoring of its sewer system.
    - Z. Heifner clarified that his name is spelled Zack not Zach.

Motion by Hacker, supported by Radloff, to approve the Tuesday, September 1, 2026 Regular Board Meeting minutes as amended. All members present voted yes. Motion carried.

- Z. Heifner requested approval of the Wednesday, September 16, 2026 Special Board Meeting.
    - Under Public Comment, 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.
    - Z. Heifner requested that the following statement be added to the summary of a resident's public comment: "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…."
    - Z. Heifner clarified that his name is spelled Zack not Zach.

Motion by Hacker, supported by Radloff, to approve the Wednesday, September 16, 2026 Special Board Meeting minutes as amended. All members present voted yes. Motion carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA/APPROVAL OF AGENDA

- Z. Heifner asked if there were any additions or corrections to the agenda.

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

CORRESPONDENCE

- Z. Heifner reported receiving correspondence from Zero Renewables regarding the company's interest in providing battery storage in the Township and its request to attend a Board Meeting. Discussion followed. Z. Heifner will notify the company that it may request to be added to a Regular Board Meeting agenda or request a Special Board Meeting, subject to applicable costs.
- Del Shea of Oswald Lawn Fertilization and Snow Removal contacted Z. Heifner regarding spraying the cemetery again this year. Discussion followed.

Motion by Hacker, supported by Radloff, to approve cemetery spraying by Oswald Lawn Fertilization and Snow Removal. Motion carried.

- Z. Heifner reported receiving correspondence from a resident inquiring about the process to report blight. He will forward a Blight Complaint Form to the resident. Discussion followed.
- Z. Heifner reported receiving correspondence from Matt Grabitz, Sanilac County Road Commission Foreman, regarding the road brining scheduled for this week. Mr. Grabitz also reported that limestone has been applied to Banner Road between Cooper Road and Walker Road, and to Walker Road from M-19 to Banner Road. The work was paid for by the Solar Project Company. Hacker stated that Gates Road, near the hospital construction site, is the next road needing attention.

PUBLIC OFFICIALS/INVITED GUESTS

Gary Heberling, District 3 Commissioner gave the monthly Commissioner's Report.

TREASURER'S REPORT

Coats requested Board approval of monthly payments totaling $40,785.32 covering check numbers 18496 through 18544. Coats also submitted a Budget Versus Actual Report.

Motion by Hacker, supported by Ross, to accept the Treasurer's Report as presented. All members present voted yes. Motion carried.

CLERK'S REPORT

- Ross requested approval to pay the monthly claims. Discussion followed regarding various invoices, including the Maner Costerisan Forensic Audit invoice.

Motion by Hacker, supported by Z. Heifner, to approve payment of the Maner Costerisan Invoice. Four members voted in favor and Radloff opposed. Motion carried.

Motion by Hacker, supported by Radloff, to approve payment of the remaining claims. All members present voted yes. Motion carried.

CEMETERY REPORT

Ross presented the Cemetery Report for September 2026.

- Three lots were sold at the resident rates.

Hacker reported cracking in the cemetery drives and the Township Hall parking lot and recommended evaluating these areas to determine the necessary repairs. He also recommended evaluating Township streets for needed repairs.

Motion by Hacker, supported by Z. Heifner, to authorize the Township Supervisor and Deputy Supervisor to obtain quotes for the necessary repairs. All members present voted Yes. Motion carried.

ZONING/PLANNING COMMISSION/ZBA/ASSESSOR/WEBSITE REPORTS

Zoning

- Hacker submitted the payment, land split application, and surveys for the property on Miller Road. Diaz stated that documentation from the Sanilac County Treasurer's Office verifying that all property taxes have been paid is required before the land split can be approved. Discussion followed.

Motion by Coats, supported by Radloff, to approve the land split as presented. Four members voted Yes; Z. Heifner abstained. Motion carried.

Planning Commission

- Z. Heifner asked about the status of the Planning Commission Vacant Seat applications. Ross stated no applications have been received at this time.

Motion by Radloff, supported by Hacker, to extend the application deadline for the vacant Planning Commission seat to October 26, 2026. All members present voted yes. Motion carried.

ZBA

- The ZBA met and adopted the Rules for Procedure.

Assessor Report

- Z. Heifner inquired if a land split discussion was held. Diaz confirmed that the discussion had taken place but stated that all required paperwork had not yet been received.

Website Report

- No report

SEWER/UTILITY BILLING REPORT

- Coats is working on entering the information provided by Z. Heifner into the billing system. Her goal is to have the information entered yet this week.
- Discussion was held on the Billing Rate hike. A resolution will be considered at the next regular Board Meeting.
- Zack Heifner reported that Matt Harris of MTT Services LLC submitted his first monthly invoice at the regular rate of $86.00. Mr. Harris inspected the pump station and also prepared an Emergency Response Plan. Z. Heifner asked the Board to review the Emergency Response Plan and consider adopting it. Discussion followed.

Motion by Hacker, supported by Ross, to approve the Emergency Response Plan as presented. All members present voted yes. Motion carried.

SUPERVISOR'S REPORT

- The September 25, 2026 Dump Day was a success. A special thanks were extended to Julie Heifner, Dick and Marsha Henderson and Pat Krumenaker for donating their time to help.
- Authorized users of the Rayco Alarm System were updated.
- Matt Harris contacted Blank Electric regarding sewer system repairs/updates. They are waiting on a switch to be delivered.
- Hacker completed the necessary maintenance on the sewer system that needed to be done. He recommends the installation of a sump pump.

Motion by Hacker, supported by Z. Heifner, to approve the purchase of a sump pump at a cost not to exceed $300.00. All members present voted yes. Motion carried.

- The Tuesday office hours with the Deputy Supervisor were not as successful as anticipated. J. Heifner recommended offering office hours by appointment. Alternatively, she proposed holding evening office hours from 5:00 p.m. to 7:00 p.m. on two Tuesdays per month to determine whether evening hours would better accommodate residents. Discussion followed regarding scheduling appointments, creating an online form for residents to describe the issues they need assistance with, and potentially offering evening office hours once per month.

Motion by Z. Heifner, supported by Radloff, to hold Township Office Hours with the Deputy Supervisor as she sees fit. All members present voted yes. Motion carried.

- The Board discussed posting past agendas on the Township website. Ross will contact the Website Administrator regarding this matter.

UNFINISHED BUSINESS

F65, Audit Status, and Prior Financing Reporting

- Zack Heifner reported that he had been notified that the F65 Report had not been filed. Coats stated that she had completed the report but was unable to upload it. She had made numerous phone calls and sent emails requesting assistance and is awaiting responses.
- Z. Heifner asked whether the Township had changed to biennial audits. Coats clarified that the Township had not formally changed its audit schedule but had skipped the audit this year. Although the Township typically conducts an annual audit, a township of its size is legally required to have an audit every two years. Discussion followed on this and billing issues.

Township Financial Records, Accounting Reconstruction and Plante Moran

- Z. Heifner reported that the attorney's review of the Engagement Letter is still pending. He asked for the Board's input on whether to proceed, contingent upon receiving legal approval. Discussion followed including various banking and accounting options.

Motion by Z. Heifner, supported by Hacker, to sign the Engagement Letter from Plante Moran. Four voted yes: Coats opposed. Motion carried.

Compensation Resolutions – Legal and Implementation Follow-Up

- Z. Heifner led a discussion on the Compensation Resolutions and the legality of it and also issues regarding the petition that was turned in. The issue is tabled and the petition signatures will be verified.

Township Banking Access and Internal Control

- Zack Heifner reported that he had provided the necessary information to the Treasurer, who was working to obtain read-only banking access for the Board.

FOIA Administration, Litigation Records and Records Preservation

- Z. Heifner reported that for now the Township Clerk remains the FOIA Coordinator and there is not an update on the FOIA Court Case.

Planning Commission/ZBA Governance and Conflict-of-Interest Follow-Up

- Z. Heifner reported that there is no update. The matter remains tabled.

NEW BUSINESS

DISH DBS Corporation/DISH Wireless Chapter 11 Bankruptcy Notice

- Z. Heifner reported receiving paperwork regarding the Chapter 11 bankruptcy proceedings involving DISH DBS Corporation and DISH Wireless and the possibility that the Township may have a financial interest in the matter. Coats reported that the Township had previously received approximately $130 annually from DISH Network, but those payments ended more than a decade ago.

2026 Road Program and Limestone Authorization

- Zack Heifner reported that the Sanilac County Road Commission indicated that it is too late in the year to request limestone application on Township roads. The Board will consider limestone needs when preparing the budget for the next fiscal year.
- Z. Heifner led a discussion on Road Millage expenses versus EGLE Grant expenses such as the Applegate Road Culver Replacement project. Coats stated that Road Millage funds must be spent first.

PUBLIC/BOARD COMMENT

Public Comment

- Public comment began at 7:58 p.m. Comments were received by 4 persons. Ended at 8:25 p.m.

Board Member Comments

- No Comments

Adjournment

Motion by Radloff, supported by Hacker, to adjourn the meeting at 8:25 p.m. All members present voted yes. Motion carried.

Upcoming Meetings:

- Board Meeting Public Accuracy Test – Tuesday, October 27, 2025 – 5:30 p.m.
- Regular Board Meeting – Tuesday, October 27, 2025 – 6:00 p.m.

Respectfully submitted,

Tammy Ross

Township Clerk