

**Watertown Township**  
2630 South Sandusky Rd  
Sandusky, MI 48471

Board Regular Meeting Minutes  
Tuesday, September 5, 2023 – 6:00 pm

The Watertown Township Board meeting was called to order by Supervisor, Bill Dixon at 6:00 pm. All present rose and recited the Pledge of Allegiance.

PRESENT: Cambridge, Coats, Cole, Diaz, Dixon, and Ross

ABSENT: None

GUESTS: Jason Radloff, Matt Cole, Mike & Chris Papp, Gary Heberling, Scott Kenny, Don & Diane Ferguson, Jeff Renaudin, Dick and Marsha Henderson, Wilma Henderson, Jim Hacker, Kevin Haupt, Mike Vanatta, Greg Thorley and Dorothy Thorley and Jon Johnson, Burnham & Flower Insurance.

**1. AGENDA APPROVAL**

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

Dixon requested that

- Appoint Interim Zoning Administrator, under 4. New Business, letter A, be removed.

Cambridge requested that

- Workman's Comp. Replacement Check be returned to 7. Clerk's Report, letter C

\*\*\* Motion by Cambridge, Supported by Cole to approve the agenda as amended. All in favor. Motion carried.

**2. BOARD OF TRUSTEE MEETING MINUTES APPROVAL**

a) 8/01/2023

Dixon requested approval of the August 1, 2023 Regular Meeting Minutes.

\*\*\* Motion by Coats, Supported by Cambridge to approve the minutes as presented. All in favor. Motion carried.

**3. CORRESPONDENCE**

a) Gary Heberling County Commission District 3 Report

- Written report submitted by Mr. Heberling
  - o Angela Weber was appointed to the Community Mental Health Board
  - o Kurt Wentzel was appointed to the Library Board
  - o Approved the purchase of 300 cases of copy paper at a cost of \$10,280
  - o Approved a 3-year commitment with Blue Water Conservation District for the services of a technician dedicated to aiding to implementing Sanilac County Farm Bill Programs at a cost not to exceed \$10,000 per year.
  - o Approved a review of the Newspaper Agreement
  - o Approved the purchase of a Ford Explorer, for the Juvenile Division of the 24<sup>th</sup> Circuit Court, at a cost not to exceed \$42,545.00

**4. NEW BUSINESS**

a) Appoint Interim Zoning Administrator

- Removed from agenda. See Agenda Approval
- b) DTE Energy Tree Grant Application (ad hoc)
  - Dixon applied for the grant in order to meet the application deadline.

\*\*\* Motion by Coats, Supported by Cambridge to approve the DTE Energy Tree Grant application. All in favor. Motion carried.

- c) Zoning Administrator/Enforcement Officer Job Description
  - Dixon reported he is working on writing a description.
- d) Ricoh Copier
  - Dixon reported that due to the new internet service at the Township Hall, the copier is now set-up on automatic page count reporting
- e) Insurance Survey From MI Par Plan
  - Dixon reported that the Zoning and Sewer Backup information has been submitted to the Township Insurance Company.
  - John Johnson, Burnham & Flower Insurance Group presented an overview of the Township's Property and Liability Policy, including, coverage, services and grants offered. Renewal date is September 1, 2023 for the 2023-24 policy year. No significant changes were made from the previous year.

\*\*\* Motion by Ross, Supported by Cambridge to approve the 2023-2024 Insurance Quote as presented including Terrorism coverage. All in favor. Motion carried.

- f) Free Dump Day, 9/16/23, Township Residents Only
  - Cambridge spoke with Waste Management Representative, Jill Reynolds. Waste Management will drop dumpsters off on Friday. Residents may drop off trash on Saturday (9/16) from 9 a.m. until 4 p.m. Dixon reported that obsolete township documents will not be disposed of during the day. Because private information may be on the documents, they will be shredded before disposal.
- g) Proclamation Honoring Scott Franzel's Years of Service
  - Dixon presented a proclamation to honor Scott Franzel on his years of service to the township.

\*\*\* Motion by Coats, supported by Cole to approve the proclamation as presented. All in favor. Motion carried.

- h) Spicer Group Recreation Plan Budget & Funding
  - Dixon reported that Jessica Hufnagle, Spicer Group Representative is working on a Recreation Plan as part of the Master Plan and is requesting information on some budget items. Dixon and Coats will work on providing the information.
- i) Road Commission Davis Road Limestone Agreement
  - Dixon reported that the Road Commission is requesting \$25,656 as the township's portion of the cost to apply twelve hundred tons of 22A Limestone on Davis Road between Miller Road and Pine Tree Lane. Discussion was held.

\*\*\* Motion by Coats, supported by Cambridge to agree to pay the township's portion of applying gravel to the road, but not limestone. All in favor. Motion carried.

## 5. OLD BUSINESS

- a) ARPA Grant Fund Planning
  - Dixon reported that the funds can be used for infrastructure. He believes that Geo-location and inventory of sanitary sewer underground assets is the best use of the funds. Discussion was held.

\*\*\* Motion by Coats, supported by Cole to start the process to use the funds as presented. All in favor. Motion carried.

- b) Township Waste Removal District
  - Dixon asked the Board if there is an interest in moving forward with this issue. Discussion was held. Dixon will have Township Attorney, Kyle O'Mara draft the necessary wording for a Township Waste Removal Ordinance and present it for the Board's consideration.
- c) Ordinance Updates
  - Review of ordinances will resume in October. Coats will send Dixon the ordinances that still need to be reviewed.

**6. TREASURER'S REPORT/POSSIBLE ACTION**

- a) Approval of Checks Issued
  - Coats requested approval of the August 2023 checks number 17316 thru 17338 for a total amount of \$8,620.30.  
  
\*\*\* Motion by Dixon, Supported by Cambridge to approve the August 2023 checks as presented. All in favor. Motion carried.
  - Coats reported that the chairs she ordered for the Township Hall were shipped and billed, but were not delivered. The order has been cancelled.

**7. CLERK'S REPORT/POSSIBLE ACTION**

- a) Approval of Current Invoices
  - Ross requested permission to pay the monthly bills  
  
\*\*\* Motion by Coats, Supported by Cole to approve the monthly bills to be paid. All in favor. Motion carried.
- b) November 2023 Election
  - Ross reported that she has a zoom meeting, on September 6, 2023, regarding the election. She will update the Board at the October 2023 Regular Board Meeting.
- c) Workman's Comp. Replacement Check
  - Ross will call on this.

Ross reported that she received payment on a FOIA request.

Dixon reported that he received suspicious calls, with the caller requesting property tax information. All property tax information requests must be forwarded to the Township Clerk or Treasurer.

**8. CEMETERY REPORT/POSSIBLE ACTION**

- a) Burial & Lots
  - Ross reported that burials & lot sales for the month of August were:
    - o 1 grave site was sold for Mattie Murray
    - o 1-week day cremation burial, Kelly Ann Mitchell
    - o 2-week day cremation burials, Stanley and Ellen Jagotka
    - o 1-week day burial, John Savage
- b) Fee Schedule Update
  - Dixon compared area cemetery fee schedules. In his opinion the township's regular burial costs are consistent with our peers. However, cemetery lot and cremation burial costs are lower than our peers. Therefore, as of January 2024, he is recommending a \$50 dollar increase in lot costs for township residents and a \$100 increase for non-township residents. He also recommends a \$50 dollar increase in cremation burial for township residents (weekday, weekend and holiday) and a \$100 increase for non-

township residents (weekday, weekend and holiday). Regular burials (weekday, weekend and holiday) and lot buy back costs will remain the same.

\*\*\* Motion by Coats, Supported by Dixon to approve the fee schedule changes as proposed. All in favor. Motion carried.

Ross reported that the township's cemetery is on the same mowing schedule as Greenwood Cemetery

## **9. SEWER REPORT/POSSIBLE ACTION**

- a) Meters were read in August
  - Reported by Dixon.
  
  - Jim Hacker reported
    - o A couple of resident water meters were not working. He went in the resident's homes to get readings.

## **10. PLANNING COMMISSION REPORT/POSSIBLE ACTION**

- Jim Hacker reported
  - o The Spicer Group would like pictures of the community for the Master Plan Documents. Anyone who has community pictures they would like used, should email them to Jim Hacker in the next few days.
  
- Cambridge reported
  - o On the proposed Planning Commission Minutes.
  - o The Spicer Group will be at the September 21<sup>st</sup> meeting to go over the rough draft.
  - o The Solar Ordinances questions haven't been responded to yet. If a response isn't received this week, she will send a reminder email.
  - o At next meeting (September 21, 2023). They will work with both the Spicer Group and Samsung Company or continue to work on the Master Plan.
  
- Dixon reported
  - o A land use permit was issued for a 20' by 24' pole barn at 1181 Fetting Road
  - o A land use permit was issued for a 50' by 80' pole barn on South Banner Road
  - o There are new owners at Ed Smithson's home on South Elk.

## **11. WEBSITE REPORT/POSSIBLE ACTION**

- Cambridge reported that she
  - o Added and achieved minutes as needed
  - o Updated contact information on both the Township and Sanilac County websites
  - o Added an announcement giving Jim Hacker's phone and email information as the temporary contact for land use permits.
  - o Will remove the September 15<sup>th</sup> workday

## **12. TAX ASSESSOR**

- No Report

## **13. PUBLIC OFFICIALS**

- None

## **14. PUBLIC COMMENT**

- Resident Jeff Renaudin
  - o Would like the issue with the building on M-19 and Watertown Roads addressed.
  - o Would like the former Township Supervisor's access to the township MTA, website, network, email and memberships removed.

- Does not agree with mandatory township garbage pick-up.
- Resident Dick Henderson
  - Does not agree with mandatory township garbage pick-up.
- Resident Diane Ferguson
  - Does not agree with the Proclamation Honoring Scott Franzel's Years of Service
  - Spoke about her FOIA request.
- Resident Whilma Henderson
  - Spoke about her concerns regarding the changes in the safety of our community.
  - Spoke about limiting the land that can be used for solar fields.

**15. ADJOURN**

\*\*\* Motion by Coats, Supported by Cambridge to adjourn the meeting at 7:10 p.m. All in favor. Motion carried.

Next Regular Board Meeting is Tuesday, October 3, 2023, 6 pm.

Respectfully submitted,

Tammy Ross, Clerk