

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

Board Regular Meeting Minutes  
Tuesday, October 2, 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, Mike & Chris Papp, Gary Heberling, Scott Kenny, Don & Diane Ferguson, Jeff Renaudin, Dick Henderson, Rick Pangburn, Al Stoutenburg, Dorothy and Greg Thorley

**1. AGENDA APPROVAL**

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

Dixon requested that

- Insurance Quote be placed under 4. New Business, letter J

Cambridge requested that

- Headstone Repair be placed under 8. Cemetery Report, letter C
- Stump Grinding be placed under 9. Cemetery Report, letter D

\*\*\* 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) 9/05/2023

Dixon requested approval or amendment of the September 5, 2023 regular Board of Trustee Meeting Minutes.

\*\*\* Motion by Coats, Supported by Cole to approve the Board of Trustee Minutes as presented. All in favor. Motion carried.

**3. CORRESPONDENCE**

a) Stauffer Complaint – Domingo Property on Sylvan Drive – Dangerous Building Ordinance

- Dixon reported that he researched the issue. The homeowner did agree, in writing, to tear down the house within thirty days of the 1<sup>st</sup> of May. Since the time has elapsed without the house being torn down, Dixon recommends drafting a letter to the homeowner reiterating the conditions he had agreed to and requesting that he comply.

\*\*\* Motion by Cole, Supported by Cambridge to approve Dixon drafting the letter, getting the township lawyer's opinion and then mailing to the homeowner. All in favor. Motion carried.

b) Osterhaut Complaint – Gleason Street Water Bill – Sewer Ordinance

- Dixon reported that he was contacted by a gentleman who has taken over paying bills for his sister and was questioning the amount of the invoice. Dixon explained there is a minimum cost of \$145.00 per quarter for residential customers using 0 to 10,000 gallons per quarter. Residential customers that exceed 10,000 gallons per quarter are billed in increments of 1,000 gallons.

#### **4. NEW BUSINESS**

- a) Zoning Administrator/Enforcement Officer Job Description
  - Dixon presented the first draft of the new Zoning Administrator/Code Enforcement Officer Job Description for the Board review. Updates will be made and the completed description sent to Township Attorney Kyle O'Mara for his opinion. If all is completed, the description will be placed on the October 30<sup>th</sup> agenda.
- b) Township Waste Removal District Special Assessment Report Preparation
  - Dixon reported that a year ago Township Attorney Kyle O'Mara prepared the process of implementing a special assessment to cover the cost of garbage pickup for the residents of Watertown Township. The first step is that the Board shall cause a report to be prepared containing pertinent information regarding the project. This must include the location and all estimated costs – including administrative and legal fees. Then the plans and cost estimates must be filed with the township clerk.
- c) Set First Public Hearing Date
  - Dixon recommended waiting until the report is completed before setting the first public hearing date.

\*\*\* Motion by Coats, Supported by Dixon to approve a Township Special Assessment Report for Township garbage pickup to be prepared. Yeah: Coats, Cole, Dixon, Ross, Nay: Cambridge, Motion carried.

- d) First Class Mail Notice of Hearing (at least 10 days prior to hearing)
  - If the Special Assessment for Township Garbage Pickup Report is approved and the first public hearing is set, township residents will be notified of the hearing date and location by first class mail at least 10 days prior to the hearing.
- e) Par Plan Grant Application Resolution
  - Dixon recommends applying for the Spring Series Par Plan Grant to assist in funding the purchase of security cameras when it is available in 2024.

\*\*\* Motion by Coats, Supported by Cambridge to approve Dixon applying for the Spring Par Plan Grant. All in favor. Motion carried.

- f) 2022-23 & 2023-24 Budget Sent to Spicer for Master Plan and Recreation Plan
  - Dixon reported the Spicer Group is specifically looking for a Recreation Plan Budget to verify that the township can fund the matching portion of a grant. Dixon sent the 2022-23 & 2023-24 budgets to the Group. It is recommended that a specific line item for this purpose be added to the next budget.
- g) Reschedule November 7<sup>th</sup> Board of Trustee Meeting
  - Due to the special school election to be held on Tuesday, November 7<sup>th</sup> and the election procedures that must be conducted, Dixon requested that the date for the next Board Meeting be changed to October 30, 2023 at 5:30 p.m.

\*\*\* Motion by Cambridge, Supported by Coats to move the next regular Board Meeting to October 30, 2023 at 5:30 p.m. All in favor. Motion carried.

- h) Free Trash Day Report
  - Dixon reported that over 20 people used the dumpsters during free trash day and another 80 yards of trash were removed from our township. Residents were appreciative of the day and suggested having a trash day every spring and fall.
- i) Stoutenburg Farms
  - Dixon recommended sending a thank-you to Stoutenburg Farms for the use of their back hoe on each of the three trash days that have been held. Dixon will pen the thank you and Coats supported that.
- j) Insurance Quotes
  - Dixon reported that the increased insurance quote for sewer back-up liability has been received. To increase the coverage from the current \$100,000/\$100,000 limit to \$250,000/\$250,000 will be an

additional \$1,500 and to increase to \$500,000/\$500,000 will be an additional \$3,000. The company is still considering the increased Zoning Liability Insurance that the Board requested quotes on.

\*\*\* Motion by Coats, Supported by Cambridge to approve increasing the sewer back-up liability insurance to \$250,000/250,000 liability for an additional \$1,500. All in favor. Motion carried.

## **5. OLD BUSINESS**

### **a) ARPA Grant Fund Planning**

- Dixon reported that the township received approximately \$130,000 in ARPA Funds and he presented a Request for Proposals for the GPS Location, Inventory of Assets and Video Survey of the Underground Sanitary Sewer System. This is the project that the Board approved the funds to be used for. The RFP will be posted as appropriate. Deadline for submitting proposals is December 31, 2023 at 4:00 p.m.

\*\*\* Motion by Coats, supported by Cole to move forward with the ARPA as presented. All in favor. Motion carried.

### **b) Ordinance Review and Update**

- No Action

### **c) Creative Rides Insurance Check Payment**

- Dixon spoke with Township Attorney, Kyle O'Mara regarding who the insurance company funds, received by the Township for fire damage clean-up, should be forwarded to once the building and grounds on Banner Road are cleaned up to the township's satisfaction. Cambridge referred to the February 2020 Township minutes that state the funds will be forwarded to the homeowner on completion of the project. At this time, there are still cars and steel to be removed from the property.

### **d) Worker's Comp Replacement Check**

- Ross will call on this.

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

### **a) Approval of Checks Issued**

- Coats requested approval of the September 2023 checks number 17339 thru 17371 for a total amount of \$32,409.30.

\*\*\* Motion by Cambridge, Supported by Cole to approve the September 2023 checks as presented. All in favor. Motion carried.

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

### **a) Approval of Current Invoices**

- Ross requested permission to pay the monthly bills

\*\*\* Motion by Cambridge, Supported by Coats to approve the monthly bills to be paid. All in favor. Motion carried.

### **b) November 2023 Election**

- Tammy Ross, Clerk noted for the record that the Sandusky School Board Recall Election will be held on Tuesday, November 7, 2023. The Public Accuracy Testing will take place Tuesday, October 30, 2023 at 5:30 pm before the regular board meeting and will be published in the Tribune Recorder Leader. The following Election Inspectors are presented to the board.

Dawn Grabitz – Co Chair  
Susan Cole – Co-Chair  
Heidi Fetting  
Sheryl Hooper  
Nicole Markel

Cheryl Heberling – Co Chair  
Roseann Kopacz  
Marilyn Loding  
Taylor Foster  
Sheila Hendershot

Kortney Ball  
Tammy Ross

Maxine Kubic

Clerk Tammy Ross needs Board Approval for the above Election Inspectors for the Sandusky School Board Recall Election on Tuesday, November 7, 2023

\*\*\*Coats made the motion to approve the Clerk's report including the monthly bills and above stated election officials. Cambridge supported. All in favor. Motion carried.

#### **8. CEMETERY REPORT/POSSIBLE ACTION**

a) Burial & Lot Sales

- Ross reported that there were no burials or lot sales for the month

b) Oswald Fertilization Treatment

- Dixon requested ad hoc approval on having Oswald's Fertilization spray weed killer on the cemetery grounds. Dixon did not believe waiting to get approval at this meeting in October would give the weed killer enough time to work before cold weather.

\*\*\* Motion by Coats, Supported by Cole to approve the cemetery weed spraying by Oswald's Fertilization. All in favor. Motion carried.

c) Headstone Repair

- Cambridge reported that she and John Harding walked through the cemetery during the Free Trash Collection Day. Mr. Harding showed her some headstones that need repair due to weather, bad foundations or possible damage when trees were removed. Mr. Harding is willing to work on the repairs as he has time. The Township would pay him and in turn the Township may be able to bill the family or tree Removal Company. Discussion was held.

\*\*\* Motion by Cambridge, Supported by Coats to approve the repair of headstones that were damaged due to tree removal. All in favor. Motion carried.

Mr. Harding also showed Cambridge tree stumps on the cemetery grounds that were not ground down completely when the trees were removed. She provided the Board with two quotes from companies that would complete the stump grindings. Cole will call Paterson Tree Service to request they come back to finish the stump grinding.

\*\*\* Motion by Coats, Supported by Cambridge to approve that Cole contacts Paterson Tree Service to request they finish the job. If they refuse, the Board approves the quote provided by King's Stump Grinding. All in favor. Motion carried.

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

No Report

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

a) 9/16/23 PC Meeting Summary

- Cambridge gave the Board a copy of the meeting summary notes. She reported that
  - o Samsung submitted their final application and it will be forwarded to the attorney and an engineering firm decided by the township for review. She contacted engineering companies and reviewed them with the Board.

\*\*\* Motion by Cambridge, Supported by Coats to approve sending the application to Jeremy Schrot of Spaulding DeDecker for an initial review. All in favor. Motion carried.

- Foster Swift returned the Solar Ordinance, the Planning Commission reviewed and sent it back with new questions/comments. It is very close to being finished
- b) 911 Wedge Rd. House Trailer Removal Bruce Green
  - Dixon was contacted by the property owner Bruce Green and the burned-out trailer house has been removed. He asked Township Assessor Jeannie Diaz to note the change.
- c) Missionary Church Zoning Query
  - Dixon reported that Justin Oudman contacted him regarding occupancy of a duplex in the former Watertown Missionary Church.
- d) Spicer Master & Recreation Plan Schedule, Goals, Tracking
  - Cambridge reported that the Planning Commission worked with Spicer Group on the Recreation Plan. Dixon will set up a portal for the Spicer Group to be able access the Township's DNR Portal so they can help with grant applications. Dixon reported that October 13<sup>th</sup> is the last day for comments to be sent to the Spicer Group. Cambridge also reported the timeline for getting the Recreation Plan completed.

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

- Cambridge reported that she
  - Added and achieved minutes as needed
  - Added September's Clean-up Day Pictures
  - Added ECF and Land Value Reports
  - Deleted the September 15<sup>th</sup> work day notice
  - Changed Dixon's email with the County and on the Township's Website
  - Will add a notice of the November Board's Meeting Date change and Public Election Accuracy Testing to October 30<sup>th</sup> at 5:30 p.m.
  - Will add the Sewer Septic RFP notice

## **12. TAX ASSESSOR**

- Dixon reported that the 2023 Drain Assessment Roll Reports was received. No Action is needed at this time.

## **13. PUBLIC OFFICIALS**

Gary Heberling, District #3 Commissioner submitted a written report.

- County free scrap & tire day went very well.
- Meet with a team of community, school and community members regarding how to manage and keep the American flags flown properly. The team developed a positive & doable long-term plan that will be a benefit for our veterans and community.
- My Community Dental Center will reopen on October 23, 2023
- The new County Final Draft of the Master plan has been reviewed by County Planning Commission. When total approved the Master Plan and Green Energy Guide will be distributed to all townships and County municipalities.
- Appointed Jeff Alexander, Scott Kenny and John Knoeer to the Planning Commission
- Appointed Douglas Gorringer, Timothy Juhl, Steve Scribner, Joel Wyatt to the Airport Zoning Board of Appeals
- Appointed Robert Vinandre to the Parks Commission
- Approved the Memorandum of Understanding between the Sanilac County Sheriff and the Police Officers Association for a lateral transfer program.
- Approved a Resolution opposing legislation preempting local control for solar and wind developments.

Scott Kenny

- Requested on behalf of Gary Heberling that the Master Plan County Survey link be added to the Township's Website. Cambridge will add the link.
- Spoke about the Green Energy Guide. It is not for or against Green Energy, but provides each step regarding building green energy programs and can be modified for ordinances.

#### **14. PUBLIC COMMENT**

- Resident Jeff Renaudin
  - o Thanked Cole for her questioning of the proposed Township Wide Garbage Pickup.
  - o Noticed there hasn't been anything done regarding the zoning of the building on corner of M-19 and Watertown Road.
  - o Questioned conflict of interest for Dixon regarding voting on the Waste Removal Special Assessment and also using his newspaper as the paper of record.
- Resident Dick Henderson
  - o Doesn't believe that the Watertown Church is not zoned commercial because the GIS says so. He believes that the GIS is a tax classification. He explained about the Watertown Township Zoning Book which has the Commercial Zoning area outlined.
- Resident Rick Pangburn
  - o Spoke of his opinion of the treatment of himself and that of the other good residents of Watertown Township and that a humble, honest Board with transparency is needed.
- Resident Don Ferguson
  - o Believes that the building on the corner of M19 and Watertown Road should be removed.

#### **15. ADJOURN**

\*\*\* Motion by Coats, Supported by Cambridge to adjourn the meeting at 7:19 p.m. All in favor. Motion carried.

Public Election Accuracy Test is Tuesday, October 30, 2023, 5:30 p.m.

Regular Board Meeting is Tuesday, October 30, 2023, after Public Accuracy Testing.

Respectfully submitted,

Tammy Ross, Clerk