



WHITEFORD TOWNSHIP BOARD OF TRUSTEES

July 15 2025

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Supervisor Jeff Thomas called the meeting to order and led the Pledge of Allegiance at 7:00 pm in the Whiteford Township Office, 8000 Yankee Road, Suite 100, Ottawa Lake, MI 49267. Board members present were Steve Morgan, Bob Lloyd, Jeff Thomas, Christine Bischoff and Lee Strahan. There were approximately 9 guests.

APPROVE AGENDA: Motion by Bob Lloyd, second by Lee Strahan to approve the agenda as presented with the following additions: Clerk's Retreat; Fiscal Year End Check Registers; MTA Online Learning Package. The Treasurer's Report was moved to Old Business. Motion passed 5 – 0.

FIRE/PARK/ROAD REPORT: Supervisor Jeff Thomas updated the board with the following:

FIRE: The fire department has had a record number of calls. Neighboring stations were thanked for their assistance.

PARK: The Farmer's Market at Whiteford Stoneco Park is going well and the number of vendors is increasing.

JAWS is scheduled for Saturday September 6 to help with maintenance projects at the park.

ROADS: Chip sealing of roads will begin soon. Road mowing has begun.

PUBLIC COMMENT: John Klump wondered when the back side of the road ditches would be mowed.

RESOLUTION NO. 2025-07-01 SETTING NEW PAY RATE FOR WHITEFORD FIREFIGHTERS: This corrects Resolution No. 2025-06-03 approved on June 17, 2025. Motion by Christine Bischoff, second by Lee Strahan to approve Resolution 2025-07-01 Setting New Pay Rate for Whiteford Firefighters. Motion passed with a roll call vote: Morgan – yes; Lloyd – yes; Bischoff – yes; Strahan – yes; Thomas – yes.

COMMUNITY FOUNDATION OF MONROE: Supervisor Jeff Thomas informed the Board of the option of partnering with CF of Monroe for possible improvement donations to the Township. CF Monroe is a 501(c)(3) and can accept donations that would be tax deductible. There was a consensus to gathering more information on this partnership.

STERNS ROAD SAFETY AUDIT: Supervisor Jeff Thomas reported he is waiting on support letters from local agencies for this safety audit. There was also some question about the distance on Sterns Road that would be part of the safety audit. Jeff Thomas will make sure Memorial Highway and Sterns Road intersection be included in order for us to participate.

MICHIGAN TOWNSHIPS ASSOCIATION ONLINE LEARNING PACKAGE: Motion by Steve Morgan, second by Bob Lloyd to approve the Plus Package at \$1,000 for the MTA Online Learning. Motion passed 5 – 0.

TREASURER REPORT: Motion by Steve Morgan, second by Christine Bischoff to approve the Treasurer Report as presented. Motion passed 5 – 0.

GENERAL CHECK REGISTER: Motion by Steve Morgan, second by Lee Strahan to approve the Fiscal Year End June 30, 2025 check register in the amount of \$21,687.25 and the July 15, 2025 check register in the amount of \$68,790.11. Motion passed 5 – 0.

UTILITY CHECK REGISTER: Motion by Lee Strahan, second by Christine Bischoff to approve the Fiscal Year End June 30, 2025 check register in the amount of \$21,415.85 and the July 15, 2025 check register in the amount of \$24,926.91. Motion passed 5 – 0.

2024-2025 BUDGET ADJUSTMENT: Motion by Steve Morgan, second by Christine Bischoff to increase Private Roads Repairs & Maintenance (272-446-930.000) in the amount of \$3,000 from the Fund Balance for the Fiscal Year End June 30, 2025. Motion passed 5 – 0.

FOOD TRUCK ORDINANCE: Discussion followed for the Food Truck Ordinance with some suggested changes.

SPECIAL OCCASION TENT ORDINANCE: Discussion followed. Jeff Thomas will look for more information on Township liability for tents.

RESOLUTION NO. 2025-07-02 REIMBURSEMENT FOR TOWNSHIP ELECTED OFFICIALS AND EMPLOYEES ASKED TO TESTIFY IN COURT: Motion by Bob Lloyd, second by Steve Morgan to approve Resolution No. 2025-07-02. Motion passed with a roll call vote: Morgan – yes; Lloyd – yes; Bischoff – yes; Strahan – yes; Thomas – yes.

WHITEFORD STONECO PARK NEW ENTRANCE: Discussion followed regarding a new entrance to Whiteford Stoneco Park near the southwest corner of the park. The entrance would be used only for tournaments and special events to help alleviate parking on the grass. The cost of the project would be approximately \$400 for a culvert, \$5913 for an asphalt driveway (required by Monroe County Road Commission) and millings for the surface – to be determined. Gravel for the culvert and labor for installation will be donated. Motion by Bob Lloyd, second by Christine Bischoff to proceed with the new parking area. Motion passed 5 – 0.

SIREN TOWER BATTERY REPLACEMENT: Motion by Lee Strahan, second by Christine Bischoff to approve proposal from West Shore Services to replace batteries in the siren towers during system replacement. Motion passed 5 – 0.

ADMINISTRATIVE REZONING: A portion of parcel 5815-025-040-01 had been rezoned in 2019 in order to divide a small parcel. The land division never took place. Motion by Steve Morgan, second by Bob Lloyd to approve an administrative rezoning back to the original AG – Agricultural zoning. Motion passed 5 – 0.

RESOLUTION NO. 2025-07-03 HOLIDAY PAY FOR TOWNSHIP HOURLY EMPLOYEES: Motion by Lee Strahan, second by Bob Lloyd to approve Resolution No. 2025-07-03 Holiday Pay for Township Hourly Employees. Motion passed with a roll call vote: Morgan – yes; Lloyd – yes; Bischoff – yes; Strahan – yes; Thomas – yes.

MICHIGAN TOWNSHIP ASSOCIATION CLERK RETREAT: Motion by Steve Morgan, second by Lee Strahan to approve sending Christine Bischoff, Karen Whitmore and Angela Breitner to the MTA Clerk Retreat in Frankenmuth, Michigan on September 29 – 30, 2025. Motion passed 5 – 0.

ORGANIZATIONAL MEETING: Motion by Lee Strahan, second by Steve Morgan to approve the following. Motion passed 5 – 0.

Whiteford Township Board of Trustee Meetings shall be on the third Tuesday of each month at 7:00 pm at the Township Office, 8000 Yankee Rd, Suite 100. Motion to adopt the following meeting dates:

August 19, 2025	September 16, 2025	October 21, 2025	November 18, 2025
December 16, 2025	January 20, 2026	February 17, 2026	March 17, 2026
April 21, 2026	May 19, 2026	June 16, 2026	July 21, 2026

The Whiteford Township Planning Commission Quarterly meeting dates shall be:

September 9, 2025 December 9, 2025 March 10, 2026 June 9, 2026

The Whiteford Township Office will be closed for the following holidays:

September 1, 2025	Labor Day
November 27 & 28, 2025	Thanksgiving
December 24, 2025 – January 5, 2026	Christmas & New Year’s
April 17-21, 2026	Good Friday & Easter
May 25, 2026	Memorial Day
July 3, 2026	Independence Day

The following banks will be used for Township business:

Key Bank 5/3 Bank First Merchants Bank Blissfield State Bank Metamora State Bank

PROFESSIONAL SERVICES FOR 2025-2026 FISCAL YEAR: Motion by Jeff Thomas, second by Bob Lloyd to designate the following for professional services with the exception of David Arthur Consultants. DAC will be used on an as needed basis. Interviews with engineering firms will follow. Motion passed 5 – 0.

Calkins, Hehl, Rafko, CPA, PLLC	Auditing Firm
Castleberry & Lucas	Law Services
Chris Renius	Assessor
Jim Beck	Accountant
Todd Roach	Building Inspector
Dale Kolar	Electrical Inspector
Don Olszewski	Plumbing/Mechanical Inspector

PUBLIC COMMENT: Jay Herrington, Precision Irrigation gave an update on the road mowing. Jason Failing recommended changing auditors every three to five years.

BOARD MEMBER COMMENTS: Clerk Christine Bischoff informed the board of a possible grant to upgrade the back door at St. Michael Lutheran Church and the Whiteford Center Fire Station to an ADA accessible door.

ADJOURN: Motion by Christine Bischoff, second by Lee Strahan to adjourn at 8:50 pm.

Christine Bischoff
Whiteford Township Clerk