



WHITEFORD TOWNSHIP BOARD OF TRUSTEES

September 16, 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 7 guests.

APPROVE AGENDA: Motion by Bob Lloyd, second by Lee Strahan to approve the agenda with correction to item 6a Resolution should be 2025-09-01 and addition to New Business for Monroe County Road Commission signs. Motion passed 5 – 0.

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

FIRE: Jeff Thomas will be meeting Zimmerman Heating and Cooling next week regarding the air conditioners at Whiteford Center Fire Station.

PARK: Fall cleanup at Whiteford Stoneco Park went well with the help of JAWS. Stoneco donated 100 ton of stone which was used around the shelter pads and disc golf pads. Leftover stone will be put on the walking paths. The Section Road entry is half completed and will be used only for special events. Thanks to Glen Berry and his crew for donating time and equipment to do the project. The Monroe County Road Commission has inspected the new driveway.

ROADS: Chip seal is complete. Jeff Thomas and the Monroe County Road Commission will have their annual meeting on October 1, 2025. Jeff is looking into some ditches that still have high growing weeds.

TREASURER REPORT: Treasurer Lee Strahan presented the monthly report. Motion by Christine Bischoff, second by Steve Morgan to approve the treasurer report as presented. Motion passed 5 – 0. Lee Strahan also reported on the proposed bill that could eliminate or reduce State Revenue Sharing. She reported tax collection went smoothly and money was saved by using KCI to mail out tax bills.

PUBLIC COMMENT: John Klump asked about any progress with eliminating trucks traveling down roads not designated as a truck path. Jeff Thomas will speak with him after the meeting.

RESOLUTION 2025-09-01 TO SET FOOD TRUCK RATES: Motion by Lee Strahan, second by Bob Lloyd to approve Resolution 2025-09-01 To Set Food Truck Rates. Rates will be as follows: Monday – Thursday daily rate \$25; Friday – Sunday daily rate \$75. Motion passed with a roll call vote: Strahan – yes; Bischoff – yes; Lloyd – yes; Morgan – yes; Thomas – yes.

SALE OF TOWNSHIP PROPERTIES: Supervisor Jeff Thomas indicated there has been interest in the old Whiteford Center Fire Station. Several bids have already been submitted. Deadline for bids is Friday, September 26, 2025 at 12 pm.

STONECO PARK ENTRANCE: update was given with the Fire/Park/Road Report

PURCHASE OF ADA ACCESSIBLE DOORS FOR ST. MICHAEL LUTHERAN CHURCH AND WHITEFORD CENTER FIRE STATION: Clerk Christine Bischoff submitted and received a grant to make the entrance doors for elections ADA accessible at St. Michael Lutheran Church and Whiteford Center Fire Station.

Motion by Steve Morgan, second by Bob Lloyd to purchase ADA compliant doors for St. Michael Lutheran Church and Whiteford Center Fire Station. Motion passed 5 – 0.

STONECO PARK SPRAYING PARKING LOT: Quotes from the Monroe County Road Commission and Corrigan Environmental Solutions for dust control spray at Stoneco Park were reviewed. Discussion followed. Motion by Bob Lloyd, second by Christine Bischoff to accept the Corrigan Environmental Solutions quote. Motion passed 3 – 2.

AUGUST 19, 2025 MINUTES APPROVAL: Motion by Steve Morgan, second by Lee Strahan to approve the August 19, 2025 meeting minutes as presented. Motion passed 5 – 0.

GENERAL CHECK REGISTER: Motion by Lee Strahan, second by Steve Morgan to approve the General Check Register in the amount of \$93,037.10. Motion passed 5 – 0.

UTILITY CHECK REGISTER: Motion by Lee Strahan, second by Bob Lloyd to approve the Utility Check Register in the amount of \$33,709.50. Motion passed 5 – 0.

SEWER II METER/TRANSMITTER: The Sewer II meter at the State Line has failed and needs to be replaced. Replacement is limited to a certain type from a certain company. Scada presented a quote for one FL 1500 Flodar Unit with transmitter, labor, start up and callibrations in the amount of \$26,885. Motion by Steve Morgan, second by Bob Lloyd to accept the quote of \$26,885 and use monies from the Sewer II Repair, Replacement and Improvement Fund. Motion passed 5 – 0.

BUDGET ADJUSTEMENTS FOR YEAR ENDING JUNE 20, 2025: Accountant Jim Beck recommended the following increases to the budget from the respective fund balances:

212-300-706.000	Salaries & Wages – Liquor Inspector	\$ 500
212-330-711.000	Medicare	\$ 10
212-330-715.000	Social Security	\$ 30
272-446-930.000	Repairs & Maintenance – Private Roads	\$ 3,000
401-901-974.000	Land Improvement	\$86,600
401-901-985.000	Equipment	\$14,500
591-541-706.000	Salaries & Wages – Part Time Hourly	\$ 9,500
591-541-711.000	Medicare	\$ 140
591-541-715.000	Social Security	\$ 600

Discussion followed regarding the reason why budget adjustments are needed, in particular, the increase in Water payroll. Clerk Chritine Bischoff has talked with the accountant and indicated the board would need more information for future budget adjustments. Motion by Lee Strahan, second by Steve Morgan to approve the budget adjustments for the fiscal year ending June 30, 2025 as presented. Motion passed 5 – 0.

BUILDING PERMIT FEE SCHEDULE: Clerk Christine Bischoff explained minor changes to the Building Permit Fee Schedule to include minimum fee would be \$100 and maximum fee \$5,000. The current permit would be in place adding fees of projects over \$100,000 to be calculated at \$3.50 per thousand over \$100,000. Motion by Lee Strahan, second by Steve Morgan to approve the new Building Permit Fee Schedule. Motion passed 5 – 0.

MONROE COUNTY ROAD COMMISSION SIGN QUOTE FOR FALL FESTIVAL: Supervisor Jeff Thomas explained the Fall Festival Committee has worked with the Road Commission and Sheriff Department and Whiteford Road traffic heading south of Sterns Road will be closed for the October 4, 2025 Fall Festival. A quote of \$2175.38 has been received from the Monroe County Road Commission for signage to direct traffic to alternate routes of park entrance for the fall festival. Discussion followed regarding if the Township or the Fall Festival should be responsible for the sign expense.

Motion by Lee Strahan, second by Steve Morgan to deny covering the sign expense. Motion failed with a roll call vote: Lee Strahan – yes; Christine Bischoff – no; Steve Morgan – yes; Bob Lloyd – no; Jeff Thomas – no.

Motion by Bob Lloyd, second by Christine Bischoff to accept the Monroe County Road Commission quote and cover the sign expense. Motion passed with a roll call vote: Steve Morgan – no; Bob Lloyd – yes; Christine Bischoff – yes; Lee Strahan – no; Jeff Thomas – yes.

PUBLIC COMMENT: Jason Malczewski commented on the Township Jeffs Road property that is for sale and said it acts as a reservoir for the adjacent ditch.

Lee Ann Thomas thanked the Board for support of the Whiteford Fall Festival.

BOARD MEMBER COMMENTS: Comments were from Clerk Christine Bischoff on the November 4, 2025 election and Supervisor Jeff Thomas on upcoming events and meeting dates.

ADJOURN: Motion by Lee Strahan, second by Bob Lloyd to adjourn at 8:38 pm. Motion passed.

Christine Bischoff
Whiteford Township Clerk