

**Waterloo Township Approved Board Meeting Minutes**  
**24 February 2026 7:00 P.M.**  
**9773 Mt. Hope Road**  
**Munith, MI 49259**

**Call to Order and Pledge:** 7:00 p.m.

**Board members Present:** Supervisor D. Lance, Clerk B. Richardson, Treasurer W. Walz, Trustee J. Beck, Trustee J. McAlister

**Board members Absent:** None

- Quorum present

**Also present:** Deputy Boulter and other residents

**Public Comment:**

- Tom Tucker – described issues regarding Tophith Road. Last 2 years are the worst he has seen in the 50 years he has been a resident. Supervisor Lance will contact JCDOT to discuss.
- Carmen Burgess – shared an updated letter with the township board regarding proposed zoning updates.

**Consent Agenda:**

- W. Walz motioned, McAlister support to accept the consent agenda as presented.
  - Aye/all, Nay/none. Motion carried.
- SAESA – no meeting this month.
- Police report – Deputy Boulter provided a report, highlighting some details from the last month's work in the township. Summary includes: Deputies assigned to Waterloo Township worked 176 hours, handled 61 calls for service, conducted 19 traffic stops, and made 2 in-custody arrests. SAESA is working with JCA (Jackson County Ambulance) on some dispatching issues.

**Correspondence:**

- MTA Principles of Governance – the board reviewed and signed the document as presented.
- Burgess Zoning Letter – an updated letter was briefly discussed.

**Old Business:** None

**New Business:**

- a. **Planning Commission** – report by Beck:
  - A public hearing was held on February 10<sup>th</sup> regarding the draft zoning ordinance and map updates. Several people attended and raised some concerns. All concerns were discussed, and some parcel zoning definitions were updated as a result of these discussions. The draft zoning map (with the updates) and draft zoning ordinance have been sent to the Jackson County Planning Commission for review.

- Richardson shared that an anonymous letter has been circulating in the township with some incorrect information regarding the proposed zoning changes in the event any board members are approached about this mis-information.
- b. **Parks and Recreation** – Treasurer Walz provided an update:
- Things are slowing down since the Rec Plan is just about ready to submit.
  - The committee is thinking about flags for this summer for both Henrietta and Waterloo, and a budget was discussed for these flags.
  - Motion by Walz, supported by Beck to budget \$750 for flags and banners for calendar year 2026.
  - Roll call vote – Walz/yes, Richardson/yes, Lance/yes, Beck/yes, McAlister/yes. Motion carried.
- c. **America 250 Update** – Richardson provided an update, sharing the following:
- The A250 Volunteer Committee is meeting monthly, but will likely start meeting more frequently as the event date approaches.
  - We are almost up to \$5000 in donations for the event thanks to a recent \$500 donation from Waterloo Hunt Club.
  - Hillsdale College has donated 100 pocket US Constitutions to distribute at the event.
  - Table tents are now in place at Big Chucks in Munith to help advertise the event.
  - The A250 Volunteer Committee will keep soliciting for more donations and will also focus more now on volunteers as we get closer to the event date. The Township will need 15-20 volunteers to make the event a success. Anyone interested in volunteering can contact the Clerk's office at 517-596-8400 or email at [clerk@waterlootwpmi.gov](mailto:clerk@waterlootwpmi.gov).
  - Richardson requested feedback or concerns with any of the plans presented so far and there were none.
  - Walz commented that the Rec Committee would create some historical data sheets describing Waterloo Township revolutionary war patriot grave sites that could be handed out at the A250 event.
  - More information on the event can be found here: <https://waterlootwpmi.gov/america-250-celebration/>
- d. **Truck Route Ordinance** – Richardson gave a summary of the updated Truck Route ordinance. Motion by Lance, support by Richardson, to adopt Truck Route Ordinance #O-26-02-24-01 as presented. Roll call vote – Richardson/yes, Lance/yes, Beck/yes, McAlister/yes, Walz/yes. Motion carried.
- e. **Decker Insurance Renewal** – the board discussed zoning insurance levels and deductibles for General Liability (GL) and Wrongful Acts (WA). Motion by Richardson, support by McAlister to add a \$1000 deductible for GL & WA coverage and to increase Zoning Insurance to \$500k, saving the township ~\$270/year. Aye/all, Nay/none, Motion carried.
- f. **Poverty Exemption Resolution** – The Board discussed the Annual Poverty Exemption Resolution. Motion by Lance, support by Walz to adopt the Poverty Exemption Resolution #R-26-02-24-01 as presented. Roll call vote – Lance/yes, Beck/yes, McAlister/yes, Walz/yes, Richardson/yes, motion carried.
- g. **Resolution for Parks & Rec Plan** – Resolution discussed briefly by the Board. Motion by Lance, support by Walz to adopt Resolution #R-26-02-24-02, the Waterloo Township 2026-2030 Recreation Plan, as presented. Roll call vote – Beck/yes, McAlister/yes, Walz/yes, Richardson/yes, Lance/yes, motion carried.

- h. **Historical Plat Map Preservation** – Richardson reviewed the proposal from Kofile to restore the township’s historical plat map files. Other options are also being pursued and will be shared at future meetings. No action taken on this agenda item.
- i. **Water Softener** – water softening issues and options for the township offices were discussed.
- j. **Shredding Services** – Richardson described issues with the township’s shredding service and shared one quote received so far for new service. Other quotes are being pursued. Richardson requested that the board allow the Clerk and Treasurer’s office to make the decision once the quotes were all in, and this was agreed to by all board members.

**Any Other Business That Comes to the Board:**

- Walz brought up mowing and landscaping bids. The township will post for mowing bids and landscaping bids independently for the 2026 season. Bids will be due by the April Board meeting.
- Richardson reported that the election machine contracts are up this year, so depending upon what the county decides, the township may have to acquire new machines next year. Need to keep this in mind for the budget as we don’t know how much the state will re-imburse if new machines are required.
- Richardson brought up annual performance reviews for the office staff. The process was developed last year and will be used again this year. These reviews will be performed over the next couple of months before the budget discussions begin.
- Road funding and budget levels were discussed.
- Richardson discussed some recent legislation in Lansing that again looks to pre-empt local zoning control and chip away at the Michigan Zoning Enabling Act by removing local control of things like minimum parcel size, setbacks, accessory dwelling locations, where duplexes and mobile homes can be allowed, etc. The Michigan Township Association (MTA) sent out an email on this recently making it easy for township staff to contact their representatives in Lansing. MTA strongly opposes this legislation as the 8 new bills being considered take away the township’s ability to regulate zoning in several areas. Board members were asked to contact Representative Conlin regarding this matter ([JenniferConlin@house.mi.gov](mailto:JenniferConlin@house.mi.gov)). Contact the Clerk’s office for more details.

**Public Comment:** None

**Adjournment:**

- W. Walz motioned with support from McAlister to adjourn at 7:58 p.m. Aye/all; no/none.  
Motion carried.

The next Planning Commission meeting will be on Tuesday, April 14<sup>th</sup>, 2026 at 7:00 p.m. The next regular Township Board meeting will be on Tuesday March 24<sup>th</sup>, 2026 at 7:00 p.m. Board meeting minutes will be published in The Exponent and on the Waterloo Township website ([waterlootwpmi.gov](http://waterlootwpmi.gov).)

Submitted by: Bill Richardson, Clerk