Westphalia Township

BUDGET MEETING March 29, 2021

DRAFT MINUTES

13950 Pratt Road, Westphalia MI, 48894

Supervisor Thelen called the meeting to order with the Pledge of Allegiance to the Flag at 6:00 pm. Board members present were Supervisor Thelen, Trustee Barker, Treasurer Buckley, and Clerk Platte.

ABSENT: Trustee Thelen

Guests: Frank Trierweiler

**RESOLUTION #20-8:** The following resolution was offered by Supervisor Thelen and supported by Treasurer Buckley. WHEREAS, a budget was adopted on March 29, 2021 to govern the receipts and expenditures of various Township funds for the next fiscal year of the township, and WHEREAS, as a result of unanticipated cost, it is necessary to modify the aforesaid budget, and NOW THEREFORE BE IT RESOLVED, that the aforesaid budget be modified as follows:

GENERAL FUND:

Elections from $6,000.00 to $10,500.00

Reduce township hall from $20,000.00 to $15500.00

FIRE DEPARTMENT:

Reduced maintenance from $95,000.00 to $60,000.00.

Operating from $37,000.00 to $72,000.00

Upon a roll call vote, the following voted:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-8 IS DECLARED ADOPTED.

**RESOLUTION #20-9:** Be it resolved that the books for the General Fund and Special Revenue Fire Department Fund for the Fiscal Year 2020-2021 to be officially closed. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-9 IS DECLARED ADOPTED.

The following Resolutions concerning business for the General Fund and Special Revenue Fire Department Fund for the Fiscal Year 2021-2022 were proposed by Supervisor Thelen, supported by Platte.

BUDGET MEETING – March 29, 2021

DRAFT MINUTES

Page 2 of 4

**RESOLUTION #20-10:** Be it resolved that the 2021-2022 Fiscal Year Budget for the General Fund be adopted. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-10 IS DECLARED ADOPTED.

**RESOLUTION #20-11:** Be it resolved that the 2021-2022 Fiscal Year Budget for the Special Revenue Fire Department Fund be adopted. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-11 IS DECLARED ADOPTED.

**RESOLUTION #20-12:** Be it hereby resolved that the proposed budgets be formally adopted and that the Resolution be designated as the Appropriation Act. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-12 IS DECLARED ADOPTED.

**RESOLUTION #20-13:** Be it resolved to reopen the General Fund and Special Revenue Fire Department Fund books for the Fiscal Year 2021- 2022. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-13 IS DECLARED ADOPTED.

BUDGET MEETING – March 29, 2021

DRAFT MINUTES

Page 3 of 4

**RESOLUTION #20-14:** Be it resolved that the Union Bank-Westphalia Branch be the depository for all Township Funds received by the Township Treasurer and the Township Treasurer is hereby directed to deposit all Township Funds in said depositories. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-14 IS DECLARED ADOPTED.

**RESOLUTION #20-15:** Be it resolved that the Union Bank-Westphalia Branch, Portland Federal Credit Union-Westphalia Branch, and Journey Bank-Fowler Branch, Independent Bank South MI-Portland Branch, and Flagstar Bank be institutes for the purpose of purchasing CD’s for the Township General Fund, and Special Revenue Fire Department Fund. A roll call vote was taken:

Ayes (4) Trustee Barker

 Supervisor Thelen

 Treasurer Buckley

 Clerk Platte

Nays (0).

RESOLUTION #20-15 IS DECLARED ADOPTED.

Supervisor Thelen mentioned that with the missing .5 road millage for 2021 the township will lose approximately $43,000.00. He also mentioned that he complied the information for the budget 2021-2022 from last year’s audit and the profit and loss report.

Dates for the 2021-2022 meetings were established with time to stay the same at 6:00 p.m. but monthly meetings to be moved to the first Monday of each month, with a few exceptions due to holidays (as noted below):

April 5, 2021 October 4, 2021

May 3, 2021 November 1, 2021

June 7, 2021 December 6, 2021

July 12, 2021 (2nd Monday) January 3, 2022

August 2, 2021 February 7, 2022

September 13, 2021 (2nd Monday) March 7, 2022

March 28 – BUDGET MEETING

Clerk Platte made a motion to accept the meeting dates listed for the fiscal year 2021-2022 as listed above. Treasurer Buckley seconded. Motion carried

Supervisor Thelen declined to appoint a Deputy Supervisor at this time.

Clerk Platte will maintain Alyssa Platte as Deputy Clerk.

BUDGET MEETING – March 29, 2021

DRAFT MINUTES

Page 4 of 4

Treasurer Buckley will maintain Marvin Smith as Deputy Treasurer.

Westphalia Township hall **WILL** be reopening for hall rentals beginning May 1, 2021 meeting the CDC standards. Supervisor Thelen has reached out to the township attorney to draft a rental policy for renters to comply with during the Corona Virus emergency.

Next scheduled meeting will be April 5, 2021 @ 6:00 p.m.

There being no further business, a motion to adjourn was made by Buckley, supported by Thelen at 7:43 p.m. Motion carried.

Respectfully submitted

Heather Platte, Clerk Francis Trierweiler, Thelen