

Westphalia Township
Regular Meeting August 5, 2024
FINAL MINUTES
13950 Pratt Road, Westphalia MI, 48894

Supervisor Thelen called the meeting to order with the Pledge of Allegiance to the Flag at 6:05 p.m. Board members present were Supervisor Thelen, Clerk Platte, Trustee Thelen, Trustee Barker and Treasurer Buckley.

ABSENT: None
GUESTS: Dave Pohl, Doug Steffen, Patti Schafer

A motion was made by Barker, supported by T. Thelen to accept the minutes from July 8, 2024, as well as the agenda for August 5, 2024. Trustee Thelen made the correction on the agenda of June meeting minutes to be made to July meeting minutes. Motion carried.

Treasurer Buckley presented the financial statements to all board members. A motion was made by Treasurer Buckley to approve the financial statements, as well as bills presented for the General and FD funds. Supported by A. Thelen. Motion carried. Treasurer Buckley wanted to know if she should be cashing in some CDs for the bridge project and as of now she is to hold off.

Dave Pohl – see monthly notes attached

Doug Steffen, Clinton County Road Commission – The Jason Road bridge project is at a cost of \$201,557.48. This number came from the county purchasing the culvert so there is no markup cost, using the excavating on an as needed basis, and the county crew to assemble parts. Once the order is placed it will take six to seven weeks for the project to begin. There is also a “product contingency” line in the proposal that Doug stated will be used only if needed. If there is any money untouched from this line item, it will come back to the Township. T. Thelen made a motion to enter into the contract improvements for the Clinton County Road Project #490-016-160104. A. Thelen supported. Motion carried. Clerk Platte to email signed paperwork to the county Tuesday, August 6, 2024.

Supervisor Thelen read aloud the proposal for Westphalia Township Fire Millage Renewal Resolution, Westphalia Township Road Millage Renewal Resolution, and the Westphalia Township Resolution To Approve Parks and Recreation Millage Ballot Proposal. All three of these above mentioned needed a roll call vote:

Westphalia Township Fire Millage Renewal Resolution. Resolution was offered by T. Thelen, supported by A. Thelen. Motion carried. Yeas: 5; Nays: 0

Westphalia Township Road Millage Renewal Resolution. Resolution was offered by T. Thelen, supported by A. Thelen. Motion carried. Yeas: 5; Nays: 0

Westphalia Township Resolution To Approve Parks and Recreation Millage Ballot Proposal. Proposal was offered by T. Thelen, supported by V. Buckley. Motion carried. Yeas, 5; Nays, 0

Clerk Platte to send documents and ballot language to the County Clerk’s Office.

Clerk Platte went over old policies that were dated back on December 15, 2020 by the prior Township Supervisor, Frank Trierweiler. All policies were emailed to the board prior to the meeting for review. Clerk Platte offered the following resolutions for adoption:

- A. Resolution 24-6: Internal Controls/Basic Accounting Procedures, changes to the prior signed policy was from wording quarterly payroll to monthly payroll. With on other changes, T. Thelen supported. Motion carried.
- B. Resolution 24-7: ACH and Electronic Transaction Policy. With no changes to be made to the previously signed policy, Buckley supported. Motion carried.
- C. Resolution 24-8: Business Continuity & Disaster Recovery Policy. With the addition of adding Fire Department assets to be maintained by the Fire Department with a copy to the Westphalia Township on an annual basis. Barker supported. Motion carried.
- D. Resolution 24-9: Conflict of Interest Policy. With the addition of the policy to be signed by all employees, contracts, and vendors annually in March. Buckley supported. Motion carried.
- E. Resolution 24-10: Anti-Fraud Policy. With no changes to be made to the previously signed policy, T. Thelen supported. Motion carried.
- F. Resolution 24-11: Disposal of Department Property. This is a new policy to the township and discussion was had. With no changes to the current added policy, Barker supported. Motion carried.
- G. Resolution 24-12: Asset Depreciation Policy. This is a new policy to the township and discussion was had. With the change in amount from the suggested \$2500.00, the board discussed to change to \$5,000.00. Buckley supported. Motion carried.

Clerk Platte discussed the clean audit for the fiscal year 2023-2024. The audit firm noticed that the Township didn't pay Preston Community Services for April 2023. Supervisor Thelen will reach out to Mr. Preston and ask him to submit an invoice for services he did perform for payment from the Township.

Clerk Platte also mentioned that she spoke with Matt Reay (snow plow service) and that he would be sending over some paperwork removing his company from any liability on the property of Westphalia Township, like slip and falls. He also wanted the discretion of being able to apply salt as needed, instead of being limited to three bags. He was limited to a three bag application but his current contract doesn't state that. The township permitted him to do salt as he sees fit.

Clerk Platte asked Trustee Thelen how it was going with moving forward on adding a key pad to the Pratt Road door so possibly in the future there would be codes to assign to events at the township instead of keys being handed out. He stated that it is really expensive and suggested possibly switching the East door of the building with the Pratt Road door as the East door does not have a push bar.

Clerk Platte mentioned that the Board of Review was paid for their time from the July 2024 Board of Review meeting as documentation was supported. Treasurer Buckley made note that Kyle Thelen had emailed her with dates and times of Board of Review meetings from March 2023 to March 2024 which have not been paid yet. She presented the documentation to the board. Clerk Platte said there needed to be minutes to support payment but with elaboration from Patti Schafer mentioning there needs to be some kind of documentation for supporting payment, Supervisor Thelen signed the email document and approved that the Board of Review be paid for the following dates and times:

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March 15, 2023 – 3:00 PM to 9:00 PM (Jim Pohl, Troy Smith, Kyle Thelen)
March 16, 2023 – 9:00 AM to 3:00 PM (Jim Pohl, Troy Smith, Kyle Thelen)
March 24, 2023 – Close meeting – 4:15 (Jim Pohl, Troy Smith, Kyle Thelen)
July 18, 2023 – 6:00 PM (Jim Pohl and Kyle Thelen)
December 12, 2023 – 7:00 PM (Jim Pohl, Troy Smith, Kyle Thelen)

March 5, 2024 – 6:00 PM (Erik Buckley, Jim Pohl, Kyle Thelen)
March 13, 2024 – 3:00 PM to 9:00 PM (Erik Buckley and Jim Pohl) (Kyle Thelen present from 5:00 PM to 9:00 PM)
March 14, 2024 – 9:00 AM to 3:00 PM (Erik Buckley, Jim Pohl, Kyle Thelen)

Clerk Platte also made note that there were minutes emailed from Pete Preston to Supervisor Thelen, Treasurer Buckley, and Clerk Platte but nothing was signed for approval. The board indicated payment was necessary and could be paid at the end of August when payroll is issued.

Clerk Platte told the board that there is a lawsuit against the Clerk and the Township of Westphalia for a FOIA request. All documentation has been sent to the lawyers awaiting notification.

Clerk Platte and Treasurer Buckley signed the Siegfried Crandall P.C. final audit paperwork. This was emailed to the board as well prior to the meeting for review. Clerk Platte to submit to Siegfried Crandall via email.

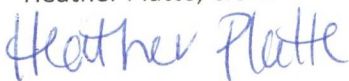
Treasurer Buckley brought up direct deposit for payroll checks. This was briefly mentioned at a cost of \$15.00 per month and a \$0.10 per document charge through Union Bank. Treasurer Buckley to contact Union Bank and get more information on how to proceed.

Next scheduled meeting is Monday, September 9, 2024 @ 6:00 p.m. (NOTE: THIS IS THE SECOND MONDAY OF THE MONTH)

There being no further business, a motion to adjourn was made by T. Thelen, supported by Barker at 7:35 p.m. Motion carried.

Respectfully submitted

Heather Platte, Clerk



Troy Thelen, Supervisor

