

Lee Township
Regular Meeting Minutes
March 28th, 2025

The Special Meeting of the Lee Township Board was called to order at 10:00 am at the Lee Township Hall, located at 877 56th Street, Pullman, Michigan.

Members Present: Clerk Blackburn, Treasurer Godlew, Trustee Hatfield, Supervisor Rawson

Members Absent: Trustee Lewis arrived at 10:10am

Agenda Amendments: None

Board Comments: None

Citizens Comment: None

1 Annual Budget Process / Public Hearing:

A. State of the Township was read by supervisor Rawson.

B. Discussion of Budget

C. Discussion of General Appropriations Act

D. Discussion of Budget Amendments

E. Opening of Public Hearing

F. Citizens' Comments

G. Closing of Public Hearing

H. Consideration of Matters by Board:

Budget Approvals for fiscal year 2026-2027

General Fund

The final proposed revenues were: \$731,392.83

The final proposed expenses were: \$725,311.00

A motion was made by Godlew and seconded by Blackburn to adopt the General Fund 2026-2027 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

Road Fund

The final proposed revenues were: \$274,358.76

The final proposed expenses were: \$452,000.00

A motion was made by Godlew and seconded by Blackburn to adopt the Road Fund 2026-2027 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

Lower Scott Lake Fund

The final proposed revenues were: \$70,500.36

The final proposed expenses were: \$110,000.00

A motion was made by Godlew and seconded by Hatfield to adopt the Lower Scott Lake 2026-2027 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

Fire Department

The final proposed revenues were: \$565,910.01

The final proposed expenses were: \$865,400.00

A motion was made by Godlew and seconded by Blackburn to adopt the Fire 2026-2027 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

Ambulance

The final proposed revenues were: \$6,000.00

The final proposed expenses were: \$52,000.00

A motion was made by Godlew and seconded by Blackburn to adopt the Ambulance 2026-2027 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

General Appropriations Act

A motion was made by Godlew and seconded by Hatfield to adopt the General Appropriations Act as presented by the Treasurer. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

Budget Amendments

A budget amendment resolution was proposed to make final adjustments to the 2025-2026 fiscal year budget.

A motion was made by Godlew and seconded by Blackburn to adopt the 2025-2026 Budget as amended during discussion. Roll call - Supervisor Rawson - yes, Treasurer Godlew - yes, Clerk Blackburn - yes, Trustee Hatfield - yes, Trustee Lewis - yes. Motion carried.

UNFINISHED BUSINESS:

Culvert Repair at 58th / 109th – Work Order & Revised Costs

A motion was made by Rawson and seconded by Hatfield to adjust the work order amount to be approved to \$49,500 for the culvert repairs at 58th/109th. All voted "Aye." Motion carried.

Adjournment:

A motion was made by Rawson and seconded by Hatfield to adjourn the meeting. All voted "Aye." Motion carried.

Meeting adjourned at 11:32am.

Minutes submitted by: Kathryn Blackburn, Clerk

Lee Township
BUDGET AMENDMENT RESOLUTION

At a meeting of the Board of the Township of Lee, held in the Lee Township Hall, Allegan County, Michigan, on the 28th day of March, 2026 there were

PRESENT:

EXCUSED:

The following resolution was offered by Godlew and seconded by Blackburn.

WHEREAS, a budget was adopted on March 29, 2025 to govern the receipts and expenditures

of various Township funds for the next fiscal year of the Township, and

WHEREAS, as a result of receipt of additional information pertaining to revenues and expenditures, it is necessary to modify the aforesaid budget and, NOW

THEREFORE BE IT RESOLVED, that the aforesaid budget be modified as follows:

Modify the following cost center line items under specified fund budgets, Budgeted FY 2025-2026:

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Adjustment</u>	<u>Adjusted Budget</u>
GENERAL FUND	000	TOTAL REVENUES	\$553,728.26	\$1,225,372.34
	100	TOWNSHIP OFFICIALS	\$(900.00)	\$6,500.00
	101	TOWNSHIP BOARD	\$662,138.62	\$724,888.62
	171	SUPERVISOR EXPENSES	\$(1,760.00)	\$20,500.00
	215	CLERK EXPENSES	\$(6,567.46)	\$31,058.54
	247	BOARD OF REVIEW EXPENSES	\$(356.00)	\$1,844.00
	253	TREASURER EXPENSES	\$(5,270.31)	\$38,104.69
	257	ASSESSOR EXPENSES	\$(1,475.17)	\$53,954.83
	262	ELECTION EXPENSES	\$4,445.37	\$19,095.37
	265	BUILDING & GROUNDS EXPENSES	\$(21,976.84)	\$31,198.16
	276	CEMETERY EXPENSES	\$(21,292.29)	\$15,745.71
	301	POLICE EXPENSES	\$6,100.00	\$106,100.00
	371	BUILDING INSPECTIONS EXPENSES	\$46,800.00	\$52,800.00
	445	DRAINS	\$(10,852.51)	\$4,147.49
	446	STREETS EXPENSE	\$(6,000.00)	\$19,000.00
	450	STREET LIGHTING	\$-	\$6,750.00
	526	LANDFILL EXPENSE	\$(4,047.77)	\$104,977.23
	536	WATER SYSTEM	\$(5,992.52)	\$14,007.48
	691	PARKS EXPENSES	\$1,844.79	\$18,675.79

Lee Township
BUDGET AMENDMENT RESOLUTION

<u>ROADS</u>	000	TOTAL REVENUES	\$8,982.84	\$275,463.80
	446	TOTAL EXPENSES	\$(182,729.26)	\$80,270.74
<u>LOWER SCOTT LAKE</u>	000	TOTAL REVENUES	\$360.00	\$76,933.15
	623	TOTAL EXPENSES	\$(41,142.94)	\$35,857.50
<u>FIRE DEPARTMENT</u>	206.000	TOTAL REVENUES	\$27,904.19	\$619,382.83
	206.336	TOTAL EXPENSES	\$(64,065.97)	\$428,199.41
<u>AMBULANCE</u>	210.000	TOTAL REVENUES	\$3,587.14	\$165,439.46
	210.651	TOTAL EXPENSES	\$(2,280.00)	\$52,720.00

Upon a roll call vote, the following voted:

YES: Hatfield, Lewis, Godlew, Ranson, Blackburn

NO: /

I, the undersigned, the Clerk of the Township of Lee, Allegan County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its meeting held on March 28, 2026, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: March 28, 2026



Kathryn Blackburn

GENERAL APPROPRIATIONS ACT

A resolution to establish a general appropriations act for Lee Township; to define the powers or duties of the Lee Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Lee Township resolves:

Section 1: Title

This resolution shall be known as the Lee Township General Appropriation Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law township; Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 12, 2026 and a public hearing on the proposed budget was held on March 28, 2026.

Section 5: Estimated Revenues

Estimated township general fund revenues for the fiscal year 2026-2027 and various miscellaneous revenues are as follows: (See Attachment A).

Section 6: Millage Levy

The Lee Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount of equal to: 1.0225 mills for the General Fund and 2.000 mills for Roads; or less as adjusted pursuant to required Headlee millage reduction fractions, as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate).

Section 7: Estimated Expenditures

Estimated township general fund expenditure for fiscal year 2026-27 for the various township activities (cost center) are as follows: (See Attachment A).

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Lee Township adopts the 2026-2027 fiscal year general fund budget by cost center. The Township Clerk shall ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations without prior approval of the Township Board and/or budget officer. Subject to any pre-authorization resolution and the Township's post-audit policy, expenditures shall be considered and approved monthly by the Township Board.

The Township Treasurer is designated as the budget officer for the township, with the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed (\$2000) of the appropriation item from which the transfer is to be made. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made; or to amend the budget as needed to account for such transfer/expenditure.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorization to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriation, and shall not issue any expenditures that exceed appropriations.

Section 10: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter.
- b. A general statement of the actual financial condition of the various funds at the end of the previous quarter.

Section 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: Budget Monitoring

Whenever it appears to the Chief Administrative Officer of Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

Section 13: Board Adoption

Motion was made by Godlew and seconded by Hatfield to adopt the foregoing resolution. Upon roll call vote, the following voted aye:

Roll call vote: Yes - Godlew, Hatfield, Lewis, Blackburn, Rawson


Motion carries.

The following voted nay: /

The Supervisor declared the motion carried and the resolution duly adopted on the 28th of March, 2026.

CERTIFICATION

I, the undersigned, the Clerk of the Township of Lee, Allegan County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said municipality at its meeting held on March 28, 2026, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Kathryn Blackburn
Township Clerk
STATE OF MICHIGAN
COUNTY OF ALLEGAN

ATTACHMENT A – ESTIMATED REVENUES / EXPENDITURES

<u>Fund</u>	<u>Account</u>	<u>Description</u>	<u>Projected</u>
GENERAL FUND	000	TOTAL REVENUES	\$731,392.82
	100	TOWNSHIP OFFICIALS	\$6,900.00
	101	TOWNSHIP BOARD	\$47,250.00
	171	SUPERVISOR EXPENSES	\$22,260.00
	215	CLERK EXPENSES	\$42,026.00
	247	BOARD OF REVIEW EXPENSES	\$3,350.00
	253	TREASURER EXPENSES	\$46,100.00
	257	ASSESSOR EXPENSES	\$57,075.00
	262	ELECTION EXPENSES	\$19,500.00
	265	BUILDING & GROUNDS EXPENSES	\$64,000.00
	276	CEMETERY EXPENSES	\$24,000.00
	301	POLICE EXPENSES	\$120,000.00
	371	BUILDING INSPECTIONS EXPENSES	\$53,700.00
	445	DRAINS	\$65,000.00
	446	STREETS EXPENSE	\$-
	450	STREET LIGHTING	\$7,000.00
	526	LANDFILL EXPENSE	\$117,250.00
	536	WATER SYSTEM	\$10,500.00
	691	PARKS EXPENSES	\$19,400.00
			TOTAL EXPENSES
ROADS	000	TOTAL REVENUES	\$274,358.76
	446	TOTAL EXPENSES	\$452,000.00
LOWER SCOTT LAKE	000	TOTAL REVENUES	\$70,500.36
	623	TOTAL EXPENSES	\$110,000.00
FIRE DEPARTMENT	206.000	TOTAL REVENUES	\$565,910.01
	206.336	TOTAL EXPENSES	\$865,400.00
AMBULANCE	210.000	TOTAL REVENUES	\$6,000.00
	210.651	TOTAL EXPENSES	\$52,000.00

AFFIDAVIT OF PUBLICATION

State of Michigan
County of Allegan

R. Michael Wilcox, being duly sworn says he is one of the principal clerks of the Allegan County News, a weekly newspaper published and circulated in said county. The annexed is a printed copy of a notice which was published in said newspaper on the following date(s), to wit:

February 12, 2026

R Michael Wilcox

R. Michael Wilcox

Subscribed and sworn to before me this

26th March 2026
day of A.D.

Julie Hotchkiss

Julie Hotchkiss

Notary Public, Allegan County, Michigan.
Acting In Allegan County, Michigan

My commission expires 03/15/2029

WILCOX NEWSPAPERS, LLC
DBA WILCOX NEWSPAPERS
P.O. Box 189, Allegan, MI 49010 - (269) 657-5080

NOTICE

The Lee Township Board of Allegan County will hold a public hearing on the proposed township budget for fiscal year 2026-2027 during the Special Township Board Meeting at 877-56th Street, Pullman, MI 49450 on Saturday, March 28th, 2026 at 10 AM. ***The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing***. A copy of the budget is available for public inspection at the offices building at 877 56th Street, Pullman, MI 49450.

The Lee Township board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 7 days notice to the Lee Township board. Individuals with disabilities requiring auxiliary aids or services should contact the Lee Township board by writing or calling the following: (269) 236-6485.

Submitted by Lee Township Clerk,
Kathryn Blackburn,
email: clerk@leetwp.org

Construction Year 2026

LEE Township

**TOWNSHIP WORK ORDER FOR CONSTRUCTION or
SPECIAL MAINTENANCE ON PUBLIC ROADS**

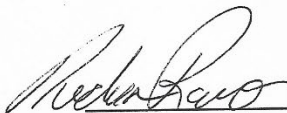
Note: One copy of this form is furnished. The Township Supervisor and Clerk are to sign, date, and return 1 copy to the Road Commission by **email, fax or US Mail** for approval and signature. An approved copy will be returned to the Township Board. This is legal proof that the Township Board is in full compliance with the laws regarding contractual relations with the County Road Commission.

To: Board of County Road Commissioners of Allegan County
1308 Lincoln Road
Allegan, Michigan 49010

Under provisions of the general highway laws and specifically Act No. 51 P.A. 1951 as amended, the following road work was authorized by the Township Board under date of 3/28/2026.

Culvert Replacement(s)

LH 400333 – 58th St 2630' North of 109th Ave replace existing 60" diameter x 56' long CMP culvert with a 60" diameter x 64' long precast concrete culvert.
Estimated cost: \$45,000 w/ CE and OH \$49,500


Township Supervisor

3-28-2026
Date


Township Clerk

3/28/2026
Date

Approved by _____, Chairman Date _____
Board of County Road Commissioners of Allegan County