



TOWNSHIP OF FLYNN
REGULAR MONTHLY BOARD MEETING MINUTES
January 9, 2024

7:00 P.M. – Regular Monthly Board Meeting at the Flynn Township Senior Center

MEMBERS PRESENT: Supervisor Grant Burgess, Clerk Robert Vinande, Treasurer Brent Bank and Trustee Jeff Keesler

MEMBERS ABSENT: Trustee Bob Alexander

OTHERS: Assessor Thomas Lupo, Deputy Supervisor Gene Burgess, Commissioner Christine Lee, Deputy Clerk Katherine Wilson.

REGULAR AGENDA:

- **PLEDGE OF ALLEGIANCE**
- **REGULAR BOARD MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 7:00 p.m.
- **ASSESSOR’S REPORT**
 - Next Board of Review Meeting:
 - March 11, 2024 – 3 p.m. to 9 p.m.
 - March 12, 2024 – 9 a.m. to 3 p.m.
 - Assessor Lupo reviewed the new assessment target values he needs to meet with assessment values.
- **COMMISSIONER’S REPORT**
 - Commissioner Christine Lee’s Report is attached starting on page 4 of this document.
- **PUBLIC COMMENT**
 - None
- **APPROVAL OF MINUTES**
 - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the Dec. 13th minutes. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP TREASURER’S REPORT**
 - A motion made by Trustee Jeff Keesler and seconded by Clerk Robert Vinande to approve the December Treasurer’s Report. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP EXPENSES:**
 - A motion made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to accept the January bills as presented on January 9, 2024 for a total of \$5,477.54. **MOTION CARRIED**

UNFINISHED BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - No discussion.
- **CLERK'S ITEMS**
 - Clerk Robert Vinande inquired regarding the replacement of the fence at the Ouard Cemetery. Discussion followed and no action taken at this time.

NEW BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - Roadside Ditch Improvement Agreement was reviewed and approved for “the west side of Bailey Road at Montgomery Road and running north approximately 500 feet” as requested by Henry Troyer.
 - Clerk Robert Vinande inquired what would come of the driveway that is approximately 75 feet from Montgomery Road and it was communicated by Supervisor Grant Burgess it would be removed as part of the cleanout and not replaced.
 - A motion made by Trustee Jeff Keesler and seconded by Clerk Robert Vinande to approve the proposed agreement with the homeowner and county paying a portion of the cost. **MOTION CARRIED**
 - **ACTION ITEM** – Clerk Robert Vinande to send the approved agreement to the Sanilac County Road Commission.
- **CLERK'S ITEMS**
 - The W-2 and 1099 documents have been prepared, mailed to the recipients and associated federal and state filings prepared and submitted.
 - The outstanding fire-runs were reviewed with the board:
 - Ben Thompson house fire
 - DTE downed wire
 - Reviewed ARPA Funding and the need to identify what the remaining funds will be used for by the EOY 2024 and work completed by EOY 2026. Discussion followed and no action taken at this time.

- Reviewed the February 27, 2024 Michigan Presidential Primary Election Inspectors and Chairpersons with the board.
 - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the proposed list of resources at \$14 per hour for Inspectors and \$15 per hour for Chairpersons. **MOTION CARRIED**
 - **ACTION ITEM** – Clerk Robert Vinande will send the approved list to Republican and Democratic county chairpersons as required by law.
- Request from Deputy Clerk Katherine Wilson to attend the 2024 Annual MTA Conference was discussed. Possible funding from other organizations still being discussed.
 - A motion made by Treasurer Brent Banks and Trustee Jeff Keesler to approval the request with possible additional funding from other organizations. **MOTION CARRIED**
 - **ACTION ITEM** – Deputy Clerk Katherine Wilson to register for the conference and request reimbursement from the township as required.

OTHER:

- Brown City Fire Authority
 - Deputy Supervisor Burgess discussed with the board the need for a driveway to access a “dry hydrant” close to Lupa’s truck repair business and several larger farms in the area. Discussion followed and no action taken at this time.
- Omard Cemetery
 - Ross McIvor is no longer interested in mowing the Omard Cemetery. Discussion followed and no action taken at this time.
- Upcoming Meetings:
 - February Flynn Township Board Meeting – Tue. February 13, 2024, 7 p.m.
 - Michigan Presidential Primary Early Voting – Sat. February 17 to Sun. February 25, 2024 @ Sanilac Emergency Operations Training Center, 95 Dawson Street in Sandusky
 - Michigan Presidential Primary Election – Tue. February 27, 2024, 7 a.m. – 8 p.m. @ Flynn Twp. Senior Center
 - Board of Review Meeting – Mon. March 11, 3 p.m. to 9 p.m. and Tue. March 12, 2024, 9 a.m. to 3 p.m.
 - Flynn Township Budget Hearing – Tue. March 12, 2024, 6:45 p.m.
 - March Flynn Township Board Meeting – Tue. March 12, 2024, 7 p.m.
- Brown City Fire Authority
 - Deputy Supervisor Burgess discussed with the board the need for a driveway to access a “dry hydrant” close to Lupa’s truck repair business and several larger farms in the area. Discussion followed and no action taken at this time.

ADJOURNMENT:

- A motion was made by Treasurer Brent Banks and seconded by Clerk Robert Vinande to adjourn the meeting. **MOTION CARRIED**

NEXT MEETING:

- The Flynn Township Board Meeting will be held on February 13, 2024 @ 7:00 p.m. at the Flynn Township Senior Center.

Commissioner's Report – District 5
City/Village/Townships

December 13, 2024

Attended the MTA Christmas Party/meeting

December 18, 2023

Child Abuse Prevention Council

Baby Pantry will start holding one night a month evening hours (4:00 -6:00 PM) check website for date.

Change the meeting dates for 2024 from Mondays to the third Tuesdays of the month (7:45 AM)

Council on Aging

Homebound in our area can call 800-858-1637 to have a nurses come to your home to administer the COVID-19 and/or Influenza vaccine.

No meeting in January and February next meeting is March 18,2024

December 19, 2023

Health Board new web site coming in January (more people/usurer friendly)

Board of Commissioner

COLE WOOD ELECTED TO THE SANILAC COUNTY DRUG TASK FORCE, FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2025.

APPOINTS SUSAN BARANSKI TO THE SANILAC COUNTY HEALTH & HUMAN SERVICES BOARD FOR A PARTIAL THREE

(3) YEAR TERM, EXPIRING 10/31/2025

LEA LENTZ ELECTED TO THE SANILAC COUNTY HEALTH BOARD, FOR A FIVE (5) YEAR TERM, EXPIRING 4/15/2025.

FA-106-23(A) - AWARDS AND AUTHORIZES THE PURCHASE OF 15 COMPUTER WORKSTATIONS FOR THE FRIEND OF THE COURT AND SHERIFF'S OFFICE FROM DELL TECHNOLOGIES AT A COST OF \$1,228.20, EACH, FOR A TOTAL COST

NOT TO EXCEED \$18,423.00, AND 15 LICENSES FROM BUSINESS SUITE AT \$250.00, \$320.29 EACH, FOR A TOTAL COST NOT TO EXCEED \$3,750.00, \$4804.35, WITH FUNDING FROM THE 2023 INFORMATION/TECHNOLOGY BUDGET AND REIMBURSEMENT OF 66% FOR NINE (9) OF THE COMPUTER WORKSTATIONS, FROM THE STATE OF MICHIGAN,

FRIEND OF THE COURT CONTRACT.

FA-183-23 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2023 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 19, 2023, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$70,792.46.

FA-185-23 - APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO NOVEMBER, 2023, AS FOLLOWS:

ADDITIONAL GENERAL FUND BANK ACCOUNT CHARGES FOR NOVEMBER 2023

\$575,921.60 ACH PAYMENTS

\$47,078.31 ONLINE BILL PAY

\$274,089.63 CHECKS

\$897,089.54 TOTAL

FA-186-23 - AWARDS AND AUTHORIZES REVIZE THE BID, FOR THE PURPOSE OF UPDATING AND REDESIGNING THE COUNTY'S WEBSITE AT A COST NOT TO EXCEED \$27,700.00, FOR THE PROJECT SET-UP, PLUS AN ANNUAL FEE FOR YEARS 2 THROUGH 5 OF \$6,900.00, WITH FUNDING FROM THE INFORMATION SYSTEMS 2023 BUDGET.

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FA-022-23(A) - AWARDS AND AUTHORIZES UNIFIED BUILDING SYSTEM THE BID, FOR THE PURPOSE OF ARCHITECTURAL AND ENGINEERING FOR THE BOILER REPLACEMENT PROJECT, AT A COST NOT TO EXCEED \$12,500.00, \$12,750.00, WITH FUNDING FROM ARPA FUNDS.

FA-064-23(A) - AUTHORIZES AND AWARDS LAKESHORE IMPROVEMENTS, LLC, THE BID FOR THE REMOVAL AND

REPLACEMENT OF THE BOILER AT THE COURTHOUSE BUILDING AT A COST NOT TO EXCEED \$180,903.50, \$195,083.50, WITH FUNDING FROM ARPA.

Public Comments: None.

Chairman Block expressed appreciation for the Board, Elected Officials, Department Heads, Administration and county employees for the great work throughout 2023.

Commissioner Ballard voiced his gratitude for the Board in its capacity to work well and efficient together.

January 2, 2024

BOARD OF COMMISSIONERS

NFA-001-24 - ADOPTS THE ATTACHED SANILAC COUNTY BOARD OF COMMISSIONERS BY-LAWS, RULES AND PROCEDURES; AND APPROVED THE FOLLOWING MEETING SCHEDULE: Room 105, at 60 West Sanilac, Sandusky, Michigan except where noted:

BOARD OF COMMISSIONERS and FINANCE & ADMINISTRATION 1st & 3rd Tuesday – 1:00 p.m. – following the conclusion of the BOC Meeting.

BOC Meeting *April 9th – 1:00 p.m. *October 1st – 1:00 p.m. *Required by Statute – April *Annual Meeting – October.

NOMINATED COMMISSIONER BLOCK FOR CHAIRMAN.

NOMINATED COMMISSIONER BALLARD FOR VICE-CHAIRMAN.

CHAIRMAN BLOCK APPOINTED COMMISSIONER SARKELLA AS 2024 FINANCE CHAIRMAN.

APPOINT BRET LESTER AS THE POLICE CHIEF ASSOCIATION REPRESENTATIVE TO THE DRUG TASK FORCE BOARD FOR

A ONE (1) YEAR TERM, EXPIRING 12/31/2024.

APPOINT ALL MEMBERS LISTED BELOW TO THE INFORMATION/TECHNOLOGY PLANNING COMMITTEE FOR A ONE (1)

YEAR TERM, EXPIRING 12/31/2024.

DAWN CUBITT 911 CENTRAL DISPATCH TRACI FRANZEL DISTRICT COURT

LESLIE HILGENDORF CLERK WENDI WILLING EQUALIZATION/GIS

NATHAN SMITH SHERIFF OFFICE NANCY RICH INFORMATION SYSTEMS

NATHAN ROSKEY ADMINISTRATION

APPOINT ALL MEMBERS LISTED BELOW TO THE LEPC COMMITTEE/EMERGENCY MANAGEMENT DEPARTMENT FOR A

ONE (1) YEAR TERM, EXPIRING 12/31/2024.

TODD HILLMAN PAUL RICH STEVE BALES WAYNE ZANDER

LYLE RAMER TRAVIS BLATT TROY SWEET TRACY HOFF

MARK SCHWEITZER ERNIE KILGUS LYLE MARTIN KEEFE RADKE

DAN KORTE SCOTT VOGEL DAN BUSH DOUG MORAN

JEFF WITHER

County Commission Chair Appointments to Committees – County Commissioner – 1 Year Terms, Expiring 12/31/24:

AIRPORT ZONING BOARD (1) – J. Block

APPEALS BOARD SOIL EROSION (1) – R. Ballard

BOARD OF PUBLIC WORKS (2) – B. Sarkella, E. Ehardt

BPW AUTHORIZED REPRESENTATIVES (2) – T. Bowers, D. Sweet

BUDGET COMMITTEE – J. Block, R. Ballard, G. Heberling, B. Sarkella, C. Lee, E. Ehardt, J. Moody, N. Roskey,

K. Bender, T. Bowers

BUILDINGS AND GROUNDS MAINTENANCE COMMITTEE (2) – B. Sarkella, G. Heberling

CENTRAL DISPATCH ADVISORY BOARD (1) – J. Moody

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CHILD ABUSE PREVENTION (1) – C. Lee

COMMUNITY COLLABORATIVE (1) – E. Ehardt
COMMUNITY MENTAL HEALTH & GREAT START COLLABORATIVE (1) – R. Ballard
COUNCIL ON AGING (ADVISORY) (1) – C. Lee
DHHS/MCF (1) – J. Moody DRUG TASK FORCE (1) – R. Ballard
F.O.I.A. COORDINATOR - COURTHOUSE – J. Morris
F.O.I.A. COORDINATOR – SHERIFF – J. Ratcliff
GST (Genesee, Shiawassee & Thumb meets in Lapeer) (2) – R. Ballard, J. Moody
HEALTH BOARD (1) – C. Lee
HUMAN DEVELOPMENT COMMISSION (1) – E. Ehardt
INFORMATION/TECHNOLOGY PLANNING COMMITTEE (BOC CHAIR & F&A CHAIR) – J. Block, B. Sarkella
LANDFILL OPERATIONS & RECYCLING ADVISORY BOARD – (Bridgehampton Twp. Commissioner) – B. Sarkella
LEPC COMMITTEE/EMERGENCY MANAGEMENT DEPARTMENT (1) – J. Moody
MEDICAL CONTROL BOARD (1) – E. Ehardt
NEGOTIATION TEAM (2) – C. Lee, J. Block
PARKS & RECREATION COMMITTEE (2) – R. Ballard, G. Heberling
PENSION PLAN BOARD (1) – B. Sarkella
PERSONNEL COMMITTEE (2) – J. Block, G. Heberling
PLANNING COMMISSION (2) – J. Block, G. Heberling
POLICY REVIEW COMMITTEE (2) – J. Block, J. Moody
S.A.V.E. PARTNERSHIP MILLAGE BOARD – (BOC CHAIR) – J. Block
SANILAC TRANSPORTATION BOARD (1) – B. Sarkella
SOIL EROSION & SEDIMENTATION CONTROL (1) – R. Ballard
THUMB AREA REGIONAL COMMUNITY CORRECTIONS (1) – J. Moody
BROWNFIELD REDEVELOPMENT BOARD – 3 YEAR TERM.
DISTRICT 2 REP - COLE WOOD EXPIRING 12/31/2026
DISTRICT 3 REP - VACANT EXPIRING 12/31/2026
DISTRICT 6 REP - JOHN GROUSTRA EXPIRING 12/31/2026
LANDFILL OPERATIONS & RECYCLING CENTER ADVISORY BOARD - 1 YEAR TERM.
DISTRICT 1 REP - BROOKE HOOPER EXPIRING 12/31/2024
DISTRICT 2 REP - DALE WOOD EXPIRING 12/31/2024
DISTRICT 3 REP - SCOTT KENNY EXPIRING 12/31/2024
DISTRICT 4 REP - MARY SIMON EXPIRING 12/31/2024
DISTRICT 5 REP - TOM ZYROWSKI EXPIRING 12/31/2024
DISTRICT 6 REP- AARON DELAROSA EXPIRING 12/31/2024
DISTRICT 7 REP- VACANT EXPIRING 12/31/2024
FA-001-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2023 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 26, 2023, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$101,922.76.
FA-002-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 26, 2023, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$42,032.65.
FA-004-24 - APPROVES THE 2024 AGREEMENTS FOR DATA BASE MANAGEMENT/PRINTING SERVICES FOR THE TOWNSHIPS, CITIES AND VILLAGES, ALONG WITH THE 2024 DATA PROCESSING/PRINTING COSTS, AS PRESENTED.
FA-005-24 - APPROVES THE AGREEMENT BETWEEN THE COUNTY OF SANILAC AND WHITE OAK APPRAISAL FOR THE PURPOSE OF PROVIDING COMMERCIAL AND INDUSTRIAL SERVICES AT A COST NOT TO EXCEED \$28,683.00, WITH FUNDING FROM THE EQUALIZATION BUDGET.

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FA-006-24 - AUTHORIZES THERMALNETICS COMPLETE REPAIRS TO THE ROOF TOP UNITS AT THE SHERIFF'S OFFICE AT A COST NOT TO EXCEED \$10,854.24, WITH FUNDING FROM SHERIFF'S MAINTENANCE FOR IMMEDIATE APPROVAL.

FA-007-24 - AUTHORIZES THE SHERIFF'S OFFICE SPONSOR TRENTON MITCHELL AND MEGHAN HAMMONS TO ATTEND DELTA COLLEGE'S MCOLES POLICE ACADEMY, AT A TOTAL COST NOT TO EXCEED \$48,000.00, WITH REIMBURSEMENT THROUGH MCOLES PUBLIC SAFETY ACADEMY ASSISTANCE PROGRAM