



**TOWNSHIP OF FLYNN**  
**ANNUAL BUDGET HEARING MINUTES**  
**REGULAR MONTHLY BOARD MEETING MINUTES**  
**March 12, 2024**

6:45 P.M. – Fiscal Year (FY) 2024-2025 Budget Hearing at the Flynn Township Senior Center

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

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

**MEMBERS ABSENT:** Trustee Bob Alexander

**OTHERS:** Deputy Supervisor Gene Burgess and Commissioner Christine Lee

**2024-2025 BUDGET HEARING AGENDA:**

- **PLEDGE OF ALLEGIANCE**
- **FY 2024-2025 BUDGET MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 6:45 p.m.
- **FY 2024-2025 Budget Hearing**
  - Clerk Robert Vinande reviewed the following:
    - Current Levied Millage
      - Current Flynn Township Taxable Value is \$39,640,996.00
      - Operating Millage 0.763%, \$30,246.08
      - Road Millage 0.0%, \$0.0
    - Proposed Budget for FY 2024-2025
  - The new SOM required position of “Assessor Assistant” was discussed and a budget line item of \$3,600 was included as an expense line item within the budget to cover any training which may be required and/or software needed. Discussion followed with no decision regarding staffing for the responsibilities. Supervisor Burgess feels “there won’t be much to it”. **ACTION ITEM** – Clerk Robert Vinande will put it on the April Board Meeting Agenda for appointment.
  - A motion made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to accept the Proposed FY 2024-2025 Budget as presented on March 12th. **MOTION CARRIED**
  - The Approved FY 2024-2025 Budget for Flynn Township is available for review by appointment; contact Clerk Robert Vinande for a copy and/or an appointment to review it.

**REGULAR AGENDA:**

- **ASSESSOR’S REPORT**
  - Supervisor Grant Burgess noted there was low attendance at the BOR and minor issues were addressed.
- **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 Feb. 13<sup>th</sup> minutes. **MOTION CARRIED**

- **APPROVAL OF TOWNSHIP TREASURER'S REPORT**

- A motion made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to approve the February Treasurer's Report. **MOTION CARRIED**

- **APPROVAL OF TOWNSHIP EXPENSES:**

- A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to accept the March bills as presented on March 12, 2024 for a total of \$21,846.51 + Board of Review expenses. **MOTION CARRIED**

## **UNFINISHED BUSINESS:**

- **SENIOR CENTER / PARK**

- No discussion.

- **NATURE CENTER**

- No discussion.

- **ROADS**

- The board discussed the 2020-2023 1 mill Road Millage which has expired. **ACTION ITEM** – Clerk Vinande to draft a 1.5 mill proposal for the August 2024 ballot.
- 2024 Flynn Township Road Gravel
  - Supervisor Burgess reviewed the proposed agreement from the Sanilac County Road Commission for road gravel in 2024. Discussion followed and it was agreed to purchase to 2,000 ton.
  - A motion made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to approve the agreement of 2,000 ton of gravel. **MOTION CARRIED**
  - **ACTION ITEM** – Clerk Vinande to get the signed agreement to the County Road Commission.

- **CLERK'S ITEMS**

- Reminder the ARPA Funds need to be allocated by EOY 2024 and spent by EOY 2026.
- Omard Cemetery Fencing
  - Clerk Robert Vinande performed a rough measurement of the current fence and it is ~290'.
  - Board decided to replace the fence and that it should indeed be a fence without gates.
  - **ACTION ITEM** – Treasurer Brent Banks to research options for the fencing.
- 2024 Candidate Filing for Flynn Township Officials are due by April 23 @ 4 p.m. to Clerk Vinande
- Omard Cemetery Mowing
  - All bids for mowing were reviewed and discussed.
  - A motion made by Clerk Robert Vinande and seconded by Jeff Keesler to accept the bid from Glenda Burgess for \$5,400 to mow and maintain the Omard Cemetery for 2024. **MOTION CARRIED**

## NEW BUSINESS:

- **SENIOR CENTER / PARK**

- Supervisor Grant Burgess, Treasurer Brent Banks and Deputy Treasurer Tracy Banks attended a meeting called by the Brown City Manager (Chuck Bennett) regarding the possibility of forming a Park Authority for the Brown City Park. It was noted to the attendees of the meeting that Flynn Township has their own park to maintain and would not be interested in joining a Park Authority. The question had also been asked at the meeting regarding the possibility of obtaining funds from the Sanilac County Parks and Recreation mileage. **ACTION ITEM** – Clerk Robert Vinande to inquire at the next Sanilac County Parks and Recreation Board Meeting if this is even a possibility and share the answer with Supervisor Grant Burgess.

- **NATURE CENTER**

- No discussion.

- **ROADS**

- Supervisor Burgess reviewed what is being planned for the Marlette Road bridge replacement (just west of Maple Valley Corner); the costs of overhauling the Sullivan and Morgan Roads is included in this larger project. No township funds will be required to complete the work.

- **CLERK'S ITEMS**

- Established Wednesday, July 10, 8 a.m. to Noon, as the 2024 Flynn Township Scrap Tire Recycling Event. **ACTION ITEM** – Clerk Vinande to contact the Sherrif's office regarding availability of the jail crew for loading assistance.
- Increased Responsibilities and Compensation
  - Clerk Robert Vinande proposed a per parcel increase for our Assessor due to the increased amount of work required by the SOM. Discussion followed and tabled the topic at this time.
  - Clerk Robert Vinande proposed a monthly increase for the Township Clerk due to the significantly increased statutory responsibilities required from the clerk in addressing 2022-Proposal 2 election mandates. Discussion followed and tabled the topic at this time. **ACTION ITEM** – Clerk Vinande to put it on the April Agenda.

## OTHER:

- Brown City Fire Authority

- Deputy Supervisor Gene Burgess discussed the activities currently taking place regarding the fire equipment. It is anticipated no additional funds will be required from the township for completing the upgrades/acquisitions.

- Upcoming Meetings:

- April Flynn Township Board Meeting – Tue. April 9, 2024, 7 p.m.
- April Sanilac County Chapter of the MTA – Wed. April 10, 2024, 6 p.m. @ Liberty Lanes.
- Planning Commission Meeting – Thursday, April 25, 7 p.m.
- May Flynn Township Board Meeting – Tue. May 14, 8 p.m.

## ADJOURNMENT:

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

**MOTION CARRIED**

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

FEBRUARY 16, 2024

RESOLUTION EXPRESSING SUPPORT FOR THE CITIZENS FOR LOCAL CHOICE BALLOT INITIATIVE WHICH SEEKS TO AMEND THE CLEAN AND RENEWABLE ENERGY AND ENERGY WASTE REDUCTION ACT TO REPEAL PART 8 AS ADDED BY PUBLIC ACT 233 OF 2023, IN AN EFFORT TO RESTORE LOCAL CONTROL FOR WIND AND SOLAR OPERATIONS

FA-024-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2023 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED FEBRUARY 13, 2024, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$11,643.47.

FA-025-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED FEBRUARY 13, 2024, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$122,181.05

FA-027-24 - APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO JANUARY, 2024, AS FOLLOWS: \$518,945.79 ACH PAYMENTS \$42,372.59 ONLINE BILL PAY \$297,265.18 CHECKS \$858,583.56 TOTAL

FA-028-24 - AWARDS AND AUTHORIZES THE BID TO MCDONALD CHEVROLET BUICK, MARLETTE, MICHIGAN, FOR THE PURPOSE OF PURCHASING A 2024 SILVERADO 1500 REGULAR CAB AT A COST NOT TO EXCEED \$40,300.00, WITH FUNDING FROM THE RECYCLING CENTER MILLAGE FOR IMMEDIATE APPROVAL AND FURTHER TO DISPOSE OF A 2010 GMC SIERRA TRUCK WITH MILEAGE OF 70,000 AND VIN NUMBER ENDING IN 60057 AT ALBRECHT AUCTION SERVICE, VASSAR, MICHIGAN WITH ALL PROCEEDS OF THE SALE TO BE DEPOSITED INTO THE MOTOR POOL FUND.

FA-029-24 - APPROVES AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY OF SANILAC AND ROBERT HEYBOER, INDIGENT DEFENSE DIRECTOR FOR THE TERM OF FEBRUARY 12, 2024 TO SEPTEMBER 30, 2024. FOR IMMEDIATE APPROVAL.

FA-030-24 - ADOPTS THE STATE OF MICHIGAN CITIZEN PARTICIPATION PLAN FOR THE PURPOSE OF THE COUNTY APPLICATION FOR THE MSHDA CHILL GRANT.

FA-031-24 - AWARDS AND AUTHORIZES SANTORO SERVICES, LLC, THE BID FOR THE PURPOSE OF THE EVERGREEN PARK MDNR GRANT TF22-0179 IMPROVEMENT PROJECT, AT A COST NOT TO EXCEED \$627,453.50, WITH FUNDING FROM THE PARK MILLAGE.

FA-032-24 - AWARDS AND AUTHORIZES THE VETERANS AFFAIRS DIRECTOR PURCHASE 40 GROSS FLAGS FROM U.S. FLAG MAKER AT A COST OF \$5,844.80 AND TO PURCHASE 461 MARKERS FROM NEW ENGLAND FLAG MFG., COMPANY, AT A COST OF \$2,567.91 FOR A TOTAL COST NOT TO EXCEED \$8,412.71, WITH FUNDING FROM THE VETERANS AFFAIRS MILLAGE.

FA-033-24 - APPROVES THE FY2025 CONTRACT CLAUSES CERTIFICATION AND ADOPTS THE FY2025 RESOLUTION OF INTENT FOR SANILAC TRANSPORTATION.

FA-034-24 - APPROVES THE REVISED PROJECT AUTHORIZATION FY2020 SECTION 5339(b) BUSES AND BUS FACILITIES COMPETITIVE PROGRAM FROM MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF EXTENDING THE EXPIRATION DATE BY ONE (1) YEAR.

on February 14th at 110 Campbell Rd., Sandusky.

MARCH 5, 2024

Public Comments: Cole Wood, Lisa McClain Field Representative, gave a legislative update to the Board.

Kristy Sutherland, Senior Services Director, Human Development Commission, provided an overview of core programs and goals for fiscal year 2023.

Karly Crueger, District 10 Director, MSU Extension, presented the 2023 annual report, to include an outline of various programs provided. Mary Heiden, 4-H Program Coordinator, introduced a family of homeschoolers, and showcased workshops, field trips, and many other program opportunities that are available to all youth. Ms. Heiden further noted that the Spring Fair will be held May 4th from 1:00 to 5:00 p.m. at the fairgrounds in the dairy expo building. The fair is open to all with exhibits to include a Blacksmith and Glass Blower.

General Resolutions: ADOPTS THE FOLLOWING: SANILAC COUNTY BOARD OF COMMISSIONERS RESOLUTION SUPPORTING LAPTOP COMPUTERS / MOBILE DATA TERMINAL PROJECT

FA-035-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE

REPORT DATED FEBRUARY 27, 2024, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$116,388.92.

FA-038-24 - APPROVES A MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SANILAC, SANILAC COUNTY SHERIFF'S OFFICE AND THE POLICE OFFICERS LABOR COUNCIL (POLC) FOR THE PURPOSE OF RECLASSIFICATION/ASSIGNMENT OF THE SHERIFF'S OFFICE RECORD CLERK POSITIONS, EFFECTIVE THE FIRST FULL PAY PROCEEDING THE APPROVAL OF THE BOARD OF COMMISSIONERS.

FA-039-24 - APPROVES THE FOLLOWING MEMORANDUM OF UNDERSTANDING BETWEEN SANILAC COUNTY BOARD OF COMMISSIONERS AND THE SANILAC COUNTY SHERIFF'S OFFICE, FOR THE PURPOSE OF EXPEDITING THE FILLING OF VACANCIES.

FA-040-24 - APPROVES THE FOLLOWING MEMORANDUM OF UNDERSTANDING BETWEEN SANILAC COUNTY BOARD OF COMMISSIONERS AND THE SANILAC COUNTY RECYCLING CENTER, FOR THE PURPOSE OF EXPEDITING THE FILLING OF VACANCIES AT THE RECYCLING CENTER.

FA-041-24 - APPROVES THE FOLLOWING MEMORANDUM OF UNDERSTANDING BETWEEN SANILAC COUNTY BOARD OF COMMISSIONERS AND THE SANILAC COUNTY PARKS COMMISSION, FOR THE PURPOSE OF EXPEDITING THE FILLING OF VACANCIES AT THE PARKS FROM APRIL THROUGH OCTOBER FOR ALL SEASONAL AND FULL-TIME POSITIONS.

FA-042-24 - AUTHORIZES THE PROSECUTOR TO POST AND FILL THE ASSISTANT PROSECUTOR VACANCY AT A PAYGRADE 12.5.

FA-043-24 - AWARDS AND AUTHORIZES SWARTZ TRAILER SALES OF HARBOR BEACH, MICHIGAN, THE BID FOR THE PURPOSE OF PURCHASING A TRIUMPH 7 X 14 GALVANIZED DUMP TRAILER AT A COST NOT TO EXCEED \$11,200.00, WITH FUNDING OF \$6,000.00, FROM WORK CREW DONATIONS, ALONG WITH \$5,200.00, FROM THE INMATE COMMISSARY FUND

FA-044-24 - AWARDS AND AUTHORIZES ARROWHEAD UPFITTERS, INC., OF LAPEER, MICHIGAN THE BID FOR THE PURPOSE OF INSTALLING SECURITY AND LIGHTING PACKAGES FOR TWO (2) FORD TRANSIT VANS FOR INMATE TRANSPORTATION, AT A COST NOT TO EXCEED \$15,912.20, WITH FUNDING FROM THE INMATE COMMISSARY.

FA-045-24 - AUTHORIZES THE IMMEDIATE REPAIR OF THE JAIL BOILER BY ORTON REFRIGERATION & HEATING, LLC., AT A COST NOT TO EXCEED \$16,745.00, WITH FUNDING FROM THE INMATE COMMISSARY, FOR IMMEDIATE APPROVAL.

FA-046-24 - AUTHORIZES THE IMMEDIATE REPAIR BY THERMALNETICS FOR THE JAIL'S LIEBERT SYSTEM ACCU-3, AT A COST OF \$5,995.00, AND FURTHER AUTHORIZES THE PURCHASE OF AN ADDITIONAL MOTOR AND FAN BLADE AT A COST OF \$1,000.00, FOR A TOTAL COST NOT TO EXCEED \$6,995.00, WITH FUNDING FROM THE SHERIFF'S OFFICE BUDGET, FOR IMMEDIATE APPROVAL.

FA-047-24 - AUTHORIZES BERGER CHEVROLET, INC., OF GRAND RAPIDS, MICHIGAN, THE BID FOR THE PURPOSE OF PURCHASING TWO (2) 2024 CHEVROLET TAHOE 9C1 POLICE PACKAGE VEHICLES MODEL CK10706, 4 WHEEL DRIVE, 5.3L V8 VVT, TO BE ASSIGNED TO THE UNIFORM SERVICES DIVISION AT A COST OF \$52,626.00 EACH, FOR A TOTAL COST NOT TO EXCEED \$105,252.00, WITH FUNDING FROM THE POLICE VEHICLE FUND.

FA-048-24 - APPROVES A THREE-YEAR RENEWAL OF THE PANIC BUTTON SOFTWARE WITH RAVE MOBILE SAFETY AT AN ANNUAL COST OF \$8,670.00, WITH A TOTAL CONTRACT COST NOT TO EXCEED \$26,010.00, WITH FUNDING FROM THE 911 MILLAGE FUND.

FA-049-24 - APPROVES THE FOLLOWING 2024 CONTRACTS: JOHN MILLETICS FOR COUNTY REPRESENTATIVE SERVICES IN THE AMOUNT OF \$4,031.75, PEER GROUP RATIFICATION SERVICES WITH RUSSELL BROWN - TOTAL CONTRACT \$936.00, FOR RESEARCH, SURVEY & MONUMENTATION AND PEER GROUP SERVICES TANK SURVEYING LLC, - ASSIGNED 16 CORNERS, TOTAL CONTRACT \$20,480.00, ATLAS SURVEYING - ASSIGNED 16 CORNERS, TOTAL CONTRACT \$20,480.00, AND JOHN MILLETICS - ASSIGNED 15 CORNERS, TOTAL CONTRACT \$18,615.00,

NFA-003-24 - ACCEPTS THE 2023 HUMAN DEVELOPMENT COMMISSION, SENIOR SERVICES ANNUAL REPORT, AS PRESENTED.

NFA-004-24 - ACCEPTS THE 2023 MSU EXTENSION ANNUAL REPORT, AS PRESENTED.

Public Comments: Kimberly Thompson inquired as to the route of the installation of power line poles.

Christine J. Lee, Commissioner - District 5

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