



**TOWNSHIP OF FLYNN**  
**REGULAR MONTHLY BOARD MEETING MINUTES**  
**April 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 Banks and Trustee Jeff Keesler

**MEMBERS ABSENT:** Trustee Bob Alexander

**OTHERS:** Assessor Thomas Lupo, Deputy Supervisor Gene Burgess and Commissioner Christine Lee

**REGULAR AGENDA:**

- **PLEDGE OF ALLEGIANCE**
  
- **ASSESSOR’S REPORT**
  - Assessor Lupo shared with the board the details of the 2024 audit being conducted for all of Sanilac County.
    - A motion was made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the Property Tax Exemption process. **MOTION CARRIED**
    - Poverty Tax Exemption
      - A motion was made by Trustee Jeff Keesler and seconded by Clerk Robert Vinande to approve the Policy and Procedure for granting Poverty Tax Exemptions. **MOTION CARRIED**
      - A motion was made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to establish the Poverty Asset Test at \$50,000 USD. **MOTION CARRIED**
  
- **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 March 12<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 March 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 April bills as presented on April 9, 2024 for a total of \$28,131.36 + Planning Commission expenses. **MOTION CARRIED**

**UNFINISHED BUSINESS:**

- **SENIOR CENTER / PARK**

- Brown City Park Board
  - Supervisor Grant Burgess reviewed a letter received from the Burnside Township attorney requesting Flynn Township name an individual to represent the township on the Brown City Park Board.
  - A motion made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to appoint Supervisor Grant Burgess as the Flynn Township Brown City Park Board Representative with Treasurer Brent Banks as his backup. **MOTION CARRIED**

- **NATURE CENTER**

- No discussion.

- **ROADS**

- 2024-2027 Road Millage Proposal
  - Board discussed need to increase the Road Maintenance Millage from 1 mill to 1.5 mill due to increased costs to maintain the township's roads. The proposed millage would cover 2024-2027.
  - Motion made by Trustee Jeffrey Keesler and seconded by Treasurer Brent Banks to adopt the Road Millage Ballot Language Resolution for the Flynn Township Road Maintenance Millage at 1.5 mills; the motion was accepted and the resolution received 4 Aye, 0 No. Supervisor Burgess noted the **RESOLUTION IS ADOPTED.**

- **CLERK'S ITEMS**

- Assessor's Assistant
  - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to appoint Supervisor Grant Burgess as the Assessor's Assistant. **MOTION CARRIED**
- Omard Cemetery Fencing
  - Treasurer Brent Banks noted further research still needs to be conducted.
- Clerk Vinande reminded the board the 2024 Candidate Filing for Flynn Township Officials are due by April 23 @ 4 p.m. to Clerk Vinande
- Omard Cemetery Mowing
  - Clerk Robert Vinande requested an invoice be submitted before payment could be made for 50% of the annual cost of mowing the cemetery. **ACTION ITEM** – Supervisor Burgess to request an invoice from Glenda Burgess.
- Clerk's Compensation
  - A motion made by Brent Banks and seconded by Trustee Jeff Keesler to accept the Resolution to increase the Clerk's Annual Compensation; the motion was accepted and the resolution received 4 Aye, 0 No. Supervisor Burgess noted the **RESOLUTION IS ADOPTED.**

**NEW BUSINESS:**

- **SENIOR CENTER / PARK**

- No discussion.

- **NATURE CENTER**

- No discussion.

- **ROADS**

- 2024 Flynn Township Road Brine
  - Clerk Robert Vinande reviewed the proposed agreement from the Sanilac County Road Commission for brine application in 2024. Discussion followed and it was agreed to purchase to one application at this time for a cost of \$8,800.
  - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the agreement of one application of brine from Wilkinson Solution. **MOTION CARRIED**
  - **ACTION ITEM** – Clerk Vinande to process the 2024 Road Brine Agreement with Wilkinson Solutions and submit the required 25% downpayment of \$2,200.

- **CLERK’S ITEMS**

- Established Wednesday, July 10, 8 a.m. to Noon, as the 2024 Flynn Township Scrap Tire Recycling Event. Clerk Vinande noted the Sanilac County Jail Crew has been secured to assist in the event.

**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 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 – Tuesday, 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**

**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.

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