



**TOWNSHIP OF FLYNN**  
**REGULAR MONTHLY BOARD MEETING MINUTES**  
**December 11, 2024**

8:00 P.M. – Regular Monthly Board Meeting at Liberty Lanes in Sandusky following the December Sanilac MTA meeting.

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

**MEMBERS ABSENT:** None

**OTHERS:** Deputy Clerk Katherine Wilson and Commissioner Christine Lee.

**REGULAR AGENDA:**

- **COMMISSIONER’S REPORT**
  - Commissioner Christine Lee’s Report is attached starting on page 3 of this document.
- **PUBLIC COMMENT**
  - None
- **APPROVAL OF MINUTES**
  - A motion was made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to approve the November 11<sup>th</sup> minutes. **MOTION CARRIED**
- **APPROVAL OF TREASURER’S REPORT**
  - A motion was made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to approve November Treasurer’s Report. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP EXPENSES:**
  - A motion was made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to accept the December bills as presented on December 11, 2024 for a total of \$25,362.05 (+ BOR and Planning Commission expenses). **MOTION CARRIED**

**UNFINISHED BUSINESS:**

- **SENIOR CENTER / PARK**
  - No discussion.
- **NATURE CENTER**
  - No discussion.
- **ROADS**
  - No discussion.

- **MISCELLANEOUS ITEMS**

- Omark Cemetery
  - Further discussion will be held at the January Meeting regarding signage for the cemetery.
    - **ACTION ITEM** – Clerk Vinande to place the topic on the January Agenda.

**NEW BUSINESS:**

- **SENIOR CENTER / PARK**

- Treasurer Brent Banks obtaining quotes for remodeling the bathrooms.

- **NATURE CENTER**

- Deputy Clerk Katherine Wilson discussed the Friends of the Nature Center are planning an Open House for the end of June.

- **ROADS**

- No discussion.

- **MISCELLANEOUS ITEMS**

- No discussion.

**OTHER:**

- Brown City Fire Authority
  - No discussion.
- Upcoming Meetings
  - Flynn Township Board Meeting – Tuesday, January 14 @ 7 p.m., Flynn Senior Center.

**ADJOURNMENT:**

- A motion was made by Clerk Robert Vinande and seconded by Trustee Bob Alexander to adjourn the meeting at 8:40 p.m. **MOTION CARRIED**

# Commissioner's Report – District 5

## City/Village/Townships

**November 5, 2024**

Appointment to Standing Committees: JEFFERY L. LYALL AND MARK TEALE APPOINTED TO THE SANILAC COUNTY VETERANS AFFAIRS COMMITTEE FOR A THREE (3) YEAR TERM, EXPIRING 4/8/2027.

APPOINTS BILL SARKELLA, COUNTY COMMISSIONER & MEMBER OF COUNTY LANDFILL AND RECYCLING BOARD, DAVE FABER, CITY OF SANDUSKY MANAGER, AND CHUCK AURAND, WASTE MANAGEMENT, TO THE MULTI-COUNTY MATERIALS MANAGEMENT BOARD.

FA-161-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE TUESDAY, NOVEMBER 5, 2024 180 ACCOUNTS PAYABLE REPORT DATED OCTOBER 29, 2024 FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$254,682.58.

FA-163-24 - AUTHORIZES THE POSTING AND FILLING OF THE FRIEND OF THE COURT ATTORNEY REFEREE POSITION AT A PAYGRADE 14.

FA-164-24 - AUTHORIZES THE POSTING AND FILLING OF THE LEGAL SECRETARY POSITION IN THE PROSECUTOR'S OFFICE AT A PAYGRADE 4, STEP 1.

FA-165-24 - APPROVES THE EMPLOYMENT AGREEMENTS FOR THE TRANSPORTATION COORDINATORS BETWEEN SANILAC COUNTY DEPARTMENT OF VETERANS AFFAIRS AND JOHN POVILUNAS, ROBERT DEAR, JOHN BRINKER AND JOHN MAHER, EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2027.

FA-166-24 - AUTHORIZES THE DISPOSAL OF ONE (1) 2014 FORD ECONOLINE 350, 15 PASSENGER VAN, VIN# ENDING IN 20840, WITH 177,479 MILES AND AT A LATER DATE DISPOSE OF ONE (1) 2019 FORD TRANSIT 350, 15-PASSENGER VAN, VIN# ENDING IN 47394, WITH 150,146 MILES THROUGH ALBRECHT AUCTION SERVICE OF VASSAR. FURTHER AUTHORIZES ALL PROCEEDS OF THE SALE TO BE DEPOSITED INTO THE SHERIFF'S OFFICE POLICE VEHICLE FUND.

FA-167-24 - APPROVES THE CONTINUATION OF THE 3-YEAR BRONZE AGREEMENT BETWEEN SANILAC COUNTY AND ACCURATE CONTROLS, INC., FOR THE PURPOSE OF MAINTAINING THE SAFETY AND SECURITY OF THE SANILAC COUNTY JAIL, AT A COST NOT TO EXCEED \$47,298.47, WITH FUNDING FROM THE SHERIFF'S OFFICE BUDGET.

FA-168-24 - AUTHORIZES A SUBSCRIPTION WITH LEXIPOL, FOR THE PURPOSE OF ENHANCING POLICIES AND TRAINING FOR THE SHERIFF'S OFFICE, AT A COST NOT TO EXCEED \$23,204.15, WITH FUNDING FROM THE SHERIFF'S OFFICE BUDGET.

FA-169-24 - AUTHORIZES THE PAYMENT OF \$23,953.01, TO ERG ENVIRONMENTAL FOR EXPENSES FROM THE HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT, FOR IMMEDIATE APPROVAL, WITH FUNDING FROM THE RECYCLING CENTER MILLAGE.

NFA-022-24 - APPROVES THE OCTOBER 28, 2024, ENGAGEMENT LETTER AND AUTHORIZES FOSTER SWIFT TO APPEAL OR TAKE OTHER APPROPRIATE LEGAL ACTION ON BEHALF OF TUESDAY, NOVEMBER 5, 2024 SANILAC COUNTY TO CHALLENGE THE MICHIGAN PUBLIC SERVICE COMMISSION'S (MPSC) OCTOBER 10, 2024, ORDER CONCERNING PA233.

Public Comments: Kristi Sutherland, Human Development Commission Senior Services Director, alerted the board that the kitchen in Deckerville has been sold and all meals will be served out of the Caro location three days a week. Congregate meals will continue to be served in Lexington, Marlette, and Sandusky.

**November 19, 2024**

APPOINTS REX HAZZARD TO THE SANILAC COUNTY TRANSPORTATION BOARD FOR A FOUR (4) YEAR TERM, EXPIRING 12/1/2028.

General Resolutions:

ADOPTS THE FOLLOWING: RESOLUTION HONORING WENDI WILLING FOR YEARS OF

SERVICE New Business:

FA-104-24(A) - AWARDS AND AUTHORIZES THE PURCHASE OF 15 DELL PRECISION 3680 WORKSTATIONS FOR ADMINISTRATION AND TREASURER'S OFFICE AT A COST OF \$1,223.63, EACH, ALONG WITH 15 MICROSOFT OFFICE LICENSE OFFICE SUITE PRO 2024 FROM CDWG, AT A COST OF \$300.00, EACH, FOR A TOTAL COST NOT TO EXCEED \$22,854.45, WITH FUNDING FROM THE INFORMATION SYSTEMS BUDGET.

FA-105-24(A) - AWARDS AND AUTHORIZES THE PURCHASE OF 50 RUGGED PANASONIC LAPTOP COMPUTERS FOR SANILAC COUNTY PUBLIC SAFETY UNITS FROM CDWG FOR PANASONIC LAPTOPS AT A COST OF \$1,749.72 EACH, ALONG THE PURCHASE OF MICROSOFT OFFICE LICENSE OFFICE SUITE PRO 2021 2024 FROM DELL CDWG AT A COST OF \$300.00, EACH, FOR A TOTAL COST NOT TO EXCEED \$102,486.00, WITH FUNDING OF \$90,187.68, FROM 911 EMERGENCY SERVICES AND \$12,298.32 FROM DRUG TASK FORCE.

FA-170-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED NOVEMBER 12, 2024, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$91,426.63.

FA-172-24 - APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO OCTOBER, 2024, AS FOLLOWS: ADDITIONAL GENERAL FUND BANK ACCOUNT CHARGES FOR OCTOBER 2024: \$1,563,508.85 ACH PAYMENTS, \$ 469,368.93 CHECKS, \$2,032,877.78 TOTAL

FA-173-24 - ACCEPTS THE 2024 ELECTION INFRASTRUCTURE GRANT IN THE AMOUNT OF \$50,000.00, FOR THE PURPOSE TO EXPAND ON SECURITY, STORAGE AND TECHNOLOGY IN THE SANILAC COUNTY ELECTIONS DEPARTMENT.

FA-174-24 - APPROVES A NON-EXPIRING AGREEMENT FOR CONTRACTUAL LAW ENFORCEMENT SERVICES BETWEEN THE VILLAGE OF APPLGATE AND THE SANILAC COUNTY SHERIFF'S OFFICE.

FA-175-24 - APPROVES THE HOMELAND SECURITY GRANT PROGRAM SUBRECIPIENT AGREEMENT.

FA-177-24 - APPROVES THE CHILL GRANT THIRD PARTY ADMINISTRATOR CONTRACT AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE CONTRACT FOR THE PURPOSE OF MOVING FORWARD WITH THE GRANT PROCESS.

FA-178-24 - HEREBY AWARDS AND AUTHORIZES FLEIS & VANDENBRINK (F&V) THE BID FOR THE PURPOSE OF PROVIDING CONSULTING, EDUCATIONAL TRAINING, EDUCATION, POLICY REVIEW, TECHNICAL ASSISTANCE AND MORE, WITH FUNDING FROM THE BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET.

FA-179-24 - AWARDS AND AUTHORIZES THUMB OFFICE SUPPLY, THE LOW BID FOR 300 CASES OF COPY PAPER AT A COST NOT TO EXCEED \$10,215.00, INCLUDING DELIVERY, IN DECEMBER AND JULY, WITH FUNDING FROM THE CENTRAL PURCHASING BUDGET.

FA-180-24 - APPROVES THE 2024 HEALTH DEPARTMENT LEASE AGREEMENT BETWEEN SANILAC COUNTY AND THE SANILAC COUNTY HEALTH DEPARTMENT.

FA-181-24 - ADOPTS THE 2025 PROPOSED RESOLUTION, THE GENERAL APPROPRIATION ACT AND 2025 PROPOSED GENERAL AND NON-GENERAL FUND BUDGETS. FURTHER, HEREBY SCHEDULES A PUBLIC HEARING ON THE 2025 PROPOSED BUDGET FOR DECEMBER 3, 2024, AND DIRECTS THE BOARD'S SECRETARY TO PUBLISH THE LEGAL NOTICE FOR IMMEDIATE APPROVAL.

FA-176-24 - APPROVES THE PROFESSIONAL SERVICE AGREEMENT FOR SAFETY AND SECURITY SERVICES BETWEEN SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY AND THE COUNTY OF SANILAC, EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2024 2026

**December 3, 2024**

CHAIRMAN BLOCK OPENED A PUBLIC HEARING REGARDING THE 2025 PROPOSED GENERAL FUND BUDGET.

Appointment to Standing Committees: MIKE DAVIS, NATURE'S BEST COMPOSTING, BE APPOINTED TO THE MULTI COUNTY MATERIALS MANAGEMENT BOARD.

General Resolutions: ADOPTS THE FOLLOWING: RESOLUTION HONORING JEANIE M. ADAMCZYK FOR YEARS OF SERVICE. RESOLUTION HONORING ALAN INNES FOR YEARS OF SERVICE TO BRIDGEHAMPTON TOWNSHIP.

RESOLUTION TO ESTABLISH AND ADOPT THE SANILAC COUNTY BOARD OF COMMISSIONERS STRUCTURED COMPENSATION PLAN FOR THE NEW 4-YEAR TERM COMMENCING JANUARY 1, 2025 THROUGH DECEMBER 31, 2028 AND MILEAGE REIMBURSEMENT RATES.

New Business:

FA-182-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED NOVEMBER 19, 2024 FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$297,459.77.

FA-184-24 - APPROVES THE EMPLOYMENT AGREEMENT BETWEEN SANILAC COUNTY AND JOSEPH ALLEN, SOIL EROSION & SEDIMENTATION AGENT, AT AN HOURLY RATE OF \$30.00 PER HOUR AND NOT TO EXCEED 14 HOURS PER WEEK, EFFECTIVE JANUARY 1, 2025 TO DECEMBER 31, 2025.

FA-185-24 - AUTHORIZES THE CONTINUATION OF THE STIPEND OF \$15,000.00, FOR THE SANILAC COUNTY SHERIFF FOR THE PURPOSE OF MANAGEMENT RESPONSIBILITIES AND PROCESS OF THE FEDERAL BED RENTAL PROGRAM/CONTRACT. IN ADDITION, THE STIPEND WILL BE PAID ON A PAYROLL BI-WEEKLY CYCLE AND FURTHER, THE STIPEND IS SUBJECT TO ANNUAL REVIEW BY THE PERSONNEL COMMITTEE AND IF THE SHERIFF STEPS AWAY FROM HIS POSITION OR THE CONTRACT SHOULD END THE STIPEND SHALL CEASE.

FA-186-24 - APPROVES A MEMORANDUM OF UNDERSTANDING BETWEEN SANILAC COUNTY BOARD OF COMMISSIONERS AND SANILAC COUNTY CENTRAL DISPATCH, FOR THE PURPOSE OF EXPEDITING THE FILLING OF VACANCIES AT CENTRAL DISPATCH AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY DOCUMENT.

FA-187-24 - APPROVES THE 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-188-24 - APPROVES THE 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-189-24 - APPROVES THE 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-190-24 - APPROVES THE DRUG TASK FORCE PROPOSAL TO TRANSITION DAY-TO-DAY OPERATIONAL OVERSIGHT OF THE SANILAC COUNTY DRUG TASK FORCE TO A SHERIFF'S OFFICE LIEUTENANT, FOR PURPOSE OF RESTRUCTURING, IMPROVING OPERATION EFFICIENCY AND RESOURCE ALLOCATION, SUPPORTING SANILAC COUNTY'S COMMITMENT TO

PUBLIC SAFETY. FURTHER TO RECOMMEND AUTHORIZING THE SHERIFF'S OFFICE POST AND FILL A SHERIFF'S OFFICE LIEUTENANT POSITION.

FA-191-24 - AUTHORIZES THE CLASSIFICATION AND COMPENSATION RECOMMENDATIONS, RESULTING IN A HIGHER PAY GRADE ASSIGNMENT FOLLOWED BY THE NEXT STEP WHICH PROVIDES AN INCREASE FOR THE YEAR, EFFECTIVE JANUARY 1, 2025, FOR THE FOLLOWING POSITIONS:

- TELECOMMUNICATORS – PAYGRADE 6 TO PAYGRADE 7
- 911 DEPUTY DIRECTOR – PAYGRADE 9
- CHIEF DEPUTY DRAIN COMMISSIONER – PAYGRADE 6 TO PAYGRADE 7
- DRAIN MAINTENANCE SUPERVISOR – PAYGRADE 6 TO PAYGRADE 7
- ACCOUNTS RECEIVABLE CLERK/CHIEF DEPUTY TREASURER – PAYGRADE 7 TO PAYGRADE 8
- PARKS & RECREATION DIRECTOR/GRANT WRITER – PAYGRADE 10
- ASSISTANT PUBLIC GUARDIAN – PAYGRADE 5 TO PAYGRADE 7
- DISTRICT/PROBATE COURT CLERKS – PAYGRADE 5 TO PAYGRADE 6

FURTHER, TO RECOMMEND ADOPTING THE UPDATED JOB DESCRIPTIONS FOR THE ABOVE POSITIONS.

FA-192-24 - AUTHORIZES THE POSTING AND FILLING OF A 911 DEPUTY DIRECTOR, AT A PAYGRADE 9 AND TO FURTHER, CONVERT TWO-PART FTES TO ONE FTE.

FA-193-24 - AUTHORIZES THE POSTING & FILLING OF THE DEPUTY EQUALIZATION DIRECTOR / MAPPING SPECIALIST AT A PAYGRADE 6, STEP 1.

FA-194-24 - AUTHORIZES THE POSTING & FILLING OF THE EMERGENCY MANAGEMENT DIRECTOR POSITION, ALONG WITH THE ADOPTION OF THE UPDATED JOB DESCRIPTION, AT A PAYGRADE 10, FOR IMMEDIATE APPROVAL.

FA-195-24 - APPROVES THE 2025 AGREEMENT FOR EXTENSION SERVICES, BY AND BETWEEN SANILAC COUNTY AND THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY, EFFECTIVE JANUARY 1, 2025 TO DECEMBER 31, 2025, AT A COST NOT TO EXCEED \$73,467.00.

FA-196-24 - AUTHORIZES CLOSURE OF THE COURTHOUSE OFFICES ON FRIDAY, DECEMBER 20, 2024, FROM 11:30 TO 1:30 P.M., FOR THE PURPOSE OF CONDUCTING THE ANNUAL EMPLOYEE CHRISTMAS PARTY.

FA-197-24 - AWARDS AND AUTHORIZES MARCO THE LOW BID FOR THE PURCHASE OF FIVE (5) COPIERS, TWO (2) KONICA 45LI (B/W), AND THREE (3) KONICA C45LI (COLOR) FOR THE CLERK, CIRCUIT COURT, PROSECUTOR, PUBLIC GUARDIAN AND TREASURER'S OFFICES, FOR A TOTAL COST NOT TO EXCEED \$27,168.19, INCLUDING SETUP, TRAINING, A THREE (3) HOLE PUNCH FUNCTION ON ONE (1) OF THE KONICA 45LI (B/W) COPIERS AND DELIVERY WITH A SERVICE MAINTENANCE CONTRACT FOR 5+ EXTENDED YEARS, VENDOR WILL REMOVE OLD COPIERS, IF REQUESTED, WITH FUNDING FROM THE 2024 INFORMATION TECHNOLOGY SYSTEMS.

FA-198-24 - AWARDS AND AUTHORIZES THE LOW BID TO NETSOURCE ONE FOR A DELL POWEREDGE R650 AT A COST OF \$18,000.00, LICENSE AND CONFIGURATION AT A COST OF \$6,370.63, FOR A TOTAL COST NOT TO EXCEED \$24,370.63, WITH FUNDING OF \$19,370.63 FROM 911 CENTRAL DISPATCH AND \$5,000.00, FROM THE DRUG TASK FORCE.

FA-199-24 - APPROVES THE PROPOSED 2025 REMONUMENTATION GRANT APPLICATION IN THE AMOUNT OF \$78,369.00, TO MONUMENT FIFTY-FIVE (55) CORNERS, AND FURTHER APPOINTS THE FOLLOWING TO COMPLETE THE 2025 GRANT YEAR:

- COUNTY REPRESENTATIVE, JOHN MILLETICS IN THE AMOUNT OF \$4,678.75;
- GRANT ADMINISTRATION, LESLIE HILGENDORF IN THE AMOUNT OF \$2,866.25;

- SURVEYORS: JOHN MILLETICS, BEN TANK AND CHARLES KOBB FOR THE TOTAL AMOUNT OF \$68,640.00;
- PEER GROUP MEMBERS: BEN TANK, CHARLES KOBB & RUSSELL BROWN FOR THE TOTAL AMOUNT OF \$2,184.00.

FA-200-24 - APPROVES THE GRANT WRITER / 5-YEAR RECREATION PLAN WRITER CONTRACT, BETWEEN SANILAC COUNTY AND JOHN FRAZIER, EFFECTIVE JANUARY 1, 2025 TO DECEMBER 31, 2025, IN AN AMOUNT NOT TO EXCEED \$11,000, WITH FUNDING FROM THE PARKS MILLAGE.

FA-201-24 - MOVED BY COMMISSIONER SARKELLA AND SECONDED BY COMMISSIONER BALLARD THAT THE SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES AMENDMENT NO. 3, ROWE ENGINEERING SERVICES CONTRACT FOR THE PURPOSE OF THE FINAL CLOSE OUT FOR CONSTRUCTION ENGINEERING SERVICES AT EVERGREEN PARK, AT A COST NOT TO EXCEED \$3,500.00, WITH FUNDING FROM THE PARKS MILLAGE.

FA-202-24 - APPROVES THE 2025 DATA PROCESSING/PRINTING COSTS.

FA-203-24 - APPROVES THE 2025 AGREEMENTS FOR DATA BASE MANAGEMENT / PRINTING SERVICES FOR THE TOWNSHIPS AND CITIE.

FA-204-24 - APPROVES THE 2025 AGREEMENTS FOR DATA BASE MANAGEMENT / PRINTING SERVICES FOR THE VILLAGES.

CHAIRMAN BLOCK CALLED FOR PUBLIC COMMENT PERTAINING TO THE 2025 PROPOSED GENERAL FUND BUDGET. NO COMMENTS WERE PRESENTED TO THE BOARD. CHAIRMAN BLOCK CLOSED THE PUBLIC HEARING REGARDING THE 2025 PROPOSED GENERAL FUND BUDGET.

FA-205-24 - ADOPTS THE 2025 COUNTY BUDGET RESOLUTION, GENERAL/NON-GENERAL FUND BUDGETS AND APPROPRIATION ACT.

Christine J. Lee, Commissioner – District 5