



TOWNSHIP OF FLYNN
REGULAR MONTHLY BOARD MEETING MINUTES
January 14, 2025

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, Assessor Candidate Connie Lipka and Commissioner Christine Lee

REGULAR AGENDA:

- **PLEDGE OF ALLEGIANCE**
- **OATH OF OFFICE**
 - Supervisor Grant Burgess administered the Oath of Office to Robert Vinande as Township Clerk for his 4-year term expiring EOY 2028.
 - Clerk Robert Vinande administered the Oath of Office to Grant Burgess as Township Supervisor, Brent Banks as Township Treasurer, Jeff Keesler as Township Trustee and Gene Burgess as Deputy Supervisor for their 4-year terms expiring EOY 2028.
- **TOWNSHIP ASSESSOR**
 - Welcomed Assessor Candidate Connie Lipka and performed introductions
 - Connie Lipka reviewed her credentials and background in assessing and also working side by side with Thomas Lupo. Discussion followed.
 - A motion was made by Clerk Robert Vinande and seconded by Treasurer Brent Banks to sign an 18-month contract with Assessor Connie Lipka. **MOTION CARRIED**
 - A motion was made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to eliminate the Assessor Assistant role in the township. **MOTION CARRIED**
 - Board of Review (BOR)
 - A motion was made by Clerk Robert Vinande and seconded by Treasurer Jeff Keesler to appoint Mike Pihaylic, Howard Wilson and Aaron Banks to the Board of Review for 2025. **MOTION CARRIED**
 - A motion was made by Clerk Robert Vinande and seconded by Treasurer Brent Banks to appoint Grant Burgess as Secretary to the Board of Review for 2025. **MOTION CARRIED**
 - Q1 BOR Dates Established
 - March 11 @ 3 p.m. – 9 p.m.
 - March 13 @ 9 a.m. – 3 p.m.

- Reviewed “Resolution to Adopt an Alternate Date for the March Board of Review First Taxpayer Appeal Meeting” for establishment of the Q1 BOR dates.
 - **Roll Call Vote:** Grant Burgess (Yes), Robert Vinande (Yes), Brent Banks (Yes), Jeff Keesler (Yes) and Bob Alexander (Absent).
 - 4 Yes, 1 Absent – **Resolution Approved**
- **COMMISSIONER’S REPORT**
 - Commissioner Christine Lee’s Report is attached starting on page 4 of this document.
 - Sanilac Jail Crew is picking up dead deer along the roads in Sanilac County
- **PUBLIC COMMENT**
 - None
- **APPROVAL OF MINUTES**
 - A motion was made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the December 11th minutes. **MOTION CARRIED**
- **APPROVAL OF TREASURER’S REPORT**
 - A motion was made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to approve the December Treasurer’s Report. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP EXPENSES:**
 - A motion was made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to accept the January bills as presented on January 14, 2025 for a total of \$6,890.13. **MOTION CARRIED**

UNFINISHED BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - Clerk Rob Vinande reviewed the 2025 Brine Contract. Discussion followed.
 - A motion was made by Clerk Rob Vinande and seconded by Treasurer Brent Banks to accept the Contract for Seasonal Dust Control as presented for .195 cents a gallon from Wilkinson Solutions. **MOTION CARRIED**
- **MISCELLANEOUS ITEMS**
 - ARPA Funds
 - Clerk Rob Vinande reviewed requirements for commitments of ARPA funds. Remaining \$45,897.90 will be utilized through enhancement projects at the Omard Cemetery and Flynn Senior Center.
 - 2025 Meeting Schedule
 - Clerk Rob Vinande reviewed the current 2025 board meeting schedule. Discussion followed.
 - A motion was made by Clerk Rob Vinande and seconded by Trustee Jeff Keesler to change the February meeting to the 10th at 7 p.m. and March meeting to the 10th at 7 p.m.. **MOTION CARRIED**

NEW BUSINESS:

- **SENIOR CENTER / PARK**

- Supervisor Grant Burgess reviewed a request from a company wanting to harvest wood from the wooded area behind the senior center. Discussion followed.
 - A motion was made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to deny the request. **MOTION CARRIED**
- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - No discussion.
- **MISCELLANEOUS ITEMS**
 - 2025 MTA Annual Conference
 - Clerk Robert Vinande will attend this year's annual MTA Conference in Grand Rapids
 - A motion was made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks for Clerk Rob Vinande to attend the 2025 MTA Annual Conference. **MOTION CARRIED**
 - W2s, 1099s
 - Clerk Robert Vinande informed the board the 2024 W2 and 1099 documents have been created and mailed.

OTHER:

- Brown City Fire Authority
 - No discussion.
- Upcoming Meetings
 - Flynn Township Board Meeting – Monday, February 10 @ 7 p.m.
 - Board of Review Meeting
 - Tuesday, March 11 @ 3 p.m. - 9 p.m.
 - Thursday, March 13 @ 9 a.m. - 3 p.m.

ADJOURNMENT:

- A motion was made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to adjourn the meeting at 9:30 p.m. **MOTION CARRIED**

Commissioner's Report – District 5

City/Village/Townships

DECEMBER 17, 2024

Appointment to Standing Committees:

APPOINTS JOEL WYATT, GENERAL PUBLIC, TO THE BOARD OF PUBLIC WORKS FOR A THREE (3) YEAR TERM, EXPIRING 12/31/2027.

TODD HILLMAN, CITIZEN AT LARGE, TO THE CENTRAL DISPATCH ADVISORY BOARD FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026.

APPOINTS BILL GRAY, GENERAL PUBLIC, TO DRUG TASK FORCE BOARD FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026.

APPOINTS DAVID MCARTHUR TO THE LAND BANK AUTHORITY BOARD, FOR A THREE (3) YEAR TERM, EXPIRING 12/31/2027.

ANNE SOULE, GENERAL PUBLIC, TO THE S.A.V.E PARTNERSHIP MILLAGE BOARD FOR A FOUR (4) YEAR TERM, EXPIRING 12/31/2028.

RESOLUTION HONORING BRENDA SANFORD FOR YEARS OF SERVICE

RESOLUTION HONORING TODD HILLMAN FOR YEARS OF SERVICE

RESOLUTION HONORING JOHN KNOERR FOR YEARS OF SERVICE

RESOLUTION SANILAC COUNTY LEXINGTON PARK ACCESSIBILITY PLAN

New Business:

FA-206-24 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 10, 2024, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$119,953.46.

FA-207-24 - 2024 BUDGET AMENDMENTS

FA-208-24 - APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO NOVEMBER, 2024: \$855,398.99 ACH PAYMENTS, \$430,351.49 CHECKS, \$1,285,750.48 TOTAL

NFA-022-24 - APPOINTS GREG HOLMAN AS THE EMERGENCY MANAGEMENT DIRECTOR AT A PAYGRADE 10, STEP 4 EFFECTIVE JANUARY 1, 2025, AND FURTHER APPROVES THE FOLLOWING JOB DESCRIPTION.

Public Comments:

Commissioner Heberling expressed appreciation for all the hard-working and dedicated citizens of Sanilac County for their many years of service to the community.

Commissioner Ballard wished everyone a Merry Christmas.

Chairman Block advised that the Board is adjourned for the remainder of the year. Chairman Block further recognized the board, our courts, and elected officials for the great working relationship and looks forward to the same in the coming year.

JANUARY 7, 2025

NFA-001-25 ADOPTS THE ATTACHED SANILAC COUNTY BOARD OF COMMISSIONERS BY-LAWS, RULES AND PROCEDURES; AND APPROVES THE FOLLOWING MEETING SCHEDULE: 2025 BOARD OF COMMISSIONERS AND FINANCE & ADMINISTRATION MEETING SCHEDULE

The Sanilac County Board of Commissioners will meet the first and third Tuesday of each month, beginning at 1:00 p.m., the Finance & Administration meetings will be held at the conclusion of the Board of Commissioners meeting. The meetings will be held in the Commissioners' Chambers, Room 105, at 60 West Sanilac, Sandusky, Michigan January 21st, February 4th, February 18th, March 4th, March 18th, April 1st, *April 15th, May 6th, May 20th, June 3rd, June 17th, July 1st, July 15th, August 5th, August 19th, September 2nd, September 16th, *October 7th, October 21st, November 4th, November 18th, December 2nd, December 16th, *Required by Statute – April *Annual Meeting – October

Commissioner Block elected as the 2025 Chairman of the Sanilac County Board of Commissioners. COMMISSIONER BALLARD ELECTED FOR THE 2025 BOARD VICE CHAIRMAN. CHAIRMAN BLOCK APPOINTED COMMISSIONER SARKELLA AS 2025 FINANCE CHAIRMAN.

APPOINT ALL MEMBERS LISTED BELOW TO THE APPEALS BOARD OF CONSTRUCTION FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026. JEREMY BENDER, ORIN CAMPBELL, NORM BLANK, JR. ERIC MERRIMAN, JEROME FORD.

APPOINT ALL MEMBERS LISTED BELOW TO THE APPEALS BOARD FOR SOIL EROSION FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026. JOHN BOWSKY, RICK BALL, ROBERT PATTULLO, ROB FALLS,

APPOINT RON GERSTENBERGER, ROAD COMMISSION REPRESENTATIVE TO THE BOARD OF PUBLIC WORKS FOR A THREE (3) YEAR TERM, EXPIRING 12/31/2027.

APPOINT ALL MEMBERS LISTED BELOW TO THE CENTRAL DISPATCH ADVISORY BOARD FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026. PAUL RICH-COUNTY SHERIFF, LT. MCCOMB-STATE POLICE DIRECTOR, MARK DAVIDSON-COUNTY PROSECUTOR, VACANT TOWNSHIP GOV. REP, CHARLES BUSH-CITY/VILLAGE GOV. REP, STEVEN BALES-CROSWELL FIRE CHIEF, LEA LENTZ-EMERGENCY MEDICAL SERVICE, RON BUCKMASTER-POLICE CHIEF ASSOCIATION, DAWN CUBITT-E911 DIRECTOR (AD HOC), GREG HOLMAN- EMERGENCY MANAGEMENT DIRECTOR (AD HOC)

APPOINT LARRY SHELDON, POLICE CHIEF ASSOCIATION REPRESENTATIVE, TO THE DRUG TASK FORCE FOR A ONE (1) YEAR TERM, EXPIRING 12/31/2025.

APPOINT ALL MEMBERS LISTED BELOW TO THE INFORMATION/TECHNOLOGY PLANNING COMMITTEE FOR A ONE (1) YEAR TERM, EXPIRING 12/31/2025. DAWN CUBITT-911 CENTRAL DISPATCH, TRACI FRANZEL-DISTRICT COURT, LESLIE HILGENDORF-CLERK, NATHAN SMITH-SHERIFF OFFICE, NANCY RICH- INFORMATION SYSTEMS, NATHAN ROSKEY-COUNTY ADMINISTRATION.

APPOINT ALL MEMBERS LISTED BELOW TO THE LEPC COMMITTEE/EMERGENCY MANAGEMENT DEPARTMENT FOR A ONE (1) YEAR TERM, EXPIRING 12/31/2025. GREG HOLMAN, 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, DON PRIESS II, TODD HILLMAN

APPOINT ALL MEMBERS LISTED BELOW TO THE SOIL EROSION & SEDIMENTATION CONTROL PROGRAM COORDINATION COMMITTEE FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2026. JOE ALLEN CONSTRUCTION & LAND USE, MAUREEN KIRKPATRICK CONSTRUCTION & LAND USE, JOHN BOWSKY BLUE WATER CONSERVATION DISTRICT, BRYANT WILKE HEALTH DEPARTMENT, KATELYN SOULE USDA NATURAL RESOURCES CONSERVATION SERVICES, ROB FALLS ROAD COMMISSION, DOUG SWEET DRAIN COMMISSIONER, VACANT DRAIN COMMISSIONER REP, NATHAN ROSKEY COUNTY ADMINISTRATOR/CONTROLLER (AD HOC).

County Commission Chair Appointments to Committees: 1 Year Terms Expiring 12/31/25

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
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

County Commissioner Appointments to Boards, Commissions and Committees:

BROWNFIELD REDEVELOPMENT BOARD - THREE (3) YEAR TERM DISTRICT 6 REP MICKEY BENDER
EXPIRING 12/31/26 DISTRICT 7 REP VACANT EXPIRING 12/31/27

COUNCIL ON AGING - THREE (3) YEAR TERM, EXPIRING 12/31/27

DISTRICT 1 REP: PENNY GUIGAR & AUDREY STOLICKER

DISTRICT 2 REP: CAROL VOLZ & ROBERT WOOD

DISTRICT 3 REP: LINDA DUMAW & DORY BEZEMEK

DISTRICT 4 REP: KATIE FROSTIC & GRACE WILLIS

DISTRICT 5 REP: ROBERT VINANDE & JUANITA SMITH

DISTRICT 6 REP: DALE SCHWARM & DENNIS MEASEL

DISTRICT 7 REP: RICHARD PARTLO & CAROLE PARTLO

LANDFILL OPERATIONS & RECYCLING CENTER ADVISORY BOARD - ONE (1) YEAR TERM, EXPIRING 12/31/25

DISTRICT 1 REP - BROOKE HOOPER DISTRICT 2 REP - DALE WOOD

DISTRICT 3 REP - SCOTT KENNY DISTRICT 4 REP - MARY SIMON

DISTRICT 5 REP - TOM ZYROWSKI DISTRICT 6 REP - AARON DELAROSA

DISTRICT 7 REP - VACANT

New Business:

FA-001-25 - APPROVES THE PAYMENT OF CURRENT CLAIMS FOR 2024 IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 30, 2024 FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$315,085.69.

FA-002-25 - AUTHORIZES THE PURCHASE OF A 2017 FORD EXPLORER, FROM THE SANILAC COUNTY SHERIFF'S OFFICE AT A COST OF \$10,000.00, FOR THE PURPOSE OF THE DAILY AND AFTER-HOURS WORK OF THE EMERGENCY MANAGEMENT DIRECTOR, WITH FUNDING FROM MOTOR POOL.

FA-003-25 - AUTHORIZES THE SHERIFF'S OFFICE PURCHASE A 2025 FORD EXPLORER POLICE INTERCEPTOR FROM COLE FORD LINCOLN, OF COLDWATER, MI, AT A COST NOT TO EXCEED \$53,895.00, WITH FUNDING FROM THE COMMISSARY FUND FOR IMMEDIATE APPROVAL.

FA-004-25 - AWARDS AND AUTHORIZES THE PURCHASE OF SEVEN (7) DELL COMPUTERS AT \$1,075.07, EACH, AND MONITORS AT \$161.87, EACH AND OFFICE LICENSE FROM CDWG AT \$350.00, EACH FOR A TOTAL COST NOT TO EXCEED \$11,108.58, WITH FUNDING FROM TECHNOLOGY INFORMATION SYSTEM, FOR THE PURPOSE OF MEETING THE HARDWARE REQUIREMENTS FOR THE KARPEL PROSECUTOR CASE MANAGEMENT SOFTWARE MITIGATION MANDATED BY THE STATE, FOR IMMEDIATE APPROVAL.

FA-005-25 - AUTHORIZES THE POSTING & FILLING OF THE DRAIN MAINTENANCE SUPERVISOR POSITION, AT A PAY GRADE 7, STEP 1, FOR IMMEDIATE APPROVAL.

FA-006-25 - ADOPTS THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SANILAC AND THE POLICE OFFICER LABOR COUNCIL (POLC) DISPATCH FOR THE PURPOSE OF REPLACING THE PAY GRADE 6 SCALE WITH THE PAY GRADE 7 WITHIN THE CONTRACT, EFFECTIVE 1/1/2025, FOR IMMEDIATE APPROVAL.

FA-196-24(A) - AUTHORIZES CLOSURE OF THE COURTHOUSE OFFICES ON FRIDAY, DECEMBER 20, 2024, THURSDAY, JANUARY 23, 2025, FROM 11:30 TO 1:30 P.M., FOR THE PURPOSE OF CONDUCTING THE ANNUAL EMPLOYEE CHRISTMAS PARTY. (rescheduled)

NFA-002-25 - AUTHORIZES THE PROSECUTOR TO POST & FILL THE OFFICE MANAGER POSITION, AT A PAYGRADE 8, FOR IMMEDIATE APPROVAL AND FORWARD TO THE FULL BOARD ON 1/21.

NFA-003-25 - AUTHORIZES THE TREASURER TO POST & FILL THE TAX FORECLOSURE POSITION, AT A PAYGRADE 5 STEP 1, FOR IMMEDIATE APPROVAL AND FORWARD TO THE FULL BOARD ON 1/21.

Christine J. Lee, Commissioner – District 5