



TOWNSHIP OF FLYNN
REGULAR MONTHLY BOARD MEETING MINUTES
January 5, 2026

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

MEMBERS PRESENT: Supervisor Grant Burgess, Clerk Robert Vinande and Treasurer Brent Banks

MEMBERS ABSENT: Trustee Bob Alexander Trustee Jeff Keesler

OTHERS: Commissioner Christine Lee

REGULAR AGENDA:

- **COMMISSIONER’S REPORT**
 - Commissioner Christine Lee’s Report is attached starting on page 4 of this document.
- **ASSESSOR’S UPDATE**
 - Assessor Connie Lipka sent her update via text. Discussion followed.
 - Personal Property Statements sent. Discussion followed.
- **PUBLIC COMMENT**
 - None
- **APPROVAL OF MINUTES**
 - A motion made by Treasurer Brent Banks and seconded by Clerk Robert Vinande to approve the December 16, 2025 minutes. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP TREASURER’S REPORT**
 - No report.
- **APPROVAL OF TOWNSHIP EXPENSES:**
 - A motion made by Treasurer Brent Banks and seconded by Clerk Robert Vinande to accept the January bills as presented on January 5, 2026 for a total of \$5,78933. **MOTION CARRIED**

UNFINISHED BUSINESS:

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

- **MISCELLANEOUS ITEMS**

- Clerk Robert Vinande reviewed the 2026 Board meeting dates. Discussion followed.
 - Monday, January 5 @ 7 p.m.
 - Tuesday, February 10 @ 7 p.m.
 - Tuesday, March 10 @ 7 p.m.
 - Tuesday, April 14 @ 7 p.m.
 - Tuesday, May 12 @ 8 p.m.
 - Tuesday, June 9 @ 8 p.m.
 - Tuesday, July 14 @ 8 p.m.
 - Tuesday, August 11 @ 8 p.m.
 - Tuesday, September 8 @ 8 p.m.
 - Tuesday, October 13 @ 8 p.m.
 - Tuesday, November 17 @ 7 p.m.
 - Tuesday, December 8 @ 7 p.m.
- Clerk Robert Vinande reviewed the 2026 Planning Commission meeting dates. Discussion followed.
 - Thursday, April 16 @ 7 p.m.
 - Thursday, June 25 @ 7 p.m.
 - Thursday, September 24 @ 7 p.m.
 - Thursday, December 17 @ 7 p.m.
- 2026 Election Dates for Flynn Township.
 - State Primary Election
 - Saturday, July 25 to August 2 - Early Voting @ 95 Dawson Street, Sandusky
 - Tuesday, August 4 @ 7 a.m. to 8 p.m. – State Primary Election @ Flynn Sr. Center
 - State General Election
 - Saturday, October 24 to November 1 - Early Voting @ 95 Dawson Street, Sandusky
 - Tuesday, November 3 @ 7 a.m. to 8 p.m. – State General Election @ Flynn Sr. Center

NEW BUSINESS:

- **SENIOR CENTER / PARK**

- No discussion.

- **NATURE CENTER**

- No discussion.

- **ROAD**

- No discussion.

- **MISCELLANEOUS ITEMS**

- Burnside Township Master Plan Notification
 - Clerk Robert Vinande shared letter from Burnside Township regarding their “Notice of Intent to Amend Master Plan”. Discussion followed.
- 2026 Mowing Agreements
 - Clerk Robert Vinande reviewed the proposed bids for 2026 mowing. Discussion followed.
 - Sr. Center and Park awarded to Cindy Burton for \$1,650.
 - Omard Cemetery awarded to Glennda Burgess for \$5,600.
 - A motion made by Treasurer Brent Banks and seconded by Clerk Robert Vinande to accept the 2026 Mowing Agreements as presented for a total of \$7,250. **MOTION CARRIED**

OTHER:

- Brown City Fire Authority
 - No discussion.
- Upcoming Meetings:
 - February Board Meeting – Tuesday, February 10, 2026 @ 7 p.m.
 - Sr. Center closed for Restroom Remobeling, February 16 to April 13, 2026.

ADJOURNMENT:

- A motion was made by Trustee Jeff Keesler and seconded by Clerk Robert Vinande to adjourn the meeting @ 8:10 p.m.
MOTION CARRIED

Commissioner's Report – District 5

City/Village/Townships

December 18, 2025

Appointment to Standing Committees:

APPOINTS COLE WOOD TO THE DRUG TASK FORCE BOARD FOR A TWO (2) YEAR TERM, EXPIRING 12/31/2027.

APPOINTS SUSAN BARANSKI TO THE DEPARTMENT OF HEALTH & HUMAN SERVICES BOARD FOR A THREE (3) YEAR TERM, EXPIRING 10/31/2028.

APPOINTS TIMOTHY HEIDEN AND KIM THOMPSON TO THE LAND BANK AUTHORITY BOARD FOR A THREE (3) YEAR TERM, EXPIRING 12/31/2028.

APPOINTS BRETT LESTER TO THE SANILAC TRANSPORTATION BOARD FOR A FOUR (4) YEAR TERM, EXPIRING 12/01/2029.

ADOPTS THE FOLLOWING: A RESOLUTION TO REQUEST A NAME CORRECTION AND REMOVAL OF A DISBANDED POLICE DEPARTMENT FROM THE COUNTY EMERGENCY TELEPHONE SERVICE DISTRICT FINAL PLAN.

ADOPTS THE FOLLOWING: RESOLUTION HONORING NANCY RICH FOR YEARS OF SERVICE.

New Business:

FA-182-25 APPROVES THE PAYMENT OF CURRENT CLAIMS IDENTIFIED ON THE ACCOUNTS PAYABLE REPORT DATED DECEMBER 10, 2025, FOR THE GENERAL BANK ACCOUNT IN THE AMOUNT OF \$82,721.83.

FA-184-25 APPROVES THE PAYMENT OF ADDITIONAL GENERAL FUND BANK ACCOUNT CHECKS CHARGED TO NOVEMBER, 2025, AS FOLLOWS: \$650,287.39 ACH PAYMENTS \$227,404.27 CHECKS \$877,691.66 TOTAL

FA-185-25 APPROVES THE LETTER OF UNDERSTANDING BETWEEN TEMPORARY EMPLOYEE PAULA MESSING AND THE COUNTY OF SANILAC TO FILL THE OFFICE MANAGER POSITION, WITHIN THE PROSECUTOR'S OFFICE, NOT TO EXCEED \$27.50 PER HOUR AND NOT TO EXCEED 999 HOURS FOR 2026.

FA-186-25 APPROVES THE LETTER OF UNDERSTANDING BETWEEN TEMPORARY EMPLOYEE CAROLYN STOUTENBURG AND THE COUNTY OF SANILAC TO FILL THE ASSISTANT PROSECUTOR POSITION, WITHIN THE PROSECUTOR'S OFFICE, NOT TO EXCEED \$40.00 PER HOUR AND NOT TO EXCEED 1500 HOURS FOR 2026.

FA-187-25 AUTHORIZES THE RESTRUCTURING OF THE ASSISTANT PROBATION OFFICER/NON-ATTORNEY MAGISTRATE POSITION, ASSIGNING THE POSITION TO A PAY GRADE 7, ALONG WITH THE UPDATES TO THE JOB DESCRIPTIONS, WHICH INCLUDE THE ASSISTANT PROBATION OFFICER/NON-ATTORNEY MAGISTRATE, ATTORNEY JUVENILE COURT REFEREE/CIRCUIT COURT RESEARCH ATTORNEY/ATTORNEY MAGISTRATE, PROBATE REGISTER/DISTRICT COURT ATTORNEY, DISTRICT COURT PROBATION OFFICER/NON-ATTORNEY MAGISTRATE WITH ALL UPDATES EFFECTIVE JANUARY 1, 2026, WITH FUNDING FROM GENERAL FUND CONTINGENCY.

FA-188-25 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, 2026 TO DECEMBER 31, 2026.

FA-189-25 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.

FA-190-25 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-191-25 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-192-25 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-193-25 APPROVES THE RESTRUCTURING OF THE CHIEF DEPUTY COUNTY CLERK POSITION ASSIGNED TO A PAY GRADE 9, EFFECTIVE JANUARY 1, 2026 AND THE ELECTION SPECIALIST/CPL MANAGER ASSIGNED TO A PAY GRADE 6 AND TO FURTHER AUTHORIZE THE COUNTY CLERK TO POST & FILL THE ELECTION SPECIALIST/CPL MANAGER POSITION FOR IMMEDIATE APPROVAL.

FA-194-25 APPROVES THE CENTRAL DISPATCH BUILDING LEASE AGREEMENT FOR A (5) FIVE-YEAR TERM COMMENCING ON JANUARY 1, 2026, WITH THE ANNUAL RENT PAYMENT ADJUSTED TO REFLECT THE PRIOR YEAR RATE PLUS CPI% INCREASE FOR EACH YEAR THEREAFTER.

FA-195-25 APPROVES THE DRUG TASK FORCE BUILDING LEASE AGREEMENT FOR A (5) FIVE YEAR TERM COMMENCING ON JANUARY 1, 2026, WITH THE ANNUAL RENT PAYMENT ADJUSTED TO REFLECT THE PRIOR YEAR RATE PLUS CPI% INCREASE FOR EACH YEAR THEREAFTER.

FA-196-25 APPROVES THE SANILAC MEDICAL CONTROL BUILDING LEASE AGREEMENT FOR A (5) FIVE-YEAR TERM COMMENCING ON JANUARY 1, 2026, WITH THE ANNUAL RENT PAYMENT ADJUSTED TO REFLECT THE PRIOR YEAR RATE PLUS CPI% INCREASE FOR EACH YEAR THEREAFTER.

FA-197-25 APPROVES THE VETERANS AFFAIRS BUILDING LEASE AGREEMENT FOR A (5) FIVE YEAR TERM COMMENCING ON JANUARY 1, 2026, WITH THE ANNUAL RENT PAYMENT ADJUSTED TO REFLECT THE PRIOR YEAR RATE PLUS CPI% INCREASE FOR EACH YEAR THEREAFTER.

FA-198-25 APPROVES THE HEALTH DEPARTMENT LEASE AGREEMENT FOR A (5) FIVE-YEAR TERM COMMENCING ON

JANUARY 1, 2025.

FA-199-25 APPROVES A LETTER OF CLARIFICATION BETWEEN SANILAC COUNTY MEDICAL CARE FACILITY AND SANILAC COUNTY BOARD OF COMMISSIONERS, WITH THE ANNUAL RATE FOR PENSION SERVICES OF \$4,500.

FA-200-25 AUTHORIZES PAYMENT TO QUALIFIED ABATEMENT IN AN AMOUNT NOT TO EXCEED \$22,950 FOR THEIR SERVICES IN CONDUCTING THE LEAD AND MOLD ABATEMENT AT 4031 MAIN STREET, BROWN CITY, FOR IMMEDIATE APPROVAL, WITH FUNDING THE STATE LAND BANK AUTHORITY.

FA-201-25 ACCEPTS THE 2026 REMONUMENTATION GRANT APPLICATION IN THE AMOUNT OF \$71,665.00, FOR COMPLETION OF 50 CORNERS, ALONG WITH THE FOLLOWING APPOINTEES:

COUNTY REPRESENTATIVE, JOHN MILLETICS \$4,364.75

GRANT ADMINISTRATOR, LESLIE HILGENDORF \$2,866.25

SURVEYORS: JOHN MILLETICS, BEN TANK, AND CHARLES KOOB FOR A TOTAL AMOUNT OF \$62,250.00

PEER GROUP MEMBERS: BEN TANK, CHARLES KOOB, AND RUSS BROWN FOR A TOTAL AMOUNT OF \$2,184.00

FA-202-25 APPROVES THE ECONOMIC DEVELOPMENT CORPORATION AGREEMENT BETWEEN HURON COUNTY ECONOMIC DEVELOPMENT CORPORATION AND THE COUNTY OF SANILAC, FOR A ONE YEAR TERM COMMENCING ON JANUARY 1, 2026 THROUGH DECEMBER 31, 2026, AT A COST NOT TO EXCEED \$45,000.00, WITH FUNDING FROM THE ENVIRONMENTAL TRUST FUND.

NFA-026-25 APPOINTS SCOTT FALLS AS THE INFORMATION/TECHNOLOGY DIRECTOR, EFFECTIVE JANUARY 12, 2026.

NFA-028-25 AUTHORIZES AN AMENDMENT TO THE RESOLUTION ADOPTED ON APRIL 16., 2024, REGARDING THE VILLAGE OF PECK PARK PROJECT. THE PREVIOUSLY APPROVED PROJECT AMOUNT WAS \$196,956. DURING THE COURSE

OF THE PROJECT, THE TOTAL COST INCREASED, AND THE VILLAGE OF PECK HAS AGREED TO PAY THE OVERAGE OF \$23,240, RESULTING IN A REVISED TOTAL PROJECT COST OF \$220,196.

Closed Session: MOVED BY COMMISSIONER EHARDT AND SECONDED BY COMMISSIONER BALLARD THAT WE GO INTO CLOSED SESSION FOR THE PURPOSE OF CONTRACT NEGOTIATIONS.

NFA-029-25 RATIFIES THE COLLECTIVE BARGAINING AGREEMENT WITH THE POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) UNIT AS OFFERED AND ACCEPTED, FOR 2026, 2027 AND 2028, EFFECTIVE JANUARY 1, 2026.

SANILAC COUNTY BOARD OF COMMISSIONERS HEREBY APPROVES THE CLOSED SESSION MINUTES OF DECEMBER 2, 2025.

Organizational Meeting will take place on Tuesday, January 6, 2026 at 1:00 p.m. The plan is to continue with the current schedule of the first and third Tuesdays at 1:00 p.m., unless concerns are raised.

Chairman Block thanked the Board for another successful year, and shared appreciation for the good working relationship with all elected officials and department heads.

Nathan Roskey, County Administrator/Controller, expressed gratitude for the ease of working with the board, elected officials, and department heads. Administrator Roskey continued by providing a year-end summary report highlighting the following projects:

- Completion of the Animal Control facility.
- Health Department grounds cleanup.
- Construction of meeting rooms on the first floor.
- Continued improvements in our county parks.
- Land Bank Authority – homes in Sandusky, Applegate, Lexington, and Brown City.
- Chill Grant – Peck Memorial Park upgrades.
- Staffing
 - o Health insurance costs.
 - o Union Contracts – Have settled 5 out of 6 so far. Reduced the court down to one union.
 - o Transitioned the reclassification process from a 3rd party to in-house.
- New county webpage. • Recycling Center improvements.
- The County budget is balanced.

Commissioner Ballard arranged a meeting for the Marlette City Manager to meet with elected officials on January 14, 2026.

Christine J. Lee, Commissioner – District 5