



TOWNSHIP OF FLYNN
REGULAR MONTHLY BOARD MEETING MINUTES
February 15, 2022

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, Trustee Bob Alexander, Trustee Jeff Keesler

MEMBERS ABSENT: None

GUESTS: Deputy Supervisor Gene Burgess, Deputy Clerk Katherine Wilson, Deputy Treasurer Tracy Banks, Assessor Thomas Lupo, District 4 Commissioner Roger Ballard and Carol Ann Vinande

REGULAR AGENDA:

- **PLEDGE OF ALLEGIANCE**
- **MEETING CALLED TO ORDER BY** Deputy Supervisor Gene Burgess at 7:00 p.m.
- **ASSESSOR’S REPORT**
 - Board of Review (BOR)
 - Meetings set:
 - Monday, March 14, 2022 from 3:00 p.m. to 9:00 p.m.
 - Tuesday, March 15, 2022 from 9:00 a.m. to 3:00 p.m.
 - BOR Organizational Meeting – Tuesday, March 8 @ 9 a.m.
 - Mike Pihaylic and Aaron Banks attended BOR training on Friday, February 11; this training is good for two years. Howard Wilson is current with BOR training.
 - Supervisor Grant Burgess confirmed the appointment of:
 - Howard Wilson, BOR Chairperson
 - Mike Pihaylic, BOR Member
 - Aaron Banks, BOR Member
 - Grant Burgess, Secretary
 - Database approved for 2022.
 - State of Michigan now provides the official Poverty Exemption Application for use by townships.
- **COMMISSIONER’S REPORT**
 - Commissioner Ballard’s Report attached starting on page 4 of this document.
- **PUBLIC COMMENT**
 - None

- **APPROVAL OF MINUTES**
 - A motion made by Trustee Bob Alexander seconded by Trustee Jeff Keesler to approve the January 11th minutes as presented. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP TREASURER’S REPORT**
 - A motion made by Trustee Jeff Keesler and seconded by Trustee Bob Alexander to accept the Treasurer’s Balance Sheet as presented on February 15th. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP EXPENSES:**
 - A motion made by Treasurer Brent Banks seconded by Trustee Jeff Keesler to approve the new bills as presented for a total of \$1,514.79 on February 15th. **MOTION CARRIED**

UNFINISHED BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - No discussion.
- **OTHER**
 - Brown City Fire Authority
 - Deputy Supervisor Gene Burgess reviewed the staffing changes at the Brown City Fire Department and answered board questions.
- **CLERK’S ITEMS**
 - Land Division Ordinance and Application
 - Clerk Robert Vinande presented the revised draft ordinance and application to the board and discussion followed.
 - A motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to accept the revised “Land Division Ordinance #2022-2” and “Land Division Application” as presented. **MOTION CARRIED**
 - Clerk Robert Vinande will publish the revised ordinance and application on the Flynn Township website.
 - Omard Cemetery Records
 - Clerk Robert Vinande presented a demo of the Crypt Keeper online software and proposed a project to move forward with the implementation.
 - A motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to approve the annual spend of \$60.00 for the Crypt Keeper online software. **MOTION CARRIED**
 - 2022 Scrap Tire Cleanup Grant
 - Board agreed the date for the 2022 Scrap Tire Cleanup will be Wednesday, July 13 from 8 a.m. to Noon; at this time, this is a proposed date only as the grant has not officially been awarded to the township.

NEW BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - Deputy Supervisor Gene Burgess is organizing a meeting with a small group of township citizens to discuss potential projects for the Nature Center.
- **ROADS**
 - No discussion.
- **CLERK'S ITEMS**
 - American Rescue Plan (ARPA) / Covid-19 Relief Funding
 - Clerk Robert Vinande updated the board regarding the American Rescue Plan (ARP) / Covid-19 Relief Funding.
 - Additional funds (\$208.62) received from the state for our share of the unallocated ARPA funds.
 - Discussed potential projects; board members to send Clerk Robert Vinande any ideas they may have and he will maintain a list of possible uses.
 - PA116 Applications
 - Clerk Robert Vinande discussed with the board the PA116 applications for two parcels received from Kenneth and Mary Miller. Both the Blue Water Conservation District and Sanilac County Clerk support the approval of both applications.
 - A motion was made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to approve the applications. **MOTION CARRIED**
 - Clerk Robert Vinande will prepare the appropriate documentation regarding the approvals and forward to the state for the final approval and send copies to the requesters.
 - FY 2021-2022 Budget Adjustments
 - Clerk Robert Vinande reviewed three budget adjustments required to meet audit requirements for no negative budget line items. The total adjustments net to zero and leave the final budget amount unchanged.
 - A motion was made by Trustee Jeff Keesler and seconded by Trustee Bob Alexander to approve the proposed budget adjustment. **MOTION CARRIED**
 - FY 2022-2023 Proposed Budget
 - Clerk Robert Vinande reviewed the proposed FY 2022-2023 Budget with the board. The budget will be discussed and agreed upon at the March 15th FY 2022-2023 Budget Hearing.
 - 5 Year Recreation Plan
 - The latest “5 Year Recreation Plan” expired at the end of 2021. Clerk Robert Vinande to update the plan for review at the March board meeting.

ADJOURNMENT: A motion was made by Trustee Bob Alexander and seconded by Clerk Robert Vinande to adjourn the meeting. **MOTION CARRIED**

NEXT MEETINGS:

- **FY 2022-2023 Budget Hearing** will be held on Tuesday, March 15th, 2022 at 7:00 p.m. at the Flynn Township Senior Center.
- **Flynn Township Board Meeting** will be held on Tuesday, March 15th, 2022 following the “FY 2022-2023 Budget Hearing” at the Flynn Township Senior Center.

COMMISSIONER'S REPORT – DISTRICT 4
ROGER C. BALLARD
CITY / VILLAGE / TOWNSHIPS REPORT

January 25, 2022

Heard presentations from DTF Director Jim Johnson, Parks Chairman Roger Ballard and Veterans Affairs Director Shannon Kreger on the mileages for their respective departments and subsequently approved all three to be placed on the August 2022 Primary Ballot.

Amended the Sick Leave Policy-Retro to July 1, 2021

Approved DTE easement for County owned property.

Accepted the 2021 Planning Commission Report.

February 1, 2022

Authorized Sheriff's Dept. to purchase 6 Harris XL200P portable radios from AMK Service, cost not to exceed \$23,878.80 with funding reimbursed from a Homeland Security Emergency Management Grant.
Approved the 2022 agreement between Sanilac County and White Oak Appraisal for the purpose of providing commercial and industrial appraisal services, cost not to exceed \$27,300.00. Funding from the Equalization Budget.

Adopted the FY2023 Resolution of Intent and the FY2023 MDOT Contract Clauses Certification for Sanilac Transportation. Generally, anything regarding Sanilac Transportation coming before the BOC requires County approval for San. Trans. to qualify for Federal and/or State funding.

Authorized posting and filling the following positions;
Court Clerk I-Paygrade 3.
Court Clerk III-Paygrade 5
Prosecutor-Temporary Legal Secretary Position-Paygrade 4

Authorized IT Director to purchase;
1 Fujitsu Production Scanner, not to exceed \$5,039.00. Funding from the Register of Deeds Technology Fund.
5 Computer work stations from Dell In., cost not to exceed \$6,819.35. Funding from 911 Millage.
Microsoft Office License Office Suite PRO 2021 from CDWG, cost not to exceed \$1,979.75. Funding from 911 Millage.

February 15, 2022

Approved a resolution supporting Sanilac Co. Parks MDNR Trust Fund Grant application for Evergreen Park totaling \$687,383.00.

Approved Veterans Affairs to purchase U.S. Flags and markers not to exceed \$6,161.41.

Approved Parks Board hiring of a Parks and Recreation Director.

Authorized removal of a Planning Commission member from the Planning Commission Board effective immediately.

Approved placing the 911 Millage Renewal language on the August 2022 Primary Ballot.

ARPA Committee meetings continue the 3rd Tuesday of each month at 10 a.m. at the Courthouse in room 105.

Roger C. Ballard

Commissioner-District 4

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