



TOWNSHIP OF FLYNN
REGULAR MONTHLY BOARD MEETING MINUTES
September 13, 2022

8:00 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 and Trustee Jeff Keesler

MEMBERS ABSENT: None

GUESTS: Deputy Supervisor Gene Burgess, Deputy Clerk Katherine Wilson, District 4 Commissioner Roger Ballard and Assessor Thomas Lupo.

REGULAR AGENDA:

- **PLEDGE OF ALLEGIANCE**
- **REGULAR BOARD MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 8:00 p.m.
- **ASSESSOR’S REPORT**
 - Work continues on the 2023 database for assessments.
 - There are several land division applications in process at this time for Flynn Township.
 - Computer system managing the Prime Residence Exemption has changed, however, the criteria remain the same for the exemption.
 - Consumer Price Index (CPI) value is expected by mid-November.
 - Discussed the requirement for Land Use Permits to be acquired for all construction projects.
- **COMMISSIONER’S REPORT**
 - Commissioner Roger Ballard’s Report is attached starting on page 5 of this document.
- **PUBLIC COMMENT**
 - None
- **APPROVAL OF MINUTES**
 - A motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to approve the August 9th 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 September 12th. **MOTION CARRIED**

- **APPROVAL OF TOWNSHIP EXPENSES:**

- A motion made by Trustee Jeff Keesler and seconded by Trustee Bob Alexander to accept the September bills as presented for a total of \$8,437.57 on September 12th. **MOTION CARRIED**

UNFINISHED BUSINESS:

- **SENIOR CENTER / PARK**

- No discussion.

- **NATURE CENTER**

- No discussion.

- **ROADS**

- Supervisor Grant Burgess discussed with the board the timing and placement of recently purchased gravel; after discussion, the board agreed with the locations suggested by Les at the County Garage and for them to start application the week of October 17.
- Roadside Ditch Improvements
 - Clerk Rob Vinande inquired of the Road Commission regarding how the Petitioner portion of the Roadside Ditch Improvement agreements is collected and found it is the township's responsibility to do so. Clerk Rob Vinande implemented a process to bill the Petitioner once the invoice is received from the county.
 - Clerk Rob Vinande discussed the use of a Cost Share Fee Collection Policy which would require the Petitioner portion of a Roadside Ditch Improvement to be paid up front before an agreement is approved/signed by the board. After discussion, the board agreed to not implement the policy until such time as collections become a problem.

- **CLERK'S ITEMS**

- Clerk Rob Vinande shared with the board copies of the Sanilac County Road Commission Road Policies for future reference.
- Omard Cemetery Records -- A community information session titled "Omard Cemetery Online" will be conducted Friday, September 30 7 p.m. at the Senior Center.
- 2022 Scrap Tire Cleanup reimbursement has been received from the State of Michigan.
- 5-Year Recreation Plan -- No further updates have been made to the 5-Year Recreation Plan; Clerk Robert Vinande is searching for all the electronic attachments from the last update in 2017.
- FlynnTownship.org has been updated by Clerk Rob Vinande to include Rates & Fees for the township (i.e. Senior Center rental, cemetery gravesite purchases, Land Use Permits, ...)

NEW BUSINESS:

- **SENIOR CENTER / PARK**

- A/C compressor for the main furnace needs to be replaced; Supervisor Grant Burgess will contact a heating/cooling contractor to have it replaced.
- Clerk Rob Vinande inquired about the piano in the Township Office and if it can be removed to provide additional space. Deputy Supervisor Gene Burgess suggested he ask the crowd present at the Senior Lunch on Sept. 30 to see if anyone would like it. If there is a lack of anyone wanting it, he should take action to find a new home for it.
- Clerk Rob Vinande inquired regarding the broken swings on the playground. Clerk Rob Vinande agreed to inspect all the swings and replace them as needed.

- Treasurer Brent Banks informed the board of the time needed, as of late, to clean up after renters at the hall. The board discussed keeping the deposit and having it go to the cleaning crew. A motion made by Clerk Rob Vinande and seconded by Trustee Bob Alexander to have any hall rental deposits kept to be paid to the cleaning crew. **MOTION CARRIED**

- **NATURE CENTER**
 - No new discussion.

- **ROADS**
 - No new discussion.

- **CLERK'S ITEMS**
 - Blood Drive for September 14 has been cancelled due to lack of resources to perform the drive.
 - Informed the board a LED display and cart has been purchased with 2022 Election Security Grant funds.
 - Reviewed with the board the current Wind Energy Conversion Systems Ordinance and provided a copy for them to review by the next meeting for any proposed changes.
 - Provided the board with a copy of the 2022 Fire Authority Audit for their review.
 - Informed the board the MTA Regional Summit taking place this Fall would be a good one to attend if any members were interested.
 - Reminded the board there is a Planning Commission Meeting on Thursday, September 29 7 p.m. at the Senior Center. Clerk Rob Vinande to “remind” the commission of the meeting as the date draws closer.
 - Land Use Permits
 - Clerk Rob Vinande discussed with the board the Land Use Permit process and how it seems to have broken down during the times of covid.
 - Motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to increase the Land Use Permit fee from \$25 per permit to \$100 per permit (if obtained prior to starting the project) or \$200 per permit (if obtained after starting the project) effective January 1, 2023. **MOTION CARRIED**

- **OTHER**
 - Clerk Rob Vinande inquired of the board what the bidding process is for the township and if there is a threshold when multiple bids are required. Clerk Rob Vinande to research further and report back at the next board meeting.
 - Planning Commission and ZBA (Zoning Board of Appeals) Member Composition
 - Clerk Rob Vinande discussed there seems to be confusion as to membership of these two boards.
 - After discussion it was agreed the composition is as follows:
 - Planning Commission
 - Cam Keesler, Zoning Administrator
 - Duane Banks, Secretary
 - Bob Alexander
 - Dennis Wilkins
 - John Milligan
 - Zoning Board of Appeals
 - Roger Lupa, Secretary
 - Duane Banks
 - TBD (Supervisor Grant Burgess will make a recommendation for an additional resource for the board at the next Township Board Meeting)
 - Discussed per meeting stipend for the BOR, ZBA and Planning Commission. A motion was made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to increase the amount per meeting from \$35 to \$50. **MOTION CARRIED**

ADJOURNMENT:

- A motion was made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to adjourn the meeting. **MOTION CARRIED**

NEXT MEETING:

- The Flynn Township Board Meeting will be held on Tuesday, October 11th, 2022 8:00 p.m. at the Flynn Township Senior Center.

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

August 16, 2022

Passed a resolution honoring Marcia Matson for over 27 years of service to the County.
Authorized Parks Commission to fill Evergreen Park Maintenance Supervisor position.
Approved Lexington Park connection to Municipal water supply.
Awarded bid for tree removal at Lexington Park.
Authorized Sheriff Dept. purchase of commercial washing machine.

September 6, 2022

Amended FA-095-22 authorizing removal of the County's underground fuel storage tank. Cost increase from \$52,397.00 to \$54,215.75 due to disposal of residual liquid remaining in tank.
Amended FA-102-22 authorizing demo of fiberglass building at communications tower in Elmer Township. Cost increase from \$4,600.00 to \$5,100.00 due to removal of concrete 's footings.
Amended FA-112-22 to include the sub-contracting for materials and labor at a cost of \$7,224.30 related to installation of additional cameras at the County Jail.
Authorized Sheriff Office to dispose of a 2013 Ford Expedition through Albrecht Auction Service with proceeds to be deposited in the Sheriff's Office Grant Fund line.
Authorized the Great Lakes Bay Consortium Computer Upgrade Project at a cost not to exceed \$87,822.62 with funding from the 911 Millage.
Authorized the payment of a 3-year maintenance invoice to Cyberforce for the Barracuda Back-up Server at a cost of \$26,607.33, and software updates at a cost of \$73,195.56, for a total cost not to exceed \$99,802.89 with funding from the Information/Technology Systems 2022 Budget.
Authorized and increase of 2.25%, effective July 1, 2022, for elected officials. The revised 2022 salaries are as follows:
Treasurer - \$63,213.58
Drain Commissioner - \$57,651.89
Prosecutor - \$103,764.87
Register of Deeds - \$60,573.24
Clerk - \$64,154.26
Sheriff - \$79,757.52
Board of Commissioner Chairman - \$10,885.94
BOC Vice Chairman - \$10,164.44
Board of Commissioner \$9,618.05

September 20, 2022

Appointed Anne Soule to the S.A.V.E. Partnership Millage Board for a partial 4 year term expiring 12/31/24.
Approved FA-126-22 (A) Awarding bid for tree removal and processing at Lexington Park to King's Stump Grinding at a cost not to exceed \$8,108.00.
Approved FA-139-22 Authorizing the Health Dept. increase of the Medical Examiner's budget in the amount not to exceed \$22,604.00.
Approved FA-141-22 Authorizing the Sheriff's Dept. to install a Sewer Debris Collection System from Stormtrap, LLC at a cost not to exceed \$253,000.00 with funding from the ARPA Funds.
Approved FA-142-22 Authorizing the S.A.V.E. Partnership Millage Board to utilize up to \$5,000.00 to provide food vouchers to participants at the 2022 Harvest Hop Activity.
Approved FA-143-22 Approving the HSGP subrecipient agreement for additional radios and authorizes the Board Chairman to sign the necessary agreement.
FA-144-22 Approves the purchase of a Public Access Document Kiosk from Advanced Kiosks for the purpose of the public accessing court and county forms and print or scan documents into the system, along with submitting to various courts and departments, at a cost not to exceed \$14,402.22, with funding from the Circuit Court Coronavirus Emergency Supplemental (CESF) Grant.
Approved FA-145-22 Authorizing final payment in the amount of \$53,427.50 to Contrarian Holdings, LLC as part of the membership of the pooled Pareto Health Program for the County's Self Funded Health Insurance Model.
Approved FA-146-22 Awarding the bid for snow removal and salting to Steve Scribner A+ Lawn and Snow Care for the years 2023 and 2024 with funding from the Building and Grounds Budget.

Approved FA-147-22 Authorizing the 24th Circuit Court Juvenile Division to purchase one 2023 Ford Explorer from Signature Ford, total cost \$42,075.00, funding from , USDA Grant-\$11,500.00, Juvenile Budget-\$30,575.00. Funding for a partition, at a cost of \$2,200.00 to come from the General Fund Contingency.

Approved NFA-040-22 Appointment of Evanna Kucharczyk to the 73A District Court Magistrate Position effective August 1, 2022.

Approved NFA-040-22 Authorizing amendments to the County Credit Card Use Policy No. 408.

Approved NFA-041-22 Authorizing amendments to the County Resignation Policy No. 1044 regarding exit interviews.

Approved NFA-042-22 Authorizing amendments to the County Purchasing Policy No. 423 which increases the maximum spending limit without bids from \$2,000.00 to \$3,500.00.

Roger C. Ballard
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