



**TOWNSHIP OF FLYNN**  
**REGULAR MONTHLY BOARD MEETING MINUTES**  
November 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 and Trustee Jeff Keesler

**MEMBERS ABSENT:** None

**OTHERS:** Deputy Supervisor Gene Burgess, Commissioner Roger Ballard, Assessor Thomas Lupo and Commissioner-Elect Christine Lee.

**REGULAR AGENDA:**

- **PLEDGE OF ALLEGIANCE**
- **REGULAR BOARD MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 7:00 p.m.
- **ASSESSOR’S REPORT**
  - State of Michigan has been holding classes for the new “Assessing Audit” (formally known as AMAR); Sanilac County is scheduled for 2024.
  - BOR Training is scheduled for December 5 from 9 a.m. to Noon and held both in-person and on Zoom. The training is conducted by Thomas Lupo. **ACTION ITEM** - Thomas Lupo to notify BOR members regarding the training.
- **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 October 11th minutes as presented. **MOTION CARRIED**
- **APPROVAL OF TOWNSHIP TREASURER’S REPORT**
  - A motion made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to accept the Treasurer’s Balance Sheet as presented on November 15th. **MOTION CARRIED**

- **APPROVAL OF TOWNSHIP EXPENSES:**

- A motion made by Trustee Jeff Keesler and seconded by Trustee Bob Alexander to accept the November bills as presented for a total of \$47,146.02 on November 15<sup>th</sup>. **MOTION CARRIED**

**UNFINISHED BUSINESS:**

- **ACTION ITEMS**

- Clerk Robert Vinande reviewed the current Open Action Items and updated them.

- **SENIOR CENTER / PARK**

- Generac Generator
  - Supervisor Grant Burgess informed the board that Old's Electric has been contacted and a 24kw Generac Generator is on order. Installation is expected to occur at any time.

- **NATURE CENTER**

- No discussion.

- **ROADS**

- No discussion.

- **CLERK'S ITEMS**

- November 8 General Election
  - 397 Ballots Cast (AV and In-Person)
  - 630 Registered Voters in the Township
  - 63% Participation Rate in this election
  - 70 AV Ballots Requested/Mailed; 68 AV Ballots Returned; 2 AV Ballot Requesters changed their mind and voted In-Person
  - Election Inspector Staff worked very well together
- 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.

**NEW BUSINESS:**

- **SENIOR CENTER / PARK**

- Clerk Robert Vinande shared feedback received during election day regarding the need to trim the ground shrubs growing over the entrance sidewalk and presenting a safety hazard. **ACTION ITEM** – Supervisor Grant Burgess to trim back the shrub from the entrance sidewalk.

- **NATURE CENTER**

- No new discussion.

- **ROADS**

- Supervisor Grant Burgess informed the board regarding a culvert which needs to be replaced on Aitken Road due to failure of the current culvert.
  - A 62' squash tube (equivalent to a 108" round tube) will be required. Cost to the township is \$24,174.66. Motion made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to replace the failing culvert. **MOTION CARRIED**
  - Motion made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to transfer \$1,000.00 from the General Fund to the Road Fund to cover expenses. **MOTION CARRIED**
  - "Township Agreement for Improvements on Local Roads" was signed by board members. **ACTION ITEM** – Clerk Robert Vinande to ensure paperwork is promptly sent to the Road Commission for their signatures/approval/execution.

- **CLERK'S ITEMS**

- Kings Ventures Inc (Zoning and Licensing)
  - Clerk Robert Vinande researched (upon request from the board) and shared with the board details of the licensing, zoning and current permits associated with Kings Ventures Inc which is starting a butcher shop business on Shephard Road. Board discussion followed.
  - **ACTION ITEM** – have Cam Keesler (Zoning Administrator) send a "Cease Business" letter to Randall King of Kings Ventures Inc who is operating a meat processing business at 5825 Shephard Road, Brown City.
- FOIA Requests
  - Multiple FOIA requests have been received by Clerk Robert Vinande
  - Requests must be responded to within 5 business days and appropriate steps taken
  - If any board members receive a FOIA request, forward it to Clerk Robert Vinande to process
- December 2022 Meeting
  - Discussed the Board Meeting for December 2022.
  - Motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to move the December meeting from Dec. 13 to Dec. 14 following the Annual MTA Meeting at Liberty Lanes. **MOTION CARRIED**
  - **ACTION ITEM** – Clerk Robert Vinande will update the meeting schedule details on FlynnTownship.org and ask Deputy Clerk Katherine Wilson to take minutes.
- 2023 Dates Established and Published on FlynnTownship.org
  - Motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to schedule the 2023 Meetings as documented on FlynnTownship.org. **MOTION CARRIED**
  - The Flynn Township Board Meeting will be held on Wednesday, December 14th, 2022 ~8:00 p.m. following the Annual MTA Banquet at Liberty Lanes in Sandusky.
- 2023 EMC Insurance Renewal
  - Clerk Robert Vinande discussed with the board the details of the EMC Insurance renewal for 2023. Discussion followed.
  - **ACTION ITEM** – Supervisor Grant Burgess to contact our EMC representative and see if the premium can be reduced through raising the deductible and/or removal of some structures listed as being covered by the policy.
  - Motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to approve the payment of the policy provided the premium does not exceed \$7,555. **MOTION CARRIED**
- Kerr Cemetery Lawn Care "Thank You"
  - Motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to send a \$100 Christmas gift to Mr. John Redmond for volunteering his time and talents to take care of the Kerr Cemetery. **MOTION CARRIED**
  - **ACTION ITEM** – Clerk Robert Vinande to process a check for Mr. Redmond.
- Communication of Fire Run Increase Effective 1/1/23
  - **ACTION ITEM** – Clerk Robert Vinande will place a notice on the Flynn Township Facebook Page and on FlynnTownship.org
  - **ACTION ITEM** – Treasurer Brent Banks will include a notice in the 2022 Winter Tax bills

- BOR Reappointments for 2023-2024 Term Effective 1/1/23
  - Clerk Robert Vinande discussed the need to reappoint the Board of Review Members for the 2023-2024 term.
  - Motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to confirm recommendation from Supervisor Grant Burgess to appoint Howard Wilson as Chairperson, Grant Burgess as Secretary, Mike Pihaylic as Member and Aaron Banks as Member to the 2023-2024 term on the BOR. **MOTION CARRIED**
- “2023 Mini Marathon” Family Event
  - Clerk Robert Vinande briefly discussed the possibility for a “2023 Mini Marathon” as a community event for this next summer. Further details will be defined over the winter.
- Salaries
  - Board discussed the increase in time commitment for all the officers and assessor of the township. Motion made by Trustee Bob Alexander and seconded by Jeff Keesler to increase the Clerk’s pay to \$14,400, Treasurer \$12,500, Supervisor to \$8,000 and Trustees to \$2,500, effective immediately. **MOTION CARRIED**
  - Motion made by Clerk Robert Vinande and seconded by Trustee Bob Alexander to increase the Assessor’s per parcel pay to \$14.00, effective immediately. **MOTION CARRIED**
- **OTHER**
  - Brown City Fire Authority
    - Flynn Township Fire Authority Representative Gene Burgess discussed the possibility of the township billing DTE for fire runs associated with monitoring downed power lines. **ACTION ITEM** – Clerk Robert Vinande to inquire of DTE and other knowledgeable resources who may be familiar with the program.
  - Zoning Board of Appeals
    - Supervisor Grant Burgess nominated Larry Nielsen to the Zoning Board of Appeals (ZBA); A motion was made by Clerk Robert Vinande and seconded by Treasurer Brent Banks to appoint Larry Nielsen to the Zoning Board of Appeals. **MOTION CARRIED**
  - Clerk Robert Vinande reviewed the New Action Items from the meeting.

**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 Wednesday, December 14th, 2022 ~8:00 p.m. following the Annual MTA Banquet at Liberty Lanes in Sandusky.

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

**October 18, 2022**

Passed the 2022 Sanilac County Apportionment Report Resolution.

Appointed Steve Barnett to the Dept. of Health and Human Services for a 3 year term expiring 10/31/25.

Re-appointed Denise Bush and appointed Jan Kargl to the San. Co. Planning Commission Board for 3 year terms expiring 9/1/2025.

Re-appointed John Nezworski and appointed Charles Cunningham to the Veterans Affairs Committee for 4 year terms expiring 11/1/26.

Final approval for FA-162-22; Authorization of payoff of Jail Debt Bond of approximately 1.2 million dollars, saving approximately \$394,000.00 in interest.

**November 1, 2022**

FA-055-22(B) Gave immediate approval to the Sheriff's Dept. to purchase 4 Chevrolet Tahoes from Berger Chevrolet of Grand Rapids at a cost not to exceed \$225,988.00 with funding from the Sheriff's Vehicle Line and Commissary Fund.

FA-165-22 Approved the 2023 Contract between Sanilac County and Joe Allen, Soil Erosion and Sedimentation Agent.

FA-166-22 Approved the 2023 Contract between Sanilac County and James Matson, Sanilac County Animal Control Consultant.

FA-167-22 Approved the 2 nd phase of the Sanilac County Forester Park Erosion Project at a cost not to exceed \$59,568.04 with funding from the Parks Millage.

FA-168-22 Approved the 2023 Contract between Sanilac County Parks and John Frazier, Sanilac County Grant/5 Year Plan Writer, funding from the Parks Millage.

FA-169-22 Approved G Consulting to provide soil boring services for Evergreen Park at a cost not to exceed \$5,462.50, funding from the Parks Millage.

FA-170-22 Authorized payments to CM Rubber Technologies-\$2,036.25 and ERG Environmental- \$19,743.70 for Hazardous Material pickup, funding from Recycling Millage.

**November 15, 2022**

Reappointed William Walters to the Sanilac Transportation Board for a 4 year term expiring 12/31/26.

FA-174-22 Adopted the Soil Erosion and Sedimentation Fee Schedule effective 1/1/23-23.

FA-175-22 Authorized additional payment to Yeo & Yeo for the purpose of additional time spent on the annual audit, not to exceed \$13,500.00.

FA-176-22 Authorized the transfer of ARPA funds to cover the Sheriff's office wages between April 16, 2021 to March 31, 2022, amount of \$1,222,708.07.

FA-177-22 Adopted the 2023 Proposed Budget Resolution of 2023, The General Appropriations Act and 2023 Proposed General and Non-General Fund Budgets. Also, scheduled a Public Hearing on the 2023 Proposed Budget for December 6, 2022 and directed the Board Secretary to publish the Legal Notice.

Authorized retaining the 2015 Chevy Equinox previously used by the Treasurer's Office for Motor Pool utilization and disposal of a 2006 Chevy Cobalt and 2006 Chevy Uplander through Albrecht's Auction Service.

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