



TOWNSHIP OF FLYNN
ANNUAL BUDGET HEARING MINUTES
REGULAR MONTHLY BOARD MEETING MINUTES
March 14, 2023

6:45 P.M. – Fiscal Year (FY) 2023-2024 Budget Hearing at the Flynn Township Senior Center

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 Jeff Keesler, Trustee Bob Alexander

MEMBERS ABSENT: None

GUESTS: Deputy Supervisor Gene Burgess, Commissioner Christine Lee, Deputy Treasurer Tracy Banks, Randy King, Jami King, Ms. King (Randy & Jami’s daughter), Scott Stamm,

2023-2024 BUDGET HEARING AGENDA:

- **PLEDGE OF ALLEGIANCE**
- **FY 2023-2024 BUDGET MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 6:45 p.m.
- **FY 2023-2024 Budget Hearing**
 - Clerk Robert Vinande reviewed the following:
 - Current Levied Millage
 - Current Flynn Township Taxable Value is \$35,104,201.00
 - Operating Millage 0.763%, \$26,784.51
 - Road Millage 0.9928%, \$34,851.45
 - Proposed Budget for FY 2023-2024
 - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to accept the Proposed FY 2023-2024 Budget as presented on March 14th. **MOTION CARRIED**
 - The Approved FY 2023-2024 Budget for Flynn Township is available for review by appointment; contact Clerk Robert Vinande for an appointment.

REGULAR AGENDA:

- **REGULAR BOARD MEETING CALLED TO ORDER BY** Supervisor Grant Burgess at 7:00 p.m.
- **ASSESSOR’S REPORT**
 - None

- **COMMISSIONER'S REPORT**

- Commissioner Christine Lee's Report is attached starting on page 5 of this document.
- Commissioner Lee noted the board should review their current Wind Energy Ordinance to ensure it reflects current requirements as appropriate.

- **PUBLIC COMMENT**

- King's Ventures Processing Inc.
 - Randy King, owner of King's Ventures Processing, inquired of the board regarding the resubmitted Land Use Permit Application from February 8, 2023, to operate a butcher shop at 5825 Shephard Road, Brown City, MI.
 - Supervisor Grant Burgess noted the Resubmitted Land Use Permit Application from February 8, 2023 had been denied.
 - Randy King noted they plan to appeal the decision.
 - **ACTION ITEM** – Supervisor Grant Burgess to determine what he feels the appropriate next meeting is to address the appeal and recommend that to Randy and Jami King, but the final decision is up to them as owners of King's Ventures Processing Inc..

- **APPROVAL OF MINUTES**

- A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to approve the February 14th 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 March 14th. **MOTION CARRIED**

- **APPROVAL OF TOWNSHIP EXPENSES:**

- A motion made by Trustee Bob Alexander and seconded by Trustee Jeff Keesler to accept the March bills as presented for a total of \$33,805.01 (+ pending March Board of Review and Planning Commission Meeting expenses) on March 14th. **MOTION CARRIED**

UNFINISHED BUSINESS:

- **ACTION ITEMS**

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

- **SENIOR CENTER / PARK**

- Senior Center Remodeling
 - Treasurer Brent Banks updated the board regarding the remodeling activities (bathroom stools replaced, large room painted, ceiling tiles replaced, lights replaced) and new blinds will be installed later in the week of March 14. New chairs should arrive shortly.
 - A motion made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to purchase three (3) new 5' round tables to replace broken ones. **MOTION CARRIED**
 - A motion made by Clerk Robert Vinande and seconded by Treasurer Brent Banks to have the two HVAC systems cleaned at a cost to not exceed \$1,000.00. **MOTION CARRIED**
 - A motion made by Treasurer Brent Banks and seconded by Trustee Bob Alexander to have Dennis Wilkins polish the floor. **MOTION CARRIED**
 - A new motion (voiding last month's motion) made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to increase the payment to Kurt Webber from \$2,000 to \$2,500 for the work performed. **MOTION CARRIED**
 - Board discussed the disposal of the old light fixtures and old chairs.
 - A motion made by Treasurer Brent Banks and seconded by Trustee Jeff Keesler to sell the chairs for \$3.00 each and lights for \$2.00 each. **MOTION CARRIED**

- **NATURE CENTER**
 - No discussion.
- **ROADS**
 - A motion made by Trustee Jeff Keesler and seconded by Trustee Bob Alexander to accept the 2023 Brine Contract from Wilkinson's with a down payment of \$2,160 (\$1,160 from Flynn Twp. And \$1,000 from Sanilac County). **MOTION CARRIED**
 - **ACTION ITEM** – Clerk Robert Vinande to determine where the down payment needs to be sent for the 2023 Brine Contract.
- **CLERK'S ITEMS**
 - Mowing Agreements
 - Motion made by Trustee Jeff Keesler and seconded by Treasurer Brent Banks to accept the three (3) year contract with Gary's Lawn Care for mowing the grounds at the Senior Center and Park for \$1,600 per year. **MOTION CARRIED**

NEW BUSINESS:

- **SENIOR CENTER / PARK**
 - No discussion.
- **NATURE CENTER**
 - Deputy Supervisor Gene Burgess noted there are funds available for planting some crops at the Nature Center.
 - **ACTION ITEM** – Deputy Supervisor Burgess to make plans and meet with community members interested in helping.
- **ROADS**
 - No discussion.
- **CLERK'S ITEMS**
 - Automated External Defibrillator (AED) for Senior Center
 - Clerk Robert Vinande discussed the possibility of purchasing an AED with ARPA funds for the Senior Center. Topic tabled for this meeting.
 - **ACTION ITEM** – Clerk Robert Vinande to check with the township's insurance agent regarding their recommendation.
 - Four (4) Freedom of Information Act requests were processed by Clerk Robert Vinande in the last month.
 - Clerk Robert Vinande enrolled the township in the state's direct payment program for the Scrap Tire Grant payment directly to the tire processor. Previous years the township had to first pay the tire processor and then the state would reimburse the township; this greatly streamlines the grant payment process.
 - Flynn Township Payment Policy for Outside Meetings
 - Clerk Robert Vinande discussed the need to update the Payment Policy for Outside Meetings to reflect the need to deduct applicable withholding taxes from payments and clarify board member roles in various meetings (i.e. Planning Commission, ZBA, ...).
 - **ACTION ITEM** – Clerk Robert Vinande to draft changes and present the updated policy to the board at the April meeting.

OTHER:

- Upcoming Meetings
 - March Board of Review Meetings
 - Wed. March 15, 9 a.m. to 3 p.m.
 - Thur. March 16, 3 p.m. to 9 p.m.
 - Planning Commission Meeting
 - Thur. March 30, 7 p.m. at Senior Center

- Brown City Fire Authority
 - Deputy Supervisor Gene Burgess informed the board all entities approved ARPA funds for the Fire Authority.
 - **ACTION ITEM** – Clerk Robert Vinande to cut a \$7,200 check for the Fire Authority as discussed last month.

- Clerk Robert Vinande reviewed the New Action Items from the meeting.

ADJOURNMENT:

- A motion was made by Clerk Robert Vinande and seconded by Trustee Jeff Keesler to adjourn the meeting. **MOTION CARRIED**

NEXT MEETING:

- The Flynn Township Board Meeting will be held on Tuesday, April 11th, 2023 7:00 p.m. at the Flynn Township Senior Center.

**Commissioner's Report – District 5
City/Village/Townships**

February 13, 2023 Child Abuse Prevention Council Meeting – April is Child Abuse Awareness Month.

February 15, 2023 Attended Congresswoman Lisa McClain open house in Lake Orion.

February 21, 2023 Health Board

1. Kids Obesity – walking over 12,000 steps daily and less than 4 hours of screen time (TV, video games, phone, tablet, smart watch – combine) have a low risk of becoming overweight or obese.
2. Influenza cases are down over the past month.
3. No cases of Monkeypox in Sanilac County.
4. Covid Medium Level
5. Telehealth is here to stay.
6. Rename the old Maple Valley School building.

Sanilac County Board of Commissioners Meeting:

FA-014-23 Authorized the payment of current claims for 2022, identified on the account payable report dated February 14, 2023 for the general accounts in the amount of \$20,542.54.

FA-015-23 Authorized the payment of current claims for 2023, identified on the account payable report dated February 14, 2023 for the general accounts in the amount of \$118,108.83.

FA-016-23 Authorized the Budget Amendments, Transfers and establishes 11 accounts and further establish 11 accounts.

FA-017-23 Authorized the additional General Fund Bank Account charges for January 2023
\$357,926.86 ACH Payment
\$530,156.32 Checks
\$888,083.18 Total

FA-018-23 Approved a Non-expiring Agreement for Contractual Law Enforcement Services between Delaware Township and the Sanilac County Sheriff's Office.

FA-019-23 Authorized the Veterans Affairs Director purchase 38 gross flags from National Flag & Display Co. INC., at a cost of \$5,198.40 and to purchase 413 markers from New England Flag MFG. Company at a cost of \$2,307.45 for a total cost not to exceed \$7,505.85 with funding from Veterans Affairs Millage.

FA-020-23 Approved the FY2024 Sanilac Transportation Budget

FA-021-23 Adopted the FY2024 Resolution of Intent and Approved the FY2024 Contract Clauses Certification for Sanilac Transportation.

FA-022-23 Award and Authorized Unified Building Systems the Bid for the purpose of architectural and engineering for the boiler replacement project, at a cost not to exceed \$12,500.00, with funding from ARPA Funds.

FA-023-23 Award and Authorized the Sheriff's office purchase four Harris XL-200P Portable Radios for the AMK Services at a cost not to exceed \$20,616.80, with funding of \$19,600.39, to be reimbursed through Homeland Security Grant Funds and \$1,016.41, to come from \$3,585.00, in Segregated Funds from the sale of 2013 Ford Expedition which can only be spent on Homeland Security Related Projects.

March 7, 2023

Sanilac County Board of Commissioners Meeting:
Presentation from Jerry Johnson, MSU Extension

FA-200-22(A) Approved the Letter of Agreement between Sanilac County Mental Health Authority and Sanilac County Representative Payee/Public Guardian, effective October 1, 2022 to September 30, 2023, contract addendum #1.

FA-024-23 Authorized the payment of current claims for 2023, identified on the account payable report dated February 28, 2023 for the general accounts in the amount of \$180,336.13

FA-025-23 Authorized the Budget Amendments, transfers 5 accounts and further establish 7 accounts.

FA-026-23 ADOPTED THE AMENDED LANGUAGE TO THE BUDGET SHORTFALL POLICY.

FA-027-23 ADOPTED THE ADDITIONAL LANGUAGE TO THE MILEAGE POLICY.

FA-028-23 - ADOPTED THE AMENDED LANGUAGE TO THE PROMOTION/SELECTION PROCEDURE POLICY.

FA-029-23 - ADOPTED THE ADDITIONAL LANGUAGE TO THE EMPLOYEE RECOGNITION & SPECIAL EVENT POLICY.

FA-030-23 - ADOPTED THE AMENDED LANGUAGE TO THE OVERTIME & ACCUMULATION OF COMPENSATORY TIME POLICY.

FA-031-23 – ADOPTED THE AMENDED LANGUAGE TO THE MEAL ALLOWANCE POLICY.

FA-032-23 - AUTHORIZES THE FREEZE BE LIFTED FOR ASSISTANT PROSECUTING ATTORNEY ROBERT HEYBOER AND TO MOVE FROM A PAYGRADE 12, STEP 5 TO A PAYGRADE 12, STEP 6, ON HIS ANNIVERSARY DATE OF SEPTEMBER 7, 2023.

FA-033-23 - APPROVED 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 AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY DOCUMENT.

FA-034-23 - APPROVED 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 AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY DOCUMENT.

FA-035-23 - APPROVED A NON-EXPIRING AGREEMENT FOR CONTRACTUAL LAW ENFORCEMENT SERVICES BETWEEN THE VILLAGE OF PORT SANILAC AND THE SANILAC COUNTY SHERIFF'S OFFICE AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY AGREEMENT.

FA-036-23 - APPROVED A CONTRACT WITH GIBSON INSURANCE AGENCY, INC., AND BRIAN BELLWARE AS THE AGENT OF RECORD FOR THE HEALTH INSURANCE BROKER SERVICES, FOR A THREE-YEAR CONTRACT, BEGINNING MARCH 1, 2023, AND AN ANNUAL COST OF \$49,296.00, EFFECTIVE JULY 1, 2023, WITH A 5% INCREASE PER YEAR, WITH THE OPTION TO RENEW FOR TWO ADDITIONAL YEARS AND FURTHER AUTHORIZES THE BOARD CHAIRMAN SIGN THE NECESSARY CONTRACT.

Christine J. Lee
Commissioner – District 5
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