

CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES MINUTES

DATE: SEPTEMBER 8, 2022

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX: 810-659-4212

WEB PAGE: <http://flushingtowship.com>

ADMINISTRATION:

SUPERVISOR: Frederick R. Thorsby

CLERK: Wendy D. Meinburg

TREASURER: Terry A. Peck

TRUSTEES:

William Bain

Linda Minarik

William L. Westenbarger

Sharilynn K. Willette

TOWNSHIP ATTORNEY:

MATTHEW S. MCKONE PLLC

6258 W. Pierson Road

Flushing, MI 48433

810-410-4204

- I. MEETING CALLED TO ORDER** at 7:00 P.M. by **SUPERVISOR THORSBY** with Roll Call and the Pledge of Allegiance to the American Flag.
- II. ROLL CALL:** Peck, Thorsby, Willette, Westenbarger, Bain, Minarik and Meinburg. Attorney Matt McKone was also present.

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Eleven (11)

APPROVAL OF AMENDED AGENDA FOR SEPTEMBER 8, 2022

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the amended agenda for September 8, 2022.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF DRAFT MINUTES OF THE BOARD MEETING OF AUGUST 11, 2022

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the minutes of the August 11, 2022 Board Meeting.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS

TREASURER PECK MOVED, supported by Trustee Willette to approve the payment of bills as presented.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Meinburg, Westenbarger, Thorsby, Bain, Peck, Minarik and Willette

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

Due to time restraints, Supervisor Thorsby asked Sergeant Hough to introduce the new full time officer Dave Ramirez at this time.

A brief description of the officer's work back ground was given including the fact that he is currently one of our part time school resource officers.

III. PUBLIC COMMENTS:

OPEN FOR PUBLIC COMMENTS: 7:07 P.M.

One comment made.

CLOSED FOR PUBLIC COMMENTS: 7:08 P.M.

IV. UNFINISHED BUSINESS:

None

V. NEW BUSINESS:

1. Presentation of yearly audit by Yeo and Yeo – Supervisor Thorsby

A presentation of the township's yearly audit was given by Jamie Rivette, CPA, CGFM from Yeo and Yeo.

2. Motion to approve the Audit as presented – Supervisor Thorsby

TRUSTEE WESTENBARGER MOVED, supported by Trustee Bain to approve Flushing Township audit ending March 31, 2022 as presented.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Thorsby, Bain, Minarik, Westenbarger, Peck, Meinburg and Willette

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

3. PUBLIC HEARING – NOTICE OF PUBLIC HEARING ON TRUTH AND TAXATION MILLAGE CALCULATIONS AND RETURN MILLAGE RATES TO PREROLLED BACK RATES – Supervisor Thorsby

TREASURER PECK MOVED, supported by Trustee Willette to open the public hearing at 7:23 pm

THE MOTION CARRIED UNANIMOUSLY.

Assessor Dennis Judson gave a brief explanation of Truth and Taxation.

One public comment was made pertaining to the increase in taxes. After the explanation of the increase by the Supervisor and Assessor, the resident had a clearer understanding.

CLERK MEINBURG MOVED, supported by Treasurer Peck to close the public hearing at 7:25 pm.

THE MOTION CARRIED UNANIMOUSLY.

4. Motion to approve RESOLUTION 22-08, A RESOLUTION REGARDING MILLAGE LEVY (TRUTH IN TAXATION) FOR 2022 better known as the "Flushing Township 2022 Millage Levy Authorization" adopted pursuant to MCL 211.24e(3)
- Supervisor Thorsby

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve RESOLUTION 22-08, A RESOLUTION REGARDING MILLAGE LEVY (TRUTH IN TAXATION) FOR 2022 better known as the “Flushing Township 2022 Millage Levy Authorization” adopted pursuant to MCL 211.24e(3)

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Peck, Bain, Meinburg, Thorsby, Westenbarger, Minarik, and Willette

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the quarterly budget ending June 30, 2022.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Westenbarger, Willette, Thorsby, Meinburg, Peck, Bain and Minarik

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

5. Introduction of full-time officer to Flushing Township Police Department – Supervisor Thorsby

Introduction was done before the first public comment.

6. Motion to approve the use of ARPA funds to hire Donaldson & Son’s to widen road and expand parking lot at the Flushing Township Nature Park – Supervisor Thorsby

A brief description of the project was given by Supervisor Thorsby.

CLERK MEINBURG MOVED, supported by Trustee Willette to approve the use of ARPA funds to hire Donaldson & Son’s to widen road and expand the parking lot at the Flushing Township Nature Park as presented.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Meinburg, Willette, Bain, Peck, Minarik, Thorsby

NAYS: Westenbarger

ABSENT: None

THE MOTION CARRIED.

7. Discussion of possible renovation to Township Office building and expansion of staff – Supervisor Thorsby.

Supervisor Thorsby gave a brief discussion about the work load in the office increasing. The building department has become a bigger part of the office work. He is suggesting that we hire a full time Zoning Administrator and Code Enforcement Officer to relieve some of the work load. The elections division is becoming busier and will require more staff and more room. A company has been contacted to review our space, work flow and possible addition. Storage space is also becoming an issue. We have had several employees approach us asking for help. They cannot keep up the work load. Supervisor Thorsby had Karla create the information of what a full-time position would cost the township. The position would cost approximately \$65,714.33. The building department brings in about \$130,000 a year. We currently have a fund balance in that department of \$154,000. That income has stayed steady for the past 5 years. This new position would be funded by the building department.

Trustee Willette questioned the hours stated in the spread sheet. Does that include holidays? Supervisor Thorsby responded by saying that yes everything was included in the price. The office staff works only 36 hours a week.

Trustee Minarik questioned the hours worked and wondered if the problem of work load would be solved by adding Fridays to the work week. The office went to a four-day work week in approximately 2006 stated by Treasurer Peck. At one time the township did have an additional position that was eliminated. Dennis Judson commented on the work week. The hours open between 4 or 5 days are very close.

TREASURER PECK MOVED, supported by Clerk Meinburg to approve creation of a new position for Zoning Administrator and Code Enforcement Officer for the township at the wage presented at \$65,714.33 paid by the building fund.

A brief description of the position was given by Supervisor Thorsby. This position would also require continued education.

ACTION ON THE MOTION
ROLL CALL VOTE:

AYES: Peck, Minarik, Willette, Bain, Westenbarger, Thorsby and Meinburg

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

VI. REPORTS:

1. Supervisor's Report – Supervisor
Monthly Building Report
Monthly Code Enforcement Report
Fire Department Report

Supervisor Thorsby commented on the mowing fee needing to be adjusted. We are not charging enough.

2. Clerk's Report – Clerk

Clerk Meinburg reported that the user fees get reviewed once a year. We have given our fees to Rowe to review for us this year. We have had an increase in commercial business and believe our fees do not reflect the work that those projects require. Elections season is starting up again. Ballots should be available in the next couple weeks. In the month of October, we do have a staff member that is taking a vacation that was requested several months ago. There is also an employee that might need to schedule surgery. So, the plan is to bring in the couple part timers for elections and utilizing the police administrator assistants to help with the work load.

3. Treasurer's Report – Treasurer
Water Report
Financial Report July 2022

Treasurer Peck gave a brief review that the solar ordinance is hopefully going to get wrapped up at the next meeting. We have had several projects proposed by interested applicants. Each of these projects take time before even going to planning. He mentions a few being Hyde Park, the horse farm, gated community being proposed. We have never had to contemplate this level of projects. It is taking hours to work on these issues.

The drain commission has approached some residents on River Rd. that will be having septic systems that need to be hooked to sewer. A gravity line will need to be installed. This project will cost approximately \$240,000 before the end of the year. We are going to have to set up a special assessment for those homes soon.

We have started with utilizing the investment company that was approved. Funds from water and general funds are now being invested.

4. Flushing Township Police Department – Sergeant Hough

Sergeant Hough gave a report on stats.

Supervisor Thorsby made comment that Sergeant Hough has been made interim Chief. He will be working closely with the Supervisor to run the department. Interviews for police chief have started. We have already received several resumes. Background reports will be done and hopefully a candidate will be coming to the October meeting for board approval. New handgun qualifications are underway. After the sale of the confiscated guns and sell back of current fire arms, the purchase of the new hand guns will almost break even.

VII. PUBLIC COMMENTS

OPEN FOR PUBLIC COMMENTS: 8:09 P.M.

No comments made.

CLOSED FOR PUBLIC COMMENTS: 8:10 P.M.

VIII. BOARD COMMENTS:

Trustee Westenbarger commented on the building repair for eve replacement.

Trustee Minarik questioned the timing for ditching being done in the township. Supervisor responded with an approximate date of late September.

Trustee Minarik wanted confirmation that the funds approved for the church and help were taken care of. Clerk Meinburg confirmed that those funds have already been sent to those individuals. What's taking so long in the parking lot? They are waiting for settling in between layers. Treasurer Peck has been talking to the company.

Trustee Willette commented on the mural on the library and senior center.

IX. NEXT REGULAR MEETING: October 13, 2022

X. ADJOURNMENT

TRUSTEE WESTENBARGER MOVED, supported by Trustee Minarik to adjourn the meeting at 8:17 P.M.

THE MOTION CARRIED UNANIMOUSLY.

WENDY D. MEINBURG, Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

RECORDING SECRETARY: Wendy D. Meinburg, Clerk
9/8/2022