

CHARTER TOWNSHIP OF FLUSHING

6524 N. Seymour Road, Flushing, MI 48433

P (810) 659-0800 F (810) 659-4212

www.flushingtowship.com

REGULAR BOARD MINUTES

DATE: JANUARY 11, 2024

TIME: 7:00 P.M.

ADMINISTRATION MEMBERS

SUPERVISOR: Frederick R. Thorsby

CLERK: Wendy D. Meinburg

TREASURER: Terry A. Peck

TRUSTEES

William Bain

Linda Minarik

Joshua Upleger

Sharilynn K. Willette

I. DATE AGENDA POSTED: JANUARY 8, 2024

II. MEETING CALLED TO ORDER at 7:04 P.M. by SUPERVISOR THORSBY with Roll Call and the Pledge of Allegiance to the American Flag.

ROLL CALL: Willette, Thorsby, Peck, Upleger, Bain, Minarik and Meinburg

MEMBERS ABSENT: NONE

OTHER INDIVIDUALS PRESENT: SIX (6)

APPROVAL OF AGENDA FOR JANUARY 11, 2024.

TREASURER PECK MOVED, supported by Clerk Meinburg to approve the amended agenda by adding V #7 – Possible Motion on RESOLUTION 2402 CHARTER OF FLUSHING GENESEE COUNTY, MICHIGAN – GENESEE COUNTY DEVELOPMENT BLOCK GRANT RESOLUTION, for January 11, 2024.

THE MOTION CARRIED

APPROVAL OF DRAFT MINUTES FOR DECEMBER 14,2024.

TRUSTEE WILLETTE MOVED, supported by Trustee Bain to approve the minutes for December 14,2024.

THE MOTION CARRIER

APPROVAL OF PAYMENT OF BILLS:

TREASURER PECK MOVED, Supported by Clerk Meinburg to approve the payment of bills as presented.

ACTION ON THE MOTION:

ROLL CALL VOTE:

AYES: Minarik, Upleger, Thorsby, Bain, Peck, Meinburg and Willette.

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

III. PUBLIC COMMENTS:

OPENED TO PUBLIC COMMENTS at 7:06 P.M.

No comments made.

CLOSED PUBLIC COMMENTS at 7:07 P.M.

IV. UNFINISHED BUSINESS: None

V. NEW BUSINESS:

1. Fund Balance Overview presentation by Plante Moran – Supervisor Thorsby

Plante Moran – Went over The Charter Township of Flushing’s fund balance options and the following document was gone over.

2. Budget Policy pertaining to fund requirements – Supervisor Thorsby

TREASURER PECK MOVED, supported by Trustee Minarik to accept the Budget Policy pertaining to the fund requirements as presented.

Fund Balance

Fund Balance

The Township Board believes that sound financial management principles require that sufficient funds be retained by the Township to always provide a stable financial base. In order to do so, the Township needs to maintain a fund balance sufficient to fund all cash flows of the Township, to provide for financial reserves for unanticipated, one-time expenditures, to cover revenue shortfalls, and/or emergency needs.

The purpose of this policy is to identify the size and composition of the Township's desired fund balance and to identify certain requirements for classifying fund balance in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

1. **Classifications** The following individual components shall constitute *Fund Balance* for all the Township's governmental funds:

Non-spendable: Amounts that cannot be spent because they are either:

- (a) not in spendable form or
- (b) legally or contractually required to be maintained intact.

Examples:

- Inventories
- Prepaid items
- Long-term receivables

Restricted: Fund balance should be reported as restricted when constraints placed on the use of resources is either:

- (a) Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
- (b) Imposed by law through constitutional provisions or enabling legislation

Examples:

- Restricted by state statute
- Unspent bond proceeds
- Grants earned but not spent
- Taxes dedicated to a specific purpose
- Revenues restricted by enabling legislation

Unrestricted: The following three classifications of fund balance are considered to be "Unrestricted":

- (a) **Committed:** Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. To be classified as "committed," formal action must be taken by the Township Board prior to March 31st of that fiscal year.

Example: Amounts the Township Board sets aside by resolution

- (b) **Assigned:** Amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed. These amounts can be assigned by Treasurer.

Examples:

- Township Board delegates the authority to assign fund balance to the Treasurer
- Future roads, non-motorized transportation

- (c) **Unassigned:** Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.

Committing Fund Balance In order to commit fund balance, the Township Board, as the highest level of decision-making authority, must pass a resolution to commit funds for a specific purpose. These funds must be fully expended for their committed purpose. To make committed funds uncommitted, a new resolution must be passed by the board. Action must be taken before the last day of the fiscal year to commit funds for that year.

Assigning Fund Balance In order to assign fund balance, the Township Board designates the supervisor or his/her designee as the authority to assign fund balance.

2. **Levels of Fund Balance** The Township will establish and maintain levels of fund balance for the general fund and law enforcement fund as follows:

Fund Balance tier #1: Due to the Township's fiscal year end of March 31 and the fact that property taxes, the Township's largest revenue source, are not levied until the subsequent December 1, it is imperative that the Township have 8 months (67% of a year) of operating expenditures in fund balance to begin the year just to carry the Township's operations until the next tax levy.

Fund Balance tier #2: To provide funding for unanticipated one-time expenditures, revenue shortfalls, and potential emergency needs, a second tier of fund balance is needed. The Township has determined that the appropriate amount to meet the Township's needs is somewhere between 50 percent and 100 percent of a year's operating expenses.

If unrestricted fund balance of tier #2 falls below 50 percent of a year's expenditures, the fund's budget for the following year will be adjusted to restore fund balance to that minimum 50 percent level. If unrestricted fund balance exceeds 100 percent of a year's expenditures, the Township Board will consider using unrestricted fund balance for the following purposes: pay down future debt (drain/bonds), transfer funds to the capital project fund for future capital improvements or commit the excess funds toward other future obligations of the Township.

Other Funds:

Other governmental funds of the Township (capital projects, drug law enforcement, etc.) are excluded from this policy. These are not funds that are required to maintain a certain level of fund balance. During the annual budget process, the Township will consider the current and future activity of the funds and adjust accordingly.

The Water and Sewer Fund, Solid Waste Fund, and Custodial Fund are also excluded from this policy. The Water and Sewer and Solid Waste funds are considered "enterprise funds." Their equity (assets minus liabilities) is called "Net Position" and is treated differently than fund balance. The purpose of the Custodial Fund is to hold cash and equivalents due to other units of government (county, schools, etc....). As such, net position in this fund should normally be zero (assets equal to liabilities).

Timing of Fund Balance Review: Fund balance levels will be analyzed each fiscal year after the financial statement audit is completed and filed with the State of Michigan (typically in August, but no later than September 30).

After much discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

3. Possible motion on RESOLUTION 24-01 CHARTER TOWNSHIP OF FLUSHING GENESEE COUNTY, MICHIGAN - RESOLUTION TO ADOPT A FIVE-YEAR PARKS AND RECREATION PLAN FOR THE CHARTER TOWNSHIP OF FLUSHING—Supervisor Thorsby

CLERK MEINBURG MOVED to approve, supported by Trustee Willette to accept the motion on RESOLUTION 24-01 CHARTER TOWNSHIP OF FLUSHING GENESEE COUNTY, MICHIGAN - RESOLUTION TO ADOPT A FIVE-YEAR PARKS AND RECREATION PLAN FOR THE CHARTER TOWNSHIP OF FLUSHING.

After much discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

AYES: Bain, Willette, Minarik, Meinberg, Thorsby, Upleger and Peck

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

- 4. Proposed bids for the Flushing Nature Park board walk repair and replacement–
Supervisor Thorsby

TREASURER PECK MOVED, supported by Trustee Upleger to accept the proposed bids from Matt Akin for the Flushing Nature Park Board Walk repair and replacement, not to exceed \$33,726.00.

Estimate				
Matt Akin 6105 N. Linden RD, Mt. Morris, MI 48458 Fax number: (810) 640-7312 Email: MatthewOakin@gmail.com Phone number: (810) 569-2737 Phone number: (810) 569-9842		Estimate Number: 1796 Date: 12-27-2023		
To	Flushing Township 6524 N Seymour Rd. Flushing MI 48433	Billing period		
Description	Rate	Quantity	Amount	
Remove and replace all treated wood of existing 300' of north board walk and 8x10 viewing area at river (all existing top decking and subframe), replace all rotted foundation poles with new black locust poles Rebuild 6'7" wide (currently 6' wide with a 5'5" walking area) Add 8x10 landing at board walk intersection		1	\$22,726.00~ \$33,726.00 (Not to exceed \$33,726.00 due to possible unforeseeable Circumstances)	
Down Payment			\$15,000.00	
Remaining Total			TBD	
Authorized Signature & Seal				

The posts needed for the project were found by Norm Goddard at a fraction of the cost. A large number of posts are being purchases and transported by Norm Goddard and Supervisor Thorsby. Supervisor Thorsby – also mentioned a possible anonymous donation to cover this project.

After much discussion. The following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

5. Motion on Genesee County Road Commission agreement for the light installation at Coldwater and Deland – Supervisor Thorsby

CLERK MEINBURG MOVE, supported by Supervisor Thorsby to accept the motion on Genesee County Road Commission agreement for the light installation at Coldwater and Deland for \$1250.00.

After much discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

6. Discussion and possible motion on the repair of the drainage issue on Tahquamenon with the Genesee County Road Commission – Supervisor Thorsby

CLERK MEINBURG MOVED, supported by Treasurer Peck to discussion and possible motion on the repair of the drainage issue on Tahquamenon with the Genesee County Road Commission up to \$20,000 not to exceed \$10,000 for the Township.

After much discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

7. Possible Motion on RESOLUTION 24-02 CHARTER OF FLUSHING GENESEE COUNTY, MICHIGAN – GENESEE COUNTY DEVELOPMENT BLOCK GRANT RESOLUTION – Supervisor Thorsby

**RESOLUTION 24-02
CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN**

GENESEE COUNTY DEVELOPMENT BLOCK GRANT RESOLUTION

WHEREAS the Flushing Township Board of Trustees authorizes the use of the 2025-2027 GENESEE COUNTY DEVELOPMENT BLOCK GRANT to be used as:

• Senior Center Operating Expenses	\$5,000 per year totaling \$15,000
• Handicap Kayak Launch	\$25,000
• Senior Center Roof	\$10,000
• Senior Center Annex Roof	\$10,000
• Blight Removal	\$35,000
• Barrier Removal at Township Properties	\$0
	TOTAL: \$95,000

YES: _____

NO: _____

ABSENT: _____

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

I certify that the foregoing is true and accurate copy of a Resolution adopted by the Charter Township of Flushing Board of Trustees, Genesee County, Michigan, at its regular meeting held January 11, 2024, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

Frederick Thorsby
Flushing Township Supervisor

Dated: _____

Wendy Meinburg
Flushing Township Clerk

Dated: _____

CLERK MEINBURG MOVED, supported by Trustee Willette to accept possible Motion on RESOLUTION 24-02 CHARTER OF FLUSHING GENESEE COUNTY, MICHIGAN – GENESEE COUNTY DEVELOPMENT BLOCK GRANT RESOLUTION – Supervisor Thorsby

After much discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: 0

ABSENT: 0

THE MOTION CARRIED UNANIMOUSLY.

VI. REPORTS:

1. Supervisor's Report – Supervisor
Monthly Building Report
Supervisor Thorsby went over Building Report.

Zoning and Code Enforcement Report
Zoning Administrator Czyzio went over all current and upcoming projects.

Fire Department Report
FANG Activity Report

Supervisor Thorsby went over Fire Department and FANG activity Reports.

2. Clerk's Report – Clerk

Clerk Meinburg went over all the existing election activities that are happening.

3. Treasurer's Report – Treasurer
Financial Report January 2024
Water Report

Trustee Peck went over Financial and Water Reports in detail.

4. Flushing Township Police Department – Chief

Chief VanAlstine - went over the Flushing Township Police Department Report and thanked Treasurer Peck for investing for The Flushing Township Police Department.

VII. PUBLIC COMMENTS:

Resident – spoke about needing sign at Stanely Rd.

Supervisor Thorsby- Spoke about the street light by Township Hall needing to be brighter.

VIII. BOARD COMMENTS

Discussion was had pertaining to the tree on Pierson and Duffield, the upcoming cell tower, Senior Center and Solar issue with Township loss of control to the State.

IX. NEXT REGULAR MEETING:

FEBRUARY 8, 2024 AT 7:00 P.M.

X. ADJOURNMENT:

TRUSTEE BAIN MOVED, supported by Trustee Minarik to adjourn the meeting at 8:47 P.M.

WENDY D. MEINBURG, Clerk

APPROVED DATE

FREDERICK R. THORSBY, Supervisor

RECORDING SECRETARY: JEANETTE SIZEMORE, Recording Secretary
01/11/2024