DRAFT
CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES MINUTES
DATE: OCTOBER 13, 2016 TIME: 7:00 P.M.
PHONE: 810-659-0800 FAX 810-659-4212
WEB PAGE: http://flushingtownship.com

ADMINISTRATION:
SUPERVISOR: Rian R. Birchmeier
CLERK: Julia A. Morford
TREASURER: Maryion T. Lee

TRUSTEES:
Shirley D. Gage
Bonnie Jean Martinson
Scott R. Matzke
Scott P. Minaudo

TOWNSHIP ATTORNEY:
STEVEN W. MOULTON PLLC
6258 W. Pierson Road
Flushing MI 48433
810-407-7658

I. **MEETING CALLED TO ORDER** at 7:00 p.m. by **CLERK JULIA MORFORD** with Roll Call and the Pledge of Allegiance to the American Flag.

II. **ROLL CALL:** Julia A. Morford, Maryion T. Lee, Shirley D. Gage, Scott Matzke, Bonnie Jean Martinson, Scott P. Minaudo, and Attorney Steve Moulton
MEMBERS ABSENT: Rian Birchmeier

OTHER INDIVIDUALS PRESENT: (20) other individuals present

CLERK MORFORD MOVED, supported by Trustee Gage to appoint Treasurer Lee to chair the meeting.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

CONSENT AGENDA:
1) Agenda for October 13, 2016

TRUSTEE GAGE MOVED, supported by Trustee Matzke to removed Item 1 under Old Business from the agenda.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Matzke, Gage, Morford and Lee
NAYS: Martinson and Minaudo
MOTION CARRIED
ABSENT: Rian Birchmeier

CLERK MORFORD MOVED, supported by Trustee Gage to move Item F, Motion to consider the conversion of various files in paper form to digital images for Flushing Township, to Item A on the agenda as the presenter, Angela Williams, was accompanied by her school age child and needed to leave early as it was a school night.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

Vote listed below to approve the agenda as amended, but no motion was made or supported:

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

2) Proposed minutes from regular meeting held on September 8, 2016

TRUSTEE GAGE MOVED, supported by Clerk Morford to approve the September 8, 2016 Board Minutes.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

3) Proposed minutes from special meeting held on September 22, 2016

CLERK MORFORD MOVED, supported by Trustee Gage to approve the September 22, 2016 Board Minutes.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

4) Payment of Bills

CLERK MORFORD MOVED, supported by Trustee Gage to approve the payment of bills as presented.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

III. PUBLIC COMMENTS:

7:12 P.M. OPEN FOR PUBLIC COMMENTS
Two (2) individuals gave comments
7:21 P.M. CLOSED FOR PUBLIC COMMENTS

IV. UNFINISHED BUSINESS:

1. Removed from agenda

2. Motion to amend the motion from the Special Meeting held on September 22, 2016 regarding the preparation of the 2017/2018 Budget. The motion shall read "Motion to approve the proposed timeline for the adoption of the Fiscal Year 2017/2018 as follows: (The minutes from the Special Meeting were not available on line on Wednesday, October 5, 201.) The complete amended motion will be read from the minutes at the Regularly Scheduled Meeting on Thursday, October 13, 2016. "Treasurer" needs to be changed to "Supervisor" after the November election. – Trustee Martinson

   Trustee Martinson rescinded the above motion.

V. NEW BUSINESS:

1. The following items may be the subject and possible action of the Board:

   A. Motion to consider the conversion of various files in paper form to digital images for Flushing Township – Clerk Morford

Angela Williams of Ricoh gave a presentation to the Board of Trustees regarding the above item.

TRUSTEE MINAUDO MOVED, supported by Trustee Matzke to go with Ricoh for the proposed $4,925 for Planning Commission, Board Meeting Minutes, ZBA Meeting files and Building Permit files.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Matzke, Martinson, Lee, Morford and Minaudo"
NAYS: Gage
MOTION CARRIED
ABSENT: Rian Birchmeier

TREASURER LEE MOVED, supported by Trustee Martinson to move $5,000 from Lights at Large under Public Service and create a new line item "Digital Imaging" under the Clerk's Budget.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

B. **PUBLIC NEEDS HEARING** – "Community Development Block Grant Program" *2017 Group 2 Construction Projects* – Treasurer Lee

CLERK MORFORD OPENED THE PUBLIC HEARING AT 8:02 P.M.

Treasurer Lee read into the record the Genesee County 2017 Community Development Block Grant (CDBG) Program Proposals:

1. Replace playground equipment with ADA approved play equipment
2. Replace picnic tables with ADA approved picnic tables
3. Replace commodes with ADA approved commodes
4. Upgrade Lights at large on Mt. Morris, Elms and Francis Roads in vicinity of low/mod income area BG1)
5. Demolition of 5377 Duffield Road house
6. Purchase 8409 Mt. Morris Road and remove underground gas storage tanks

Nine individuals in attendance voiced the following suggestions and concerns:

1. Concerns regarding underground storage tanks at 8409 Mt. Morris Road and the EPA
2. Improvements at trailer park but it was pointed out CDBG money couldn't be used on private property
3. Improving sight issues at Stanley and Seymour Road
4. Develop a dog park
5. Make ADA improvements at Township Building
6. Donate to the Senior Center
7. Improve code enforcement
8. Install a removable floating kayak dock at canoe launch in Township Park
9. Repair of a private road
10. Provide a fishing spot on the river instead of the bridge on Mt. Morris Rd.

TREASURER LEE CLOSED THE PUBLIC HEARING AT 8:29 P.M.

C. Motion to consider the *2017 Group 2 Construction Projects Application* – Treasurer Lee

TRUSTEE MINAUDO MOVED, supported by Trustee Gage to table this item until the next meeting.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

D. Motion to approve the purchase of a new mower for the Flushing Township Nature Park. The tractor shall be paid for from the "Equipment" line item of the Budget – Treasurer Lee

TREASURER LEE MOVED, supported by Clerk Morford to approve the purchase of a new mower for the Flushing Township Nature Park.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Martinson, Matzke, Gage, Lee and Morford
NAYS: Minaudo
MOTION CARRIED
ABSENT: Rian Birchmeier

E. Motion to amend the 2016/2017 Fiscal Year Quarterly Budget to reallocate $8,000 from the "Capital Improvements" line item to the "Equipment" line item. The Budget adjustment shall reflect $9,000 in "Capital Improvements" and $11,250 in the "Equipment" line item to pay for the tractor – Treasurer Lee

TREASURER LEE MOVED, supported by Trustee Gage to amend the 2016/2017 Fiscal Year Quarterly Budget to reallocate $8,000 from the "Capital Improvements" line item under the Park Budget to the "Equipment" line item. The Budget adjustment shall reflect $9,000 in "Capital Improvements" and $11,250 in the "Equipment" line item to pay for the tractor.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

F. Motion to review and consider the three (3) quotes received from the three (3) Responders for the heating/cooling system in the Flushing Township Hall – Treasurer Lee

TRUSTEE MINAUDO MOVED, supported by Trustee Gage to table this item until the next Board takes office.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

G. Motion to approve amending the Comcast Contract – Treasurer Lee

TRUSTEE MINAUDO MOVED, supported by Trustee Gage to approve Resolution No. 16-11 listed below which changes the franchise fee from 5% back to 4%.

CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN

RESOLUTION NO. 16-11

WHEREAS, the prior Franchise Agreement between the Charter Township of Flushing and Comcast Cablevision of Flint, Inc., entered into on September 1, 2001, was scheduled to expire September 15, 2016;

WHEREAS the Charter Township of Flushing by action of its Board of Trustees at its regularly scheduled meeting held August 11, 2016, approved and entered into on behalf of the Township, a Uniform Video Service Local Franchise Agreement with Comcast of Flint, Inc., effective September 16, 2016;

WHEREAS the Board of Trustees believing the franchise fee charged under the Franchise Agreement of September 1, 2001, was in the amount of 5%, established the franchise fee under the Uniform Video Service Local Franchise Agreement in the amount of 5%, intending to continue what was believed to be the existing franchise fee amount; and,

WHEREAS the Board of Trustees having learned that the actual franchise fee charged under the Franchise Agreement of September 1, 2001 was in the amount of 4%, and not 5%;

IT IS HEREBY RESOLVED:

The Uniform Video Service Local Franchise Agreement between the Charter Township of Flushing and Comcast of Flint, Inc., approved August 11, 2016, is amended with respect to Section VI. A. ii, to provide that the percentage amount originally stated therein as 5% is amended and changed to 4%.

Except for the amendment as stated in the immediately preceding paragraph, all other terms of the Uniform Video Service Global Franchise Agreement remain unchanged.

YES: _____

NO: _____

ABSENT: _____

THE RESOLUTION IS DECLARED _____ ADOPTED _____ NOT ADOPTED

I certify that the foregoing is a 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 on _____, 2016, at the Charter Township of Flushing Hall, 6524 N. Seymour Road, Flushing, Michigan 48433.

_____ Dated:_____
Maryion Lee,
Flushing Township Treasurer

_____ Dated:_____
Julia Morford,
Flushing Township Clerk

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

H. Motion to consider, on the recommendation of the Planning Commission, for approval an Ordinance to amend Sections 20-400, 20-411 and 20-404(1) of the Zoning Ordinance to: (1) Specify the foundation requirements for attached accessory structures; to specify lot coverage limitations; placement and set back requirements for accessory structures; to amend the maximum permitted square footage of temporary accessory structures; (2) establish the priority of Section 20-762 over Section 20-411; and (3) to correct a typographical error in Section 20-404(1). The proposed amendments, if adopted, would apply to all properties within the Township. – Trustee Gage/Clerk Morford

Attorney Moulton stated this should be considered the First (1st) Reading.

TRUSTEE GAGE MOVED, supported by Clerk Morford to approve the first reading of an Ordinance to amend Sections 20-400, 20-411 and 20-404(1) of the Zoning Ordinance to: (1) Specify the foundation requirements for attached accessory structures; to specify lot coverage limitations; placement and set back requirements for accessory structures; to amend the maximum permitted square footage of temporary accessory structures; (2) establish the priority

of Section 20-762 over Section 20-411; and (3) to correct a typographical error in Section 20-404(1). The proposed amendments, if adopted, would apply to all properties within the Township.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

I. Motion to hire two (2) election inspectors for the November 8, 2016 Election due to the problems with the printing of the ballots – Clerk Morford

TREASURER LEE MOVED, supported by Trustee Matzke to hire two (2) election inspectors for the November 8, 2016 Election due to the problems with the printing of the ballots.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

J. Motion to amend the 2016/2017 Budget by reallocating $5,000 from "Lights at Large" under "Public Service" to "Equipment and Election Expenses" under "Elections" to fund the additional cost of the printing issue of the ballots for Genesee County. The amended Budget in "Lights at Large" shall be $60,000 and "Equipment and Election Expenses" shall increase to $29,000. Accounting for these expenses shall be segregated in case of future need. – Treasurer Lee

TREASURER LEE MOVED, supported by Trustee Minaudo to amend the 2016/2017 Budget by reallocating $5,000 from "Lights at Large" under "Public Service" to "Equipment and Election Expenses" under "Elections" to fund the additional cost of the printing issue of the ballots for Genesee County. The amended Budget in "Lights at Large" shall be $55,000 and "Equipment and Election Expenses" shall increase to $29,000. Accounting for these expenses shall be segregated in case of future need.

ACTION ON THE MOTION
ROLL CALL VOTE:
MOTION CARRIED
ABSENT: Rian Birchmeier

K. Motion to approve the 2016/2017 Fiscal Year Quarterly Budget – Treasurer Lee

TREASURER LEE MOVED, supported by Clerk Morford to approve the 2016/2017 Fiscal Year Quarterly Budget.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Matzke, Gage, Morford and Lee
NAYS: Martinson and Minaudo
MOTION CARRIED
ABSENT: Rian Birchmeier

VI. REPORTS:

1. Supervisor's Report – No report given
2. Superintendent's Report – Superintendent/Treasurer Lee
3. Flushing Township Police Department – Chief Fairchild
4. Flushing Fire Department – Clerk Morford
5. Flushing Township Financial Report for July 2016 – Treasurer Lee
6. Flushing Area Senior Center – Clerk Morford
7. MTA Report – Trustee Martinson

VII. COMMITTEE REPORTS:

1. Updates of the Flushing Township Nature Park – Treasurer Lee

VIII. PUBLIC COMMENTS:

9:25 PM – OPEN FOR PUBLIC COMMENTS
Two people gave comments
9:35 PM – CLOSED FOR PUBLIC COMMENTS

IX. BOARD COMMENTS:

Clerk Morford, Trustee Martinson and Treasurer Lee gave comments

X. NEXT REGULAR MEETING: THURSDAY, NOVEMBER 10, 2016 at 7:00 P.M.

XI. ADJOURNMENT: Meeting adjourned at 9:45 PM

_____
JOYCE A. WILSON, Deputy Clerk

_____
RIAN R. BIRCHMEIER, Supervisor

APPROVED DATE _____

10/13/2016 Regular Min