

TOWNSHIP SUPERVISOR'S STATUTORY DUTIES:

- To see that all laws and township ordinances are enforced
- To manage and supervise all public improvements, works and undertakings of the township
- To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and all public buildings or other property belonging to the township
- To manage and supervise the operation of all township utilities
- To be responsible for the preservation of property, tools and appliances of the township
- To see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise or in any contract are faithfully kept and performed
- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health
- To be an ex-officio member of all committees of the township board
- To prepare and administer the annual budget under policies formulated by the township board and keep the board fully advised at all times as to the financial condition and needs of the township
- To recommend to the township board for adoption such measures as he or she may deem necessary or expedient
- responsible to the township board for the efficient administration of all departments of the township government
- To act as the township's purchasing agent or, under his or her responsibility, delegate such duties to some other officer or employee
- To conduct all sales of personal property that the township board may authorize to be sold
- To assume all the duties and responsibilities as personnel director of all township employees or delegate such duties to some other officer or employee
- To perform such other duties as may be prescribed by this act or required by ordinance or by direction of the township board or which are not assigned to some other official in conformity with the provisions of this act (MCL 42.10)
- Moderates board and annual meetings
- Chief Assessing Officer (if certified)
- Secretary to Board of Review
- Township's legal agent
- Must maintain records of Supervisor's Office
- Responsible for tax allocation board budget (if applicable)
- Appoints some board or commission members
- May call special meetings
- May appoint a deputy
- Other related duties as designated by the Board

SUPERVISOR FREDERICK THORSBY ADDITIONAL DUTIES

- Michigan Township Association, Genesee County Chapter – active member, participates in continued education and Nominating Committee
- Police Commissioner
- Genesee County Roads and Bridges – Flushing Township Rep
- Flushing Township Contract Negotiating/Grievances – 2 union contracts
- Flushing Township Building/Grounds Committee – currently updated all office equipment and working on future renovation to the building
- Flushing Chamber of Commerce – active member
- Genesee County 911—Chairman. In the past year GC 911 underwent a renovation and move to a new building to better serve Genesee County. The Chairman also negotiates wages and union contracts for 911.
- Personnel Committee member—in the last year the township has added 2 new positions and do to retirements will have 3 new employees.
- Working with other Municipal officials to collaborate on projects and possible shared costs on project. Fred has been able to acquire unused moneys from other municipalities for road projects. This is known as 50/50 funds.
- Library Committee- member - The last year we have worked with the City and Genesee County for the new Flushing Library
- Flushing Community Fund – Vice Chair, provides funds to Flushing group for projects in the community
- FANG - member

TOWNSHIP TREASURER'S STATUTORY DUTIES:

- Collects real and personal property taxes
- Keeps an account of township receipts (revenues) and expenditures
- Issues township checks
- Prepares financial reports
- Receives and deposits township revenues and expenditures
- Invests township funds in approved investment vehicles
- Maintains records of treasurers' office
- Collects delinquent personal property tax
- Responsible for jeopardy assessments in collecting property tax
- Collects mobile home specific tax.
- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health
- Must appoint a deputy
- Must post a surety bond
- 2 required office days to collect taxes
- Other related duties as designated by the Board

TREASURER TERRY PECK ADDITIONAL DUTIES

- Michigan Township Association, Genesee County Chapter – Vice President, participates in continued education
- Planning Commission – Board Rep
- Flushing Township Building/Grounds Committee – currently updating all office equipment and working on future renovation to the building.
- Flushing Township Contract Negotiating/Grievances – 2 union contracts
- Genesee County Clerks and Treasurers – active member
- Genesee County Allocation Committee -- active member
- Genesee County Water and Waste – Flushing Township Rep
- Personnel Committee member—in the last year the township has added 2 new positions and do to retirements will have 3 new employees
- Genesee County Karegnondi Water Authority – board member
- Working with other Municipal officials to collaborate on projects and possible shared costs on projects
- Library Committee- member - The last year we have worked with the City and Genesee County for the new Flushing Library.
- Sewer Subcommittee – active member
- Genesee County Treasurers Association – active member
- Working with GovMlc to invest funds in the most beneficial way. By actively investing available funds, the township has gained funding the general fund, water fund, trash and police department fund. In the last year this funding has provided funds for the building renovation, a new police vehicle and currently the water and trash funds have been able to offset some of the increases so the residents do not get the whole expense of these increases.
- Worked closely with the mobile home parks and the Flushing Township Finance Clerk to create a new process in collecting personal property tax. The process was very successful and this is the first year all of the personal property taxes were able to be collected.

TOWNSHIP CLERK'S STATUTORY DUTIES:

- Maintains custody of all township records not assigned by law to another office
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes for Board of Trustees, Planning and ZBA
- Keeps the township book of oaths
- Responsible for special meeting notices
- Publishes board meeting minutes (if taxable value is \$90 million in 2020, annually indexed, or a charter township)
- Keeps voter registration file
- Record retention for elections
- Administer election functions and manage election staff. During the 60 days prior to elections the township has 2 additional part time staff plus other full time staff needed to perform election duties. On election day the election inspectors can be as many as 4 additional staff to schedule and manage.
- Keeps township ordinance book and update when needed.
- Prepares financial statements
- Delivers tax certificates to Supervisor and County Clerk by September 30 for winter collections, and should do the same by June 30 for summer collection
- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health
- Must appoint a deputy
- Must post a surety bond
- Flushing Township Elections Commission – Chair
- Other related duties as designated by the Board

CLERK WENDY D. MEINBURG ADDITIONAL DUTIES

- Michigan Township Association, Genesee County Chapter – President, participates in continued education. Have completed the Governance Academy program.
- Michigan Association of Municipal Clerks – completed the Michigan Municipal Certified Clerk program, active member and required continued education. Participate in the MAMC Mentor program to encourage and help other clerks/deputy clerks in their profession.
- Freedom of Information Coordinator for the township – FOIA requests are approximately 45 a year. Election years generate more of these requests. Also work with the police department on their FOIA requests.
- Maintain the Township Website
- Flushing Township Building/Grounds Committee– currently updated all office equipment and working on future renovation to the building
- Flushing Township Contract Negotiating/Grievances – 2 union contracts
- Genesee County Clerks and Treasurers – active member
- Working with other Municipal officials to collaborate on projects and possible shared costs on projects.
- Library Committee- member - The last year we have worked with the City and Genesee County for the new Flushing Library.
- Personnel Committee member—in the last 2 years the township has added 2 new positions and do to retirements have 3 new employees
- Providing Deputy Clerk training and keeping the other authorized staff members active on Qualified Voter record up to date on training and certification.
- By 2027 the State of Michigan is requiring all new election equipment. I am on a committee for the county to help select the new equipment.
- The Township currently has 4 school districts. I am working with the State, 2 schools and a few residents to eliminate a school district in Flushing Township if possible. If this gets approved by all parties and will benefit the residents involved, this will save some special elections, extra ballot style and costs related to this small district.
- Working with the State and the Flushing Township Election Commission to redraw precinct lines. The goal is to combined 2 of the precincts to save expenses and time. The cost of one precinct for one election is approximately \$5,000.
- Working with the Flushing High School and the Genesee County Clerk to provide a mock election in the high school this school year. The goal is to provide an election experience to students who will be possibly voting in the next election year. Also, will be working with other municipal clerks to provide a voter registration drive in the high school at the same time.

CLERK WENDY D. MEINBURG ADDITIONAL DUTIES

- Working with the Michigan Archives to create off site storage for any paper records and/or digital version that will be stored with the archives after digital version is created for the townships records.
- Now with the passing of Prop 22-2, I will be required to coordinate the 9 Day of Early Voting precinct and work the 9 days before every federal and state election.
- In 2024, several reimbursement grants for election security and 9 Days Early Voting were available. After applying for all that applied to those items. Over \$68,000 was reimbursed to the township.
- Do to the fact that our township has a population over 10,000, I have been given the training and authority to train election workers to certify them for elections. I have also trained other Genesee County inspectors and clerks to provide them with certification. Elections required the updating and creation of new training materials every time the state changes something
- Michigan Bureau of Elections certifications and continued education to maintain authority to conduct elections. In 2024 this required different training before each of the 4 elections. 9 Days of Early Voting also required new and changing education all year.
- When I started in the Clerk's position in 2016, elections were a little simpler. I had 7 precincts and 1 absentee precinct. I had one part time Deputy Clerk. The 45 days prior to election day I had the help of 2 staff members and the part time deputy. The procedures have expanded and the increased education and certifications that the clerk is required to have to conduct elections has grown immensely. By working with GIS and the BOE, I have been able to reduce our precincts to 5 plus 4 absentee precincts. With the changes in the law in the last 2 years we are at 5 precincts, 4 absentee precincts and 1 early voting precinct. My positions responsibilities have doubled. I now manage office staff, approximately 52 elections workers on elections day, Early voting is 9 days of scheduling and managing 45 people on various shifts. Our election budget has doubled just with 9 days of Early Voting. Election day voting, absentee voting and early voting all have different rules and processes. To make this all happen I must stay certified and continue the state mandated education. I now have 2-part timers during election season, a full-time deputy and a couple current employees that help during the 45 day window. 9 days of early voting requires that the clerk make sure that he/she is available during the 9 days before every state and federal election. in 2024, this added 27 more days of voting that I was required to be working. This included Fridays, Saturdays, Sundays and federal holidays. The statutory duty "administrating elections" has become a job in itself in even years. In odd years I am able to tackle the projects that have to wait like record retention/digitalizing, taking all of the classes required from the BOE and the state to make sure the township is compliant. I am actively involved in groups that would give the township the foot up on information

TOWNSHIP TRUSTEE'S STATUTORY DUTIES:

- Township legislators, required to vote on all issues
- Responsible for township's fiduciary health

TRUSTEES ADDITIONAL DUTIES

TRUSTEE LINDA MINARIK

- Flushing Township Election Commission – active member

TRUSTEE BILL BAIN

- Metropolitan Planning Commission – Flushing Township Rep

TRUSTEE JOSHUA UPLEGER

- Flushing Township Election Commission – active member

TRUSTEE Andrew Eichorn

THE SUPERVISOR, CLERK AND TREASURER

- For the past 2 years, the Supervisor, Treasurer and Clerk have worked together to budget and finance for the much-needed renovation to the township building. The Township building has not had renovations done since it was built. We worked with Home Land Security, had a space analysis done, worked with a furniture company and architect to provide a well-informed plan to move forward with the renovation. We have now contracted with a contractor and the project starts December 1, 2025. Our main goals during this process is to create more security for employees and elections. The renovation will provide more adequate use of space creating more secure storage. We have kept to the budget we have planned. This project is projected to cost \$500,000. We are able to pay for this project with very careful planning and with the Treasurer investing funds appropriately. This project is being paid for from the interest from investments. This will not increase taxes to the residents.
- As we have been preparing for this renovation, space has been an issue. The process of digitalizing all records has taken 2 years so far and has been a huge collaborative effort. We are very close to completing this project. By creating digital records, this creates physical space and creates easier accessibility to retrieve records for all departments.
- We continually work with the Flushing Senior Center to provide funding for services to our residents.
- We have applied for a DNR grant for a handicap kayak launch several years ago and was denied. While attending an MTA conference, the DNR suggested trying again. The Supervisor pulled the previous information and applied again. We were granted a \$200,000 grant that will pay for the majority of this project. We are working with Rowe Professional Services to proceed with this project.
- Training the new Finance Clerk has been a large undertaking. It is very difficult to find an applicant to fill this position. We felt that training someone in house would be in the best interest of the township. We have hired Plante Moran to help train and safeguard the financial procedures and processes. This has been a great success.
- We believe that giving employees the proper tools to do their jobs is necessary. We have sent every employee to in house and outside training in their fields. We have provided active shooter and first aid classes. Prior to our involvement with the township, the assessor was the only employee that received training. Educating the staff provides the residents with better services and creates a value in the employees success.
- Recently we consolidated the investment benefits for the employees to one provider (MERS). This move will create fewer fees for the township and less work for monthly billing on our end.
- Point and Pay is being implemented. This service will provide residents with an additional option for using credit/debit cards for bill pay.

- In the last several years, the business of the township has increased substantially. We have created several new positions. These new positions provide better services for the residents. in turn by creating these new positions, this has created more training, oversight, personal management and more complicated union negotiations.
- Since we have been in office, we have increased the road repair budget from \$150,000 a year to \$750,000. These funds are used to maintain, replace and repair the townships roads.
- In 2016 we had a Fund Balance of \$1,000,000. By budgeting, collaborating with the county and other municipalities and applying for various grants, the Fund Balance is now at \$3,950,000.

SALARIES FOR ELECTED TOWNSHIP OFFICIALS OF GENESEE COUNTY FOR 2025-2026

TOWNSHIP	SUP	CLERK	TREAS	TRUSTEE	FT ELECT CLERK	HLTH	RET	POP	SEV
ARGENTINE	\$19,900.00	\$18,500.00	\$18,500.00	\$4,500.00	no	yes	yes	6,997	552,015,800
ATLAS	\$48,612.00	\$48,612.00	\$48,612.00	\$7,921.00	no	no	yes	8,264	670,455,490
CLAYTON	\$42,080.00	\$42,080.00	\$42,080.00	\$8,000.00	no	yes	yes	7,458	421,527,500
DAVISON	\$94,982.00	\$77,519.00	\$61,064.00	\$14,730.00	no	yes	yes	20,414	1,036,933,214
FENTON	\$84,000.00	\$18,000.00	\$18,000.00	\$3,600.00	yes	no	yes	17,048	1,756,290,000
FLINT	\$67,542.00	\$64,800.00	\$30,000.00	\$1,200.00	yes	yes	yes	31,000	1,373,435,200
FLUSHING	\$59,066.00	\$59,066.00	\$56,381.00	\$5,689.00	no	no	no	11,005	537,975,700
FOREST	\$38,129.00	\$36,945.00	\$36,399.00	\$2,892.00	no	no	no	4,445	261,711,200
GAINES	\$23,130.00	\$24,230.00	\$23,130.00	\$2,339.00	no	no	yes	6,639	382,516,600
GENESEE	\$70,430.00	\$63,500.00	\$63,392.00	\$12,840.00	no	yes/ft	yes/ft	20,314	663,643,800
GRAND BLANC	\$35,550.00	\$59,972.00	\$22,000.00	\$13,257.00	yes	yes	yes	39,789	2,554,223,667
MONTROSE	\$35,000.00	\$35,000.00	\$35,000.00	\$1,800.00	no	no	no	5,930	282,340,100
MT. MORRIS	\$56,156.00	\$52,304.00	\$52,304.00	\$12,575.00	no	yes	yes	20,010	624,334,400
MUNDY	\$40,000.00	\$45,000.00	\$40,000.00	\$10,000.00	no	no	yes	15,264	981,590,800
RICHFIELD	\$52,118.00	\$53,052.00	\$45,320.00	\$8,500.00	no	yes	no	8,934	509,227,100
THETFORD	\$28,322.00	\$27,040.00	\$27,040.00	\$6,500.00	no	yes	yes	6,528	349,649,300
VIENNA	\$38,000.00	\$38,000.00	\$38,000.00	\$4,800.00	no	no	no	13,150	670,076,300

*SOME CLERKS GET A STIPEND FOR EACH ELECTION

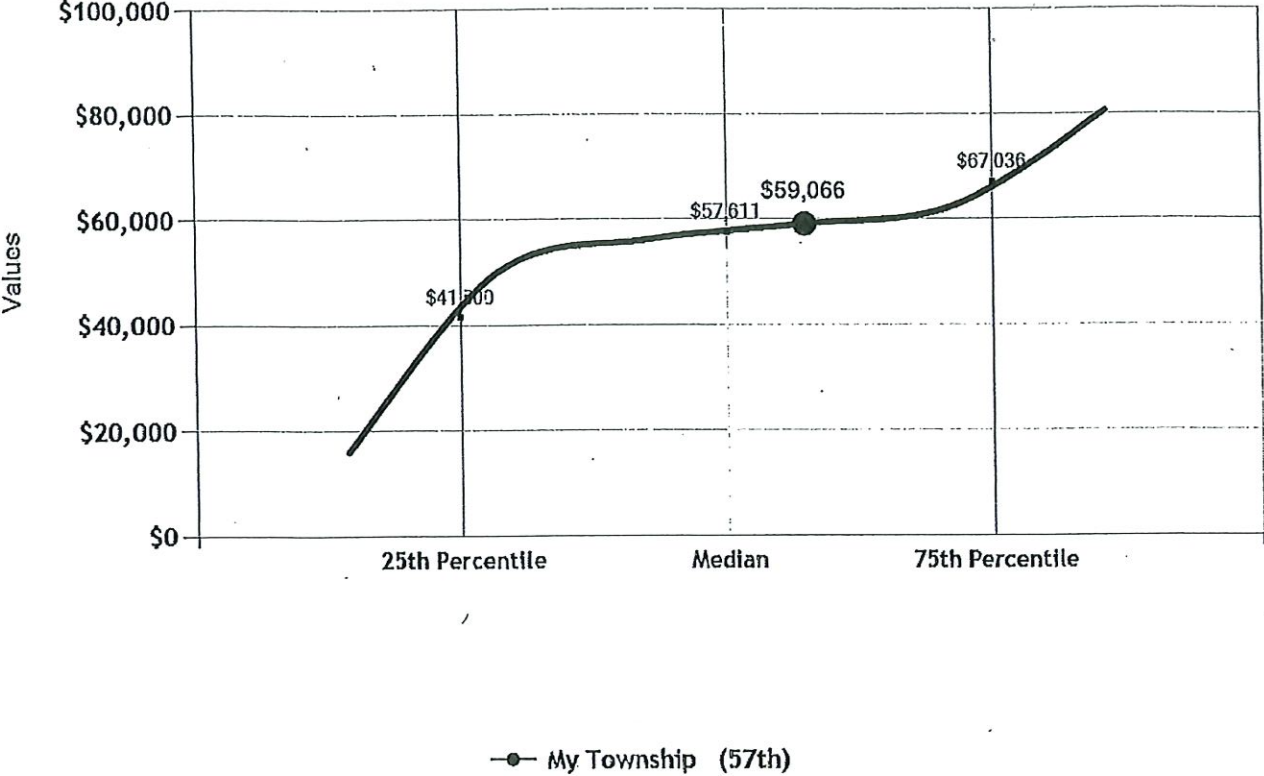
*SOME TRUSTEES GET A STIPEND FOR EACH TOWNSHIP MEETING

FULL TIME ASSISTANT

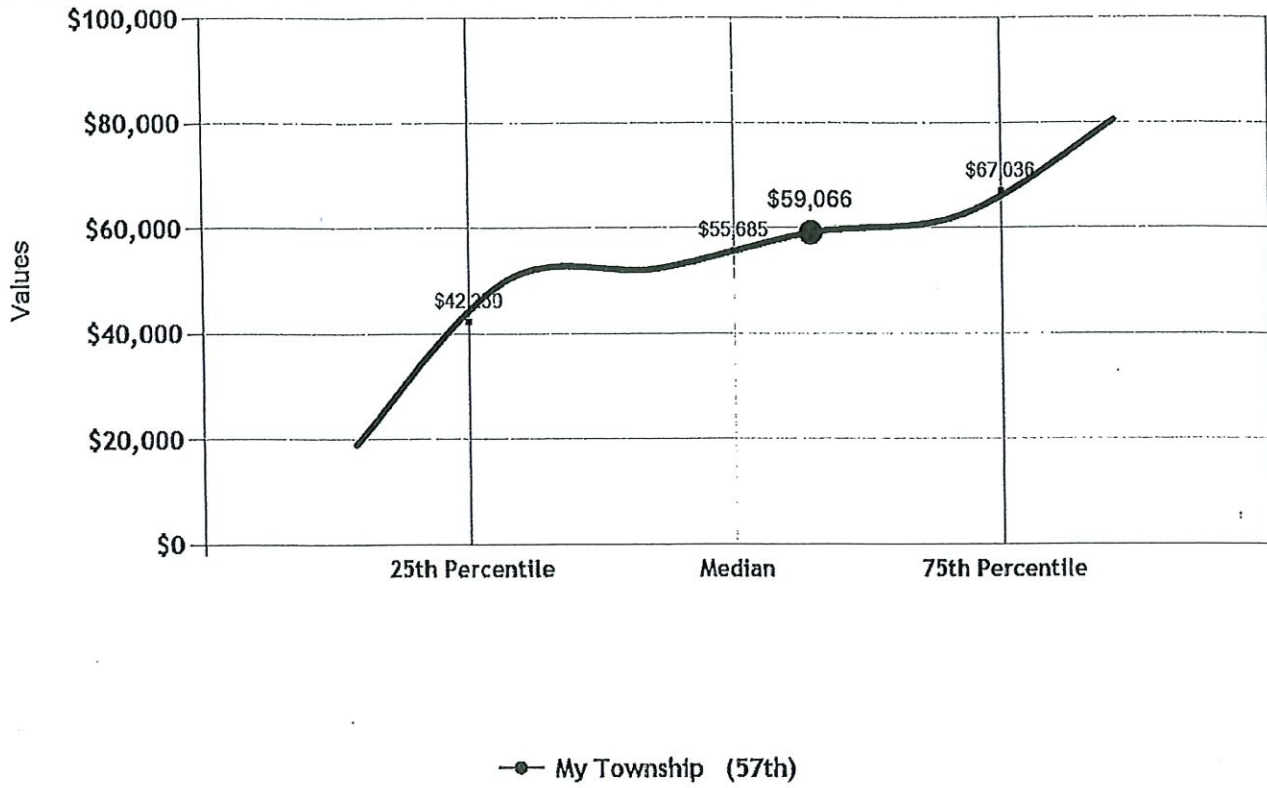
PART TIME POSITION

IF THERE ARE CORRECTIONS TO YOUR TOWNSHIP NUMBERS, CONTACT TERRY PECK AT 810-659-0800 X 5 TO CORRECT ANY NUMBERS.

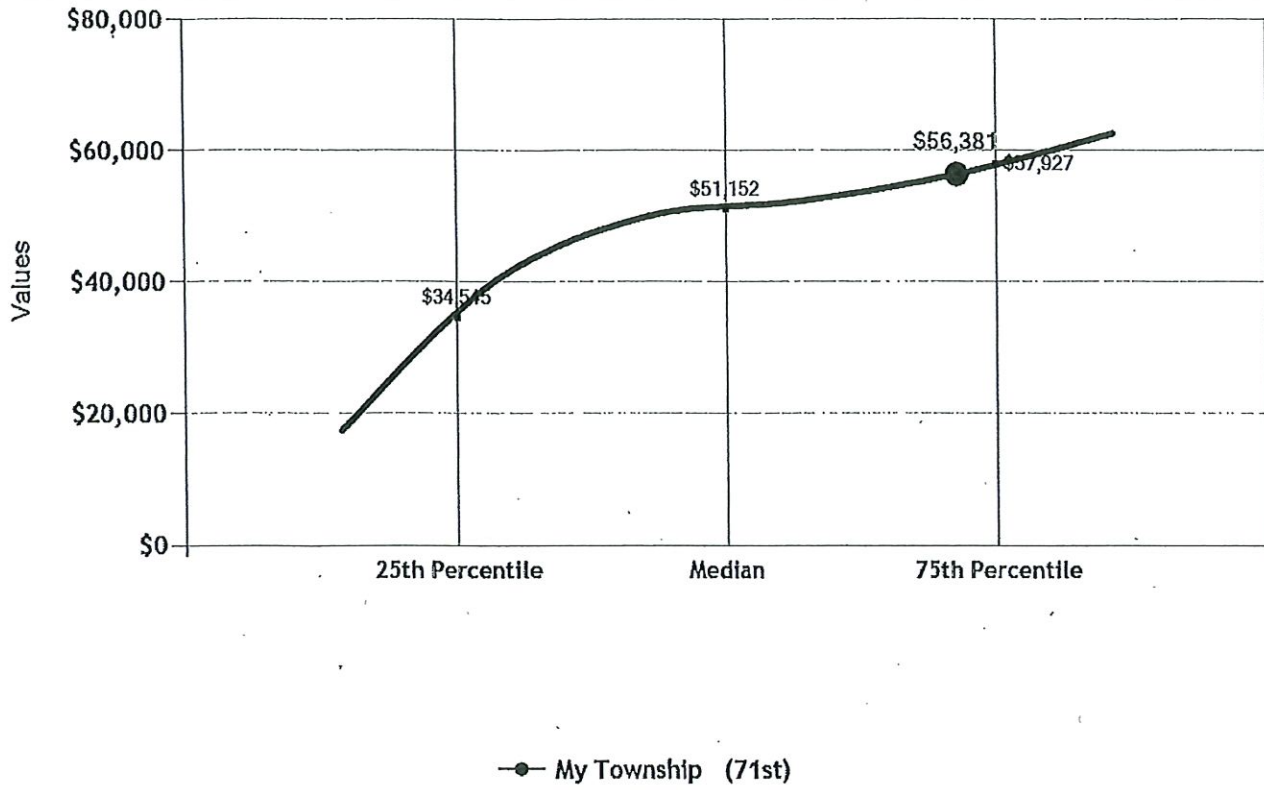
Annual salary for the office of Supervisor (excluding assessing)



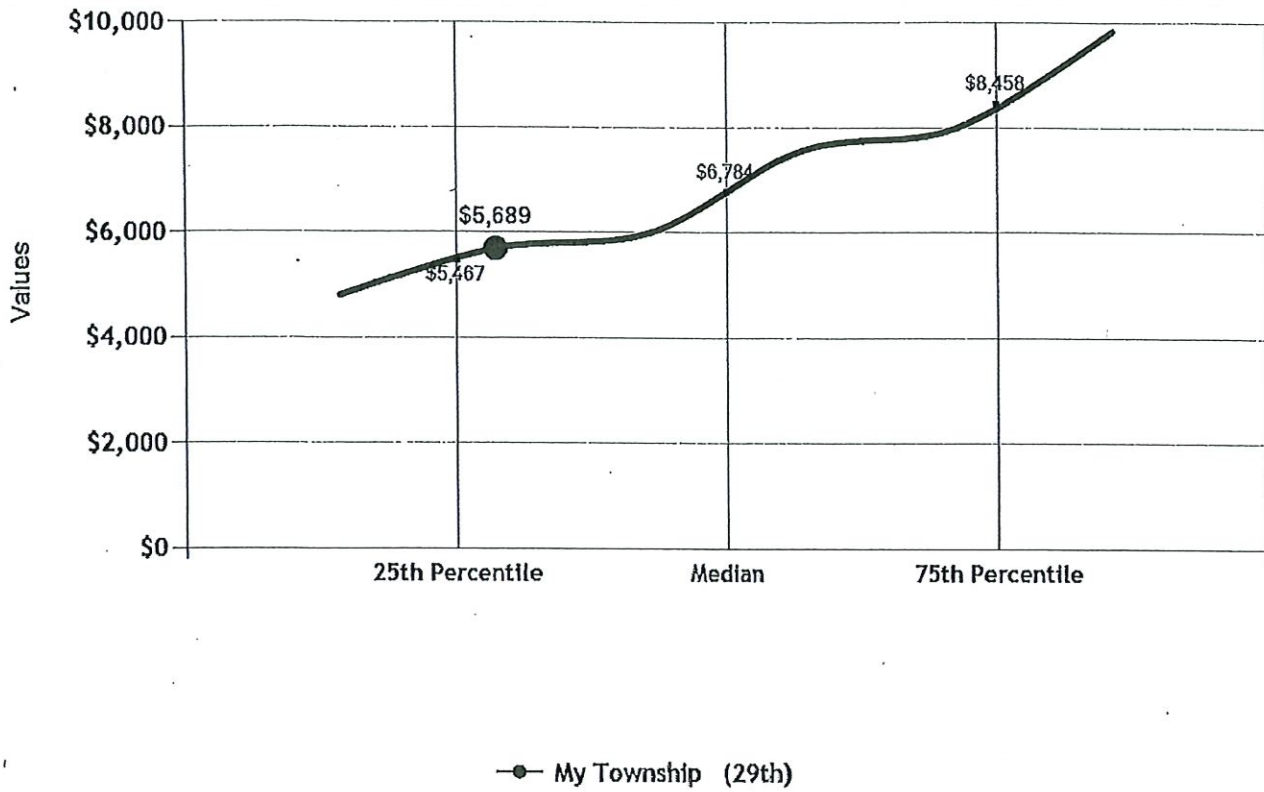
Total annual salary for the office of Clerk



Total annual salary for the office of Treasurer



Total annual salary for the office of Trustee



GOVMIC TRANSFER

WATER		
LIQUID INVESTMENT	EST. 4.16%	4,500,000.00
TOTAL	3.96	4,500,000.00
GENERAL FUND		
LIQUID INVESTMENT	EST. 4.16%	1,500,000.00
TOTAL	3.96	1,500,000.00
POLICE FUND		
TOTAL		-
TRASH FUND		
TOTAL		-

FINANCIAL PLUS

GENERAL FUND 1 YEAR				
	4/24/2025	4/23/2026	5.00%	\$ 1,000,000.00
TOTAL				\$ 1,000,000.00
GF 6 MONTH				
	5-7-25 11-10-25	1-27-26 4-9-26	4.00% 4.1	\$ 1,000,000.00
TOTAL				\$ 1,000,000.00

INTEREST

WATER

6/1/23-3/31/24	157,008.65 * Prior yr int.
4/1/24-3/31/25	333476.34 * Prior yr int.
4/2/25	16,841.55
5/7/25	16,094.26
6/5/25	16,563.54
7/1/25	16,030.48
8/5/25	16,568.44
9/4/25	16,526.16
10/3/25	15,886.44
11/5/25	16,076.01

TOTAL 621,071.87

POLICE FUND

10/1/23-3/31/24	21,823.07 * Prior yr int.
4/1/24-6/31/25	23294.64 * Prior yr int.

11-7-25 11,801.34

TOTAL 52,919.05
45,117.71

GENERAL FUND

6/1/23-3/31/24	81,676.52 * Prior yr int.
4/1/24-3/31/25	148165.47 * Prior yr int.
4/3/25	9,356.42
5/2/25	7,750.38
6/5/25	5,522.89
7/1/25	5,343.49
8/5/25	5,522.81
9/4/25	5,508.72
10/3/25	5,295.48
11/5/25	5,358.67

11-7-25 11,801.34

TOTAL 296,302.19
279,500.85

TRASH FUND

8/1/23-3/31/24	6,072.12 * Prior yr int.
4/1/24-3/31/25	19205.86 * Prior yr int.

TOTAL 25,277.98

Raises at the beginning of 2025

Water Clerk 12%

Tax Clerk 5%

Administrative Assistant 5%

Zoning Administrator/ Code Enforcement 16%

Finance Clerk 18%

Assessor 17%

Maintenance 4%

The rest of the union contract the staff will receive 2% plus COLA

