

CHARTER TOWNSHIP OF FLUSHING

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

DATE: JULY 11, 2013 TIME: 7:00 P.M.
PHONE: 810-659-0800 FAX 810-659-4212
WEB PAGE: <http://www.flushingtowship.com>

ADMINISTRATION MEMBERS

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

MEETING CALLED TO ORDER at 7:00 p.m. by **SUPERVISOR RIAN R. BIRCHMEIER** with Roll Call and the Pledge of Allegiance to the American Flag.

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

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Twelve (12) interested individuals

ADOPT THE AGENDA: MATZKE MOVED, seconded by Lee to adopt the Agenda as presented.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Gage, Lee, Morford, and Birchmeier

NAYS: Minaudo and Martinson

Motion Carried.

APPROVAL OF PREVIOUS MINUTES:

- A. SPECIAL MEETING MINUTES FROM JUNE 5, 2013: MATZKE MOVED**, seconded by Lee to approve the Special Meeting Minutes of June 5, 2013 as presented.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, and Birchmeier,

NAYS: Minaudo

Motion Carried.

- B. REGULAR SCHEDULED MEETING MINUTES OF JUNE 13, 2013: LEE MOVED**, seconded by Gage to approve the Minutes of June 13, 2013.

DISCUSSION:

Corrections to be made: grammatically spelling errors regarding the word "ask"; question about the order of the bills rather than the individual bills; page 6, 1-e, Review of the Zoning Permit, "Action of the Motion" **changed to** "Action on the Recommendation"; page 10, Financial Report – shouldn't there be a reason for the postponement referenced in the motion. Attorney Moulton felt the better practice would

be to indicate the motion or in the discussion regarding the motion why someone was seeking to postpone but if the actual action taken was a motion to postpone without any more, that should be what the minutes reflect.

LEE MOVED, seconded by Gage to withdraw the motion.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Minaudo, Matzke, Martinson, Gage, Lee, Morford, and Birchmeier,

NAYS: 0

Motion Carried.

MINAUDO MOVED, seconded by Martinson to approve the June 13, 2013 Minutes to reflect the adjustments from Trustee Martinson.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Morford, Birchmeier, Minaudo, and Matzke

NAYS: Lee

Motion Carried.

APPROVAL OF PAYMENT OF BILLS: LEE MOVED, seconded by Morford to approve the payment of the bills as presented.

DISCUSSION:

The Clerk made reference to Page 1, dated June 18, 2013, Genesee County Treasurer, regarding two (2) entries for the "Final Sheriff Contract" - one entry in the amount of \$20,753.69 was allocated in the previous budget and the other entry \$48,606.05 is for the current budget for a total of both figures to be \$69,359.74.

DISCUSSION:

Trustee Martinson thanked Accountant Karla Carpenter for the work she has done regarding the Bill Statement which has made it so much easier for Trustee Martinson to understand.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Gage, Lee, Morford, Birchmeier, Minaudo, Matzke, and Martinson

NAYS: 0

Motion Carried.

7:15 P.M. – OPEN FOR PUBLIC COMMENTS FOR NON AGENDA ITEMS:

None

7: 16 P.M. – CLOSED FOR PUBLIC COMMENTS FOR NON AGENDA ITEMS

UNFINISHED BUSINESS:

1. Financial Report for May 2013

MARTINSON MOVED, seconded by Matzke to accept the Financial Report for May 2013 as presented.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

Motion Carried.

2. Approval of Bills for May 2013

LEE MOVED, seconded by Matzke to approve the Bills for May 2013.

DISCUSSION:

The Treasurer stated the pages referred to as “missing pages” have been left out of the report for almost five (5) years. It had been prior practice to not include the pages because they were the totals of different accounts and the only way to get the totals for the entire report was to go through and calculate the random checks that belonged in each account.

In order to avoid the confusion in the future, the Treasurer recommended: 1) having Ms. Carpenter do a work shop where she could explain how the accounts were formatted on the Financial Reports; 2) a Finance Committee could be set up to review the Financial Reports prior to the Board meetings. If there were questions, they could be resolved before the meeting in order to get through the meetings without reviewing the issues. 3) Ms. Carpenter could also come to a Board Meeting and review the Financial Reports where the whole audience could learn the basics.

Trustee Martinson felt it would be nice for Ms. Carpenter to explain the reports, but felt the reports weren't that difficult for the Board members to learn by themselves. The Board will never know what all the numbers stand for so felt the Board should learn as they go along.

The Supervisor stated that each number stood for a different department; a list of the numbers would be available to anyone that wanted a list.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier, and Minaudo

NAYS: 0

Motion Carried.

NEW BUSINESS:

1-a. Approval of First Quarter Fiscal 2013-2014 Budget

LEE MOVED, seconded by Matzke to approve the First Quarter Fiscal 2013-2014 Budget as presented.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier,

NAYS: Minaudo

Motion Carried.

1-b. Review of Policies

LEE MOVED, seconded by Gage that the Board adopt the “*Board Meeting Administration*” Policy.

DISCUSSION:

The major changes made by the Policy Committee are listed below in **bold** print:

1. The township clerk shall prepare the agenda by **noon on the Monday** prior to every township board meeting.
2. Any board member who desires to have an item placed on the agenda will notify the clerk, in writing, by **9:00 a.m. on the Thursday**, a week prior to the meeting.
3. A copy of the proposed agenda shall be delivered or made available to every board member, along with all supporting documentation and correspondence addressed to the township Board by **noon on the Monday three (3) days** prior to the board meeting.

- 4. Placement of the agenda on a board members desk or in their interoffice mailbox shall be considered as delivered. (See “Mail Box Policy”, page 11)

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Birchmeier, Minaudo Matzke, Martinson, Gage, Lee, and Morford,

NAYS: 0

Motion Carried

1-c. Update of Cell Phone for Supervisor

GAGE MOVED, seconded by Lee that the township pay one hundred (100%) percent for a cell phone to be used by the Supervisor for township business.

DISCUSSION:

The Supervisor could have one phone but could have a separate ring for each entry in the phone. The Supervisor stated the phone that he currently carried was his own personal phone.

Trustee Gage stated the motion was for a cell phone for the Supervisor to be used strictly for township business. A motion had been made last month to pay a certain percent on a cell phone for the Supervisor, Police Chief, and Assessor.

The Supervisor is accountable to the County for the Emergency Management plan. It was mentioned that the Police Chief may need a separate cell phone because his job is important because he protects the community.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Lee, Gage, Matzke, Birchmeier, and Morford

NAYS: Martinson and Minaudo

Motion Carried

1-d. Resolution – Genesee County Solid Waste Management Plan Amendment

MORFORD MOVED, seconded by Lee to approve the Genesee County Solid Waste Management Plan Amendment which is Part 115 of Michigan Public Act 451 of 1994 which requires that sixty-seven (67%) of all local units of government approve the plan amendment through a resolution of support prior to submitting the plan to the Michigan Department of Environment Quality for final approval.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Birchmeier, Morford, Lee, Gage, Martinson, Matzke, and Minaudo

NAYS: 0

Motion Carried.

1-e. Resolution – Genesee County Hazard Mitigation Plan Update

MORFORD MOVED, seconded by Gage to support the Resolution for the Adoption of the Genesee County Hazard Mitigation Plan for the Charter Township of Flushing.

DISCUSSION:

The Hazard Mitigation Plan process for Genesee County identifies hazards that may bring harm to a community by taking the necessary action to reduce or eliminate the amount of damage caused by a disaster before it strikes. The Plan is in cooperation with the Office of the Genesee County Sheriff’s Emergency Management and Homeland Security Division, the Genesee County Hazard Mitigation Advisory Committee and the Michigan State Police. See the below listed Resolutuion:

**RESOLUTION
FOR THE ADOPTION OF THE
GENESEE COUNTY HAZARD MITIGATION PLAN
CHARTER TOWNSHIP OF FLUSHING
GENESEE COUNTY, MICHIGAN**

WHEREAS, Flushing Township, Michigan is vulnerable to a wide range of natural, technological and human-related hazards, and has experienced repetitive disasters that have caused loss of life, damaged commercial, residential and public properties, displaced citizens and businesses, closed streets and presented general public health and safety concerns; and

WHEREAS, Genesee County has prepared a Genesee County Hazard Mitigation Plan that provides an understanding of those threats, identifies the hazards affecting the area, discusses the county’s vulnerability to the identified hazards, and outlines the community’s options and strategies to reduce overall damage and impact from natural and technological hazards; and

WHEREAS, the Genesee County Hazard Mitigation Plan represents the interests and needs of Flushing Township.

NOW THEREFORE BE IT RESOLVED that the Genesee County Hazard Mitigation Plan is hereby adopted as an official plan of the Charter Township of Flushing.

Adopted this 11th day of July, 2013.

CHARTER TOWNSHIP OF FLUSHING
RIAN R. BIRCHMEIER, Supervisor

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Minaudo, Matzke, Martinson, Gage, Lee, Morford, and Birchmeier

NAYS: 0

Motion Carried.

1-f. Park Committee Report

LEE MOVED, seconded by Gage to table Item I, which has twelve (12) sub categories and fully stated on Page 1, for consideration to the next Board Meeting, to consider at this time, which is Item II, which is comprised of three (3) sub categories found at the top of Page 2, and to table Item III the issue being the Budget for consideration at the next Board Meeting. The only thing to be considered tonight at this Board Meeting would be Item II comprised of: 1) Playground, 2) Boardwalk, and 3) Prescribed Burns. (Flushing Township Park and Recreation Committee – July 11, 2013, Committee Report).

DISCUSSION:

Since there is approximately \$19,000 in the Park Budget – are there any ideas as to an approximate cost for the three (3) items. Ms. Griffin has done research on prior Flushing Township prescribed burns and the cost was 75/25% with the Township paying the 25%, but a grant was involved. If the Township proceeded with the prescribed burns, they would have to pay one-hundred (100%) percent. The cost for the burn would depend on the acreage that would be burned; the normal cost range has been between \$500 to \$750 but could go as high as \$2,600; the burns are done in sections ranging from fifteen (15) to twenty-three (23) acres at a time. Weather conditions also would determine when the prescribed burns would be done.

The playground is a safety hazard and has to be taken care of immediately. Specific guidelines have to be followed for the playground.

The boardwalk would not have to be replaced but would need minimal structural items such as new footings, replacement of boards, etc. The workers have to be certified to work in wetland areas.

At some time, the budget will have to be reviewed to cover expenses. There is money in the budget to hire an employee, so perhaps the funds could be transferred to cover the expenses.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

Motion Carried.

1-g. 8:20 P.M. – CLOSED SESSION:

1. Litigation of Police Officer's Health Insurance

- 1) **MINAUDO MOVED**, seconded by Lee to meet in Closed Session pursuant to MCL 15.261(f) to review a written opinion from the Attorney regarding the retired police officer's insurance situation;

AND

2. Status of Teamsters Contract

- 2) To meet in Closed Session pursuant to MCL 15.261(z) to discuss a matter that is subject to collective bargaining specifically the Teamsters Contract.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Gage, Lee, Morford, Birchmeier, Minaudo, Matzke, and Martinson

NAYS: 0

Motion Carried.

9:00 P.M. – RE-CONVENE TO REGULAR SESSION

MINAUDO MOVED, seconded by Matzke to re-convene to Regular Session.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Martinson, Gage, Lee, Morford, Birchmeier, Minaudo, and Matzke

NAYS: 0

Motion Carried.

COMMITTEE REPORTS:

1. Fire Runs for June: Flushing Fire Chief Jim Michael reported there were three (3) assist police calls, two (2) vehicle fires, two (2) open burns, one (1) grass fire, one (1) PI accident, one (1) wash down at PD accident, one (1) power line down, one (1) natural gas leak for a total of twelve (12) runs. There was \$5,000 in property loss and \$500 in contents loss.

FINANCIAL REPORT:

LEE MOVED, seconded by Morford to accept the Financial Report for April 2013.

ACTION OF THE MOTION

ROLL CALL VOTE:

AYES: Matzke, Martinson, Gage, Lee, Morford, Birchmeier and Minaudo

NAYS: 0

Motion Carried

BOARD COMMENTS:

1. **LEE**: thanked the Park Committee for all the work they have been doing; thanked Joe who has done a great job at the Park; thanks to the audience for their patience; if anyone has any questions, please don't hesitate to call her.

2. **MINAUDO:** thanks for coming to the meeting.
3. **MATZKE:** thanks for coming out to the meeting.
4. **MARTINSON:** the next time bring your friends, neighbors, and enemies to the meeting.

9:00 P.M. OPEN FOR PUBLIC COMMENTS

Two (2) individuals gave comments.

9:02 P.M. - CLOSED FOR PUBLIC COMMENTS

THE NEXT REGULAR SCHEDULED BOARD OF TRUSTEES MEETING WILL BE THURSDAY, AUGUST 8, 2013 AT 7:00 P.M. AT THE FLUSHING TOWNSHIP HALL.

ADJOURNMENT: Due to lack of business issues, **SUPERVISOR BIRCHMEIER** adjourned the meeting at 9:03 p.m.

JULIA A. MORFORD, Clerk

RIAN R. BIRCHMEIER, Supervisor

APPROVED DATE: _____

=07/11/2013 Regular Min