

DRAFT

CHARTER TOWNSHIP OF FLUSHING

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BOARD OF TRUSTEES MINUTES

DATE: MAY 11, 2023

TIME: 7:00 P.M.

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

117 W. Oliver Street

Owosso, MI 48867

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:** Thorsby, Meinburg, Peck, Bain, Minarik, and Willette. Attorney John Ryan was also present representing Attorney Matt McKone's office.

MEMBERS ABSENT: Westenbarger

OTHER INDIVIDUALS PRESENT: Seventeen (17)

APPROVAL OF AGENDA FOR MAY 11, 2023.

TREASURER PECK MOVED, supported by Trustee Bain to adopt the amended agenda for May 11, 2023, adding New Business Item 11: Motion on the Spot Repairs to be completed on Coldwater Road by the Genesee County Road Commission.

THE MOTION CARRIED.

APPROVAL OF DRAFT MINUTES OF THE BOARD MEETING OF APRIL 13, 2023.

TRUSTEE WILLETTE MOVED, supported by Clerk Meinburg to approve the minutes of the April 13, 2023 Board Meeting.

THE MOTION CARRIED.

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, Thorsby, Bain, Peck, Meinburg, and Willette

NAYS: None

ABSENT: Westenbarger

THE MOTION CARRIED.

III. PUBLIC COMMENTS

OPEN FOR PUBLIC COMMENTS: 7:02 P.M.

No comments were made.

CLOSED FOR PUBLIC COMMENTS: 7:03 P.M.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

1. Recognition of Flushing Township Police Officers.

Chief VanAlstine wanted to recognize Officer Hatchett and Officer Owens for performing a lifesaving, survival technique when dispatched to a full arrest call. The officers arrived and performed three rounds of CPR, then used the AED, and repeated that process until the ambulance arrived. As the resident was being placed on the ambulance a pulse returned. Chief VanAlstine stated how proud he was of the officers for the way they did their job as this type of event doesn't happen every day. Chief VanAlstine presented a Certificate of Outstanding Performance to the officers and thanked their families for supporting the work they perform for the community.

NO MOTION WAS MADE.

2. Appointment of Gary Whitmire to the Compensation Committee.

TREASURER PECK MOVED, supported by Trustee Willette to appoint Gary Whitmire to the Compensation Committee.

Supervisor Thorsby would like to appoint Mr. Whitmire because of his previous experience in wage and contract negotiation across municipal government, school systems, and business management. After some discussion between the board and Mr. Whitmire, the following motion was made.

ACTION ON THE MOTION

AYES: 6

NAYS: 0

ABSENT: 1

THE MOTION CARRIED.

3. Motion on the proposed staff transitions.

TREASURER PECK MOVED, supported by Clerk Meinburg to approve the proposed staff transitions.

Supervisor Thorsby stated that the document before the board was brought to them today because the Finance Director's retirement date has been moved from February 2024 to August 2023. After further discussion, the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Westenbarger

THE MOTION CARRIED.

4. Motion on the service agreement with Nyhart Company Inc. to perform GASB 75 for fiscal years 2023 and 2024 for a total of \$6,500.

CLERK MEINBURG MOVED, supported by Treasurer Peck to the service agreement with Nyhart Company Inc. to perform GASB 75 for fiscal years 2023 and 2024 for a total of \$6,500.

Supervisor Thorsby explained that this actuarial study on our health benefits and is mandatory to complete over the next couple of years. Thorsby stated that Nyhart has completed this for us in the past and the price listed is the total for two years, not each year individually. After further discussion, the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Westenbarger

THE MOTION CARRIED.

5. Discussion and possible motion for RFP from H2A Architects.

TREASURER PECK MOVED, supported by Clerk Meinburg to approve the RFP from H2A Architects to send out for architectural bids.

Supervisor Thorsby stated that we had hired H2A to suggest how to renovate the offices and the next step in the process is to hire an architect. Thorsby asked the board if they were willing to move forward with this project because moving forward would mean that at the next meeting the board would be accepting bids for the work. Clerk Meinburg spoke about the options for funding outside of the township budget but how they were currently not guaranteed to receive any funding. Several board members raised their concerns about the cost and necessity of this project. After extensive discussion, the following motion was made.

ACTION ON THE MOTION

AYES: 6

NAYS: 0

ABSENT: 1

THE MOTION CARRIED.

6. Discussion and possible motion for the pavilion bid at the Township Offices.

TRUSTEE BAIN MOVED, supported by Clerk Meinburg to approve the bid for a pavilion with a metal roof at the Township Offices.

Supervisor Thorsby stated that he has been looking for someone to build a pavilion at the Township offices for over a year. The Tax Clerk recently found someone willing to bid on the project and they would be using ARPA funds to pay for the project. After further discussion, the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: Minarik

ABSENT: Westenbarger

THE MOTION CARRIED.

7. Motion to amend the Township's ACH Policy.

TREASURER PECK MOVED, supported by Clerk Meinburg to amend the Township's ACH Policy.

Treasurer Peck shared that at the conference he attended in April there was a lot of information about municipal finances. Peck stated that with the information he had gathered at the conference we needed to amend our ACH Policy to better comply with the way municipal finances should be governed. After further discussion, the following motion was made.

ACTION ON THE MOTION

AYES: 6

NAYS: 0

ABSENT: 1

THE MOTION CARRIED.

8. Discussion and possible motion about new playground equipment at the Flushing Township Nature Park.

TRUSTEE WILLETTE MOVED, supported by Trustee Bain to approve applying for state grant funding to use for the purchase of new playground equipment for the Flushing Township Nature Park.

Supervisor Thorsby stated that the equipment at the park has been around since 1992 and he was looking to update it with state contract bid priced equipment. Presented to the board were three options, two different options for the playground specifically and a plan for fitness stations along the nature path. Thorsby also stated that he has been gathering information necessary to apply for a DNR Grant that may help with the cost of this project. After further discussion, the following motion was made.

ACTION ON THE MOTION

AYES: 5

NAYS: 1

ABSENT: 1

THE MOTION CARRIED.

9. Discussion on the Short-Term Rental Ordinance draft.

Supervisor Thorsby stated that the Short-Term Rental Ordinance had been recommended to the Board by the Planning Commission. Thorsby also stated that Zoning Administrator Chris Czyzio has been working on this ordinance for months to ensure that we can use this ordinance to safeguard the township and abate a nuisance if necessary. Attorney John Ryan shared some changes that he and Attorney Matt McKone thought could be made to ensure this new ordinance coordinates with pre-existing ordinances to ensure smooth enforceability. After further discussion it was decided that the board would review the documents presented to them and this would return to the agenda next month for motion of approval and first reading.

NO MOTION WAS MADE

10. Motion to add BS&A Building Fee to the Flushing Township Fee Schedule.

CLERK MEINBURG MOVED, supported by Treasurer Peck to add the BS&A Building Fee to the Flushing Township Fee Schedule.

Supervisor Thorsby stated that the charge needs to be added because building permits have been made available to fill out and submit online through BS&A. After further discussion, the following motion was made.

ACTION ON THE MOTION

AYES: 6

NAYS: 0

ABSENT: 1

THE MOTION CARRIED.

11. Motion on the Spot Repairs to be completed on Coldwater Road by the Genesee County Road Commission.

CLERK MEINBURG MOVED, supported by Trustee Bain to approve the Spot Repairs to be completed on Coldwater Road by the Genesee County Road Commission.

After short discussion, the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Westenbarger

THE MOTION CARRIED.

VI. REPORTS

1. Supervisor's Report – Supervisor
Monthly Building Report
Zoning and Code Enforcement Report
Fire Department Report
FANG Activity Report

Supervisor Thorsby shared that the Tire Recycling Day will be on Saturday, June 10, 2023 and it will start at 10:00 AM. Arriving shortly after the starting time is recommended because in previous years the bins have filled up fast. Thorsby also shared that he is now Chairman of the 911 Board and was congratulated by the board members.

2. Clerk's Report – Clerk

Clerk Meinburg gave an update on the election equipment purchase that was approved last month, stating that she is waiting to see what new machines are going to be priced and available for purchase after the next meeting between the state and Hart InterCivic.

3. Treasurer's Report – Treasurer
Financial Report April 2023
Water Report

Treasurer Peck shared with the board the moves he is making to increase the balance in the township funds. Peck also stated that new Planning Commission member, Michael Moon, was the person who made the administration members aware of the funding options available for many of the projects on the agenda this evening. Peck shared that he has also joined another water committee.

4. Flushing Township Police Department – Police Chief

Chief VanAlstine stated that the department is working as hard as ever. He's continually proud of the work they do for the department and community.

VII. PUBLIC COMMENTS

OPEN FOR PUBLIC COMMENTS: 8:48 P.M.

Two comments were made, one in regards to seeking more cost-effective options for office renovation and one about the short-term rental ordinance.

CLOSED FOR PUBLIC COMMENTS: 8:51 P.M.

VIII. BOARD COMMENTS

Treasurer Peck stated how much he appreciated having Mr. Czyzio look for ways to help the township and complimented his hard work. Clerk Meinburg complimented Supervisor Thorsby and the work he does to get grants for the Township.

IX. NEXT REGULAR MEETING: June 8, 2023

X. ADJOURNMENT

TRUSTEE BAIN MOVED, supported by Trustee Minarik to adjourn the meeting at 8:54 P.M.

THE MOTION CARRIED.

WENDY D. MEINBURG, Clerk

APPROVED DATE

FREDERICK R. THORSBY, Supervisor

RECORDING SECRETARY: Makenzie Dearlove, Deputy Clerk
05/11/2023