

CHARTER TOWNSHIP OF FLUSHING

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BOARD OF TRUSTEES MINUTES

DATE: JULY 13, 2023

TIME: 7:00 P.M.

ADMINISTRATION:

SUPERVISOR: Frederick R. Thorsby

CLERK: Wendy D. Meinburg

TREASURER: Terry A. Peck

TRUSTEES:

William Bain

Linda Minarik

Joshua Upleger

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:** Willette, Thorsby, Peck, Upleger, Bain, Minarik, and Meinburg. Attorney Matt McKone was also present.

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Ten (10)

APPROVAL OF AGENDA FOR JULY 13, 2023.

TREASURER PECK MOVED, supported by Clerk Meinburg to adopt the amended agenda for July 13, 2023 by changing New Business Item 3 from tractor replacement to tractor repair.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF DRAFT MINUTES OF THE BOARD MEETING OF JUNE 8, 2023.

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the minutes of the June 8, 2023 Board Meeting.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS

TREASURER PECK MOVED, supported by Trustee Willette to approve the payment of bills as presented.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

III. PUBLIC COMMENTS

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

Two comments were made in regards to the possible sewer and road special assessment for the Ponderosa and Granrich subdivisions.

CLOSED FOR PUBLIC COMMENTS: 7:07 P.M.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

1. Plante Moran presentation and possible motion for financial services.

TREASURER PECK MOVED, supported by Clerk Meinburg to accept the proposal for services from Plante Moran.

Supervisor Thorsby spoke on the proposal as a representative was not present from Plante Moran. With the transition of our current Water Clerk moving to the position of Finance Clerk, this proposal allows for her to contact someone with questions during the period of time the retiring Finance Director cannot have contact with Flushing Township. The training she has been completing in the office has proved she's doing a good job. This proposal would help support her as she comes across new tasks and keeps us from not catching mistakes until it's too late and more difficult to fix.

Trustee Minarik asked for clarification on how long we would need services from Plante Moran. Treasurer Peck shared that in addition to assistance from Plante Moran the auditing company, Yeo & Yeo, has stated they are willing to help the new Finance Clerk prepare for her first audit next year. After further discussion the following discussion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

2. KI presentation and possible motion for office furniture.

TREASURER PECK MOVED, supported by Clerk Meinburg to approve the purchase of office furniture.

Tiffany Caputo represented KI to present the proposal for new furniture in the Flushing Township Offices. Ms. Caputo explained that her company was selected to provide a bid for the office furniture through H2A Architects. KI is a participating member of Sourcewell. Sourcewell members have already satisfied the bid requirements needed for this possible purchase. The furniture recommendations provided by Ms. Caputo have a great warranty, high weight ratings, and high comfort ratings. While having also considered purchasing used furniture, the items presented would work best for the Township long-term. After further discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: Minarik
ABSENT: None
THE MOTION CARRIED.

3. Discussion and possible motion on the tractor replacement for the township.

TRUSTEE WILLETTE MOVED, supported by Trustee Minarik to approve the tractor repair for the township with the purchase of a \$3550 motor and installation.

Supervisor Thorsby stated that our maintenance man recently took in the lawn mowing tractor because it wouldn't start. When the repair was originally quoted, they could not find just an engine for replacement and it was believed that the tractor would have to be replaced. After continuing the search, the correct engine was found and the tractor can be repaired at a lower cost than replacement.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Meinburg, Willette, Bain, Peck, Minarik, Upleger, and Thorsby
NAYS: None
ABSENT: None
THE MOTION CARRIED UNANIMOUSLY.

4. Second Reading of the Short-Term Rental Ordinance 23-01.

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the Second Reading and adoption of the Short-Term Rental Ordinance 23-01.

It was brought to the attention of the Board that on the ordinance draft, Page 4, Item E, had not had the strikethrough on it, as it was supposed to, and that it had been corrected. After further discussion the following motion was made.

ACTION ON THE MOTION
ROLL CALL VOTE:
AYES: Willette, Upleger, Thorsby, Peck, Minarik, Meinburg, and Bain
NAYS: None
ABSENT: None
THE MOTION CARRIED UNANIMOUSLY.

5. Resolution 23-06 for credit card use.

CLERK MEINBURG MOVED, supported by Trustee Bain to approve Resolution 23-06 for credit card use.

This resolution had been proposed as a set of guidelines for the Township when accepting credit card payments for multiple types of transactions, taken at the offices and online. After further discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

6. PA 116 Property Resolution 23-07 for 12180 W. Mt. Morris Road, Flushing, MI 48433, Parcel No. 08-06-400-014.

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the PA 116 Property Resolution 23-07.

Supervisor Thorsby asked Trustee Minarik to speak on this agenda item as she has the best understanding of what is being asked. Trustee Minarik explained that a PA 116 is a property tax relief gained once an agreement is signed with the State of Michigan to not develop the farmland. The request must go through the local municipality to be placed in front of the State and that is why the Board was to make a motion on several PA 116 property resolutions during this meeting.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

7. PA 116 Property Resolution 23-08 for 11331 W. Pierson Road, Flushing, MI 48433, Parcel No. 08-32-100-029 and West Stanley Road, Flushing, MI 48433, Parcel No. 08-08-400-018 and 11036 W. Stanley Road, Flushing, MI 48433, Parcel No. 08-08-300-006.

Treasurer Peck MOVED, supported by Trustee Willette to approve the PA 116 Property Resolution 23-08.

Supervisor Thorsby stated that the three properties referenced in this resolution are all owned by one person and that is why they could put them together in one resolution. As previously shared by Trustee Minarik, a PA 116 is a property tax relief gained once an agreement is signed with the State of Michigan to not develop the farmland. After further discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

8. Discussion about the Emterra contract updates.

Supervisor Thorsby explained that the monthly fee the Township pays for our trash removal service was raised due to increased costs. The increased cost placed on municipalities had been avoided until recently but Emterra was losing money on the services they have been providing at their previous cost. The Township has enough money allocated to cover the monthly fee increase currently but will need to assess whether the trash fee on the December tax bill will need to be raised.

9. Motion on the bid from Great Lakes Gutters to partially replace the gutters at the Township Hall.

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the bid from Great Lakes Gutters to partially replace the gutters at the Township Hall.

Supervisor Thorsby stated that the gutters have been falling apart, creating a lot of leaks and ice problems in the winter. The gutters being replaced would be around the offices and hall portions of the building, as the police department side of the building is doing well after its recent repairs. After further discussion the following motion was made.

ACTION ON THE MOTION

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

THE MOTION CARRIED UNANIMOUSLY.

VI. REPORTS

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

Supervisor Thorsby stated that he has started getting residents interested in paving their subdivisions. Supervisor Thorsby is working on getting updated quotes for three subdivisions but would like to meet with those residents before fully pursuing the special assessment. Supervisor Thorsby will be meeting with the residents of Apple Hill Estates subdivision on August 9, 2023 at 5:00pm. Attorney Matt McKone suggested the Board designate the meeting a Special Board Meeting so all the Board members can attend.

Zoning Administrator Chris Czyzio summarized what was on the agenda for both the upcoming Zoning Board of Appeals meeting and the Planning Commission meeting. Mr. Czyzio also shared that he has not heard anything new from the developers of the Flushing Bibi Villas project.

2. Clerk's Report – Clerk

Clerk Meinburg spoke on the legislation being passed and discussed in relation to the nine days of early voting.

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

Treasurer Peck spoke on the Township investments and their growth, saying that deciding what to do with the interest will be taking place soon.

4. Flushing Township Police Department – Police Chief

Chief VanAlstine commented on the many Police Department activities that took place in June and early this month. Chief VanAlstine expressed a great amount of pride in his department for arresting the suspect in last month's homicide and their collaboration with FANG for the recent drug-related house fire.

VII. PUBLIC COMMENTS

OPEN FOR PUBLIC COMMENTS: 8:55 P.M.

One comment was made about turning on or up the mics at the Board meetings because it is hard to hear much of what is said.

CLOSED FOR PUBLIC COMMENTS: 8:57 P.M.

VIII. BOARD COMMENTS

Trustee Bain shared that residents have raised questions in regards to the garage/estate sale permits and he would like to have the Board revisit that policy. Trustee Minarik asked several questions in regards to the office personnel transitions and tire day expenses. Clerk Meinburg and Supervisor Thorsby shared that hopefully a new deputy clerk would be starting at the township August first and all office personnel will be fully transitioned by September first. Trustee Willette shared that the Flushing Senior Center had a successful annual meeting and the new director is doing an excellent job.

IX. NEXT REGULAR MEETING: August 10, 2023

X. ADJOURNMENT

TRUSTEE UPLEGER MOVED, supported by Trustee Minarik to adjourn the meeting at 9:02 P.M.

THE MOTION CARRIED UNANIMOUSLY.

WENDY D. MEINBURG, Clerk

APPROVED DATE

FREDERICK R. THORSBY, Supervisor

RECORDING SECRETARY: Makenzie Dearlove, Deputy Clerk
07/13/2023