

# CHARTER TOWNSHIP OF FLUSHING

6524 N. SEYMOUR ROAD

## BOARD OF TRUSTEES AGENDA

DATE: JUNE 12, 2014

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

WEB PAGE: <http://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 ATTORNEYS:**

STEVEN W. MOULTON PLLC

6258 W. Pierson Road

Flushing MI 48433

810-407-7658

## **I. DATE AGENDA POSTED: MONDAY, JUNE 9, 2014**

## **II. CALL THE MEETING TO ORDER:**

ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA FOR JUNE 12, 2014

APPROVAL OF CORRECTED MINUTES FROM MARCH 25, 2014 AND APRIL 10, 2014

APPROVAL OF DRAFT MINUTES FROM MAY 8, 2014

APPROVAL OF PAYMENT OF BILLS

## **III. PUBLIC COMMENTS:**

## **IV. UNFINISHED BUSINESS:**

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

- A. Resolution from the Genesee County Road Commission for the paving/chip seal of Potter Road (Pavement Repair/Chip Seal), Frances Road (Limestone Resurfacing), and Stanley Road (Chip Seal/Pavement Repair) – Attorney Moulton
- B. Update on Flushing Township Nature Park Boardwalk Repairs – Treasurer Lee
- C. Exchange of Supervisor's Office with the Finance Director – Trustee Gage
- D. Approving Fracking Educational (Town Hall) Meeting – Trustee Martinson

## **V. NEW BUSINESS:**

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

- A. Approval of Fiscal Quarterly Year End Budget –
- B. Update on the Crack/Sealing of Johnson Road – Supervisor Birchmeier
- C. Fire Truck Purchase between the City of Flushing and the Charter Township of

- Flushing – Treasurer Lee
- D. Community Development Block Grant Funds – Clerk Morford
- E. Videographer – Treasurer Lee
- F. Possible Funding Available for December 2013 Ice Storm Cleanup – Supervisor Birchmeier
- G. Motion to replace the Nature Park Pole Barn Roof and approve the Building/Grounds/Bid Committee to Request Estimates on both Standard Roofing and Metal Roofing Materials
- H. Increase Part Time Maintenance Position Hours
- I. Placing of a Small Informative Public Announcement in the Flushing Area Senior Center Newsletter – Trustee Martinson
- J. Flushing Township Nature Park – Treasurer Lee
  - 1. Vision and Mission Statement
  - 2. Volunteer Packet
  - 3. Set up of a “free” Email Account
  - 4. Hand out of Park Maps with Corrections
  - 5. Purchase of two (2) Small Metal Signs for Entrance of Nature Park Entrance
- K. MISS DIG Systems Inc. Membership Agreement – Supervisor Birchmeier
- L. CMOM Agreements for Operation and Maintenance – Supervisor Birchmeier
- M. Issues Presented by Trustee Martinson (Documentation Not Available)
  - 1. Limiting Number of Items on Agenda
  - 2. Paying Out of Pocket or Under the Table Legal
  - 3. Limiting Duties and Responsibilities of Board Members
  - 4. Superseding Laws, Guidelines, Rules, Policies and Procedures by Township Written Directives
  - 5. Possibly Changing Members of Policy Committee
  - 6. Abolishing Policy of Having a Timekeeper
- N. Updating Policies and Procedures Manual – Trustee Martinson (*DA=Document Available; NDA = No Document Available*)
  - 1. Supervisor Birchmeier’s Revisions, etc.
    - a. Cover page – rewritten (DA)
    - b. Welcome – rewritten, page 1 (DA)
    - c. Purpose of this Manual, page 2 (DA)
    - d. History-corrections on pages 6 and 7 (NDA)
  - 2. Attorney Moulton’s Revision of “Expenditures” presented 12/13/13, pages 36-37 (DA)
  - 3. Trustee Martinson’s Corrections/Revisions/Updates
    - a. Boards, Commissions, and Committees, page 8; REGULARLY to regularly (NDA)
    - b. Township Board Administration will become page 9 (NDA)
    - c. Board Meeting Administration, pages 10-14 (DA/NDA)
      - i. Notice and Posting of Meetings, page 10 – information added
      - ii. Calling of Special Meeting, page 10 (DA includes MCL and definitions - new MCL 42.7)
      - iii. Commitment Statement, page 10, paragraph 3 (DA) See Treasurer Lee’s “BOARD MEETING” FROM 5/8/14,

- study and compare.
- iv. Meeting Agenda, pages 10 to 11, paragraph 4 (DA) See Treasurer Lee's "Meeting Agenda" from 5/8/14, study and compare.
- v. Call Meeting to Order, page 11 (DA) See Robert's Rules of Order
- vi. Correction of Agenda and Corrections of Minutes under Proposed Agenda, page 11 (DA) See MCL 15.269 and page 25 from MTA Publication "An Introduction to Township Board Meeting", study and compare.
- vii. Board Rules of Order, page 12, #1 and #5 (DA) Conduct During Board Meetings (Disorderly Conduct), added 9/13/12
- viii. Board Rules for Debate, page 12 (DA) Compare policy in manual, Robert's Rules of Order and Treasurer Lee's BOARD RULES FOR DEBATE from 5/8/14
- ix. Under CLOSED SESSIONS, pages 13 and 14 (DA) addition of #5 "Closed Session Policy" from 3/14/13 meeting.
- d. Ethics Policy for Elected Officials, page 23 (DA – new page)
- e. Inventory of Fixed Assets, page 26, #3, right justified
- f. Transfer Authority, page 27, line 4, "meeting of any such transfers made; the board may..."
- g. Investment Policy, page 27, between Purpose and Scope, remove #1
- h. Delegation Authority, page 29, Remove hyphen from invest-ment.
- i. Cash Receipts, page, 32, move 1-8 from 1-5 on page 32 and 1-3 on page 33 over to match 1-3 at bottom of page 32
- j. Written Quotes and Bids, page 34, move 1-3 over
- k. Revision of Statutory Duties of Township Officials, pages 50-53
- l. Policy History – should be "condensed" to one page
- m. Back of Manual, Appendix A-Q need cleaning up
- n. Pages 55+ Responsibility of Union Employees
- o. Page 125 – Remove parentheses and change date to November 20, 2016

## **VI. REPORTS:**

1. Flushing Township Police Department – Chief Fairchild
2. Flushing Fire Department – Supervisor Birchmeier
3. Flushing Area Senior Center – Clerk Morford
4. Roads, Bridges, and Ditches – Supervisor Birchmeier
5. Water and Drain – Supervisor Birchmeier
6. Township Emergency Manager – Supervisor Birchmeier

## **VII. COMMITTEE REPORTS:**

## **VIII. FINANCIAL REPORT:**

**IX. BOARD COMMENTS:**

**X. PUBLIC COMMENTS:**

**XI. NEXT REGULAR MEETING: THURSDAY, JULY 10, 2014 AT 7:00 P.M.**

**XII. ADJOURNMENT**

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JULIA A. MORFORD, Clerk

**ATTENTION:** All requests for placing items on the agenda must be delivered to the Office of the Township Clerk no later than 9:00 a.m. on the Thursday (one week prior) to the Charter Township of Flushing Board of Trustees Meeting. You may view the minutes on the internet at [www.flushingtownship.com](http://www.flushingtownship.com)

Regular meeting agenda 06 12 2014