

# **CHARTER TOWNSHIP OF FLUSHING**

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

**DATE: NOVEMBER 17, 2022**

**PHONE: 810-659-0800**

**WEB PAGE: <http://flushingtowship.com>**

**TIME: 7:00 P.M.**

**FAX: 810-659-4212**

**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**

6258 W. Pierson Road

Flushing, MI 48433

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

**MEMBERS ABSENT:** None

**OTHER INDIVIDUALS PRESENT:** Eleven (11)

**APPROVAL OF AGENDA FOR NOVEMBER 17, 2022**

**TREASURER PECK MOVED**, supported by Trustee Willette to approve the agenda for November 17, 2022.

**THE MOTION CARRIED UNANIMOUSLY.**

**APPROVAL OF DRAFT MINUTES OF THE BOARD MEETING OF OCTOBER 13, 2022**

**CLERK MEINBURG MOVED**, supported by Treasurer Peck to approve the minutes of the October 13, 2022 Board Meeting.

**THE MOTION CARRIED UNANIMOUSLY.**

**APPROVAL OF PAYMENT OF BILLS**

**TRUSTEE WILLETTE MOVED**, supported by Clerk Meinburg to approve the payment of bills as presented.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

**III. PUBLIC COMMENTS:**

**OPEN FOR PUBLIC COMMENTS:** 7:04 P.M.

Two comments were made.

**CLOSED FOR PUBLIC COMMENTS:** 7:09 P.M.

**IV. UNFINISHED BUSINESS:**

None

**V. NEW BUSINESS:**

1. Rose Pest Solutions end of the year report.

The representative from Rose Pest Solutions was not in attendance, so no report was given. Supervisor Thorsby reported that the Mosquito Abatement Special Assessment that was on the November 8, 2022 ballot did not pass.

2. First Reading of amendment to Zoning Ordinance Article 18, Special Use Permits Article: 20-1804 Requirements for Permitted Special Land Uses (OO) Commercial Solar Energy Collector System (b)(2) the total area of ground-mounted solar energy collections shall be included in calculations to determine lot coverage and shall not exceed a maximum lot coverage of 25 percent regardless of the residing zoning district.

At this time, Supervisor Thorsby asked the Chairperson of the Planning Commission, Vicki Bachakes, to come forward and give a brief overview of the development of the amendment. The planning commissioners worked on refining this amendment for several months.

**TREASURER PECK MOVED**, supported by Trustee Bain to approve the First Reading of amendment to Zoning Ordinance Article 18, Special Use Permits Article: 20-1804 Requirements for Permitted Special Land Uses (OO) Commercial Solar Energy Collector System (b)(2) the total area of ground-mounted solar energy collections shall be included in calculations to determine lot coverage and shall not exceed a maximum lot coverage of 25 percent regardless of the residing zoning district.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

3. Motion to approve updated Flushing Township User Fees. See page 11 for the full User Fee document.

**CLERK MEINBURG MOVED**, supported by Trustee Willette to approve the updated Flushing Township User Fees with the amendment of changing the garage sale sign fee to \$0.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

4. Discussion and possible motion on hiring H2A or John Costa Architectural Design & Consultation for Space Needs Analysis/Assessment and Facility Planning for Flushing Township offices

After discussion, the following motion was made.

**CLERK MEINBURG MOVED**, supported by Treasurer Peck to hire H2A for the Space Needs Analysis/Assessment and facility planning for Flushing Township offices.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** Minarik and Westenbarger

**ABSENT:** None

**THE MOTION CARRIED.**

5. Motion to approve Retirement Underfunded Corrective Action Plan.

**TRUSTEE WILLETTE MOVED**, supported by Trustee Minarik to approve Resolution 22-09 A RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN MEANT TO ADDRESS UNDERFUNDED PENSION LIABILITIES FOR FY2020.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

**RESOLUTION 22-09**  
**CHARTER TOWNSHIP OF FLUSHING**  
**GENESEE COUNTY, MICHIGAN**

**A RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN MEANT TO ADDRESS UNDERFUNDED PENSION LIABILITIES FOR FY2020**

**WHEREAS** the Flushing Township Board of Trustees has been notified by the Michigan Department of Treasury that its pension liabilities in Fiscal Year 2020 were underfunded;

**WHEREAS** under Sec. 10(I) of PA 202 of 2017, a township that has been determined to have an underfunded pension liability must develop a Corrective Action Plan to remedy the underfunding; and

**WHEREAS**, the Board of Trustees of the Charter Township of Flushing has created such a Corrective Action Plan, which has the effect of remedying the underfunding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Charter Township of Flushing authorizes the following:

1. That the Corrective Action Plan drafted by the Board of Trustees be adopted and sent to the Municipal Stability Board as required by Michigan law; and
2. practicable in order to remedy the underfunded pension liabilities.

That the actions outlined in the Corrective Action Plan be implemented as soon as

YES: 7

NO: 0

ABSENT: 0

THE RESOLUTION IS DECLARED   X   ADOPTED        NOT ADOPTED

Passed and approved by the Charter Township of Flushing Board of Trustees, on the   17   day of November, 2022.

\_\_\_\_\_  
Frederick Thorsby  
Flushing Township Supervisor

Dated: 11/17/2022

\_\_\_\_\_  
Wendy D. Meinburg  
Flushing Township Clerk

Dated: 11/17/2022

6. Motion to appoint Timothy Lloyd to the Planning Commission to complete the vacated term of Christopher Czyzio.

**CLERK MEINBURG MOVED**, supported by Trustee Bain to appoint Timothy Lloyd to the Planning Commission to complete the vacated term of Christopher Czyzio.

7. Set stipend for Deputy Supervisor/Deputy Clerk.

**TRUSTEE WILLETTE MOVED**, supported by Clerk Meinburg to initiate a stipend for the Deputy Clerk and Deputy Supervisor of \$1200 per year.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

8. Motion to approve resolution from Consumers Energy to install a streetlight at 4335 N. Seymour Road.

**TREASURER PECK MOVED**, supported by Trustee Westenbarger to approve Resolution 22-10 A RESOLUTION TO AUTHORIZE CONSUMERS ENERGY TO MAKE CHANGES IN THE LIGHTING SERVICE AS PROVIDED IN THE STANDARD LIGHTING CONTRACT BETWEEN THE COMPANY AND THE TOWNSHIP OF FLUSHING DATED 3/1/2017.

**ACTION ON THE MOTION**

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**THE MOTION CARRIED UNANIMOUSLY.**

**RESOLUTION 22-10**

RESOLVED, that is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Flushing , dated 03/01/2017 , in accordance with the Authorization for Change in Standard Lighting Contract dated 11/17/2022 , heretofore submitted to and considered by this  commission  council  board; and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township of Flushing .

STATE OF MICHIGAN

COUNTY OF Genesee

I, Wendy D. Meinburg , Clerk of the Township of Flushing , do hereby certify that the foregoing resolution was duly adopted by  commission  council  board of said municipality, at the meeting held on 11/17/2022 .

\_\_\_\_\_

Wendy D. Meinburg, Flushing Township Clerk

Dated:

Municipal Customer Type: Township

11/17/2022

**GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED**

<i>Number of Luminaries</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	80	LED	Cobrahead		Install	IN FRONT OF 4335 SEYMOUR RD

**VI. REPORTS:**

1. Supervisor's Report – Supervisor  
Monthly Building Report  
Monthly Code Enforcement Report  
Fire Department Report

Supervisor Thorsby reported he has begun conversations with the Genesee County Road Commission about road projects for next year. Some potential projects are paving Coldwater Road from Seymour to M-13 and crack seal/chip seal Carpenter and Stanley Roads to extend the life of the roads. He also commented the need to address some of the subdivisions that are greatly in need of repair for 2023.

2. Clerk's Report – Clerk

Clerk Meinburg reported that the election was not yet certified. All of the precincts balanced on election day. There were 140 new registered voters, and we had a 60% voter turnout, which is almost as much as a presidential election. Clerk Meinburg thanked the staff, part-time workers, administrative assistants from the police department, and the deputy clerk for all of their hard work in making this election a success. She also thanked the Flushing Township Police Department for the security and peace of mind they provided throughout the election.

3. Treasurer's Report – Treasurer  
Water Report  
Financial Report September 2022

Treasurer Peck complimented Clerk Meinburg on a wonderful job on the election. Treasurer Peck gave a brief financial report and water report.

4. Flushing Township Police Department – Chief VanAlstine

Chief VanAlstine gave statistics for October 2022. He reported that the police officers are doing a fantastic job and commended an officer on both finding a missing person and saving a choking infant all in the same day.



**VII. PUBLIC COMMENTS**

**OPEN FOR PUBLIC COMMENTS: 8:16 P.M.**

One comment was made.

**CLOSED FOR PUBLIC COMMENTS: 8:17 P.M.**

**VIII. BOARD COMMENTS:**

Trustee Westenbarger thanked Clerk Meinburg for all her hard work with the election, it went very well. He personally enjoyed working in the AV Counting Board for this election.

Trustee Minarik questioned who keeps up with the website. Clerk Meinburg responded that the website manager manages it. Trustee Minarik commented it needs to be kept up to date. Trustee Minarik also questioned a letter that was included in the packet. Supervisor Thorsby informed her that it was a grant reimbursement from the insurance company for lights, cameras and locks installed at the township.

**IX. NEXT REGULAR MEETING: December 8, 2022**

**X. ADJOURNMENT**

**TRUSTEE WESTENBARGER MOVED**, supported by Trustee Minarik to adjourn the meeting at 8:20 P.M.

**THE MOTION CARRIED UNANIMOUSLY.**

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WENDY D. MEINBURG, Clerk

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FREDERICK R. THORSBY, Supervisor

APPROVED DATE \_\_\_\_\_

RECORDING SECRETARY: Mandy Hemingway, Deputy Clerk  
11/17/2022

## Charter Township of Flushing

User Fee Board Approved November 3, 2022

### Assessing

Item	Fee
Land Combination (Non-Residential)	\$300
Land Combination (Residential)	\$50
Land Division (Non-Residential)	\$300
Land Division (Residential)	\$100

### Building

Item	Fee
Contractor Registration (One Time)	\$15
Construction Board of Appeals Application	\$600
Earth Removal Permit (Plus Bond Where Needed)	\$100
Earth Removal Renewal Permit	\$50
Electronic Archiving Fee	\$5 Minimum
Fence Permit	\$50
Fire Suppression and Fire Alarm Plan Review	
Plan Reviews	\$650
Plot Plan Grade Review	
Zoning Review Fee	\$50

or 1% of total permit fees

#### Building Permit Fees

<b>New Building Construction/Alterations</b>	
First \$1,000 Value	\$50
Each Additional \$1,000 Value	\$5
<b>All Other Building Construction/Repairs</b>	
Application	\$45
Certification of Occupancy	\$20
Demolition	\$50
<b>Expiration Permit</b>	
Extention	\$75
Renewal	\$75
<b>Inspections</b>	
Re-Inspection/Special Inspection	\$60
Final Inspection	\$40
<b>Swimming Pools</b>	
Above Ground	\$50
In Ground (Required Plumbing, Mechanical, & Eletrical Permits)	\$200

#### Electrical Permit Fees

<b>New Single-Family Residence</b>	
Up to 150 amps, 30 circuits	\$200
Up to 200 amps, 40 circuits	\$250
<b>All Other Electrical Permit Fees</b>	
Application	\$45
Appliances - Dishwasher, Garbage Disposal & Range Hood	\$10
Alterations or Additions to Existing System	\$30
Circuits (each)	\$7
<b>Expiration Permit</b>	

**Charter Township of Flushing**  
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	Extention	\$75
	Renewal	\$75
	Feeders, Bus Ducts, etc. (per 50 ft or fraction thereof)	\$10
<b>Fire Alarms</b>		
	Up to 10 stations & horns	\$50
	11 -20 stations & horns	\$100
	Over 20 stations & horns (each over 20)	\$5
	Furance-Unit Heaters & Air Conditioner	\$10
<b>Generators</b>		
	Up to 15 K.V.A or H.P	\$50
	Over 15 K.V.A. or H.P.	\$75
<b>Heat/Smoke Detector-First Device (Connection Only)</b>		
	Each additional alarm/ signal device	\$4
<b>Inspections</b>		
	Re-Inspection/Special Inspection	\$60
	Final Inspection	\$40
	Lighting Fixtures (per 25) & fraction thereof sockets	\$10
<b>Motors/Transformers (&gt;K.V.A &amp; H.P. each unit)</b>		
	Up to 20 K.V.A or H.P.	\$10
	21 - 50 K.V.A or H.P.	\$15
	>51 K.V.A or H.P.	\$20
	Power Outlets (including ranges, drycers & all 220V)	\$10
	Service (per 100 amps)	\$15
	Signs (per circuit)	\$25
	Swimming Pools	\$135
	Underground Inspection (per 100 ft)	\$20

Mechanical Permit Fees

<b>New Single-Family Residence</b>		
	Furance, vents, ducts, chimney, air conditioner	\$155
	+ Second Furance or air conditioner	\$80
<b>All Other Mechanical Permits</b>		
	Application	\$45
	Air Conditioning (includes split system)	\$30
<b>Air Handlers/Hear Wheels</b>		
	10,000 or Less CFM	\$20
	Over 10,000 CFM	\$60
	Chiller	\$30
	Commercial Hoods	\$15
	Commercial Unit Ventilators & Exhaust Fans	\$25
	Compressors	\$30
	Cooling Towers	\$30
	Duct	\$25 Minimum
	Evaporator Coils	\$30
<b>Expiration Permit</b>		
	Extention	\$75
	Renewal	\$75

0.10 per ft

**Charter Township of Flushing**

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Fire Suppression/Protection	\$20 Minimum	0.75 per head
Flue/Vent Damper	\$10	
Gas Burning Fireplace	\$30	
Gas/Oil Equipment (Furance) new and/or conversion units or boilers	\$30	
<b>Gas Piping</b>		
1 test & 5 openings	\$30	
Each additional opening over 5	\$5	
Heat Pumps, Commercial (pipe not included)	\$20	
Humidifiers	\$10	
<b>Inspections</b>		
Re-Inspection/Special Inspection	\$50	
Final Inspection	\$40	
Piping/Process Piping	\$25 Minimum	0.05 per ft
Refridgerator (split system)	\$30	
Residential Bath & Kitchen Exhaust	\$10	
Residential Heating Zone	\$15	
Solid Fuel Equipment (including Chimney)	\$30	
<b>Systems Using ASME Containers</b>		
1,000 lbs Capacity	\$15	
1,000 lbs to 2,500 lbs	\$20	
2,501 lbs to 5,000 lbs	\$30	
Over 5,000 lbs	\$40	
V.A.V Boxes	\$25	
Water Heater	\$15	

**Pumbling Permit Fees**

<b>New Residential Construction</b>		
Homes up to 1,750 sqft & 1 1/2 Baths	\$125	
Homes over 1,750 sqft or more than 1 1/2 to 2 Baths	\$150	
Homes over 3,000 sqft or more than 3 Baths	\$180	
<b>All Other Pumping Permits</b>		
Application	\$45	
Connection: Building Drain-Building Sewer	\$20	
Fixtures, Floor Drains, Special Drains, Water Connected Appliances	\$9	
<b>Expiration Permit</b>		
Extention	\$75	
Renewal	\$75	
<b>Inspections</b>		
Re-Inspection/Special Inspection	\$50	
Final Inspection	\$40	
Interceptor (Grease trap 750 Gallons & up)	\$75	
Manholes/Catch Basins	\$20	
Sewage Sumps, Sewage Ejectors	\$15	
<b>Sewers</b>		
Sanitary or Storm Less than 6"	\$25	
Sanitary or Storm 6" or More & each additional 2"	\$10	
Stacks, Vents, Conductors	\$9	
Sub-Sill Drains	\$15	

## Charter Township of Flushing

User Fee Board Approved November 3, 2022

	Reducer pressure Zone Back-Flow Preventor	\$20
<b>Water Distribution Pipe System</b>		
	3/4 "	\$15
	1"	\$20
	1 1/4"	\$25
	1 1/2"	\$30
	2"	\$35
	Over 2"	\$40
	Water Heater	\$15
<b>Water Service</b>		
	Less than 2"	\$30
	2" to 6"	\$50

### Clerk

Item	Fee
Peddlers Permit (6 Month)	\$150

### Documents

Item	Fee
Code of Ordinances	*FOIA
Master Plan Notebook	*FOIA
Photo Copy	*FOIA
Voter Registration List (Paper Copy)	*FOIA
Zoning Ordinance Notebook (8.5x11)	*FOIA
Zoning Copies of Updates (1 to 5 Copies)	*FOIA
Zoning Map 11"x17"	*FOIA

### Planning

Item	Fee
Dog Kennel Permit	\$100
Electrical Compliance Permit (Over 200 amps)	\$100
<b>Home Occupation Permit</b>	
Home Business	\$100
Medical Caregiver Permit	\$250
Medical Caregiver Permit Renewal	\$50
<b>Sign Permits</b>	
Detached Single Family Residential	\$50
Garage Sale	
Non-Detached Single Family Residential	\$100
<b>Site Plan Review</b>	
+ Engineering Review	\$800
+ Escrow	\$2,500
<b>Special Meeting Planning Commission/ Zoning Board of Appeal</b>	\$800
<b>Special Use Request Permit</b>	\$650
+ Commercial Solar Energy Project Escrow	\$5,000
Pre-Application Meeting	\$250

**Charter Township of Flushing**

User Fee Board Approved November 3, 2022

<b>Pond (Minimum 2 Acre Lot, Zoned RSA)</b>	\$650
+ Bond	\$7,500
<b>Rezoning Permit</b>	
Non Detached Single Family Residential	\$1,600
Detached Single Family Residential	\$950
<b>Zoning Board of Appeals Application</b>	
Detached Single Family Residential	\$500
Non Detached Single Family Residential	\$650

*Utility*

**Item**

**Fee**

<b>Municipal Water Connection</b>	
Inspection for Direct Connection to Water System	\$10
Residential - Single Family Dwelling	\$4,000
Residential - Single Family Dwelling Platted Lot	\$500
Tap-in by Adjacent Property Owner	\$4,000

In conjunction with Genesee County Water and Waste

Meter Size	Monthly Minimum (Cubic Feet)	Monthly Minimum Charges
5/8"	400	\$ 15.00
1"	1,200	\$ 35.58
1 1/2"	2,600	\$ 69.26
2"	4,800	\$ 113.52
3"	10,500	\$ 220.66
4"	19,000	\$ 377.38
6"	44,000	\$ 809.16

For all water used over the monthly minimum. For the difference in water used over the monthly minimum and three thousand five hundred (3,500) cubic feet, the rate shall be one dollar and fifteen cents (\$1.15) per one hundred (100) cubic feet.

<b>Municipal Sanitary Sewer Connection</b>	
Permit to Connect to County Sewer	Current county rate
Additional Fee to Connect to Township's Sewer	\$2,000

*Other*

Township Hall Rental	\$100
Non-Resident Fee	\$150
Entertainment License Sec. 9-30	\$100
Storage of Junk Motor Vehicles (No more than 4 vehicles) Sec. 19-65	\$50

Per Freedom of Information Act (FIOA) Requirements\*

All Bonds and/or additional Planning fees set by the Township Board.

The Township shall reserve the right to charge any additional fees accrued for review of their project by the township engineer, architects, planning consultant, municipal attorney, or any other professional.