

**TYRONE TOWNSHIP
REGULAR BOARD MEETING
APPROVED MINUTES – MARCH 26, 2013**

CALL TO ORDER

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on March 26, 2013 at 7:00 p.m. at the Tyrone Township Hall.

ROLL CALL

Present: Supervisor Mike Cunningham, Treasurer Marna Bunting-Smith, Clerk Keith Kremer, Trustees Cam Gonzalez, Soren Pedersen, and David Walker. Absent: Trustee Chuck Schultz.

APPROVAL OF AGENDA – OR CHANGES

Supervisor Cunningham moved to approve the agenda as amended. (Trustee Pedersen seconded). The motion carried; all ayes.

The modifications were as follows:

Added **Miscellaneous Business:**

- 1. Discussion of volunteer committees.**
- 2. Discussion on millage surveys.**

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting Minutes – March 5, 2013
Treasurer’s Report
Clerk’s Warrants & Bills**

Clerk Kremer moved to approve the consent agenda as presented. (Trustee Walker seconded). The motion carried; all ayes.

COMMUNICATIONS

- 1. Planning Commission Approved Meeting Minutes- February 12, 2013.**
- 2. Planning Commission Meeting Synopsis- March 12, 2013.**
- 3. Planning Commission’s update on proposed medical marijuana regulations, March 13, 2013.**
- 4. Revenue and Expenditure Report, February 28, 2013.**

Treasurer Marna Bunting-Smith moved to receive and place on file Communications #1-4 as presented. (Clerk Kremer seconded). The motion carried; all ayes.

PUBLIC REMARKS

Scott Dietrich (13505 White Lake Rd.) commented on the Supervisor’s office hours, the police service contract, and the Economic Development Council.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

1. Review and adjust the 2012-2013 budget.

Clerk Kremer moved to approve the transfer of the budget surplus from the general fund to the road (75,000), revolving (\$75,000) and building (\$6,000) funds, with any additional excess surplus to be allocated to the general fund balance. (Trustee Walker seconded.) The motion carried; all ayes.

Department	Actual 2010/2011	Actual 2011/12	Budget 2012-13	Budget 2012- 13 Amended	Final Estimated 2012/13	Over / Under
Revenue*	\$1,384,971	\$1,695,686	\$1,272,181	\$1,272,181	\$1,287,000	\$14,819
Township Board	\$113,797	\$135,474	\$142,697	\$142,697	\$106,000	\$36,697
Supervisor	\$29,277	\$28,654	\$29,525	\$31,025	\$27,750	\$3,275
Clerk	\$79,747	\$87,772	\$93,758	\$93,758	\$88,000	\$5,758
Board of Review	\$1,148	\$1,071	\$1,380	\$2,380	\$1,500	\$880
Treasurer	\$76,325	\$80,635	\$89,914	\$89,914	\$84,500	\$5,414
Assessing	\$43,922	\$44,668	\$47,260	\$55,260	\$50,000	\$5,260
Elections	\$51,671	\$42,044	\$62,531	\$71,531	\$69,000	\$2,531
Building & Grounds	\$23,746	\$28,283	\$36,750	\$36,750	\$21,500	\$15,250
Cemeteries	\$3,340	\$4,072	\$17,890	\$17,890	\$4,200	\$13,690
Unallocated	\$12,554	\$11,378	\$12,300	\$13,800	\$13,000	\$800
Public Safety	\$541,902					\$0
Zoning Administration	\$30,023	\$22,007	\$26,143	\$26,143	\$22,500	\$3,643
Ordinance Enforcement	\$6,842	\$13,197	\$11,982	\$12,982	\$9,000	\$3,982
Public Works	\$1,821	\$1,968	\$7,000	\$7,000	\$7,000	\$0
Social Services	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$0
Planning Commission	\$44,081	\$62,944	\$58,608	\$58,608	\$54,000	\$4,608
Zoning Board of Appeals	\$4,322	\$3,886	\$8,366	\$8,366	\$3,300	\$5,066
Economic Development	\$500	\$8,500	\$8,000	\$8,000	\$8,000	\$0
Insurance, Bonds & Fringes	\$73,021	\$80,134	\$129,000	\$122,000	\$77,000	\$45,000
Transfers	\$15,850	\$488,160	\$479,650	\$464,650	\$449,650	\$15,000
	\$1,157,889	\$1,148,847	\$1,266,754	\$1,266,754	\$1,099,900	\$166,854
Surplus/Deficit	\$227,082	\$546,839	\$5,427	\$5,427	\$187,100	

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2. General Appropriation Measure Resolution #130307.

**RESOLUTION #130307
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2014

WHEREAS, it is the intention of the Tyrone Township Board to comply with the provisions of Michigan Public Act 621 of 1978, the Uniform budgeting and Accounting Act, as modified to fit the needs of Tyrone Township;

THEREFORE, BE IT RESOLVED THAT the following budgetary policies and procedures for reconciling the 2012-2013 budget and for establishing a 2013-2014 budget, in accordance with said Act, be set forth as follows:

1. The chief administrative officer of the budget shall be the Supervisor.
2. The chief administrative officer or Supervisor shall receive assistance in performance of budgetary responsibilities from the Clerk and from the accountant employed by the Township Board.
3. By November 30, 2013, the Supervisor shall compile the information, as outlined in the Act, for presentation to the chairman or officer of each department, board and commission of Tyrone Township.
4. By December 31, 2013, each department, board and commission shall complete the forms requested by the Supervisor as to their estimates of the amount of money required for each line item in their activity for the ensuing fiscal year. Any department, board or commission which generates revenue from the public hearings, land use permits or the sale or rental of services shall estimate anticipated revenue for the ensuing fiscal year.
5. No later than February 1, 2014, the Tyrone Township Board shall meet in special work session to review the requests of each department, board and commission to make recommendations on the content of the proposed fiscal year budget, ensuring that the total of estimated expenditures does not exceed the total estimated revenue and accumulated fund balance.
6. The Supervisor shall compile the recommendations of the Tyrone Township Board into a budget document, all Funds, and shall present the proposed budget to the Tyrone Township Board no later than the first regularly scheduled Board

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Meeting in March. The Tyrone Township Board shall set time, date, and place for all required public hearings on the proposed budget.

7. No later than the second regularly scheduled Tyrone Township Board Meeting in March, the Board shall pass, by Resolution, a general appropriations measure which spells out the policies and procedures of the Tyrone Township Board regarding compliance with and modifications to P.A. 621 of 1978.
8. The Supervisor shall be required to monitor the expenditures of each department, board and commission to ensure that expenditures do not exceed the budgeted amount, and shall make recommendations to the Tyrone Township Board to amend the budget when such action seems necessary.
9. The Supervisor shall provide quarterly reports of actual revenues and expenditures compared to budgeted amounts, as required by the Act. Quarterly reports shall be provided to the Tyrone Township Board for the first three-quarters; thereafter, the comparison reports shall be required monthly until the end of the fiscal year.
10. The Tyrone Township Clerk has been authorized by board action on September 3, 1991, to obligate the Township in an amount up to \$2,000 without prior approval of the Board, and that the Clerk summarize the items and amounts so warranted and submit the report for approval of the Board at the following meeting as outlined by Resolution #090103 adopted January 20, 2009.
11. The Tyrone Township Clerk has been authorized, in action taken September 3, 1991, to make capital expenditures up to \$400 with authorization by the Board at the next meeting. Capital expenditures over \$400 must have prior Township Board approval.

FURTHER, BE IT RESOLVED THAT, after holding properly advertised public meetings, the Tyrone Township Board adopts the 2013-2014 budget of all funds by revenue and expense, as prepared and presented.

RESOLVED BY: Trustee Walker

SUPPORTED BY: Clerk Kremer

VOTE: Cunningham, yes; Kremer, yes; Bunting-Smith, yes; Gonzalez, yes; Pedersen, yes; Walker, yes; Schultz, absent.

ADOPTION DATE: March 26, 2013

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CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Tyrone Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on March 26, 2013, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Keith L. Kremer
Tyrone Township Clerk

3. Approval of liability insurance policy.

Clerk Kremer moved to approve the general liability insurance policy for 2013-2014. (Trustee Walker seconded.) The motion carried; all ayes.

4. Authorization to write off uncollected fire service account receivables.

Trustee Walker moved to authorize the write off of uncollectible fire service account receivables in the amount of \$21,025.84 as amended. (Trustee Gonzalez seconded.) The motion carried; all ayes.

MISCELLANEOUS BUSINESS

1. Discussion of volunteer committees.

Supervisor Cunningham said there are various committees that need board representatives and asked the trustees to notify him if they'd be willing to volunteer on them.

2. Discussion on millage surveys.

The board discussed if it would be beneficial to formally survey township residents, about topics such as road repair and public safety, to determine if residents would support a millage.

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PUBLIC REMARKS

Scott Dietrich suggested in the future manufactured home parks and residents who own multiple parcels should be assessed differently for public safety.

ADJOURNMENT

The meeting adjourned at 7:47 p.m.