

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – MARCH 29, 2016**

**CALL TO ORDER**

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on March 29, 2016 at 7:00 p.m. at the Tyrone Township Hall.

**ROLL CALL**

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

**APPROVAL OF AGENDA – OR CHANGES**

Treasurer Bunting-Smith moved to approve the agenda as amended. (Trustee Gonzalez seconded.) The motion carried; all ayes.

The amendments are as follows:

Added: New Business #11 Resolution to accept Clerk Keith Kremer's resignation.

Added: New Business #12 Resolution to appoint Marcella Husted as Clerk.

**APPROVAL OF CONSENT AGENDA**

**Regular Board Meeting Minutes – March 1, 2016**

**Treasurer's Report**

**Clerk's Warrants & Bills**

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

**COMMUNICATIONS**

- 1. Planning Commission Meeting Synopsis- March 15, 2016.**
- 2. Planning Commission Approved Meeting Minutes- February 23, 2016.**
- 3. Livingston County Sheriff Report – February 2016.**
- 4. City of Fenton Fire Dept. Annual Report 2015**
- 5. Revenue and Expenditure Report**

Trustee Walker moved to receive and place on file Communications #1-5 as presented. (Trustee Gonzalez seconded.) The motion carried; all ayes.

**PUBLIC REMARKS**

County Commissioner Dave Domas introduced the newly appointed Livingston County Clerk Elizabeth Hundley and Deputy Clerk Joan Runyan.

**UNFINISHED BUSINESS**

- 1. Discussion regarding purchase agreement for 28-acre parcel #4704-03-300-015.**

Trustee Gonzalez moved to seek quiet title on the 28-acre parcel #4704-03-300-015, with a cost not to exceed \$8,000. (Trustee Walker seconded.) The motion carried; all ayes.

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**NEW BUSINESS**

**1. Adjust and approve the 2015-2016 budget.**

Clerk Husted moved to approve the 2015-2016 budget adjustments as presented. (Trustee Walker seconded.) The motion carried; all ayes. The adjustments are as follows:

**2015-2016 PROPOSED BUDGET AMENDMENTS**

Account	Fund	Description	Original Budget	Annual Estimate	Budget Increase
160-747.000-818.000	Beautification Fund	Legal Fees	0.00	531.00	531.00
245-446.000-837.002	Road Fund	Road Contracts	0.00	28,000.00	28,000.00
274-747.000-822.000	Public Education Grant	PEG Grant Disbursements	25,000.00	42,193.91	18,000.00
386-446.000-955.000	Jayne Hill Road Debt	Misc Expense	0.00	6.08	7.00
392-536.000-955.000	Sewer Debt	Misc Expense	0.00	6,182.00	6,200.00
392-537.000-818.004	Sewer Debt	Legal Fees LTSI	0.00	1,387.00	1,400.00
392-537.000-900.002	Sewer Debt	Publications LTSI	0.00	2,293.00	2,300.00
392-537.000-991.003	Sewer Debt	Sewer Debt Principal	0.00	22,770.00	22,770.00
392-537.000-995.004	Sewer Debt	Sewer Debt Interest LTSI	0.00	4,358.89	4,400.00
396-446.000-991.000	Parkin Ln Road Debt	Debt Principal	15,000.00	20,000.00	5,000.00
590-536.000-830.004	Sewer O&M	Sewer O&M Expense	490,000.00	340,000.00	(150,000.00)
590-536.000-830.005	Sewer O&M	Sewer Grinder Expense	0.00	47,744.00	50,000.00
590-536.000-830.006	Sewer O&M	Sewer RTS Expense	0.00	95,000.00	100,000.00
101-722.000-703.000	General Fund	Hourly Wages	7,363.00	8,363.00	1,000.00
101-723.000-703.000	General Fund	Hourly Wages	15,698.00	14,698.00	(1,000.00)
					88,608.00

**2. Request to adopt the General Appropriation Measure Resolution.**

**RESOLUTION #160308  
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2017**

**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 2015-2016 budget and for establishing a 2016-2017 budget, in accordance with said Act, be set forth as follows:

1. The chief administrative officer of the budget shall be the Supervisor.

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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, 2016, 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, 2016, 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, 2017, 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 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.

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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 2016-2017 budget of all funds by revenue and expense, as prepared and presented.

**RESOLVED BY:** Trustee Walker

**SUPPORTED BY:** Trustee Gonzalez

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

**ADOPTION DATE:** March 29, 2016

**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 29, 2016, 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.

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Marcella Husted  
Township Clerk

**3. Request to add Maureen Strayer to the Personnel Committee.**

Township Accountant Maureen Strayer asked to be added to the Personnel Committee to represent township hourly employees, as requested by the employees. The board discussed the possibility, mentioning the handbook would need to be amended. Trustee Walker volunteered himself to sit with the Personnel Committee and one or two employees to discuss issues. No motion was made.

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**4. Request to seek an appraisal on the 74-acre parcel #4704-03-300-003.**

It was discussed whether an appraisal should be done on the 74-acre parcel #4704-03-300-003 the township has for sale. The consensus was to resolve the easement issue first. No motion was made.

**5. Award road chloride contract.**

Trustee Walker moved to award the chloride service contract to MBH Trucking/Chloride Solutions at the rate of 0.169 per gallon. (Treasurer Bunting-Smith seconded.) The motion carried; all ayes.

**6. Request of the Deputy Treasurer to attend the MMTA Institute second session.**

Treasurer Bunting-Smith moved to authorize the Deputy Treasurer to attend the second session of the MMTA Institute. (Trustee Walker seconded.) The motion carried; all ayes.

**7. Request to adopt a policy for consulting fees.**

The Supervisor calculated a consulting fee to pay retired Clerk Keith Kremer. The hourly rate of \$21.41 was calculated by adding the Clerk's annual salary (33,824.70) and his in-lieu of insurance (\$1,800.00) and dividing it by his annual hours (1664). Trustee Walker moved to adopt the formula for the retired clerk's consulting fees. (Treasurer Bunting-Smith seconded.) The motion carried; all ayes.

**8. Discussion regarding Livingston County Primary Road Pavement Preservation projects.**

The board discussed the road commission's estimates for several township road projects. It was concluded that Faussett Rd. project was the best option in terms of affordability. No motion was made.

**9. Request to proceed with Gardner Cemetery headstone restoration project.**

Trustee Walker moved to accept the bid of \$3,675 from Carter's Cemetery Preservation for headstone restoration work at Gardner Cemetery. (Trustee Gonzalez seconded.) The motion carried; all ayes.

**10. Request for the Supervisor to attend the MATS Spring Conference.**

Trustee Walker moved to authorize the Supervisor to attend the MATS Spring Conference. (Trustee Pedersen seconded.) The motion carried; all ayes.

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**11. Resolution to accept Clerk Keith Kremer's resignation.**

**RESOLUTION #160309  
TYRONE TOWNSHIP, LIVINGSTON COUNTY  
RESIGNATION OF CLERK KEITH KREMER**

Trustee Walker moved to adopt Resolution #160309 accepting Keith Kremer's resignation as Township Clerk effective March 9, 2016. (Treasurer Bunting-Smith seconded). The motion carried; all ayes.

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

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Marcella Husted  
Township Clerk

**12. Resolution to appoint Marcella Husted as Clerk.**

**RESOLUTION #160310  
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**APPOINTMENT OF MARCELLA HUSTED AS CLERK**

Trustee Gonzalez moved to adopt Resolution #160310 appointing Marcella Husted as Township Clerk effective March 9, 2016. (Treasurer Bunting-Smith seconded). The motion carried; all ayes.

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

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Marcella Husted  
Township Clerk

**MISCELLANEOUS BUSINESS**

None.

**PUBLIC REMARKS**

Cliff Krause (8177 Denton Hill Rd.) asked general questions regarding agenda items.

**ADJOURNMENT**

Trustee Gonzalez moved to adjourn. (Trustee Walker seconded.) The motion carried; all ayes. The meeting adjourned at 8:21 p.m.