

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JUNE 21, 2016**

**CALL TO ORDER**

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on June 21, 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, Chuck Schultz, David Walker and Cam Gonzalez.

**APPROVAL OF AGENDA – OR CHANGES**

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

The modification was as follows:

Removed New Business #2 Request of Mr. and Mrs. Mikat for boundary realignment due to a problem with the parcel descriptions.

**APPROVAL OF CONSENT AGENDA**

**Regular Board Meeting Minutes – June 7, 2016**

**Treasurer’s Report**

**Clerk’s Warrants & Bills**

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

**COMMUNICATIONS**

- 1. Revenue and Expenditure Report Ending May 31, 2016.**
- 2. Livingston County Sheriff Report- May 2016.**
- 3. Planning Commission Approved Special Meeting Minutes-May 10, 2016.**
- 4. Planning Commission Meeting Synopsis- June 14, 2016.**

Trustee Gonzalez moved to receive and place on file Communications #1-4 as presented. (Trustee Walker seconded.) The motion carried; all ayes.

**PUBLIC REMARKS**

None.

**UNFINISHED BUSINESS**

- 1. Request to amend collection accounts with added fees as allowed by ordinance.**

Treasurer Bunting-Smith said the township’s current collection agency adds fees depending on the age of the account, which she was originally unaware of. While the township ordinance allows additional fees to the total bill, the township was not adding them. Treasurer Bunting-Smith moved to allow fees to be added to collection accounts as allowed by the ordinance. (Trustee Schultz seconded.) The motion carried; all ayes.

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JUNE 21, 2016 – PAGE 2**

**2. Request to select alternate collection agency if fees are lower to the debtor.**

Supervisor Cunningham suspended the selection of an alternate collection agency in order to receive other quotes.

**NEW BUSINESS**

**1. Presentation of Natura Architectural Consulting.**

Nate Gillette of Natura Architectural Consulting presented the board with the results of the township building inspection and an estimated timetable for future repairs. A summary of the findings include:

- Utilities: due to past incidents of bacteria in the water, a new well to be drilled deeper is recommended.
- Parking and Paving: parking lot is fair, but will need routine maintenance, concrete stairs on east side of building needs to be repaired.
- Property Improvements: Exterior light fixtures are fair, as-needed replacement.
- Foundations: good condition.
- Superstructure: No concerns.
- Roofing: Roofs needs repairs and will require replacement in the 12-year reserve period.
- Exterior Walls: fair condition, thermal imaging indicated an exterior insulation system is needed.
- Windows/Doors: Thermal imaging show seal failures, but all in working order.
- HVAC: Equipment is in fair condition and adequate, but not properly balanced.
- Plumbing: found in good condition.
- Electrical System: in poor condition, not up to code. Service has not been expanded since the construction of the building in 1967.
- Building Interior: in good condition, would only need routine maintenance.
- ADA Accessibility: Restrooms and public countertops do not meet standards.



Property Name: Tyrone Township Hall  
Location: Fenton, Michigan  
Date: 3/22/2016  
Project No: 1199-15  
CPI: 2.50%

Square Footage: 6,193  
Number Buildings: 2  
Reserve Term (yrs): 12  
Building Age (yrs): 49  
Effective Age (yrs): 49

**Table 1: Immediate and Short Term Repairs Cost Estimate**

	Immediate	Short Term
<b>Total Repair Cost</b>	<b>\$ 11,300</b>	<b>\$ 69,060</b>
<b>Cost per Square Foot</b>	<b>\$1.82</b>	<b>\$ 11.15</b>

Section	Component	Comments	Qty	Unit	Unit Cost	TOTAL COST	
						Immediate	Short Term
5.1	Drill new water well	Bacteria in existing well	1	AL	\$ 7,000.00	\$ 7,000	
6.3	Roof Repair. Main Township Hall		1	AL	\$ 2,800.00	\$ 2,800	
6.4	Concrete stairs. Repair.		1	AL	\$ 2,500.00		\$ 2,500
6.4	Masonry. Repair	Spalling at entry from salt use	1	AL	\$ 1,750.00		\$ 1,750
6.4	Install exterior installation system	exterior continuous insulating system	2,780	SF	\$ 9.50		\$ 26,410
7.1	HVAC testing and balancing		1	LS	\$ 3,500.00		\$ 3,500
7.1	Circulation Pump	Install in DHW system to circulate water	2	EA	\$ 1,400.00		\$ 2,800
7.1	GFCI Installation	Install in wet areas	4	EA	\$ 250.00	\$ 1,000	
7.4	Breaker Panel Replace	Overloaded panel in Township Hall	1	AL	\$ 5,400.00		\$ 5,400
7.4	Breaker Panel Replace	Screw fuse panel replacement in historic Township Hall	1	AL	\$ 2,200.00		\$ 2,200
7.6	Fire extinguishers. Test and replace.	Expired extinguishers in historic township hall	1	AL	\$ 500.00	\$ 500	
9.1	ADA Upgrades	Restrooms, Customer Service Counters,	1	AL	\$ 24,500.00		\$ 24,500

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JUNE 21, 2016 – PAGE 3**



Property Name: Tyrone Township Hall  
Location: Fenton, Michigan  
Date: 3/22/2016  
Project No: 1199-15  
CPI: 2.50%

Square Footage: 6,199  
Number Buildings: 2  
Reserve Term (yrs): 12  
Building Age (yrs): 49  
Effective Age (yrs): 49

Table 2: Modified Capital Reserves Schedule

											Reserve / Square Foot / Year															
											Inflated Reserve / Square Foot / Year															
Section	Component	EUL	EFF AGE	RUL	Qty	Unit	Unit Cost	Cycle	Replace	Percent	Year 1 2016	Year 2 2017	Year 3 2018	Year 4 2019	Year 5 2020	Year 6 2021	Year 7 2022	Year 8 2023	Year 9 2024	Year 10 2025	Year 11 2026	Year 12 2027	Reserve Over Term			
5.2	Asphalt pavement. Seal coat.	5	3	2	22,600	AL	\$ 0.22	\$ 4,972	800%		\$ 4,972						\$ 4,972						\$ 4,972	\$ 14,916		
6.3	Roof replacement. Pitched Roof	20	16	4	61	SQ	\$ 225.00	\$13,725	200%				\$ 13,725											\$ 13,725	\$ 13,725	
6.4	Exterior walls. Paint and repair. Main Building	10	0	10	2,780	SF	\$ 1.75	\$ 4,865	200%												\$ 4,865				\$ 4,865	
6.4	Exterior walls. Paint and repair. Historic Township Hall	10	8	2	1,930	SF	\$ 1.75	\$ 3,465	200%		\$ 3,465													\$ 3,465	\$ 6,930	
6.4	Caulking & sealant. Replace.	10	8	2	2	AL	\$ 1,500.00	\$ 3,000	200%		\$ 3,000													\$ 3,000	\$ 6,000	
7.1	AC condensans. Replace.	15	8	9	8	EA	\$ 2,500.00	\$ 7,500	200%																\$ 7,500	
7.2	Domestic hot water heaters. Replace.	15	8	7	2	AL	\$ 1,500.00	\$ 3,000	200%								\$ 3,000		\$ 7,500						\$ 3,000	
8.1	Vinyl tile. Replace.	20	16	4	1	AL	\$ 4,000.00	\$ 4,000	200%				\$ 4,000												\$ 4,000	
8.1	Common area carpet. Replace.	7	2	5	1	AL	\$ 7,500.00	\$ 7,500	200%					\$ 7,500											\$ 7,500	\$ 15,000
Annual Reserve (Uninflated)											\$ 11,437		\$ 17,725	\$ 7,500		\$ 7,972		\$ 7,500	\$ 4,865			\$ 18,937	\$ 75,936			
Inflation Rate Factor											1.000	1.025	1.051	1.077	1.104	1.131	1.160	1.189	1.218	1.249	1.280	1.312				
Annual Reserve (Inflated)											\$ 11,723	\$ 19,088	\$ 8,279	\$ 9,245	\$ 9,138	\$ 6,076	\$ 24,847	\$ 88,395								

**2. Request of Kurt and Barbara Mikat for boundary realignment at 11505 Hartland Rd.**

This item was removed from the agenda due to a problem with the parcel descriptions.

**3. Request to proceed with a second phase of repairs in Gardner Cemetery.**

Trustee Walker moved to approve the second phase of headstone repairs to be done at Gardner Cemetery at a cost of \$2,887.50. (Trustee Schultz seconded.) The motion carried; all ayes.

**4. Committed Fund Balance Resolution.**

**RESOLUTION #160601  
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**RESOLUTION FOR COMMITTED FUND BALANCE**

**WHEREAS**, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

**WHEREAS**, the Board of Trustees has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

**WHEREAS**, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

**WHEREAS**, the Board of Trustees has determined it will commit \$500,000.00 of fund balance in General Fund 101 to cover cash flow shortages due to late-in-the-year tax collections for the fiscal year April 1, 2016 through March 31, 2017.

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JUNE 21, 2016 – PAGE 4**

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Tyrone Township, in accordance with the provisions of GASB 54 the committed funds and any remaining unassigned funds in Fund 101 are to be used for general operating expenses throughout the year while waiting for general property tax receipts in March 2016 additional revenue sharing receipts from the State of Michigan.

**RESOLVED BY:** Trustee Walker

**SUPPORTED BY:** Trustee Schultz

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

**ADOPTION DATE:** June 21, 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 June 21, 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

**5. Request to correct Assessor's contract.**

The year and wage of 2016 was mistakenly left out of the Assessor's contract. Trustee Walker moved to correct the contract by adding the year and wage of 2016 to the contract. (Treasurer Bunting-Smith seconded.) The motion carried; all ayes.

**MISCELLANEOUS BUSINESS**

None.

**PUBLIC REMARKS**

Scott Dietrich (13505 White Lake Rd.) commented that money could be spent elsewhere than cemetery repair.

**ADJOURNMENT**

Trustee Gonzalez moved to adjourn. (Trustee Pedersen seconded.) The motion carried; all ayes. The meeting adjourned at 8:09 p.m.