

**TYRONE TOWNSHIP
PUBLIC HEARING & REGULAR BOARD MEETING
APPROVED MINUTES – SEPTEMBER 6, 2016**

CALL TO ORDER

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on September 6, 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 Chuck Schultz. Absent: Trustee David Walker.

PUBLIC HEARING

Supervisor Cunningham opened the public hearing at 7:00 p.m. The purpose of the public hearing is to explain and answer questions pertaining to the Special Assessment Roll and to hear objections to the Roll for the Great Oaks Drive Seasonal Road Maintenance Project. One resident was in attendance and was in favor of the roll. No letters of opposition were received. Supervisor Cunningham closed the public hearing and reopened the regular meeting at 7:01 p.m.

APPROVAL OF AGENDA – OR CHANGES

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

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting Minutes – August 16, 2016
Treasurer’s Report- revised
Clerk’s Warrants & Bills**

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

COMMUNICATIONS

1. Fire Run Report- August 29, 2016

Trustee Gonzalez moved to receive and place on file Communication #1 as presented. (Treasurer Bunting-Smith seconded.) The motion carried; all ayes.

PUBLIC REMARKS

Don Peitz said he would have comments on the opt-in/opt-out policy and vacation time when discussed.

Scott Dietrich said the cost of cell phones, tablets and laptops for board member use is an unnecessary expense. He also said there was a newly installed telephone pole on White Lake Rd. that he believed did not meet the setback requirements because it was very close to the road.

William Day said he had questions regarding the shared private driveway request.

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Doug Husted commented on the electrical work bids. He asked if the extra work quoted in one bid would include code enforcement problems, what the hourly rate would be, and wondered if the township hall needed a 25K or 45K watt generator.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- 1. Resolution to confirm special assessment roll for the Great Oaks Drive Seasonal Road Maintenance Assessment District.**

**RESOLUTION #160901
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

GREAT OAKS DRIVE SEASONAL ROAD MAINTENANCE PROJECT 2016

RESOLUTION CONFIRMING SPECIAL ASSESSMENT ROLL

WHEREAS, the Township Board has taken the necessary actions under Act No. 188, Public Acts of Michigan, 1954, as amended (“Act 188”) for the purpose of snow removal and road grading of Great Oaks Drive in Tyrone Township, within the proposed Special Assessment District, as shown on the plans for such project;

WHEREAS, the Township Board has determined that it is necessary to cause special assessments to be levied against the lands especially benefited by the Project to pay for the costs of the Project;

WHEREAS, the Township Board has directed the Township Supervisor to prepare a proposed special assessment roll (the “Special Assessment Roll”) against the lands especially benefited by the Project;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll and has filed the Special Assessment Roll with the Township Clerk;

WHEREAS, the Township Board has scheduled a public hearing on the Proposed Roll and notice of the hearing has been properly provided;

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on September 6, 2016;

WHEREAS, the Township Board has duly inspected the proposed assessment roll, alternate methods of apportioning the assessment, and considered all comments and proposed amendments thereto and has found the proposed assessment roll, as amended, to be correct and reasonable;

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NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188 and the laws of the State of Michigan, the Township Board hereby confirms the special assessment roll for the Tyrone Township Great Oaks Drive Seasonal Road Maintenance Project 2016 (the “Roll”).
2. The Assessment in the district shall be as follows. Parcels shall be assessed at \$185.00 per year over ten (10) years from 2016 through 2025, except that the first year shall be higher to include legal and administrative costs of \$100.00. All unpaid amounts prior to the transfer to the tax roll as provided by Michigan Public Act 188 of 1954, as amended, shall bear interest payable at the rate of 0.0 percent per annum.
3. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, with billing to occur with the December tax bills. The Township Clerk shall deliver said special assessment roll to said Treasurer with a warrant attached, directing the Treasurer to collect such assessments in accordance with the direction of the Township Board and said Public Act 188, as amended. Township Board determines that each special assessment may be paid in annual installments. Each subsequent installment shall be billed on December 1 and shall be due annually on February 28th until 2026 at intervals 12 months from the due date of the second installment.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

RESOLVED BY: Clerk Husted

SUPPORTED BY: Trustee Schultz

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

ADOPTION DATE: September 6, 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 September 6, 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

Marcella Husted
Township Clerk

Exhibit A
Description of the Project

The project (the “Project”) will consist of the subcontracting for snow removal and road grading of Great Oaks Drive in Tyrone Township.

Exhibit B
Warrant

WARRANT

TO: Treasurer
Tyrone Township
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the Tyrone Township Great Oaks Drive Seasonal Road Maintenance Project (2016) confirmed by the Township Board on September 6, 2016 (the “Confirming Resolution”). You are hereby directed to proceed to collect the amounts due on such roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

Marcella Husted

Marcella Husted
Tyrone Township Clerk

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Special Assessment Roll for the Tyrone Township
Great Oaks Drive Seasonal Road Maintenance Project (2016)

| PARCEL NO. | PARCEL OWNER | ADDRESS | Assessment |
|-----------------|------------------------------|---------------------|------------|
| 4704-23-100-025 | BEARDSLEY ROBERT & CONNI | 12090 GREAT OAKS DR | \$185 |
| 4704-23-100-013 | BRENNAN RICHARD & KAREN | 12234 GREAT OAKS DR | \$185 |
| 4704-23-100-010 | CALANDRI LOUIS | 12225 GREAT OAKS DR | \$185 |
| 4704-23-100-011 | CARPENTER WILLIAM II & SUSAN | 12231 GREAT OAKS DR | \$185 |
| 4704-23-100-015 | DOPKOWSKI CHESTER | 12180 GREAT OAKS DR | \$185 |
| 4704-23-100-026 | GEISLER KARL & SHARON | 12064 GREAT OAKS DR | \$185 |
| 4704-23-100-019 | GORTON LAURENCE & SHIRLEY | 12145 GREAT OAKS DR | \$185 |
| 4704-23-100-022 | GORTON LAURENCE & SHIRLEY | 12145 GREAT OAKS DR | \$185 |
| 4704-23-100-020 | HUMPHRIES GARY S & JO ANN | 12215 GREAT OAKS DR | \$185 |
| 4704-23-100-017 | MANN DON E & BETTY J | 12075 GREAT OAKS DR | \$185 |
| 4704-23-100-028 | PHILLIPS GENE L & ROSEMARY | 12154 GREAT OAKS DR | \$185 |
| 4704-23-100-014 | ROBINSON BRUCE & TANIS G | 12200 GREAT OAKS DR | \$185 |
| 4704-23-100-018 | ROYER ROBIN L & LINDA A | 12085 GREAT OAKS DR | \$185 |
| 4704-23-100-012 | TODD LARA & VARDON JASON | 12239 GREAT OAKS DR | \$185 |
| 4704-23-100-027 | TOUSLEY THERESA TRUSTEE | 12140 GREAT OAKS DR | \$185 |
| 4704-23-100-021 | WIELICHOWSKI STEVE & MONICA | 12171 GREAT OAKS DR | \$185 |

I, the undersigned, Supervisor of Tyrone Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Township Board of the Township on September 6, 2016 (the “Resolution”) certify that (1) the attached special assessment roll for the Tyrone Township Great Oaks Drive Seasonal Road Maintenance Project (2016) Special Assessment District, to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: September 6, 2016

Mike Cunningham
Tyrone Township Supervisor

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2. Request of James Stando for approval of a shared private driveway off Ledgewood Dr.

Trustee Gonzalez moved to approve the shared private driveway of James Stando on parcel 4704-30-100-013 off Ledgewood Dr. as recommended by the Planning Commission. All conditions have been met. (Trustee Schultz seconded.) The motion carried; all ayes.

3. Request to adopt an opt-in/opt-out policy for board usage of cell phones, computers, and tablets.

Supervisor Cunningham said the attorney recommends that elected officials use separate electronic equipment for township business. In the case of lawsuits, personal equipment could be confiscated and personal records and emails would be accessed. The Supervisor presented a form for officials to opt-in or opt-out. After discussion, the board felt a more comprehensive policy was needed and, because the policy had not been adopted at an earlier request, the question was asked whether the form is even needed at this point. Supervisor Cunningham was asked to have a more comprehensive policy drafted to include pricing, protection, and outlining appropriate usage. No motion was made.

4. Bids for electrical work to the township hall.

The board discussed the bids for electrical work needed at the township hall. The board felt more information was needed to determine exactly what size generator was needed, any unforeseeable work that may come up, additional charges, and wanted to see all the bids itemized. No motion was made.

5. Request to purchase four tablets to use in election polling places.

Clerk Husted explained tablets would be used in polling locations to verify that residents were voting in the correct location, but thought she would really only need two tablets. Treasurer Bunting-Smith moved to purchase two tablets at approximately \$110 each. (Trustee Gonzalez seconded.) The motion carried; all ayes.

6. Request to adjust vacation time retroactively based on new vacation policy and allow carryover.

A recent previous revision mistakenly made to the employee handbook changed the vacation policy, specifically how vacation time was figured relating to the years employees worked. Because of the newly adopted revision, the Employee Committee felt to be fair several employees should be reimbursed for vacation time. Clerk Husted presented the calculated reimbursements. Trustee Gonzalez felt changes should only be made going forward. Clerk Husted moved to revise the vacation policy based on the date of hire as originally intended, with no reimbursements made. (Treasurer Bunting-Smith seconded.) The motion carried; 4 ayes, 2 nays (Gonzalez, Pedersen).

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7. Proposed road improvement resident survey.

Supervisor Cunningham presented a survey to gauge residents' interest in a future road improvement millage. The board discussed things they'd like to see reflected in the survey. Supervisor Cunningham moved to revise the survey as discussed and insert the survey with the next tax bill to be mailed out. (Trustee Schultz seconded.) The motion carried; all ayes.

MISCELLANEOUS BUSINESS

None.

PUBLIC REMARKS

Scott Dietrich reiterated his thought that separate cell phones, tablets, and laptops for board use were an unnecessary expense to the taxpayers. He also did not think tablets were necessary at the polls since mass Voter ID cards were already mailed out to voters so they would know their correct polling location. Scott also reiterated his thought that truck routes need to be enforced.

Don Peitz referred to the discussion for a backup generator at the township hall and asked if there was a plan that designates the township hall as an emergency shelter.

Al Pool said he thought that a policy to opt-in/opt-out of electronic devices was a good thing, but agreed more details were needed and the cost needed to be looked at.

Doug Husted agreed the township needed a backup generator and suggested the board look at the Generac and Cummins generators.

Cliff Krause pointed out the state mandated prevailing wages are required to be paid. He also explained if the township was requesting full power support to the building as identified by the breaker panel rating, the 45K generator would be required. But, if the needs could be satisfied, and the township was willing to accept the performance values, the 25K generator would probably be sufficient for the township's needs.

Terri Medor wanted the board to know the township employees did not ask for reimbursements from the vacation policy revision.

Trustee Chuck Schultz said it would be beneficial for the township to hire a company to create a "living document" with the scope of work for the township hall.

ADJOURNMENT

Trustee Gonzalez moved to adjourn. (Trustee Schultz seconded.) The motion carried; all ayes. The meeting adjourned at 8:57 p.m.