

**TYRONE TOWNSHIP
REGULAR BOARD MEETING
APPROVED MINUTES – MARCH 28, 2017**

CALL TO ORDER

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on March 28, 2017 at 7:00 p.m. at the Tyrone Township Hall.

ROLL CALL

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

APPROVAL OF AGENDA – OR CHANGES

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

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting Minutes – March 7, 2017
Treasurer’s Report
Clerk’s Warrants and Bills**

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

COMMUNICATIONS

1. Revenue and Expenditure Report ending February 28, 2017.

Trustee Walker moved to receive and place on file Communication #1 as presented. (Trustee Pool seconded.) The motion carried; all ayes.

PUBLIC REMARKS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Adjust and approve the 2016-2017 budget.

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

Fund	Department	Account No.	Account Name	Current Budget	Current Balance	Suggested Amendment
General Fund	Zoning Board of Appeals	101-723.000-818.000	Legal Fees	\$ 1,061.00	\$ 10,973.44	\$ 10,000.00
Public Improvement Building & Site	Capital Outlay	145-901.000-974.000	Capital Outlay, Land Improvement	\$ -	\$ 2,761.00	\$ 3,000.00
Shannon Glen Rubbish Removal	Rubbish Removal	225-528.000-900.000	Printing & Publishing	\$ -	\$ 1,298.10	\$ 1,500.00
Jayne Hill Rubbish Removal	Rubbish Removal	226-528.000-900.000	Printing & Publishing	\$ -	\$ 2,595.30	\$ 3,000.00
Great Oaks Drive	Road Improvements/Maintenance	232-446.000-900.000	Printing & Publishing	\$ -	\$ 1,239.60	\$ 1,500.00

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2. Request to adopt the General Appropriation Measure Resolution.

**RESOLUTION #170304
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2018

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 2016-2017 budget and for establishing a 2017-2018 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, 2017, 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, 2017, 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, 2018, 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.

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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 2017-2018 budget of all funds by revenue and expense, as prepared and presented.

RESOLVED BY: Trustee Schultz
SUPPORTED BY: Trustee Walker

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

ADOPTION DATE: March 28, 2017

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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 28, 2017, 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.



Marcella Husted
Township Clerk

3. Request to adopt the Headlee Operating Tax Millage Rate Resolution.

**RESOLUTION #170305
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2017-2018 OPERATING TAX MILLAGE RATE
AS DIRECTED BY THE HEADLEE ROLLBACK CALCULATION**

WHEREAS, the Tyrone Township Board has carefully examined the financial circumstances of the Township for the 2017-2018 fiscal year, including estimated expenditures, estimated revenues and state equalized valuation of property located within the Township;

NOW, THEREFORE, BE IT RESOLVED, that the Tyrone Township Board has complete authority and hereby authorizes up to .9018 mils to be levied for operating purposes in Fiscal Year 2017-2018 from within its authorized millage rate.

RESOLVED BY: Trustee Walker

SUPPORTED BY: Trustee Pool

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

ADOPTION DATE: March 28, 2017

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REGULAR BOARD MEETING
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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 28, 2017, 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.



Marcella Husted
Township Clerk

4. Selection of engineering firm.

Trustee Schultz moved to enter into a contract with the Spicer Group for township engineering services. (Trustee Pedersen seconded.) The motion carried; all ayes.

5. Resolution to establish the 2017-2018 Supervisor's salary.

**RESOLUTION #170306
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**TO ESTABLISH THE TOWNSHIP
SUPERVISOR'S SALARY FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2017, the salary for the office of Tyrone Township Supervisor shall be \$34,839.44.

RESOLVED BY: Trustee Walker
SUPPORTED BY: Trustee Schultz

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

ADOPTION DATE: March 28, 2017

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 28, 2017, 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.



Marcella Husted
Township Clerk

6. Resolution to establish the 2017-2018 Clerk's salary.

**RESOLUTION #170307
TYRONE TOWNSHIP, LIVINGSTON COUNTY
TO ESTABLISH THE TOWNSHIP
CLERK'S SALARY FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2017, the salary for the office of Tyrone Township Clerk shall be \$34,839.44.

RESOLVED BY: Trustee Pool

SUPPORTED BY: Trustee Schultz

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

ADOPTION DATE: March 28, 2017

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 28, 2017, 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.



Marcella Husted
Township Clerk

7. Resolution to establish the 2017-2018 Treasurer's salary.

**RESOLUTION #170308
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**TO ESTABLISH THE TOWNSHIP
TREASURER'S SALARY FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2017, the salary for the office of Tyrone Township Treasurer shall be \$34,839.44.

RESOLVED BY: Trustee Pool

SUPPORTED BY: Trustee Schultz

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

ADOPTION DATE: March 28, 2017

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 28, 2017, 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.



Marcella Husted
Township Clerk

8. Resolution to establish the 2017-2018 Trustees' salary.

**RESOLUTION #170309
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**TO ESTABLISH THE TOWNSHIP
TRUSTEE'S SALARY FOR THE 2017-2018 FISCAL YEAR**

WHEREAS, pursuant to MCLA 41.95(3), which provides that in a Township that does not hold an annual meeting, the salary for Trustees composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Board of Tyrone Township deems it desirable to adjust the salary of the Township Trustees to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office;

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2017, the salary for the office of Tyrone Township Trustee shall be \$164.66 per meeting.

RESOLVED BY: Treasurer Bunting-Smith

SUPPORTED BY: Supervisor Cunningham

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VOTE: Pedersen, yes; Schultz, no; Walker, no; Husted, yes; Cunningham, yes; Bunting-Smith, yes; Pool, yes.

ADOPTION DATE: March 28, 2017

CERTIFICATION OF THE CLERK

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Marcella Husted
Township Clerk

9. Request of the Supervisor to revise cell phone policy.

**RESOLUTION #170310
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

CELL PHONE USE POLICY *(revised)*

Cell Phone Use

The purpose of this policy is to provide a set of guidelines governing the use by township officials or employees of township-owned or leased cellular telephones. The clerk shall be responsible for oversight of cell phone usage and shall monitor and review such usage on a monthly basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed. Department heads shall be responsible for enforcing this policy and taking corrective action where there is a violation of the policy.

Type of Cell Phone

The make and model of cell phones furnished for official or employee use shall be as determined by the township board. An official or employee who wishes to upgrade the phone shall do so only with the approval of the township board and at their own expense.

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Ownership of Phone

Cell phones leased, purchased or operated under a township account, and any accessories, manuals or equipment, shall be the property of the township. Prior to an official or employee's last day of office or employment, the phone and all accessories, manuals or equipment must be returned to the Township Clerk. Possession will be tracked by model number by the Clerk's Department.

Damaged or Lost Phone

The theft, damage to or loss of a phone must be reported to the clerk within 24 hours of the event. In the first instance of phone loss or damage, the township will pay for the cost of replacement or repair. Should there be any subsequent loss or damage to the phone due to negligence of the official or employee, then the official or employee shall be responsible for the cost. The township will carry the insurance on the equipment.

Personal Use

The phone is provided to the official or employee because of a business need and as such it is reserved primarily for official township business. Personal use of the phone is *not allowed*.

Emergency Contact

The phone number of the cell phone furnished to the official or employee will be listed as the emergency phone number on all township forms requiring an emergency contact including the Tyrone Township Hall Use Agreement.

Internet Usage Policy

You will be given and required to sign a separate Internet & Computer Usage Policy statement.

RESOLVED BY: Trustee Walker

SUPPORTED BY: Trustee Schultz

VOTE: Walker, yes; Pedersen, yes; Pool, yes; Cunningham, yes; Schultz, yes; Bunting-Smith, no; Husted, no.

ADOPTION DATE: March 28, 2017

CERTIFICATION OF THE CLERK

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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.



Marcella Husted
Township Clerk

REVISION: 2017 MARCH – Emergency Contact: removed the requirement of the phone number being posted on the website.

10. Request to write off one uncollectible fire run account.

Treasurer Bunting-Smith moved to write off one uncollectible (due to bankruptcy) fire service charge in the amount of \$1,062.00. (Trustee Schultz seconded.) The motion carried; ayes.

11. Request to renew road chloride contract.

Treasurer Bunting-Smith moved to accept the bid of .1825 per gallon from Chloride Solutions, LLC for the township's road chloride services. (Trustee Walker seconded.) The motion carried; all ayes.

MISCELLANEOUS BUSINESS

None.

PUBLIC REMARKS

Steve Nagy appreciated and thanked the board for being a client of Fleis & Vandenbrink for the past several years.

ADJOURNMENT

Trustee Pedersen moved to adjourn. (Trustee Pool seconded.) The motion carried; all ayes. The meeting adjourned at 7:34 p.m.