

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – AUGUST 6, 2019**

**CALL TO ORDER**

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on August 6, 2019 at 7:00 p.m. at the Tyrone Township Hall.

**ROLL CALL**

Present: Supervisor Mike Cunningham, Treasurer Jennifer Eden, Clerk Marcella Husted, Trustee Chuck Schultz. Absent: Trustees Soren Pedersen and David Walker.

**APPROVAL OF AGENDA – OR CHANGES**

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

**APPROVAL OF CONSENT AGENDA**

**Regular Board Meeting Minutes – July 16, 2019  
Clerk's Warrants and Bills**

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

**COMMUNICATIONS**

- 1. Plante Moran audit presentation of the Livingston regional sewer system.**
- 2. Fire Service Report, July 31, 2019**

Trustee Walker moved to receive and place on file Communications 1-2 as presented. (Trustee Pool seconded.) The motion carried

**PUBLIC REMARKS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

- 1. Interviews and appointment of Board Trustee.**

The Board interviewed three final candidates—Perry Green, Dean Haase, and Kurt Schulze—to fill the vacated term of Trustee, following the resignation of Allen Pool on July 2, 2019.

RESOLUTION #190801  
TYRONE TOWNSHIP, LIVINGSTON COUNTY

APPOINTMENT OF KURT SCHULZE AS TRUSTEE

Clerk Husted resolved to appoint Kurt Schulze as Township Board Trustee effective August 7, 2019. (Trustee Schultz seconded).

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VOTE: Schultz, yes; Cunningham, yes; Eden, yes; Husted, yes; Pedersen, absent; Walker, absent.

ADOPTION DATE: August 6, 2019

**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 August 6, 2019, 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

**2. Resolution to establish guidelines for granting poverty exemptions from property taxes.**

RESOLUTION #190802  
TYRONE TOWNSHIP, LIVINGSTON COUNTY

ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS  
FROM PROPERTY TAXES

WHERE AS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHERE AS, the principle residence of persons, who the Supervisor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHERE AS, pursuant to P.A. 390 of 1994, the Township of Tyrone, Livingston County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

THEREFORE, BE IT RESOLVED THAT to be eligible, a person shall do all of the following on an annual basis:

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1. Be an owner of and occupy as a principle residence the property for which an exemption is requested.
2. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services shown in Attachment A.
3. File a claim with the Supervisor/Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
4. File a claim reporting that the combined assets of all persons do not exceed the current guidelines shown in Attachment B. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
5. Produce a valid driver's license or other form of identification if requested.
6. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

BE IT FURTHER RESOLVED THAT that the Supervisor/Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

**ATTACHMENT A**

POVERTY LEVEL GUIDELINE FOR 2019 TAX YEAR	
Size of Family Unit	Household Income
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person	\$4,320

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**ATTACHMENT B**

Asset Test

The Township of Tyrone's cumulative value of assets allowed for a Poverty Exemption shall be \$10,000. The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. A list of "assets" includes, but is not limited to:

- A second home, land, vehicles.
- Recreational vehicles such as campers, motor-homes, boats, and ATV's.
- Buildings other than the residence.
- Jewelry, antiques, artwork.
- Equipment, other personal property of value.
- Bank accounts, stocks.
- Money received from the sale of property, such as stocks, bonds, a house or car (unless a person is in the specific business of selling such property).
- Withdrawals from bank deposits and borrowed money (including reverse mortgage's).
- Gifts, loans, lump-sum inheritances and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.

“Assets” do not include the value of the principal residence and do not include the homestead property tax credit as it is not to be considered income for poverty exemptions purposes. Assets exempt from consideration are the homesteaded property with furnishings and one motor vehicle. That motor vehicle shall be valued no greater than \$10,000.

RESOLVED BY: Trustee Schultz  
SUPPORTED BY: Treasurer Eden

VOTE: Cunningham, yes; Eden, yes; Schultz, yes; Husted, yes; Pedersen, absent; Walker, absent.

ADOPTION DATE: August 6, 2019

**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 August 6, 2019, 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. Resolution to adopt procedures for granting and removing real property exemptions.**

RESOLUTION #190803  
TYRONE TOWNSHIP, LIVINGSTON COUNTY

RESOLUTION TO ADOPT PROCEDURES FOR GRANTING  
AND REMOVING REAL PROPERTY EXEMPTIONS

WHERE AS, it is the intention of the Tyrone Township Board to abide by recommendations made by the State Tax Commission when granting and removing real property exemptions as defined in the General Property Tax Act 206 of 1893;

THEREFORE, BE IT RESOLVED THAT the following policies and procedures for granting and removing real property exemptions be set forth as follows:

1. Taxpayers wishing to apply for a real property exemption shall first complete and submit an application that has been adopted by the Township Board.
2. Records shall be kept in the parcel folder and will include any and all documents submitted by the taxpayer to support their request to apply for an exemption.
3. Existing exemptions shall be reviewed annually and adjustments to the status of the exemption may be made by the Assessor upon review.
4. Assessors may request additional information to be supplied by the taxpayer to further analyze the status of the exemption.
5. If the Assessor has sufficient evidence that the taxpayer no longer qualifies for the real property exemption, they shall immediately remove the exemption and send proper notification to the taxpayer outlining their appeal rights.
6. If the Assessor does not receive sufficient supporting documentation accompanying the application, the Assessor shall send the taxpayer denial information along with their appeal rights.
7. Assessors shall not have the authority to grant/approve exemptions that are not complete. Applications that are submitted without proper documentation shall be considered incomplete.

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RESOLVED BY: Trustee Schultz  
SUPPORTED BY: Treasurer Eden

VOTE: Schultz, yes; Cunningham, yes; Eden, yes; Husted, yes; Pedersen, absent; Walker, absent.

ADOPTION DATE: August 6, 2019

**CERTIFICATION OF THE CLERK**

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Marcella Husted  
Township Clerk

**4. Approval of Open Space Waiver application and certificate.**

Trustee Schultz moved to approve the Open Space Waiver application and certificate as presented. (Treasurer Eden seconded.) The motion carried; all ayes.

**5. Linden Road improvement project.**

Trustee Schultz moved to authorize an additional \$5,000 to upgrade a section of road improvements on Linden Road from gravel to limestone. (Treasurer Eden seconded.) The motion carried; all ayes.

**6. Request to purchase four desks for new building.**

Clerk Husted moved to authorize the purchase of four desks for the new building with the cost not to exceed \$5000. (Treasurer Eden seconded.) The motion carried; all ayes.

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**7. Closed session to discuss a real estate transaction.**

RESOLUTION #190804  
TYRONE TOWNSHIP, LIVINGSTON COUNTY

CLOSED SESSION

Supervisor Cunningham resolved to convene in closed session to discuss a real estate transaction.  
(Treasurer Eden seconded.)

Roll call: Cunningham, yes; Eden, yes; Schultz, yes; Husted, yes; Walker, absent, Pedersen, absent.

The board convened in closed session at 7:40 p.m.

\* \* \* \* \* Closed Session Minutes \* \* \* \* \*

The board reconvened in open session at 7:45 p.m.

**MISCELLANEOUS BUSINESS**

None.

**PUBLIC REMARKS**

None.

**ADJOURNMENT**

Trustee Schultz moved to adjourn. (Treasurer Eden seconded.) The motion carried; all ayes.  
The meeting adjourned at 7:45 p.m.