

**TYRONE TOWNSHIP
BOARD MEETING AGENDA
FEBRUARY 18, 2025 - 7:00 P.M.
(810) 629-8631**

CALL TO ORDER – PLEDGE OF ALLEGIANCE – 7:00 P.M.

ROLL CALL

APPROVAL OF AGENDA – OR CHANGES

APPROVAL OF CONSENT AGENDA

- Regular Board Meeting Minutes – February 4, 2025
- Closed Session Minutes – February 4, 2025
- Treasurer’s Report – January 31, 2025
- Clerk’s Warrants and Bills – February 12, 2025

COMMUNICATIONS

- 1. Monthly budget report – January 2025
- 2. Letter from Curcio Law Firm – January 16, 2025

PUBLIC REMARKS (*agenda items only*)

UNFINISHED BUSINESS

NEW BUSINESS

- 1. Township Support Emergency Operations Plan.
- 2. Release of budgeted funds to the Hartland Senior Center.
- 3. Advanced Institute MMTA training for Treasurer and Deputy Treasurer.
- 4. MAMC certification training for the Clerk.
- 5. Quote from Chloride Solutions for road dust control.
- 6. Status of Chris Ropeta’s ex-officio membership on the Planning Commission.

MISCELLANEOUS BUSINESS

PUBLIC REMARKS

ADJOURNMENT

* * * * *

Supervisor Greg Carnes Clerk Pam Moughler

Please note: Anyone wishing to address the Township Board may do so during Public Remarks. The Tyrone Township Board of Trustees has established a policy limiting the time a person may address the Township Board at a regular or at a special meeting during the Public Remarks section of the agenda to three minutes. The Board reserves the right to place an issue under the New Business section of the agenda if additional discussion is warranted or to respond later either verbally or in writing through an appropriately appointed Township Official. Individuals with disabilities requiring auxiliary aids or services should contact the Tyrone Township Clerk at (810) 629-8631 at least seven days prior to the meeting.

CONSENT AGENDA

Regular Board Meeting Minutes – February 4, 2025

Closed Session Minutes – February 4, 2025

Treasurer's Report – January 31, 2025

Clerk's Warrants and Bills – February 12, 2025

**TYRONE TOWNSHIP
REGULAR BOARD MEETING
APPROVED MINUTES – FEBRUARY 4, 2025 – PAGE 1**

CALL TO ORDER

Supervisor Carnes called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on February 4, 2025 at 7:00 p.m. at the Tyrone Township Hall.

ROLL CALL

Present: Supervisor Greg Carnes, Clerk Pam Moughler, Treasurer Jennifer Eden, Trustees Sara Dollman-Jersey, Herman Ferguson, and Chris Ropeta. Absent: Trustee Dean Haase.

APPROVAL OF AGENDA – OR CHANGES

Supervisor Carnes explained the closed session language as worded on the January 21, 2025 agenda was correct. At that meeting Trustee Haase had questioned the legality of the wording and the closed session was removed from the agenda. The township's attorney, Chuck Widmaier, verified the wording was legal.

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

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting Minutes – January 21, 2025
Clerk's Warrants and Bills – January 28, 2025**

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

COMMUNICATIONS

None.

PUBLIC REMARKS

To clarify some board members' questions, Supervisor Carnes asked the township attorney the law of posting agendas, packets, and meeting videos. Mr. Widmaier said the township correctly posts their agendas according to law; he confirmed that posting document packets and meeting videos is not required by law, but is done as a courtesy to residents for transparency.

Several public comments were heard.

UNFINISHED BUSINESS

Supervisor Carnes said he is trying to put together a study of Hogan Road (as a truck route). He is meeting with attorney Gerald Fisher, McKenna, Ross (Planning and Zoning Director) on February 5 to come up with a plan.

**TYRONE TOWNSHIP
REGULAR BOARD MEETING
APPROVED MINUTES – FEBRUARY 4, 2025 – PAGE 2**

NEW BUSINESS

1. Employee medical insurance policy and comparisons.

Treasurer Eden moved to approve the existing Blue Cross/Blue Shield medical insurance policy for township employees. (Clerk Moughler seconded.) The motion carried; all ayes.

2. Historical Society request to use township hall and property for Pioneer Day.

Treasurer Eden moved to authorize the use of township property to hold the Historical Society's Pioneer Day. (Trustee Dollman-Jersey seconded.) The motion carried; all ayes. The event date is July 19, 2025.

3. Closed session to discuss pending litigation pursuant to Section 8(e) of the 1976 Open Meetings Act.

RESOLUTION #250201
TYRONE TOWNSHIP, LIVINGSTON COUNTY

CLOSED SESSION

Supervisor Carnes resolved to go into closed session to discuss the pending litigation of Anderson v. Tyrone Township, pursuant to Section 8(e) of the 1976 Open Meetings Act. (Treasurer Eden seconded.)

Roll call: Ferguson, yes; Carnes, yes; Eden, yes; Dollman-Jersey, yes; Ropeta, yes, Moughler, yes; Haase, absent.

The board convened in closed session at 7:35 p.m.

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

The board reconvened in open session at 8:03 p.m.

MISCELLANEOUS BUSINESS

Trustee Ropeta requested to notify residents by email of the guidelines to apply for poverty exemptions from property taxes. No motion was made.

PUBLIC REMARKS

Several public comments were heard.

ADJOURNMENT

Clerk Moughler moved to adjourn. (Treasurer Eden seconded.) The motion carried; all ayes. The meeting adjourned at 8:17 p.m.

TYRONE TOWNSHIP TREASURER'S REPORT

Period ending January, 2025

TOWNSHIP FUNDS	Interest Ckg	INVESTMENTS ICS	Int Rate	MICHIGAN CLASS	Int Rate Monthly AVG.	FLG PEG CD matures 8/8/25	Int rate	Grand Totals Each Fund
General 101	\$881,253.29	\$ 6,004,503.47	3.26%					\$ 6,885,756.76
Tech Fund 141	\$51,781.85	\$ 5,000.00	3.26%					\$56,781.85
Building & Site 145	\$95,993.67	\$ 207,500.00	3.26%					\$303,493.67
Parks/Recreation 208	\$5,934.23							\$5,934.23
Liquor Control 212	\$0.00							\$0.00
Road 245	\$2,404,618.79	\$ 644,224.80	3.26%	\$296,982.61	5.41%			\$ 3,345,826.20
Revolving 246	\$24,966.26	\$ 97,500.00	3.26%	\$218,165.67	5.41%			\$ 340,631.93
Right of Way 259	\$34,167.96							\$34,167.96
Peg 274	\$214,559.13					\$ 210,681.88	4.55%	\$425,241.01
Special Assessments								
Jayne Hill Lts 218	\$351.65							\$351.65
Walnut Shores Lts 219	\$599.12							\$599.12
Shannon Glen Rubbish 225	\$1,490.92							\$1,490.92
Jayne Hill Rubbish Removal 226	\$0.00							\$0.00
Apple Orchard Rubbish Removal 230	\$1,280.74							\$1,280.74
Great Oaks Dr 232	\$14,519.16							\$14,519.16
Laural Springs Rubbish removal 233	\$3,059.00							\$3,059.00
Silver Lake Rubbish Removal 234	\$1,236.28							\$1,236.28
Parkin Lane Snow 238	\$14,656.64							\$14,656.64
Account Totals	\$3,750,468.69	\$ 6,958,728.27		\$515,148.28		\$ 210,681.88		\$ 11,435,027.12
Health Flex Spending 101		The State Bank						Health Flex Total
FSA Account (\$10K Loan to Open)		\$ 9,196.64	0.00%					\$ 9,196.64
								Public Safety Total
Public Safety- 205								Public Safety Total
Public Safety 205 - State Bank checking		\$ 364,740.67	3.03%					\$ 364,740.67
Public Safety 205- State Bank Savings		\$ 6,428.88	3.03%					\$ 6,428.88
Public Safety 205 - First Merchant		\$ 206,460.08	0.16%					\$ 206,460.08
Public Safety ICS- 205 State Bank		\$ 788,331.24	3.00%					\$ 788,331.24
								Sewer O&M Total
SEWER O&M CHECKING ACCT- 590		Flagstar						Sewer O&M Total
Sewer Operation and Maintenance CK (5710)		\$ 555,123.84	1.05%					\$ 555,123.84
Sewer Operation and Maintenance SV (4865)		\$ 5,361.48	4.15%					\$ 5,361.48
CIBC- O&M CD(matures 8/8/25)(6337)		\$ 176,821.70	5.00%					\$ 176,821.70
Flagstar O&M CDARS (matures 8/7/2025)(2803)		\$ 155,287.82	4.60%					\$ 155,287.82
Flagstar CD O&M (matures 8/11/2025)(4710)		\$ 158,594.21	4.55%					\$ 158,594.21
								Tyrone Sewer 03 Total
TYRONE TOWNSHIP SEWER 2003- 599		Flagstar/CIBC						Tyrone Sewer 03 Total
Debt Service 599 Flagstar Bank		\$ 1,218,450.87	1.05%					\$ 1,218,450.87
Flagstar CDARS 2003 (matures 4/17/2025)(0194)		\$ 576,443.56	4.60%					\$ 576,443.56
CIBC CD 2003 (matures 3/27/25)(5186)		\$ 1,098,661.33	4.85%					\$ 1,098,661.33
Flagstar CDARS 2003 Fund Matures 3/27/25(7453)		\$ 497,018.96	4.50%					\$ 497,018.96
								Trust & Agency Total
TRUST & AGENCY- 701		Chase						Trust & Agency Total
Township Trust and Agency 701 Savings		\$ 1,515.50	0.01%					\$ 1,515.50
Township Trust and Agency 701 Checking		\$ 15,899.02	0.00%					\$ 15,899.02
								Road Improvement Total
Road Improvements-		Flagstar						Road Improvement Total
Parkin Lane Rd 2010 (858)		\$ 22,523.67	1.05%					\$ 22,523.67
Lake Shannon 2018 (863)		\$ 255,738.79	1.05%					\$ 255,738.79
Laurel springs (864)		\$ 56,402.70	1.05%					\$ 56,402.70
Irish Hills (865)		\$ 194,685.65	1.05%					\$ 194,685.65
CIBC- Parkin Lane CD(matures 8/8/2025) 1515		\$ 106,444.79	5.00%					\$ 106,444.79
								Total Township Monies
								\$ 17,905,158.52

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Bank 001 STATE BANK COMMON ACCOUNT						
02/05/2025	001	24444	AP	111	BS&A SOFTWARE, INC.	838.00
02/05/2025	001	24445	AP	CHASE CARD	CHASE CARD SERVICE	391.52
02/05/2025	001	24446	AP	FIRE PROT	FIRE PROTECTION PLUS, INC.	459.50
02/05/2025	001	24447	AP	FOXMICH	FOX, MICHAEL J.	250.00
02/05/2025	001	24448	AP	871	LIVINGSTON COUNTY TREASURER	260.50
02/05/2025	001	24449	AP	872	LIVINGSTON COUNTY TREASURERS	10.00
02/05/2025	001	24450	AP	MANN IT	MANN IT	2,810.90
02/05/2025	001	24451	AP	RAGATZAN	RAGATZ, NANCY	75.00
02/05/2025	001	24452	AP	439	REPUBLIC SERVICES#237	546.22
02/05/2025	001	24453	AP	259	SHOEMAKER SERVICES INC	4,964.00
02/05/2025	001	24454	AP	25	STAPLES ADVANTAGE	738.95
02/05/2025	001	24455	AP	VOYA	VOYA INSTITUTIONAL TRUST COMPANY	325.00
02/05/2025	001	24456	AP	ZASKI	ZASKI ACCOUNTING, LLC	2,075.00
02/11/2025	001	24457	AP	AT&T MOBIL	AT&T MOBILITY	172.68
02/11/2025	001	24458	AP	41	CONSUMERS ENERGY	339.55
02/11/2025	001	24459	AP	275	ELECTION SOURCE	209.69
02/11/2025	001	24460	AP	HAMILT GAS	HAMILTON'S PROPANE	822.02
02/11/2025	001	24461	AP	IVS COMM	IVS COMM, INC.	150.00
02/11/2025	001	24462	AP	KRW CLEAN	KRW CLEANING SERVICES, LLC	1,100.00
02/11/2025	001	24463	AP	871	LIVINGSTON COUNTY TREASURER	12.38
02/11/2025	001	24464	AP	RICOH USA	RICOH USA, INC.	130.71
02/11/2025	001	24465	AP	VIEW NEWS	VIEW NEWSPAPER GROUP	565.50

Total of 22 Checks: 17,247.12
Less 0 Void Checks: 0.00
Total of 22 Disbursements: 17,247.12

Bank 022 STATE BANK - PUBLIC SAFETY checking

02/05/2025	022	1456	AP	CHASE CARD	CHASE CARD SERVICE	73.47
02/05/2025	022	1457	AP	176	HARTLAND AREA FIRE DEPARTMENT	6,196.00
02/11/2025	022	1458	AP	97	CITY OF FENTON	36,627.00
02/11/2025	022	1459	AP	176	HARTLAND AREA FIRE DEPARTMENT	10,843.00

Total of 4 Checks: 53,739.47
Less 0 Void Checks: 0.00
Total of 4 Disbursements: 53,739.47

Bank 101 FLAGSTAR-SEWER DEBT-CKG

02/11/2025	101	1207	AP	24	LIVINGSTON COUNTY DRAIN COMM.	50,357.72
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Total of 1 Checks: 50,357.72
Less 0 Void Checks: 0.00
Total of 1 Disbursements: 50,357.72

Bank 102 SEWER O&M CHECKING 590

02/05/2025	102	516	AP	96	TYRONE TOWNSHIP	53.08
02/05/2025	102	517	AP	96	TYRONE TOWNSHIP	11,076.51

Total of 2 Checks: 11,129.59
Less 0 Void Checks: 0.00
Total of 2 Disbursements: 11,129.59

Bank 108 TAX FUND FLAGSTAR

02/05/2025	108	3560	AP	CROMAINE	CROMAINE LIBRARY	30,412.39
02/05/2025	108	3561	AP	806	FENTON SCHOOLS	263,583.68
02/05/2025	108	3562	AP	GISD	GISD	93,283.98
02/05/2025	108	3563	AP	706	HARTLAND CONSOLIDATED SCHOOLS	213,288.39
02/05/2025	108	3564	AP	LESA	LESA	220.45
02/05/2025	108	3565	AP	945	LINDEN COMMUNITY SCHOOLS	41,688.14

02/12/2025 10:35 AM
User: PMOUGHLER
DB: Tyrone

CHECK REGISTER FOR TYRONE TOWNSHIP
CHECK DATE FROM 01/29/2025 - 02/12/2025

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
02/05/2025	108	3566	AP	871	LIVINGSTON COUNTY TREASURER	54,123.74
02/05/2025	108	3567	AP	MOTT	MOTT COMMUNITY COLLEGE	134,890.53

Total of 8 Checks: 831,491.30
Less 0 Void Checks: 0.00
Total of 8 Disbursements: 831,491.30

Report Total of 37 Checks: 963,965.20
Less 0 Void Checks: 0.00
Report Total of 37 Disbursements: 963,965.20

COMMUNICATION #1

Monthly budget report – January 2025

Tyrone Township
General Fund
Actual to Budget Comparison
(Funds 101, 141, 145, 208, 245, 246)
January 31, 2025

	Audited March 31, 2024	2024-2025 Amended Budget	Activity through January 31, 2025	Over/(Under) Budget
Revenues				
Property taxes	\$ 720,720	\$ 552,698	\$ 3,123	\$ (549,575)
Licenses and permits	139,161	134,672	67,954	(66,718)
State revenue	1,373,503	1,226,500	906,360	(320,140)
Charges for services	65,903	46,034	49,421	3,387
Fines and forfeitures	31,240	17,211	18,991	1,780
Cable franchise fees	-	-	-	-
Other miscellaneous	407,959	5,000	46,571	41,571
Interest	209,983	3,500	186,727	183,227
Total Revenues	<u>2,948,470</u>	<u>1,985,615</u>	<u>1,279,147</u>	<u>(706,468)</u>
Expenditures				
Township Board	104,447	135,662	119,954	(15,709)
Supervisor	51,761	57,383	45,810	(11,573)
Clerk	137,843	161,737	117,375	(44,362)
Treasurer	146,156	173,670	133,242	(40,428)
Board of Review	1,787	3,510	195	(3,315)
Assessor	130,001	135,925	105,539	(30,386)
Elections	36,953	105,803	56,222	(49,581)
Building and Grounds	46,734	159,780	56,618	(103,162)
Cemeteries	4,050	8,161	4,060	(4,101)
Public Works	694,964	347,000	219,829	(127,171)
Street Lighting	2,052	2,546	1,893	(653)
Planning	102,956	156,455	78,104	(78,351)
Zoning	72,272	88,519	59,017	(29,502)
Ordinance Enforcement	26,921	30,230	22,522	(7,708)
PEG Coordinator	2,884	5,000	2,946	(2,054)
Other expenditures	225,781	239,951	221,907	(18,044)
Capital outlay	225,000	-	-	-
Social Services	4,400	6,000	-	(6,000)
Total Expenditures	<u>2,016,961</u>	<u>1,817,332</u>	<u>1,245,233</u>	<u>(572,099)</u>
Revenue over(under) expenditures	<u>931,509</u>	<u>168,283</u>	<u>33,914</u>	<u>(134,369)</u>
Fund Balance, beginning of year	<u>9,996,651</u>	<u>10,928,160</u>	<u>10,928,160</u>	
Fund Balance, end of year	<u>\$ 10,928,160</u>	<u>\$ 11,096,443</u>	<u>\$ 10,962,074</u>	

Interfund transfers are eliminated for reporting purposes

Tyrone Township
Statement of Revenues and Expenditures
Governmental Funds
January 31, 2025

	Public Safety	Liquor Law Enforcement	Jayne Hill Street Lighting	Walnut Shores Street Lighting
Revenues				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-
State revenue	-	2,331	-	-
Charges for services	-	-	-	-
Fines and forfeitures	-	-	-	-
Special assessments	865,425	-	1,248	100
Cable franchise fees	-	-	-	-
Other miscellaneous	-	-	-	-
Premium	-	-	-	-
Bond proceeds	-	-	-	-
Interest	19,598	-	-	-
Total Revenues	<u>885,023</u>	<u>2,331</u>	<u>1,248</u>	<u>100</u>
Expenditures				
Debt - Interest	-	-	-	-
Debt - Principal	-	-	-	-
Township Board	-	-	-	-
Supervisor	-	-	-	-
Clerk	-	-	-	-
IT	-	-	-	-
Board of Review	-	-	-	-
Treasurer	-	-	-	-
Assessor	-	-	-	-
Elections	-	-	-	-
Building and grounds	-	-	-	-
Cemeteries	-	-	-	-
Public Safety	447,421	2,331	-	-
DPW	-	-	989	124
Street lighting	-	-	-	-
Planning	-	-	-	-
Zoning	-	-	-	-
Ordinance Enforcement	-	-	-	-
Economic Development	-	-	-	-
Cultural	-	-	-	-
Other expenditures	-	-	-	-
Capital outlay	-	-	-	-
Seniors	-	-	-	-
Total Expenditures	<u>447,421</u>	<u>2,331</u>	<u>989</u>	<u>124</u>
Revenue over(under) expenditures	<u>437,602</u>	<u>-</u>	<u>259</u>	<u>(24)</u>
Fund Balance, beginning of year	888,412	-	93	623
Fund Balance, end of year	<u>\$ 1,326,014</u>	<u>\$ -</u>	<u>\$ 352</u>	<u>\$ 599</u>

Tyrone Township
Statement of Revenues and Expenditures
Governmental Funds
January 31, 2025

	Jayne Hill Waste Removal	Parkin Lane Snow Removal	Great Oaks Drive	Right of Way	Public Education
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	-
State revenue	-	-	-	11,219	-
Charges for services	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-
Special assessments	-	6,510	2,960	-	-
Cable franchise fees	-	-	-	-	23,782
Other miscellaneous	-	-	-	-	-
Premium	-	-	-	-	-
Bond proceeds	-	-	-	-	-
Interest	-	-	-	-	10,468
Total Revenues	<u>-</u>	<u>6,510</u>	<u>2,960</u>	<u>11,219</u>	<u>34,250</u>
Expenditures					
Debt - Interest	-	-	-	-	-
Debt - Principal	-	-	-	-	-
Township Board	-	-	-	-	-
Supervisor	-	-	-	-	-
Clerk	-	-	-	-	-
IT	-	-	-	-	-
Board of Review	-	-	-	-	-
Treasurer	-	-	-	-	-
Assessor	-	-	-	-	-
Elections	-	-	-	-	-
Building and grounds	-	-	-	-	-
Cemeteries	-	-	-	-	-
Public Safety	-	-	-	-	-
DPW	4,585	2,121	-	22,950	-
Street lighting	-	-	-	-	-
Planning	-	-	-	-	-
Zoning	-	-	-	-	-
Ordinance Enforcement	-	-	-	-	-
Economic Development	-	-	-	-	-
Cultural	-	-	-	-	67,366
Other expenditures	-	-	-	-	-
Capital outlay	-	-	-	-	-
Seniors	-	-	-	-	-
Total Expenditures	<u>4,585</u>	<u>2,121</u>	<u>-</u>	<u>22,950</u>	<u>67,366</u>
Revenue over(under) expenditures	<u>(4,585)</u>	<u>4,389</u>	<u>2,960</u>	<u>(11,731)</u>	<u>(33,116)</u>
Fund Balance, beginning of year	4,585	10,268	11,559	45,899	458,357
Fund Balance, end of year	<u>\$ -</u>	<u>\$ 14,657</u>	<u>\$ 14,519</u>	<u>\$ 34,168</u>	<u>\$ 425,241</u>

Tyrone Township
Statement of Revenues and Expenditures
Governmental Funds
January 31, 2025

	Shannon Glen Waste Removal	Apple Orchard Waste Removal	Silver Lake Waste Removal	Laurel Springs Waste Removal	Parkin Lane Improvements
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses and permits	-	-	-	-	-
State revenue	-	-	-	-	-
Charges for services	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-
Special assessments	6,432	7,183	15,300	6,132	-
Cable franchise fees	-	-	-	-	-
Other miscellaneous	-	-	-	-	-
Premium	-	-	-	-	-
Bond proceeds	-	-	-	-	-
Interest	-	-	-	-	5,969
Total Revenues	<u>6,432</u>	<u>7,183</u>	<u>15,300</u>	<u>6,132</u>	<u>5,969</u>
Expenditures					
Debt - Interest	-	-	-	-	11,665
Debt - Principal	-	-	-	-	30,000
Township Board	-	-	-	-	-
Supervisor	-	-	-	-	-
Clerk	-	-	-	-	-
IT	-	-	-	-	-
Board of Review	-	-	-	-	-
Treasurer	-	-	-	-	-
Assessor	-	-	-	-	-
Elections	-	-	-	-	-
Building and grounds	-	-	-	-	-
Cemeteries	-	-	-	-	-
Public Safety	-	-	-	-	-
DPW	5,648	6,888	15,300	5,880	-
Street lighting	-	-	-	-	-
Planning	-	-	-	-	-
Zoning	-	-	-	-	-
Ordinance Enforcement	-	-	-	-	-
Economic Development	-	-	-	-	-
Cultural	-	-	-	-	-
Other expenditures	-	-	-	-	-
Capital outlay	-	-	-	-	-
Seniors	-	-	-	-	-
Total Expenditures	<u>5,648</u>	<u>6,888</u>	<u>15,300</u>	<u>5,880</u>	<u>41,665</u>
Revenue over(under) expenditures	<u>784</u>	<u>295</u>	<u>-</u>	<u>252</u>	<u>(35,696)</u>
Fund Balance, beginning of year	707	986	1,236	2,807	158,113
Fund Balance, end of year	<u>\$ 1,491</u>	<u>\$ 1,281</u>	<u>\$ 1,236</u>	<u>\$ 3,059</u>	<u>\$ 122,417</u>

Tyrone Township
Statement of Revenues and Expenditures
Governmental Funds
January 31, 2025

	Lake Shannon Improvements	Laurel Springs Improvements	Irish Hills Improvements	Total Governmental Funds
Revenues				
Property Taxes	\$ -	\$ -	\$ -	-
Licenses and permits	-	-	-	-
State revenue	-	-	-	13,550
Charges for services	-	-	-	-
Fines and forfeitures	-	-	-	-
Special assessments	-	4,677	-	915,968
Cable franchise fees	-	-	-	23,782
Other miscellaneous	-	-	-	-
Premium	-	-	-	-
Bond proceeds	-	-	-	-
Interest	2,837	1,389	1,420	41,682
Total Revenues	<u>2,837</u>	<u>6,066</u>	<u>1,420</u>	<u>994,981</u>
Expenditures				
Debt - Interest	16,100	4,500	16,926	49,191
Debt - Principal	110,000	10,000	40,000	190,000
Township Board	-	-	-	-
Supervisor	-	-	-	-
Clerk	-	-	-	-
IT	-	-	-	-
Board of Review	-	-	-	-
Treasurer	-	-	-	-
Assessor	-	-	-	-
Elections	-	-	-	-
Building and grounds	-	-	-	-
Cemeteries	-	-	-	-
Public Safety	-	-	-	449,752
DPW	-	-	-	64,486
Street lighting	-	-	-	-
Planning	-	-	-	-
Zoning	-	-	-	-
Ordinance Enforcement	-	-	-	-
Economic Development	-	-	-	-
Cultural	-	-	-	67,366
Other expenditures	-	-	-	-
Capital outlay	-	-	-	-
Seniors	-	-	-	-
Total Expenditures	<u>126,100</u>	<u>14,500</u>	<u>56,926</u>	<u>820,795</u>
Revenue over(under) expenditures	<u>(123,263)</u>	<u>(8,434)</u>	<u>(55,506)</u>	<u>174,186</u>
Fund Balance, beginning of year	375,400	64,837	250,192	2,274,073
Fund Balance, end of year	<u>\$ 252,137</u>	<u>\$ 56,403</u>	<u>\$ 194,686</u>	<u>\$ 2,448,259</u>

COMMUNICATION #2

Letter from Curcio Law Firm – January 16, 2025



Nick Curcio | 16905 Birchview Drive | Nunica, MI 49448
616.430.2201 | ncurcio@curciofirm.com

January 16, 2025

Tyrone Township Board of Trustees
c/o Charles Widmaier, Attorney
8420 Runyan Lake Road
Fenton, MI 48430

Via Email
charles.widmaier@harrisandlitterski.com

Re: Censure Resolutions and Planning Commission Removal

Dear Members of the Township Board:

I am writing on behalf of Trustees Dean Haase and Chris Ropeta regarding recent efforts to punish them for lawful and legitimate conduct. For the reasons detailed below, I respectfully submit that the censure resolutions that a majority of the Board adopted on January 7, 2025, were inappropriate and should be withdrawn. Further, any attempt to remove Mr. Ropeta from the Planning Commission based on the conduct alleged in resolutions would be equally unfounded and ultimately overturned by a reviewing court.

1. Censure Resolution

The censure resolutions adopted by the Board represent a serious overreach that misconstrues both the relevant facts and applicable law. *First*, the resolutions state that Mr. Haase and Mr. Ropeta worked with Township Supervisor Greg Carnes to “generate a document” charging Planning Commission members with nonfeasance. While Mr. Haase and Mr. Ropeta assisted Mr. Carnes in reviewing meeting minutes to determine which Planning Commissioners routinely miss meetings, and Mr. Ropeta provided some draft language to Mr. Carnes for his consideration, neither Mr. Haase nor Mr. Ropeta signed or endorsed the final version of the letter referenced in the resolution. Accordingly, their limited contributions to the process do not constitute the kind of direct authorship or oversight implied by the resolution.

2. Prospective Removal of Mr. Ropeta from the Planning Commission

During the January 7 meeting, a trustee suggested that Mr. Ropeta should be removed from his seat on the Planning Commission based on the same conduct alleged in the censure resolution. Any such effort would be vigorously contested and ultimately reversed by a reviewing court.

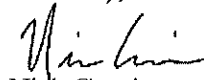
First, the allegations against Mr. Ropeta relate solely to actions allegedly taken in his capacity as a trustee on the Township Board, not in his role as an ex officio member of the Planning Commission. The MPEA indicates that the removal of a planning commissioner must be based on “misfeasance, malfeasance, or nonfeasance in office,” meaning in the office of planning commissioner. Accordingly, actions taken in other capacities do not provide for removal.

Second, even if actions taken in the capacity of trustee could theoretically constitute grounds for removal from the Planning Commission, the allegations here do not rise to that level. At most, the allegations against Mr. Ropeta reflect a good-faith disagreement about the procedures for addressing attendance issues — a matter that is wholly insufficient to justify removal under the MPEA. Should the Board nevertheless proceed with removal proceedings, Mr. Ropeta will seek all available legal remedies, including but not limited to an action for superintending control in Circuit Court for Livingston County.

Conclusion

In sum, we respectfully request that the Board reconsider its censure resolutions and refrain from any further attempts to punish Mr. Haase, Mr. Ropeta, and Mr. Carnes for their good-faith conduct. If the Board wishes to establish alternative procedures for initiating commissioner removal proceedings, we suggest addressing this through a forward-looking ordinance or policy rather than through punitive actions against individual officials.

Sincerely,


Nick Curcio

NEW BUSINESS #1

Township Support Emergency Operations Plan

Tyrone Township
SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the Livingston County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

(DRAFT Date: February 12, 2025)

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

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Promulgation Document

Officials of Tyrone Township in conjunction with County and State Emergency Eanagement (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chief Executive Official
Tyrone Township

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how Tyrone Township will handle emergency situations in cooperation with the Livingston County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. Tyrone Township will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the Livingston County Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.

Record of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official				
Tyrone Township Board				
Livingston Emergency Management Coordinator				
Livingston County Emergency Management Liaison				
Communications and Warning Official				
Damage Assessment Official				
Fire Services Official				
Public Health and Human Services				
Emergency Medical Services				
Public Information Official				
Tyrone Township Emergency Operations Center				

Basic plan

Purpose

Tyrone Township has elected to incorporate into the Livingston County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, Tyrone Township and the Livingston County Emergency Management Program share joint responsibilities. The Tyrone Township support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The Tyrone Township Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, Tyrone Township continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. Tyrone Township, local Emergency Management resolution,
3. Tyrone Township, adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
7. Good Samaritan Law and Know Act of 1986.

B. References used to develop the Support EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Livingston County EOP, this document was developed in a cooperative, whole community effort between municipal

government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Tyrone Township Board and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Livingston County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. **Tyrone Township** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
 4. Integration with the Livingston County EOP, Livignston County hazard mitigation plan, MEMP, etc.

C. Community profile:

Tyrone Township is located in the North Eastern portion of Livingston County. The community has a population of 12,002 residents. Approximately **6.1 %** of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the Livingston County Hazard Mitigation Plan communities in the county are most vulnerable to: Severe Wind and Tornadoes Areas within Livingston County that are especially vulnerable to these hazards are: **Tyrone Township** additional hazards that have been identified as unique to Livingston Count include: None

1 site that contain extremely hazardous materials are located in Tyrone Township Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, Tyrone Township has chosen to incorporate into the Livingston County Emergency Management Program.

To coordinate emergency management related matters with the County Emergency Management Program, Tyrone Township has appointed **Greg Carnes** to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between Tyrone Township and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in Tyrone Township.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within Tyrone Township that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the Tyrone Township Supervisor may declare a local state of emergency for Tyrone Township if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of Greg Carnes, pursuant to local legislation, the Township Trustee, David Walker, is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the Township Supervisor, Greg Carnes, to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
 - 1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at 8420 Runyan Lake Road Fenton, MI 48430. If this location is unavailable, the alternate EOC location is Rock Church, 11400 Linden Rd, Tyrone Twp.
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through telephonic communication. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - e. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMSHD District Coordinator
 - e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The Tyrone Township emergency management organization is comprised of 5 agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, phone numbers and the alternates designated to represent the emergency functions.

Function	Agency	Primary Contact	24 hr Contact Number
Direction, Control , and Coordination	Tyrone Township	Greg Carnes	810-629-8631
1 st Alternate	Treasurer	Jennifer Eden	810 280-0114
2 nd Alternate	Clerk	Pamela Moughler	810-629-8631
Communications and Warning	911 Dispatch	Kecia Williams	517-540-7682 517-294-6219
1st Alternate		Michael Kobaia	517-294-5620
2 nd Alternate		On Duty Supervisor	517-546-9111
Damage Assessment	Livingston County	Sue Bostwick	810-603-2682 (H) 810-287-8169 (C)
1st Alternate		Teresa Murrish	517-375-1679
2 nd Alternate		Jacob Sutton	517-546-8776
Fire Services	Hartland/Deerfield Fire Auth	Adam Carroll	517-672-2868
1st Alternate	Deputy Chief	Gregg Schkade	517-861-7894
2 nd Alternate	Deputy Chief	Mike Eckert	517- 992-1169
Human Services	MDHHS	Sallie (Kuhne) Forbes	517-548-0204
Public Health	Livingston County Health	Matt Bolang	517-546-6870
1st Alternate	Deputy Health Officer	Heather Blair	517-546-6810
2 nd Alternate	Emergency Preparedness Coordinator	Lindsay Gestro	517-375-7137
Emergency Medical Services	EMS Director	David Feldpausch	517-304-4310
1st Alternate	EMS Deputy Director	Amy Chapman	517-861-1446
2 nd Alternate	Administrative Supervisor	Tod Horner	517-540-7875
Public Information	Tyrone Township	Greg Carnes	248-361-0648
1st Alternate	Treasurer	Jennifer Eden	810-280-0114
2 nd Alternate	Trustee	?	?
Public Safety	Livingston County Under Sheriff	Jason Pless	517-546-7911
1st Alternate	Lieutenant	Nast	517-404-0250(C)
2 nd Alternate	Lieutenant	Sell	517-861-7168(C)
Road Commission	Managing Director	Steve Wasylk	517-546-5420 810-599-5677
1st Alternate	Director of Operaitons	Trevor Bennett	517-546-5420
2 nd Alternate	Highway Engineer	Garrett Olson	517-546-5420

3. Tyrone Township maintains 0 fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO

may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Communications and Warning

Annex C, Damage Assessment

Annex D, Fire Services

Annex E, Human Services

Annex F, Public Health

Annex G, Emergency Medical Services

Annex H, Public Information

Annex I, Public Safety

Annex J, Road Commission

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

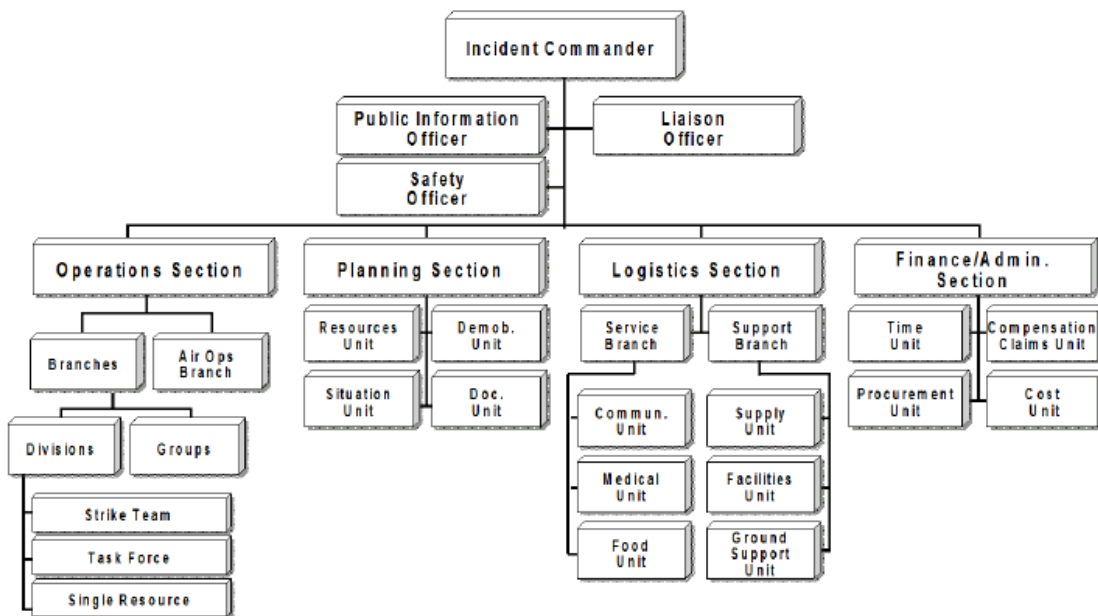
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: County Annex A Direction and Control.

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/NAME
Tyrone Township	Township Supervisor/ Greg Carnes

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Township Trustee	Tyrone Township
Township Treasurer/ Jennifer Eden	Tyrone Township
Township Clerk/Pamela Moughler	Tyrone Township

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE / NAME	AGENCY
Township Supervisor/Greg Carnes	Tyrone Township
Township Treasurer/ Jennifer Eden	Tyrone Township
Township Clerk/ Pamela Moughler	Tyrone Township

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL/ PRINT NAME	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON/ PRINT NAME	DATE

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Livingston County EOP: County Annex B Communications and Warning.

Responsible Agency: 911 Dispatch Center

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications include telephone, cell phone, radios, pagers, etc.
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include telephone, cell phone, radios, pagers, etc.
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include sirens and etc.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
911 Dispatch	911 Dispatch Director/Kecia Williams

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
System Support Admin/Michael Kobaia	911 Dispatch
On Duty Dispatch Supervisor	911 Dispatch

Kecia Williams, 911 Dispatch Director, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL/PRINT NAME	DATE
<i>Kecia Williams</i>	1-27-25

ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Damage Assessment Annex D.

Responsible Agency: Planning Department

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County	Director/Sue Bostwick

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Director/Sue Boswick	Livingston County
Deputy Director/Brendan Scheitz	Livingston County

Sue Bostwick, Livingston County Equalization Director, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL/ PRINT NAME	DATE

ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Fire Services Annex E.

Responsible Agency: Tyrone TWP Fire Department

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Hartland Deerfield Fire Authority	Fire Chief/ Adam Carroll

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Deputy Chief/ Gregg Schkade	Hartland Deerfield Fire Authority
Assistant Chief/ Jake Thompson	Hartland Deerfield Fire Authority

Adam Carroll, Fire Chief, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL/ PRINT NAME	DATE

ANNEX E
HUMAN SERVICES

This function is concerned with issues related to the provision of human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The following guidelines represent a checklist of actions that must be considered for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex H, Human Services.

Emergency Guidelines:

1. Coordinate activities of municipal agencies/departments which provide human service type services.
2. Open and manage shelters in the municipality.
3. Set up canteen to feed emergency workers in the municipality.
4. Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
5. Assist the county with establishing a Rumor Control Center.
6. Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
7. If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Human Services.
8. Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Michigan Department of Health and Human Services (MDHHS)	Livingston County Director/Sallie (Kuhne) Forbes

Sallie (Kuhne) Forbes, Michigan Department of Health and Human Services, Livingston County, has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Sallie (Kuhne) Forbes

02/03/25

Sallie (Kuhne) Forbes, MDHHS, Livingston County Director

Date

ANNEX F

PUBLIC HEALTH

The purpose of the Public Health annex is to protect, preserve, and promote the health and safety of the people of Livingston County. Included in the public health annex is Environmental Health Services which are responsible for improving and protecting the public health, welfare, and environment through inspection programs, educational outreach, and as a last resort, enforcement powers conveyed through the State of Michigan Public Health Code and the Livingston County Sanitary Code. Personal and Preventive Health Services are designed to protect and improve the health status of the community; prevent and/or control the disease, disability and death associated with communicable disease.

The following guidelines represent a checklist of actions that must be considered for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex G, Public Health.

Emergency Guidelines:

1. **Investigation and Control of Communicable Diseases:** Coordinate with Michigan Department of Health and Human Services (MDHHS), local hospitals/care centers, and local healthcare providers in the investigation of communicable disease outbreaks.
 - Disease Tracking: Implement disease tracking procedures to determine numbers of persons and area affected. Determine the potential for spread of disease. Assess incident for feasibility of non-pharmaceutical interventions like Personal Protective Equipment (PPE), travel restriction, self-quarantine, hand hygiene and respiratory etiquette.
 - Isolation and Quarantine: Implement isolation and quarantine as necessary. Assure the living needs/medical requirements of residents in quarantine/isolation are met.
 - Security: assess security needs and coordinate with EOC to obtain resources.
 - Health Advisories: Issue health advisories (with the designated PIO) as appropriate.
 - Mass vaccinations: Provide for mass vaccinations (including personnel and supplies) or other control actions as directed by MDHHS.
 - Mass Prophylaxis: Coordinate distribution of antidotes, medications, vaccines, etc.
 - Request and coordinate the Strategic National Stockpile as necessary.
2. **Public Information:** When the EOC is opened and a Joint Information Center (JIC) established through the emergency management program, LCHD will coordinate the release of information with the designated Public Information Officer (PIO). Work with other agencies/organizations to resolve problems/concerns and issue appropriate public health warnings and directives.
3. **Family Assistance Center (FAC):** Assist with setup and site coordination of a family assistance center and utilize Livingston County Medical Reserve Corps (MRC) to support operations. A FAC focuses on the immediate aftermath of a mass casualty/fatality incident to give survivors and families of victims a safe, central gathering place in proximity to the disaster site. Family assistance is defined as the provision information and ensuring access to support services and to the family members of those killed, injured, or otherwise impacted by an incident

Environmental Health Functions

1. **Water sources:** Coordinate the monitoring of public and private water sources, issue appropriate public health advisories/orders (with the designated PIO), and provide information for disinfection, treatment, or alternative water sources.
2. **Water Distribution:** Coordinate the provision and distribution of water (bulk or bottled) to specific locations identified by the EOC.
3. **Sewage Disposal:** Coordinate the monitoring of public and private disposal systems, inspect private

- on-site sewage disposal systems as needed, assist in monitoring effluent discharge, and issue appropriate public health warnings/advisories (with designated PIO).
4. **Licensed Food Service Establishments:** Inspect licensed food service establishments and/or those temporarily established for emergency workers/disaster victims, including sanitation oversight of any activated shelters or reception centers. Issue advisories (with the designated PIO) on food preservation, disposal of adulterated products, or consumption of homegrown and other products. Work as liaison with the department of agriculture for food and retail outlets.
 5. **Public Swimming Pools:** Campgrounds, Children’s Camps, and Bathing Beaches: In the affected area, inspect, sample, issue advisories/warnings (with the designated PIO) and suspend operating licenses if necessary.
 6. **Pest infestation/Control:** Investigate and make recommendations for pest infestations such as rats, flies, or mosquitoes. Control measures may be ordered and implemented.
 7. **Nuisance Abatement:** Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris (i.e. grass, brush, garbage, etc.,) from becoming a health hazard. Advise local government of the need for such emergency ordinances, if necessary.
 8. **Coordinate with Waste Removal:** Work with Environment, Great Lakes, and Energy (EGLE) and waste removal companies to arrange for special pickup and disposal of incident debris, rubbish, etc.
 9. **Hazardous Waste:** Work closely with EGLE to coordinate and verify accuracy of advice released (with the designated PIO) on the disposal of hazardous materials.
 10. **Diseased Animals:** Advise Animal Control of need to quarantine and/or monitor diseased animals to protect human health. When appropriate, work closely with the Michigan Department of Agriculture and Rural Development (MDARD) for instances of animal outbreaks that could impact human health (ex. EEE, HPAI, etc.)
 11. **Consultations Related to Exposures:** In cases involving possible exposure to infectious, chemical, radiological, or biological contaminants or nerve agents, Public Health may provide consultations to acute care centers and emergency response agencies.

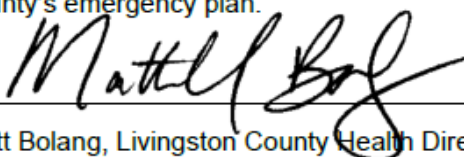
The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County Health Dept.	Director/Health Officer / Matt Bolang

The line of succession for representing the Public Health and Human Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Emergency Preparedness Coordinator / Lindsay Gestro	Livingston County Health Dept.
PPHS Director - Deputy Health Officer/ Lindsay Kalberer	Livingston County Health Dept.
Director of EH/Deputy Health Officer / Heather Blair	Livingston County Health Dept.

Matt Bolang, Livingston County Health Department, has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county’s emergency plan.



January 28, 2025

Matt Bolang, Livingston County Health Director/Health Officer

Date

ANNEX G
EMERGENCY MEDICAL SERVICES

The Livingston County Emergency Medical Services is responsible for emergency medical service activities.

The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Health and Medical Annex H.

Emergency Guidelines:

1. Evacuate nursing homes, hospitals, and other medical facilities.
2. Assist with decontamination.
3. Coordinate emergency medical care to victims with Livingston County Emergency Medical Service.
4. Establish a staging area for emergency medical equipment.
5. Identify a facility to be used as a temporary morgue if necessary.
6. Coordinate with hospitals and shelter managers to staff medical teams at shelters.
7. When appropriate, coordinate field units' participation in damage assessment activities.
8. Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County EMS	EMS Director/ David Feldpausch

The line of succession for representing the Emergency Medical Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Deputy Director/Amy Chapman	Livingston County EMS
Administrative Supervisor/ Tod Horner	Livingston County EMS

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.


1-27-25

 David Feldpausch, EMS Director Date

ANNEX H
PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Annex C Public Information Annex.

Responsible Agency: Tyrone Township Greg Carnes Township Supervisor

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by CEO, Township Supervisor and or Township Board.
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Tyrone Township Board Room
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Tyrone Township	Supervisor/Greg Carnes

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Treasurer/ Jennifer Eden	Tyrone Township
Trustee	Tyrone Township

Greg Carnes, Tyrone Township Supervisor, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL/ PRINT NAME	DATE

ANNEX I

PUBLIC SAFETY

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Law Enforcement Annex F, Law Enforcement.

Responsible Agency: Livingston County Sheriffs Department

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

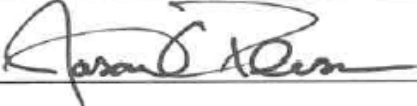
The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County Sheriff's Department	Under Sheriff/ Jason Pless

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Lieutenant/ Nast	LCSD
Lieutenant/Sanborn	LCSD

Livingston County Sheriffs Department is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL/ PRINT NAME	DATE
	JAN. 27, 2025

ANNEX J

ROAD COMMISSION

The Road Commission function is responsible for three major functional areas, under which a variety of services are performed: Administration, Engineering and Operations. Services include, but are not limited to: road maintenance and construction, bridge maintenance and replacement, traffic services, right-of-way acquisitions, surveying, and planning for future road projects. Other services include permit issuances for all proposed work by private citizens, local communities and public utilities within the county road right-of-way.

The county Road Commission official will maintain liaison and coordinate emergency management and response activities with the Road Commission function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Annex I, Road Commission

Responsible Agency: **Livingston County Road Commission**

Road Commission

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Assistance to other agencies
	Assist in identifying access control areas.
	Maintain contact with local EOC to determine the extent and cause of damage and outages. Report restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.

ROAD COMMISSION

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT / NAME
Livingston County Road Commission	Managing Director / Steve Wasyk

The line of succession for representing the Road Commission function during a response to an emergency or disaster situation is:

TITLE / NAME	AGENCY
Managing Director / Steve Wasyk	Livingston County Road Commission
Director of Operations / Trevor Bennett	Livingston County Road Commission
Highway Engineer / Garrett Olson	Livingston County Road Commission

The **Road Commission Managing Director** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Road Commission function.

SIGNATURE OF ROAD COMMISSION OFFICIAL/ PRINT NAME	DATE
 <p>Digitally signed by Steve Wasyk DN: C=US, E=swasyk@livingstonroads.org, O=Livingston County Road Commission, CN=Steve Wasyk Date: 2025.01.27 12:08:54-05'00'</p>	1-27-2025

NEW BUSINESS #2

Release of budgeted funds to the Hartland Senior Center.



Hartland Senior Activity Center

INVOICE

9525 E. Highland Rd. Howell, MI 48843
Phone 810-626-2135
KimKonarski@hartlandschools.us

INVOICE #TYRONE 24.25
DATE: 1/20/2025

RECEIVED

JAN 30 2025

TYRONE TOWNSHIP CLERK

TO:
Tyrone Township
Attn: Greg Carnes
8420 Runyan Lake Rd.
Fenton, MI 48430

DESCRIPTION			AMOUNT
Annual Agreement for financial support toward our Transportation and Resource Advocacy programs for Fiscal Year July 1, 2024 – June 30, 2025			\$4,400
		TOTAL	\$4,400

Make all checks payable to Hartland Senior Activity Center
Total due in 30 days.

THANK YOU FOR SUPPORTING THE HARTLAND SENIOR ACTIVITY CENTER!



Hartland Senior Activity Center

9525 E. Highland Rd.
Howell, Michigan 48843
(810) 626-2137
www.hartlandseniorcenter.org
kimkonarski@hartlandschools.us

January 20, 2025

Greg Carnes, Supervisor
Tyrone Township
8420 Runyan Lake Rd.
Fenton, MI 48430

Please use this as our official request for funds that were allocated to Hartland Senior Activity Center (HSAC) by the Tyrone Township Board for the current fiscal year in the amount of \$4,400.00 and as a request to continue this partnership into the next fiscal year 2025-2026.

I've included our latest newsletter to provide additional information regarding our programs but if you would like me to present at a Board meeting or if you want to stop by for a tour, please let me know.

The center has seen membership level off slightly toward the end of 2024 but we expect a bump in membership through 2025 as we continue to add new programs and events. While we encourage senior center membership, it is not required to participate in our programs or use services provided by the center. Our mission is to cultivate happy, healthy and independent lifestyles for everyone age 50 and over.

We appreciate your assistance as we strive to meet the needs of our fast-growing senior population. The members, volunteers and staff of the Hartland Senior Activity Center appreciate your continued support.

Sincerely,

Kim Konarski, HSAC Director
"Promoting Vitality Among Seniors"

NEW BUSINESS #3

Advanced Institute MMTA training for Treasurer and
Deputy Treasurer.

2025 ADVANCED INSTITUTE



MAY 14-16 • COMFORT INN & SUITES • MT. PLEASANT

TRAVELING YOUR ROAD TO SUCCESS

Training & Tools for Seasoned Treasury Professionals

- 1) Learn advanced aspects of issues that apply to you.
- 2) Strengthen relationships and meet new colleagues.
- 3) Maintain professional credentials by earning credits for MiCPT and CPFA recertifications.

To attend Advanced Institute, you must have attended and completed all three years of Basic Institute.

Attendance

Attendees are responsible for keeping track of their own attendance using a point tally sheet that shows sessions and points. Training is all day Wednesday and Thursday and a half day on Friday.

Lodging

Advanced Institute 2025 will be at the Comfort Inn & Suites in Mt. Pleasant. The MMTA group rate rooms are \$96-\$120/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by Tuesday, April 29 to receive the discounted rate.

Cost and Registration

Advanced Institute costs \$379; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check. Attendees must be MMTA members and Basic Institute graduates. Registrations received after April 22 will be subject to a \$50 late fee. Cancellations must be received in writing by April 22 for a full refund; requests by May 2 are eligible for a 50% refund. All refunds are subject to board review and a \$25 cancellation fee.

Training Sessions

Alternate Funding For Major Projects

P3: Public-Private Partnership

Working with Boards & Councils

Leadership

Legislative Update

Avoiding Fraud

BS&A Cloud User Panel Discussion

BS&A Financial Module

FOIA for Treasurers

Investment Policy

Treasurer-to-Treasurer Panel

Media Relations

Topics Subject to Change

"MMTA does an amazing job with all its training. I am grateful to be a part of this organization. Thank you!"

"I always learn something new... and get ideas on how to improve myself as a public servant."

"I'm proud to be a member of such a great organization."

I always learn new things that will help me in my role as a treasurer and benefit my community."

2024 Advanced Institute Attendees



NEW BUSINESS #4

MAMC certification training for the Clerk.



Michigan Association of Municipal Clerks Institute

March 9-14 and March 16-21, 2025
Comfort Inn & Suites Hotel and Conference Center
Mount Pleasant, Michigan



SCAN FOR REGISTRATION FORM

REGISTRATION

\$700/Member - \$775/Non-Member

Registration is open to all City, Township, Village, and County clerks and deputy clerks in Michigan. If you are not a clerk or a deputy clerk, you must include a letter of endorsement from the organization's Clerk. MAMC membership dues for 2025 must be paid at the time you register. Dues forms are available on the MAMC website.

REGISTRATION INCLUDES

Institute registration fee includes instructional costs, course materials, and some meals. Below is a list of the meals that will be covered by the registration fee.

- Lunch on Monday, Tuesday, Thursday and Friday
- Dinner on Sunday and Thursday

CERTIFICATE OF COMPLETION

The IIMC and MAMC requires a total of 120 hours of instruction in the three-year Institute program. Please do not register for the Institute if you cannot commit to the entire week which includes 40 hours of instruction. Those who complete three years of the Institute will receive a plaque stating they have completed the full MAMC Institute program.

THREE YEAR CURRICULUM

The Institute consists of three one-week, non-sequential sessions (one week each year) focusing on training that fulfills the IIMC and MiPMC certification requirements. It includes a well-balanced combination of subjects that address Public Administration, Organizational Topics, Social Issues, Interpersonal Skills, and Elections. Participation is mandatory for all sessions and attendance is monitored. The sessions are non-sequential, and one may begin the three-year cycle at any time. When you register for the Institute, indicate which session and if you are attending the Institute for the first, second or third time.

ACCOMMODATIONS

Lodging is not included in the registration fee. A block of rooms is available for attendees at the Comfort Inn Hotel & Suites at a special rate of \$96.00 per night, plus applicable taxes and assessments until February 23, 2025, for the first week and March 2, 2025, for the second week. The cancellation deadline is 48 hours before the arrival date to avoid charging for one night's lodging plus taxes.

CANCELLATION POLICY

The cancellation fee is \$100.00 (per SR 17), and requests must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to MAMC at 517-371-1170. Cancellation requests received after 14 business days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

As we get closer to the event, further important information will be sent to the email listed on your submitted form.

NEW BUSINESS #5

Quote from Chloride Solutions for road dust control.

Chloride Solutions

Ice & Dust Control

RATE QUOTE

Date: 1/27/25

Customer: *Tyrone Township*

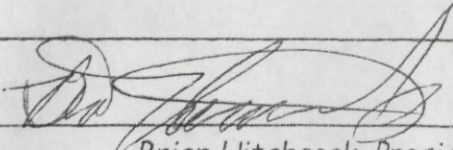
Product: Dust Control - Mineral Well Brine

Chloride Solutions offers to extend our contract for mineral well brine used for dust control for the 2025 season to start in April 2025 with Livingston County paying for the first application. Both parties agree to renew the contract with pricing, terms and conditions of the 2024 contract to remain the same for 2025. If you have any questions or would like me to attend any meetings, please contact me.

Applied Rate: \$.229 per gallon / 9,500 gallons per load
Discount Offered: 1% net 10 days of receipt; net 30 days

Customer Signature: _____

Date: _____

Quoted By:  _____

Brian Hitchcock, President

If awarded this bid, please sign and return to our office.

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Chloride Solutions, LLC

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NEW BUSINESS #6

Status of Chris Ropeta's ex-officio membership on the
Planning Commission.



**RESOLUTION #250103
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

RESOLUTION OF CENSURE OF TRUSTEE CHRIS ROPETA

WHEREAS, it has come to the attention of the Board of Trustees of Tyrone Township ("Board") that Trustee Chris Ropeta has engaged in conduct deemed inappropriate and not in alignment with the Township's standards and ethical guidelines;

WHEREAS, the Board has reviewed the actions and decisions made by Trustee Chris Ropeta in the execution of his duties and found discrepancies that warrant formal censure;

WHEREAS, the actions of Trustee Chris Ropeta, which are inconsistent with the expectations and responsibilities of his office, includes:

1. Working with Tyrone Township Supervisor, Greg Carnes and Trustee Dean Haas to generate a document bearing text that directly suggests that it was an official Tyrone Township document approved by the Tyrone Township Board of Trustees charging certain Tyrone Township Planning Commission Members with non-feasance and scheduling a date for a hearing before the Tyrone Township Board to answer the charge of non-feasance when:
 - a. There was no public meeting of the Tyrone Township Board of Trustees to approve charging Township Planning Commission Members with non-feasance;
 - b. Several Officers and Trustees of the Tyrone Township Board of Trustees were never made aware that the document was being generated;
 - c. The document was generated without asking for the input or opinion of many of the Officers and Trustees of the Tyrone Township Board of Trustees;
 - d. The document was generated after meeting, either in person or with electronic communications, with other Board of Trustee members, for the purpose of obtaining support from those other Trustees and possibly in violation of the Open Meetings Act;
 - e. There was insufficient time for publication of notice to the public of the hearing where the Township Planning Commission Members would have the opportunity to answer the charge of non-feasance;
2. Helping generate the document charging certain Planning Commission members with non-feasance with the intention of intimidating certain Planning Commission members so that those members would resign their positions on the Planning Commission;

3. Violating his own promise of transparency when he conducted himself as described above;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Tyrone Township formally censures Trustee Chris Ropeta for his aforementioned conduct;

BE IT FURTHER RESOLVED that the Board provides this censure as a formal reprimand and reminder of the standards expected of all township officials, and notes that further inappropriate conduct may result in additional actions, up to and including removal from office as per the applicable laws and regulations.

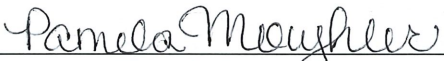
RESOLVED BY: Trustee Ferguson
SUPPORTED BY: Trustee Dollman-Jersey

VOTE: Carnes, no; Dollman-Jersey, yes; Ropeta, no; Ferguson, yes; Eden, yes; Haase, no; Moughler, yes.

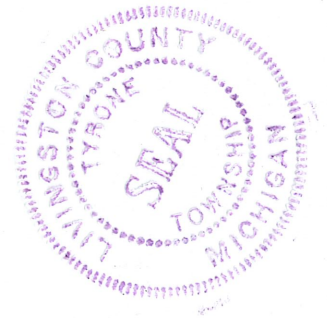
ADOPTION DATE: January 7, 2025

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 January 7, 2025, 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.



Pamela Moughler
Township Clerk



CHAPTER 6: Meetings

govern how meetings are held. And parliamentary procedures and individual township board policies are in the mix as well. The OMA is discussed, along with the other laws; note the MCL numbers to see which law is being cited.

Open Meetings Act compliance

The Open Meetings Act is arguably the statute that most impacts a township board as a whole. Every board member is subject to the OMA every time the board meets—and before and after it meets. All other statutory township boards and commissions are subject to the OMA.

The OMA is the law that requires notice to be given before a meeting is held and requires minutes to be prepared as a record of actions taken at a meeting. It's the law that requires each meeting to include a public comment period and that mandates when minutes of a meeting must be available to the public.

Perhaps most importantly, the OMA is the source of the requirement that all votes of a public body must be made in public.

The OMA includes penalties for violation of the act, which are discussed at the end of this chapter. Note that township meeting-related laws and parliamentary procedures do not always impose legal specific penalties, so some meeting requirements are enforced by the board determining to do the right thing.

But on the other hand, it is important to remember that the OMA also applies to situations that may challenge your intuition on what is a "public meeting." Whenever a quorum of a public body, like a township board, is together for any reason, it is important to understand that the OMA applies if the quorum is interacting on any township business in any way.

Start with the OMA's definitions

The OMA states that, "All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public." (MCL 15.263)

CHAPTER 6: Meetings

To determine if the OMA applies in a specific situation, you have to know whether 1) a public body, 2) is meeting, 3) to deliberate toward or make a decision—as each of those elements is defined by the OMA:

Public body: MCL 15.262(a) defines a “public body” as “any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, that is empowered by state constitution, statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function” Any committee, subcommittee or other body that meets the definition of “public body” will be subject to the OMA.

Meeting: MCL 15.262(b) defines a “meeting” as “the convening of a public body at which a quorum is present for the purpose of *deliberating toward or rendering a decision* on a public policy”

Decision: MCL 15.262(d) defines a “decision” as “a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.”

What is a township public body?

Statutory bodies

All township bodies created or authorized by state law are subject to the OMA, including the township board, annual meeting of the electors, planning commission, zoning board of appeals, board of review, construction board of appeals, election commission, elected park commission, elected library board, police or fire administrative board (single or joint), building authority, civil service commission, police or fire civil service commission, downtown development authority board, economic development corporation board, emergency services authority, historic commission, housing commission, and officials compensation commission. That list is not exhaustive; to be prudent, assume that every public body authorized or required by state law must comply with the OMA. In most cases, the enabling statute will state that the body is subject to the OMA.

CHAPTER 6: Meetings

individual to 'deliberate' in an open meeting. Thus, we conclude that an individual executive acting in his executive capacity is not a public body for the purposes of the OMA." (*Herald Co. v. City of Bay City*, 463 Mich. 111 (2000))

When an individual's office/position is charged with a governmental function or proprietary authority by statute, the individual is not required to comply with the OMA while making their individual decisions or directions.

It's a rare occurrence, but technically if a township board or other public body delegates its *final* decisions for a governmental or proprietary authority to an individual, that individual is still exercising governmental authority, and the process must be conducted at an open meeting. (*Booth Newspapers, Inc. v. Univ. of Michigan Bd. of Regents*, 444 Mich. 211 (1993))

If in doubt, a board should work with its legal counsel for guidance on when decisions must be made in compliance with the OMA.

What is "deliberating toward" a decision?

A public body can do business **only** in a public meeting held in compliance with the OMA. Any time a quorum of a public body is together or interacting—even electronically or digitally—they must be aware of the OMA implications.

A quorum of a township board cannot make a decision outside of a meeting. Most board members get that point—they refrain from taking a vote unless they are in a board meeting.

But just as importantly, a township board cannot *deliberate toward* a decision outside of a meeting. That includes a quorum of a board jointly considering information or discussing a matter before taking a vote.

If a quorum of the board discusses anything that the board will be required to vote on, it must be done at a properly scheduled, noticed and open public meeting. It is a violation of the OMA if that occurs outside of a meeting.

STANDARDS OF CONDUCT FOR PUBLIC OFFICERS AND EMPLOYEES (EXCERPT)
Act 196 of 1973

15.342 Public officer or employee; prohibited conduct.

Sec. 2. (1) A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

(2) A public officer or employee shall not represent his or her personal opinion as that of an agency.

(3) A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

(4) A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.

(5) A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.

(6) Except as provided in section 2a, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

(7) Except as provided in section 2a, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.

History: 1973, Act 196, Imd. Eff. Jan. 8, 1974;—Am. 1978, Act 352, Imd. Eff. July 12, 1978;—Am. 1984, Act 53, Imd. Eff. Apr. 12, 1984.

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

Standards of Conduct

Ethical policies establish self-imposed *aspirational* standards of conduct for an individual township's board, officials, employees and volunteers.

But Michigan laws, court opinions and attorney general opinions impose some legal standards of conduct.

The Standards of Conduct Act, Public Act 196 of 1973, MCL 15.341, *et seq.*, defines unethical conduct for elected or appointed officials and employees of political subdivisions of the state (including townships) as the following forms of prohibited conduct:

"MCL 15.342 Public officer or employee; prohibited conduct.

Sec. 2.

- (1) A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- (2) A public officer or employee shall not represent his or her personal opinion as that of an agency.
- (3) A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- (4) A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.
- (5) A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.
- (6) Except as provided in section 2a, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

(7) Except as provided in section 2a, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.”

Other state and federal laws, court opinions, and attorney general opinions codify certain ethical duties and standards of conduct including:

- Conflict of interest
- Disqualification of family members from employment or decisions
- Incompatibility of office
- Bribery
- Extortion
- Campaign finance laws
- Election laws
- Transparency (Open Meetings Act, Freedom of Information Act, public record access)
- Due process
- Whistleblower protection
- Fair treatment of staff
- Safe custody of documents

Many of these topics are beyond the scope of this guide or deal specifically with criminal acts or straightforward statutory prohibitions. From the perspective of informing trustees in their roles as decision-makers and township fiduciaries, this chapter will focus on conflict of interest, contracts, incompatible offices, additional duties and political activities of township employees.