

**TYRONE TOWNSHIP**  
**REGULAR BOARD MEETING AGENDA**  
**JANUARY 19, 2021 – 7:00 P.M.**  
**(810) 629-8631**  
**clerk@tyronetownship.us**

**This meeting will be held via Zoom.**

The public is invited to join; details to join follow this agenda.

**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 – January 5, 2021

Treasurer’s Report – December 31, 2020

Clerk’s Warrants and Bills – January 13, 2021

**COMMUNICATIONS**

1. Planning Commission Meeting & Public Hearing Synopsis – January 12, 2021.

**PUBLIC REMARKS**

**UNFINISHED BUSINESS**

1. Primary Road Pavement Preservation Program discussion.

**NEW BUSINESS**

1. Request of Ryan and Renee Sustic to appeal their fire service charge.
2. Blue Cross Blue Shield policy renewal.
3. Pitney Bowes postage meter lease.
4. Adoption of the 2021-2022 Meeting Dates resolution.
5. Budget discussion.
6. Planning services discussion.

**MISCELLANEOUS BUSINESS**

**PUBLIC REMARKS**

**ADJOURNMENT**

\*\*\*\*\*

**Supervisor Mike Cunningham    Clerk Marcie Husted**

Please note: The Public Remarks section appears twice on the agenda - once after Communications and once before Adjournment. Anyone wishing to address the Township Board may do so at these times. 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.

Mike Cunningham is inviting you to a scheduled Zoom meeting.

## **Join Zoom Meeting**

<https://us02web.zoom.us/j/82326603617?pwd=TWxYcnVvWWNBOU9TU1gyVmJhZkxRdz09>

Meeting ID: 823 2660 3617

Passcode: 627342

One tap mobile

+13126266799,,82326603617#,,,,\*627342# US (Chicago)

+16465588656,,82326603617#,,,,\*627342# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 2660 3617

Passcode: 627342

Find your local number: <https://us02web.zoom.us/u/kyINkufN1>

# **CONSENT AGENDA**

Regular Board Meeting Minutes – January 5, 2021

Treasurer's Report – December 31, 2020

Clerk's Warrants and Bills – January 13, 2021

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JANUARY 5, 2021**

**CALL TO ORDER**

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on January 5, 2021 at 7:00 p.m. electronically via Zoom per Covid-19 restrictions.

**ROLL CALL**

Present: Supervisor Mike Cunningham, Treasurer Jennifer Eden, Clerk Marcella Husted, Trustees Kurt Schulze, David Walker, Zach Tucker and Herman Ferguson.

**APPROVAL OF AGENDA – OR CHANGES**

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

**APPROVAL OF CONSENT AGENDA**

**Regular Board Meeting Minutes – December 15, 2020.**

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

**COMMUNICATIONS**

- 1. Livingston County Sheriff Report – September 30, 2020.**
- 2. Livingston County Sheriff Report – October 31, 2020.**
- 3. Livingston County Sheriff Report – November 30, 2020.**

Trustee Walker moved to receive and place Communications #1-3 as presented. (Treasurer Eden seconded.) The motion carried; all ayes.

**PUBLIC REMARKS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

- 1. Board of Review appointments.**

Trustee Schulze moved to approve the Supervisor's appointment of Marcia Dicks, Eugene Rodgers, and John Wiese to the Board of Review for a two-year term each, expiring December 31, 2022. (Trustee Walker seconded.) The motion carried; all ayes.

**TYRONE TOWNSHIP  
REGULAR BOARD MEETING  
APPROVED MINUTES – JANUARY 5, 2021 – PAGE 2**

**2. PEG Coordinator Salary 2021-2024 contract.**

Trustee Walker moved to approved the township's share of the Public Education Government (PEG) Coordinator salary contract for 2021-2024. The township's portion is \$1,748.26. (Trustee Tucker seconded.) The motion carried; all ayes.

**3. Primary Road Pavement Preservation discussion.**

The Livingston County Road Commission asks townships each year to submit primary road projects in their jurisdictions they'd consider sharing the repair costs with the road commission. The board discussed several roads (not all primary) in need of repair and chose the following to submit to the road commission for quotes:

- Whittaker Rd., currently limestone, to gravel approximately ¼ mile.
- White Lake Rd., Carmer to Hartland, approximately ¾ mile.
- Old US-23, south of White Lake Rd., to chip seal.

**MISCELLANEOUS BUSINESS**

None.

**PUBLIC REMARKS**

None.

**ADJOURNMENT**

Trustee Walker moved to adjourn. (Trustee Schulze seconded.) The motion carried; all ayes. The meeting adjourned at 7:19 p.m.



Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 001 STATE BANK COMMON ACCOUNT					
12/09/2020	001	22574	PITNEY BOWES INC.	INK	80.74
12/09/2020	001	22575	REPUBLIC SERVICES#237	JAYNE HILL TRASH - DEC 2020 SILVER LAKE TRASH - DEC 2020 SHANNON GLEN TRASH - DEC 2020	1,848.88 1,184.05 412.56 <u>3,445.49</u>
12/09/2020	001	22576	RICOH USA, INC.	COPIER LEASE 11.28.20 - 12.27.20	124.21
12/10/2020	001	22577	AT&T MOBILITY	TWP CELL 10.28.20 - 11.27.20	79.32
12/10/2020	001	22578	DEXTERITY CONSTRUCTION CO., INC.	CARPENTRY - NEW DOORWAY	3,760.00
12/10/2020	001	22579	RICOH USA, INC.	EXCESS COPIES - NOV 2020 3715 B&W 1913	131.84
12/10/2020	001	22580	SPECTRUM PRINTERS, INC.	VOTE TEST DECK	334.03
12/17/2020	001	22581	ACCIDENT FUND COMPANY OF	3RD QUARTER PAYMENT	391.75
12/17/2020	001	22582	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE - DEC 2020	6,403.06
12/17/2020	001	22583	CONSUMERS ENERGY	LED LIGHTS 11.01.20 - 11.30.20 STREET LIGHTS - 11.01.20 - 11.30.20	65.00 202.26 <u>267.26</u>
12/17/2020	001	22584	MURPH'S TURF	LAWN MAINTENANCE - TWP HALL & CEMETERIES	4,420.00
12/22/2020	001	22585	MACKLIN MECHANICAL COMPANY	FURNACE REPLACEMENT	6,480.00
12/22/2020	001	22586	MICHIGAN ASSESSORS ASSOCIATION	2021 ANNUAL MEMBERSHIP - ALEXA HUSPEK	90.00
12/22/2020	001	22587	MICHIGAN DEPARTMENT OF TREASURY	2021 ASSESSOR RENEWAL - ALEXA HUSPEK	175.00
12/22/2020	001	22588	SORENSEN GROSS COMPANY	FINAL PAY APPLICATION - TOWNSHIP HALL	2,000.00
12/22/2020	001	22589	VOYA INSTITUTIONAL TRUST COMPANY	EMPLOYEE CONTRIB 12.16.20	1,235.00
12/22/2020	001	22590	HAMILTON'S PROPANE	PROPANE DELIVERY	559.05
12/22/2020	001	22591	STAPLES ADVANTAGE	OFFICE SUPPLIES	743.92
01/05/2021	001	22592	AT&T MOBILITY	CELL SERVICE 11.28.20 - 01.27.20	163.64
01/05/2021	001	22593	CHARTER COMMUNICATIONS	TOWNSHIP INTERNET 12.11.20 - 1.10.21	114.98
01/05/2021	001	22594	CHASE CARD SERVICE	CREDIT CARD PURCHASES	46.70
01/05/2021	001	22595	CONSUMERS ENERGY	TOWNSHIP ELECTRIC 11.23.20 - 12.22.20	449.52
01/05/2021	001	22596	GRIFFIN PEST SOLUTIONS, INC	PEST CONTROL 12.30.20	51.00
01/05/2021	001	22597	IVS COMM, INC.	TOWNSHIP PHONE SERVICE NOV 2020	125.00
01/05/2021	001	22598	LIVINGSTON COUNTY TREASURER	DOG LICENSES DEC 2020 #4723-4741	441.50
01/05/2021	001	22599	SHOEMAKER SERVICES INC	SNOW PLOWING TOWNSHIP HALL	525.00
01/05/2021	001	22600	VOYA INSTITUTIONAL TRUST COMPANY	EMPLOYEE CONTRIBUTIONS 12.30.20	160.00
01/05/2021	001	22601	WASTE MANAGEMENT	TOWNSHIP GARBAGE SERVICE 1.1.21 - 3.31.2	162.18
01/12/2021	001	22602	CONSUMERS ENERGY	STREET LIGHTS - DEC 2020 STREET LIGHTS LED - DEC 2020	200.38 66.31 <u>266.69</u>
01/12/2021	001	22603	HARRIS & LITERSKI ATTORNEYS AT	LEGAL SERVICES	2,543.75
01/12/2021	001	22604	IVS COMM, INC.	PHONE SERVICE DECEMBER 2020	125.00
01/12/2021	001	22605	PRECISION DATA PRODUCTS	INK - CLERK	659.34
01/12/2021	001	22606	PRINTING SYSTEMS, INC.	ELECTION MATERIALS TAX COLLECTION CHECKS	196.76 276.82 <u>473.58</u>
01/12/2021	001	22607	REPUBLIC SERVICES#237	TRASH - SILVER LAKES - JAN 2021 TRASH - SHANNON GLEN - JAN 2021 TRASH - JAYNE HILL - JAN 2021	1,184.05 412.56 1,848.88 <u>3,445.49</u>

Check Date	Bank	Check	Vendor Name	Description	Amount
01/12/2021	001	22608	RICOH USA, INC.	COPIER LEASE 12.28.20 - 1.27.21	124.21
01/12/2021	001	22609	RICOH USA, INC.	EXCESS COPIES 1,691 B&W 1,700 COLOR	95.59
01/12/2021	001	22610	SUNSET MAINTENANCE, LLC	3 CLEANING - DECEMBER 2020	420.00
01/12/2021	001	22611	VIEW NEWSPAPER GROUP	PUBLICATIONS	294.53
01/12/2021	001	22612	VOYA INSTITUTIONAL TRUST COMPANY	EMPLOYEE CONTRIBUTIONS 1.13.21	160.00

001 TOTALS:

Total of 39 Checks:	41,568.37
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	41,568.37

Bank 022 STATE BANK - PUBLIC SAFETY checking

12/17/2020	022	1221	CITY OF FENTON FIRE DEPARTMENT	19 FIRE RUNS - NOV 2020	27,227.00
12/17/2020	022	1222	HARTLAND AREA FIRE DEPARTMENT	7 FIRE RUNS - 11.1.20 - 11.15.20	10,031.00
12/22/2020	022	1223	HARTLAND AREA FIRE DEPARTMENT	5 FIRE RUNS 11.16.20 - 11.30.20	7,165.00
01/05/2021	022	1224	TRANSUNION RISK DATA SOLUTIONS	PEOPLE SEARCH DECEMBER 2020	50.00
01/12/2021	022	1225	CHARTER TOWNSHIP OF FENTON	14 FIRE RUNS 10.01.20 - 12.31.20	20,062.00
01/12/2021	022	1226	CITY OF FENTON FIRE DEPARTMENT	4 FIRE RUNS DEC 2020	4,799.00

022 TOTALS:

Total of 6 Checks:	69,334.00
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	69,334.00

Bank 102 SEWER O&M CHECKING 590

01/12/2021	102	429	LIVINGSTON COUNTY DRAIN COMM.	SEWER O&M 11.25.20 - 12.30.20	68,031.20
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102 TOTALS:

Total of 1 Checks:	68,031.20
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	68,031.20

Bank 108 TAX FUND FLAGSTAR

12/22/2020	108	2879	ABBEY JR MICHAEL	2020 Sum Tax Refund 4704-28-100-026	824.19
12/22/2020	108	2880	BROWN ALLAN & SUSAN TRUST	2020 Sum Tax Refund 4704-24-300-014	2,615.65
12/22/2020	108	2881	BROWN WALTER J & BARBARA E LF EST	2020 Win Tax Refund 4704-11-101-017	73.00
12/22/2020	108	2882	CORELOGIC	2020 Sum Tax Refund 4704-09-402-111	2,511.74
12/22/2020	108	2883	CORELOGIC	2020 Sum Tax Refund 4704-02-300-009	1,093.15
12/22/2020	108	2884	CORRION LANDON & LAUREN	2020 Sum Tax Refund 4704-02-401-024	3,134.14
12/22/2020	108	2885	CROMAINE LIBRARY	WINTER TAX DISB 12.01.20 TO 12.15.20	20,708.97
12/22/2020	108	2886	ENGELMANN IAN & SAMANTHA	2020 Sum Tax Refund 4704-27-300-025	3,064.32

12/22/2020	108	2887	FENTON SCHOOLS	SUMMER TAX DISB 12.01.20 TO 12.15.20	47.98
				WINTER TAX DISB 12.01.20 TO 12.15.20	194,991.25
					195,039.23

12/22/2020	108	2888	GILMER GERALD & KATHLEEN LFEST	2020 Win Tax Refund 4704-11-101-034	73.00
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12/22/2020	108	2889	GISD	SUMMER TAX DISB 12.01.20 TO 12.15.20	29.00
				WINTER TAX DISB 12.01.20 TO 12.15.20	122,694.35
					122,723.35



CHECK REGISTER FOR TYRONE TOWNSHIP  
 CHECK DATE FROM 12/08/2020 - 01/12/2021

Check Date	Bank	Check	Vendor Name	Description	Amount
12/22/2020	108	2890	HARTLAND CONSOLIDATED SCHOOLS	SUMMER TAX DISB 12.01.20 TO 12.15.20 WINTER TAX DISB 12.01.20 TO 12.15.20	35.95 140,481.81 <u>140,517.76</u>
12/22/2020	108	2891	HASKINS CHRISTINA L	2020 Sum Tax Refund 4704-08-101-004	2,615.90
12/22/2020	108	2892	JOHNNY 111 TRUCKING INC	2020 Sum Tax Refund 4704-15-200-028	3,658.30
12/22/2020	108	2893	LESA	SUMMER TAX DISB 12.01.20 TO 12.15.20	553.82
12/22/2020	108	2894	LINDEN COMMUNITY SCHOOLS	SUMMER TAX DISB 12.01.20 TO 12.15.20 WINTER TAX DISB 12.01.20 TO 12.15.20	598.92 36,559.89 <u>37,158.81</u>
12/22/2020	108	2895	LIVINGSTON COUNTY TREASURER	SUMMER TAX DISB 12.01.20 TO 12.15.20 WINTER TAX DISB 12.01.20 TO 12.15.20	9,598.89 34,943.60 <u>44,542.49</u>
12/22/2020	108	2896	LUKE WILLIAM & TAMMY SUE	2020 Sum Tax Refund 4704-10-104-010	6,529.64
12/22/2020	108	2897	MOTT COMMUNITY COLLEGE	WINTER TAX DISB 12.01.20 TO 12.15.20	118,532.20
12/22/2020	108	2898	PURDY FREDERICK W & LINDA S	2020 Sum Tax Refund 4704-08-101-061	340.94
12/22/2020	108	2899	ROMZEK MARTIN & JACQUELINE	2020 Sum Tax Refund 4704-29-201-016	148.83
12/22/2020	108	2900	SOVIS ROBERT 1/2 INT& DIANE 1/2 INT	2020 Win Tax Refund 4704-11-100-034	73.00
12/22/2020	108	2901	STUBBS MICHAEL J & DIANNE LF EST	2020 Win Tax Refund 4704-11-101-046	73.00
12/22/2020	108	2902	SUPPUS WALTER & JOANNE TRUST	2020 Win Tax Refund 4704-11-101-015	73.00
12/22/2020	108	2903	TISCHLER TIMOTHY J & JESSICA	2020 Sum Tax Refund 4704-36-100-023	3,414.95
01/05/2021	108	2904	CORELOGIC	2020 Win Tax Refund 4704-02-300-009	1,694.47
01/05/2021	108	2905	CORELOGIC	2020 Win Tax Refund 4704-04-102-007	977.19
01/05/2021	108	2906	CORELOGIC	2020 Win Tax Refund 4704-05-102-015	1,249.71
01/05/2021	108	2907	CORELOGIC	2020 Win Tax Refund 4704-11-100-025	73.00
01/05/2021	108	2908	CORELOGIC	2020 Win Tax Refund 4704-11-100-048	73.00
01/05/2021	108	2909	CORELOGIC	2020 Win Tax Refund 4704-11-101-021	73.00
01/05/2021	108	2910	CORELOGIC	2020 Win Tax Refund 4704-11-101-022	73.00
01/05/2021	108	2911	CORELOGIC	2020 Win Tax Refund 4704-11-101-023	73.00
01/05/2021	108	2912	CORELOGIC	2020 Win Tax Refund 4704-11-101-037	73.00
01/05/2021	108	2913	CORELOGIC	2020 Win Tax Refund 4704-11-101-039	73.00
01/05/2021	108	2914	CORELOGIC	2020 Win Tax Refund 4704-11-101-041	73.00
01/05/2021	108	2915	CORELOGIC	2020 Win Tax Refund 4704-11-101-042	73.00
01/05/2021	108	2916	CORELOGIC	2020 Win Tax Refund 4704-11-101-043	73.00
01/05/2021	108	2917	CORELOGIC	2020 Win Tax Refund 4704-11-101-050	73.00
01/05/2021	108	2918	CORELOGIC	2020 Win Tax Refund 4704-11-200-034	1,558.45
01/05/2021	108	2919	CORELOGIC	2020 Win Tax Refund 4704-13-200-012	2,495.30
01/05/2021	108	2920	CORELOGIC	2020 Win Tax Refund 4704-23-300-010	2,594.37
01/05/2021	108	2921	CORELOGIC	2020 Win Tax Refund 4704-34-401-004	3,580.68
01/05/2021	108	2922	CROMAINE LIBRARY	WINTER TAX DISB 12.16.20 TO 12.31.20	57,272.77
01/05/2021	108	2923	FENTON SCHOOLS	SUMMER TAX DISB 12.16.20 TO 12.31.20 WINTER TAX DISB 12.16.20 TO 12.31.20	885.66 756,487.63 <u>757,373.29</u>
01/05/2021	108	2924	GISD	SUMMER TAX DISB 12.16.20 TO 12.31.20 WINTER TAX DISB 12.16.20 TO 12.31.20	525.86 511,615.89 <u>512,141.75</u>
01/05/2021	108	2925	HARTLAND CONSOLIDATED SCHOOLS	SUMMER TAX DISB 12.16.20 TO 12.31.20 WINTER TAX DISB 12.16.20 TO 12.31.20	724.09 388,517.97 <u>389,242.06</u>

Check Date	Bank	Check	Vendor Name	Description	Amount
					389,242.06
01/05/2021	108	2926	LERETA	2020 Win Tax Refund 4704-11-101-019	73.00
01/05/2021	108	2927	LERETA	2020 Win Tax Refund 4704-11-101-048	73.00
01/05/2021	108	2928	LERETA	2020 Win Tax Refund 4704-29-200-011	1,078.89
01/05/2021	108	2929	LERETA	2020 Win Tax Refund 4704-32-300-019	983.85
01/05/2021	108	2930	LESA	SUMMER TAX DISB 12.16.20 TO 12.31.20	779.76
01/05/2021	108	2931	LINDEN COMMUNITY SCHOOLS	SUMMER TAX DISB 12.16.20 TO 12.31.20	404.47
				WINTER TAX DISB 12.16.20 TO 12.31.20	128,806.33
					<u>129,210.80</u>
01/05/2021	108	2932	LIVINGSTON COUNTY TREASURER	SUMMER TAX DISB 12.16.20 TO 12.31.20	10,303.94
				WINTER TAX DISB 12.16.20 TO 12.31.20	123,904.86
					<u>134,208.80</u>
01/05/2021	108	2933	MOTT COMMUNITY COLLEGE	WINTER TAX DISB 12.16.20 TO 12.31.20	450,383.00
					<u><u>450,383.00</u></u>
<b>108 TOTALS:</b>					
Total of 55 Checks:					3,157,867.52
Less 0 Void Checks:					0.00
Total of 55 Disbursements:					<u>3,157,867.52</u>
<b>Bank 203 TRUST &amp; AGENCY 701 CKG</b>					
12/10/2020	203	1856	LIVINGSTON COUNTY TREASURER	SPECIFIC MOBILE HOME TAX & SET NOV 2020	2,112.50
12/10/2020	203	1857	TYRONE TOWNSHIP	SPECIFIC MOBILE HOME & SET - NOV 2020	422.56
01/12/2021	203	1858	LIVINGSTON COUNTY TREASURER	SPECIFIC MOBIL HOME SET - DEC 2020	732.50
01/12/2021	203	1859	TYRONE TOWNSHIP	SPECIFIC MOBIL HOME SET - DEC 2020	146.56
					<u><u>146.56</u></u>
<b>203 TOTALS:</b>					
Total of 4 Checks:					3,414.12
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					<u>3,414.12</u>
<hr/>					
<b>REPORT TOTALS:</b>					
Total of 105 Checks:					3,340,215.21
Less 0 Void Checks:					0.00
Total of 105 Disbursements:					<u>3,340,215.21</u>

# **COMMUNICATION #1**

Planning Commission Meeting & Public Hearing  
Synopsis – January 12, 2021.

**TYRONE TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING & PUBLIC HEARING SYNOPSIS  
January 12, 2021 7:00 p.m.**

**Note: This meeting and public hearing were held via remote access (Zoom)**

**PRESENT:** Kurt Schulze, Rich Erickson, Dan Stickel, Bill Wood, Jon Ward and Perry Green

**ABSENT:** Steve Krause

**OTHERS PRESENT:** Ross Nicholson

**CALL TO ORDER:** The meeting was called to order at 7:01 by Chairman Stickel

**PLEDGE OF ALLEGIANCE:**

**CALL TO THE PUBLIC:** No comments or questions received.

**APPROVAL OF THE AGENDA:** Approved as presented.

**APPROVAL OF THE MINUTES:**

1) **11/10/2020 Regular Meeting & Public Hearing Minutes:** Approved as presented.

**OLD BUSINESS:**

- 1) **Animal Units:** A public hearing was held, beginning at 7:31 pm. No public comments or questions were received. The Planning Commission discussed the proposed amendments to Section 21.28 of the Zoning ordinance (Stables and Animals). The proposed amendments were recommended for Township Board approval.
- 2) **Accessory Structure Standards:** The Planning Commission read through a summary of the existing accessory structure standards in the Zoning Ordinance and heard comments and suggestions regarding potential improvements to the standards provided by Ross Nicholson. The Planning Commission briefly discussed the strategy for review of the standards moving forward. No action was taken.

**NEW BUSINESS:**

- 1) **Agri-Business Special Land Use Standards:** Item deferred.

**CALL TO THE PUBLIC:**

**MISCELLANEOUS BUSINESS:**

- 1) **Next Workshop Meeting:** A workshop meeting was scheduled for 01/20/2021 beginning at 6:00 pm (to be held via Zoom remote access).

**ADJOURNMENT:** The meeting was adjourned at 8:37 by Chairman Stickel.

# **UNFINISHED BUSINESS #1**

Primary Road Pavement Preservation Program  
discussion.



# **NEW BUSINESS #1**

Request of Ryan and Renee Sustic to appeal  
their fire service charge.

LIVINGSTON COUNTY 911

RECEIVED DEC 02 2020

Event Report

RECEIVED DEC 02 2020

Event ID: 2020-141259

Call Ref #: 498

Date/Time Received: 09/18/20 19:27:44

Rpt #: Call Source: W911	Prime FTSTA Unit:	Services Involved LAW FIRE
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Location: [REDACTED]	LINDEN
X-ST: TURTLE BAY CV	Jur: CAD Service: FIRE Agency: FTFD St/Beat: 91 District: TYT RA: Phone: GP: 9101

Nature: <b>OUTDOOR FIRE</b>	Alarm Lvl: 1 Priority: P	Medical Priority: 67B01
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Reclassified Nature:
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Caller: [REDACTED]	Alarm:
Addr:	Phone: [REDACTED] Alarm Type:

Vehicle #:	St:	Report Only: No	Race:	Sex:	Age:
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Call Taker: GSTARR	Console: CAD09
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Geo-Verified Addr.: Yes	Nature Summary Code:	Disposition: CLO	Close Comments:
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Notes:  
**See Event Notes Addendum at end of this report**

Times		
Call Received: 09/18/20 19:27:44	<u>Time From Call Received</u>	
Call Routed: 09/18/20 19:30:21	000:02:37	Unit Reaction: (1st Dispatch to 1st Arrive)
Call Take Finished: 09/18/20 19:30:21	000:02:37	En-Route: 000:09:12 (1st Dispatch to 1st En-Route)
1st Dispatch: 09/18/20 19:30:37	000:02:53 (Time Held)	On-Scene: (1st Arrive to Last Clear)
1st En-Route: 09/18/20 19:39:49	000:12:05	
1st Arrive:	(Reaction Time)	
Last Clear: 09/18/20 20:18:13	000:50:29	

Radio Log

Unit	Empl ID	Type	Description	Time Stamp	Comments (may truncate in portrait)	Close Code	User
FTSTA	D		Dispatched	09/18/20 19:30:37	Stat/Beat: 91		BEBERT
FTSTA	AK		{FTSTA} EMS & FD UNI	09/18/20 19:32:45			MFLOYD
FTSTA	E		En-Route	09/18/20 19:39:49			BEBERT
FTSTA	C		Cleared	09/18/20 20:18:13		CLO	BEBERT

Event Log

Unit	Empl ID	Type	Description	Time Stamp	Comments (may truncate in portrait)	Close Code	User
		TR	Time Received	09/18/20 19:27:44	By: E911		GSTARR
		ENT	Entered Street	09/18/20 19:27:44	[REDACTED] - NE		GSTARR



CHG	Changed Street	09/18/20 19:27:48	[REDACTED]	GSTARR
CHG	Changed AddSt	09/18/20 19:28:00	DIST: 316.04 FT --> LINDEN	GSTARR
CHG	Changed CallerName_	09/18/20 19:28:35	T-MOBILE USA --> [REDACTED]	GSTARR
CHG	Changed CallerAddress	09/18/20 19:28:49	[REDACTED] -->	GSTARR
ENT	Entered Nature	09/18/20 19:28:53	OUTDOOR FIRE	GSTARR
FPS	Fire Pri. Started	09/18/20 19:28:54	Case Started	GSTARR
ARM	Added Remarks	09/18/20 19:29:32		GSTARR
FIN	Finished Call Taking	09/18/20 19:30:21		GSTARR
ARM	Added Remarks	09/18/20 19:30:22		GSTARR
VEV	Viewed Event	09/18/20 19:30:24	User First Viewed Event CAD	MKAUTMAN
FF	Fast Forward to LAW	09/18/20 19:30:26	LAW	GSTARR
VEV	Viewed Event	09/18/20 19:30:27	User First Viewed Event CAD	MKOONS
SP	Spawned	09/18/20 19:30:27	Spawned LAW event #2020141261, callr	GSTARR
VEV	Viewed Event	09/18/20 19:30:34	User First Viewed Event CAD	BEBERT
REC	Unit Rec Btn Click	09/18/20 19:30:35	1) Unit recommend for OUTDOOR FIRE	BEBERT
REC	Unit Rec Btn Click	09/18/20 19:30:35	2) WAY (Caller: [REDACTED])	BEBERT
REC	Unit Rec Btn Click	09/18/20 19:30:37	1) Unit recommend for OUTDOOR FIRE	MKAUTMAN
REC	Unit Rec Btn Click	09/18/20 19:30:37	2) WAY (Caller: [REDACTED])	MKAUTMAN
REC	Unit Recommendation	09/18/20 19:30:37	Plan: 91N Cat: 1A Lvl: 1	BEBERT
REC	Unit Recommendation	09/18/20 19:30:37	Recmnd:FTSTA [DEPT]	BEBERT
REC	Unit Recommendation [I	09/18/20 19:30:40	Plan: 91N Cat: 1A Lvl: 1	MKAUTMAN
REC	Unit Recommendation [I	09/18/20 19:30:40	Recmnd:FTSTA [DEPT]	MKAUTMAN
ARM	Added Remarks	09/18/20 19:30:47		GSTARR
ARM	Added Remarks	09/18/20 19:30:48	Notes sent from LAW event #202014126	MKOONS
ARM	Added Remarks	09/18/20 19:32:45	Sent to: Linked Events	MFLOYD
ARM	Added Remarks	09/18/20 19:32:45		MFLOYD
RS	Reset Watchdog Timer	09/18/20 19:32:45	Units: FTSTA >>> 2Min.	MFLOYD
VEV	Viewed Event	09/18/20 19:34:42	User First Viewed Event CAD	EDOLAN
RS	Reset Watchdog Timer	09/18/20 19:35:02	Units: FTSTA >>> 999Min.	BEBERT
ARM	Added Remarks	09/18/20 19:39:45	Sent to: Linked Events	BEBERT
ARM	Added Remarks	09/18/20 19:39:45		BEBERT
ARM	Added Remarks	09/18/20 19:39:59	Sent to: Linked Events	BEBERT
ARM	Added Remarks	09/18/20 19:39:59		BEBERT

## Event Notes Addendum

Notes Caller Statement: NEIGHBOR IS BURNING WIHTOUT A BURN PERMIT

Chief Complaint: Outside Fire [.] [09/18/20 19:29:32 GSTARR]

Dispatch Code: 67B01 (SMALL OUTSIDE fire)

Response: \_BRAVO

Questions:

- The caller is not on scene (3rd party).
- This is an OUTSIDE fire.
- A SMALL area is burning.
- The fire has not been reported by the caller as extinguished.
- The fire is not threatening anything at present.
- No hazardous materials are reported. [.] [09/18/20 19:30:22 GSTARR]

Questions:

- No one is trapped or in immediate danger.
- N/A
- The fire is not spreading.
- No one is reported to be injured. [.] [09/18/20 19:30:47 GSTARR]

[LAW] WILL ADVISE 59 DURING STATUS CHECK [09/18/20 19:30:48 MKOONS]

UDTS: {FTSTA} EMS & FD UNIT ACK DISP [09/18/20 19:32:45 MFLOYD]

FTLT2 ENROUTE [09/18/20 19:39:45 BEBERT]

WILL BE WORKING ON THEIR FIRE GROUND 2 [09/18/20 19:39:59 BEBERT]

**RECEIVED**  
OCT 01 2020

<b>02525</b> FDID	<b>MI</b> State	<b>09/18/2020</b> Incident Date	<b>5</b> Station	<b>20419</b> Incident Number	<b>0</b> Exposure	<b>NFIRS - 1</b> <b>Basic</b>
----------------------	--------------------	------------------------------------	---------------------	---------------------------------	----------------------	----------------------------------

Location	<input type="checkbox"/> Address is on the Wildland Fire Module	Census Tract:	<b>010100</b>
<b>Street Address</b>	<b>9032 PRESERVE DR</b> Street Address	<b>Fenton, MI 48430</b> City, State and Zip Code	
	Apt./Suite/Room		
Cross street or directions			

Incident Type <b>561 Unauthorized burning</b>	Dates & Times  Alarm: <b>9/18/2020 19:34:00</b> Arrival: <b>9/18/2020 19:54:00</b> Controlled: Last Unit: <b>9/18/2020 20:18:00</b>				
Shifts & Alarms  <table style="width: 100%; text-align: center;"> <tr> <td><b>2</b></td> <td><b>5</b></td> </tr> <tr> <td>Shift</td> <td>Alarm District</td> </tr> </table>	<b>2</b>	<b>5</b>	Shift	Alarm District	
<b>2</b>	<b>5</b>				
Shift	Alarm District				

Aid Given or Received <b>N None</b>	Resources <input type="checkbox"/> Apparatus or Personnel Form Used												
Actions Taken <b>86 Investigate</b> Primary Action Taken (1)  Additional Action Taken (2)  Additional Action Taken (3)	<table style="width: 100%; text-align: center;"> <tr> <td></td> <td>Apparatus</td> <td>Personnel</td> </tr> <tr> <td>Suppression:</td> <td><b>0</b></td> <td><b>0</b></td> </tr> <tr> <td>EMS:</td> <td><b>0</b></td> <td><b>0</b></td> </tr> <tr> <td>Other:</td> <td><b>0</b></td> <td><b>0</b></td> </tr> </table> <input type="checkbox"/> Resource counts include aid received		Apparatus	Personnel	Suppression:	<b>0</b>	<b>0</b>	EMS:	<b>0</b>	<b>0</b>	Other:	<b>0</b>	<b>0</b>
	Apparatus	Personnel											
Suppression:	<b>0</b>	<b>0</b>											
EMS:	<b>0</b>	<b>0</b>											
Other:	<b>0</b>	<b>0</b>											

Estimated Dollar Losses & Values			
LOSSES	None	PRE-INCIDENT VALUE:	None
Property: <b>0</b>	<input type="checkbox"/>	Property: <b>0</b>	<input type="checkbox"/>
Contents: <b>0</b>	<input type="checkbox"/>	Contents: <b>0</b>	<input type="checkbox"/>

Casualties <input type="checkbox"/> None	Hazardous Materials Released									
<table style="width: 100%; text-align: center;"> <tr> <td></td> <td>Deaths</td> <td>Injuries</td> </tr> <tr> <td>Fire Service:</td> <td><b>0</b></td> <td><b>0</b></td> </tr> <tr> <td>Civilian:</td> <td><b>0</b></td> <td><b>0</b></td> </tr> </table>		Deaths	Injuries	Fire Service:	<b>0</b>	<b>0</b>	Civilian:	<b>0</b>	<b>0</b>	
	Deaths	Injuries								
Fire Service:	<b>0</b>	<b>0</b>								
Civilian:	<b>0</b>	<b>0</b>								

Detector	Mixed Use Property
----------	--------------------

Property Use <b>419 1 or 2 family dwelling</b>
---

Person/Entity Involved

Name

Business name

Street Address

Post Office Box

Apt./Suite/Room

City, State and Zip Code

Phone Number

Owner

**RYAN SUSTIC**

Name

Business name

**9032 PRESERVE DR**

Street Address

Post Office Box

Apt./Suite/Room

**Fenton, MI 48430**

City, State and Zip Code

**(248) 404-7327**

Phone Number

Insurance Company

Total Insurance

Authorization

Officer in charge: **205, HAJEC, THERESA**

Signature:

Assignment **LIEUTENANT**

Date **9/18/2020**

\_\_\_\_\_  
LIEUTENANT 2 THERESA M HAJEC

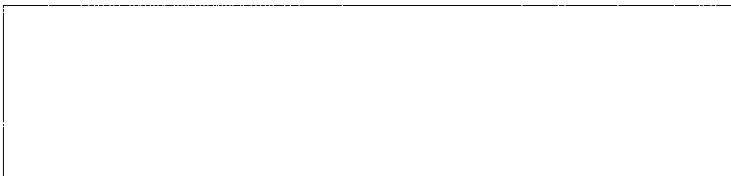
Member making report: **205, HAJEC, THERESA**

Signature:

Assignment **LIEUTENANT**

Date **9/18/2020**

\_\_\_\_\_  
LIEUTENANT 2 THERESA M HAJEC



RECEIVED  
OCT 19 2020

FENTON TOWNSHIP FIRE DEPARTMENT REPORT FORM

WIRES/GAS LEAKS & SPILS/TREES/CARBON MONOXIDE/OPEN BURN

Date: 9/18/2020 Station Area 5 Incident # 20 449 Shift 2 911FEF# 2001789 Z

Alarm Time 19:34 En-route 19:40 Arrival 19:54 Control/Cancel     ;      Clear 20:18

LOCATION: 1 Street Address / 2 Intersection / 3 In Front of / 4 At Rear of / 5 Adjacent to / 6 Directions (Circle One)

Fenton

Linden

Tyrone Township (Circle One)

(Circle One)

Scene Address: 9032 PRESERVE DR.

(NUMBER MILE POST)

(STREET / HIGHWAY NAME)

(SUFFIX)

Owner / Occupant Name: RYAN SUSTIC

(FIRST) (MIDDLE INITIAL) (LAST)

(ADDRESS)

(CITY)

(ZIP CODE)

Driver's License #      Date of Birth   /  /   Phone # ( 248 ) 404 7327

X / XXX / XXX / XXX / XXX

Month / Day / Year

Incident Type 561 Primary Action Taken 86 Property Use 419

CONSUMERS INFORMATION:

TIME CALLED     :      ARRIVAL TIME     :      CALL ORDER NUMBER:     

TYPE OF WIRE INVOLVED: POLE TO POLE / POLE TO HOUSE / TRANSFORMER / BLOWN FUSE

GAS TYPE: PROPANE / NATURAL GAS/GASOLINE / DIESEL / KEROSENE

CARBON MONOXIDE DETECTED: (YES) (NO) WHAT WAS THE ISSUE:     

PPM ON ARRIVAL:      PPM ON CONSUMERS ARRIVAL:      DID YOU VENTILATE: (YES) (NO)

Narrative:

U/A a 3x3 2 logs in pit along with marshmallows. family stated they had just put kids to sleep and letting small fire burn out. and

Officer in Command: T. Hayer 205 Report By: T. Hayer 205

First Initial

Last Name

Department #

First Initial

Last Name

Department #

Officers on Scene: Chief #1 / Chief #2 / Chief #3 / Captain #2 / Lieutenant #1 / Lieutenant #2

Units on Scene: Car-1 / R-15 / R-25 / U-16 / E-14 / E-24 / T-12 / T-22 / Marine 1 / Marine 2 / Special Ops Trailer

*[Handwritten signature]*

Event Info:

Supplemental Info:

F20017892

Priority: 2

REC - FD

District: FEF

Assigned Units: 9

F4812 DP 19:34:05

F4814 DP 19:34:05

F4815 DP 19:34:05

F4822 DP 19:34:05

F4824 DP 19:34:05

F4825 DP 19:34:05

F48C1 DP 19:34:05

FEF1 DP 19:34:05

FEF2 AK 19:50:23

Send Message

Add Comments

Add Supp Info

Event Report

# RECREATIONAL OR OPEN BURN - FIRE ONLY

## PALMERS WAY/PRESERVE DR OTG

Contact Caller? FireGround Channel:  
FG02

XStreets: PALMERS WAY/PRESERVE DR OTG

Created : 9/18/2020 19:33:21

Dispatched : 9/18/2020  
19:34:05

Caller Name: LIVINGSTON

Phone:

Caller Address:

Source:

Comments	Entered By
9024 PALMERS WAY X LINDEN OPEN BURN DOESNT BELIEVE THEY HAVE A BURN PERMIT	(def4) 19:33:21
TONED	(def3) 19:34:03
LT2 ENR 1938	(def3) 19:40:41



8420 Runyan Lake Road • Fenton, Michigan 48430-9439 • (810) 629-8631 • Fax (810) 629-0047

NOVEMBER 18, 2020

RYAN SUSTIC  
9032 PRESERVE DR.  
FENTON, MI 48430

Incident # : 20419  
Service Date: September 18, 2020

Dear Mr. Sustic,

Tyrone Township is sending you this billing invoice for the 911 Fire/Emergency for the Unauthorized Burning, occurring on September 18, 2020.

It is the responsibility of each property owner/tenant to assure a current burn permit has been purchased and burning is done according to the Ordinance. It is this violation of our Burn Ordinance that you are receiving an invoice in the amount of \$1433.00 for the fire run from the Fenton Township Fire Department.

Due to this violation, we have suspended your right to burn in Tyrone Township for 2020 or until this invoice is paid in full.

**You have the right to Appeal in writing within 14 days of the letter to Mike Cunningham, the Township Supervisor at: [mcunningham@tyronetownship.us](mailto:mcunningham@tyronetownship.us).**

If you need information regarding making payment plans or you have further questions, feel free to contact me at (810) 629-8631, Mon-Thur. 9:00-5:00 pm.

Sincerely,

Marian Krause  
Reception & Cost Recovery Coordinator  
[mkrause@tyronetownship.us](mailto:mkrause@tyronetownship.us)

# TYRONE TOWNSHIP EMERGENCY SERVICE INVOICE

TYRONE TOWNSHIP  
8420 RUNYAN LAKE ROAD  
FENTON, MI 48430  
WWW.TYRONETOWNSHIP.US  
(810) 629-8631

INVOICE #: 0020091800  
INVOICE DATE 11/16/2020  
SERVICE DATE: 09/18/2020  
DUE DATE: 12/15/2020

RYAN SUSTIC  
9032 PRESERVE DR  
FENTON MI 48430

Customer ID SUSTIC, RYAN



PO #	Description	Unit Price	Amount
NOTICE-IN ACCORDANCE WITH HIPPA LAWS, ALL MEDICAL INFO TO BE OBTAINED FROM INSURED			
FT 20419	FIRE RUN FT	\$1,433.00	\$1,433.00

911 EMERGENCY: UNAUTHORIZED BURN/NO BURN PERMIT

LIV CTY SHERIFF EVENT #: N/A

SERVICES PROVIDED: 1. INVESTIGATE SCENE

Invoice Total: \$1,433.00

**Please Note Your Rights:**

- The following actions are available to you.
  - Pay this bill in full.
  - Make arrangements for installment payments.
  - Appeal this invoice in writing to the Township Supervisor within 14 days.
- Late fees will be added to unpaid invoices.
- We will seek court action if invoice is not paid.
- Call (810) 629-8631 with questions.

Fed ID #382217191

Please Return Bottom Section With Your Payment

Return Bottom Section And Payment To:

Amount Due: \$1,433.00

Amount Enclosed: \_\_\_\_\_

Invoice Number: 0020091800

Customer ID SUSTIC, RYAN

TYRONE TOWNSHIP TREASURER  
8420 RUNYAN LAKE ROAD  
FENTON, MI 48430





**TYRONE TOWNSHIP ORDINANCE NO. 24  
EMERGENCY RESPONSE COST RECOVERY**

**RESOLUTION #201102**

An ordinance establishing an emergency response cost recovery for the Township of Tyrone by adding the emergency response cost recovery charges provisions enacted under Act 33 of Public Acts of 1951 as amended, Public Act 102 of 1990 as amended (Compiled Laws 41.806(a) et seq., MCL 41.805; MCL 41.806(a) et. seq., MCL 29.1 et. seq.; MCL 42.15 et.seq.)

The Township of Tyrone, County of Livingston, State of Michigan ordains as follows:

This ordinance is adopted for the purpose of providing financial assistance to the Township of Tyrone for the provision of fire and emergency services through charging for direct benefits received for emergency services of police, fire, rescue, emergency medical services and emergency cleanup and hazmat services.

Charges by resolution the Township of Tyrone pursuant to Act 33 of Public Acts of 1951 as amended, Public Act 102 of 1990 as amended (Compiled Laws 41.806(a) et seq., MCL 41.805; MCL 41.806(a) et. seq., MCL 29.1 et. seq.; MCL 42.15 et.seq.) hereby authorizes the collection of charges for specific emergency services. The emergency services to be covered and the actual amount of the charges shall be established by resolution of the Tyrone Township Board from time to time. These charges shall be due and payable to the Township of Tyrone for the services as stated within said resolutions. The resolution may contain various categories of charges for services such as, but not limited to, false alarms, fire inspection services, grass fires, rubbish fires, automobile fires, house fires, fires at commercial establishments, fires at industrial and manufacturing establishments, hotel or motel fires, aircraft fires, truck fires, forest fires, emergency rescue services, standby rescue or fire services for special events, resuscitator services, swimming pool services and other services including spills, release or discharge of hazardous materials, or the improper handling or storage of hazardous materials, and other services as may be specifically enumerated in the resolution. Categories of cost may also be established for services based on geographic location and residence status of the benefiting party.

**EMERGENCY RESPONSE COST RECOVERY**

**Section I-Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except to where the context clearly indicates a different meaning.

Specialized response resources mean equipment, supplies, vehicles, and specially trained personnel that may be utilized to provide emergency response services or mitigation in connection with a specialized response.

### **Section 2-Findings and purpose.**

The township finds that a significant and continuous potential exists for emergency response incidents, including those involving specialized response resources that will place a substantial financial and operational burden upon police, fire fighting, rescue, and emergency medical services. The township finds that this Chapter is necessary to fairly allocate the costs resulting from such incidents among those responsible for them. The township further finds that this Chapter is necessary to establish policy and set forth the methods by which it may recover costs incurred in making emergency responses and providing services in connection with same, pursuant to State law, including Public Act 33 of 1951, being MCL 41.801 et. Seq.

### **Section 3-Liability for emergency response.**

- (a) The township may recover all assessable costs relating to an emergency response from any or all responsible parties jointly or severally.
- (b) Properties and services that the township on an incident basis may exempt from the foregoing assessable costs are false alarms, emergency fire responses caused by railroad trains or involving municipal, school district, or state owned buildings, grounds, or property, and emergency fire and specialized response resources expended outside the territorial limits of the township under a mutual aid contract/agreement with another municipality.
- (c) The township supervisor, or designee, shall determine the total assessable cost and shall, in consultation with other township personnel involved in responding to the emergency response for which cost recovery may be sought, determine whether to assess all or part of such costs against any responsible party. The factors considered in making such a determination include, but not limited to, the following:
  - (1) The total assessable costs.
  - (2) The risk the emergency response imposed on the township, its residents, and their property.
  - (3) Whether there was an injury or damage to person or property, and the extent of such injury or damage.
  - (4) The extent to which the emergency response required an unusual or extraordinary use of township personnel and equipment.

- (d) The township may proceed by action in any court of competent jurisdiction to collect any assessable costs, late fees and collection costs due and owing under the provisions of this Ordinance, shall have all remedies provided by law in connection with the collection of same and shall be entitled to recover court costs and reasonable attorney fees incurred in that action.

**Section 5-Appeals of assessable costs to township supervisor.**

- (a) Any responsible party may appeal a determination and invoice of assessable costs as provided for in this section. Within fourteen (14) calendar days of the date of the invoice, the responsible party shall deliver, or cause to be delivered, a written request to meet with the Township Supervisor or designee. This request must include the current address and telephone number of the responsible party and specify all objections to the assessment determination. Any reason, basis, or argument challenging that determination which is not set forth in the request shall be deemed waived by the responsible party.
- (b) Within fourteen (14) calendar days after receipt of a request satisfying the requirements of subsection (a) of this Section, the township will notify the responsible party of the time, date and place of a meeting at which that party's objections will be considered by the Supervisor or designee. The responsible party's failure to attend this meeting will constitute a waiver of that party's objections to the assessment determination.
- (c) The Supervisor or designee may, at the conclusion of the meeting with the responsible party, or within a reasonable time thereafter, reduce, increase, set aside, or leave unchanged the determination of the assessable costs. Written notification of the decision made by the Supervisor or designee will be mailed to the responsible party at the address provided by the responsible party.

**Section 6-Appeals of Township Supervisor's decision to Township Board.**

- (a) The decision of the Supervisor or designee to reduce, increase, or leave unchanged a determination of assessable costs may be appealed to the Township Board if the responsible party has fully complied with Section 5, above and files a written request for Township Board review with the Township Clerk no later than fourteen (14) calendar days after the date of the written notification of the decision sought to be appealed.
- (b) Upon receipt of a request for Township Board review, the Township Clerk will place the appeal on the agenda of a regularly scheduled Township Board meeting which is at least fourteen (14) calendar days after the date the responsible party's request for Township Board review is received.

**ADOPTION DATE:** November 17, 2020

**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 November 17, 2020, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Marcella Husted  
Tyrone Township Clerk

**REVISIONS:**

- 2020 FEBRUARY – Resolution #200203; Added (f) to Section 3.
- 2020 NOVEMBER Resolution #201102; Revisions to Sections 4.(a), (c), and (d).

## Terri Medor

---

**From:** Mike Cunningham  
**Sent:** Tuesday, December 15, 2020 11:05 AM  
**To:** Terri Medor; Marian Krause  
**Subject:** FW: Incident #20419

**From:** renée cora <reneecora@yahoo.com>  
**Sent:** Monday, November 30, 2020 2:32 PM  
**To:** Mike Cunningham <mcunningham@tyronetownship.us>  
**Subject:** Incident #20419

November 30, 2020

Dear Mr. Cunningham,

We are writing in appeal of the Incident #20419.

On September 18, 2020 my husband and I were having a small campfire with our two small children (ages 3 and 6) roasting marshmallows. The campfire was safe (supervised, contained within a small metal fire ring, used clean natural wood as fuel and safely separated from structures) and not grounds for a nuisance complaint or cause for an emergency investigation. We live on a dead end private road, with no adjacent or visible neighbors (separated by a few hundred yards and dense woods). That evening a car drove by and turned around at the dead end. That car then stopped and a woman got out. She said she got a call about a fire in the area; it was only at this point that she saw our campfire. She told us she could not see the fire from the road but got out of the car because she saw people and asked if we had seen others burning at the construction sites nearby. She proceeded to ask to see our burn permit. My husband went in the house to retrieve it as he always purchases one when he goes into the township hall to pay our taxes, always either early or on time – never late. It was at this point he realized it was likely expired and he had not purchased a new one due to not being able to physically go into the township hall to pay our taxes due to it being closed due to the pandemic. The woman, who arrived in a small-unmarked Chevy SUV (her personal vehicle, not an emergency vehicle equipped for a fire run), was very nice and stated multiple times she did not see any issue with our campfire and roasting marshmallows for our children. There was no serious and urgent threat to human life, public safety and welfare, real, or personal property. There were also no emergency vehicles dispatched. The woman informed us that we could go online and print the burn permit application and mail into the office, which we did not know we could do previously. The next business day, my husband submitted the application to purchase a new burn permit, which was issued roughly a week later and roughly 1-2 months prior to receiving this notice. We moved to Tyrone Township in 2018 and have previously purchased a burn permit as your records should reflect, and this was an exception due to the pandemic and was immediately rectified. We are requesting the invoice be voided. As you can imagine the high cost of this fine seems very punitive and not fitting to this situation at hand. We hope you understand our position and are willing to work with us to resolve this. If you would like to arrange for a further conversation/meeting, please contact us at the number provided below.

Thank you,

Ryan & Renee Susic



*In harmony with nature*  
December 7, 2020

Ryan and Renee Sustic  
9032 Preserve Dr.  
Fenton, MI 48430  
Re: Incident #20419

Dear Ryan and Renee,

Please be advised that I have received your appeal letter on November 30, 2020, regarding a fire run and associated charges. I have also received the Fenton Township Fire Department report dated September 18, 2020. In review of your appeal, a call was made to 911 regarding a possible open burn at your residence. Upon arrival to your residence, you were found to be conducting an open burn/recreational fire without a burn permit. Violations of the Open Burn Ordinance are as follows:

Section 13.2. In the event that the fire department is called to a sited, the person, firm, association, partnership, corporation, or governmental entity who has violated any of the provisions of this ordinance, fails to control a fire, or fails to obtain a duly authorized burn permit shall be deemed to be responsible for the cost of the fire run at the current board approved amount outlined in the Fire Recovery Ordinance #24.

Tyrone Township does not have its own fire department and has to contract with neighboring municipalities for such services. Anytime a 911 Emergency call is dispatched to the Fire Department and the truck leaves the station, the township is billed for that service on a per run rate of \$1433.00. This is an Ordinance violation and as Supervisor, I do not have the authority to override the provisions of the Ordinance. After considering the facts, I am denying your appeal and you have the following options:

1. Contact Tyrone Township and pay the \$1433.00
2. Contact Tyrone Township and make monthly payment arrangements
3. You have the, "Right to Appeal" the decision to the full Township board

If you elect to pursue option #3, please contact Deputy Clerk Terri Medor during regular business hours, to be placed on the board agenda. This contact must be made within 14 days of this letter.

Sincerely,

Michael Cunningham  
Tyrone Township Supervisor

# **NEW BUSINESS #2**

Blue Cross Blue Shield policy renewal.



Renewal Package  
for  
**TYRONE TOWNSHIP**

**Customer ID: 260744**

**Blue Cross Blue Shield of Michigan  
Group Divisions:  
007019899-0000**

For Renewal Period Beginning: April, 2021

Publication Date: 12/30/2020



# Rate Renewal Change

CID: 260744

Rate Effective: 04/01/2021

Managing 01\_Grotenhuis

Agent: JOHN P SCHMITZ

Agency: BURNHAM & FLOWER AGENCY

## Current Premium<sup>1</sup>

Total Billable Members <sup>2</sup>	8
Total Medical & Pharmacy Premium <sup>3</sup>	\$7,117.66
Total Dental Premium	\$283.62
Total Vision Premium	\$53.44
<b>Total Current Monthly Premium</b>	<b>\$7,454.72</b>

<b>Total Annual Premium</b>	<b>\$89,456.64</b>
-----------------------------	--------------------

## Renewal Premium<sup>1</sup>

Total Billable Members <sup>2</sup>	8
Total Medical & Pharmacy Premium <sup>3</sup>	\$7,555.69
Total Dental Premium	\$262.95
Total Vision Premium	\$48.71
<b>Total Renewal Monthly Premium</b>	<b>\$7,867.35</b>

<b>Total Annual Premium</b>	<b>\$94,408.20</b>
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<b>Projected Change in Monthly Premium</b>	<b>5.54%</b>
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<sup>1</sup> Premiums are based on enrollment at the time of renewal development.

<sup>2</sup> Count based on snapshot as of 12/30/2020.

<sup>3</sup> Medical includes Pediatric Vision.

Reference number: 28939008

Blue Cross Blue Shield of Michigan and Blue Care Network reserve the right to adjust rates if any of the assumptions or calculations used to develop the rates are incorrect.



# Rate Renewal Change

DIV: 007019899-0000

Rate Effective: 04/01/2021

Managing Agent: 01\_Grotenhuis  
JOHN P SCHMITZ

Endorsed by: MICHIGAN MUNICIPAL LEAGUE  
Agency: BURNHAM & FLOWER AGENCY

## Current Premium<sup>1</sup>

Total Billable Members <sup>2</sup>	8
Total Medical & Pharmacy Premium <sup>3</sup>	\$7,117.66
Total Dental Premium	\$283.62
Total Vision Premium	\$53.44
<b>Total Current Monthly Premium</b>	<b>\$7,454.72</b>

<b>Total Annual Premium</b>	<b>\$89,456.64</b>
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## Renewal Premium<sup>1</sup>

Total Billable Members <sup>2</sup>	8
Total Medical & Pharmacy Premium <sup>3</sup>	\$7,555.69
Total Dental Premium	\$262.95
Total Vision Premium	\$48.71
<b>Total Renewal Monthly Premium</b>	<b>\$7,867.35</b>

<b>Total Annual Premium</b>	<b>\$94,408.20</b>
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<b>Projected Change in Monthly Premium</b>	<b>5.54%</b>
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## Components of Rate Change<sup>4</sup>

Components of Rate Change	Medical <sup>3</sup> & Pharmacy	Dental	Vision
Index to Current Rate	1.14%	-7.63%	-9.40%
Value of Product Differences <sup>5</sup>	0.31%	-1.40%	0.29%
Area	0.91%	0.00%	0.00%
Age	3.69%	1.79%	0.32%
Age Factor Changes	0.00%	0.00%	0.00%
Dependent Cap	0.00%	0.00%	0.00%
<b>Total Rate Change</b>	<b>6.15%</b>	<b>-7.29%</b>	<b>-8.85%</b>

1. Premiums are based on enrollment at the time of renewal development.

2. Count based on snapshot as of 12/30/2020.

3. Medical includes Pediatric Vision.

4. The figures reflect commercial plans only.

5. Percent changes due to members aging out of pediatric dental and/or members aging into adult vision plans are accounted for in the Value of Product Differences.

Reference number: 28939008

Blue Cross Blue Shield of Michigan and Blue Care Network reserve the right to adjust rates if any of the assumptions or calculations used to develop the rates are incorrect.



# Benefit Summary Description

DIV: 007019899-0000

## Current Benefits

<b>Medical</b>	<b>CB PPO Platinum \$500 w/ EA</b>
Deductible (Individual) <sup>1</sup>	\$500/\$1000
Coinsurance <sup>1</sup>	10%
Primary Care Office Visit Copay <sup>1</sup>	\$20
Emergency Room Copay <sup>1</sup>	\$150
Drug	\$5 \$40 \$80
Metal Level	Platinum
<b>Dental</b>	<b>BDPPO Plus 100/80/50</b>
<b>Vision</b>	<b>Blue Vision 12-12-12 \$5/\$10</b>
<b>Total Monthly Premium</b>	<b>\$7,454.72</b>

## Renewal Compliant Benefit Conversion

<b>Medical</b>	<b>CB PPO Platinum \$500 w/ EA</b>
Deductible (Individual) <sup>1</sup>	\$500 for one member/\$1,000 for one member
Coinsurance <sup>1</sup>	10% of approved amount/30% of approved amount
Primary Care Office Visit Copay <sup>1</sup>	\$20 copay for each office visit/70% after out-of-network deductible
Emergency Room Copay <sup>1</sup>	\$150 copay per visit (copay waived if admitted)/\$150 copay per visit (copay waived if admitted)
Drug	Rx \$5 \$40 \$80
Metal Level	Platinum
<b>Dental</b>	<b>BDPPO Plus 100/80/50</b>
<b>Vision</b>	<b>Blue Vision 12-12-12 \$5/\$10</b>
<b>Total Monthly Premium</b>	<b>\$7,867.35</b>

*For a more detailed description of benefits, please refer to the Agent Portal or contact your Managing Agent.<sup>2</sup>*

<sup>1</sup> BCBSM plans will display values to represent "In-Network/Out-of-Network"

<sup>2</sup> BAAGs and SBCs can be found on the Agent Portal or by contacting your Managing Agent.



# Benefit Summary Description

DIV: 007019899-0000

Rates noted below are based on a snapshot of membership and should only be used as estimates. Our quoting tools are available for small group quoting.

## Other

<b>Medical</b>	<b>CB PPO Gold \$1500 w/ EA</b>
Deductible (Individual) <sup>1</sup>	\$1,500 for one member/\$3,000 for one member
Coinsurance <sup>1</sup>	20% of approved amount/50% of approved amount
Primary Care Office Visit Copay <sup>1</sup>	\$30 copay for each office visit/60% after out-of-network deductible
Emergency Room Copay <sup>1</sup>	\$250 copay per visit (copay waived if admitted)/\$250 copay per visit (copay waived if admitted)
Drug	RX \$15 \$30 \$60
Metal Level	Gold
<b>Dental</b>	<b>BDPPO Plus 100/80/50</b>
Premium	<b>\$262.95</b>
<b>Vision</b>	<b>Blue Vision 12-12-12 \$5/\$10</b>
Premium	<b>\$48.71</b>
<b>Total Monthly Premium</b>	<b>\$6,532.81</b>

<b>Medical</b>	<b>Simply Blue PPO Gold \$500 w/ EA</b>
Deductible (Individual) <sup>1</sup>	\$500 for one member/\$1,000 for one member
Coinsurance <sup>1</sup>	30% of approved amount/50% of approved amount
Primary Care Office Visit Copay <sup>1</sup>	\$30 copay for each primary care office visit/50% after out of network deductible
Emergency Room Copay <sup>1</sup>	\$250 copay per visit (copay waived if admitted)/\$250 copay per visit (copay waived if admitted)
Drug	Rx \$20 \$60 50% 20% 25%
Metal Level	Gold
<b>Dental</b>	<b>BDPPO Plus 100/80/50</b>
Premium	<b>\$262.95</b>
<b>Vision</b>	<b>Blue Vision 12-12-12 \$5/\$10</b>
Premium	<b>\$48.71</b>
<b>Total Monthly Premium</b>	<b>\$6,182.27</b>

Product coexistence rules will be waived for groups that accept the mapped plan. For groups choosing anything other than the mapped plan in 2016 or with future renewals, product coexistence rules will be enforced.

<sup>1</sup> BCBSM plans will display values to represent "In-Network/Out-of-Network"



# 2021

## Plan options for your small business

With 50 or fewer full-time equivalent employees



Blue Cross  
Blue Shield  
Blue Care Network  
of Michigan

Confidence comes with every card.®





## Want comprehensive health care tailored to the needs of your small business?

### Get more with the complete package

Blue Cross Blue Shield of Michigan and Blue Care Network will continue to provide a complete health care solution that meets your business needs while adding value with more ways to stretch your dollars, more specialty benefits options and more choices for where your employees can get care. You can choose from classic, value, wellness rewards, consumer-directed plans, various health spending accounts and much more.

**Blue Dental**<sup>SM</sup> offers one of the largest dental PPO networks, with more than 440,000 dentist locations nationwide and more than 11,000 in Michigan. You get great cost savings and discounts of up to 30% for employees who go to PPO dentists. Non-PPO dentists can participate through our Blue Par Select<sup>SM</sup> arrangement, and employees receive discounts of up to 16%.

You also get access to Blue Dental Connection, our integrated wellness program. It can improve employees' overall health by helping them detect and manage serious health conditions. Required pediatric essential benefit coverage is included in all small group dental plans.

**Blue Vision**<sup>SM</sup> gives you outstanding value, choices and care. Your employees enjoy broad access to participating providers, with more than 98,000 access points in the United States that include both retail chains and independent eye doctors. 90% of all services are paid to participating VSP providers, with an average discount of 58%.\*

Our integrated wellness program, Blue Vision Connection, helps employees stay healthy and make more informed decisions about their vision care.

**Specialty benefits** plans go beyond the basics and offer additional coverage that attracts and keeps top talent. Pairing life, disability, accident, critical illness, hospital recovery and long-term care insurance — from LifeSecure<sup>®</sup> Insurance Company, Assurity<sup>®</sup> Life Insurance Company and Dearborn Life Insurance Company — with your Blue Cross or BCN health plans gives you and your employees confidence from a name you trust.

**Choices for care** When it's not an emergency, visiting the local hospital emergency room for medical care can be time-consuming and expensive. That's why Blue Cross and BCN offer other health care options that are smart, convenient and low cost by comparison, including:

- Primary care doctor
- 24-Hour Nurse Line
- Blue Cross Online Visits<sup>SM</sup>
- Retail health clinics
- Urgent care centers

**Self-funded plans** aren't just for large businesses anymore. For Blue Cross groups with 25 or more employees, our self-funded health care solution lets you pay only for the claims your employees incur instead of paying a monthly premium.

**Member account** Every time your employees use their member accounts on [bcbsm.com](https://bcbsm.com) or the Blue Cross mobile app, they become better health care consumers. Once your employees register for their member account, they can log in securely anytime, anywhere and:

- Instantly access a snapshot of their coverage information, deductible and out-of-pocket balances.
- Monitor claims activities as far back as two years.
- Ask MIBlue Virtual Assistant<sup>SM</sup> for help finding the plan information they need — our interactive, automated account chat feature provides immediate, 24/7 support through the member account.
- Use Find a Doctor to search for health care providers, services and compare costs based on our claims database.
- Manage prescriptions and compare prices.
- Adopt healthy lifestyle habits with interactive, personalized health and well-being tools, powered by WebMD<sup>®</sup>.
- Take advantage of our online member discount program, and stay motivated and healthy by saving money on gym memberships, fitness gear, healthy eating options and more.

\*Pediatric vision is included in all small group Blue Cross and BCN health care plans.

# Blue Cross Blue Shield of Michigan PPO plans

PPO plans fit your business and balance health benefits with your budget. All our plans include essential health benefits, such as 100% coverage for preventive care and pediatric vision.

## Community Blue<sup>SM</sup>

These classic plans offer some of the lowest employee deductibles and out-of-pocket costs on the market. They're for employers that need to recruit and retain top talent or have demanding coverage needs.

### Community Blue<sup>SM</sup> PPO

- Platinum and gold plans with low deductibles and low out-of-pocket costs
- Multiple deductible options with out-of-pocket maximums
- 10% or 20% in-network coinsurance levels
- Robust in-network and out-of-network benefit levels
- Three-tier pharmacy plan with low copays for generics

### Community Blue<sup>SM</sup> HRA PPO

- Platinum and gold plans with multiple deductible options with out-of-pocket maximums
- Spending account that encourages employees to use appropriate services
- Employer-funded HRA account for employee health care expenses; unused money goes back to employer
- Robust in-network and out-of-network benefit levels
- Three-tier pharmacy plan with low copays for generic medications

## Simply Blue<sup>SM</sup>

These classic plans have traditional PPO coverage and health spending account or health reimbursement arrangement options. Lower your premium costs and save your employees money, too.

### Simply Blue<sup>SM</sup> PPO

- Platinum, gold and silver plans
- Comprehensive benefits with various cost-sharing options to stretch your health care dollars
- Multiple deductibles and copayment options
- 20% or 30% coinsurance
- Prescription drug coverage included

### Simply Blue<sup>SM</sup> Routine Care PPO

- Silver and bronze plans combine the features of Simply Blue PPO and Simply Blue<sup>SM</sup> HSA
- Multiple deductible options
- Primary care physician office visits and urgent care visits covered with a copay and not subject to the deductible
- Prescription drug coverage with multiple copay tiers
- Generic drugs covered with a copay and not subject to deductible





## Physician Choice PPO

This product is an innovative value plan that can save you up to 9% compared with similar Simply Blue plans. Your employees can choose from thousands of providers within our organized systems of care PPO network to save money, too. And they'll still have access to all the providers in our largest network.

## Blue Cross<sup>®</sup> Physician Choice PPO

- Gold and silver plans
- Multiple deductible plan options
- Lower out-of-pocket costs for employees who select a Level 1 OSC doctor and get care within that OSC
- Prescription drug coverage

## Healthy Blue Achieve<sup>SM</sup>

A wellness plan that rewards employees for making better health choices and maintaining set goals. Healthy employees pay lower out-of-pocket costs and help control your budget, too.

## Healthy Blue Achieve<sup>SM</sup> PPO

- Platinum and gold plans
- Multiple deductible plan options
- Each plan has two benefit levels:
  - **Enhanced:** Maximum benefit level with lower copays, coinsurance and deductible
  - **Standard:** Higher copays, coinsurance and deductibles
- Benefit levels based on five metrics: body mass index, blood pressure, blood sugar, cholesterol and tobacco use
- Prescription drug coverage included
- Includes tobacco cessation and walking programs for your employees

## Simply Blue<sup>SM</sup> HRA PPO

- Platinum and gold plans
- Multiple deductible and coinsurance options
- Employer-funded HRA account for employee health care expenses; unused money goes back to employer
- Prescription drug coverage with multiple copay tiers

## Simply Blue<sup>SM</sup> HSA PPO

- Gold, silver and bronze plans with higher deductibles and health savings account eligibility
- Multiple deductible and coinsurance options with no copays
- Health savings account that encourages employees to use appropriate services and be aware of costs
- Employer and employees contribute pretax money for out-of-pocket costs; employees keep unused funds
- Prescription drug coverage with multiple copay tiers

## Blue Care Network HMO plans

Blue Care Network is the largest HMO in the state, featuring Michigan's leading doctors. BCN includes access to more than 6,100 primary care physicians, 24,000 specialists and more than 133 Michigan hospitals. All of our small group plans include essential health benefits, such as 100% coverage for preventive care and pediatric vision.

All members in a BCN plan must select a BCN primary care physician who provides and coordinates care for everything. The doctor is the member's health partner and will help find and refer a specialist and gain authorization for certain procedures when needed.

### BCN HMO<sup>SM</sup>

This plan has 19 packaged options at platinum, gold and silver levels to fit your business needs. Get exceptional health management and cost containment through a wide range of cost-sharing options.

- Multiple deductible and no-deductible options
- Prescription drug coverage included
- Preventive care covered at 100%

### Blue Elect Plus<sup>SM</sup> POS

This point of service health care plan makes it easy for members to seek care, giving them access to BCN's vast network with the flexibility of provider choice out of network and no referrals needed.

- Flexibility to receive health care services in-network or out of network without a referral
- Lower costs when members choose to see a health care provider in BCN's network; they pay more for services from a non-network provider
- Access to the largest HMO network of doctors, hospitals and specialists in Michigan
- Access to in-network providers outside of Michigan through our BlueCard<sup>®</sup> program
- Members with a Michigan address must select a BCN primary care physician, and can seek care from other doctors and specialists, without a referral
- Members with an address outside of Michigan don't need an assigned PCP; they also have the option to seek care from physicians without a referral and have lower costs when they see a BlueCard-participating provider
- Prescription drug coverage included
- Preventive care covered at 100%

### BCN HMO Fixed Cost<sup>SM</sup>

This plan has two options — platinum and gold. This copay-only plan allows simplicity for your employees, so they have a clear understanding of what they owe for health care visits.

- No deductible or coinsurance
- Prescription drug coverage included
- Preventive care covered at 100%

### BCN Routine Care<sup>SM</sup> HMO

These silver and bronze plans offer your employees the same advantages of a classic HMO plan but with the cost savings of a higher-deductible plan. These plans cover routine medical services, such as primary care physician office visits, urgent care visits, and Tier 1 medications with a copayment. Other advantages include:

- Two deductible and copay options
- Primary care physician office visits covered with a copay and not subject to the deductible
- Urgent care visits covered with a copay and not subject to the deductible
- Preventive care covered at 100%
- Prescription drug coverage with multiple copay tiers
- Tier 1 prescription drugs covered with a copay and not subject to deductible

## BCN HRA<sup>SM</sup> HMO

These platinum and gold plans have multiple deductible options and use a health reimbursement arrangement to keep costs low.

- Multiple deductible plan options and out-of-pocket maximums with 20% coinsurance
- Integrated HRA increases employee awareness of health care spending and makes premiums less expensive
- Employer funds and owns account
- Payment designs include: employer pays first, employee pays first or a combination of both
- Prescription drug coverage included
- Preventive care covered at 100%

## BCN HSA<sup>SM</sup> HMO

With eight packaged plan options and a health savings account to pay for items, such as office visits, these gold, silver and bronze plans save money on premium costs. They encourage employees to manage their health care.

- Multiple deductible levels with 0% or 20% coinsurance
- You, your employees or both contribute pre-tax dollars for current and future qualified health care expenses
- Employee owns account and keeps funds at year-end or after employment
- Prescription drug coverage included
- Preventive care covered at 100%

## BCN Healthy *Blue Living*<sup>SM</sup> HMO

BCN Healthy *Blue Living* HMO platinum and gold plans provide significant premium savings over comparable BCN HMO plans. Employees who commit to healthy living pay lower out-of-pocket costs. You save, your employees save and they get healthier.

- Multiple deductible plan options
- Each plan has two levels:
  - **Enhanced:** Lower out-of-pocket costs with the lowest deductible, copayments and coinsurance
  - **Standard:** Higher copayments, coinsurance and deductible with greater out-of-pocket costs
- Members who are accountable for their well-being and make a commitment to healthy living pay lower out-of-pocket costs
- Focuses on controlling blood pressure, blood sugar, cholesterol, depression, tobacco use and weight
- Prescription drug coverage included
- Preventive care covered at 100%

## Looking for a more affordable option? Try our PCP Focus network.

For additional premium savings up to 8%, employers located in 20 select counties can choose PCP Focus, a local primary care physician HMO network. PCP Focus is available with HMO, HRA and HSA plans.

Members must select a PCP Focus primary care physician who provides and coordinates care for everything. The doctor is the member's health partner and will help find and refer a specialist and gain authorization for certain procedures when needed.

## You'll be confident with us

Since 1939, we've been helping Michigan employers. We understand your business. And we're the name 4.6 million Michiganders know and trust for their health insurance. We'll provide expert guidance from start to finish, so you can be confident you're making the right decisions and getting value beyond benefits for your business and your employees.

For more information about our plans, contact your Blue Cross or BCN sales representative or contracted agent, or visit [bcbsm.com/employers](https://bcbsm.com/employers).

## Connect with us online

[bcbsm.com](https://bcbsm.com) | [news.bcbsm.com](https://news.bcbsm.com) | [facebook.com/bcbsm](https://facebook.com/bcbsm)  
[MIBluesPerspectives.com](https://MIBluesPerspectives.com) | [aHealthierMichigan.org](https://aHealthierMichigan.org) | [twitter.com/bcbsm](https://twitter.com/bcbsm) | [youtube.com/bcbsmnews](https://youtube.com/bcbsmnews)



WebMD Health Services is an independent company supporting Blue Cross Blue Shield of Michigan and Blue Care Network by providing health and wellness services.

Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association.

# Blue Cross Pharmacy Value

**Pharmacy is the most utilized health plan benefit, as 66% of Americans are currently taking a prescription medication. Health plans average 10.5 pharmacy transactions per member, per year. Prescription drug costs accounts for 18% of total health care spending.**

Combining your medical and pharmacy benefits through Blue Cross will reduce costs, improve care and provide a better member experience for your employees. Through integrated benefits, we're twice as likely to identify members in need of care management.

## Our Advantage

Access to both medical and pharmacy coverage through one ID card, one account, one app and one customer service team

Identifying and addressing gaps in care by sharing data with health care providers

Better management of chronic conditions from insight into all claims

More value from our updated rebate structure, whenever rebate-eligible drugs are dispersed to your members

## Our Programs

**Formulary Management:** Working together to promote clinically sound, cost-effective medication therapy and positive therapeutic outcomes

**Utilization Management:** Ensuring medically sound and cost-effective medications are being prescribed appropriately

**Specialty Pharmacy Care:** Reducing your specialty drug costs and improving employee health

**Medication Adherence:** Improving quality, length of life, outcomes and overall health care costs

**Opioid Management:** Managing opioids to ensure safety and reduce overuse

## A Better Customer Experience

One vendor and point of contact  
Integrated benefits without additional administrative fees  
Aligned medical and pharmacy policies  
Comprehensive annual reporting  
Flexibility to tailor offerings  
Dedicated pharmacy liaisons

# Blue Dental Value

**1 out of 10 Americans get preventive health screenings. Nearly 4 out of 10 visit the dentist.**

Blue Dental makes a positive impact on your employees' overall health and your company's medical expenses. Studies show that dentists can be the first to identify signs of serious health conditions, including diabetes and heart disease, during routine oral exams. Developing a relationship with your dentist and maintaining regular preventive care can help with early detection of serious and costly medical conditions.

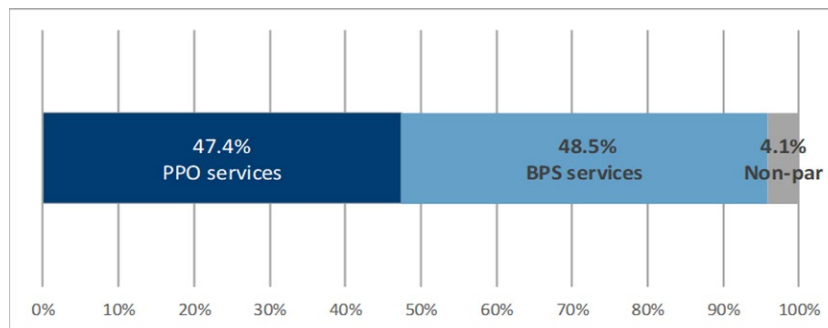
## Our Advantage

### Provider Access

Blue Dental offers a formal PPO network, with more than 440,000 access points throughout the U.S. We also offer a per-claim participation arrangement called Blue Par Select. Based on our book of business, dentists submit approximately 96% of services to us with no balance billing to members.

### Medical - Dental Integration

As a multi-line carrier, we can easily integrate our groups' medical and dental data, enabling us to engage high risk members and help them manage their health.



### Wellness Resources

Blue Dental Connection is a free wellness program that includes online tools and resources and targeted member education for improved oral and overall health.

### A Better Customer Experience

With a Blue Dental plan paired with your Blue Cross medical plan, you get:

**One convenient member account** for your employees to manage their plans

**Integrated wellness program** to proactively engage employees with health conditions

**Easier administration** with one place to send all your payment and eligibility updates

**One account team and point of contact** for all your healthcare needs

# Blue Vision Value

**1 out of 10 Americans get preventive health screenings. Nearly 6 out of 10 VSP members get a WellVision® exam.**

The right vision plan can help you attract and retain employees, lower health care costs and improve productivity. Blue Vision gives you the best value, choices and care. Blue Vision offers broad access to participating providers, deep discounts and a wholesale guarantee. 90% of all services are paid to participating providers with an **average discount of 58%**. Unlike other carriers, VSP's frame allowance is backed by a wholesale allowance guarantee, which means that more frames are going to be covered in full.

## Our Advantage

**More than 98,000 access points** that include both retail chains and independent eye doctors

**Widest selection** of eye wear

**Comprehensive WellVision® exam**

## Out-of-Network Option

Blue Vision members have the freedom to choose any provider. Members can download a reimbursement form directly from VSP.com.

## Medical-Vision Integration

As a multi-line carrier, we can easily integrate our groups' medical and vision data, enabling us to engage high risk members. Studies show that eye care providers can be the first to identify signs of serious health conditions, including diabetes and glaucoma, during routine vision exams. Developing a relationship with your eye doctor and maintaining regular preventive care can help with early detection of serious and costly medical conditions.

## A Better Customer Experience

With a Blue Vision plan paired with your Blue Cross medical plan, you get:

**One convenient member account** for your employees to manage their plans

**Integrated wellness program** to proactively engage employees with health conditions

**Easier administration** with one place to send all your payment and eligibility updates

**One account team and point of contact** for all your healthcare needs

**Nearly 40% of Americans would struggle to cover an unexpected expense of \$400.<sup>1</sup>**

The definition of employee benefits is expanding. We are on a mission to play a bigger role in providing solutions that solve for a member's total health needs. Specialty benefits allow employees to protect finances, plan for the unexpected, and prepare for the future with coverage that helps offset financial burdens due to an unforeseen event.

## Life Insurance

Dearborn Cares<sup>SM</sup>: \$10,000 claim payment within 48 hours of notification  
Flexible guarantee issues amounts  
Beneficiary Resource Services<sup>TM</sup>: grief, legal and financial counseling

## Short & Long-Term Disability

Telephonic claims intake  
Lump sum payment options  
Built-in worksite modification  
Comprehensive return to work programs  
Disability Resource Services<sup>TM</sup>: support for emotional, financial and legal issues

## Accident Insurance

Ideal for high-deductible health plans  
No coordination of benefits, as it pays in addition to any other coverage  
Lump sum payment

## Critical Illness

3 plan designs available  
No coordination of benefits, as it pays in addition to any other coverage  
Lump sum payment  
Ideal for high-deductible health plans

## A Better Customer Experience

Creates present and healthier employees  
One point of contact  
Implementation managers for groups 100+  
Fills natural gaps in healthcare  
Promotes employee loyalty

Dearborn Group insurance products are issued by Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148. Dearborn Life Insurance Company is a separate company, not owned by Blue Cross Blue Shield of Michigan, and does not provide Blue Cross Blue Shield of Michigan products or services. Dearborn Life Insurance Company is a provider of ancillary insurance products and is financially responsible for the products it issues

<sup>1</sup>Source: Federal Reserve. Report on the Economic Well-Being of U.S. Households in 2018

Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association.





Confidence comes with every card.®

# Defined Contribution for Small Business

This small business solution is a unique agent-sold private exchange designed for small group employers in Michigan, featuring Blue Cross Blue Shield of Michigan and Blue Care Network plans exclusively.

Employers can choose from a predefined suite of products or create their own suite of products that best fits the needs of their employees, and set the amount they will contribute to the cost of the employees' premium.

Employees log onto their customized Small Business Defined Contribution Solutions website and use their defined contribution dollars to shop for the benefits that best suit their needs and budget. It's that easy!

## Benefits for Employers

- Enables employers to offer employees greater choice
- Multiple contribution options enable better budget control
- Increased transparency of benefit costs
- Simplified administration
- No administrative or user fees

## Benefits for Employees

- Greater choice in plan design and premium options
- Decision support tools that assist in making the right choice
- Convenient online shopping and enrollment experience

## Benefits for Agents

- User-friendly technology
- Paperless enrollment process including electronic signature capability
- New sales and marketing opportunities
- Expert support from your Managing Agent

Groups are receiving information on Small Business Defined Contribution Solutions in their renewal packages, and are encouraged to reach out to their agent for more information.

**AGENTS AND SUPPORT STAFF ARE ENCOURAGED TO BECOME TRAINED/CERTIFIED ON SUPPORT TOOLS.**

**Contact your Managing Agent for more information.**

**ACTION BENEFITS**  
[service@actionbenefits.com](mailto:service@actionbenefits.com) or 866-501-8727

**TGG SOLUTIONS**  
[info@tggolutions.com](mailto:info@tggolutions.com) or 800-748-0368

Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross Blue Shield Association.

Action Benefits and TGG Solutions are authorized independent Managing Agents of Blue Cross Blue Shield of Michigan and Blue Care Network.

# Small Group Glossary

**Age** - Change in the age level of the company census.

**Area** - A group's rating area will be determined based on the employer's primary location.

**Billable Member** - A subscriber, the spouse, or an eligible dependent of the subscriber entitled to benefits under the subscriber's certificate. Only the three oldest children under the age of 21 are included as a billable member.

**Dependent (Child) Cap** - Health Care Reform regulations require a child rate cap of no more than three children under the age of 21, on a family contract. For example, a family with five children under the age of 21 would only be charged for the three oldest children. All dependents 21 and older will be rated.

**Full Time Equivalent (FTE)** - The Full Time Equivalent employee count is calculated using data from the previous calendar year.

1. Determine the number of:
  - a. Full-time employees for each month (must work at least 130 hours per month)
  - b. Full-time equivalent employees for each month (must work at least 120 hours per month)
  - c. Total hours that all other employees worked (each must have worked less than 120 hours per month). Divide this total by 120 to convert hours to number of employees.
2. Add together the number of full-time employees, full-time equivalents and all other employees for each month.
3. Add the monthly totals together to get the annual total.
4. Divide the annual total by 12, and round down to the nearest whole number. The result is your full-time equivalent employee count.

Seasonal employees (those working fewer than 120 days per year) and employees who have medical coverage under TRICARE or certain Veterans Administration programs are excluded from full-time equivalent employee counts.

**Index to Current Rate** - Overall change in the rate levels from year to year including risk pool charge, risk adjustment, trend, transition impact, etc.

**Member Level** - Each member within a group will be rated based on their own age.

**Rate Renewal Certification (RRC)** - A rate renewal certification is sent to a select number of Blue Cross Blue Shield of Michigan (BCBSM) and Blue Care Network (BCN) groups to determine whether a group is small or large.

**Renewal Compliant Benefit** - Health Care Reform regulations require all small groups to have Health Care Reform compliant products. Small Groups will be mapped to Health Care Reform compliant products at each renewal.

**Risk Adjustment** - A process through which insurance plans that enroll a disproportionate number of sick individuals are reimbursed for that risk by other plans who enroll a disproportionate number of healthy individuals.

**Small Group Rating Type** - Groups with 50 or fewer FTE count with at least one eligible employee enrolling.

**Summary of Benefits and Coverage (SBC)** - Document available to subscribers describing their covered benefits, cost sharing, and coverage limitations and exceptions.

**Trend** - Trend is the expected increase in the average claim per member from one year to the next.

**Value of Product Differences** - Changes in benefits and/or product pricing relativity from the prior year.





Run Date: 12/2020

TYRONE TOWNSHIP  
8420 Runyan Lake Rd  
FENTON MI 48430

JOHN P SCHMITZ  
315 S KALAMAZOO MALL  
KALAMAZOO MI 49007

**BENEFIT AND RATE SCHEDULE**

**TYRONE TOWNSHIP**

Rate Effective: 04/2021

Renewal April

<b>Customer ID:</b>	260744	<b>Rating Type:</b>	Small Group
<b>Group Division:</b>	007019899-0000	<b>Cluster Code:</b>	FDAR
<b>Endorsed By:</b>	MICHIGAN MUNICIPAL LEAGUE	<b>County:</b>	Livingston

**CERTIFICATES**

CB SG	COMMUNITY BLUE GROUP BENEFITS CERTIFICATE SG
PDRX SG	PREFERRED RX PROGRAM CERTIFICATE SG
BD-SG	BLUE DENTAL GROUP BENEFITS CERTIFICATE SG
BV-ADULT	BLUE VISION ADULT-ONLY GROUP BENEFITS CERTIFICATE SG
BV-PEDS	BLUE VISION PEDIATRIC GROUP BENEFITS CERTIFICATE SG
BC-COMP	GROUP MEDICARE PART A COMPLEMENTARY BENEFIT CERTIFICATE
BS 65 OPTION 1	BLUE SHIELD 65

**MEDICAL RIDERS**

ADM PLANR APR	ADMINISTRATIVE RIDER PLAN YEAR - APRIL
CB \$500 2021 SG	RIDER CB-\$500-2021 SG - COMMUNITY BLUE COST-SHARING REQUIREMENTS
EA SG	RIDER EA SG - ELECTIVE ABORTION

**DENTAL RIDERS**

+100/80/50/1000	RIDER BD PPO PLUS 100/80/50-1000 SG
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**VISION RIDERS**

BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12)
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**MEDICARE SUPPLEMENTAL RIDERS**

+100/80/50/1000	RIDER BD PPO PLUS 100/80/50-1000 SG
104080RX90MO3XS	RIDER PD-TTC \$10/\$40/\$80 RX90MO3x-\$10 RXCM SG PRESCRIPTION DRUG TRIPLE TIER COPAYMENT
ADM MOS816 DNTL	ADMINISTRATIVE RIDER COMP BENEFITS - DENTAL
ADM MOS816 RX	ADMINISTRATIVE RIDER COMP BENEFITS - DRUG
ADM MOS816 VIS	ADMINISTRATIVE RIDER COMP BENEFITS - VISION
BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12)
CMS SG	ADMINISTRATIVE FORM SG - COMP MEDICAL SERVICES (placeholder)
GCP-D	RIDER GCP-D
GPC-SAT 2	RIDER GPC- SAT-2 - SUBSTANCE ABUSE TREATMENT PROGRAM BENEFITS
GPC-SAT-MHP-2	RIDER GPC-SAT-MHP-2 - GROUP COMPLEMENTARY SUBSTANCE ABUSE TREATMENT MENTAL HEALTH

Reference Number: 28939008



Run Date: 12/2020

## BENEFIT AND RATE SCHEDULE

### TYRONE TOWNSHIP

Rate Effective: 04/2021

Renewal April

Customer ID: 260744

Group Division: 007019899-0000

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HCR MS PCB	RIDER HCR-MS-PCB - HEALTH CARE REFORM MEDICARE SUPPLEMENTAL PREVENTIVE CARE BENEFITS
HCR-MS-WCB-ECS	RIDER HCR-MS-WCB - HEALTH CARE REFORM MEDICARE SUPPLEMENTAL WOMENS CONTRACEPTIVE
RX-MC-ESN SG	RIDER RX-MC-ESN SG - PRESCRIPTION DRUG MEDICARE COMPLIMENTARY EXCLUSIVE SPECIALTY
RX-MC-VCP SG	RIDER RX-MC-VCP SG - PRESCRIPTION DRUG MEDICARE COMPLEMENTARY VARIABLE COST-SHARING

Reference Number: 28939008

**BENEFIT AND RATE SCHEDULE  
TYRONE TOWNSHIP**

Rate Effective: 04/2021

Renewal April

Customer ID: 260744

Group Division: 007019899-0000

**Commercial Benefit Rates**

Age Band	Total	Medical + Pharmacy	Dental	Vision	Age Band	Total	Medical + Pharmacy	Dental	Vision
0	\$395.68	\$363.94	\$31.74	\$0.00	33	\$599.56	\$569.94	\$24.47	\$5.15
1	\$395.68	\$363.94	\$31.74	\$0.00	34	\$607.58	\$577.55	\$24.83	\$5.20
2	\$395.68	\$363.94	\$31.74	\$0.00	35	\$611.82	\$581.35	\$25.21	\$5.26
3	\$395.68	\$363.94	\$31.74	\$0.00	36	\$616.09	\$585.16	\$25.61	\$5.32
4	\$395.68	\$363.94	\$31.74	\$0.00	37	\$620.36	\$588.97	\$26.01	\$5.38
5	\$395.68	\$363.94	\$31.74	\$0.00	38	\$624.66	\$592.77	\$26.44	\$5.45
6	\$395.68	\$363.94	\$31.74	\$0.00	39	\$632.78	\$600.38	\$26.88	\$5.52
7	\$395.68	\$363.94	\$31.74	\$0.00	40	\$640.92	\$608.00	\$27.33	\$5.59
8	\$395.68	\$363.94	\$31.74	\$0.00	41	\$652.87	\$619.41	\$27.79	\$5.67
9	\$395.68	\$363.94	\$31.74	\$0.00	42	\$664.37	\$630.36	\$28.27	\$5.74
10	\$395.68	\$363.94	\$31.74	\$0.00	43	\$680.16	\$645.58	\$28.76	\$5.82
11	\$395.68	\$363.94	\$31.74	\$0.00	44	\$699.78	\$664.61	\$29.27	\$5.90
12	\$395.68	\$363.94	\$31.74	\$0.00	45	\$722.74	\$686.97	\$29.79	\$5.98
13	\$395.68	\$363.94	\$31.74	\$0.00	46	\$749.99	\$713.61	\$30.33	\$6.05
14	\$395.68	\$363.94	\$31.74	\$0.00	47	\$780.58	\$743.58	\$30.88	\$6.12
15	\$428.03	\$396.29	\$31.74	\$0.00	48	\$815.46	\$777.83	\$31.45	\$6.18
16	\$440.40	\$408.66	\$31.74	\$0.00	49	\$849.87	\$811.61	\$32.02	\$6.24
17	\$452.77	\$421.03	\$31.74	\$0.00	50	\$888.58	\$849.67	\$32.61	\$6.30
18	\$466.09	\$434.35	\$31.74	\$0.00	51	\$926.83	\$887.26	\$33.22	\$6.35
19	\$474.12	\$447.67	\$21.15	\$5.30	52	\$968.87	\$928.64	\$33.83	\$6.40
20	\$487.92	\$461.47	\$21.15	\$5.30	53	\$1,011.43	\$970.51	\$34.48	\$6.44
21	\$502.11	\$475.74	\$21.15	\$5.22	54	\$1,057.30	\$1,015.70	\$35.13	\$6.47
22	\$502.23	\$475.74	\$21.34	\$5.15	55	\$1,103.18	\$1,060.90	\$35.78	\$6.50
23	\$502.39	\$475.74	\$21.55	\$5.10	56	\$1,152.87	\$1,109.90	\$36.46	\$6.51
24	\$502.58	\$475.74	\$21.78	\$5.06	57	\$1,203.06	\$1,159.38	\$37.16	\$6.52
25	\$504.70	\$477.64	\$22.03	\$5.03	58	\$1,256.55	\$1,212.19	\$37.85	\$6.51
26	\$514.46	\$487.16	\$22.29	\$5.01	59	\$1,283.43	\$1,238.35	\$38.58	\$6.50
27	\$526.13	\$498.58	\$22.55	\$5.00	60	\$1,336.96	\$1,291.16	\$39.32	\$6.48
28	\$544.98	\$517.13	\$22.84	\$5.01	61	\$1,383.33	\$1,336.83	\$40.06	\$6.44
29	\$560.51	\$532.35	\$23.14	\$5.02	62	\$1,414.00	\$1,366.80	\$40.81	\$6.39
30	\$568.46	\$539.96	\$23.46	\$5.04	63	\$1,452.31	\$1,404.38	\$41.60	\$6.33
31	\$580.22	\$551.38	\$23.77	\$5.07	64	\$1,475.86	\$1,427.22	\$42.39	\$6.25
32	\$592.02	\$562.80	\$24.11	\$5.11	65+	\$1,475.77	\$1,427.22	\$42.39	\$6.16

**Medicare Supplemental Benefit Rates**

Age Band	Total	Medical + Pharmacy	Dental	Vision
All	\$998.83	\$950.28	\$42.39	\$6.16

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# **NEW BUSINESS #3**

Pitney Bowes postage meter lease.



Shipping & Mailing

SendPro® C400

# A complete office sending solution.

## Consistently choose the best options for mailing and shipping.

The SendPro C400 is an innovative, all-in-one technology for office mailing and package shipping. It's a complete sending solution that makes it easy to process mail and send packages all from one place. With the C400, you'll be able to:

- Process daily mail and flats at up to 65 letters per minute.
- Save on postage and get access to special discounts.
- Compare options from three major carriers such as USPS and UPS®.
- Weigh packages and print shipping labels right from the system.
- Track packages and costs in one consolidated report.

With an easy-to-use color touchscreen display, the C400 makes it easy to consistently choose the ideal mailing or shipping option. The integrated 15 lbs. scale accurately calculates postage and shipping charges for all of your letters, flats and packages. And to complete the process, an integrated label printer will print a shipping label from the three major carriers right from the system.

## Eliminate guesswork every time you send.

The C400 makes your selections of carrier, class and services simple and accurate. For letter mail, simply select the class and services then print and seal your envelope in one easy step. Plus, an option for electronic Return Receipt helps reduce your Certified Mail® spending. For packages, you get accurate rates across carriers so you can control your budget and eliminate trips to the post office.



\*Actual savings may vary depending on weight, zone and services requested.





## Ship and track from anywhere.

Access SendPro® C400's shipping and tracking capabilities away from your mail area with secure access from your desktop computer. You'll always have a consolidated view and tracking information including your cost history and tracking information for carrier shipments. By having all information on a single platform, the C400 eliminates having to use each carrier's website to process a package or track a shipment.



## Make the confident choice, no matter what you send.

With the C400, you can consistently choose the ideal carrier, class or service to get your items delivered—all at the best price for your needs. Just weigh the item to see your carrier's options with a cost and estimated delivery time. A common address book works across all three carriers and verifies the recipient addresses to ensure accurate delivery. Then, after selecting the ideal choice for your unique business needs, print a shipping label from the attached label printer or your network printer.

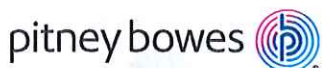
## Maximize savings and eliminate overspend every time you send.

The C400 is designed to save you and your office staff, time and money in many ways. When shipping, you immediately save by getting access to USPS® shipping discounts for Priority Mail® and other package services. As a certified Ready Provider of UPS®, Pitney Bowes offers savings on UPS Next Day Air® and UPS Ground Commercial and Residential. With the C400, you are connected directly to your established carrier accounts for access to your prenegotiated rates.

### Specifications

User display	Color touchscreen
Envelope processing	Up to 65 letters per minute; semi-automatic feeding
Envelope moistener	Standard
Integrated scale	Standard: Up to 15 lbs.
External scale	Optional: Up to 30 lbs. or 70 lbs. (Weights & Measures options also available)
USPS retail rates and extra services	Standard
Electronic return receipt	Optional
USPS shipping (Commercial Base Pricing)	Standard
Multi-carrier shipping	Optional: Use existing business account (UPS and other carrier)
Multi-user access	Optional
Shipping label printer (4" x 6")	Optional: Compliant to USPS and alternate carriers
Label and report printing	Standard: Print to network printer Optional: Laser printer for reports
Cost accounting	Optional: 25 accounts, 100, 500 or more
Connectivity	Standard: LAN (wired) or Wi-Fi (wireless)
Envelope sizes	Up to 3/8" thickness. Media sizes: 3" x 5" up to 13" x 15"
Differential weighing	Optional
Electrical and approvals	100 – 120 VAC, 50/60 Hz, 1.0A
Dimensions	16 1/2" L x 15 1/2" D x 11 1/2" H (with integrated scale)

For more information, visit us online: [pitneybowes.com/us/sendpro-c-series](http://pitneybowes.com/us/sendpro-c-series)



United States  
3001 Summer Street  
Stamford, CT 06926-0700



1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online
1	PTJA	SendPro Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS1	C200 SoftGuard
1	STDLSLA	Standard SLA-Equipment Service Agreement (for SendPro C Series - Version 4)
1	ZH24	Manual Weight Entry
1	ZH27	HZ02 65 LPM Speed
1	ZHC425	SendPro C425 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

**Your Payment Plan**

<b>Initial Term:</b> 60 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 63.41	\$ 190.23

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; ADSP016-169897; 171180000000011  
State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Sales Information**

KEITH MACKINTOSH	keith.mackintosh1@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

**Information Return for Small Tax-Exempt  
Governmental Bond Issues, Leases, and Installment Sales**

(Rev. January 2012)  
Department of the Treasury  
Internal Revenue Service

Under Internal Revenue Code section 149(e)

OMB No. 1545-0720

Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.

**Part I Reporting Authority** Check box if Amended Return

1 Issuer's name  
Tyrone Township Hall

2 Issuer's employer identification number

3 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
8420 Runyan Lake Rd

4 City, town, or post office, state, and ZIP code  
Fenton MI 48430-9290

5 Report number (For IRS Use Only)

6 Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information

7 Telephone number of officer or legal representative

**Part II Description of Obligations** Check one: a single issue  or a consolidated return

8a Issue price of obligation(s) (see instructions)

b Issue date (single issue) or calendar date (consolidated). Enter date in mm/dd/yyyy format (for example, 01/01/2009) (see instructions)

9 Amount of the reported obligation(s) on line 8a that is:

a For leases for vehicles	9a	
b For leases for office equipment	9b	
c For leases for real property	9c	
d For leases for other (see instructions)	9d	
e For bank loans for vehicles	9e	
f For bank loans for office equipment	9f	
g For bank loans for real property	9g	
h For bank loans for other (see instructions)	9h	
i Used to refund prior issue(s)	9i	
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank)	9j	
k Other	9k	

10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check this box

11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions)

12 Vendor's or bank's name: Pitney Bowes Inc.

13 Vendor's or bank's employer identification number: 06 0495050

**Signature and Consent**

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.

Signature of issuer's authorized representative \_\_\_\_\_ Date \_\_\_\_\_ Type or print name and title \_\_\_\_\_

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name	Firm's EIN		Phone no.	
	Firm's address				

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted

**What's New**

The IRS has created a page on IRS.gov for information about the Form 8038 series and its instructions, at [www.irs.gov/form8038](http://www.irs.gov/form8038). Information about any future developments affecting the Form 8038 series (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

**Who Must File**

Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC. Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G, Information Return for Tax-Exempt Governmental Obligations. **Filing a separate return for a single issue.** Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.

An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate (see the line 11 instructions).

**Filing a consolidated return for multiple issues.** For all tax-exempt governmental obligations with issue prices of less than \$100,000 that are not reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.

Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issue is a construction issue, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

**When To File**

To file a separate return for a single issue, file Form 8038-GC on or before the 15th day of the second calendar month after the close of the calendar quarter in which the issue is issued.

To file a consolidated return for multiple issues, file Form 8038-GC on or before February 15th of the calendar year following the year in which the issue is issued.

**Late filing.** An issuer may be granted an extension of time to file Form 8038-GC under section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file on time is not due to willful neglect. Type or print at the top of the form, "Request for Relief under section 3 of Rev. Proc. 2002-48." Attach to the Form 8038-GC a letter briefly stating why the form was not submitted to the IRS on time. Also indicate whether the obligation in question is under examination by the IRS. Do not submit copies of any bond documents, leases, or installment sale documents. See *Where To File* next.

**Where To File**

File Form 8038-GC, and any attachments, with the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201.

**Private delivery services.** You can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL); DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.

**Other Forms That May Be Required**

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal Government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate. For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For a tax-exempt governmental obligation with an issue price of \$100,000 or more, use Form 8038-G.

**Rounding to Whole Dollars**

You may show the money items on this return as whole-dollar amounts. To do so, drop any amount less than 50 cents and increase any amount from 50 to 99 cents to the next higher dollar.

**Definitions**

**Obligations.** This refers to a single tax-exempt governmental obligation if Form 8038-GC is used for separate reporting or to

multiple tax-exempt governmental obligations if the form is used for consolidated reporting.

**Tax-exempt obligation.** This is any obligation including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from income under section 103.

**Tax-exempt governmental obligation.** A tax-exempt obligation that is not a private activity bond (see below) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

**Private activity bond.** This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, and
- More than 10% of the payment of principal or interest of the issue is either (a) secured by an interest in property to be used for a private business use (or payments for such property) or (b) to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which (a) are to be used to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and (b) exceeds the lesser of 5% of the proceeds or \$5 million.

**Issue.** Generally, obligations are treated as part of the same issue only if they are issued by the same issuer, on the same date, and as part of a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meets the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

**Arbitrage rebate.** Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

**Construction issue.** This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds of the issue are to be used for construction expenditures with respect to property to be owned by a governmental unit or a 501(c)(3) organization, and

2. All of the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make an irrevocable election to pay a penalty. The penalty is equal to 1-1/2% of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

**Specific Instructions**

In general, a Form 8038-GC must be completed on the basis of available information and reasonable expectations as of the date of issue. However, forms that are filed on a consolidated basis may be completed on the basis of information readily available to the issuer at the close of the calendar year to which the form relates, supplemented by estimates made in good faith.

**Part I—Reporting Authority**

**Amended return.** An issuer may file an amended return to change or add to the information reported on a previously filed return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the "Amended Return" box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new corrected information. Attach an explanation of the reason for the amended return and write across the top "Amended Return Explanation."

**Line 1.** The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. In the case of a lease or installment sale, the issuer is the lessee or purchaser.

**Line 2.** An issuer that does not have an employer identification number (EIN) should apply for one on Form SS-4, Application for Employer Identification Number. You can get this form on the IRS website at IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676). You may receive an EIN by telephone by following the instructions for Form SS-4.

**Lines 3 and 4.** Enter the issuer's address or the address of the designated contact person listed on line 6. If the issuer wishes to use its own address and the issuer receives its mail in care of a third party authorized representative (such as an accountant or attorney), enter on the street address line "C/O" followed by the third party's name and street address or P.O. box. Include the suite, room, or other unit number after the street address. If the post office does not deliver mail to the street address and the issuer has a P.O. box, show the box number instead of the

street address. If a change in address occurs after the return is filed, use Form 8822, Change of Address, to notify the IRS of the new address.

**Note.** The address entered on lines 3 and 4 is the address the IRS will use for all written communications regarding the processing of this return, including any notices. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS may contact about this return, the issuer authorizes the IRS to communicate directly with the individual listed on line 6, whose address is entered on lines 3 and 4 and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

**Line 5.** This line is for IRS use only. Do not make any entries in this box.

## Part II—Description of Obligations

Check the appropriate box designating this as a return on a single issue basis or a consolidated return basis.

**Line 8a.** The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus, when issued for cash, the issue price is the price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

**Line 8b.** For a single issue, enter the date of issue (for example, 03/15/2010 for a single issue issued on March 15, 2010), generally the date on which the issuer physically exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds; for a lease or installment sale, enter the date interest starts to accrue. For issues reported on a consolidated basis, enter the first day of the calendar year during which the obligations were issued (for example, for calendar year 2010, enter 01/01/2010).

**Lines 9a through 9h.** Complete this section if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also complete this section if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal.

Do not complete lines 9a through 9d if the proceeds of an obligation are received in the form of cash even if the term "lease" is used in the title of the issue. For lines 9a through 9d, enter the amount on the appropriate line that represents a lease or installment purchase. For line 9d, enter the type of item that is leased. For lines 9e through 9h, enter the amount on the appropriate line that represents a bank loan. For line 9h, enter the type of bank loan.

**Lines 9i and 9j.** For line 9i, enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds, including proceeds that will be used to fund an escrow account for this purpose. Several lines may apply to a particular obligation. For example, report on lines 9i and 9j obligations used to refund prior issues which represent loans from the proceeds of another tax-exempt obligation.

**Lines 9k.** Enter on line 9k the amount on line 8a that does not represent an obligation described on lines 9a through 9j

**Line 10.** Check this box if the issuer has designated any issue as a "small issuer exception" under section 265(b)(3)(B)(i)(II).

**Line 11.** Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of rebate with Form 8038-GC. See Rev. Proc. 92-22, 1992-1 C.B. 736, for rules regarding the "election document."

**Line 12.** Enter the name of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

**Line 13.** Enter the employer identification number of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

## Signature and Consent

An authorized representative of the issuer must sign Form 8038-GC and any applicable certification. Also print the name and title of the person signing Form 8038-GC. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that has been designated in this form.

**Note.** If the issuer authorizes in line 6 the IRS to communicate with a person other than an officer or other employee of the issuer, (such authorization shall include contact both in writing regardless of the address entered in lines 3 and 4, and by telephone) by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

## Paid Preparer

If an authorized representative of the issuer filled in its return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the Paid Preparer Use Only area of the return. A paid preparer cannot use a social security number in the *Paid Preparer Use Only* box. The paid preparer must use a preparer tax identification number (PTIN). If the paid preparer is self-employed, the preparer should enter his or her address in the box.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature, and

- Give a copy of the return to the issuer.

## Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

**Learning about the law or the form** . . . . . 4 hr., 46 min.

**Preparing the form** . . . . . 2 hr., 22 min.

**Copying, assembling, and sending the form to the IRS** . 2 hr., 34 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where To File*.

# **NEW BUSINESS #4**

Adoption of the 2021-2022 Meeting Date resolution.



**RESOLUTION #210101  
TYRONE TOWNSHIP, LIVINGSTON COUNTY**

**2021-2022 MEETING DATES**

**WHERE AS**, the State of Michigan has enacted the Open Meetings Act which requires the specific designation of the dates, times, and places of all regular meetings of the Tyrone Township Board;

**WHERE AS**, it is the desire of the Tyrone Township Board to conduct all of its business in an open forum in compliance with said Act;

**THEREFORE, BE IT RESOLVED THAT** the Tyrone Township BOARD will hold regular meetings beginning at 7:00 p.m., at the Tyrone Township Hall, 8420 Runyan Lake Road, the first and third Tuesday evenings of each month **unless changed due to conflicts with holidays or elections**. In the fiscal year, April 1, 2021 to March 31, 2022 the meetings will be held on the following dates:

April 6 & 20, 2021	October 5 & 19, 2021
May 4 & 18, 2021	November 2 & 16, 2021
June 1 & 15, 2021	December 7 & 21, 2021
July 6 & 20, 2021	January 4 & 18, 2022
August 3 & 17, 2021	February 1 & 15, 2022
September 7 & 21, 2021	March 1 & 29*, 2022

*\*Meeting scheduled on last Tuesday of month for budget purposes.*

**BE IT FURTHER RESOLVED THAT** the Tyrone Township PLANNING COMMISSION meetings will be held on the second Tuesday evenings of each month beginning at 7:00 p.m., and workshops the third Wednesday of each month at 6:00 pm. at the Tyrone Township Hall, 8420 Runyan Lake Road, **unless changed due to conflicts with holidays or elections**. In the fiscal year, April 1, 2021 to March 31, 2022, the meetings and workshops will be held on the following dates:

April 13 & 21, 2021	October 12 & 20, 2021
May 11 & 19, 2021	November 9 & 17, 2021
June 8 & 16, 2021	December 14 & 22, 2021
July 13 & 21, 2021	January 11 & 19, 2022
August 10 & 18 2021	February 8 & 16, 2022
September 14 & 22, 2021	March 8 & 16, 2022

**BE IT FURTHER RESOLVED THAT** the Tyrone Township ZONING BOARD OF APPEALS meetings will be held on the second Monday evening of each month **upon request** beginning at 7:00 p.m., at the Tyrone Township Hall, 8420 Runyan Lake Road, **unless changed due to conflicts with holidays or elections.** Sometimes the agenda length may determine the need for two meetings to be held during the month. In the fiscal year, April 1, 2021 to March 31, 2022, the meetings may be held on the following dates:

April 12, 2021  
May 10, 2021  
June 14, 2021  
July 12, 2021  
August 9, 2021  
September 13, 2021

October 11, 2021  
November 8, 2021  
December 13, 2021  
January 10, 2022  
February 14, 2022  
March 14, 2022

**RESOLVED BY:**  
**SUPPORTED BY:**

**VOTE:**

**ADOPTION DATE:**

#### **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 **xxxxxx**, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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Marcella Husted  
Township Clerk

# NEW BUSINESS #5

Budget discussion.

*No documents attached.*

# **NEW BUSINESS #6**

Planning services discussion.



Tyrone Township is requesting proposals to provide professional planning services.

**SUBMISSION:**

Please submit three (3) single-sided original, complete, signed and sealed proposals to:

**RFP - PLANNING SERVICES**

Attn: Marcie Husted, Tyrone Township Clerk  
8420 Runyan Lake Rd  
Fenton, MI 48430

**PROPOSALS ARE DUE BY THURSDAY, JANUARY 14, 2021 AT 1:00 P.M.**

*Notwithstanding any other provisions of the Request for Proposals, Tyrone Township reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any items, when to do so would be to the advantage of the Township and its taxpayers. It is further within the right of the Township to reject proposals that do not contain or omit any elements and information requested in this document. The Township shall not be liable for any losses incurred by any responders throughout this process.*

## **INTRODUCTION**

Tyrone Township is issuing a “Request for Proposals” (RFP) seeking a professional experienced planning consultant to support Planning & Zoning Department staff in the review of Ordinance drafting and amendments, residential and commercial development applications, Master Plan preparation, rezoning proposals, special land use review, site plan review, and providing recommendations for the Township’s Planning Commission, Zoning Board of Appeals, and Township Board of Trustees, as required.

The selected consultant will work proactively with the Township and appropriate boards and/or commissions, as required, to ensure the Township is utilizing best practices and sound planning practices in conjunction with our Zoning Ordinances and its various land use procedures and controls. The Selected Consultant will be asked to draft an or review Ordinances tailored to our needs as a Township.

## **GENERAL INFORMATION**

Tyrone Township (population 10,020 2010 Census) is approximately 36 square miles in area, located in Northeast Livingston County. It is bordered by the City of Fenton, Deerfield Township, Hartland Township, Holly Township, and Rose Township. Settled in 1834, Tyrone Township is a rural farming community with primarily residential properties and some commercial and industrial properties. Historically a farming community, Tyrone Township has had growing appeal as a bedroom community in recent years. Anchored by U.S. Route 23 (US 23), Tyrone Township has access to the major cities of Flint, Lansing, Ann Arbor, and Detroit. Tyrone Township has a shared regional sewer system along the US 23 corridor. Tyrone Township also has two large manufactured housing communities.

## **SCOPE OF SERVICES**

Tyrone Township wishes to contract with an outside consulting firm to provide planning services, referenced herein after as “Township Planner”. The Township Planner shall assist Planning & Zoning Department staff in providing high caliber services through the review of residential and commercial development applications, rezoning proposals, special land use applications, and providing recommendations for the Township’s Planning Commission, Zoning Board of Appeals, and Township Board of Trustees, as required. A Master Plans revision is slated for 2021. Other

services include assistance in drafting and/or review of ordinances, review of special land use permit applications, and attendance at meetings, on occasion, when requested by Township Board of Trustees, Planning Commission, Zoning Board of Appeals, or Planning & Zoning Administrator/staff.

## **RESPONSIBILITIES**

The Township Planner shall be responsible for the following:

1. Responding to phone calls and emails in a timely and professional manner.
2. Maintaining an accurate understanding of the Township's Master Plan, Zoning Ordinance, regulatory ordinances, and other policies.
3. Analyzing existing ordinances and regulations and assisting with amendments.
4. Recommending new ordinances that foster the vision of the Master Plan and Township.
5. Actively participating in meetings, when requested (Planning Commission meeting are held the second Tuesday of every month except for holidays and election months).
6. Conducting site visits as necessary.
7. Reviewing applications and preparing reports, utilizing input from appropriate consultants and/or departments, to ensure code compliance and providing information to the Planning Commission, Zoning Board of Appeals, Township Board of Trustees, and/or Planning & Zoning Department.
8. Preparing and making presentations before the Planning Commission, Zoning Board of Appeals, and Township Board of Trustees upon request/as needed.
9. Representing the Township to residents and applicants in a respectful manner and making reasonable efforts to accurately estimate the cost of application review and related services.
10. Provide ancillary services related to Planning and Zoning.

## **STATEMENT OF QUALIFICATIONS**

Qualified consultants must have a substantial background in municipal planning and be able to provide a dedicated planning expert who is equipped to provide the community with innovative, high-caliber advice in a range of planning services, including GIS. AICP certification is a plus.

## **SUBMISSION REQUIREMENTS**

Proposals shall contain the following information:

1. Cover letter, introduction of the firm, and mission statement, including the name of the firm and the name(s) and telephone number(s) of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Prospective firm should indicate how they envision being able to provide services to Tyrone Township, and how those services will fit within the goals and vision of the Township.
3. Experience working with other communities with similar geographic profiles and demographics.
4. Provide a history of services that includes other similarly-sized clients for reference, including at least two (2) examples of key projects that they take pride in having worked on.
5. Resumes of key personnel to be performing the planning functions for the Township.
6. Samples of Site Plan Review letters or similar communications to be submitted to the Township.
7. A comprehensive cost and staffing proposal identifying specific rates for services and meeting attendance including: sample invoice detail, billing schedule, mileage charges, and/or incidental costs.
8. Provide any additional information that you feel is pertinent in the Township's decision on selecting a consultant.

**IMPORTANT DATES**

Identified below are the dates associated with this Request for Proposals.

**Request for Proposals Issued:                      Wednesday, November 18, 2020**

**Proposal Due Date:                                      Thursday, January 14, 2021 by 1:00 P.M.**

Interested parties are encouraged to submit questions regarding the Request for Proposals to Planning & Zoning Administrator, Ross Nicholson at [rnicholson@tyronetownship.us](mailto:rnicholson@tyronetownship.us) and/or Township Supervisor, Mike Cunningham [mcunningham@tyronetownship.us](mailto:mcunningham@tyronetownship.us). Responses to questions will be provided directly by email.

**SERVICE AGREEMENT AND INSURANCE**

The successful service provider will be asked to enter into a service agreement satisfactory to the



Township, and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile insurance. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the Township, be considered invalid and payment may be refused. Any future relationship between the Contractor and the Township will be an “at will” relationship and may be terminated by either party, for any reason, following a 30-day notice.

### **INDEPENDENT CONTRACTOR STATUS**

The Township Planner will not be an employee of the Township and must meet the IRS requirements for designation as an independent contractor or firm.

### **CONFLICTS OF INTEREST**

The Township requires that service providers disclose conflicts of interest when they may occur immediately to the Township Supervisor. The Township, at its discretion, may arrange for alternative 3<sup>rd</sup> party support in such cases. In general, the Township will not allow a service provider to review applications from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the Township.