

Regular Board Meeting  
Blackman Charter Township  
November 18, 2024

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, November 18, 2024, at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

**Members present:** Supervisor Jancek, Clerk Elwell, Treasurer Preston, and Trustees: Ambs, Williams, Pack, and Thomas

**Members absent:**

**Public Attendance:**

Ray Snell	Dawn Warfield	Byron Schroeder
Chris Boulter	Michelle Boulter	

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**BRIEF PUBLIC COMMENTS - (two-minute limit)**

1. **Ray Snell**, *9<sup>th</sup> District County Commissioner*
  - a. Set to approve a 1-million-dollar grant sponsored by Senator Sue Shink for court security improvements
  - b. Court and judicial parking lot to be paved once upgrades are completed
  - c. JDOT to continue road and bridge work
  - d. Jackson Co. Fair to replace bleachers
  - e. Several chairs open on boards/committees
  - f. Budget Hearing
2. **Dawn Warfield**, *Resident / BCT Administrative Assistant*
  - a. Read a letter to the Board stressing the importance of financially compensating our Contract Employee for work relating to the November General Election while the Deputy Clerk was on medical leave.

**ADDITIONS / DELETIONS**

1. Add to New Business: item 9; approve purchase of Surface Pro 2017 by Trustee Brandon Williams for \$20.00.  
Motion by Clerk Elwell, supported by Treasurer Preston to approve the Board of Trustee agenda, with addition, for the Regular Board Meeting held on Monday, November 18, 2024.  
*Unanimously approved by voice vote*

**MINUTES APPROVAL**

1. No changes/corrections.  
Motion by Trustee Thomas, supported by Trustee Williams to approve the Board of Trustee minutes for the Regular Board Meeting held on Monday, October 21, 2024  
*Unanimously approved by voice vote*

**CONSENT AGENDA**

1. Approval of payroll for the dates 10/11/24 in the amount of \$165,421.05 and for 10/25/24 in the amount of \$199,591.38.
2. Approve \$200,000.00 transfer of funds from General Fund to Public Safety Fund for the month of October 2024
3. Approve to use ARPA Funds to pay a portion of Public Safety October 2024 payroll in the amount of \$176,048.17
4. Receive Revenue and Expenditure Report for the month of October 2024.

Motion by Clerk Elwell, supported by Treasurer Preston  
**Roll Call:** Ayes - Elwell, Pack, Thomas, Williams, Ambs, Jancek, Preston  
Nays - None Motion Approved

SUPERVISOR'S UPDATE

1. Closed on the Midbrook property

TREASURER'S UPDATE

1. Special Assessment Roll discussion.

CLERK'S UPDATE

1. Election Update
  - a. Everyone successfully reelected to the Board
  - b. County Canvassers certified the November General Election
  - c. Welcome Trustee Michelle Boulter
  - d. Thank you to all office personnel who worked together to run a successful election.
2. Cemetery Update
  - a. Fall Clean Up
  - b. Thank you to Little House Bakery for donating donuts to those who participated.
  - c. The cemetery is in great shape thanks to the mowing crew.

PUBLIC SAFETY

1. Did not meet.
2. Dettman station agreement with JCA discussion

**AMBULANCE  
STATION LEASE  
AGREEMENT  
WITH JCA**

Motion by Trustee Williams, supported by Clerk Elwell to authorize the Supervisor to sign the Ambulance Station Lease Agreement with Jackson Community Ambulance with clarification to include snow removal.  
**Roll Call:** Ayes - Ambs, Thomas, Jancek, Elwell, Preston, Pack, Williams  
Nays - None Motion Approved

PLANNING COMMISSION

1. Meeting Tuesday, October 29, 2024
  - a. Working forward on the Master Plan and reviewing the Zoning Ordinance
  - b. Sending out a Community Survey

ZONING BOARD OF APPEALS

1. Did not meet.

PARKS & RECREATION

1. Did not meet.
2. Submitted three grant applications.
3. Spring 2025
  - a. Vault restrooms will be installed pending weather.
  - b. Working with Jack on request proposal and bids for pickleball courts.

TECHNOLOGY COMMITTEE

1. Server Updates
2. Generator
3. MDC replacement

UTILITIES COMMITTEE

1. Street Light 55% increase in fees for 2025

ORDINANCE REVIEW COMMITTEE

1. Did not meet.

NEW BUSINESS

**2025 BCT BOARD  
OF TRUSTEES  
MEETING  
SCHEDULE**

Motion by Supervisor Jancek, supported by Clerk Elwell to approve the 2025 Blackman Charter Township Board of Trustees Meeting Schedule  
*Unanimously approved by voice vote*

**COMCAST  
SERVICES  
AGREEMENT**

Motion by Trustee Thomas, supported by Trustee Pack to authorize the Supervisor or Clerk to sign the Comcast Enterprise Services Master Services Agreement.

*Roll Call: Ayes - Jancek, Preston, Pack, Thomas, Elwell, Ambs, Williams  
Nays - None Motion Approved*

**PROPOSAL FOR  
CONSULTANT  
SERVICES  
PS BUILDING**

Motion by Clerk Elwell, supported by Treasurer Preston to authorize the Supervisor to sign the Proposal for Consultant Services for Public Safety Building Renovation/Addition.

*Roll Call: Ayes - Williams, Preston, Thomas, Jancek, Ambs, Elwell, Pack  
Nays - None Motion Approved*

**RAY PRINTING  
WINTER TAX  
BILLS ESTIMATE**

Motion by Treasurer Preston, supported by Trustee Thomas to approve the Ray Printing estimate for 2024 winter tax bills, newsletters, #10 window envelopes, mailing services and postage, priced at **\$5,145.00**.

*Roll Call: Ayes - Jancek, Ambs, Williams, Pack, Elwell, Preston, Thomas  
Nays - None Motion Approved*

**RESOLUTION  
#11-2024-1118**

Motion by Clerk Elwell, supported by Treasurer Preston to approve Resolution #11-2024-1118; a resolution of recognition, honoring Brandon Williams, outgoing Trustee, for his outstanding service to Blackman Charter Township.

*Roll Call: Ayes - Thomas, Ambs, Elwell, Jancek, Pack, Williams, Preston  
Nays - None Motion Approved*

**PURCHASE  
SURFACE PRO  
2017 BY BRANDON  
WILLIAMS**

Motion by Supervisor Jancek, supported by Treasurer Preston to approve the purchase of a Surface Pro 2017 by Trustee Brandon Williams for market value of \$20.00.

*Unanimously approved by voice vote*

**DISCUSSIONS**

1. Proposed Resolution; Compensation for Board and Committee Meetings & Appendix
  - a. Updates for review at our next meeting.
2. PILOT Resolution and Ordinance
  - a. Reflections; renewal for review at our next meeting.
3. Road Diet
  - a. Parnall Road

**BILLS**

Motion by Trustee Thomas, supported by Treasurer Preston to approve payment of bills on the Board Invoice Post Audit Report dated 11/05/24 in the amount of \$1,328,842.17 and Board Invoice Report dated 11/19/24 in the amount of \$237,503.96.

**Roll Call:** Ayes - Pack, Elwell, Preston, Williams, Thomas, Jancek, Ambs  
Nays - None                      *Motion Approved*

**EXTENDED PUBLIC COMMENT (Three-minute limit)**

1. **Ray Snell**, *9<sup>th</sup> District County Commissioner*
  - a. Thanks to the Clerk for running a great election.
  - b. Participated in EV
  - c. We should be following our State Election Laws and honoring them.
2. **Dawn Warfield**, *Resident / BCT Administrative Assistant*
  - a. Disapproves of Road Diet on Parnall Road.

**OPEN DISCUSSION**

1. **Supervisor Jancek**
  - a. Welcome Michelle as a new board member.
  - b. Thanks to everyone involved in conducting the election.
  - c. Board members will be sworn in.
2. **Treasurer Preston**
  - a. In response to an earlier comment, the Contract Employee should have been paid the same rate of pay as the Deputy Clerk for her work filling in during the Deputy Clerk's absence.

*The Supervisor declared the meeting adjourned at 6:59*

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**David Elwell, Township Clerk**