

**BLACKMAN CHARTER TOWNSHIP
BOARD MEETING AGENDA
Monday, November 20, 2023
6:00 PM**

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

ADDITIONS / DELETIONS

MINUTES APPROVAL

1. Approval of the minutes for the Regular Board Meeting held on Monday, October 16, 2023.

CONSENT AGENDA

1. Approval of payroll for the dates 10/13/2023 in the amount of **\$173,947.45**, and for 10/27/2023 in the amount of **\$180,626.02**.
2. Receive Revenue and Expenditure Report for the period ending 10/31/2023.
3. Approve **\$200,000.00** transfer from General Fund to Public Safety for month of October, 2023.

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE

1. Motion to approve a three year agreement for Annual Audit Services with Rehmann, 675 Robinson Road, Jackson, MI 49203, as submitted by Nathan C. Baldermann, CPA, CGEM, Principal with maximum estimated hours of 200/year, with all-inclusive maximum fees of \$39,000 in 2023, \$41,000 in 2024, and \$43,000 in 2025. Complete Bid proposal attached.

CLERK'S UPDATE

1. November 7 election update (informational).
2. Resolution #18-2023-1120, LCC application for One North, LLC
3. Resolution #19-2023-1120, LCC application for Acapulco Mexican Grill #3, INC
4. Update of applications for committee appointments, informational.
5. Authorize Clerk and Supervisor to sign Metro Act application (document in packet).

PUBLIC SAFETY

1. Minutes from Public Safety Committee meeting Monday, November 13, 2023
2. Approve payment of cleaning allowance of \$687.42 per public safety officer, total of \$28184.22, account number 205-345-721.200.
3. Authorize the Director of Public Safety to purchase Body Worn Cameras, Tasers, and In-Car Cameras to include equipment and licensing fees at a first-year cost of \$153,595.53, from account #205-901-970-000.
4. Ordinance violation list (informational)

PLANNING COMMISSION

1. APPROVE Case# 1563 – Conditional Use Permit: **Airplane Hangar** at 1006 Airport Rd. Parcel 000-08-32-126-001-00, Zoned I-1 (Light Industrial), requested by Travis Cortright. Recommend approval of the airplane hangar, with the following condition: Finalized airport property lease approval letter to be placed into file.
2. Permit list (attached), informational.
3. Minutes 11-16-23 Planning Commission meeting.

ZONING BOARD OF APPEALS

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PARKS & RECREATION

1. Motion to approve the bid from Cochran Electric Co., in the amount of \$31,415.00 for installation of low voltage point-to-point internet, cameras & DVR, electrical upgrades at Rod Mills Park, as well as installation of components for the internet at the Township complex. See packet for detailed description of the work to be performed. Work to be overseen by Deputy Director Boulter.
2. Parks & Rec meeting minutes from 9-14-23, informational.
3. Dec. 14, 2023, Public Hearing planned.

TECHNOLOGY COMMITTEE

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UTILITIES COMMITTEE

1. 2000 W. Parnall Road (former B & H Machine). Bid master sheet in packet, with Fishbeck environmental report. Informational/discussion only, no action.

ORDINANCE REVIEW COMMITTEE

1. Discussion on Blight tracking and how to improve the process for correcting Blight conditions.

NEW BUSINESS

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BILLS

- Approve payment of bills on the Board Invoice Post Audit Report dated 11/07/2023 in the amount of **\$183,663.24** and Board Invoice Report dated 11/21/2023 in the amount of **\$511,516.39**.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION

ADJOURNMENT

Regular Board Meeting
Blackman Charter Township
October 16, 2023

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, October 16, 2023 at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

Members present: Clerk Elwell, Treasurer Preston and Trustees Pack, Williams, Ambs and Thomas.

Members absent: Supervisor Jancek

Public Attendance:

Commissioner Ray Snell	Shaniece Smith
Diane Derby	Ken Swift Jr.
Deborah Nagy	Dusty Wood

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Motion by Treasurer Preston, supported by Trustee Ambs to approve the excused absence of Supervisor Jancek.

Unanimously approved by voice vote

Motion by Treasurer Preston, supported by Trustee Ambs to approve the appointment of Clerk Elwell as Chairperson.

Unanimously approved by voice vote

BRIEF PUBLIC COMMENTS – (two-minute limit)

1. **Ray Snell**, 9th District County Commissioner
 - a. Summary of what is taking place in the County. Pleased to announce the opening of the pickle ball courts are open at Cascades and the courts at the American 1 Center will open soon. Equalization report was approved by the county. Recently toured the Ingham County jail. There will be a study session in early November to discuss the proposal for a new facility in Jackson County. The ad hoc jail committee suggests a 0.75 mill maximum, realistic estimate 1 mill. A plan to assess the Wesley Street jail for the possibility of refurbishment.
 - b. Treasurer Preston commends the spectacular work on the courts at Cascades.
2. **Shaniece Smith**, Blackman resident
 - a. Expressed her commitment to serve the community by providing quality childcare to meet the specific needs of parents and their children.
3. **Diane Derby**, Blackman resident
 - a. Curious to know what the plans are for the Airport Road intersection.
4. **Ken Swift Jr**, Electrical Inspector applicant
 - a. Introduction of himself, his background and qualifications for consideration.
5. **Dusty Wood**, Electrical Inspector applicant representative
 - a. Expressed regrets that Matthew Wood was out of state and could not attend the meeting.

ADDITIONS/DELETIONS

1. No additions/deletions.

Motion by Treasurer Preston, supported by Trustee Williams to approve the Board of Trustee agenda for the Regular Board meeting on Monday, October 16, 2023.

Unanimously approved by voice vote

MINUTES APPROVAL

1. Motion by Treasurer Preston, supported by Trustee Ambs to approve the Board of Trustee minutes for the Regular Board Meeting on Monday, September 18, 2023.

Unanimously approved by voice vote

CONSENT AGENDA

1. Approval of payroll for the dates of September 1, 2023, in the amount of \$162,625.15, for September 15, 2023 in the amount of \$161,863.58, and for September 29, 2023 in the amount of \$174,872.15.
2. Approve \$200,000.00 transfer of funds from General Fund to Public Safety Fund for the month of September 2023.
3. Receive Revenue and Expenditure Report for the month of September 2023.

Motioned by Trustee Thomas, supported by Treasurer Preston

Roll call: *Ambs, Williams, Pack, Elwell, Preston, Thomas*

Ayes – 6 Nays – 0 Motion Approved

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE

1. Request For Proposal for Auditing Services.
2. Sewer Billing; residents who pay early received an additional payment amount added onto their tax bill for the difference owed due to the rate increase. Thanks we expressed to all office staff for explaining to residents the reason for the additional charge.
3. ARPA; funds earmarked for December 2024 and to be paid by December 2026. There are funds available which can be used on anything this Board approves.

CLERK'S UPDATE

1. Election on November 7, 2023. Ballots are being returned.
2. Election Commission met and conducted the Public Accuracy Test and approved the hiring of election inspectors for the November 7, 2023 election.
3. Cub Scout Pack 339 offered their help with Fifield Cemetery cleanup held on October 7, 2023. Special thanks to The Little House Bakery for donating donuts.
4. Jackson County agreement for nine days of early voting taking effect, January 1, 2024.
5. The Ballot Box is operational and offers residents another option for returning their ballot.
6. Deputy Clerk is doing a fine job, works well with office staff, knowledge of duties.
7. Clerk's office construction is nearing completion. Expressed thanks to the board for its approval of the new space.
8. Early Voting Agreement with the Jackson County Clerk.

Motioned by Clerk Elwell, supported by Trustee Pack to authorize Clerk signing the *Early Voting Agreement* with the Jackson County Clerk for nine (9) day early voting effective January 1, 2024.

Unanimously approved by voice vote

PUBLIC SAFETY

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PLANNING COMMISSION

1. Trustee Williams stated that they met on September 19, 2023 regarding the following:

CASE #1560: HOME OCCUPATION

Motion by Trustee Williams, supported by Trustee Ambs to approve Case #1560 – Home Occupation: Child Daycare at 719 Bellevue Ave, Jackson, MI 49202, Parcel 000-08-32-235-004-00, Zoned RU-1 (Urban Residential), requested by Shaniece Smith. Conditions: Follow business plan and parking rules as provided, staff member shall only park in the driveway or garage and provide copy of State license to Blackman Charter Township for file.

Roll Call: *Thomas, Ambs, Elwell, Pack, Williams, Preston*

Ayes – 6 Nays - 0 Motion Approved

ZONING BOARD OF APPEALS

1. Approved cell tower on Waylan Dr.

PARKS & RECREATION

1. Request For Proposal for cameras and electrical upgrade at Rod Mills Park.
2. Surveys for public opinion will be completed in late Oct. Plan to hold a public meeting in Nov./Dec. for public discussion on events the community would like ie: food trucks. Also to discuss improvements; a walking trail, pickle ball courts, bathroom facilities, etc.

TECHNOLOGY COMMITTEE

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UTILITIES COMMITTEE

1. Trustee Williams reports utilities met at the request of township engineer.
Motioned by Trustee Williams, supported by Trustee Thomas to approve proposal for installation of 80 kw generator and Automatic Transfer Switch at the water boosting station. Aladdin quote of \$75,874.00

Roll call: Elwell, Pack, Thomas, Williams, Ambs, Preston

Ayes – 6 Nays – 0 Motion Approved

ORDINANCE REVIEW COMMITTEE

1. Recommend policy review to address unexcused absences of committee members.

NEW BUSINESS

**APPROVE 2024
BLACKMAN
CHARTER TWP
BOARD OF
TRUSTEES
MEETING
SCHEDULE**

Motion by Trustee Williams, supported by Trustee Pack to approve the 2024 Blackman Charter Township Board of Trustees Meeting Schedule.

Unanimously approved by voice vote

**APPROVE RAY
PRINTING
ESTIMAT**

Motion by Treasurer Preston, supported by Trustee Thomas to approve Ray Printing estimate for 2023 winter tax bills, newsletters, #10 window envelopes and postage for \$5,442.41.

Roll call: Ambs, Thomas, Elwell, Preston, Pack, Williams

Ayes: 6 Nays: 0 Motion approved

**APPOINTMENT OF
ELECTRICAL
INSPECTOR**

Motion by Treasurer Preston, supported by Clerk Elwell to approve the appointment of Matthew Wood as Electrical Inspector, effective October 31, 2023.

Roll call: Preston, Pack, Thomas, Elwell, Ambs, Williams

Ayes: 6 Nays: 0 Motion approved

**APPROVAL OF
ACCOUNTING
SERVICES**

Motion by Treasurer Preston, supported by Clerk Elwell to approve the Request for Proposal agreement with Nannette M. Sponsler for contractual accounting services.

Unanimously approved by voice vote

**AUTHORIZE
ADVERTISEMENT
FOR DEMOLITION
OF 2000 W.
PARNALL RD.**

Motion by Treasurer Preston, supported by Trustee Williams to authorize Supervisor Jancek to advertise bids for the demolition of 2000 W. Parnall Rd.

Unanimously approved by voice vote

BILLS

Motion by Treasurer Preston, supported by Trustee Williams to approve payment of bills on the Board Invoice Post Audit Report dated October 11, 2023, in the amount of \$346,614.82 and the Board Invoice Report dated October 12, 2023, in the amount of \$638,259.79.

*Roll call: Williams, Preston, Thomas, Ambs, Elwell, Pack
Ayes – 6 Nays – 0 Motion Approved*

EXTENDED PUBLIC COMMENT (Three-minute limit)

1. **Dusty Wood**

- a. Thank you for the appointment of Matthew Wood as electrical inspector. He looks forward to meeting everyone and working for the township. Will work with the board to appoint an alternate inspector.

OPEN DISCUSSION

1. Treasurer Preston was contacted by a property owner who would like to donate a 1.5 acre parcel on McGill Rd. to the township. Possible consideration for use by Habitat for Humanity.

The Chairperson declared the meeting adjourned at 6:53 p.m.

David Elwell, Township Clark



November 10, 2023

PROFESSIONAL AUDITING SERVICES

PROPOSAL FOR **Blackman Charter Township**

Submitted by:

Nathan C. Baldermann, CPA, CGFM, Principal

nathan.baldermann@rehmann.com

Statement of Confidentiality The information in this proposal is confidential and proprietary. It has been made available to the above stated company/person solely for their consideration in evaluation of this proposal. In no event shall all or any portion of this proposal be disclosed or disseminated by the above stated company/person without the express written permission of Rehmann. © 2023 Rehmann All Rights Reserved.

November 10, 2023

Phil Preston
Treasurer
Blackman Charter Township
1990 W Parnall Rd
Jackson, MI 49201-8612

Rehmann Robson LLC ("Rehmann") greatly appreciates the opportunity to submit our proposal to audit the financial statements of Blackman Charter Township ("the Township") for the years ending December 31, 2023-2025. As a leading professional services firm serving the governmental industry, you can be confident that we are well positioned to serve the Township. Our team will leverage industry experience, skills and knowledge of issues impacting the Township to provide high-quality services in a timely, efficient manner.

Our mission is to bring energy, focus and integrity to every interaction — relentlessly pursuing expertise to accelerate your goals. This means that you will:

- Have your audits managed and performed by full-time governmental professionals
- Work with a team known for excellence and efficiency in government financial reporting
- Have access to customized training and value-added services
- Benefit from our extensive and unique use of technology

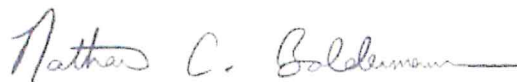
As a result of the large volume of governmental audits our team performs, we are intimately familiar with your industry – Rehmann understands your unique challenges, we know what to expect and we will share best practices. This depth will allow us to serve you from the very beginning with minimal disruption while maintaining a high level of engagement effectiveness and efficiency.

We look forward to hearing from you regarding your decision. In the meantime, please contact us with any questions you may have. This proposal is a firm, irrevocable offer for 90 days to provide independent auditing services at the prices quoted herein.

Thank you for considering Rehmann.

Sincerely,

Rehmann Robson LLC



Nathan C. Baldermann, CPA, CGFM
Principal

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BACKGROUND AND QUALIFICATIONS

PRIMARY CONTACT

Nathan C. Baldermann, CPA, CGFM
Principal
517.841.4235 | nathan.baldermann@rehmann.com

All principals of Rehmann are entitled to represent the firm, empowered to submit bids and authorized to enter into contract with prospects and clients.

HISTORY

Founded in 1941 as a single accounting firm, Rehmann has evolved into a fully integrated financial services and advisory firm that provides accounting and assurance, comprehensive technology, accounting and human resource solutions, specialized consulting and wealth management services. Our goal is to meet the demands of today's governments by offering a greater scope of resources and experience, all while employing a forward-thinking service model that guarantees complete client satisfaction and confidence.



GOVERNMENTAL INDUSTRY EXPERIENCE

Rehmann has a cross-functional team of professionals with extensive governmental industry experience. This unique group is dedicated specifically to serving clients in the public sector on a year-round basis and includes 75+ full-time professionals skilled in assurance services and accounting solutions for governmental entities. Other departments within our firm also work with public sector clients providing technology and human resource solutions.

WE SERVE
1,000 PUBLIC SECTOR
ENTITIES FIRM-WIDE



182.7 MILLION
Total revenue
in 2022



950+
Number of
associates



OFFICES
Located throughout
Michigan, Ohio and Florida

STAFF QUALIFICATIONS AND EXPERIENCE

One Team. One Focus. Your Success – Your engagement will be managed by full-time governmental auditors, and your Rehmann team will have the optimal combination of skills and experience to support your success. As a result, these professionals will be able to work with you as peers, sharing knowledge and best practices, and meeting your completion deadline. Another continuing benefit will be ready access to these professionals to answer questions, discuss options and receive timely technical assistance. The Rehmann client service delivery model ensures you will have *direct access* to all members of your Rehmann team.

Engagement Principal | Nathan C. Baldermann, CPA, CGFM

Nate will be integrally involved in planning and overseeing your audits, ensuring we are meeting and exceeding your needs. He will provide access to additional resources available within the firm and through our industry networks.

Senior Manager | Amanda Wedgwood, CPA

Amanda has significant experience serving governmental entities and will be responsible for overseeing the engagement, completing audit procedures and supervising staff. She will maintain active communication with the Township throughout the year.

Senior auditor

We will assign one of our experienced senior auditors (in-charge) to conduct and supervise the audit procedures. The specific individual assigned will be determined once the exact timing of the engagement is finalized. Whoever is assigned will be involved on a full-time basis for the duration of the audit for each annual audit and we will seek to assign the same in-charge for the entire audit contract term.

Staff auditors

Our staff accountants have one to five years of experience and will perform many of the audit procedures, as directed by the engagement executives. The final decision of which individual staff we will assign to your audits will be made when we prepare our schedule.

Client ambassador | William Burke, Director of Client Services and Business Development

Bill will conduct client satisfaction assessments and communicate client-defined service improvements and new service standards back to the Rehmann team. He will maintain an objective role to ensure we are doing all that we can to exceed your expectations.

Biographical resumes of these executives are included on the following pages.

CERTIFICATIONS AND MEMBERSHIPS

Rehmann is actively involved in industry associations that provide access to professionals with governmental and not-for-profit experience across the country.



More importantly, Rehmann professionals are involved in leading these organizations in the following ways:

- **MSBO:** Member, and regularly provides speakers for training
- **CMHA:** Affiliate member, and regularly provides speakers for training
- **AICPA:** Member of the Government Audit Quality Center (GAQC)
- **MICPA:** Member/past chair of the governmental taskforce, and regularly provide speakers to train other CPAs across the state
- **GFOA:** Multiple special review committee members, and an advisor to the CAAFR Committee
- **MGFOA:** Multiple former board members and current member of the Standards Committee
- **AGA:** Multiple current and former AGA board members

CERTIFIED GOVERNMENT FINANCIAL MANAGERS



The Certified Government Financial Manager (CGFM) designation is a mark of excellence in government financial management, which signifies the highest level of education, experience and ethical standards in the government environment. Rehmann has 10 professionals with the designation.

CONTINUING PROFESSIONAL EDUCATION

To maintain our competitive edge and to stay ahead of the curve on technical quality, we place significant emphasis on continuing professional education with appropriate focus on industry specialization and relative responsibility levels. **All professionals designated as CPAs meet or exceed the State and GAO's CPE hour requirements through a variety of external and internal programs.**

For each industry association listed in this proposal, Rehmann professionals attend the majority of the training opportunities they offer, frequently as presenters. Internally each year, Rehmann sponsors multiple in-person and virtual training opportunities, governmental technical updates and updates on auditing standards with an emphasis on engagement planning, risk assessment, and analytical review techniques. Rehmann logs each CPE course that associates attend through our centralized CPE tracking software. Detailed CPE reports are readily available for specific individuals upon request.



NATHAN C. BALDERMANN, CPA, CGFM

PRINCIPAL | PUBLIC SECTOR
Assurance and Financial Reporting

 517.841.4235

 nathan.baldermann@rehmann.com

 **Ferris State University**
BS, accounting

My career has focused solely on the public sector, and our clients benefit from that by experiencing a streamlined process resulting in a wealth of knowledge and best practices applicable to their entity.

CURRENT ROLE

Nate is the primary business advisor for a multitude of public sector clients, leading financial statement audit, single audit and consulting engagements. With a concentration on governmental and related not-for-profit entities, one of Nate's strengths is sharing best practices for efficient operations.

Nate serves on Rehmann's government audit quality control subcommittee, ensuring compliance with technical standards and Firm-wide consistency.

SERVICE AREAS

- Public sector auditing and consulting
- Federal award compliance auditing
- Community mental health compliance, auditing and consulting
- GASB standards implementation

EXPERIENCE

Nate has worked exclusively in the public sector since he began his career with Rehmann in 1994 as an intern. With deep knowledge in the industry, Nate has assisted governments in various stages and is able to draw upon that experience to provide fresh ideas to his clients.

Nate has worked with counties, cities, local and intermediate school districts, public school academies, community mental health agencies and various other governmental and not-for-profit organizations.


A CLOSER LOOK

- Highly regarded in the governmental industry, Nate served on the Michigan GFOA's accounting standards committee and previously served on the board of directors.
- Having served on the Special Review Committee for the GFOA's ACFR Program, Nate is well-versed in annual comprehensive financial reports and has assisted numerous clients in receiving the certificate.
- As a thought leader in the industry, Nate has presented on new and changing standards for organizations including the Michigan GFOA, the MICPA and the AGA.



AMANDA WEDGWOOD, CPA

SENIOR MANAGER | PUBLIC SECTOR
Assurance and Financial Reporting

 517.841.4270

 amanda.wedgwood@rehmann.com

 Spring Arbor University
BA, Accounting

With our team's extensive knowledge of the industry and related standards, we are committed to serving the unique needs of each of our clients in a professional and timely manner – creating an experience that is positive and as stress-free as possible.

CURRENT ROLE

Amanda is responsible for managing day to day fieldwork, assigning tasks and providing training. She communicates with clients throughout the engagement, with a focus on answering their questions in a timely manner and providing a fresh perspective on their operations and procedures. Amanda works primarily with public sector organizations.

SERVICE AREAS

- Public sector auditing and consulting
- Federal award compliance auditing
- GASB standards implementation
- School district compliance, auditing and consulting

EXPERIENCE

Amanda has worked with clients in the public sector industry since her career began in 2013, when she joined Rehmann after graduating from college. She has significant experience auditing counties, cities, school districts, authorities and related not-for-profit organizations.

A CLOSER LOOK

- Keeping up-to-date on the latest industry standards, Amanda is a member of the MSBO, AICPA and MICPA.
- Valuing the relationships that are built with each client, Amanda communicates with them throughout the year to help their audit engagement run as smoothly as possible.
- With continuously evolving GASB pronouncements, Amanda stays ahead of the latest technical standards through training and research and helps clients understand and apply the newest pronouncements.



WILLIAM BURKE

DIRECTOR OF CLIENT SERVICES AND BUSINESS DEVELOPMENT

 517.316.2464

 bill.burke@rehmann.com

 **Michigan State University**
BA, business administration

I strive to build collaborative partnerships by listening to client and prospect concerns then introducing them to Rehmann client service executives who can provide customized, financially rewarding business solutions and peace of mind.

CURRENT ROLE

Bill leads Rehmann's client service, practice growth and new business development efforts in its Lansing/Jackson region. In addition to identifying opportunities to provide comprehensive accounting and consulting services to companies, organizations and individuals, Bill initiates meaningful dialogue with clients and advises on courses of action to help them achieve their goals.

In his role as a client ambassador, Bill delivers The Rehmann Experience as an objective liaison between Rehmann and client executives. He conducts client satisfaction assessments, participates in brainstorming sessions for client service improvements and helps develop strategic plans that meet client-defined expectations for performance and service.

THE REHMAN EXPERIENCE

For more than 80 years, Rehmann has provided forward-thinking solutions to our clients. We are obsessed with client success, making it our duty to anticipate our clients' daily and future needs, while providing them with proactive solutions to meet their goals. Our trustworthy advice, answers and guidance take the stress out of every challenge and change. We're there when you need us. That's The Rehmann Experience.

SERVICE AREAS

- Business development
- Practice growth
- Product and service development
- Client ambassador
- Entrepreneurship
- Networking

AUDIT

Rehmann is committed to delivering high-quality assurance services in a timely, efficient manner.

DELIVERABLES

- Financial and single audit for the years ending December 31, 2023-2025
- Preparation of a management letter of comments and recommendations
- Exit conference with management
- Presentations to the finance (or audit) committee and/or board
- Due diligence reviews of various official statements for periodic debt issuances, if requested
- Availability for ongoing technical assistance throughout the year

The format and presentation of the financial statements will conform to applicable standards set forth by:

- Governmental Accounting Standards Board (GASB)
- American Institute of Certified Public Accountants (AICPA)
- Government Finance Officers Association (GFOA)
- U.S. Office of Management and Budget
- Michigan Department of Treasury

SCHEDULE

Our anticipated schedule of audit milestone dates is intended to comply with your filing date. An initial estimate of such dates is as follows:

DESCRIPTION	DATE(S)
Planning phase	January
Primary audit procedures (fieldwork)	Late March/early April
Draft reports	Last day of audit procedures
Final reports	No later than June 30

APPROACH

We will complete our work in four inter-related phases. An overview of our audit approach is provided below; a detailed explanation of the audit process and Rehmann's approach can be provided upon request.



Phase 1: Planning and risk assessment

Your Rehmann team will hold a planning meeting with the Township prior to the start of the engagement to schedule our audit procedures, arrange for downloads of information, document internal controls over financial reporting and compliance, and review other materials. We will also begin preparing the format of the financial statements in Microsoft Excel.

Once the Township has a reasonably-adjusted trial balance available, our team will analytically review the draft financial statements and document our assessment of audit risk by areas. We will use this information to tailor our standard audit programs to correlate with our risk assessment of the Township's accounting and financial processing environment.

Phase 2: Audit procedures and testing

Working from the reasonably-adjusted trial balance, we will begin year-end audit procedures (also referred to as audit "fieldwork"). These procedures may include on-site fieldwork, remote audit procedures, or a mix of both. Our lead schedules and audit workpapers will be created based on the Township's draft financial statements. Each audit area will be tested through a combination of analytical, substantive and sampling procedures, consistent with the tailored audit programs developed in Phase 1.

As these procedures are completed, our team will review the workpapers, quality control documents, and checklists as part of our formal system of quality control. All comments and issues generated by these reviews will be resolved in the field.

Phase 3: Prepare and review draft financial statements

Financial statement preparation continues through the entire audit process; once the financial statements and related notes have been compiled, they will also be processed through our formal quality control process.

In addition, we will summarize our recommendations and observations in writing and schedule an exit meeting with the Township's management team to discuss our findings, including internal control and program compliance observations and recommendations.

Phase 4: Conclude audit and issue final financial statements

After management has reviewed the draft financial statements and any audit findings or recommendations, we will perform conclusion and issuance procedures. Once complete, we will provide final versions of the financial statements and reports.

QUALITY CONTROL

In order to ensure that all engagements meet our high-quality standards, we have implemented a firm-wide system of quality control. The significant components of this system, as they relate to your audit, are as follows:

- All workpapers and audit programs are reviewed by the associates' immediate supervisors, and ultimately, the engagement principal.
- Draft financial statements and other reports are given a detailed review by an associate not connected with their preparation.
- Finally, the financial statements and other reports are reviewed for format, presentation and compliance with all applicable professional guidance and technical pronouncements by the engagement principal and a top-level executive independent of the engagement team.

Through this quality control process, we are able to assure our clients that their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence available.

SIGNIFICANT EXECUTIVE INVOLVEMENT

You can expect substantial involvement from your engagement executives. When our most experienced people are investing a significant amount of time in an engagement, we will conduct the audit with optimal efficiency. In addition, we've experienced frequent executive interaction with our clients strengthens our relationship, gives us a deeper understanding of your needs, and fully leverages the knowledge and experience of your Rehmann team.

EFFECTIVE USE OF TECHNOLOGY

Rehmann enhances our client experience using technology. Whether the Township desires fieldwork to be completed onsite or offsite, rest assured that Rehmann has the capability to seamlessly meet your needs. Our enhanced audit technology includes:

- Data extraction, automation, and advanced data analysis tools to provide management with insights
- Advanced analytics, artificial intelligence, and machine learning software to provide greater accuracy and efficiency
- Convenience for clients – Rehmann's cloud-based document exchange platform allows for secure, paperless document transfer from clients to their engagement team accessible anytime, anywhere. This platform also incorporates a digital document workflow to track status of requests and the audit.
- Ability to work with your IT department to obtain the audit documentation from your systems remotely, if desired

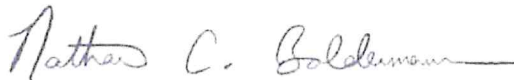
MANDATORY REQUIREMENTS

Rehmann's role as the Township's independent external auditor is to deliver assurance services in an efficient manner, without disruption to your staff, while maintaining a high level of quality.

We meet the mandatory requirements of the Township's request for proposal in the following ways:

- Rehmann is registered to do business in the State of Michigan
- Each certified public accountant to be assigned to the engagement is properly licensed to practice public accounting in the State of Michigan
- The proposed team members for this engagement all have experience in performing municipal audits and preparing financial statements in accordance and compliant with all applicable standards and laws (please see above Staff Qualifications and Experience section, the following Similar Engagements / References section, as well as the Appendix for more information)

Thank you,



Nathan C. Baldermann, CPA, CGFM
Principal

SIMILAR ENGAGEMENTS



 **25+**
Counties

 **60+**
School
Districts

 **20+**
Colleges &
Universities

 **50+**
Cities, Villages
& Townships

 **275+**
Not for Profit

 **110+**
Other Governmental
Entities

Rehmann serves a variety of other public sector entities including libraries, tribal governments, road commissions, transit authorities, public authorities, community mental health and affiliated providers, housing projects, medical care facilities and others.

REFERENCES

We invite you to contact our clients directly and ask about our people, capabilities and service. Below are several engagements that are similar to the Township's engagement. If further detail is essential for proposal evaluation, a complete list of governmental audit clients can be made available for review confidentially.

Client: County of Jackson
Client Contact Name: Cecilia Anderson, Finance Director
Address: 120 W. Michigan Ave., Jackson, MI 49201
Telephone: 517.768.6614
Email: canderson@co.jackson.mi.us
Dollar Amount: GF revenue = \$45.9 million
Dates of Service: Client gained October 1994
Scope of Work: Financial statement and single audit, ACFR assistance
Type of Service: Assurance services
Number of Staff: 9

Client: City of Jackson
Client Contact Name: Heather Ehnis, Finance Director
Address: 161 W. Michigan Ave., Jackson, MI 49201
Telephone: 517.768.6384
Email: hehnis@cityofjackson.org
Dollar Amount: GF revenue = \$30.7 million
Dates of Service: Client gained January 1973
Scope of Work: Financial statement and single audit, ACFR assistance
Type of Service: Assurance services
Number of Staff: 8

Client: Pittsfield Charter Township
Client Contact Name: Michelle Anzaldi, Township Clerk
Address: 6201 W. Michigan Ave., Ann Arbor, MI 48108
Telephone: 734.822.3120
Email: anzaldim@pittsfieldtwp.org
Dollar Amount: GF revenue = \$16.4 million
Dates of Service: Client gained July 2009
Scope of Work: Financial statement audit
Type of Service: Assurance services
Number of Staff: 7

Client: Charter Township of Harrison
Client Contact Name: Nicol Giebas, Finance Director
Address: 38151 L'Anse Creuse Rd., Harrison Twp, MI 48045
Telephone: 586.466.1438
Email: ngiebas@harrison-township.org
Dollar Amount: GF revenue = \$4.2 million
Dates of Service: Client gained September 2022
Scope of Work: Financial statement and single audit
Type of Service: Assurance services
Number of Staff: 11

Client: Berlin Charter Township
Client Contact Name: Dave Reaume, Supervisor
Address: 2744 Vivian Rd., Monroe, MI 48162
Telephone: 734.586.2187, ext. 1
Email: dave@berlintwp.net
Dollar Amount: GF revenue = \$1.7 million
Dates of Service: Client gained January 2020
Scope of Work: Financial statement audit
Type of Service: Assurance services
Number of Staff: 7

FEES

Based on your request for proposal, the estimated fees are as follows:

MAXIMUM ESTIMATED HOURS					
Year Ended	Partners	Managers	Supervisors	Staff	Total Hours
2023	20	30	70	80	200
2024	20	30	70	80	200
2025	20	30	70	80	200

TOTAL ALL-INCLUSIVE MAXIMUM FEE			
Year Ended	2023	2024	2025
Financial Statement Audit	\$39,000	\$41,000	\$43,000

This proposal is based on professional standards in effect as of the date of our proposal, excluding GASB 96, Subscription-Based Information Technology Arrangements. Our fees are based on the assumption that the Township will provide a reasonably adjusted trial balance at the beginning of our audit and that current standards remain applicable. Should the Township require assistance in obtaining a reasonably adjusted trial balance or professional standards significantly change making our estimate unreasonable, we will work with the Township in arriving at a new fee that is commensurate with the additional work and hours required prior to performing such services.

The fees noted above do not contemplate the need for a Single Audit. If a Single Audit is necessary, the fee for the Single Audit with one major program will be \$9,000. Additional major programs, if required, would be billed separately at \$5,000-\$8,000 each, depending on the size and complexity of the related compliance requirements to be tested. Alternatively, the Township may qualify to have an Alternative Compliance Examination Engagement, which is allowed under certain circumstances for eligible recipients of the CSLFRF program. If applicable, the fee for this type of engagement would be \$7,000.

CONTACT THROUGHOUT THE YEAR

Our team wants the Township to have regular contact with us throughout the year. We will never bill for "check-in" visits or calls made by or to us, and the proposed fee schedule is inclusive of recurring services, including responding to technical questions and periodic contact with the Township's staff throughout the year.

In the case that substantial research or time (1-2 hours) is required, we will discuss this with the Township to ensure understanding of the charges to be made. Likewise, if significant additional professional services are agreed upon, we will create an engagement letter for that service.

HOURLY RATES

If the Township wishes to extend or request additional services, we will discuss the work in advance to ensure agreement on scope and fees, which will be determined based on the amount of professional time and the level of personnel required to complete the project. Our standard hourly rates, which are frequently discounted based on the nature and timing of services, are as follows:

LEVEL	RATE
Principal	\$570
Senior Manager	\$430
Manager	\$365
Senior	\$290
Staff	\$225-265

SAMPLE ENGAGEMENT LETTER

Governmental Engagement Letter

[CPA Firm's Letterhead]

[Date of Letter]

[Address to Governing Body]
[Name and
Address of Governmental Entity]

We are pleased to confirm our understanding of the services we are to provide [*Name of Governmental Entity*] (the "Entity") for the year ended [Date].

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Entity as of and for the year ended [Date]. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Pension Schedules
3. OPEB Schedules

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the Entity's basic financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures, in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

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The following other information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

1. Introductory section of the Annual Comprehensive Financial Report
2. Statistical section of the Annual Comprehensive Financial Report

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions as to whether the Entity's basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The concept of materiality is inherent in the work of an independent auditor. An independent auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention [*in an audit of group financial statements where component auditors are involved, include the following*: including such matters related to components]. We will also inform the appropriate level of management of any violations of laws or

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governmental regulations that come to our attention, ***[in an audit of group financial statements where component auditors are involved, include the following:*** including those related to components,] unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We have advised the Entity of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the Entity has not engaged us to do so and does not wish us to do so at this time.

Internal Control Over Financial Reporting

We will obtain an understanding of the Entity and its business environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control, to identify deficiencies in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. Accordingly, we will express no such opinion. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards ***[in an audit of group financial statements where component auditors are involved, include the following:*** including such matters related to components]. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the Entity's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Auditing standards generally accepted in the United States of America do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the Entity's attention by us.

[If using the engagement letter (rather than a professional services plan) as the communication to those charged with governance at planning, include the following: We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of internal controls and revenue recognition. However, planning for our audit has not concluded, and modifications to our risk assessment may still be made. If new significant risks are identified during the course of our audit, we will so inform you. ***[Describe any other significant risk(s) identified.] If the identification of significant risks has not yet been completed by the date of this communication (that is, if engagement planning has not yet been completed), communicate any significant risks identified in the prior-period that the auditor believes are still relevant, with a note that planning has not concluded and modifications may be made. If new significant risks are identified after the date of this initial communication during the course of planning and fieldwork, communicate them to those charged with governance in a timely manner, in writing.]***

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

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Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the Entity's attorneys as part of the engagement, and they may bill the Entity for responding to this inquiry.

Our audit of the Entity's financial statements does not relieve management or those charged with governance of their responsibilities.

Compliance with Laws and Regulations and the Provisions of Grant Agreements

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your sole and complete responsibility for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including ongoing monitoring activities; for the selection and application of accounting principles [*in an audit of group financial statements where component auditors are involved, include the following: including those related to components*]; and for the preparation and fair presentation of the financial statements in conformity with an acceptable financial reporting framework. Management is responsible for determining, and has determined, that the applicable and appropriate financial reporting framework to be used in the preparation of the Entity's financial statements is accounting principles generally accepted in the United States of America (GAAP).

Management is also solely and completely responsible for making drafts of financial statements, all financial records, and related information available to us, including a reasonably adjusted trial balance, and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request from management for the purpose of the audit, and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence. [*In an audit of group financial statements where component auditors are involved or where the parent and certain components are not under common management, this sentence may be modified, as necessary, to also address access (or arrangements to facilitate access) to component information, instructions issued by group management to components related to the consolidated process, persons at components (including management and those charged with governance), or component auditors.*] At the

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conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We will advise management (**and the Audit Committee or [Governing Body], as necessary**) about appropriate accounting principles and their application and may assist in the preparation of the Entity's financial statements, but the ultimate responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting or correcting journal entries to the Entity's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements and the implications of such entries on the Entity's internal control over financial reporting. Further, the Entity is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these nonattest services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the Entity complies with applicable laws and regulations.

Management is responsible for the preparation of the supplementary information that is presented fairly in relation to the basic financial statements. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The Entity is required to disclose the date through which subsequent events have been evaluated, which ordinarily is the date the financial statements were available to be issued. The Entity will not date the subsequent event note earlier than the date of management's written representation letter and the date of our independent auditors' report.

During the course of our engagement, we will request information and explanations from management

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regarding the Entity's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

FIRST TIME AUDIT ENGAGEMENTS WHERE THERE IS A PREDECESSOR AUDITOR

As we have informed management, our acceptance of this engagement is subject to the results of our communications with the Entity's prior accountants and our Firm's investigatory procedures.

Since we were not the Entity's independent accountants for the previous year, we will have to communicate with the Entity's previous auditors about significant accounting and auditing issues, and extend our procedures to satisfy ourselves as to the opening balances for the current year and the consistency of accounting principles. Management will arrange with the Entity's previous accountants to provide us access to their work papers and to allow us to discuss with their personnel significant accounting and auditing issues and the opening balances and procedures. If the prior accountants decline to cooperate and we have to extend our procedures, we will discuss with management before beginning the work the extent of additional procedures and any additional fees that would be required.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management agrees to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably within senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of these or other nonattest services performed by our Firm; and understand and accept responsibility for the results of such services.

We are not hosts for any Entity information. Management is expected to retain all financial and non-financial information that management uploads to a portal (document sharing site), and management is responsible for downloading and retaining in a timely manner anything we upload. Portals are meant as a method only of transferring and sharing data, and are not intended for the storage of Entity information, which may be deleted at any time. Management is expected to maintain control over the Entity's accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of the Entity's data or records. Giving us access to the Entity's accounting system does not make us hosts of information contained within.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management functions or responsibilities.

Fees

Our fee for the audit services for the [period, year, or years] ended [Date] will be charged at rates commensurate with the value of our professional services rendered and are not expected to exceed \$_____, exclusive of additional billings related to the Entity's implementation of GASB 87.

The Entity is required to implement GASB 87, *Leases*, during the current fiscal year. The implementation of this standard may require the analysis of new and existing leases / contracts, updates to documentation, and modifications to financial presentation and disclosures. The exact extent of the additional procedures is unknown, but we anticipate the additional billings related to the implementation to range from \$_____ to \$_____, if applicable. The additional amount will be billed upon completion of the procedures.

Our invoices for these fees are due and payable as follows:

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(List dates and amounts for prebilling and interim bills)

(If not prebilling, "Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.")

This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from the Entity's personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting principles such as leases which is driven for this year by a new GASB pronouncement on this topic or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements including leases, the valuation of investment securities, the actuarial methods and assumptions used to calculate the net pension and other postemployment benefits liabilities, impairment of capital assets including those held for sale, the valuation of inventories and land held for resale, allowances for uncollectible receivables, and the estimate for incurred-but-not-reported self insurance claims. If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided.)

Engagement Administration and Other

Management shall discuss any independence matters with Rehmann that, in management's judgment, could bear upon Rehmann's independence.

By applying a digital signature to this engagement letter or other document via DocuSign or a similar third-party digital signature service, management acknowledges the Entity's consent to receive and execute such documents via this method. Management further acknowledges that a digital signature applied via DocuSign or a similar third-party digital signature service has the same legal commitment as a traditional physical signature.

Our audit engagement and responsibility as auditors ends on delivery of our audit report. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

This engagement letter, including the attached Rehmann Audit Engagement Letter Terms and Conditions which are incorporated herein by reference as if set forth within the body of this engagement letter in their entirety, reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the Entity and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included.

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Reporting

We will issue a written report upon completion of our audit of the Entity's financial statements. **[In a Group Audit, the following sentences may be added as necessary, depending on the significance of the components and the relationship between the client and the components: [If making reference to a component auditor in the auditor's report:]** As we have discussed, we intend to make reference to [Name of Component Auditor] 's audit of [Name of Component] in our report on the Entity's financial statements. **[If assuming responsibility for the work of component auditors:]** Our audit will also include performing procedures on the financial information of [Name of Component(s)] (or requesting other auditors to perform procedures on the financial information of [Name of Component(s)]) to enable us to express an opinion on the Entity's financial statements. **[If no component auditors are involved, and we expect that it will be necessary to perform procedures on certain significant components:]** Our audit will also include performing procedures on the financial information of [Name of Significant Components(s)] to enable us to express an opinion on the Entity's financial statements.] Our report will be addressed to the [Governing Body] of the Entity. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add emphasis-of-matter or other-matter paragraphs to our report, or if necessary, withdraw from this engagement. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the Entity's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the Entity is incorrect, incomplete, inconsistent, misleading, contains material omissions, or is otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to the Entity and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms and Conditions accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.

[Rehmann Robson LLC Signature Stamp]

Name of Principal, CPA
Principal
Executive responsible for supervising the
engagement and signing our report

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ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of *[Name of Governmental Entity]*.

Officer Signature

Printed Name

Title

Date

Governance Signature

Printed Name

Title

Date

Rehmann Audit Engagement Letter Terms and Conditions

ADDITIONAL SERVICES - The Entity may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated separate fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our attest services will continue to be governed by the terms of this engagement letter.

CODE OF CONDUCT - Management is responsible for identifying any violations by employees of the Entity's code of conduct.

CHANGES IN STANDARDS, LAWS AND REGULATIONS - We perform services for the Entity based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The Entity can always obtain reassurance in this regard by contacting us for an updated review of the Entity's situation.

MANAGEMENT'S REPRESENTATIONS - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false, misleading, incomplete, inconsistent, or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures. In view of the foregoing, the Entity agrees that we shall not be responsible for any material misstatements in the Entity's financial statements that we may fail to detect as a result of false, inaccurate, incomplete, inconsistent, or misleading representations that are made to us by management. In addition, the Entity further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees, that we may incur as a result of the services performed under this engagement in the event there are false or misleading representations made to us by any member of the Entity's management.

CLIENT ASSISTANCE - We understand that the Entity's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the Entity's financial affairs.

WORK SPACE - The Entity shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services.

TIMELY DECISIONS AND APPROVALS - The Entity understands that Rehmann's performance is dependent on the Entity's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by Entity personnel.

ACCURACY AND COMPLETENESS OF INFORMATION - Management agrees to ensure that all information provided to us is accurate, complete, and consistent in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

EMAIL - The Entity acknowledges that (a) Rehmann, the Entity and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the Entity expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

OFFERS OF EMPLOYMENT - Professional standards require us to be independent with respect to the Entity in the performance of our services. Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the Entity desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the Entity, a market-driven compensation placement fee may apply.

ADDITIONAL FEES AND BILLING POLICIES - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the Entity. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the Entity has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of Entity personnel, as required, and that there is a reasonable continuity of Entity personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will attempt to resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the Entity. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance and preparedness the Entity is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the Entity of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the Entity's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The Entity will be obligated to compensate us for all time expended and to

Rehmann Audit Engagement Letter Terms and Conditions

reimburse us for all out-of-pocket expenditures through the date of termination.

Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

Rehmann charges a 3% convenience fee on credit card payments.

CLAIMS - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the Entity agrees that, notwithstanding the statute of limitations of any particular State or U.S. Territory, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

TERMINATION OF SERVICES - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The Entity is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the Entity's right to terminate our services at any time, and the Entity acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the Audit Scope and Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, or (e) a lack of professionalism exhibited by management appears to demonstrate a lack of respect for our personnel such as that evidenced in inappropriate or threatening language/emails, subject in either case to our right to payment for charges incurred to the date of termination or our resignation.

In the event that we determine to resign, and the Entity seeks damages allegedly resulting from such resignation, our maximum liability to the Entity in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

INITIAL ISSUANCE OF OUR AUDIT REPORT ON FINANCIAL STATEMENTS - If the Entity intends to publish or otherwise reproduce our audit report on the financial statements and/or make reference to our Firm name, such as for inclusion in an annual report (such as, for example, in a Comprehensive Annual Financial Report), prospectus, official statement, or similar disclosure document, including incorporation by reference thereto, the Entity agrees to provide us with a copy of the final reproduced document for our review and approval before it is distributed, circulated or submitted. Additional fees for issuance or inclusion of our audit report and/or any other reference to our Firm in such other document, will be based on our standard hourly rates.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the Entity's Internet Web site, the Entity understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

SUBSEQUENT REPRODUCTION OF OUR AUDIT REPORT ON FINANCIAL STATEMENTS - If the Entity decides to include, publish or otherwise reproduce our audit report on the financial statements at a date subsequent to our original report issuance, such as for inclusion in a Preliminary or Official Statement, an exempt offering in connection with a sale of bonds or notes, or other securities, or in a similar exempt offering or other disclosure document such as a prospectus, official statement, etc.

(hereinafter referred to as the "document"), our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. In these circumstances, the Entity agrees to include in such document a statement that Rehmann has not been engaged to perform and has not performed, since the date of our audit report being reproduced, any procedures on the financial statements contained in such document or on any unaudited financial or other information contained in the document, or on the document itself. If, however, management or the Entity's agent (such as an underwriter, bond counsel, placement agent, financial advisor, broker-dealer, etc.) requests our involvement, thereby causing us to be engaged to or otherwise prepare a written acknowledgement (sometimes referred to as a "consent" or "agree to include") letter prior to including our audit report in such a document, or requests or engages us to assist in preparing or reviewing financial or other information contained in such document, or participate in related oral due diligence meetings or offering discussions, our Firm then becomes associated with the document. In this event, in accordance with professional standards, we will be required to perform certain subsequent events-based or other limited procedures with respect to this or other unaudited information contained in the document shortly before the initial and any subsequent distribution, circulation, or submission. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates. If the Entity wishes to make reference in such a document to our Firm's role in connection with the purpose and dissemination of the document, the caption "Independent Auditors" may be used to title or label that section of the document. In accordance with professional standards, the caption "Experts" should not be used, nor should our Firm be referred to as "Experts" anywhere in the document.

INFORMAL ADVICE - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

THIRD PARTY PROCEEDINGS - As a result of our prior or future services to the Entity, we might be requested or subpoenaed to provide information or documents to management, a court, a trier of fact, or a third party in a legal, investigative, regulatory, administrative, mediation, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be billable to the Entity as a separate engagement. We shall be entitled to compensation for our time at our standard or special hourly rates and reasonable reimbursement for our expenses (including our legal fees) in complying with this request. For all such requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request. This paragraph will survive the termination of this agreement for any reason, and will be binding upon successors to the Entity.

PEER REVIEW - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the peer reviewer will review a sample of our work. It is possible that the work we perform for the Entity may be selected by the peer reviewer for their inspection. If it is, the peer reviewer is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the Entity reviewed by our peer reviewer, please notify us in writing.

PROMOTIONAL MATERIALS - The Entity consents to Rehmann's use of your Entity name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

MEDIATION - If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

GOVERNING LAW - This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to the principles of conflicts of law thereof.

Rehmann

EXAMPLE CHANGE ORDER

Client: **[Name of Governmental Entity]** [Include actual name of Client as used on page 1 of the engagement letter] (the "Entity")

Date:

Project Description (and estimated completion date, if appropriate):

Estimated Additional Fees: \$ _____

We believe it is our responsibility to exceed the Entity's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement dated _____. The estimated fees for the above project have been mutually agreed upon by the Entity and Rehmann. It is our goal to ensure that the Entity is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above is due and payable upon completion of the project described.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. A copy is enclosed for the Entity's records. Thank you for letting us serve the Entity.

Agreed to and accepted:

Officer Signature

Printed Name

Title

Date

SAMPLE MANAGEMENT REPORT

For all references listed above, please visit the State of Michigan's [Local Government Document Search Site](#) to search for and view each entity's report.

NEXT STEPS

Thank you for the opportunity to propose services to the Township. We are confident Rehmann will meet and exceed your expectations. Please contact us with any questions you may have.

Nathan Baldermann, CPA, CGFM | 517.787.6503 | nathan.baldermann@rehmann.com



APPENDIX

Additional experience & information

ADDITIONAL EXPERIENCE & INFORMATION

EXPERIENCE AUDITING FEDERAL AWARDS

The professionals of Rehmann's public sector group are primarily focused on governmental accounting, auditing and consulting, so all members of the Township's engagement team will have extensive experience in auditing federal programs. Each year, Rehmann audits organizations administering hundreds of millions of dollars in federal awards; that means the Township will consistently receive meaningful comments and advice on how to enhance your financial management of those programs. Below are single audits performed by Rehmann for the most recent fiscal year:

TYPE OF ENTITY	CLIENTS AUDITED	TOTAL EXPENDITURES
City	13	\$ 91,489,635
County	20	322,388,679
School	48	211,465,119
Other government	13	53,538,271
Not-for-profit	22	168,372,111
Higher education	18	382,718,652
Tribal government	2	60,137,161
Grand total	<u>136</u>	<u>\$ 1,290,109,628</u>

EXCELLENCE IN GOVERNMENTAL FINANCIAL REPORTING

Rehmann's experience in assisting clients to receive (and keep receiving) the GFOA Certificate of Achievement for Excellence in Financial Reporting is extensive. Many of our executives volunteer their time as GFOA reviewers, totaling to more reviewers than any other organization in Michigan. On average, we assist **30 clients annually** in receiving the GFOA or ASBO Certificate, including cities, counties, school districts and other entities.

For first time submitters, we provide sample financial reports, the checklist used by the GFOA reviewers and spreadsheets for the statistical section. More importantly, we explain the process and identify the additional information that needs to be gathered, where it can be found and what the Township will need to prepare. Whether a first-time submitter or long-time certificate recipient, Rehmann will provide a range of assistance with the statistical section, MD&A tables and transmittal letter narratives. We are also available to assist in addressing the prior year GFOA review comments.

ACCESS TO CUSTOMIZED TRAINING FOR THE TOWNSHIP

Drawing on our extensive background with governmental and related not-for-profit entities, Rehmann has developed a wide array of training sessions specifically targeted to the public sector.

Governmental webinar series

Rehmann hosts webinars regularly to keep our clients and prospects updated on issues related to the public sector. Topics that may be covered include accounting, auditing and financial reporting, the risk of fraud, pension updates, grants management, uniform guidance and subrecipient monitoring.

Publications

Rehmann will keep the Township informed about important issues with regular communication and through our publications. Our monthly email newsletter, *Empower*, covers technical changes and addresses relevant, practical issues – authored by our dedicated team of Rehmann advisors.

PEACE OF MIND
FORWARD-THINKING
CONFIDENCE
TRUSTWORTHY
GUIDANCE
COLLABORATION
BUSINESS SOLUTIONS
RELENTLESS SERVICE

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VOTER TURNOUT BY GENDER AGE

11/07/2023 - NOVEMBER CONSOLIDATED

BLACKMAN TOWNSHIP (08760)

	All	Voted	Percent	18-21	Voted	Percent	22-30	Voted	Percent	31-40	Voted	Percent	41-50	Voted	Percent	51-59	Voted	Percent	60+	Voted	Percent	
WARD PRECINCT : 00001																						
Males	1181	101	8.55%	55	0	0.00%	171	0	0.00%	205	3	1.46%	173	3	1.73%	200	9	4.50%	377	86	22.81%	
Females	1469	165	11.23%	56	0	0.00%	205	3	1.46%	218	2	0.92%	162	3	1.85%	223	10	4.48%	605	147	24.30%	
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
Non Binary	2	0	0.00%	1	0	0.00%	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2652	266	10.03%	112	0	0.00%	377	3	0.80%	423	5	1.18%	335	6	1.79%	423	19	4.49%	982	233	23.73%	
WARD PRECINCT : 00002																						
Males	1093	157	14.36%	52	0	0.00%	144	2	1.39%	227	8	3.52%	168	8	4.76%	160	13	8.13%	342	126	36.84%	
Females	1236	196	15.86%	62	2	3.23%	126	4	3.17%	213	9	4.23%	194	16	8.25%	186	16	8.60%	455	149	32.75%	
No Gender	2	2	100.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	2	2	100.00%	
Non Binary	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2331	355	15.23%	114	2	1.75%	270	6	2.22%	440	17	3.86%	362	24	6.63%	346	29	8.38%	799	277	34.67%	
WARD PRECINCT : 00003																						
Males	1180	137	11.61%	60	2	3.33%	247	4	1.62%	204	4	1.96%	137	4	2.92%	157	13	8.28%	375	110	29.33%	
Females	1452	209	14.39%	77	0	0.00%	234	0	0.00%	204	4	1.96%	161	4	2.48%	177	13	7.34%	599	188	31.39%	
No Gender	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
Non Binary	3	1	33.33%	0	0	0.00%	2	1	50.00%	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2636	347	13.16%	137	2	1.46%	483	5	1.04%	410	8	1.95%	298	8	2.68%	334	26	7.78%	974	298	30.60%	
WARD PRECINCT : 00004																						
Males	1254	76	6.06%	73	0	0.00%	350	4	1.14%	273	2	0.73%	162	4	2.47%	120	5	4.17%	276	61	22.10%	
Females	1566	179	11.43%	105	0	0.00%	332	4	1.20%	269	8	2.97%	187	4	2.14%	135	9	6.67%	538	154	28.62%	
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
Non Binary	3	0	0.00%	0	0	0.00%	3	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2823	255	9.03%	178	0	0.00%	685	8	1.17%	542	10	1.85%	349	8	2.29%	255	14	5.49%	814	215	26.41%	
WARD PRECINCT : 00005																						
Males	1230	118	9.59%	61	2	3.28%	200	1	0.50%	237	6	2.53%	195	4	2.05%	156	8	5.13%	381	97	25.46%	
Females	1398	133	9.51%	51	0	0.00%	207	1	0.48%	284	9	3.17%	201	7	3.48%	213	15	7.04%	442	101	22.85%	
No Gender	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
Non Binary	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2628	251	9.55%	112	2	1.79%	407	2	0.49%	521	15	2.88%	396	11	2.78%	369	23	6.23%	823	198	24.06%	
WARD PRECINCT : 00006																						
Males	1111	215	19.35%	59	0	0.00%	123	6	4.88%	167	9	5.39%	180	18	10.00%	150	21	14.00%	432	161	37.27%	
Females	1174	240	20.44%	40	2	5.00%	144	6	4.17%	177	7	3.95%	168	23	13.69%	187	31	16.58%	458	171	37.34%	
No Gender	2	1	50.00%	0	0	0.00%	1	1	100.00%	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
Non Binary	1	0	0.00%	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	
All	2288	456	19.93%	100	2	2.00%	268	13	4.85%	345	16	4.64%	348	41	11.78%	337	52	15.43%	890	332	37.30%	

GRAND TOTALS:

VOTER TURNOUT BY GENDER AGE
11/07/2023 - NOVEMBER CONSOLIDATED

Males	7049	804	11.41%	360	4	1.11%	1235	17	1.38%	1313	32	2.44%	1015	41	4.04%	943	69	7.32%	2183	641	29.36%
Females	8295	1122	13.53%	391	4	1.02%	1248	18	1.44%	1365	39	2.86%	1073	57	5.31%	1121	94	8.39%	3097	910	29.38%
No Gender	5	3	60.00%	0	0	0.00%	1	1	100.00%	2	0	0.00%	0	0	0.00%	0	0	0.00%	2	2	100.00%
Non Binary	9	1	11.11%	2	0	0.00%	6	1	16.67%	1	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%
All	15358	1930	12.57%	753	8	1.06%	2490	37	1.49%	2681	71	2.65%	2088	98	4.69%	2064	163	7.90%	5282	1553	29.40%

11/07/2023 - NOVEMBER CONSOLIDATED

JURISDICTION: BLACKMAN TOWNSHIP (08760)

AV

COMBINED	Ballots Issued	Returned on Time / %	Returned Late / %	Overseas Civilian Ballots		Military Ballots		FWAB Ballots							
				Issued	Returned Time / %	Returned Late / %	Issued	Returned on Time / %	Returned Late / %	Received on Time / %	Received Late / %				
00001	345	238 - 68.99%	107 - 31.01%	1	1 - 100%	0	0 - 0%	1	0 - 0%	1	1 - 100%	0	0 - 0%	0	0 - 0%
00002	433	313 - 72.29%	120 - 27.71%	0	0 - 0%	0	0 - 0%	1	0 - 0%	1	1 - 100%	0	0 - 0%	0	0 - 0%
00003	477	316 - 66.25%	161 - 33.75%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%
00004	347	228 - 65.71%	119 - 34.29%	1	0 - 0%	1	1 - 100%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%
00005	293	220 - 75.09%	73 - 24.91%	1	1 - 100%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%
00006	579	409 - 70.64%	170 - 29.36%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%	0	0 - 0%
Total	2474	1724 - 69.68%	750 - 30.32%	3	2 - 66.67%	1	1 - 33.33%	2	0 - 0%	2	2 - 100%	0	0 - 0%	0	0 - 0%



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Monday, November 06, 2023

Michael J. Brown, Attorney
C/O A2G2J2, LLC
mbrown@cebhlaw.com

RID # RQ-2310-13098 **Reference/Transaction:** Transfer ownership 2023 Class C license and SDM license issued under MCL 436.1533(5)a, non-transferable, with Sunday Sales permit (AM) and Sunday Sales permit (PM) for Class C license – Spirits and Mixed Spirit Drink from One North, LLC; New Dance-Entertainment permit; New Sunday Sales permit (PM) for SDM license – Mixed Spirit Drink

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: A2G2J2, LLC

Business address and phone number: 2115 Bondsteel Dr, Jackson, MI 49202

Home address and phone number of partner(s)/subordinates:

Scott C. Berman Trust u/a/d 2-14-19, 688 Accipiter Way, East Lansing, MI 48823, C: 216-513-9546
Scott C. Berman, 688 Accipiter Way, East Lansing, MI 48823, C: 216-513-9546

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

SR

cc: One North, LLC: me@landonellc.com
Blackman Twp: delwell@blackmantwp.com

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011



Local Government Approval
(Authorized by MCL 436.1501)

Resolution # 18-2023-1120

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Backman Charter Township council/board
called to order by Supervisor Pete Jancek on November 20, 2023 at 6:00 P.M.
the following resolution was offered:

Moved by _____ and supported by _____
that the application from A2G2J2, LLC
for the following license(s): transfer Class C and SDM with Sunday sales permit (AM and PM); Dance-Entertainment permit
to be located at: 2115 Bondsteel Dr., Jackson, MI 49202

and the following permit, if applied for:

[] Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____
Nays: _____
Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Charter Township
council/board at a Regular meeting held on November 20, 2023

David K. Elwell November 20, 2023
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Monday, November 13, 2023

Michael J. Brown, Attorney
c/o ACAPULCO MEXICAN GRILL #3, INC.
mbrown@cebhlaw.com

RID # RQ-2310-15101 **Reference/Transaction:** Transfer stock interest by adding Juan C Vera-Mendoza, Jorge Vera, Raul Avila-Vera, and Jacinto Leon as stockholders; and as a result, existing stockholder Carmelo Vera will hold 200 shares, existing stockholder Alfredo Melendez Aguirre will hold 200 shares, existing stockholder Jose C Vera-Mendoza will hold 100 shares, new stockholder Juan C Vera-Mendoza will hold 100 shares, new stockholder Jorge Vera will hold 100 shares, new stockholder Raul Avila-Vera will hold 100 share, and new stockholder Jacinto Leon will hold 200 shares

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: ACAPULCO MEXICAN GRILL #3, INC.

Business address and phone number: 6010-6030 Clinton Rd Suites 1-3, Jackson, MI 49201-9402 in Blackman Twp in Jackson County

Home address and phone number of partner(s)/subordinates:

Juan C Vera-Mendoza; 15261 Wood Rd Lansing MI 48906; Cell: 517-803-8942
Jorge Vera; 244 Church Hill Downs Blvd Williamston MI 48895; Business: 517-203-0096; Cell: 517-775-0313
Raul Avila-Vera; 4444 Bowline Ct Lansing MI 48911; Cell: 517-897-8113
Jacinto Leon; 11203 Sand Hill Dr Grass Lake MI 49240; Cell: 317-366-7149

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: ACAPULCO MEXICAN GRILL #3, INC. haleyrh@hotmail.com
BLACKMAN TWP delwell@blackmantwp.com

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011



Local Government Approval
(Authorized by MCL 436.1501)

Resolution # 19-2023-1120

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Blackman Charter Township council/board
(regular or special) (township, city, village)
called to order by Supervisor Pete Jancek on November 20, 2023 at 6:00 P.M.
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from ACAPULCO MEXICAN GRILL #3, INC.
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Transfer stock interest adding Juan C Vera-Mendoza, Jorge Vera, Raul Avila-Vera, and Jacinto Leon
(list specific licenses requested)

to be located at: 6010-6030 Clinton Rd Suites 1-3, Jackson, MI 49201-9402

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Charter Township
council/board at a Regular meeting held on November 20, 2023 (township, city, village)
(regular or special) (date)

David K. Elwell

November 20, 2023

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

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Fax to: 517-763-0059

**BLACKMAN CHARTER TOWNSHIP
REQUEST FOR BOARD OR COMMITTEE APPOINTMENT**

Mail or personally deliver to: *Blackman Charter Township
Attn: Township Supervisor
1990 W. Parnall Road, Jackson, MI 49201*

The Blackman Charter Township Board of Trustees appoints individuals to numerous Boards and Committees. Persons who wish to serve should complete the following information.

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City Zip Code

PHONE: _____
(Include Area Codes) Home Business Cell

E-MAIL: _____

Name of Board and/or Committees to which Appointment is Requested:

1. _____ 2. _____ 3. _____

Community Activities/Civic Organizations/Boards/Commissions/Committees:

EMPLOYMENT:

Current Employer Position Dates of Employment

EDUCATION:

Please indicate why you are requesting appointment to the Board/Committee:

Additional information you feel may be helpful in considering your request for Appointment:

Signature

Date

Blackman Charter Townships expects attendance at committee meetings of Board Approved members. Other interested parties are welcome to participate, but do not have a vote on action items. Board Approved members may be removed by the Chairperson after three consecutive missed meetings, or five missed meetings within the immediately prior 12-month period. Statutory Board membership removal will be done by the Township Board. Attendance for a rolling 12-month period will be kept for each committee.



MIDWEST ENERGY & COMMUNICATIONS

60590 Decatur Road
Cassopolis, MI 49031

800.492.5989
teammidwest.com

October 27th, 2023

Dear Blackman Charter Township,

Enclosed, please find a Metro Act Permit application from Midwest Energy & Communications (MEC) for the expansion of our fiber-to-the-home broadband services.

MEC is a customer-owned rural electric cooperative founded in 1937 and headquartered in Cassopolis, Michigan. MEC provides electric distribution services in 11 counties in southwest and southeast Michigan, northern Indiana/Ohio, propane services in southwest and west-central Michigan, and fiber telecommunications services in southern Michigan.

MEC is currently expanding fiber internet to thousands of underserved and unserved residents in rural southern Michigan. Our extended service area is not contiguous and is dependent on grant funding from federal, state, and local sources.

Included in this envelope you will find:

- METRO Act Permit Application Form.
- MEC's UTC and ETC filings.
- MEC's Certificate of Good Standing.
- METRO Act Bilateral Permit
- A Certificate of Insurance naming the municipality as the additional insured.
- A map showing where MEC's fiber will be installed.
- A \$500.00 check to cover the permit application filing fees.

Once the permit application has been approved, please sign the Bilateral Permit form and email the executed document back to me at paige.baker@teammidwest.com. I will file the document with the Michigan Public Service Commission. Please complete this within 45 days of the dated documents.

If you receive questions from your patrons asking if service will be available. They can check their address at <https://www.teammidwest.com/internet/>

Should you have any questions, I am available by phone or email.

Thank you!

Paige Baker
Executive Coordinator
60590 Decatur Rd.
Cassopolis, MI 49031
269-445-1049

Blackman Charter Township

Public Safety Committee

Meeting Minutes-Monday, November 13th, 2023-5:00 p.m.

Members Present: Chairman Williams, Mr. Pack

Members Absent: Mr. Ambs

Department Personnel: Director Grajewski

Director Grajewski updated the committee on the projected year-end 2023 budget.

- Authorize the Director of Public Safety to purchase Body Worn Cameras, Tasers, and In-Car Cameras to include equipment and licensing fees at a first-year cost of \$153,595.53, from account #205-901-970-000. After discussion the committee voted 2-0 to take the purchase to the full Board of Trustees.
- Authorize to approve the 2023 Cleaning Allowance (per contract) of \$687.42, from account #205-345-721.200. After discussion and per contract language the committee voted 2-0 to take the Cleaning Allowance to the full Board of Trustees.

Director Grajewski had discussion of PSO Dean Grumhaus enlisting into the National Guard, with initial leave for Basic Training on November 21st, 2023. PSO Grumhaus will be at basic training for 12 weeks, and upon returning will leave almost immediately for Officer Training for an additional 12 weeks. PSO Grumhaus is enlisting into an Intelligence Unit and will have additional training time required over the next year.

Director Grajewski discussed the need to explore updating Public Safety Firearms from 40 caliber to 9mm. A quick overview of what the primary weapons, back-up weapons, holsters and green dot/lights would be quoted. This would require a trade-in of all 40 caliber weapons to bring down potential costs.

Director Grajewski advised the Public Safety Committee that the 2023-2024 invoice for Northwest School District was sent out, with a 3% increase for this period. This was previously discussed with PS Committee.

The Committee was advised that Public Safety is exploring options to use the software provider (Tyler Technology) for additional ways to view and interact with CAD system.

The meeting was adjourned at 5:25 p.m.

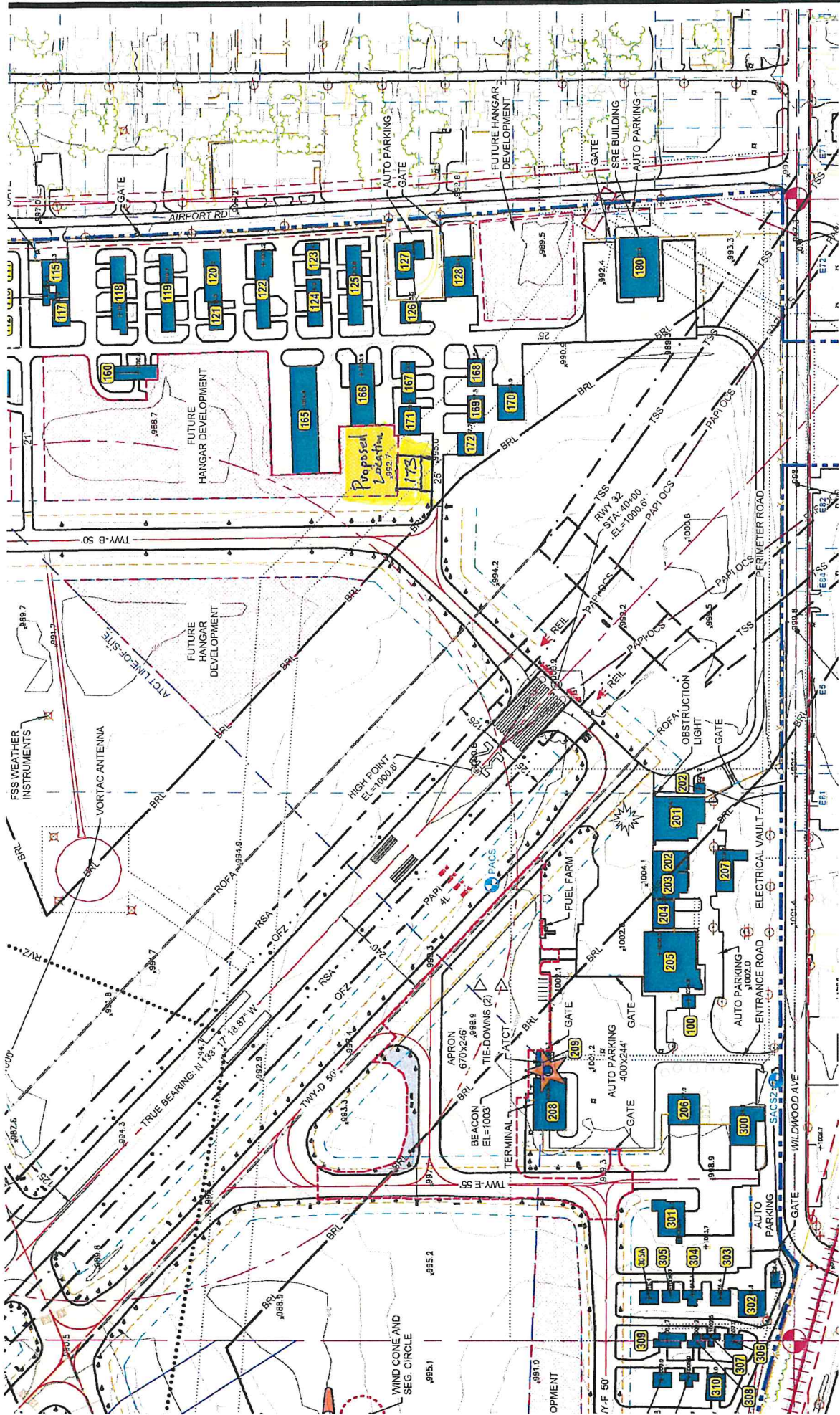
Submitted by: Director Scott J. Grajewski

<u>Call Date/Time</u>	<u>Location</u>	<u>Incident Type</u>
1/3/2023 9:37	4846 SIR AUSTIN DR, Blackman Twp	Ordinance Violation
1/4/2023 14:22	1424 LONGFELLOW AVE, Blackman Twp	Ordinance Violation
1/16/2023 10:34	1898 N BLACKSTONE ST, Blackman Twp	Ordinance Violation
1/17/2023 12:24	158 AMOS ST, Blackman Twp	Ordinance Violation
1/27/2023 13:57	2805 SPRINGPORT RD, Blackman Twp	Ordinance Violation
2/2/2023 9:57	147 BRADLEY AVE, Blackman Twp	Ordinance Violation
2/7/2023 13:26	2240 OLEARY RD, Blackman Twp	Ordinance Violation
2/8/2023 10:16	6830 DEWEESE RD, Blackman Twp	Ordinance Violation
2/11/2023 21:43	4065 GARLAND DR, Blackman Twp	Ordinance Violation
2/24/2023 9:40	1138 N BROWN ST, Blackman Twp	Ordinance Violation
3/8/2023 11:09	1688 VAN HORN RD, Blackman Twp	Ordinance Violation
3/8/2023 13:13	1821 LANSING AVE, Blackman Twp	Ordinance Violation
3/14/2023 10:54	2200 WILDWOOD AVE, Blackman Twp	Ordinance Violation
3/17/2023 12:14	WILLOW ST / E GANSON ST, Blackman Twp	Ordinance Violation
4/5/2023 14:23	2515 E GANSON ST, Blackman Twp	Ordinance Violation
4/14/2023 10:24	3055 SPRINGPORT RD, Blackman Twp	Ordinance Violation
4/14/2023 13:37	1325 MICHAEL DR, Blackman Twp	Ordinance Violation
4/19/2023 11:22	5227 S BOULDER ST, Blackman Twp	Ordinance Violation
4/19/2023 13:44	838 WAYNE ST, Blackman Twp	Ordinance Violation
4/21/2023 9:37	822 WOODWORTH RD, Blackman Twp	Ordinance Violation
4/21/2023 13:17	738 ROYAL DR, Blackman Twp	Ordinance Violation
4/24/2023 12:33	BRADLEY AVE / ORIOLE DR, Blackman Twp	Ordinance Violation
5/4/2023 13:06	4044 GARLAND DR, Blackman Twp	Ordinance Violation
5/5/2023 13:59	130 PEACOCK WALK, Blackman Twp	Ordinance Violation
5/10/2023 9:40	2709 LYNNBROOK DR, Blackman Twp	Ordinance Violation
5/10/2023 9:46	2373 SPENCER DR, Blackman Twp	Ordinance Violation
5/10/2023 10:08	2705 SPRINGPORT RD, Blackman Twp	Ordinance Violation
5/10/2023 13:56	ANDREW AVE / MORRIS ST, Blackman Twp	Ordinance Violation
5/10/2023 14:07	WAYNE ST / W NORTH ST, Blackman Twp	Ordinance Violation
5/11/2023 8:50	2603 CHAPIN ST, Blackman Twp	Ordinance Violation
5/12/2023 10:12	714 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:18	1628 HALLETT ST, Blackman Twp	Ordinance Violation
5/12/2023 10:23	828 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:32	867 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:38	1046 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:43	1050 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:46	1060 WAYNE ST, Blackman Twp	Ordinance Violation
5/12/2023 10:48	727 ANDREW AVE, Blackman Twp	Ordinance Violation
5/12/2023 15:23	135 PEACOCK WALK, Blackman Twp	Ordinance Violation
5/14/2023 13:29	234 WATTS ST, Blackman Twp	Ordinance Violation
5/15/2023 11:38	N BROWN ST / W ARGYLE ST, Blackman Twp	Ordinance Violation
5/15/2023 11:50	1802 W ARGYLE ST, Blackman Twp	Ordinance Violation
5/15/2023 12:08	1148 LONGFELLOW AVE, Blackman Twp	Ordinance Violation
5/15/2023 12:41	2038 W ARGYLE ST, Blackman Twp	Ordinance Violation
5/15/2023 12:48	1424 LONGFELLOW AVE, Blackman Twp	Ordinance Violation

5/15/2023 12:50	1238 LONGFELLOW AVE, Blackman Twp	Ordinance Violation
5/15/2023 12:53	735 ANDREW AVE, Blackman Twp	Ordinance Violation
5/15/2023 12:55	573 ANDREW AVE, Blackman Twp	Ordinance Violation
5/15/2023 12:57	565 ANDREW AVE, Blackman Twp	Ordinance Violation
5/16/2023 10:59	812 LONGFELLOW AVE, Blackman Twp	Ordinance Violation
5/18/2023 14:17	185 PEACH ST, Blackman Twp	Ordinance Violation
5/19/2023 9:44	3335 CLINTON WAY, Blackman Twp	Ordinance Violation
5/19/2023 10:30	913 BELLEVUE AVE, Blackman Twp	Ordinance Violation
5/22/2023 11:17	COOPER RD / N 3RD ST, Blackman Twp	Ordinance Violation
5/22/2023 11:25	2414 COOPER RD, Blackman Twp	Ordinance Violation
5/22/2023 11:31	122 BOLAND ST, Blackman Twp	Ordinance Violation
5/22/2023 11:42	2535 COOPER RD, Blackman Twp	Ordinance Violation
5/22/2023 12:30	4084 GARLAND DR, Blackman Twp	Ordinance Violation
5/22/2023 12:44	4088 GARLAND DR, Blackman Twp	Ordinance Violation
5/22/2023 12:52	4086 GARLAND DR, Blackman Twp	Ordinance Violation
5/22/2023 12:57	4112 GARLAND DR, Blackman Twp	Ordinance Violation
5/22/2023 13:03	4113 GARLAND DR, Blackman Twp	Ordinance Violation
5/22/2023 13:05	4036 BRIGGS CT, Blackman Twp	Ordinance Violation
5/22/2023 13:11	GARLAND DR / GILCHRIST DR, Blackman Twp	Ordinance Violation
5/22/2023 13:36	822 WOODWORTH RD, Blackman Twp	Ordinance Violation
5/23/2023 10:39	319 CARDINAL CRST, Blackman Twp	Ordinance Violation
5/23/2023 10:50	126 PEACOCK WALK, Blackman Twp	Ordinance Violation
5/24/2023 9:03	HENRIETTA ST / E MICHIGAN AVE, Blackman Twp	Ordinance Violation
5/24/2023 9:18	113 HENRIETTA ST, Blackman Twp	Ordinance Violation
5/24/2023 9:28	2521 TYSON ST, Blackman Twp	Ordinance Violation
5/24/2023 9:44	301 MANTLE AVE, Blackman Twp	Ordinance Violation
5/30/2023 9:43	IDA BLVD / KENZIE BLVD, Blackman Twp	Ordinance Violation
5/30/2023 9:51	3680 LORETTA AVE, Blackman Twp	Ordinance Violation
5/31/2023 11:54	918 WAYNE ST, Blackman Twp	Ordinance Violation
5/31/2023 12:07	713 WINIFRED ST, Blackman Twp	Ordinance Violation
5/31/2023 14:42	N BROWN ST / W NORTH ST, Blackman Twp	Ordinance Violation
6/1/2023 13:16	LAURENCE AVE / LORAIN ST, Blackman Twp	Ordinance Violation
6/1/2023 13:20	LAURENCE AVE / LORAIN ST, Blackman Twp	Ordinance Violation
6/2/2023 9:07	3602 GENEVA DR, Blackman Twp	Ordinance Violation
6/2/2023 9:12	3610 GENEVA DR, Blackman Twp	Ordinance Violation
6/5/2023 10:22	1628 HALLETT ST, Blackman Twp	Ordinance Violation
6/5/2023 10:30	238 KENNETH ST, Blackman Twp	Ordinance Violation
6/5/2023 11:07	2805 SPRINGPORT RD, Blackman Twp	Ordinance Violation
6/6/2023 10:56	3402 BALMARS AVE, Blackman Twp	Ordinance Violation
6/6/2023 15:16	706 LONGFELLOW AVE, Blackman Twp	Ordinance Violation
6/7/2023 12:18	933 VARDEN DR, Blackman Twp	Ordinance Violation
6/8/2023 9:56	S ROBERTS ST / TYSON ST, Blackman Twp	Ordinance Violation
6/13/2023 11:22	3091 BLACKMAN RD, Blackman Twp	Ordinance Violation
6/13/2023 12:06	3620 CLINTON WAY, Blackman Twp	Ordinance Violation
6/13/2023 13:12	3043 SPRINGPORT RD, Blackman Twp	Ordinance Violation
6/19/2023 10:47	135 PEACOCK WALK, Blackman Twp	Ordinance Violation
6/20/2023 10:39	2709 LYNNBROOK DR, Blackman Twp	Ordinance Violation

6/21/2023 10:45	1113 HERBERT J AVE, Blackman Twp	Ordinance Violation
6/21/2023 11:12	1105 HERBERT J AVE, Blackman Twp	Ordinance Violation
6/21/2023 11:26	540 CONDAD AVE, Blackman Twp	Ordinance Violation
6/26/2023 13:12	2072 CAMPBELL DR, Blackman Twp	Ordinance Violation
6/28/2023 11:55	5019 FIELDSTONE ST, Blackman Twp	Ordinance Violation
6/28/2023 15:11	4044 GARLAND DR, Blackman Twp	Ordinance Violation
7/6/2023 15:30	335 CHEROKEE LN, Blackman Twp	Ordinance Violation
7/10/2023 11:39	3335 CLINTON WAY, Blackman Twp	Ordinance Violation
7/10/2023 12:20	2372 SPENCER DR, Blackman Twp	Ordinance Violation
7/10/2023 12:29	822 WOODWORTH RD, Blackman Twp	Ordinance Violation
7/11/2023 13:35	1049 LOWELL AVE, Blackman Twp	Ordinance Violation
7/12/2023 9:14	234 WATTS ST, Blackman Twp	Ordinance Violation
7/12/2023 10:00	HENRIETTA ST / E MICHIGAN AVE, Blackman Twp	Ordinance Violation
7/12/2023 10:30	406 SEMINOLE PL, Blackman Twp	Ordinance Violation
7/12/2023 14:44	W ARGYLE ST / N BROWN ST, Blackman Twp	Ordinance Violation
7/13/2023 10:30	248 AMOS ST, Blackman Twp	Ordinance Violation
7/17/2023 11:25	923 WAYNE ST, Blackman Twp	Ordinance Violation
7/20/2023 9:28	2709 LYNNBROOK DR, Blackman Twp	Ordinance Violation
7/24/2023 11:59	340 KEITH DR, Blackman Twp	Ordinance Violation
7/25/2023 11:13	2522 TYSON ST, Blackman Twp	Ordinance Violation
7/25/2023 12:08	COOPER RD / N 3RD ST, Blackman Twp	Ordinance Violation
7/25/2023 12:13	2414 COOPER RD, Blackman Twp	Ordinance Violation
7/31/2023 11:49	3015 JOHN GLENN DR, Blackman Twp	Ordinance Violation
7/31/2023 13:40	3138 JOHN GLENN DR, Blackman Twp	Ordinance Violation
8/8/2023 9:45	3091 BLACKMAN RD, Blackman Twp	Ordinance Violation
8/8/2023 9:52	3335 CLINTON WAY, Blackman Twp	Ordinance Violation
8/8/2023 13:56	4037 GARLAND DR, Blackman Twp	Ordinance Violation
8/9/2023 10:53	1945 COOPER RD, Blackman Twp	Ordinance Violation
8/9/2023 10:58	2024 COOPER RD, Blackman Twp	Ordinance Violation
8/9/2023 11:02	COOPER RD / BOLAND ST, Blackman Twp	Ordinance Violation
8/16/2023 11:49	3526 VAN HORN RD, Blackman Twp	Ordinance Violation
8/16/2023 12:01	3770 VAN HORN RD, Blackman Twp	Ordinance Violation
8/17/2023 7:54	2550 AIRPORT RD, Blackman Twp	Ordinance Violation
8/17/2023 8:37	3015 JOHN GLENN DR, Blackman Twp	Ordinance Violation
8/17/2023 9:16	5223 S BOULDER ST, Blackman Twp	Ordinance Violation
8/22/2023 19:23	400 AMOS ST, Blackman Twp	Ordinance Violation
8/30/2023 12:07	1823 LANSING AVE, Blackman Twp	Ordinance Violation
9/8/2023 14:44	3526 VAN HORN RD, Blackman Twp	Ordinance Violation
9/8/2023 14:49	3138 JOHN GLENN DR, Blackman Twp	Ordinance Violation
9/21/2023 9:27	142 PEACH ST, Blackman Twp	Ordinance Violation
9/22/2023 17:30	2232 W PARNALL RD, Blackman Twp	Ordinance Violation
9/23/2023 7:47	2301 OXFORD BLVD, Blackman Twp	Ordinance Violation
9/23/2023 7:49	2302 OXFORD BLVD, Blackman Twp	Ordinance Violation
9/29/2023 14:03	847 BELLEVUE AVE, Blackman Twp	Ordinance Violation
10/1/2023 7:50	130 PEACOCK WALK, Blackman Twp	Ordinance Violation
10/10/2023 11:35	2729 COOPER RD, Blackman Twp	Ordinance Violation
10/13/2023 10:29	130 PEACOCK WALK, Blackman Twp	Ordinance Violation

10/13/2023 11:12	2435 W ARGYLE ST, Blackman Twp	Ordinance Violation
10/18/2023 15:38	122 BOLAND ST, Blackman Twp	Ordinance Violation
10/19/2023 10:44	3422 BALMARS AVE, Blackman Twp	Ordinance Violation
11/7/2023 16:50	1044 WINIFRED ST, Blackman Twp	Ordinance Violation
Total:	143-Incidents through 11/15/2023	



LEGEND



GENERAL NOTES

- 1 AIRPORT PROPERTY IS LOCATED WITHIN SECTIONS 29, 30, 31 & 32 OF RIACKMAN TOWNSHIP, JACKSON

Blackman Township Permit List

11/13/2023

Address	Issue Date	Const. Value/SQ FT	Permit Type	Property Owner	Contractor
2601 SEYMOUR RD	05/31/2023	950,000.00 00	Building	CR LAND SEYMOUR LLC 2601 SEYMOUR RD JACKSON MI 49201-8836	OHARROW CONSTRUCTION CO 4575 ANN ARBOR RD Jackson MI 49202 (517) 764 4770
Work Description: NEW SERVICE BUILDING TO INSTALL LOBBY, WAITING AREA, SERVICE AND DETAILING BAYS					
3475 WILDWOOD AVE	11/03/2023	125,000.00 00	Building	NOAHS ENTERPRISES LLC 3475 WILDWOOD AVE JACKSON MI 49202-1842	

Work Description: CONSTRUCTION OF A 50' X 104' STORAGE BARN

Number of Permits: 2

MINUTES
BLACKMAN CHARTER TOWNSHIP
PLANNING COMMISSION
1990 W. PARNALL RD.
THURSDAY November 16, 2023
6:00PM

The Blackman Charter Township Planning Commission Convened at 6:00pm on Thursday, November 16, 2023 for a special meeting at the Blackman Township Office, requested by the applicant.

Members Present: Decker, Grabert, Frohm, Williams
Members Absent: Schroeder

Sign-in list of names present: In file

MINUTES APPROVAL: September 19, 2023

Motion by: **Williams**, supported by: **Grabert** to approve Minutes for Planning Commission meeting held 09/19/2023, with correction of home "occupancy" language under Other Matters Reviewed to be updated to proper language of home "occupation."

Roll Call: Ayes 4, Nays 0. Motion Carried.

CASE #1563 CONDITIONAL USE – Airplane Hangar at Airport

Address: 1006 Airport Rd., Jackson MI, 49202

Parcel #000-08-32-126-001-00

Zoning: Light Industrial (I-1)

Requested by: Travis Cortright

Presented by: Jason Kreger

Public Comment: None

Motion by: **Grabert**, supported by: **Frohm** to recommend approval of the airplane hangar, with the following condition: Finalized airport property lease approval letter to be placed into file.

Roll Call: Ayes 4, Nays 0. Motion Carried.

OTHER MATTERS REVIEWED: None

PUBLIC COMMENT: None

TRUSTEE REPORT: Case #1560 approved by the Board of Trustees on 10/16/23 meeting.

ZBA REPORT: None

OPEN DISCUSSION: None

ADJOURNMENT: Motion by: **Decker**, supported by: **Williams**, adjourned at 6:07 pm

Minutes prepared by: Brandon Williams, Trustee

COCHRAN ELECTRIC CO.

2103 S. Jackson St

Jackson MI, 49203

517-784-7106

QUOTATION

Email: office@cochranelectricco.com

Date: September 18, 2023

Owner: Blackman Township

Contact: Chris Boulter

Project: Rod Mills Park

WORK TO BE PERFORMED:

- Low voltage point to point internet.
- Camera system install/setup.
- Provide power to PTZ camera and outlets to gazeboes

Contract Total: \$31,415.00

*Customer agrees to pay Cochran Electric Company for the work described above. Price is subject to any increase or decrease resulting from changes that may be agreed upon.

*Contractor agrees to use its best efforts to obtain the lowest possible prices from available building material suppliers, but should there be an increase in the prices of these specified materials that are purchased after execution of the contract, for use in this construction project. Owner agrees to pay said cost increase to Contractor.

*This proposal is void if not signed and returned within 60 days.

ESTIMATOR SIGNATURE Travis Lampman

CUSTOMER ACCEPTANCE SIGNATURE _____

*No work shall commence until this document is returned to Cochran Electric Company signed by the customer.

This assessment was conducted with a budget of 2500. Allowed for determining of correct power. Climbing water tower to determine line of sight between locations to provide internet necessary for project to be completed. The measuring of distance to provide accurate numbers for trenching and height needed for pole. PVC piping will be installed in all trenched area's for future pulling of wires and protection of wires needed in this project.

This allows all camera's to be monitored remotely, internet and camera's network to be set on a secure network and allows for time to educate customer on how to use system.

Trench to be used to add water lines for drinking fountains to gazebo's per township.

At Blackman township building.

Install 1 outlet for power to ez link dish.

Install 1 EZ link dish to send internet from township building to top of water tower.

On top of water tower

Install 1 outlet for power to central ez link hub.

Install central EZ link hub to catch internet from township building and send to Rod Mills Park.

At New Pole on top of hill at Rod Mill Park

Install 50ft pole on top of hill for clear line of sight to water tower.

Install 1 outlet for power to ez link dish

Install 1 long range network switch

Install 1 PTZ camera for 360 degree monitoring

Install weather proof box with network switch.

Trench 250ft from pole to batch house

120v power in trench

Direct bury cat 6 in trench.

At Bath House

Trench 120ft from Gazebo #4 to Bath house to provide 120 v power fed from main panel at gazebo #4.

Install outlet to power internet rack for main camera nvr.

Install one Camera NVR.

Install one long range network switch.

Mount camera nvr

Trench from Bath house to Gazebo #1

Pull cat 6 X3 for camera's in Gazebo's 2 and 3

At Gazebo #4

Change breaker feeding Gazebo # 1 from 60 Amps to 100 amps.

We determined wire size was correct to make this change.

At Gazebo #1

Separate circuits to outlets to stop breakers from continuously tripping.

Install outlet for PTZ camera

Install PTZ camera for 360 degree monitoring of playground, gazebo's and parking lot.

Install fixed lens camera to monitor bath house and parking lot.

Trench from Gazebo #1 to Gazebo #2 225 ft.

At Gazebo #2

Add 30 amp breaker to power sub panel to be set at gazebo #3.

Separate circuits to outlets to stop breakers from continuously tripping.

Trench 115ft to Gazebo #3

At Gazebo #3

Add 12 space sub panel.

Install 1 outlet for power.

Install 1 light fixture in Gazebo with photo cell.

Install varifocal camera to capture license plates leaving park entrance.

BLACKMAN CT Park & Recreation Committee Meeting Minutes 9/14/23

Attendees: Phil Preston, Dave Elwell, Shelly Sercombe, Phil Sczykutowicz (NW Schools)
Missed: Brian Elliott (Disability Connect) , Kay Brown (GREAT), Kristina Edgar (Am1)...

Agenda Items:

1. Security cameras for Rod Mills Park +
2. 5 YEAR PLANS to be updated.
3. TRAILS: State & local
4. OFFICIAL Naming for the Parnall Park & footprint.
5. Other

1. Security Cameras

Research is about done thanks to Dave & Chris Boulter, for a line of site connection between the water tower & the park for a multi camera system. In addition, the water tower will have capability to have camera coverage for the Parnall campus in the future. We are waiting on quotes. During this process, electrical upgrades for pavilions and water to the number 2 pavilion may be coordinated during any trenching.

2. Five Year Plans Update

Surveys for public input are still being collected until the end of October. Results will be compiled and Public Meeting(s) held to complete our 5-year plans for actions. Jacob Hurt from Region 2 has assisted with Community/Regional demographics as part of the survey. Combining survey, public meeting, and committee input, we will have actionable items identified for development and expenditures for the next five years.

Short term focus that the Committee has identified include:

-GET THE CAMERAS

-TRAILS, get us access in Blackman

-PICKLEBALL– a Jackson County Pickleball Association member has met with Phil and looked over the site. PB is the fastest growing sport in USA and appeals to all ages & abilities. They feel multiple courts north of 94 will be heavily utilized.

3. TRAILS

We have requested Pete to reach out regarding property at Cooper & Parnall, AND Lansing & Parnall for land usage for parking to support a trail head. The state Trail ends at Cooper. We believe the quickest and most economical means to have parking for trail access would be at C & P.

For Blackman trails, the current trail at Rod Mills needs to have brush cleared back. This, and the brush creeping in along the road will be cut back after leaves are down.

The Parnall Complex will allow for a walking path of over 5,000 feet and relatively easy to do. We feel usage at Parnall would be much greater than at Rod Mills and will be the focus for now.

4. PARK NAMING

The Parnall Complex deserves a name and recognition as a park, with some clarification:

- a. Public safety facilities, water tower facilities, offices and barn are not part of the park, nor are the drives for these.
- b. Future Control of the Parnall Complex remains with the BCT Board. (Rod Mills has stipulations based on the deed and the DNR Grant.)
- c. Consideration should be given to the name “Marino’s Park”. A significant portion of the property was donated for the benefit of Blackman.
- d. Additional opportunity exists for naming rights for the future. American 1 CU has reached out to Blackman for how they might participate in the development of our new park, such as American One Pickleball Courts, as was done by the Hurst Foundation at Cascades

5 OTHER

-drinking fountain was added to the water line going to #1 Pavilion.

-the baseball fields are used by T-ballers only, due to poor condition. We need more commitment to the ball fields and recognizing that volunteers from the league in today’s times will not do it.

Phil was approached by a mother & daughter who want to donate a bench & “telephone in the wind” as an emotional support place... a place to talk to loved ones. Further discussions will be held.

Reported by Phil Preston

**Blackman Charter Township
Utilities Committee**

DATE: Wednesday November 08, 2023
TIME: 5:00 p.m.

PLACE: Blackman Charter Township Hall
Conference Room
1990 W. Parnall Rd.
Jackson, MI 49201

AGENDA


-
-
1. Bids for demolishing the old B & H Machine Building.
2000 W. Parnall Rd (Fishbeck Information) Needed additional Information

PETE JANCEK, SUPERVISOR
CHARTER TOWNSHIP OF BLACKMAN
1990 W. PARNALL ROAD
JACKSON, MICHIGAN 49201

Date of Bid Opening: 11/02/2023
Time of Bid Opening: 10:00 a.m.

2000 PARNALL ROAD
DEMOLITION PROJECT

BIDDERS	TOTAL BID	BID DEPOSIT
Lester Brothers	③ \$232,789 ⁰⁰	570
Mead Bros. Excavating	① \$177,922 ⁰⁰	570
Smalley Construction	② \$196,819 ⁰⁰	570


11-2-23
10:00 AM
CLERK

e All Green grass

Hazardous Materials Inspection Report

**2000 West Parnall Road
Blackman Charter Township, Michigan 49201**

**Prepared For:
Blackman Charter Township
Jackson, Michigan**

**April 14, 2023
Project No. 230365**

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- Table 2 – Asbestos Bulk Sample Location Log
- Table 3 – Room-by-Room Summary of Asbestos Materials
- Table 4 – Summary of Asbestos-Containing Homogeneous Materials

List of Appendices

- Appendix 1 – Methodology
- Appendix 2 – Laboratory Analytical Reports
- Appendix 3 – Photolog of Asbestos-Containing Materials
- Appendix 4 – Figures

List of Abbreviations/Acronyms

ACM	asbestos-containing materials
AHERA	Asbestos Hazard Emergency Response Act of 1986
AIHA	American Industrial Hygiene Association
ASTM	American Society for Testing and Materials
cf	cubic foot/feet
CFR	Code of Federal Regulations
COC	chain-of-custody
EGLE	Michigan Department of Great Lakes, Environment, and Energy
FS	Functional Space
ft	foot/feet
g	gram(s)
HA	homogeneous area
HUD	Department of Housing and Urban Development
HM	homogeneous material
Hz	Hertz
lf	linear foot/feet
MIOSHA	Michigan Occupational Safety and Health Administration
MM	miscellaneous material
NESHAP	National Emissions Standard for Hazardous Air Pollutants
NIOSH	National Institute for Occupational Safety and Health
NVLAP	National Voluntary Laboratory Accreditation Program
O&M	Operation & Maintenance
PCBs	polychlorinated biphenyls
PEL	Permissible Exposure Limit
PLM	polarized light microscopy
sf	square foot/feet
SM	surfacing material
TSI	thermal system insulation
USEPA	U.S. Environmental Protection Agency

1.0 Construction Information

Original Date of Construction:	1956	Basement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Approximate Total Square Feet:	32,550	Crawl Space:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of Floors:	1	Tunnels:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of Additions:	2	Attic:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of Construction by Addition:	1965	1998 (identified as "FS-1 New Addition")	
Approximate Square Feet by Addition:	Unknown, distinction not made between original area of construction and 1965 addition	7,570	
Building Description:	The original building and additions are constructed on a concrete slab foundation with wooden attic framing over the office spaces and 1998 addition. The 1956 and 1965 areas of the building are constructed of cinderblock walls. Interior finishes of the office spaces include drywall, floor tiles, wall paneling, and various ceiling tiles. The 1998 addition walls are constructed of corrugated sheet metal with interior drywall finishing.		
Inaccessible Areas:	None		
Inaccessible Materials:	One interior door (see figures for location) was identified with a fire rating tag and has been identified as a presumed ACM. Several other exterior doors were locked at the time of the survey; however, they were rusted, and inspections of the interiors of the doors revealed no suspect materials.		

2.0 Inspection Information

Inspection Dates: March 30–31, 2023			
Materials Included in the Inspection		Name of Asbestos Inspector(s)	Inspector Accreditation No.
Asbestos:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	*Aaron Bigler	A45052
NESHAP Inspection:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hailey Marie Lyczynski	A59162
Point Count:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Lead:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PCBs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	*Field Lead	

3.0 Asbestos

3.1 Executive Summary

This asbestos inspection was conducted per Blackman Charter Township’s request, in response to planned renovation or demolition activities in accordance with the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, to identify the presence and extent of asbestos-containing materials (ACMs). The inspection was funded by U.S. EPA assessment grant funds through the Jackson County Brownfield Redevelopment Authority.

A total of 39 distinct homogeneous materials were identified during the inspection, resulting in 104 samples collected and 142 sample analyses (including layers) using USEPA Method 600/R 93/116 for visual estimation.

Based on analytical results, eight of the homogeneous materials had greater than 1% asbestos by weight, none were less than 1% asbestos by weight, and one was presumed to be ACMs and should be sampled prior to removal or removed as ACM. All identified ACMs were noted to be in good condition at the time of the inspection and are summarized in the table below.

Asbestos-Containing Materials

HM No.	Material Description	Quantity (Unit)	Friability	Condition
15	Southern Roofing Materials	4,050 (sf)	Non-Friable	Good
23	Large Width Transite Board	48 (sf)	Non-Friable	Good
24	Metallic-Colored Sink Undercoat	4 (sf; one sink)	Non-Friable	Good
29	9"x9" Tan Floor Tile (mastic negative)	329 (sf)	Non-Friable	Good
30	4" Wood Pattern Base Trim and Adhesive (trim negative)	24 (sf)	Non-Friable	Good
35	9"x9" Red Floor Tile with Mastic	92 (sf)	Non-Friable	Good
36	Roof Drain Coating/Glue Material	4 (sf)	Non-Friable	Good
37	Office Paneling Adhesive	8,235 (sf)	Non-Friable	Good

<1% Asbestos -Containing Materials

HM No.	Material Description	Quantity (Unit)	Friability	Condition
--	None	--	--	--

Presumed Asbestos-Containing Materials

HM No.	Material Description	Quantity (Unit)	Friability	Condition
39	Fire Door	20 (sf; one door)	Non-Friable	Good

3.2 Exceptions

None.

3.3 Discussion

It is the building Owner’s responsibility to abate or manage in place all of the ACMs, materials containing >1% asbestos, and presumed ACMs, in accordance with relevant federal, state, and local regulations. Any suspect ACM not identified or sampled during this inspection should be presumed to contain asbestos and removed as an ACM or sampled prior to renovation or demolition.

In addition, the presence and location of all materials containing any concentration of asbestos, including those containing less than or equal to 1% or presumed to contain asbestos, must be communicated to all employees and contractors having the potential to disturb the asbestos. A minimum of 2 hours of asbestos awareness training should be provided annually to maintenance and custodial staff that may enter areas containing the ACM or could potentially disturb materials containing asbestos. Contractors and subcontractors, whose employees may enter areas containing ACMs or could potentially disturb materials containing asbestos, should provide the building Owner with documentation of employees’ 2 hours of asbestos awareness training dated within the past 12 months.

According to MIOSHA guidelines, when removing or otherwise disturbing materials containing less than 1% by weight asbestos, portions of the Asbestos Construction Standard still apply, although the requirements are less stringent.

3.4 Recommendations

Fishbeck recommends that, when ACMs are abated, written abatement specifications, oversight for verification of removal and cleanup, and air monitoring for asbestos fibers be provided by a third party retained by the Owner, to demonstrate compliance with applicable regulations, and to confirm the suitability of the area for unrestricted occupancy.

If the building Owner's intent is to manage the ACMs in place, Fishbeck recommends that ACMs be managed with a written Asbestos Operations and Maintenance Plan (O&M Plan). An O&M Plan for any ACMs should include a formal means of notifying employees and contractors of ACMs, periodic inspections, a work control/permit system for employees and contractors (to control activities that may disturb ACMs), a medical screening program for employees who work around the materials and exceed the Permissible Exposure Limit for more than 30 days per year, and a thorough documentation and recordkeeping system. A minimum of two hours of asbestos awareness training should be provided annually to maintenance and custodial staff who may enter areas containing the ACMs.

Fishbeck recommends any bulk samples reported at <1% by weight be further analyzed by Point Count by USEPA Method 600/R 93/116. Additionally, for any bulk samples reported from 1% up to 10% by weight, Fishbeck recommends that the results be confirmed by Point Count analysis by USEPA Method 600/R 93/116.

4.0 Limitations

At the direction of Blackman Charter Township, the inspection was limited to the areas and/or materials listed in the Construction information section on the first page of this report. Areas and materials outside of those listed above were not included in this inspection.


Inaccessible areas and inaccessible ACMs are listed in the Construction Information section on the first page of this report. Inaccessible areas may contain asbestos containing materials and/or hazardous materials not identified in this inspection report. Inaccessible materials and building materials not identified in this inspection are presumed to be asbestos until sampling refutes the presumed presence of asbestos in the material. Inaccessible areas should be inspected for hazardous materials prior to renovation or demolition.

Fishbeck made reasonable steps, consistent with industry standards, to locate, identify, sample, and quantify hidden or otherwise inaccessible ACMs, and to identify and sample all layers of all materials in the inspection area.

The inspection was completed using the methods in Appendix 1; any changes to the methods are described in the Exceptions section of this report.

5.0 Certification Statement

This inspection was conducted in accordance with all applicable federal, state, and local guidelines and to industry standard work practices along with the scope of services provided by Blackman Charter Township. Statements presented in this report reflect information provided by Blackman Charter Township, as well as building and material conditions at the time this inspection was performed.



Aaron Bigler



Hailey Marie Lyczynski