

Regular Board Meeting
Blackman Charter Township
December 18, 2023

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, December 18, 2023, at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

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

Members absent:

Public Attendance:

Ray Snell
Deborah Nagy

Nathan Baldermann
Daniel Arntz

Bill Burke

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

1. **Ray Snell**, 9th District County Commissioner
 - a. County Meeting change of time from 7:00pm to 5:00pm.
 - b. Accepting private roads into county system that have been built to county specifications.
 - c. Ad Hoc Committee for broadband
 - d. Trail Project
 - i. Accepting donation extension
 - e. MSU extension
 - i. Sign a memorandum of understanding. Will fund programs such as 4H.
 - f. Jackson County Jail
 - i. Option 3 selection
 - ii. Proposal on the August or November ballot
 - g. Merry Christmas!
2. **Nathan Baldermann and Bill Burke**, representing Rehmann
 - a. Introduction
 - i. Rehmann is a Regional Firm, in business 75 years, 1,000 public sector clients.
 - ii. Mr. Baldermann lives and is based in Jackson, MI

ADDITIONS / DELETIONS

- No additions/deletions.
Motion by Trustee Thomas, supported by Treasurer Preston to approve the Board of Trustee agenda for the Regular Board Meeting held on Monday, December 18, 2023.
Unanimously approved by voice vote

MINUTES APPROVAL

- No changes/corrections.
Motion by Trustee Williams, supported by Trustee Ambs to approve the Board of Trustee minutes for the Regular Board Meeting held on Monday, November 20, 2023.
Unanimously approved by voice vote

CONSENT AGENDA

1. Approval of payroll for the dates 11/10/23 in the amount of \$172,684.27 and for 11/24/23 in the amount of \$189,118.64.
2. Approve \$2,500,000.00 transfer of funds from Public Safety to General Fund for the month of December 2023.
3. Receive Revenue and Expenditure Report for the month of November 2023.

Motioned by Treasurer Preston, supported by Clerk Elwell
Roll Call: *Elwell, Pack, Thomas, Williams, Ambs, Jancek, Preston*
Ayes – 7 Nays - 0 Motion Approved

SUPERVISOR’S UPDATE

1. B & H Project
 - a. Moving Forward
 - b. Under attorney review and sign contract.
2. USG Water
 - a. Invoice for maintenance contract
 - i. Service from Jan. 1 – Dec. 31 will increase from last year.
 - b. MTA Capital Conference
 - i. Supervisor, Treasurer and Clerk pa

TREASURER’S UPDATE

1. Winter tax bills are out for December.
 - a. Residents are coming in to pay. No current issues.

CLERK’S UPDATE

1. Election Inspector and Contract Employees pay increase for all elections in 2024.
 - a. Memo included in meeting packet.
 - i. Increase Election Inspector pay to \$225.00
 - ii. Increase Co-Chairperson pay to \$240.00.
 - iii. Increase Chairperson pay to \$275.00.
 - iv. Increase Contract Worker pay to \$17.50 per hour.

Motioned by Clerk Elwell, supported by Trustee Pack
Roll Call: *Ambs, Thomas, Jancek, Elwell, Preston, Pack, Williams*
Ayes – 7 Nays - 0 Motion Approved

2. Resolution #20-2023-1218 LCC application for Parnall Food Mart, Inc.
Motioned by Clerk Elwell, supported by Trustee Thomas to approve Resolution #20-2023-1218; a resolution to recommend the approval to Transfer ownership of SDD with Sunday Sales permit (PM), only to Parnall Food Mart, Inc., to be held in conjunction with existing SDM license.
Roll Call: *Jancek, Preston, Pack, Thomas, Elwell, Ambs, Williams*
Ayes – 7 Nays - 0 Motion Approved

PUBLIC SAFETY

- *No activity*

PLANNING COMMISSION

- *No activity*

ZONING BOARD OF APPEALS

1. Topic of a set back was tabled.

PARKS & RECREATION

2. Public Meeting conducted on December 14, 2023.
 - a. Will be working with Public Safety
 - b. Looks positive for the future.

TECHNOLOGY COMMITTEE

- *No activity*

UTILITIES COMMITTEE

1. Ongoing discussions with Jackson City
 - a. Cost breakdown of shared assets and city assets.
 - b. Asking for proposals to limit costs.

ORDINANCE REVIEW COMMITTEE

1. Cemetery Ordinance – review in January/February
2. Authorized Ripstra & Scheppelman, Inc. to survey Bond Cemetery.

NEW BUSINESS

2024 NON-UNION WAGE MATRIX

Motion by Supervisor Jancek, supported by Trustee Thomas to approve 3% wage increase for all non-union township employees & update the wage matrix effective January 1, 2024. **Discussion**

Roll Call: Williams, Preston, Thomas Jancek, Ambs, Elwell, Pack
Ayes – 7 Nays - 0 Motion Approved

PROPERTY & CASUALTY INSURANCE

Motion by Clerk Elwell, supported by Treasurer Preston to approve the renewal of the Township’s Property and Casualty Insurance Policies through the Burnham and Flower Insurance Group in the amount of \$259,201.40, effective January 1, 2024.

Roll Call: Jancek, Ambs, Williams, Pack, Elwell, Preston, Thomas
Ayes – 7 Nays - 0 Motion Approved

LETTER OF ENGAGEMENT WITH REHMANN

Motion by Treasurer Preston, supported by Clerk Elwell to authorize the Supervisor to sign a Letter of Engagement with Rehmann to provide accounting/audit services for the year ending December 31, 2023.

Roll Call: Ambs, Thomas, Jancek, Elwell, Preston, Pack, Williams
Ayes – 7 Nays - 0 Motion Approved

CINDY ACKER

Motion by Supervisor Jancek, supported by Trustee Williams to reappoint Cindy Acker to the Blackman Local Development Finance Authority for a 4-year term ending 03/31/2027.

Unanimously approved by voice vote

SHAWN WHITE

Motion by Supervisor Jancek, supported by Trustee Thomas to reappoint Shawn White to the Zoning Board of Appeals for a 3-year term ending 12/31/2026.

Unanimously approved by voice vote

JEFFREY KINNEY

Motion by Supervisor Jancek, supported by Clerk Elwell to reappoint Jeffrey Kinney to the Blackman Downtown Development Authority for a 4-year term ending 12/31/2027.

Unanimously approved by voice vote

MIKE AMBS Motion by Supervisor Jancek, supported by Trustee Thomas to reappoint Mike Ambs to the Blackman Downtown Development Authority for a 1-year term ending 11/20/2024.

Unanimously approved by voice vote

BYRON SCHROEDER Motion by Supervisor Jancek, supported by Trustee Williams to reappoint Byron Schroeder to the Planning Commission for a 3-year term ending 12/31/2026, and the Zoning Board of Appeals for a 3-year term ending 12/31/2026.

Unanimously approved by voice vote

BRUCE GRABERT Motion by Supervisor Jancek, supported by Trustee Williams to reappoint Bruce Grabert to the Planning Commission for a 3-year term ending 12/31/2026.

Unanimously approved by voice vote

PHIL PRESTON Motion by Supervisor Jancek, supported by Trustee Williams to appoint Phil Preston to the Planning Commission for a 1-year term ending 11/20/2024.

Unanimously approved by voice vote

SCOTT PACK Motion by Supervisor Jancek, supported by Trustee Williams to appoint Scott Pack to the Zoning Board of Appeals for a 1-year term ending 11/20/2024.

Unanimously approved by voice vote

RESOLUTION #21-2023-1218: 2023 BUDGET AMENDMENTS Motion by Clerk Elwell, supported by Trustee Pack to approve Resolution #21-2023-1218; a Resolution to approve the 2023 Budget Amendments.

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

Ayes – 7 Nays - 0 Motion Approved

RESOLUTION #22-2023-1218: 2024 GENERAL APPROPRIATIONS ACT Motion by Clerk Elwell, supported by Trustee Thomas to approve Resolution #22-2023-1218; a Resolution to approve the 2024 General Appropriations Act.

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

Ayes – 7 Nays - 0 Motion Approved

FOOD TRUCK FEE SCHEDULE Motion by Supervisor Jancek, supported by Treasurer Preston to approve the amended food truck fee schedule.

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

Ayes – 7 Nays - 0 Motion Approved

- BILLS Motion by Treasurer Preston, supported by Trustee Pack to approve payment of bills on the Board Invoice Post Audit Report dated 12/06/23 in the amount of \$55,877.79 and Board Invoice Report dated 12/19/23 in the amount of \$666,497.31.

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

Ayes – 7 Nays - 0 Motion Approved

EXTENDED PUBLIC COMMENT (Three-minute limit)

- *None*

OPEN DISCUSSION

1. Supervisor Jancek
 - a. Thank you to Linda Arntz and Nannette Sponsler for their work on the budget.
2. Treasurer Preston
 - a. Discussing with Byron writing of the Zoning Ordinance.
 - i. Needing assistance with converting and compiling files. Consider using office staff.

The Supervisor declared the meeting adjourned at 6:53pm.

David Elwell, Township Clerk

DRAFT