

**BLACKMAN CHARTER TOWNSHIP  
BOARD MEETING AGENDA  
Monday, December 18, 2023  
6:00 PM**

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Public Hearing on the proposed township budget for fiscal year December 31, 2024. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Public Comments:  
Closed:

BRIEF PUBLIC COMMENTS - (two-minute limit)

ADDITIONS / DELETIONS

MINUTES APPROVAL

1. Approval of the minutes for the Regular Board Meeting held on Monday, November 20, 2023.

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.

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE

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CLERK'S UPDATE

1. Election Inspector pay increase.
2. Resolution #20-2023-1218 LCC application for Parnall Food Mart, Inc.

PUBLIC SAFETY

•

PLANNING COMMISSION

•

ZONING BOARD OF APPEALS

•

PARKS & RECREATION

1. Public Meeting Minutes

TECHNOLOGY COMMITTEE

•

UTILITIES COMMITTEE

•

ORDINANCE REVIEW COMMITTEE

•

## NEW BUSINESS

1. Approve 3% wage increase for all non-union township employees & update the wage matrix effective January 1, 2024.
2. 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.
3. Authorize the supervisor to sign a Letter of Engagement with Rehmann to provide accounting/audit services for the year ending December 31, 2023.
4. Reappoint Cindy Acker to the Blackman Local Development Finance Authority for a 4-year term ending 03/31/2027.
5. Reappoint Shawn White to the Zoning Board of Appeals for a 3-year term ending 12/31/2026.
6. Reappoint Jeffrey Kinney to the Blackman Downtown Development Authority for a 4-year term ending 12-31-2027.
7. Reappoint Mike Ambs to Blackman Downtown Development Authority for a 1-year term ending 11/20/2024.
8. 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.
9. Reappoint Bruce Grabert to the Planning Commission for a 3-year term ending 12/31/2026.
10. Appoint Phil Preston to the Planning Commission for a 1-year term ending 11/20/2024.
11. Appoint Scott Pack to the Zoning Board of Appeals for a 1-year term ending 11/20/2024.
12. Approve Resolution #21-2023-1218; a Resolution to approve the 2023 Budget Amendments.
13. Approve Resolution #22-2023-1218; a Resolution to approve the 2024 General Appropriations Act.
14. Approve food truck fee schedule.

## BILLS

- 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.

## EXTENDED PUBLIC COMMENT (Three-minute limit)

## OPEN DISCUSSION

## ADJOURNMENT

Blackman Charter Township Board will hold a public hearing on the proposed township budget for fiscal year December 31, 2024 at 1990 W. Parnall Road, Jackson, Michigan, on December 18, 2023 at 6:00. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget is available for public inspection at the Township offices.

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/05/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
Fund 101 - GENERAL FUND								
--- Estimated Revenue ---								
101-000-402.000	CURRENT PROPERTY TAX	398,773.52	404,309.71	410,623.36	440,000.00	93.32%		448,800.00
101-000-411.000	DELINQUENT REAL PROPERTY TAX	18,922.61	27,865.27	0.00	0.00	0.00%		0.00
101-000-412.000	TAX TRIBUNAL/REFUNDS ORDERED	2,126.57	4,306.47	1,168.95	1,793.00	65.20%		1,828.86
101-000-414.000	TRAILER FEES	(2,727.75)	(7,495.71)	(762.32)	(5,000.00)	15.05%		(5,100.00)
101-000-434.000	TAX COLLECTION FEES	7,352.50	7,217.50	6,707.80	6,533.00	102.68%		6,663.66
101-000-448.000	TRASH HAULER PERMITS	317,391.58	269,126.20	294,745.21	257,765.00	114.35%		262,920.30
101-000-484.000	FOOD TRUCK FEES	0.00	0.00	0.00	1,307.00	0.00%		1,300.00 X
101-000-485.000	FEDERAL GRANT - ARPA	0.00	0.00	4,600.00	3,200.00	143.75%		1,500.00 X
101-000-528.000	GRANT INCOME	0.00	0.00	1,451,490.39	2,000,000.00	72.57%		600,000.00 X
101-000-572.000	METRO ACT FEES	16,153.87	9,967.20	0.00	0.00	0.00%		0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	9,098.69	15,863.50	17,922.07	13,289.00	134.86%		17,000.00 X
101-000-576.000	ELECTION REIMBURSEMENT	662.30	6,325.37	8,288.82	23,124.00	35.85%		9,000.00 X
101-000-672.000	MISCELLANEOUS REVENUE	5,366.11	4,056.55	45,934.70	8,490.00	541.04%		16,000.00 DE
101-000-626.000	MOWING & SNOW REMOVAL	1,662.50	2,809.73	5,839.63	4,595.00	127.09%		6,000.00 X
101-000-445.000	PENALTIES & INTEREST	19,786.69	13,560.20	14,172.70	6,230.00	227.49%		6,500.00 X
101-000-477.000	CABLE TV FRANCHISE FEE	248,088.55	245,838.38	25,612.79	0.00	100.00%		20,000.00 X
101-000-481.000	ZONING FEES	8,615.00	11,421.00	235,079.41	270,279.00	86.98%		270,000.00 X
101-000-482.000	IFT FEES	1,300.00	0.00	7,930.00	9,607.00	82.54%		9,000.00 X
101-000-483.000	LAND DIVISION FEES	350.00	0.00	0.00	1,922.00	0.00%		1,000.00 X
101-000-574.000	STATE SHARED REVENUE	2,186,521.00	750.00	750.00	126.00	595.24%		500.00 X
101-000-630.000	GRAVE OPENINGS/HEADSTONES	4,475.00	2,795,788.00	2,507,112.00	2,208,000.00	113.55%		2,400,000.00 Projected 2023 2,495,000; 2024 2,390,376
101-000-633.000	CEMETERY/PERP CARE	2,230.00	5,325.00	7,400.00	2,613.00	283.20%		3,000.00 X
101-000-665.000	INVESTMENT/INTEREST	2,978.25	480.00	160.00	641.00	24.96%		500.00 X
101-000-687.000	REFUNDS/REBATES	2,173.21	52,040.14	58,768.71	15,918.00	369.20%		50,000.00 Z
			2,777.40	1,745.53	0.00	100.00%		1,000.00 X
		3,251,300.20	3,901,766.59	5,105,299.75	5,270,432.00	96.87%		4,127,412.82
101-933-693.000	SALE OF PROPERTY	0.00	0.00	0.00	653.00	0.00%		500.00 X
		0.00	0.00	0.00	653.00	0.00		500.00
Total Estimated Revenue:		3,251,300.20	3,901,766.59	5,105,299.75	5,271,085.00			4,127,912.82
--- Appropriations ---								
Board Fund								
101-101-703.000	ELECTED OFFICIALS SALARIES	18,200.48	17,150.48	17,124.84	18,500.00	92.57%	20,238.45	19,055.00
101-101-710.000	EMPLOYER FICA	1,128.80	2,022.14	1,826.33	2,170.00	84.16%	2,158.39	2,235.10
101-101-711.000	EMPLOYER MEDICARE	263.86	472.74	427.14	508.00	84.08%	504.80	523.24
101-101-712.100	WAGES IN LIEU OF INS - RETIREES	0.00	15,459.12	12,326.93	14,000.00	88.05%	14,568.19	14,420.00 LA
101-101-719.200	OPER-REQUIRED NORMAL COST	0.00	24,519.00	20,200.00	20,120.00	100.40%	20,200.00	20,723.60
101-101-725.100	LIFE INSURANCE	810.35	787.81	868.44	880.00	98.69%	1,042.13	906.40 LA
101-101-874.000	HEALTH INSURANCE - RETIREES	0.00	12,777.60	19,101.96	19,200.00	99.49%	22,922.35	19,776.00
101-101-961.000	CONFERENCES/WORKSHOPS	0.00	25.43	0.00	2,563.00	0.00%	0.00	2,500.00 X
101-101-962.000	MEMBERSHIP/DUES	6,048.20	6,653.02	7,318.00	7,500.00	97.57%	8,781.60	7,500.00 X

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						12/05/2023	Amended Budget	Amended Budget							
Fund 101 - GENERAL FUND															
Committees															
101-102-701.010	COMMITTEE MEETINGS	26,451.69	79,867.34	79,193.64	85,441.00					92.69%		90,415.91		87,639.34	
101-102-710.000	EMPLOYER FICA	1,600.00	1,250.00	950.00	1,639.00	950.00				57.96%		1,140.00		1,688.17	
101-102-711.000	EMPLOYER MEDICARE	99.20	77.50	58.90	102.00	58.90				57.75%		70.68		105.06	
		23.21	18.17	13.79	23.00	13.79				59.96%		16.55		23.69	
		1,722.41	1,345.67	1,022.69	1,764.00					57.98%		1,227.23		1,816.92	
Supervisors Fund															
101-171-703.000	ELECTED OFFICIALS SALARIES	22,799.92	22,799.92	22,554.66	23,460.00					96.14%		26,655.51		24,163.80	
101-171-703.100	SALARIES/ASSESSOR	32,514.05	0.00	0.00	0.00	0.00				0.00%		0.00		0.00	
101-171-703.200	SALARIES/DEPUTY ASSESSOR	44,281.29	0.00	0.00	0.00	0.00				0.00%		0.00		0.00	
101-171-703.400	SALARY/INFORMATION TECH	1,812.36	2,208.91	1,165.65	2,281.00	1,165.65				51.10%		1,377.59		2,349.43	
101-171-703.500	SALARIES/TEMP EMPLOYEES	150.00	0.00	0.00	0.00	0.00				0.00%		0.00		0.00	
101-171-703.600	SALARY/ADMINISTRATIVE	24,966.55	25,485.87	26,684.09	27,583.00					96.74%		31,535.74		34,000.00	
101-171-708.000	OVERTIME	436.37	130.72	73.16	200.00					36.58%		86.46		206.00	
101-171-710.000	EMPLOYER FICA	8,663.99	3,908.14	3,577.35	4,326.00					82.69%		4,227.78		4,455.78	
101-171-711.000	EMPLOYER MEDICARE	1,928.85	913.20	797.67	1,030.00					77.44%		942.70		1,060.90	
101-171-712.000	WAGES IN LIEU OF HEALTH INS	9,054.42	238.68	151.25	258.00					58.62%		181.50		265.74	
101-171-712.100	WAGES IN LIEU OF INS - RETIREES	0.00	12,711.18	6,020.77	6,500.00					92.63%		7,224.92		6,000.00	
101-171-714.000	LONGEVITY	0.00	44.18	0.00	46.00					0.00%		0.00		47.38	
101-171-715.000	RETIREMENT CONTRIBUTION	4,364.06	1,371.54	1,876.51	2,576.00					72.85%		2,251.81		2,653.28	
101-171-718.000	HOSPITAL INSURANCE	8,355.87	2,989.91	6,862.62	7,000.00					98.04%		8,235.14		7,000.00	
101-171-719.200	OPEB-REQUIRED NORMAL COST	0.00	6,000.00	10,500.00	10,060.00					104.37%		12,600.00		11,000.00	
101-171-724.000	WORKMAN'S COMP INSURANCE	4,933.68	3,518.55	4,966.18	3,000.00					165.54%		5,959.42		3,090.00	
101-171-725.000	DISABILITY INSURANCE	1,083.38	272.62	311.42	309.00					100.78%		373.70		318.27	
101-171-725.100	LIFE INSURANCE	413.41	181.24	185.06	206.00					89.83%		222.07		212.18	
101-171-801.000	PROFESSIONAL SERVICES	100,725.91	76,722.19	68,811.14	109,273.00					62.97%		82,573.37		100,000.00	
101-171-805.000	CONTRACT EMPLOYEE	34,406.39	0.00	0.00	0.00	0.00				#DIV/0!		0.00		0.00	
101-171-874.000	HEALTH INSURANCE - RETIREES	0.00	3,961.08	5,926.56	6,000.00					98.78%		7,111.87		6,180.00	
101-171-901.000	TAX ROLL PREPARATIONS	17,940.12	0.00	0.00	0.00					0.00%		0.00		0.00	
101-171-961.000	CONFERENCES/WORKSHOPS	191.53	530.83	398.02	515.00					77.29%		477.62		530.00	
101-171-961.100	TRAINING EXPENSES	124.00	0.00	0.00	0.00	0.00				0.00%		0.00		0.00	
101-171-962.000	MEMBERSHIP/DUES	955.00	25.00	0.00	0.00					0.00%		0.00		0.00	
		320,101.15	164,013.76	160,862.11	204,623.00					78.61%		192,037.21		203,532.76	
Clerks Fund															
101-215-703.000	ELECTED OFFICIALS SALARIES	16,000.40	16,000.40	15,827.79	16,500.00					95.93%		18,705.57		16,995.00	
101-215-703.300	SALARIES/PERM EMPLOYEES	37,513.47	39,994.52	36,477.45	38,500.00					94.75%		43,109.71		43,260.00	
101-215-703.400	SALARIES/ACCOUNTING/HR	31,323.95	30,814.92	31,440.67	32,960.00					95.39%		37,157.16		33,948.80	
101-215-708.000	OVERTIME	3,530.68	5,824.63	4,519.13	6,556.00					68.93%		5,340.79		6,752.68	
101-215-710.000	EMPLOYER FICA	6,154.16	6,976.97	6,404.24	6,898.00					92.84%		7,568.65		7,104.94	
101-215-711.000	EMPLOYER MEDICARE	1,397.06	1,610.67	1,466.66	1,613.00					90.93%		1,733.33		1,661.39	

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Fund 101 - GENERAL FUND								
101-215-712.000	WAGES IN LIEU OF HEALTH INS	4,292.88	4,768.56	4,752.31	5,200.00	91.39%	5,616.37	4,738.00
101-215-712.100	WAGES IN LIEU OF INS - RETIREES	0.00	10,329.12	7,417.25	8,100.00	91.57%	8,765.84	8,100.00
101-215-714.000	LONGEVITY	590.43	912.60	7,417.25	940.68	100.07%	783.90	968.20
101-215-715.000	RETIREMENT CONTRIBUTION	2,191.92	3,412.56	6,443.67	8,300.00	77.63%	5,369.73	9,228.00
101-215-718.000	HOSPITAL INSURANCE	0.00	0.00	1,359.93	2,100.00	64.76%	1,133.28	5,500.00
101-215-719.200	OPEB-REQUIRED NORMAL COST	0.00	37,626.00	33,800.00	33,530.00	100.81%	28,166.67	34,535.90
101-215-721.300	EDUCATION	0.00	0.00	90.00	200.00	45.00%	200.00	200.00
101-215-724.000	WORKMAN'S COMP INSURANCE	831.94	591.96	837.08	856.00	97.79%	697.57	881.68
101-215-725.000	DISABILITY INSURANCE	832.35	828.54	843.12	887.00	95.05%	702.60	913.61
101-215-725.100	LIFE INSURANCE	248.50	200.82	320.79	468.00	68.54%	267.33	482.04
101-215-751.000	OFFICE SUPPLIES	17,919.33	18,592.43	24,856.09	25,000.00	99.42%	20,713.41	25,750.00
101-215-861.000	MILEAGE	0.00	0.00	0.00	116.00	0.00%	0.00	119.48
101-215-874.000	HEALTH INSURANCE - RETIREES	0.00	19,629.47	17,900.86	19,000.00	94.22%	14,917.38	17,000.00
101-215-900.000	PRINTING/PUBLISHING	493.46	313.34	261.94	5,067.00	5.17%	218.28	5,219.01
101-215-934.000	REPAIR/MAINTENANCE	0.00	(213.22)	83.97	359.00	23.39%	69.98	369.77
101-215-943.000	LEASED EQUIPMENT	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
101-215-955.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	138.00	0.00%	0.00	142.14
101-215-961.000	CONFERENCES/WORKSHOPS	165.28	222.00	406.00	5,628.00	7.21%	338.33	5,796.84
101-215-962.000	MEMBERSHIP/DUES	0.00	0.00	25.00	129.00	19.38%	20.83	132.87
		123,485.81	198,436.29	196,474.63	219,045.00	89.70%	201,596.68	229,800.35
Technology Improvements								
101-228-802.000	WEBSITE DEVELOPMENT	600.00	600.00	500.00	1,000.00	50.00%	600.00	1,000.00
		600.00	600.00	500.00	1,000.00	50.00%	600.00	1,000.00
Board of Review								
101-247-703.300	SALARY & WAGES BOARD OF REVIEW	1,500.00	1,192.25	1,040.00	2,689.00	38.68%	2,080.00	2,769.67
101-247-710.000	EMPLOYER FICA	93.00	72.95	62.91	180.00	34.95%	125.82	185.40
101-247-711.000	EMPLOYER MEDICARE	21.80	17.09	14.71	40.00	36.78%	29.42	41.20
101-247-955.000	MISCELLANEOUS EXPENSE	240.00	78.00	0.00	139.00	0.00%	0.00	100.00
101-247-961.000	CONFERENCES AND WORKSHOPS	0.00	0.00	0.00	515.00	0.00%	0.00	500.00
		1,854.80	1,360.29	1,117.62	3,563.00	31.37%	2,235.24	3,596.27
Treasurers Fund								
101-253-703.000	ELECTED OFFICIALS SALARIES	12,000.04	12,000.04	11,870.89	12,360.00	96.04%	14,029.23	12,730.80
101-253-703.300	SALARIES/PERM EMPLOYEES	23,565.36	24,830.71	25,299.51	26,500.00	95.47%	29,899.42	27,295.00
101-253-708.000	OVERTIME	548.73	233.55	237.80	1,142.00	20.82%	1,176.26	1,176.26
101-253-710.000	EMPLOYER FICA	2,483.75	2,661.49	2,550.82	2,577.00	98.98%	3,014.61	2,654.31
101-253-711.000	EMPLOYER MEDICARE	565.50	588.92	590.50	603.00	97.93%	697.86	621.09
101-253-712.000	WAGES IN LIEU OF HEALTH INS	2,937.11	3,612.48	3,324.86	3,700.00	89.86%	3,929.38	3,811.00
101-253-715.000	RETIREMENT CONTRIBUTION	743.28	1,199.51	2,388.71	2,895.00	82.51%	2,866.45	3,300.00
101-253-719.200	OPEB-REQUIRED NORMAL COST	0.00	24,867.00	23,600.00	23,470.00	100.55%	23,600.00	24,500.00
101-253-724.000	WORKMAN'S COMP INSURANCE	181.93	129.61	183.28	304.00	60.29%	219.94	313.12

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Fund 101 - GENERAL FUND								
101-253-725.000	DISABILITY INSURANCE	306.45	321.01	381.75	380.00	100.46%	458.10	391.40
101-253-725.100	LIFE INSURANCE	224.19	190.66	230.22	342.00	67.32%	276.26	352.26
101-253-758.000	BANK FEES	7,168.76	7,459.27	7,536.77	8,600.00	87.64%	9,044.12	7,800.00 LA
101-253-801.000	PROFESSIONAL SERVICES	2,291.30	5,632.24	3,099.83	5,801.00	53.44%	3,719.80	7,500.00 LA
101-253-861.000	MILEAGE	0.00	0.00	0.00	579.00	0.00%	0.00	500.00 LA
101-253-874.000	HEALTH INSURANCE - RETIREES	0.00	11,978.33	5,794.36	7,700.00	75.25%	6,953.23	9,600.00 LA
101-253-955.000	MISCELLANEOUS EXPENSE	24.88	(20.00)	100.00	139.00	71.94%	120.00	143.17
101-253-956.000	INSURANCE/BONDS	4,171.00	4,217.00	4,360.00	5,826.00	74.84%	5,232.00	6,000.78
101-253-961.000	CONFERENCES/WORKSHOPS	137.61	229.78	103.72	3,278.00	3.16%	124.46	3,000.00 X
101-253-962.000	MEMBERSHIP/DUES	0.00	0.00	0.00	239.00	0.00%	0.00	200.00 X
		57,349.89	100,131.60	91,653.02	106,435.00	86.11%	104,465.91	111,889.19
Assessor								
101-257-703.150	SALARIES/ASSESSOR	0.00	61,871.76	64,614.96	67,500.00	95.73%	76,363.13	71,735.00 LA
101-257-703.200	SALARIES/DEPUTY ASSESSOR	111.72	48,500.96	51,158.21	56,200.00	91.03%	60,459.70	55,500.00 LA
101-257-703.400	SALARIES/INFO TECH	2.16	0.00	0.00	0.00	0.00%	0.00	0.00
101-257-703.600	SALARY/ADMINISTRATIVE	2,249.77	0.00	0.00	0.00	0.00%	0.00	0.00
101-257-708.000	OVERTIME	0.00	226.92	334.26	690.00	48.44%	395.03	710.70
101-257-710.000	EMPLOYER FICA	0.00	7,188.75	7,436.99	7,813.00	95.19%	8,789.17	8,047.39
101-257-711.000	EMPLOYERS MEDICARE	0.00	1,623.90	1,714.21	1,827.00	93.83%	2,025.88	1,881.81
101-257-712.000	WAGES IN LIEU OF HEALTH INSURANCE	0.00	7,601.04	6,365.70	7,000.00	90.94%	7,523.10	6,000.00 LA
101-257-714.000	LONGEVITY	0.00	0.00	1,051.81	1,060.00	99.23%	1,262.17	1,091.80
101-257-715.000	RETIREMENT CONTRIBUTION	(498.52)	5,415.29	11,130.47	13,500.00	82.45%	13,356.56	15,905.00 LA
101-257-718.000	HEALTH INSURANCE	0.00	19,479.58	17,856.82	22,660.00	78.80%	21,428.18	23,339.80
101-257-719.200	OPEB-REQUIRED NORMAL COST	0.00	20,244.00	13,600.00	13,410.00	101.42%	16,320.00	13,812.30
101-257-724.000	WORKMAN'S COMP INSURANCE	0.00	0.00	0.00	2,300.00	0.00%	0.00	2,369.00 LA
101-257-725.000	DISABILITY INSURANCE	0.00	1,105.81	1,313.34	1,350.00	97.28%	1,576.01	1,400.00 LA
101-257-725.100	LIFE INSURANCE	0.00	195.43	212.16	206.00	102.99%	254.59	212.18
101-257-801.000	PROFESSIONAL SERVICES	0.00	0.00	2,060.00	2,100.00	98.10%	2,472.00	2,200.00 LA
101-257-805.000	CONTRACT EMPLOYEE	0.00	594.00	0.00	0.00	#DIV/0!	0.00	0.00 X
101-257-861.000	MILEAGE	0.00	0.00	0.00	562.00	0.00%	0.00	500.00 X
101-257-874.000	HEALTH INSURANCE - RETIREES	0.00	7,302.53	2,720.60	2,686.00	101.29%	3,264.72	3,800.00 LA
101-257-901.000	TAX ROLL PREPARATION	0.00	17,750.85	19,457.88	19,096.00	101.90%	23,349.46	20,000.00 X
101-257-961.000	CONFERENCES AND WORKSHOPS	0.00	187.67	210.12	2,364.00	8.89%	252.14	2,000.00 X
101-257-961.100	EDUCATION AND TRAINING	0.00	110.00	650.00	1,688.00	38.51%	780.00	1,000.00 X
101-257-962.000	MEMBERSHIPS AND DUES	0.00	1,240.00	350.00	1,195.00	29.29%	420.00	1,230.85
		1,865.13	200,638.49	202,237.53	225,207.00	89.80%	240,291.87	232,735.83
Elections								
101-262-703.500	SALARY/TEMP EMPLOYEES	250.00	26,605.83	22,726.04	34,598.00	65.69%	26,858.05	35,635.94
101-262-708.000	OVERTIME - ADMINISTRATIVE STAFF	0.00	8,593.22	3,296.31	7,649.00	43.09%	3,895.64	6,500.00 DE
101-262-710.000	EMPLOYER FICA	24.80	639.40	308.19	348.00	88.56%	364.22	358.44
101-262-711.000	EMPLOYER MEDICARE	5.76	149.57	72.05	116.00	62.11%	85.15	119.48
								Need Dave's input

Need Dave's input

GL Number	Description	2021 Activity		2022 Activity	YTD As Of 12/05/2023	Proposed 12/31/2023	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
Fund 101 - GENERAL FUND									
101-262-751.000	SUPPLIES/POSTAGE	4,488.75	13,447.39	15,066.81	10,609.00		17,806.23	142.02%	20,500.00 D
101-262-767.000	BALLOTS/ELECTION SUPPLIES	10,767.94	9,844.16	14,476.46	30,900.00		17,371.75	46.85%	31,827.00
101-262-805.000	CONTRACT EMPLOYEE	0.00	845.28	1,540.81	5,150.00		1,848.97	29.92%	5,304.50
101-262-934.000	REPAIR/MAINTENANCE	0.00	0.00	0.00	546.00		0.00	0.00%	562.38
101-262-955.000	ELECTIONS/MISCELLANEOUS EXPENSES	60.55	5,015.81	5,193.25	1,217.00		6,231.90	426.73%	7,000.00 Z
		15,597.80	65,140.66	62,679.92	91,133.00		74,461.91	68.78%	107,807.74
Township Hall & Grounds									
101-265-703.300	SALARIES/PERM EMPLOYEES	6,390.64	6,981.20	7,107.90	7,300.00		8,400.25	97.37%	7,519.00
101-265-710.000	EMPLOYER FICA	393.28	414.84	417.81	422.00		493.78	99.01%	434.66
101-265-711.000	EMPLOYER MEDICARE	88.25	95.34	96.02	99.00		113.48	96.99%	101.97
101-265-715.000	RETIREMENT CONTRIBUTIONS	209.01	341.36	685.98	970.00		823.18	70.72%	999.10
101-265-718.000	HEALTH INSURANCE	1,368.00	1,487.52	1,984.08	2,000.00		2,380.90	99.20%	2,100.00 L
101-265-719.200	OPEB-REQUIRED NORMAL COST	0.00	0.00	0.00	0.00		0.00	0.00%	0.00
101-265-724.000	WORKMAN'S COMP INSURANCE	181.91	129.61	183.32	186.00		219.98	98.56%	191.58
101-265-725.000	DISABILITY INSURANCE	68.02	70.07	81.26	86.00		97.51	94.49%	88.58
101-265-725.100	LIFE INSURANCE	4.99	20.02	4.98	25.00		5.98	19.92%	25.00 L
101-265-756.000	INFORMATION TECH COSTS	11,261.79	11,475.56	21,854.12	21,800.00		26,224.94	100.25%	25,000.00 X
101-265-850.000	TELEPHONE	11,050.56	11,129.96	9,558.28	12,381.00		11,469.94	77.20%	12,000.00 X
101-265-920.000	PUBLIC UTILITIES	6,890.01	8,324.20	7,470.49	8,742.00		8,964.59	85.46%	9,000.00 X
101-265-920.004	AREA LIGHTING	238.51	172.22	175.33	219.00		210.40	80.06%	225.57 L
101-265-920.010	WATER USAGE	644.46	817.54	1,605.50	1,140.00		1,926.60	140.83%	2,500.00 X
101-265-920.200	1980 W PARNALL/UTILITIES	0.00	0.00	1,670.07	1,500.00		2,004.08	111.34%	1,000.00 X
101-265-932.000	VEHICLE MAINTENANCE	280.35	189.60	226.28	6,365.00		271.54	3.56%	5,000.00 X
101-265-934.000	HALL & GROUNDS REPAIR/MAINTENANCE	21,943.23	20,832.94	20,435.33	27,318.00		24,522.40	74.81%	26,000.00 X
101-265-934.150	REPAIR/MAINTENANCE TWP HALL	0.00	0.00	0.00	0.00		0.00	#DIV/0!	0.00
101-265-943.000	LEASED EQUIPMENT	2,171.64	2,171.64	2,171.64	2,500.00		2,605.97	86.87%	2,500.00 L
101-265-955.000	HALL & GROUNDS OVERHEAD/MISC	0.00	0.00	0.00	337.00		0.00	0.00%	0.00 X
101-265-955.000	INSURANCE/BONDS	13,315.78	19,402.79	24,163.03	24,100.00		28,995.64	100.26%	24,823.00 S
		76,500.43	84,056.41	99,891.42	117,490.00		119,731.13	85.02%	119,508.46
Drain at Large									
101-445-955.000	DRAIN AT LARGE/MISCELLANEOUS	20,450.68	11,997.98	15,483.59	15,600.00		15,483.59	99.25%	16,000.00 X
		20,450.68	11,997.98	15,483.59	15,600.00		15,483.59	99.25%	16,000.00
Highways, Streets & Bridges									
101-446-955.000	HIGHWAYS,STREETS,BRIDGES/MISC	2,114.10	830.00	1,070.00	2,000.00		2,400.00	53.50%	2,060.00 L
		2,114.10	830.00	1,070.00	2,000.00		2,400.00	53.50%	2,060.00
Cemetery Fund									
101-567-802.000	GRAVE OPENINGS/FOUNDATIONS	4,575.00	4,475.00	7,410.00	7,000.00		8,892.00	105.86%	6,000.00 X
101-567-955.000	CEMETERY/MISCELLANEOUS EXPENSES	9,281.87	3,456.25	3,502.00	5,000.00		4,202.40	70.04%	6,000.00 X
		13,856.87	7,931.25	10,912.00	12,000.00		13,094.40	90.93%	12,000.00

GL Number	Description	2021 Activity		2022 Activity	YTD As Of 12/05/2023	Proposed 12/31/2023		Year to Date % of 2023		Projected 2023	2024
						Amended Budget	Amended Budget	Amended Budget	Expenses	RECOMMENDED	
Fund 101 - GENERAL FUND											
Planning Commission											
101-701-703.300	SALARY & WAGES PLANNING COMM	3,400.00	4,250.00	4,050.00	5,797.00	4,860.00	69.86%	4,860.00	5,970.91		
101-701-710.000	EMPLOYER FICA	210.83	248.05	251.11	359.00	301.33	69.95%	301.33	369.77		
101-701-711.000	EMPLOYER MEDICARE	49.51	58.28	59.00	84.00	70.80	70.24%	70.80	86.52		
101-701-900.000	PRINTING/PUBLISHING	4,127.21	2,713.87	2,080.50	3,278.00	2,496.60	63.47%	2,496.60	3,000.00		
101-701-961.100	TRAINING EXPENSES	0.00	1,483.00	0.00	1,093.00	0.00	0.00%	0.00	1,200.00		
		7,787.55	8,753.20	6,440.61	10,611.00	7,728.73	60.70%	7,728.73	10,627.20		
Zoning											
101-702-703.300	SALARIES/PERM EMPLOYEES	9,585.96	10,471.80	10,661.86	11,343.00	12,600.38	94.00%	12,600.38	11,683.29		
101-702-710.000	EMPLOYER FICA	589.87	622.42	626.57	703.00	740.49	89.13%	740.49	724.09		
101-702-711.000	EMPLOYER MEDICARE	132.48	143.47	144.26	164.00	170.49	87.96%	170.49	168.92		
101-702-715.000	RETIREMENT CONTRIBUTIONS	313.54	512.07	1,028.97	1,236.00	1,234.76	83.25%	1,234.76	1,500.00		
101-702-718.000	HOSPITAL INSURANCE	2,052.00	2,231.16	2,976.12	3,000.00	3,571.34	99.20%	3,571.34	3,090.00		
101-702-719.200	OPEB-REQUIRED NORMAL COST	0.00	6,744.00	4,600.00	4,470.00	5,520.00	102.91%	5,520.00	4,800.00		
101-702-724.000	WORKMAN'S COMP INSURANCE	2,051.54	1,457.73	2,070.37	2,178.00	2,484.44	95.06%	2,484.44	2,243.34		
101-702-725.000	DISABILITY INSURANCE	102.13	105.16	121.94	129.00	146.33	94.53%	146.33	132.87		
101-702-725.100	LIFE INSURANCE	7.44	6.98	7.41	72.00	8.89	10.29%	8.89	74.16		
101-702-801.000	PROFESSIONAL SERVICES	6,867.00	0.00	0.00	2,185.00	0.00	0.00%	0.00	2,200.00		
101-702-805.100	BLIGHT ABATEMENT	1,403.02	90.00	703.85	10,000.00	844.62	7.04%	844.62	30,000.00		
101-702-826.000	MOWING/SNOW REMOVAL EXP	3,707.50	11,960.20	11,491.70	15,000.00	13,790.04	76.61%	13,790.04	15,000.00		
101-702-874.000	HEALTH INSURANCE - RETIREES	0.00	4,107.72	3,735.60	4,223.00	4,482.72	88.46%	4,482.72	4,349.69		
101-702-961.100	TRAINING EXPENSES	0.00	468.00	0.00	1,126.00	0.00	0.00%	0.00	1,000.00		
101-702-962.000	MEMBERSHIP/DUES	674.83	770.76	674.83	836.00	809.80	80.72%	809.80	800.00		
		27,487.31	39,691.47	38,843.48	56,665.00	32,892.95	68.55%	32,892.95	77,766.36		
Regional Planning											
101-704-955.000	REGIONAL PLANNING/MISCELLANEOUS	4,581.90	5,277.15	5,277.15	5,464.00	5,277.15	96.58%	5,277.15	6,000.00		
		4,581.90	5,277.15	5,277.15	5,464.00	5,277.15	96.58%	5,277.15	6,000.00		
Capital Detail											
101-901-970.171	EQUIPMENT/SUPERVISOR	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.215	EQUIPMENT/CLERK	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.253	EQUIPMENT/TREASURER	999.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.257	EQUIPMENT/ASSESSOR	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.262	EQUIPMENT/ELECTIONS	5,395.00	17,007.20	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.265	EQUIPMENT/TWIP HALL	11,847.68	53,489.77	0.00	40,000.00	0.00	0.00%	0.00	41,200.00		
101-901-970.702	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-970.751	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00		
101-901-971.265	BUILDING ADDITIONS/IMPROVEMENTS	15,148.24	6,599.06	1,451,490.39	2,000,000.00	1,741,788.47	72.57%	1,741,788.47	2,060,000.00		
		33,389.92	77,096.03	1,451,490.39	2,040,000.00	1,741,788.47	71.15%	1,741,788.47	2,101,200.00		

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/05/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
<b>Fund 101 - GENERAL FUND</b>								
101-966-995.000	CONTRIBUTIONS TO PUBLIC SAFETY	700,000.00	2,200,000.00	3,900,000.00	1,600,000.00	243.75%	4,680,000.00	1,527,000.00 Z 2024 to bal PS
		700,000.00	2,200,000.00	3,900,000.00	1,600,000.00	243.75%	4,680,000.00	1,527,000.00
Total Appropriations:		1,435,197.44	3,247,167.59	6,325,149.80	4,798,041.00		7,616,144.29	4,851,980.42
Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 101:		1,816,102.76	654,599.00	(1,219,850.05)	473,044.00			(724,067.60)
<b>Beginning of Year:</b>								
Reserved for Metro Act				112,606	112,606			123,895
Unrestricted				8,078,365	8,078,365			8,540,120
Total Beginning Fund Balance				8,190,971	8,190,971			8,664,015
<b>End of Year:</b>								
Reserved for Metro Act				129,458	123,895			138,835
Unrestricted				6,841,663	8,540,120			7,801,113
Total Ending Fund Balance				6,971,121	8,664,015			7,939,948

**Assumptions:**

Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.

X - amounts per 11/3/2023 Budget Meeting

Z - amounts per 12/5/2023 Budget Meeting

LA - estimated amounts per Linda A.

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Amended Budget	Projected 2023 Expenses	2024
Fund 205 - PUBLIC SAFETY FUND							
--- Estimated Revenue ---							
205-000-402.000	CURRENT PROPERTY TAX	1,024,536.66	1,060,369.92	1,007,471.63	1,081,000.00	93.20%	1,102,620.00
205-000-412.000	DELINQUENT PERSONAL PROPERTY TAX	5,201.07	10,517.57	2,869.45	4,787.00	59.94%	3,000.00 X
205-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(1,739.32)	(10,182.28)	(624.26)	(4,637.00)	13.46%	(4,000.00) X
205-000-505.200	CITY OF JACKSON PSN	2,471.04	6,517.68	5,349.88	0.00	0.00%	0.00
205-000-505.300	FEDERAL GRANT - OHSP	10,064.27	12,698.03	15,877.07	0.00	0.00%	0.00
205-000-528.000	GOVERNMENT GRANTS	965,909.09	260,442.10	0.00	0.00	0.00%	0.00
205-000-528.200	GOV GRANTS - PSHPH	97,442.97	0.00	0.00	0.00	0.00%	0.00
205-000-540.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00%	0.00
205-000-567.000	LIQUOR LICENSE FEES	19,031.65	19,478.80	2,861.59	41,873.00	6.83%	42,710.46
205-000-568.000	302 TRAINING FUND	4,748.48	4,713.60	17,940.45	18,217.00	98.48%	18,581.34
205-000-573.000	LOCAL COMMUNITY STABILIZATION	15,389.85	10,608.66	14,432.82	6,430.00	224.46%	6,558.60
205-000-581.000	CONTRIB FROM LOCAL UNITS-INGHAM CO SAKI	106,169.83	114,189.77	13,610.99	35,699.00	38.13%	36,412.98
205-000-582.100	CONTRIBUTIONS/LOCAL UNITS-FEMA GRANT	68,901.58	0.00	113,888.64	120,000.00	94.91%	122,400.00
205-000-635.000	LEONI CONTRACT PAYMENTS	1,623,435.00	0.00	0.00	0.00	0.00%	0.00
205-000-640.000	FIRE RUNS/PROTECTION	2,787,121.20	1,749,844.00	1,735,371.00	1,897,076.00	91.48%	1,935,017.52
205-000-646.000	POLICE REPORTS	16,271.82	3,086,461.91	2,855,291.38	2,855,291.00	100.00%	2,800,000.00 X changed amend bgt to actual
205-000-647.000	IMPROVEMENT CONTRIBUTION	0.00	15,598.00	12,236.00	13,117.00	93.28%	13,300.00 X
205-000-672.000	MISCELLANEOUS REVENUE	1.20	100.00	144,311.09	171,434.00	84.18%	174,862.68
205-000-676.000	REIMBURSEMENTS - INSURANCE	50,695.85	20,006.80	369.72	1,114.00	33.19%	1,000.00 X
205-931-699.245	P/S IMPROVEMENT FUND CONTRIBUTIONS	166,440.63	0.00	0.00	0.00	0.00%	0.00
205-000-507.000	FEMA GRANT	0.00	0.00	0.00	0.00	0.00%	0.00
205-000-543.200	STATE GRANT - EQUIPMENT	0.00	4,340.00	0.00	11,588.00	0.00%	0.00 X
205-000-582.000	CONTRIBUTION FROM NORTHWEST SCHOOLS	0.00	28,128.00	0.00	0.00	0.00%	0.00
205-000-629.000	PATROL REIMBURSEMENTS	6,874.99	4,069.16	9,376.00	19,004.00	49.34%	19,300.00 X
205-000-656.000	ORDINANCE FINES/PARKING VIOLATIONS	43,382.01	41,630.68	9,730.60	7,501.00	129.72%	7,000.00 X
205-000-674.000	COMMUNITY PROMOTION	3,700.00	4,197.88	40,969.02	41,200.00	99.44%	42,000.00 X
205-000-687.000	REFUNDS/INSURANCE CLAIMS	1,623.05	15,120.69	5,557.00	1,661.00	334.56%	5,000.00 X
		7,017,672.92	6,590,983.91	52,871.13	109,304.00	48.37%	111,490.08
205-933-693.000	SALE OF PROPERTY	107,466.13	1,600.00	6,059,761.20	6,431,659.00	94.22%	6,437,253.66
		107,466.13	1,600.00	33,668.44	50,000.00	67.34%	50,000.00 X
205-931-699.000	G.F. CONTRIBUTIONS TO P.S.	700,000.00	2,200,000.00	3,900,000.00	50,000.00	67.34%	50,000.00
Total Estimated Revenue:		7,825,139.05	8,792,583.91	9,993,429.64	1,600,000.00	243.75%	1,527,000.00 Z 2024 to bal PS
					1,600,000.00	243.75%	1,527,000.00
					8,081,659.00	123.66%	8,014,253.66
--- Appropriations ---							
205-345-703.000	SALARIES/DIRECTOR	112,745.36	116,127.70	102,665.54	107,000.00	95.95%	121,332.00
205-345-703.100	DEPUTY DIRECTORS	201,767.80	207,821.12	196,259.49	204,500.00	95.97%	231,943.03
205-345-703.200	SALARIES	2,576,083.23	2,843,992.70	2,727,727.48	2,900,000.00	94.06%	3,223,677.93
205-345-703.400	CLERICAL	51,958.40	53,518.41	52,957.63	55,117.00	96.08%	62,586.29
205-345-705.000	VACATION CASH OUT - UNION	21,769.51	18,385.71	29,401.44	29,122.00	100.96%	56,770.51
205-345-705.100	VACATION CASH OUT- NON UNION	6,048.34	6,229.79	15,708.65	15,918.00	98.68%	34,747.16
205-345-706.000	SICK PAYOUT - UNION	50,085.33	57,860.91	73,461.11	76,000.00	96.66%	29,995.66
205-345-706.100	SICK PAYOUT - NON UNION	6,048.34	6,229.78	7,348.38	7,500.00	97.98%	18,564.77
							86,817.68
							79,000.00
							8,684.45
							7,725.00
							LA

GL Number	Description	2021 Activity		2022 Activity		YTD As Of 12/5/2023		Proposed 12/31/2023		Year to Date % of 2023		Projected 2023 Expenses		RECOMMENDED
		Amended Budget		Amended Budget		Amended Budget		Amended Budget		Amended Budget		Amended Budget		
Fund 205 - PUBLIC SAFETY FUND														
205-345-708.000	OVERTIME	112,736.48	158,904.57	151,080.56	159,650.00	94.63%	178,549.75	164,439.50						
205-345-708.100	OVERTIME - COMP CASH OUT	84,043.16	87,761.52	89,415.39	97,379.00	91.82%	105,672.73	100,300.37						
205-345-708.200	OVERTIME - HOLIDAY PAY	44,467.29	50,044.43	57,959.39	49,719.00	116.57%	68,497.46	51,210.57						
205-345-708.300	HOLIDAY PAY - OFF	18,248.80	25,277.72	21,503.96	23,186.00	92.75%	25,413.77	23,881.58						
205-345-710.000	EMPLOYER FICA	216,077.29	226,311.67	228,757.14	260,790.00	87.72%	270,349.35	268,613.70						
205-345-711.000	EMPLOYER MEDICARE	48,939.11	61,893.95	52,686.82	64,773.00	81.34%	62,266.24	66,716.19						
205-345-712.000	WAGES IN LIEU OF HEALTH INS	84,679.86	89,773.14	90,821.12	100,000.00	90.82%	108,985.34	100,000.00 LA						
205-345-712.100	WAGES IN LIEU OF INS - RETIREES	29,716.29	36,317.31	47,931.90	52,500.00	91.30%	57,518.28	57,000.00 LA						
205-345-714.000	LONGEVITY - UNION	34,424.17	49,216.00	58,160.50	59,000.00	98.58%	69,792.60	62,000.00 LA						
205-345-714.100	LONGEVITY - NON UNION	0.00	6,478.97	7,294.34	7,400.00	98.57%	8,753.21	7,700.00 LA						
205-345-715.000	RETIREMENT CONTRIBUTION	2,595.29	2,672.92	5,192.84	6,341.00	81.89%	6,231.41	7,100.00 LA						
205-345-715.100	MERS RETIREMENT CONTRIBUTION	920,524.32	1,195,788.25	1,141,673.65	1,236,000.00	92.37%	1,370,008.38	1,273,080.00						
205-345-719.200	HOSPITAL INSURANCE	310,108.36	385,212.09	491,262.61	500,000.00	98.25%	589,515.13	450,000.00 LA						
205-345-721.000	OPEB-REQUIRED NORMAL COST	0.00	0.00	0.00	0.00	0.00%	0.00	0.00						
205-345-721.100	PLAIN CLOTHES ALLOWANCE	3,000.00	3,000.00	2,000.00	3,090.00	64.72%	2,400.00	3,182.70						
205-345-721.200	CLOTHING ALLOWANCE	53,096.91	31,649.61	23,815.60	33,765.00	70.53%	28,578.72	50,000.00 LA						
205-345-721.300	CLEANING ALLOWANCE	27,824.50	30,113.76	27,915.55	29,263.00	95.40%	33,498.66	30,140.89						
205-345-723.100	EDUCATION REIMBURSEMENT	12,816.68	13,433.40	12,850.05	13,878.00	92.59%	15,420.06	14,294.34						
205-345-723.100	RETIREE HEALTH CARE - MERS OPEB TRUST	180,000.00	180,000.00	180,000.00	180,000.00	100.00%	216,000.00	180,000.00 X						
205-345-724.000	WORKMAN'S COMP INSURANCE	245,718.70	175,051.54	247,528.34	248,000.00	99.81%	297,034.01	255,440.00 LA						
205-345-725.000	DISABILITY INSURANCE	13,582.70	14,913.10	17,207.26	17,300.00	99.46%	20,648.71	17,800.00 LA						
205-345-725.100	LIFE INSURANCE	2,571.26	2,275.61	2,129.38	2,623.00	81.18%	2,555.26	2,701.69						
205-345-751.000	OFFICE SUPPLIES	16,578.33	11,086.48	14,990.92	17,000.00	88.18%	17,989.10	17,000.00 X						
205-345-756.000	INFORMATION TECH COSTS	46,715.74	63,064.45	103,287.14	120,669.00	85.60%	123,944.57	125,000.00 X						
205-345-759.000	GAS AND OIL	103,981.71	155,771.11	117,576.95	162,000.00	72.58%	141,092.34	165,000.00 X						
205-345-780.000	RESCUE SUPPLIES	7,722.66	7,295.65	6,351.82	7,400.00	85.84%	7,622.18	8,000.00 X						
205-345-790.000	NON-CAPITAL EQUIPMENT	0.00	34,154.49	0.00	0.00	0.00%	0.00	60,000.00 LA/SG						
205-345-801.000	PROFESSIONAL SERVICES	65,847.26	84,026.32	60,320.55	78,280.00	77.06%	72,384.66	80,000.00 X						
205-345-850.000	TELEPHONE	17,412.52	17,667.89	15,190.36	19,697.00	77.12%	18,228.43	20,000.00 X						
205-345-850.100	CELLULAR PHONE	11,460.45	8,917.86	6,341.83	8,500.00	74.61%	7,610.20	8,755.00 LA						
205-345-852.000	COMMUNICATIONS	8,261.76	9,085.56	9,809.45	12,000.00	81.75%	11,771.34	12,360.00 LA						
205-345-865.000	ACCREDITATION & COMPLIANCE TRAINING	16,692.00	17,760.29	19,181.11	18,548.00	103.41%	23,017.33	19,104.44						
205-345-874.000	HEALTH INSURANCE - RETIREES	216,080.06	188,314.80	127,603.01	130,000.00	98.16%	153,123.61	138,000.00 LA						
205-345-880.000	COMMUNITY PROMOTION	862.08	1,630.39	2,664.46	5,797.00	45.96%	3,197.35	5,000.00 X						
205-345-900.000	PRINTING/PUBLISHING	1,645.56	1,556.00	944.00	2,000.00	47.20%	1,132.80	2,000.00 X						
205-345-920.001	STA. 1 PUBLIC UTILITIES- W PARNALL	16,309.53	21,710.56	18,098.24	25,504.00	70.96%	21,717.89	25,000.00 X						
205-345-920.005	EMERGENCY SIRENS (UTILITIES)	2,004.37	1,977.11	1,755.76	1,739.00	100.96%	2,106.91	2,000.00 X						
205-345-920.010	WATER USAGE	3,720.01	3,365.13	3,623.03	4,637.00	78.13%	4,347.64	4,776.11						
205-345-932.000	VEHICLE MAINTENANCE/INVENTORY	4,983.15	8,401.88	10,812.70	6,955.00	155.47%	12,975.24	7,163.65						
205-345-932.001	POLICE - CAR 1 - REPAIR/MAINTENANCE	163.40	78.44	0.00	1,160.00	0.00%	0.00	1,194.80						
205-345-932.002	POLICE - CAR 2 - REPAIR/MAINTENANCE	1,796.63	212.27	3,236.52	1,160.00	279.01%	3,883.82	1,194.80						
205-345-932.003	POLICE - CAR 3 - REPAIR/MAINTENANCE	0.00	47.53	141.45	1,160.00	12.19%	169.74	1,194.80						
205-345-932.004	POLICE - CAR 4 - REPAIR/MAINTENANCE	7,956.63	3,102.87	2,958.48	3,478.00	85.06%	3,550.18	3,582.34						
205-345-932.005	POLICE - CAR 5 - REPAIR/MAINTENANCE	184.29	0.00	0.00	0.00	0.00%	0.00	0.00						
205-345-932.006	POLICE - CAR 6 - REPAIR/MAINTENANCE	5,302.98	3,215.02	0.00	3,478.00	0.00%	0.00	3,582.34						
205-345-932.007	POLICE - CAR 7 - REPAIR/MAINTENANCE	2,169.24	8,125.09	0.00	3,478.00	0.00%	0.00	3,582.34						
205-345-932.008	POLICE - CAR 8 - REPAIR/MAINTENANCE	4,556.50	5,769.95	3,694.80	3,478.00	106.23%	4,433.76	3,582.34						

GL Number	Description	2021 Activity	2022 Activity	YTD As of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	RECOMMENDED
Fund 205 - PUBLIC SAFETY FUND								
205-345-932.009	POLICE - CAR 9-REPAIR/MAINTENANCE	150.00	3,913.39	2,816.90	0.00	0.00%	3,380.28	0.00
205-345-932.010	POLICE - CAR 10-REPAIR/MAINTENANCE	4,051.01	8,677.36	919.10	3,478.00	26.43%	1,102.92	3,582.34
205-345-932.011	POLICE - CAR 11-REPAIR/MAINTENANCE	2,551.88	7,625.29	4,953.71	3,478.00	142.43%	5,944.45	3,582.34
205-345-932.012	POLICE - CAR 12-REPAIR/MAINTENANCE	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-932.013	POLICE - CAR 13-REPAIR/MAINTENANCE	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-932.014	POLICE - CAR 14-REPAIR/MAINTENANCE	218.57	3,488.80	8,903.71	3,478.00	256.00%	10,684.45	3,582.34
205-345-932.015	POLICE - CAR 15-REPAIR/MAINTENANCE	659.91	97.02	669.46	3,478.00	19.25%	803.35	3,582.34
205-345-932.016	POLICE - CAR 16-REPAIR/MAINTENANCE	33.58	133.92	100.43	3,478.00	2.89%	120.52	3,582.34
205-345-932.017	POLICE - CAR 17-REPAIR/MAINTENANCE	103.55	2,496.80	5,141.55	3,478.00	147.83%	6,169.86	3,582.34
205-345-932.018	POLICE - CAR 18-REPAIR/MAINTENANCE	549.18	127.52	371.70	3,478.00	10.69%	446.04	3,582.34
205-345-932.019	FIRE - RESCUE NO. 1 - REPAIR/MAINTENANCE	2,395.14	9,467.46	4,278.40	5,150.00	83.08%	5,134.08	5,304.50
205-345-932.020	FIRE ENGINE NO. 1 - REPAIR/MAINTENANCE	18,750.28	34,723.59	5,530.08	7,316.00	75.59%	6,636.10	7,535.48
205-345-932.021	LADDER 1 - REPAIR/MAINTENANCE	13,435.45	1,259.20	52,261.82	65,000.00	80.40%	62,714.18	10,000.00
205-345-932.022	FIRE - ENGINE NO. 3-REPAIR/MAINT	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-932.023	FIRE - TRUCK NO.1 - REPAIR/MAINT	400.62	1,232.34	609.78	1,160.00	52.57%	731.74	1,194.80
205-345-932.024	POLICE - CAR 24 - REPAIR/MAINTENANCE	0.00	529.12	3,392.58	3,478.00	97.54%	4,071.10	3,582.34
205-345-932.025	BT 1 - REPAIR/MAINTENANCE	0.00	1,855.74	4,237.02	1,061.00	399.34%	5,084.42	1,092.83
205-345-932.090	K9-90 - REPAIR/MAINTENANCE	1,524.45	856.65	2,657.20	3,478.00	76.40%	3,188.64	3,582.34
205-345-932.091	K9-9 - REPAIR/MAINTENANCE	4,806.94	778.11	1,973.52	3,478.00	56.74%	2,368.22	3,582.34
205-345-932.092	S-90 - REPAIR/MAINTENANCE	442.00	634.18	2,766.91	3,478.00	79.55%	3,320.29	3,582.34
205-345-932.093	VCU CAR - REPAIR/MAINTENANCE	0.00	1,779.64	0.00	3,478.00	0.00%	0.00	3,582.34
205-345-932.094	SAKI CAR - REPAIR/MAINTENANCE	0.00	500.13	855.51	3,478.00	24.60%	1,026.61	3,582.34
205-345-932.095	SCHOOL LIASON TAHOE - REPAIR/MAINTENANCE	3,641.00	1,030.40	32.78	1,061.00	3.09%	39.34	1,092.83
205-345-934.000	REPAIR/MAINTENANCE	8,768.63	12,058.65	3,638.00	5,000.00	72.76%	4,365.60	5,000.00
205-345-935.000	BUILDING IMPROVEMENTS	6,435.65	571.00	3,566.00	5,000.00	71.32%	4,279.20	50,000.00
205-345-935.001	STATION 1-REPAIR/MAINTENANCE	15,454.48	11,689.14	7,411.48	17,389.00	42.62%	8,893.78	17,910.67
205-345-936.000	REIMBURSABLE EXPENSES	50,649.37	28,064.05	8,290.00	50,000.00	16.58%	9,948.00	50,000.00
205-345-939.024	POLICE - CAR 24-REPAIR/MAINTENANCE	86.98	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-939.025	REPAIR/MAINTENANCE - BT 1	1,715.42	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-939.092	S-90 - REPAIR/MAINTENANCE	1,025.86	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-939.093	VCU CAR - REPAIR/MAINTENANCE	4,097.08	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-939.094	SAKI CAR - REPAIR/MAINTENANCE	565.95	0.00	0.00	0.00	0.00%	0.00	0.00
205-345-955.000	MISCELLANEOUS EXPENSE	0.00	3,266.32	0.00	1,160.00	0.00%	0.00	1,000.00
205-345-956.000	INSURANCE/BONDS	102,651.91	120,188.85	142,072.45	142,100.00	99.98%	170,486.94	150,000.00
205-345-961.000	CONFERENCES/WORKSHOPS	0.00	520.61	692.95	1,160.00	59.74%	831.54	1,000.00
205-345-961.100	TRAINING EXPENSES	19,402.77	29,609.55	23,584.20	36,000.00	65.51%	36,000.00	36,000.00
205-345-961.302	302 TRAINING FUNDS	4,485.60	6,074.68	6,757.00	6,429.00	105.10%	8,108.40	6,621.87
205-345-962.000	MEMBERSHIP/DUES	2,050.32	2,111.82	1,980.32	2,814.00	70.37%	2,376.38	2,500.00
		6,305,187.92	7,087,954.15	6,991,763.26	7,570,946.00	92.35%	8,320,898.95	7,794,989.06
CAPITAL DETAIL								
205-901-970.000	EQUIPMENT	345,596.75	1,500,107.43	592,857.69	633,500.00	93.58%	711,429.23	250,000.00
205-901-978.000	REIMBURSABLE CAPITAL OUTLAY	1,034,810.67	0.00	0.00	0.00	0.00%	0.00	0.00
205-906-991.000	FIRE TRUCK NOTES PAYMENT/EQUIPMENT	64,212.24	266,993.80	0.00	0.00	0.00%	0.00	0.00
		1,444,619.66	1,767,101.23	592,857.69	633,500.00	93.58%	711,429.23	250,000.00
Total Appropriations:		7,749,807.58	8,855,055.38	7,584,620.95	8,204,446.00	92.45%	9,032,328.18	8,044,989.06

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	RECOMMENDED
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Fund 205 - PUBLIC SAFETY FUND

Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 205:		75,331.47	(62,471.47)	2,408,808.69	(122,787.00)		(30,735.40)	
Beginning of Year:								
Unrestricted								
Reserved - 302 - Current				154,054	154,054			31,266
Total Beginning Fund Balance				3,864	3,864			3,865
				157,918	157,918			35,131
End of Year:								
Unrestricted				2,555,187	31,266			594
Reserved - 302 - Current				11,540	3,865			3,802
Total Ending Fund Balance				2,566,727	35,131			4,396

Assumptions:

Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.

X - amounts per 11/3/2023 Budget Meeting

Z - amounts per 12/5/2023 Budget Meeting

LA - estimated amounts per Linda A.

GL Number	Description	2021 Activity	2022 Activity	YTD As of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
<b>Fund 208 - PARK FUND</b>								
--- Estimated Revenue ---								
208-000-408.000	PARK MILLAGE	127,813.61	131,732.83	126,187.70	135,000.00	93.47%		130,000.00 X
208-000-566.000	STATE GRANTS	0.00	40,820.29	0.00	0.00			0.00 X
208-000-573.000	LOCAL COMMUNITY STABILIZATION	5,126.94	3,668.21	4,910.92	5,127.00	95.79%		5,000.00 X
208-000-651.000	PARK REVENUE	6,131.00	6,461.10	6,501.64	4,682.00	138.86%		6,500.00 X
208-000-665.000	INVESTMENT/INTEREST	0.00	0.00	7,904.04	6,000.00	0.00%		10,000.00 X
<b>Total Estimated Revenue:</b>		<b>139,071.55</b>	<b>182,682.43</b>	<b>145,504.30</b>	<b>150,809.00</b>	<b>96.48%</b>		<b>151,500.00</b>
<b>--- Appropriations ---</b>								
208-751-703.400	COMMITTEE MEETING SALARIES	300.00	300.00	150.00	2,185.00	6.86%	180.00	2,250.55
208-751-710.000	EMPLOYER FICA	18.60	18.60	9.30	135.00	6.89%	11.16	139.05
208-751-711.000	EMPLOYER MEDICARE	4.38	4.38	2.19	32.00	6.84%	2.63	32.96
208-751-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	546.00	0.00%	0.00	500.00 X
208-751-805.000	CONTRACT EMPLOYEE	1,522.50	2,400.00	3,331.78	3,500.00	95.15%	3,998.14	4,000.00 X
208-751-806.000	REGIONAL RECREATION PLAN	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
208-751-932.000	VEHICLE MAINTENANCE	0.00	0.00	132.53	656.00	20.20%	159.04	500.00 X
208-751-934.000	REPAIR/MAINTENANCE	13,652.41	12,764.40	13,501.95	16,391.00	82.37%	16,202.34	17,000.00 X
208-751-955.000	MISCELLANEOUS	457.68	1,159.50	569.78	984.00	57.90%	683.74	1,000.00 X
208-751-956.000	INSURANCE/BONDS	0.00	113.04	0.00	0.00	0.00%	0.00	0.00
		<b>15,955.57</b>	<b>16,759.92</b>	<b>17,697.53</b>	<b>24,429.00</b>	<b>72.44%</b>	<b>21,237.04</b>	<b>25,422.56</b>
208-901-970.000	EQUIPMENT/PARK IMPROVEMENTS	34,813.49	83,173.08	10,667.00	50,000.00	0.00%	12,800.40	300,000.00 X
		<b>34,813.49</b>	<b>83,173.08</b>	<b>10,667.00</b>	<b>50,000.00</b>	<b>21.33%</b>	<b>12,800.40</b>	<b>300,000.00</b>
<b>Total Appropriations:</b>		<b>50,769.06</b>	<b>99,933.00</b>	<b>28,364.53</b>	<b>74,429.00</b>	<b>38.11%</b>	<b>34,037.44</b>	<b>325,422.56</b>
<b>Net of Revenues &amp; Appropriations Net of Revenues &amp; Appropriations Fund 208:</b>		<b>88,302.49</b>	<b>82,749.43</b>	<b>117,139.77</b>	<b>76,380.00</b>	<b>153.36%</b>		<b>(173,922.56)</b>
<b>Fund Balance Beginning of Year</b>								
				<b>336,587</b>	<b>336,587</b>			<b>412,967</b>
<b>Total Ending Fund Balance</b>				<b>453,726</b>	<b>412,967</b>			<b>239,044</b>

**Assumptions:**

Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.

X - amounts per 11/3/2023 Budget Meeting

LA - estimated amounts per Linda A.

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
<b>Fund 219 - STREETLIGHTS</b>								
--- Estimated Revenue ---								
219-000-411.000	DELINQUENT REAL PROPERTY TAX	10,298.27	10,145.20	0.00	0.00	0.00%		0.00
219-000-451.000	SPECIAL ASSESSMENT	103,768.19	109,625.79	119,770.99	119,771.00	100.00%		119,500.00
219-000-672.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%		0.00
219-000-665.000	INVESTMENT/INTEREST	89.41	68.51	1,378.61	300.00	459.54%		306.00
219-000-694.000	APPROP OF PRIOR YEAR FUND BALANCE	0.00	0.00	0.00	0.00	0.00%		0.00
<b>Total Estimated Revenue:</b>		<b>114,155.87</b>	<b>119,839.50</b>	<b>121,149.60</b>	<b>120,071.00</b>	<b>100.90%</b>		<b>119,806.00</b>
--- Appropriations ---								
219-448-920.000	PUBLIC UTILITIES	144,161.76	127,951.04	117,734.31	144,200.00	81.65%	141,281.17	148,000.00 X
219-448-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
<b>Total Appropriations:</b>		<b>144,161.76</b>	<b>127,951.04</b>	<b>117,734.31</b>	<b>144,200.00</b>	<b>81.65%</b>	<b>141,281.17</b>	<b>148,000.00</b>
<b>Net of Revenues &amp; Appropriations Net of Revenues &amp; Appropriations Fund 219:</b>		<b>(30,005.89)</b>	<b>(8,111.54)</b>	<b>3,415.29</b>	<b>(24,129.00)</b>	<b>-14.15%</b>		<b>(28,194.00)</b>
<b>Fund Balance Beginning of Year</b>				<b>52,793</b>	<b>52,793</b>			<b>28,664</b>
<b>Total Ending Fund Balance</b>				<b>56,208</b>	<b>28,664</b>			<b>470</b>

**Assumptions:**

Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.

X - amounts per 11/3/2023 Budget Meeting

LA - estimated amounts per Linda A.

GL Number	Description	2021 Activity	2022 Activity	YTD As of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
--- Estimated Revenue ---								
248-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(35,431.48)	(19,909.48)	0.00	(11,501.00)	0.00%		(11,731.02)
248-000-440.000	DDA PROPERTY TAXES	449,300.77	453,733.36	431,013.38	430,000.00	100.24%		438,600.00
248-000-525.200	FEDERAL GOV'T INTEREST CREDIT	39,345.30	33,855.06	28,364.82	28,365.00	100.00%		28,932.30
248-000-573.000	LOCAL STABILIZATION AUTHORITY PMT	28,282.16	30,345.39	0.00	30,000.00	0.00%		30,600.00
248-000-672.000	MISCELLANEOUS REVENUE	4,876.15	3,000.00	3,000.00	3,000.00	100.00%		3,060.00
248-000-665.000	INVESTMENT/INTEREST	437.82	1,035.22	3,153.25	2,500.00	126.13%		2,550.00
	Total Estimated Revenue:	486,810.72	502,059.55	465,531.45	482,364.00	96.51%		492,011.28
--- Appropriations ---								
248-728-901.000	PROFESSIONAL SERVICES	30,975.45	33,107.10	41,673.90	50,780.00	82.07%	50,008.68	52,303.40
248-728-900.000	PRINTING/PUBLISHING	0.00	0.00	0.00	130.00	0.00%	0.00	133.90
248-728-934.000	REPAIR/MAINTENANCE	6,465.00	7,791.35	5,193.45	7,649.00	67.90%	6,232.14	7,878.47
248-728-955.000	MISCELLANEOUS EXPENSE	78.44	190.07	316.67	232.00	136.50%	380.00	238.96
		37,518.89	41,088.52	47,184.02	58,791.00	80.26%	56,620.82	60,554.73
CAPITAL DETAIL								
248-901-970.000	CONSTRUCTION COSTS	30,283.52	0.00	96,609.57	150,000.00	64.41%	115,931.48	100,000.00 X
		30,283.52	0.00	96,609.57	150,000.00	64.41%	115,931.48	100,000.00
248-906-991.000	BOND PAYMENTS PRINCIPAL	225,000.00	225,000.00	225,000.00	225,000.00	100.00%	225,000.00	1,100,000.00
248-906-993.000	BOND PAYMENT INTEREST	92,718.75	79,781.25	66,843.75	66,844.00	100.00%	66,843.75	66,843.75
		317,718.75	304,781.25	291,843.75	291,844.00	100.00%	291,843.75	1,166,843.75
	Total Appropriations:	385,521.16	345,869.77	435,637.34	500,635.00	87.02%		1,327,398.48
	Net of Revenues & Appropriations Net of Revenues & Appropriations Fund 248:	101,289.56	156,189.78	29,894.11	(18,271.00)	-163.62%		(835,387.20)
	Fund Balance Beginning of Year			1,256,743	1,256,743			1,238,472
	Total Ending Fund Balance			1,286,637	1,238,472			403,085

Assumptions:

Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.

X - amounts per 11/3/2023 Budget Meeting

LA - estimated amounts per Linda A.

Assuming paying off bond Nov 2024  
Actual per sch

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDE D
<b>Fund 249 - BUILDING FUND</b>								
--- Estimated Revenue ---								
249-000-476.000	BUILDING PERMITS	133,325.98	121,737.42	98,569.15	102,831.00	95.86%		100,000.00 X
249-000-478.000	ELECTRICAL PERMITS	32,482.00	46,129.00	58,708.00	43,297.00	135.59%		45,000.00 X
249-000-479.000	PLUMBING PERMITS	11,825.00	26,047.00	14,114.00	33,555.00	42.06%		15,000.00 X
249-000-480.000	MECHANICAL PERMITS	22,635.00	30,916.00	39,166.00	28,717.00	136.39%		30,000.00 X
249-000-665.000	INVESTMENT/INTEREST	29.34	32.57	3,408.82	20.00	17044.10%		500.00 X
249-000-687.000	REFUNDS/REBATES	50.00	401.75	236.02	0.00	0.00%		0.00
<b>Total Estimated Revenue:</b>		<b>200,347.32</b>	<b>225,263.74</b>	<b>214,201.99</b>	<b>208,420.00</b>	<b>102.77%</b>		<b>190,500.00</b>
--- Appropriations ---								
249-380-703.300	SALARIES BLDG INSPECTOR	47,929.80	49,915.05	53,309.28	55,000.00	96.93%	63,001.88	56,650.00
249-380-703.400	SALARIES/CLERICAL	10,618.24	15,397.32	13,177.89	13,750.00	95.84%	15,573.87	14,162.50 LA
249-380-708.000	OVERTIME	103.71	221.76	127.22	239.00	53.23%	150.35	246.17
249-380-710.000	EMPLOYER FICA	3,715.46	4,137.23	4,153.70	4,321.00	96.13%	4,908.92	4,450.63
249-380-711.000	EMPLOYER MEDICARE	836.74	950.76	954.06	1,010.00	94.46%	1,127.53	1,040.30
249-380-712.000	WAGES IN LIEU OF HEALTH INS	2,001.53	995.38	867.95	1,200.00	72.33%	1,025.76	800.00 LA
249-380-712.100	WAGES IN LIEU OF INS - RETIREES	0.00	2,320.94	2,037.59	2,200.00	92.62%	2,408.06	2,266.00 LA
249-380-714.000	LONGEVITY	0.00	0.00	150.26	151.00	99.51%	177.58	155.53
249-380-715.000	RETIREMENT CONTRIBUTIONS	2,907.66	3,188.77	6,400.39	7,000.00	91.43%	7,680.47	9,000.00 LA
249-380-718.000	HOSPITAL INSURANCE	10,482.16	12,133.32	15,978.49	16,000.00	99.87%	19,174.19	15,500.00 LA
249-380-719.200	OPEB-REQUIRED NORMAL COST	0.00	0.00	13,700.00	13,639.00	100.45%	16,440.00	14,000.00 X
249-380-724.000	WORKMAN'S COMP INSURANCE	4,738.97	3,376.04	4,773.76	5,047.00	94.59%	5,728.51	5,198.41
249-380-725.000	DISABILITY INSURANCE	625.99	657.90	757.37	800.00	94.67%	908.84	824.00 LA
249-380-725.100	LIFE INSURANCE	55.89	52.87	58.27	225.00	25.90%	69.92	231.75
249-380-751.000	OFFICE SUPPLIES	4,737.78	4,482.71	4,344.82	5,628.00	77.20%	5,213.78	5,000.00
249-380-756.000	INFORMATION TECH COSTS	2,542.93	3,255.76	3,159.80	3,278.00	96.39%	3,791.76	3,300.00
249-380-759.000	GAS AND OIL	250.45	182.14	200.88	500.00	40.18%	241.06	500.00
249-380-801.000	PROFESSIONAL SERVICES	5,934.06	5,047.66	5,462.29	5,464.00	99.97%	6,554.75	5,000.00 X
249-380-850.000	TELEPHONE	3,456.80	3,477.66	2,989.17	3,825.00	78.15%	3,587.00	3,600.00 X
249-380-850.100	CELLULAR PHONE	609.93	505.78	496.74	861.00	57.69%	596.09	600.00 X
249-380-852.000	COMMUNICATIONS	441.42	458.51	400.60	696.00	57.56%	480.72	600.00 X
249-380-874.000	HEALTH INSURANCE - RETIREES	5,880.15	1,004.04	874.75	900.00	97.19%	1,049.70	535.00 LA

GL Number	Description	2021 Activity	2022 Activity	YTD As-Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
249-380-920.000	PUBLIC UTILITIES/TWP HALL	2,229.25	2,373.30	2,349.71	3,278.00	71.68%	2,819.65	3,000.00 X
249-380-920.010	PUBLIC UTILITIES/WATER USAGE	201.59	255.73	238.33	219.00	108.83%	286.00	225.57
249-380-932.000	VEHICLE MAINTENANCE	169.41	229.50	0.00	1,000.00	0.00%	0.00	1,000.00 X
249-380-934.100	REPAIR/MAINTENANCE TWP HALL	59.10	0.00	0.00	0.00	0.00%	0.00	0.00
249-380-935.200	TWP HALL/GROUNDS MAINT	3,134.17	3,480.28	2,868.19	5,000.00	57.36%	3,441.83	5,000.00 X
249-380-955.000	MISCELLANEOUS EXPENSE	0.00	67,300.00	0.00	0.00	0.00%	0.00	0.00
249-380-956.100	INSURANCE/BONDS TWP HALL	14,055.41	14,111.12	17,485.84	17,500.00	99.92%	20,983.01	18,025.00 X
249-380-961.000	CONFERENCES/WORKSHOPS	958.50	125.00	855.84	1,520.00	56.31%	1,027.01	1,500.00 X
249-380-961.100	TRAINING EXPENSES	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
249-380-962.000	MEMBERSHIP/DUES	406.02	276.02	316.02	487.00	0.00%	379.22	400.00 X
		129,083.12	199,912.55	158,489.21	170,738.00	92.83%	188,827.45	172,810.86
<b>ELECTRICAL INSPECTIONS</b>								
249-382-806.000	ELECTRICAL INSPECTION CONTRACT	21,797.20	32,266.94	30,951.94	32,960.00	93.91%	37,142.33	34,000.00 X
		21,797.20	32,266.94	30,951.94	32,960.00	93.91%	37,142.33	34,000.00
<b>PLUMBING/MECHANICAL INSPECTIONS</b>								
249-384-806.000	PLUMBING/MECHANICAL CONTRACT	22,920.00	22,795.00	26,000.00	33,990.00	76.49%	31,200.00	35,000.00 X
		22,920.00	22,795.00	26,000.00	33,990.00	76.49%	31,200.00	35,000.00
<b>CAPITAL DETAIL</b>								
249-901-970.000	EQUIPMENT	0.00	0.00	0.00	5,000.00	0.00%	0.00	5,000.00 X
		0.00	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
<b>Total Appropriations:</b>		173,800.32	254,974.49	215,441.15	242,688.00	88.77%		246,810.86
<b>Net of Revenues &amp; Appropriat Net of Revenues &amp; Appropriations Fun</b>		26,547.00	(29,710.75)	(1,239.16)	(34,268.00)	3.62%		(56,310.86)
<b>Fund Balance Beginning of Year</b>								
				286,630	286,630			252,362
<b>Total Ending Fund Balance</b>								
				285,391	252,362			196,051

Assumptions:

GL Number	Description	2021 Activity	2022 Activity YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
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Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.  
X - amounts per 11/3/2023 Budget Meeting  
LA - estimated amounts per Linda A.

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND								
--- Estimated Revenue ---								
250-000-414.000	TAX TRIBUNAL/REFUNDS	0.00	(26,076.63)	0.00	0.00	0.00%	0.00	0.00
250-000-440.000	LDFA PROPERTY TAXES	36,773.28	24,293.80	64,110.70	13,000.00	473.40%	13,260.00	13,260.00
250-000-573.000	LOCAL STABILITATION AUTHORITY PYMT	89,647.96	68,197.87	122,648.40	93,000.00	131.88%	94,860.00	94,860.00
250-000-665.000	INVESTMENT/INTEREST	56.89	77.84	7,311.38	84.00	7874.45%	85.68	85.68
Total Estimated Revenue:		126,478.13	66,492.88	194,070.48	106,084.00	179.86%	108,205.68	108,205.68
--- Appropriations ---								
250-728-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	651.00	0.00%	0.00	670.53
250-728-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	17,500.00	17,500.00	102.94%	21,000.00	17,500.00 X
250-728-802.000	LEGAL	48.00	0.00	0.00	3,262.00	0.00%	0.00	3,359.86
250-728-804.000	ACCOUNTING	6,580.42	4,731.20	10,241.25	18,268.00	56.06%	12,289.50	18,816.04
250-728-806.000	ENGINEERING	0.00	1,026.20	0.00	0.00	0.00%	0.00	0.00
250-728-955.000	MISCELLANEOUS EXPENSE	275.00	175.00	125.00	3,913.00	3.19%	150.00	4,030.39
250-728-962.000	MEMBERSHIP/DUES	550.00	675.00	700.00	291.00	240.55%	840.00	299.73
		21,203.42	20,357.40	28,566.25	43,885.00	65.84%	34,279.50	44,676.55
CAPITAL DETAIL								
250-901-970.000	CONSTRUCTION COSTS	259.00	0.00	2,969.50	50,000.00	-1.48%	3,563.40	100,000.00 Z
		259.00	0.00	2,969.50	50,000.00	1.48%	3,563.40	100,000.00
TRANSFERS								
250-966-995.251	TRANSFER OUT TO LDFA SMARTZONE	0.00	0.00	0.00	450,000.00	0.00%	0.00	0.00
		0.00	0.00	0.00	450,000.00	0.00%	0.00	0.00
Total Appropriations:		21,462.42	20,357.40	31,535.75	543,885.00	6.39%	37,842.90	144,676.55
Net of Revenues & Appropriations Fund 2:		105,015.71	46,135.48	162,534.73	(437,801.00)	-41.12%		(36,470.87)
Fund Balance Beginning of Year								
				496,307	496,307			58,506
Total Ending Fund Balance								
		655,576			58,506			22,035

Z To amend 2023  
budget to \$250,000  
to bal SmartZone

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of		2024 RECOMMENDED
						2023 Amended Budget	Projected 2023 Expenses	
Fund 251 - LDFA SMART ZONE ADMINISTRATIVE FUND								
--- Estimated Revenue ---								
251-000-414.000	TAX TRIBUNAL/REFUNDS	0.00	(29,751.88)	0.00	0.00	0.00%		0.00
251-000-440.100	PROPERTY TAXES-SMART ZONE-NON SCHO	90,544.19	86,649.54	71,918.40	87,000.00	82.66%		88,740.00
251-000-440.200	PROPERTY TAXES-SMART ZONE-SCHOOL	107,112.13	61,148.62	109,792.66	100,000.00	109.79%		102,000.00
251-000-573.000	LOCAL STABILITATION AUTHORITY PYMT	5,385.07	18,083.85	8,278.72	6,000.00	137.98%		6,120.00
251-931-699.000	TRANSFER IN FROM LDFA ADM FUND	0.00	0.00	0.00	450,000.00	0.00%		0.00
Total Estimated Revenue:		203,041.39	136,130.13	189,989.78	643,000.00	29.55%		196,860.00
--- Appropriations ---								
251-728-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	200.00	0.00%		206.00
251-728-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	0.00	17,500.00	0.00%		17,500.00
251-728-802.000	LEGAL	0.00	0.00	0.00	100.00	0.00%		103.00
251-728-803.000	PLANNING, MARKETING, ADMINISTRATIVE	0.00	0.00	0.00	1,000.00	0.00%		1,030.00
251-728-804.000	ACCOUNTING	6,580.43	4,731.20	0.00	9,000.00	0.00%		9,270.00
251-728-915.000	MEMBERSHIP/DUES	0.00	0.00	0.00	300.00	0.00%		309.00
		20,330.43	18,481.20	0.00	28,100.00	0.00%		28,418.00
251-901-970.100	JACKSON TECHNOLOGY PARK	11,697.20	100,461.00	628,620.49	935,367.23	67.21%		100,000.00
		11,697.20	100,461.00	628,620.49	935,367.23	67.21%		100,000.00
Total Appropriations:		32,027.63	118,942.20	628,620.49	963,467.23	65.25%		128,418.00
Net of Revenues & Apprpr Net of Revenues & Appropriations Fund 251:		171,013.76	17,187.93	(438,630.71)	(320,467.23)	136.87%		68,442.00
Fund Balance Beginning of Year			320,628		320,628			161
Total Ending Fund Balance			(118,003)		161			68,603

Assumptions:  
Preliminary 2024 budget assumes a 2% increase in revenue and 3% increase in expenditures over the amended 2023 budget, except where different assumption is noted.  
X - amounts per 11/3/2023 Budget Meeting  
Z - amounts per 12/5/2023 Budget Meeting

GL Number	Description	2021 Activity	2022 Activity	YTD As Of 12/5/2023	Proposed 12/31/2023 Amended Budget	Year to Date % of 2023 Amended Budget	Projected 2023 Expenses	2024 RECOMMENDED
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LA - estimated amounts per Linda A.

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, November 20, 2023, at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

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

**Members absent:** Supervisor Jancek

**Public Attendance:**

Wesley Clark

Jason Kreger

J. Biddinger

Deborah Nagy

Ray Snell

Diane Derby

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

1. Motion by Trustee Williams, supported by Clerk Elwell to excuse the absence of Supervisor Jancek from tonight's board meeting.

*Unanimously approved by voice vote*

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

*Unanimously approved by voice vote*

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

1. **Ray Snell, 9<sup>th</sup> District County Commissioner**
  - a. County Commissioner Meeting to convene the following evening.
    - i. JCDOT projects.
    - ii. Demolition of the Armory roof.
    - iii. Arts in the Park – along the Falling Waters Trail.
    - iv. Jail update – Study session to re-open jail ad hoc committee.
2. **Wesley Clark, Clarks Lawn Care**
  - a. Contracts for lawn mowing and snow removal have expired and are up for renewal.

**ADDITIONS / DELETIONS**

1. Additions
    - a. Public Safety
      - i. Replace the word, “of” with, “not to exceed”.
      - ii. Add to end of sentence, “to be invoiced and paid January 2024.”.
    - b. Utilities Committee
      - i. Changed, “informational/discussion only, no action” to “Approve Demo Bid: 2000 W. Parnall Rd.”.
  2. Deletions
    - a. Planning Commission
      - i. Delete, “recommend approval of the airplane hangar”.
- Motion by Treasurer Preston, supported by Trustee Pack to approve the Board of Trustee agenda for the Regular Board Meeting held on Monday, November 20, 2023.
- Unanimously approved by voice vote*

### MINUTES APPROVAL

- No changes/corrections.

Motion by Treasurer Preston, supported by Trustee Ambs to approve the Board of Trustee minutes for the Regular Board Meeting held on Monday, October 16, 2023.

*Unanimously approved by voice vote*

### CONSENT AGENDA

1. Approval of payroll for the dates 10/13/23 in the amount of \$173,947.45 and for 10/27/23 in the amount of \$180,626.02.
2. Approve \$200,000.00 transfer of funds from General Fund to Public Safety Fund for the month of October 2023.
3. Receive Revenue and Expenditure Report for the month of October 2023.

Motion by Treasurer Preston, supported by Trustee Pack

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

### SUPERVISOR'S UPDATE

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### TREASURER'S UPDATE

1. Complete Bid proposal for audit services.

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.

Motion by Treasurer Preston, supported by Clerk Elwell

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

### CLERK'S UPDATE

1. November 7 Election Update
  - a. Spreadsheet of voter turnout by gender and age.
  - c. Spreadsheet of ballots sent and returned summary.

2. Resolution #18-2023-1120

Motion by Clerk Elwell, supported by Trustee Thomas to approve Resolution #18-2023-11201; a resolution to recommend the approval of transfer ownership to A2G2J2, LLC, 2115 Bondsteel Dr. Jackson, MI; 2023 Class C license and SDM license 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; from the State of Michigan Liquor Control Commission.

*Unanimously approved by voice vote*

3. Resolution #19-2023-1120

Motion by Clerk Elwell, supported by Trustee Pack to approve Resolution #19-2023-1120; a resolution to recommend the approval for transfer stock interest by adding Juan C Vera-Mendoza, 100 shares, Jorge Vera, 100 shares, Raul Avila-Vera, 100 shares, and Jacinto Leon, 200 shares, as stockholders; and as a result, existing stockholders Carmelo Vera will hold 200 shares, Alfredo Melendez Aguirre will hold 200 shares, Jose C Vera-Mendoza will hold

100 shares; Acapulco Mexican Grill #3, Inc., 6010-6030 Clinton Rd. Suites 1-3, Jackson, MI;  
from the State of Michigan Liquor Control Commission

*Unanimously approved by voice vote*

4. Updated application for committee appointments
  - a. Language to include attendance and dismissal policies.
5. Metro Act  
Motion by Clerk Elwell, supported by Trustee Thomas to authorize the signing of the Metro Act application.

*Unanimously approved by voice vote*

6. Discussion
  - a. Cemetery revisions
  - b. Update pay for election workers for 2024.
  - c. Seek and apply for grants to install ADA compliant doors for the meeting room at the Township Hall.
  - d. Substitute Sexton

#### PUBLIC SAFETY

1. Minutes from Public Safety Committee meeting Monday, November 13, 2023.

#### **CLEANING ALLOWANCE**

Motion by Trustee Williams, supported by Clerk Elwell to approve payment of cleaning allowance of \$687.42 per public safety officer, total of \$28,184.22, from account # 205-345-721-200.

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

#### **PURCHASE BODY WORN CAMERAS, TASERS, IN-CAR CAMERAS**

Motion by Trustee Thomas, supported by Trustee Pack to 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, not to exceed \$153,595.53, from account # 205-901-970-000 to be invoiced and paid, January 2024.

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

#### PLANNING COMMISSION

##### **APPROVE**

##### **CASE #1563:**

##### **COND. USE –**

##### **1006 AIRPORT RD.**

Motion by Trustee Williams, supported by Clerk Elwell to 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 with the following condition: Finalized airport property lease approval letter to be placed into file.

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

#### ZONING BOARD OF APPEALS

- *No activity*

## PARKS & RECREATION

1. Approve Bid from Cochran Electric Co.

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. Work to be overseen by Deputy Director Boulter.

Motion by Treasurer Preston, supported by Clerk Elwell

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

2. Parks and Recreation meeting minutes September 14, 2023.

3. December 14, 2023, Public Hearing

Motion by Treasurer Preston, supported by Clerk Elwell to approve the date, December 14, 2023, 5:30 PM – 7:00 PM for a Public Hearing To discuss goals and action items with the public for a new 5-year plan.

***Unanimously approved by voice vote***

## TECHNOLOGY COMMITTEE

- *No activity*

## UTILITIES COMMITTEE

### **APPROVE**

### **DEMO BID: 2000**

### **W. PARNALL RD.**

Motion by Trustee Williams, supported by Trustee Thomas to award the bid to Mead Brothers for 2000 W. Parnall Rd. for complete demolition of building, removal of all debris and hazards, and restoration of property as outlined in the bid proposal, with no additional expenses attributed to Blackman Charter Township, for bid amount of \$177,922.00.

a. Discussion: by Jack Ripstra

- i. Regarding the need for a 3<sup>rd</sup> Party monitor for the removal of hazardous material at an additional expense for the township.

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

## ORDINANCE REVIEW COMMITTEE

1. Blight

- a. Discussion - Tracking and how to improve the process for correcting Blight conditions.
- b. Attorney White to provide options and solutions on how to proceed.

## NEW BUSINESS

1. *No activity*

- **BILLS**

Motion by Clerk Elwell, supported by Trustee Williams to approve payment of bills on the Board Invoice 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.

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

*Ayes – 6*

*Nays - 0*

*Motion Approved*

EXTENDED PUBLIC COMMENT (Three-minute limit)

- *None*

OPEN DISCUSSION

1. Clerk Elwell
  - a. Condolences offered to the family and friends of retired Public Safety officers, Hartman and Wheaton.

*The Chairperson, Clerk Elwell, declared the meeting adjourned at 6:55pm.*

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**David Elwell, Township Clerk**

December 1, 2023

Blackman Township Board

Re: Election worker pay

Dear Board:

Please give consideration to raising the pay for our election workers.

Currently, the workers receive \$180 per day for working the elections. We provide them with dinner. For any required training, they are paid \$30, which is paid on election day, with their regular check. Our Precinct Chairs are currently paid \$195 per day, and the same training rate.

As part of the 9 day early-voting law, the County Clerk polled the clerks of the county regarding their election worker pay rate. I have attached that sheet. They inquired of that to help them determine the pay for the workers during those 9 days (which the County will pay). The rate they arrived at is \$15 per hour.

Our workers typically work a 15 hour day, some maybe 16, depending on the election (coming to the Township and the receiving board). Even at 15 hours, that equates to \$12.00 per hour for the workers (and almost the same rate for the Chair's).

I propose (and ask) that you approve raising the rate to \$225.00 for the inspectors. Secondly, I propose creating a "co-chair" position and pay rate. We are required to have an inspector from each precinct (from the opposite party as the chair) come to the Township Office to process the data and paperwork, and transport the ballots. When regular inspectors do this, it extends their day by another hour (minimum) or two, with no difference in pay. I propose paying them \$240.00. The chairs could name their co-chair on election morning.

Knowing that the Chairs have a huge amount of responsibility, and must also come to the Township Office at the end of the night (along with one other worker of the opposite party), I would like to adjust their pay to \$275.00.

We are using one contract worker during elections, which you typically approve before each election. That pay has been \$16.32 per hour. I would like to raise it to \$17.50, to make it equal to the pay for the precinct chairs, and allow this one vote to authorize use of the contract employees, as well as the rate, for the entire election season. We are well under budget this year, and will remain so for 2024.

I do NOT want to pay per hour, but continue paying per day. That allows us to have the checks cut during the day on election day, and deliver to them the same day, which they appreciate.

In closing, remember that some elections we are fully reimbursed for (school, college, presidential primary).



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
ACTING DIRECTOR

Thursday, November 30, 2023

Jalal Y. Arabo, Attorney  
C/O Parnall Food Mart, Inc.  
[jalalarabo1@yahoo.com](mailto:jalalarabo1@yahoo.com)

**RID #** RQ-2311-15307      **Reference/Transaction:** Transfer ownership 2023 SDD license with Sunday Sales permit (PM), only, from Pleasant Lake View, Inc.; Transfer location from 10635 N. Meridian Rd, Pleasant Lake to 1000 W. Parnall Rd, Jackson, to be held in conjunction with existing SDM license; Transfer Governmental Unit under MCL 436.1531(18) from Henrietta Twp to Blackman Twp; New Motor Vehicle Fuel Pumps issued under MCL 436.1541(1) \$250,000 & 5' (Inside)

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:** Parnall Food Mart, Inc.

**Business address and phone number:** 1000 W Parnall Rd, Jackson, MI 49201

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

Jamal A. Jamil, 6110 Saint James Dr, West Bloomfield, MI 48322, C: 248-765-5434  
Fahmi B. Abdal, 5565 S Piccadilly Cr, West Bloomfield, MI 48322, C: 248-788-5641  
Ayad E. Abrou, 4169 Carillon Dr, Bloomfield, MI 48302, C: 248-421-3391

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: Parnall Food Mart, Inc.: [jjamil1201@gmail.com](mailto:jjamil1201@gmail.com)  
Pleasant Lake View, Inc.: [deb.ann77@gmail.com](mailto:deb.ann77@gmail.com)  
Blackman Twp: [delwell@blackmantwp.com](mailto: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](http://www.michigan.gov/lcc) • 866-813-0011



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**  
(Authorized by MCL 436.1501)

Resolution #20-2023-1218

**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 \_\_\_\_\_ December 18, 2023 \_\_\_\_\_ at \_\_\_\_\_ 6:00 P.M. \_\_\_\_\_  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from \_\_\_\_\_ Parnall Food Mart, Inc. \_\_\_\_\_

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): \_\_\_\_\_ Transfer ownership of SDD license with Sunday Sales permit(PM) only, from Pleasant Lake View, Inc. \_\_\_\_\_  
(list specific licenses requested)

to be located at: \_\_\_\_\_ 1000 W. Parnall Rd. Jackson, MI 49201 \_\_\_\_\_

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ Recommends \_\_\_\_\_ 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 \_\_\_\_\_ December 18, 2023 \_\_\_\_\_  
(regular or special) (date) (township, city, village)

David K. Elwell

December 18, 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

## BLACKMAN C T Park & Recreation Committee Meeting Minutes 11/14/23

Attendees: Phil Preston, Shelly Sercombe, Kay Brown (GREAT), Dave Warfield (citizen/ park handyman)  
 Missed: Brian Elliott (Disability Connect) , Kristina Edgar (Am1, CU), Phil Sczykutowicz ( NW Schools), Jeff Kinney (True Community CU)

### Agenda:

1. Survey results
2. 5 year Goals
3. Review of actions under work

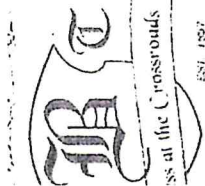
SECURITY CAMERS FOR PARK & Parnall	Bid request posted with Chris Boulter contact.	Only one bid received.	For Board approval at 11/20/23 meeting.	
SURVEY RESULTS FOR 5 YEAR PLAN OF ACTIONS.	#1 Get bathrooms at Marinos park.	TBD... water vs vault Connected to PS vs not.		
	#2 Get State Trail in the TWP.	In the works.	Include trail head at Parnall & Lansing	
	#3 Security Cameras for parks.	In the works. Bid received.	As above.	
	#4 Walking trail / path around Parnall Property	Will go for bid.	After B & H is demolished.	
	#5 Drinking fountains for parks	Basic fountain was added to Rod Mills.	Fountain to be included in PS at former Marinos.	
	#6 Pavillion with Power & Water for Parnall Park	Location & details TBD, would go to bids.	Work with PS on site plans.	
	#7 Pickleball courts for Parnall	Location & details TBD, would go to bids.	Work with PS on site plans.	
	#8 continue control of the soccer fields.	Ongoing. Was a key interest to maintain open space for activities	Soccer & Other events.	

	#9 Community day activities of interest.	#1 – Food Truck Days. #2 Flea Market days		
Naming of Parnall facilities	TBD	Entire Park? Fields? Pickleball courts? Trail?		
DECEMBER PUBLIC MEETING FOR REVIEW OF PLANS	Tentative Dec 14 public meeting 5:30 to 7 PM	Requires public posting Board approval at 11/20 mtg.	In support of 5 year plan.	

Comments & question welcome.

Reported by Phil Preston

H:\PARK COMMITTEE\Committee meetings\2023\PARK Committee Meeting minutes 11-14-23.docx



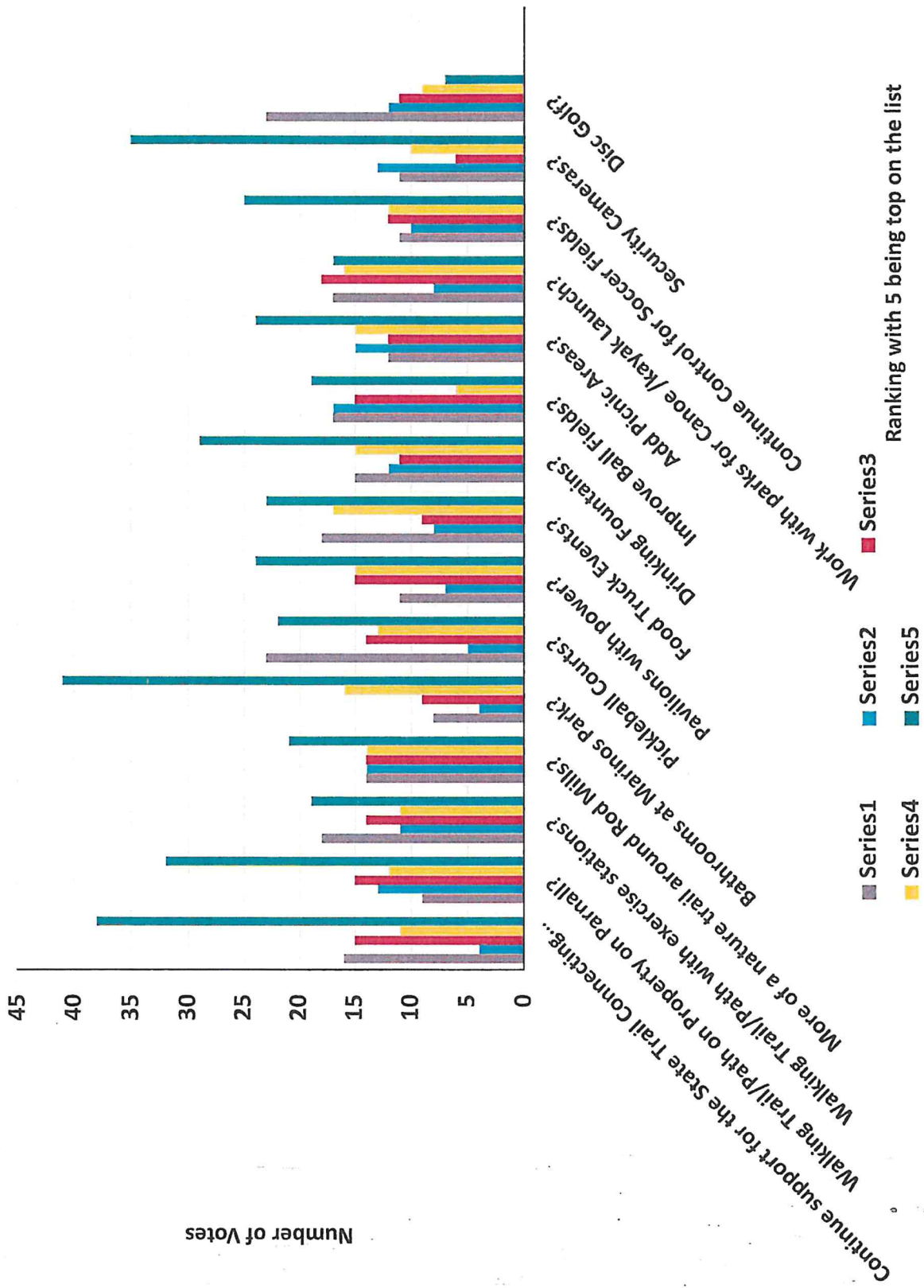
## BLACKMAN CHARTER TOWNSHIP

1990 W. Parnall Road • Jackson, Michigan 49201-8612 • Phone (517) 788-4345 • Fax (517) 788-4689

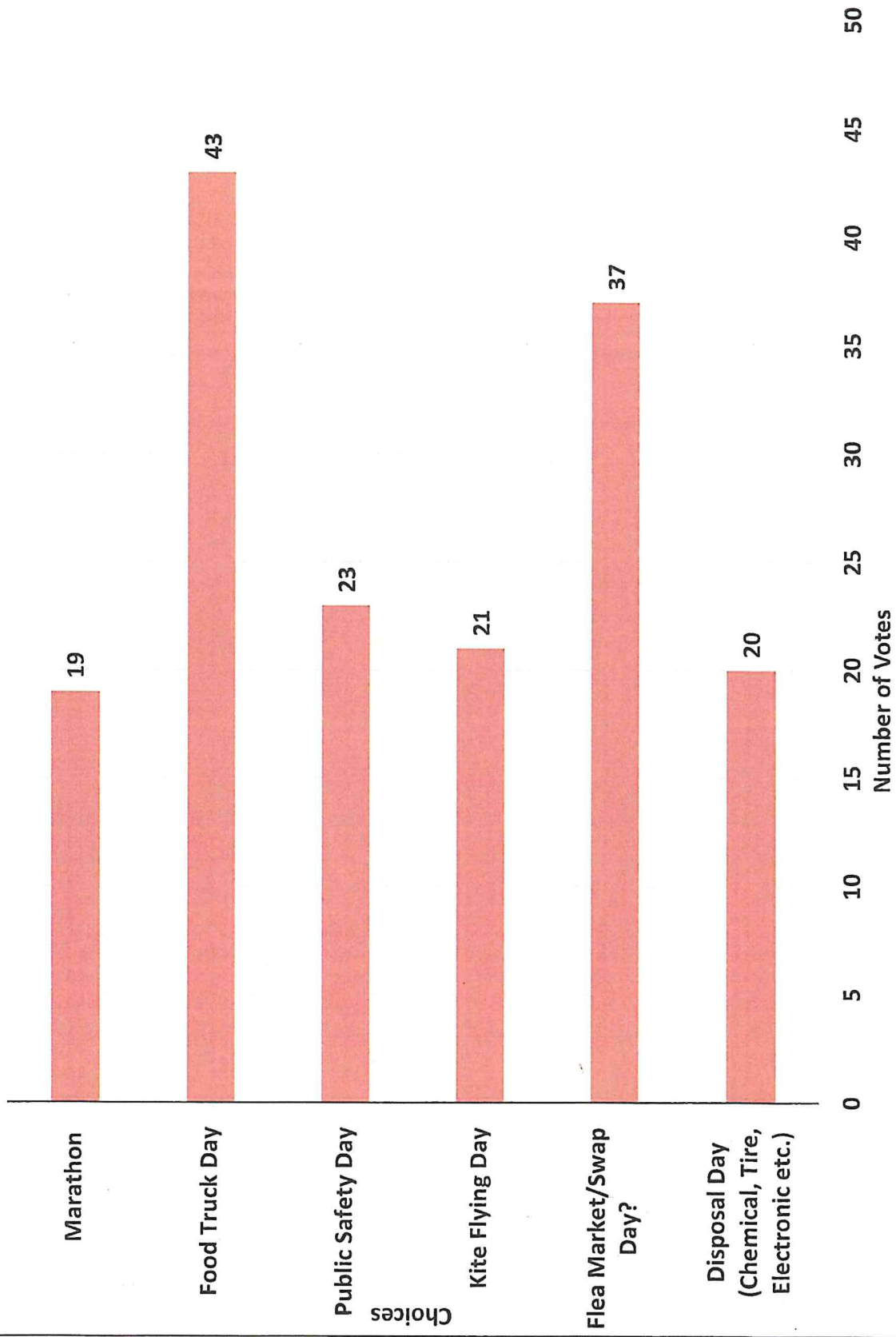
PUBLIC MEETING: PARKS & RECREATION, December 14, 2023  
Review of survey results, plans, layout of facilities for public input.

NAME	ADDRESS	Contact information if desired.
Mary Miller		
Elyse Sercombe	1815 BLACKMAN 49201	
Harriet P. Smith		
Jack Ripstra		
Red Ripstra		
No Sign -	withheld. PHP	

# QUESTIONS TO SURVEY



Community Days



<u>Job Title</u>	<u>Start</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
Deputy Clerk/Treasurer	\$ 24.55	\$ 25.33	\$ 25.88	\$ 26.55	\$ 27.31
Assessor (Annual)	\$ 31.60	\$ 32.94	\$ 34.27	\$ 35.61	\$ 38.32
Deputy Assessor	\$ 30.51	\$ 31.83	\$ 33.18	\$ 34.52	\$ 37.21
Level 2 Assessor	\$ 26.17	\$ 27.53	\$ 28.38	\$ 29.16	\$ 30.00
Level 1 Assessor	\$ 21.04	\$ 22.03	\$ 23.06	\$ 24.02	\$ 24.68
Zoning/Building	\$ 30.73	\$ 32.07	\$ 33.41	\$ 34.75	\$ 36.07
Bookkeeper	\$ 21.04	\$ 21.63	\$ 22.25	\$ 22.89	\$ 23.74
Accountant/HR	\$ 31.46	\$ 32.04	\$ 32.59	\$ 33.15	\$ 34.51
Utility Clerk/IT	\$ 19.21	\$ 20.22	\$ 20.95	\$ 21.62	\$ 22.54
Administrative Assistant	\$ 16.81	\$ 17.40	\$ 17.95	\$ 18.40	\$ 18.89
Public Safety Director (Annual)	\$ 112,376.33	\$ 115,059.78	\$ 117,751.26	\$ 120,458.79	\$ 123,199.78
Deputy PS Director (Annual)	\$ 99,024.56	\$ 101,523.78	\$ 104,478.42	\$ 107,290.30	\$ 110,238.66
PS Clerk	\$ 24.55	\$ 25.33	\$ 25.88	\$ 26.55	\$ 27.31

Effective 01/01/2024

*Leading the Way for Michigan!*

# PROPOSAL OF COVERAGES

Public Entity Insurance  
Proposal for:

## **Charter Township of Blackman, Jackson County**

Effective Date: 1/1/2024

Presented by:

Megan West  
(269) 341-9715  
mwest@bfgroup.com

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**Burnham & Flower**  
INSURANCE GROUP

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 **ACRISURE®** | AGENCY PARTNER

## HOW BURNHAM & FLOWER SERVES YOU

Since 1966, Burnham & Flower Insurance Group has specialized in Michigan public entities and understands your unique coverage needs. We are your single source for Group Benefits, Property & Liability, and Group/ Individual Retirement Planning. In addition to comprehensive coverages, we provide risk management services, employee education, onsite reviews, online enrollment, 24/7 access to each employee's benefits information, and much more.

Our Property & Casualty team has over 54 years of experience in the Public Entity Insurance Business. Friendly and professional service for all your insurance needs. Below are the coverage opportunities our team has to offer.

### Open Market Property & Casualty

Broad coverage, competitive pricing, over 1300 Michigan entities with 96% retention.

### CFC Cyber Insurance

Cybercrime, network security privacy, liability, system damage, business interruption and phishing scams.

### Workers Compensation

Wage loss, medical treatment, rehab, death benefit and much more. Since 1912 Michigan based.

### Provident: Insurance For Emergency Services

24/7 AD&D insurance, line of duty, occupational coverage and a first responder assistance program.

Additional information on any of these programs is available upon your request!

## YOUR PROPERTY & CASUALTY TEAM



**Jon Johnson**

Ext 3163

Account Manager

[jjohnson@bfgroup.com](mailto:jjohnson@bfgroup.com)



**Megan West**

Ext 3178

Account Manager

[mwest@bfgroup.com](mailto:mwest@bfgroup.com)



**Bobbi Pritchard**

Ext 3111

Department Manager

[bpritchard@bfgroup.com](mailto:bpritchard@bfgroup.com)



**Kate Thomas**

Ext 3122

Service Representative

[kthomas@bfgroup.com](mailto:kthomas@bfgroup.com)

# TMHCC RISK CONTROL SERVICES



TOKIO MARINE  
HCC

TMHCC provides a variety of risk control services to its insured public entities throughout Michigan, Ohio, Indiana, and Illinois. These services are provided by experienced risk control personnel located in each state who utilize proven risk control techniques and procedures. These techniques and procedures are continuously updated by conferring with TMHCC appointed counsel and HCC Public Risk Claim Service, Inc.\* Through these efforts, TMHCC insureds are provided the most up to date information on statutes, case law and claims experience. These efforts are done as a service to TMHCC insureds to help them avoid, reduce and/or transfer potential liability exposures.

Some of the risk control services provided to TMHCC insureds include:

1. Risk Control Profiles;
  2. Risk Control Recommendations;
  3. Special Events and Contract Reviews;
  4. Resource Materials;
  5. Technical Assistance;
  6. Risk Control Seminars.
- **RISK CONTROL PROFILES** – The Risk Control Department has field representatives who visit and survey insured public entities to identify existing and/or potential liability exposures. While at the site, the field representative meets with officials and department heads to discuss and review the operations of the entity. The Risk Control Department field representative will survey and analyze any potential problem areas that exist within the entity. These issues will then be discussed with officials and department heads during the on-site survey.
- **RISK CONTROL RECOMMENDATIONS** – After the information is gathered during the Risk Control survey, letters of recommendation are developed and provided to the entity's officials and department heads. Often included with these recommendations is resource material to help the insured entity implement the recommendation(s). These efforts will help the insured entity manage their liability exposures.

- **SPECIAL EVENTS AND CONTRACT REVIEWS** – The Risk Control Department Representatives will review special event applications along with site plans to help insured entities identify potential liability exposures inherent with these types of events. Recommendations will then be made to help the TMHCC insured manage these exposures. In addition, the Risk Control Department Representatives will review contractual language from a risk control perspective and provide suggestions to help reduce potential liability exposures. These suggestions can then be reviewed by the entity attorney before the contract is signed or revised.
- **RESOURCE MATERIAL** – The Risk Control Department has a large quantity of resource material available to assist public entities in developing sound risk control programs. Specific information is available to assist human resource departments, park and recreation departments, public works departments, emergency medical services, fire departments, jails and police departments. In addition, the department has sample manuals, risk control guidelines and model policies and procedures. The Risk Control Department Representatives continuously update and make available these resources for TMHCC insureds.
- **TECHNICAL ASSISTANCE** – The Risk Control Department Representatives also provide assistance to TMHCC insureds with liability related questions and issues. They are also available to meet with your safety committee to provide guidance and advice. The Risk Control Department Representatives are continuously trained and updated on the latest information that could potentially affect public entities. Their many years of experience, education and training are offered to HCC Public Risk insureds as a valuable service.
- **RISK CONTROL SEMINARS** - The Risk Control Department assists, sponsors and presents seminars to TMHCC insureds. Some topics include:
  1. Sexual Harassment in the Workplace;
  2. Other Forms of Discrimination, including ADA and Whistleblowers;
  3. Law Enforcement Liability;
  4. Governmental Immunity.

Other seminars can be tailored to meet the needs of the public entity.

In conclusion, the TMHCC Risk Control Department Representatives are available to provide risk control advice and guidance at *no additional cost* to TMHCC insureds. If you have any questions in regards to any of the risk control services that are provided, please contact your local TMHCC Risk Control Representative or the TMHCC Risk Control Department.

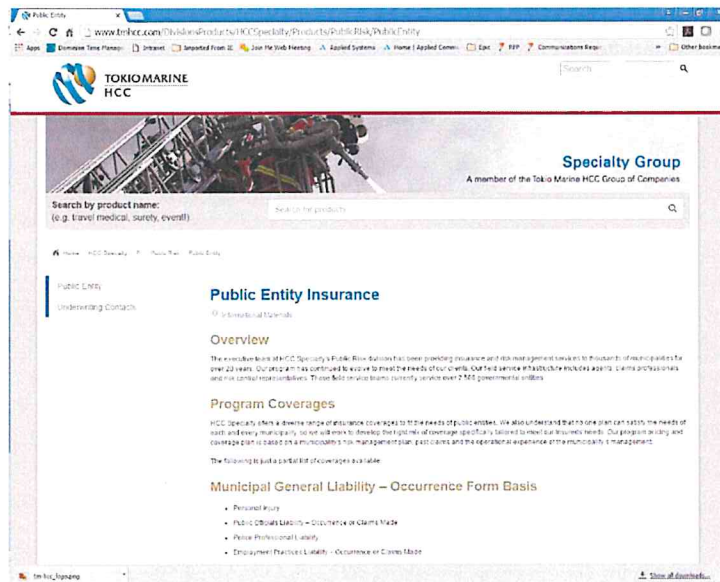
*\* HCC Public Risk Claim Service, Inc. is a subsidiary of TMHCC and is the claims administrator for the TMHCC program. Information regarding TMHCC and appointed counsel is on their web page at [www.tmhcc.com](http://www.tmhcc.com).*

## TMHCC Web Site



Set your home page to **www.tmhcc.com** to visit The TMHCC web site, available to you 24 hours each day, 7 days each week.

Visit the site to learn about upcoming events such as annual conventions, important meetings and helpful workshops; learn about the board members who represent you; find contact information for all of the municipal coverage professionals who are eager to serve your needs.



TMHCC maintains some of the highest financial ratings available within the insurance industry:



**AA-**  
by Standard & Poor's



**AA-**  
by Fitch Ratings



**A+**  
by A.M. Best Company

## TMHCC Service Providers



### **Burnham & Flower Insurance Group**

Customer Service  
315 S. Kalamazoo Mall  
Kalamazoo, MI 49007  
888.748.7966



**TOKIOMARINE**  
**HCC**

### **TMHCC**

Risk Control Administration  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
800.878.9878



**TOKIOMARINE**  
**HCC**

### **HCC Public Risk Claim Service, Inc.**

Claims Administration  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
800.878.9878  
24 Hour Telephone: 800.225.6561  
[publicriskclaims@tmhcc.com](mailto:publicriskclaims@tmhcc.com)

## Our Service Promise

*We promise.*

- We will promptly respond to your phone calls and emails.
- We will expedite any changes in coverage.
- We have staff on-site with expertise in the following areas:
  - Property & Casualty
  - Workers' Compensation
  - Bonds
- We will happily review your coverage at any time. We recommend review on an annual basis.
- We have the ability to review contracts or certificates you receive from other entities.
- We are willing and able to meet with you and your team to fully review coverage.

*You Serve Others. We Serve You.*

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**Burnham & Flower**  
**INSURANCE GROUP**

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 **ACRISURE®** | **AGENCY PARTNER**



## HCC Public Risk Michigan

Quote Date: December 12, 2023  
Quote for: **BLACKMAN CHARTER TOWNSHIP**  
Policy Term: **01/01/2024 - 01/01/2025**  
Payment Plan: **Annual**  
Company: **U.S. Specialty Insurance Company**  
Policy #: **4814352-1**

### **General Liability - Occurrence Form**

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate  
**Subject to \$10,000 Deductible Including Claims Expense**  
Deductible Applies to: Bodily Injury/Property Damage  
Basis of Deductible: Per Occurrence  
Sexual Abuse Endorsement - No Coverage  
Damage to Premises Rented to you \$500,000 - **Subject to \$10,000 Deductible**  
Medical Payments \$10,000  
Cemetery Professional - Included **Subject to \$0 Deductible**  
Pesticide or Herbicide - No Coverage  
Nurses Professional Liability - No Coverage  
Failure of Dam, Reservoir, Levee, Dike Coverage - No Coverage  
Emergency Response Operations – Included  
Mutual Aid Property Damage - \$10,000  
Sewer Backup Liability \$500,000 per Occurrence / \$500,000 Aggregate  
Subject to \$0 per claimant limitation  
Subject to \$10,000 per occurrence deductible  
GL Prior Time Coverage - No Coverage

**Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)**

**Fireworks Liability: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval prior to binding coverage. All fireworks displays must be ignited/discharged by a licensed and insured pyro technician . Additional Premium will Apply.**

### **Employee Benefits - Occurrence Form**

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate  
**Subject to \$0 Deductible**  
EB Prior Time Coverage - No Coverage

### **Liquor Liability - Coverage limited to Host Liquor**

### **Public Officials Wrongful Acts Liability - Occurrence Form**

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate  
**Subject to \$10,000 Deductible - Including Claims Expense**  
Non-Monetary Damage \$25,000 Per Suit / \$50,000 Per Policy Limit  
**Subject to \$10,000 Deductible**  
Private Property Use Restriction Sublimit \$250,000 per Occurrence / \$0 Aggregate - Defense inside Limit  
**Subject to \$10,000 Deductible**  
Prior Time Coverage - No Coverage

Quote for: BLACKMAN CHARTER TOWNSHIP  
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## HCC Public Risk Michigan

### Employment Practices Liability Insurance - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate

**Subject to \$0 Deductible**

Non-Monetary Damage - No Coverage

Prior Time Coverage - No Coverage

### Law Enforcement Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate

**Subject to \$10,000 Deductible - Including Claims Expense**

Non-Monetary Damage - No Coverage

Prior Time Coverage - No Coverage

### Excess Liability

Coverage applies to General Liability, Employee Benefits, Public Officials Wrongful Acts, Employment Practices, Law Enforcement, Auto Liability and Employers Liability

Excludes Uninsured Motorist and Underinsured Motorist Coverage

Subject to \$4,000,000 per Occurrence / \$4,000,000 Aggregate

Excludes Zoning, Regulation, and Permissive Use of Property

Failure to Supply Exclusion Applies

Abuse or Molestation Exclusion Applies

Liquor Liability Limited to Host Liquor Only

Pollution Exclusion Exception - Pollution with Sewer, Potable Water and Hostile Fire

Dam, Reservoir, Levee, Dike: No Coverage

Employers Liability - No Coverage

### Property

Total Building and Contents Limit

\$15,469,635

Coinurance - N/A

**Subject to:**

**\$5,000 Deductible**

Blanket Basis

Included

Agreed Amount

Included

Building Valuation—per schedule on file with company

Replacement Cost,

Special Form

Included

Accounts Receivable

\$250,000 any one occurrence

Animal Mortality

\$10,000 any one occurrence

Building Ordinance or Law

\$250,000 Undamaged portion / or demolition  
10% of reported values (Increased cost of construction)

Business Income

\$100,000 any one occurrence

Extra Expense

\$500,000 any one occurrence

Communication Towers

\$100,000 any one occurrence

Debris Removal

25% of Loss +\$10,000 any one occurrence

Electrical Utility Service Interruption

\$25,000 any one occurrence

EDP Coverage

\$250,000 any one occurrence

In transit subject to \$10,000 limit

Mechanical Breakdown subject to \$10,000 limit

Fairs or Exhibitions

\$50,000 any one occurrence

Fine Arts

\$5,000 any one item, \$25,000 any one occurrence

Fire Department Service Charge

\$5,000 for your liability

Foundations of Machinery

\$500,000 any one occurrence

Fire Equipment Recharge

\$5,000 for each separate 12 month period

Golf Course Greens

\$100,000 any one occurrence



## HCC Public Risk Michigan

Grounds Maintenance Equipment	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim
Newly Acquired or Constructed Prop – Building	\$1,000,000 at each building
Newly Acquired or Constructed Prop – Contents	\$250,000 at each building
Paved Surfaces	\$100,000 any one occurrence
Personal Property of Others	\$15,000 any one Occurrence
Property in Transit	\$25,000 any one occurrence
Property off Premises	\$100,000 any one occurrence
Underground Pipes, Flues or Drains	\$1,000,000 any one occurrence
Valuable Papers & Records – Cost of Research	\$100,000 any one occurrence
Water Back Up – Sewer or Drain	\$25,000 for direct physical loss or damage
Unnamed Locations	No Coverage
Expediting Expense	No Coverage
Earthquake Coverage	\$1,000,000 subject to \$50,000 Deductible
Flood Coverage	\$100,000 subject to \$50,000 Deductible

Any location in the following flood zones are excluded: Flood Zones A, A1 - A30, A99, AE, AH, AO, AR, AR/AE, AR/AO, AR/A1 – A30, AR/A, V, V1 – V30, VE. Additionally, we will not cover FEMA zones designated as B or X (shaded). Any areas later designated by FEMA as a high risk area at the time of a Covered Cause of Loss is also subject to this limitation.)

Equipment & Mechanical Breakdown (Boiler)	Included
	<b>Subject to: \$1,000 Deductible</b>

### Automobile

Based on 38 vehicles - Schedule on file with Company  
 Subject to \$1,000,000 Liability Limit  
**Subject to \$10,000 Deductible - Including Claims Expense**  
 Emergency Vehicle Endorsement - Standard Form  
 \$100,000 Uninsured Motorist Coverage limit  
 \$100,000 Underinsured Motorist Coverage limit  
 Hired and Non Owned Automobile Liability  
 Personal Injury Protection - Unlimited  
 Property Protection Insurance - Included  
 Mini-Tort Liability - Included  
 Additional Death Benefit - \$3,000  
 Physical Damage per schedule on file with company  
 Comprehensive Deductible: \$10,000  
 Collision Deductible: \$10,000  
 Auto Catastrophic Coverage - No Coverage  
 Garage Keepers Legal - No Coverage  
 Impound Vehicles Coverage - No Coverage



## HCC Public Risk Michigan

### Inland Marine

#### **Subject to \$1,000 Deductible**

Scheduled Contractors Equipment – Per Schedule on file with company	\$1,244,000
Valuation: Replacement Cost - per schedule on file	
	80% Coinsurance
Misc. Property & Equipment	\$60,000
No single item to exceed \$10,000 in value	
Emergency Portable Equipment	\$50,000
Valuation Replacement Cost applies to Misc. Property & Equipment and Emergency Portable Equipment	
Contractors Equipment Rented From Others	\$0
less than 90 days	
Rental Reimbursement	\$0
Flood Limit	No Coverage
Earth Movement Limit	No Coverage
<b>Total Limit</b>	<b>\$1,354,000</b>

### EDP - Limited to coverage provided under Property Extensions

### Crime

#### **Coverage Form B, C & F Subject to \$0 Deductible**

B. Forgery or Alteration	\$10,000
C. Theft, Disappearance and Destruction In/Out	\$100,000
F. Computer Fraud	\$100,000

#### **Coverage Form O & P Subject to \$0 Deductible**

O. Employee Dishonesty – Per Loss	\$100,000
P. Employee Dishonesty – Per Employee	No Coverage
Includes Faithful Performance	

<b>Annual Package Premium</b>	<b>\$243,735.00</b>
<b>MCCA:</b>	<b>\$3,684.40</b>

<b>Total Annual Premium</b>	<b>\$247,419.40</b>
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**\*\*Note:** Terrorism option and optional quoted premiums are not included in installment plan premiums.

**\*\*Note:** Mold, Fungi & Bacterial Exclusion Included

**\*\*Note:** Perfluorinated Compounds (PFC)/Per-and Polyfluoroalkyl Substances (PFAS) Total Exclusion Included

**\*\*Note:** All SIR's Include Loss, Loss Adjustment Expense and Supplementary Payments

**\*\*Note:** Failure of any Dam, Levee or Dike Exclusion Included

**\*\*Note:** Accounts cannot be brokered



## HCC Public Risk Michigan

Limited Terrorism coverage and pricing subject to the Terrorism Risk Insurance Act as reauthorized in 2019.

TRIA DOES NOT APPLY TO AUTO LIABILITY, AUTO PHYSICAL DAMAGE, CRIME, EMPLOYEE BENEFITS, PUBLIC OFFICIALS WRONGFUL ACTS LIABILITY OR LAW ENFORCEMENT

U.S. Specialty Insurance Company, Additional premium for limited terrorism coverage (not included in above package quote):

PROPERTY AND/OR CASUALTY LIMITED TERRORISM COVERAGE (REAUTHORIZED IN 2019) \$1,032  
Please note: additional fees may apply.

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**You selected UNLIMITED PIP medical coverage for the expiring policy period. Therefore, we have included a quotation with that same amount of PIP medical coverage for the renewal period. Your signed PIP selection form, if applicable, will remain in effect as long as you are insured by this company or until you change this selection by completing and signing a new selection form. If you would like to change your selection of PIP medical coverage, or if you would like to know more about these coverage options available to you, please advise your agent.**  
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NOTE: The following forms need to be signed and returned prior to binding coverage:

- ~ Terrorism Form
- ~ Uninsured / Underinsured Motorist Forms
- ~ Michigan Choice of Bodily Injury Liability Coverage Limits
- ~ Michigan Selection of Personal Injury Protection (PIP) Medical Coverage

**Special Conditions:**

*As indicated herein, this quote remains valid until 01/01/2024 and cannot be amended or altered without express written consent of TMHCC. Also, please be aware that any required subjectivities must be received, reviewed, and approved, prior to binding this risk*



## Property Schedule Information

Loc.# Bldg #	FacLoc # Within 100ft	Address City, State, Zip, County	Year Built SQ Feet	Building Contents	Mine Subsidence	Valuation Prop Boiler	POK BF Code	BC Sprinkler	Spec Ded
1 1	N/A No	360 NORTH DETTMAN ROAD (FIRE HALL) JACKSON, MI 49201	2003 2,254	\$676,000 \$0	\$0	R R	15 100	1 No	N/A
3 1	N/A No	1996 W PARNALL ROAD (PUBLIC SAFETY) JACKSON, MI 49201	1991 9,160	\$3,600,000 \$180,693	\$0	R R	15 200	2 No	N/A
4 2	N/A No	3300 WEST PARNALL ROAD (PAVILION) JACKSON, MI 49201	1986 0	\$19,490 \$0	\$0	R R	11 614	1 No	N/A
* 4 3	N/A No	3300 WEST PARNALL(PAVILION 12X27) JACKSON, MI 49201	1987 324	\$3,614 \$0	\$0	R R	11 614	1 No	N/A
* 4 4	N/A No	3300 WEST PARNALL(PAVILION 24X40) JACKSON, MI 49201	1999 960	\$12,046 \$0	\$0	R R	11 614	1 No	N/A
* 4 5	N/A No	3300 WEST PARNALL(PAVILION 12X20) JACKSON, MI 49201	1990 240	\$3,011 \$0	\$0	R R	11 614	1 No	N/A
* 4 6	N/A No	3300 WEST PARNALL ROAD (RESTROOM) JACKSON, MI 49201	2020 320	\$49,608 \$0	\$0	R R	11 100	1 No	N/A
5 1	N/A No	1990 W PARNALL ROAD (TOWNSHIP HALL) JACKSON, MI 49201	1991 10,884	\$2,721,000 \$361,387	\$0	R R	10 100	2 No	N/A
6 1	N/A No	1625 SPRINGPORT ROAD (PUMP STATION) JACKSON, MI 49201	1970 956	\$286,800 \$300,000	\$0	R R	18 901	6 No	N/A
7 1	N/A No	PARNALL ROAD (WATERTOWER) JACKSON, MI 49201	1993 0	\$2,007,802 \$0	\$0	R R	14 902	6 No	N/A
9 1	N/A No	105 PEACOCK WALK (LIFT STATION) JACKSON, MI 49201	1974 0	\$500,000 \$0	\$0	R R	18 905	6 No	N/A
10 1	N/A No	1630 W MICHIGAN AVENUE (LIFT STATION) JACKSON, MI 49201	1974 0	\$280,000 \$0	\$0	R R	18 905	6 No	N/A
11 1	N/A No	3335 WEST PARNALL ROAD (LIFT STATION) JACKSON, MI 49201	1974 0	\$300,000 \$0	\$0	R R	18 905	6 No	N/A
12	N/A	4190 CLINTON ROAD (LIFT	1974	\$280,000	\$0	R	18	6	N/A

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1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
13	N/A	4241 WEST MICHIGAN (LIFT	1974	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
14	N/A	1175 FERNDAL STREET (LIFT	1974	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
15	N/A	2200 NORTH ELM ROAD (LIFT	1974	\$220,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
16	N/A	1850 RIVER STREET (LIFT	1974	\$250,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
17	N/A	720 NORTH DETTMAN ROAD	1974	\$220,000	\$0	R	18	6	N/A
1	No	(LIFT STATION) JACKSON, MI 49201	0	\$0		R	905	No	
18	N/A	330 HENRIETTA STREET (LIFT	1974	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
19	N/A	2440 W WASHINGTON ST (LIFT	1974	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
20	N/A	2817 WOLHAVEN ROAD (LIFT	1978	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
21	N/A	5145 RIDGE ROAD (LIFT	1981	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
22	N/A	4651 LANSING AVENUE (LIFT	1982	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
23	N/A	3728 HENDEE ROAD (LIFT	1990	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
24	N/A	3580 COUNTY FARM ROAD	1993	\$220,000	\$0	R	18	6	N/A
1	No	(LIFT STATION) JACKSON, MI 49201	0	\$0		R	905	No	
25	N/A	4891 W MICHIGAN AVENUE	1996	\$200,000	\$0	R	18	6	N/A
1	No	(LIFT STATION) JACKSON, MI 49201	0	\$0		R	905	No	
26	N/A	2901 BLAKE ROAD (LIFT	2000	\$180,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	

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27	N/A	1240 WEST PARNALL ROAD	2000	\$180,000	\$0	R	18	6	N/A
1	No	(LIFT STATION) JACKSON, MI 49201	0	\$0		R	905	No	
28	N/A	1995 CHANTER ROAD (LIFT	2000	\$190,000	\$0	R	18	6	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	
*	N/A	1992 WEST PARNALL ROAD	2005	\$350,000	\$0	R	10	1	N/A
1	No	( HEATED STORAGE) JACKSON, MI 49201	4,575	\$48,184		R	403	No	
30	N/A	6752 RIVES JUNCTION	2000	\$180,000	\$0	R	18	6	N/A
1	No	ROAD (LIFT STATION) JACKSON, MI 49201	0	\$0		R	905	No	
31	N/A	6525 W MICHIGAN AVE (LIFT	2010	\$210,000	\$0	R	18	3	N/A
1	No	STATION) JACKSON, MI 49201	0	\$0		R	905	No	

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## Automobile Schedule

Veh. #	Cost New	Comprehensive	Collision	Year	Type	Description Vehicle ID Number	Aux Running Lights Anti-Theft Device
2	\$1,300,000	\$10,000	\$10,000	2022	9	ROSENBAUER 104' PLATFORM AERIAL 54F3JFCK3MWM13093	No None
3	\$5,000	\$10,000	\$10,000	2003	13	HAULMARK ENCLOSED TRAILER 16HGB20224H115395	No None
4	\$30,000	\$10,000	\$10,000	2015	2	CHEVROLET SILVERADO 4X4 1GCVKPEC0FZ259829	No None
5	\$30,000	\$10,000	\$10,000	2014	11	DODGE CHARGER 2C3CDXAT3EH283617	No None
6	\$35,000	\$10,000	\$10,000	2009	13	RKO ENTERPRISES FOAM TRAILER 1R9PF162X9M414027	No None
7	\$45,000	\$10,000	\$10,000	2015	11	CHEVY TAHOE 4WD 1GNSK2EC4FR637065	No None
8	\$825,000	\$10,000	\$10,000	2003	18	PIERCE LADDER TRUCK (L-1) 4P1CT02H93A002956	No None
9	\$28,000	\$10,000	\$10,000	2013	11	DODGE CHARGER 2C3CDXAT0DH679809	No None
10	\$0	\$0	\$0	2002	2	AMERICAN GENERAL HUMVEE 213794	No None
11	\$30,000	\$10,000	\$10,000	2016	11	Dodge Charger 2C3CDXKT3GH247864	No None
12	\$30,000	\$10,000	\$10,000	2016	11	Dodge Charger 2C3CDXKT1GH247863	No None
13	\$74,000	\$10,000	\$10,000	2017	18	CHEVROLET 3500 4WD GRASS TRUCK 1GC3KYCG6HZ254852	No None

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14	\$605,108	\$10,000	\$10,000	2017	18	ROSENBAUER PUMPER TANKER 54F3DE611HWM11739	No None
15	\$0	\$0	\$0	1946	10	CHEVY ANTIQUE FIRE TRUCK BG830702	No None
16	\$5,000	\$10,000	\$10,000	1990	2	CHEVY GRASS TRUCK ( T-1) 1GCGK24K96W207199	No None
17	\$50,000	\$10,000	\$10,000	2018	11	CHEVROLET SUBURBAN 1GNNSKEC4JR268202	No None
18	\$32,000	\$10,000	\$10,000	2019	11	DODGE CHARGER 2C3CDXKT4KH581961	No None
19	\$35,000	\$10,000	\$10,000	2019	11	DODGE CHARGER V8 AWD PURSUIT 2C3CDXKTXXKH622710	No None
20	\$35,000	\$10,000	\$10,000	2019	11	DODGE CHARGER V8 AWD PURSUIT 2C3CDXKT1KH622711	No None
21	\$35,000	\$10,000	\$10,000	2019	11	DODGE CHARGER V8 AWD PURSUIT 2C3CDXKT5KH622713	No None
22	\$30,000	\$10,000	\$10,000	2019	11	DODGE CHARGER V8 AWD PURSUIT 2C3CDXKT0KH622716	No None
23	\$30,000	\$10,000	\$10,000	2019	11	DODGE CHARGER V8 AWD PURSUIT 2C3CDXKT2KH622717	No None
24	\$55,000	\$10,000	\$10,000	2020	11	DODGE DURANGO W EQUIPMENT 1C4SDJFT2LC3188905	No None
25	\$55,000	\$10,000	\$10,000	2020	11	DODGE DURANGO W EQUIPMENT 1C4SDJFT9LC318903	No None
26	\$55,000	\$10,000	\$10,000	2020	11	DODGE DURANGO W EQUIPMENT 1C4SDJFT0LC318904	No None

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27	\$55,000	\$10,000	\$10,000	2021	11	DODGE DURANGO V-8 AWD PURSUIT 1C4SDJFT4MC688786	No None
28	\$55,000	\$10,000	\$10,000	2021	11	DODGE DURANGO V-8 AWD PURSUIT C4SDJFT2MC689726	No None
29	\$55,000	\$10,000	\$10,000	2021	11	DODGE DURANGO V-8 AWD PURSUIT 1C4SDJFT6MC688787	No None
30	\$55,000	\$10,000	\$10,000	2021	11	DODGE DURANGO V-8 AWD PURSUIT 1C4SDJFTXMC688789	No None
31	\$55,000	\$10,000	\$10,000	2021	11	DODGE DURANGO AWD V-8 1C4SDJFT8MC688788	No None
32	\$55,000	\$10,000	\$10,000	2021	11	Dodge Durango AWD V8 1C4SDJFT0MC764570	No None
33	\$41,000	\$10,000	\$10,000	2021	1	Dodge Durango V-8 AWD 1C4SDJFT1MC823545	No None
34	\$55,000	\$10,000	\$10,000	2021	11	Dodge Durango V-8 AWD 1C4SDJFT5MC823547	No None
35	\$55,000	\$10,000	\$10,000	2021	11	Dodge Durango V-8 AWD 1C4SDJFT5MC823550	No None
36	\$55,000	\$10,000	\$10,000	2023	11	Dodge Durango 1C4SDJFT8PC558806	No None
37	\$55,000	\$10,000	\$10,000	2023	11	Dodge Durango 1C4SDJFT1PC564592	No None
38	\$55,000	\$10,000	\$10,000	2023	11	Dodge Durango 1C4SDJFTXPC564591	No None
39	\$50,000	\$10,000	\$10,000	2023	17	Chevy Tahoe 1GNSKLED1PR265491	No None

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## Inland Marine Coverage

#	Serial Number Dept.	Year:	Make: Type:	Model: Actual / Replacement:	Limit:	Spec Ded.
2	1 Parks and Recreation	1900	MISCELLANEOUS Commercial Articles	PARK EQUIPMENT R	\$15,000	N/A
3	M16638171 Water and Sewer	1900	GOODWIN BYPASS PUMP Commercial Articles	CD225M 2 ON TRIALER R	\$70,000	N/A
4	1 General Administrative	1900	TOTAL STATION ACCIDENT Commercial Articles	RECONSTRUCTION HARDWARE & SOFTWARE R	\$43,000	N/A
5	1 General Administrative	1900	SIGN Signs	@ SMART ZONE PARK R	\$15,000	N/A
6	1 Fire	2019	MOTOROLA PORTABLE Emergency Portable Equip	RADIOS 44 @\$5K EACH R	\$220,000	N/A
7	1 Water and Sewer	1900	DIESEL GENERATOR Commercial Articles	2 TRAILER MOUNTED (\$80,000 EACH) R	\$160,000	N/A
8	M#750 General Administrative	1987	JOHN DEERE 4 WHEEL DRIVE Contractors Equipment	DIESEL WITH ATTACHMENTS R	\$9,000	N/A
9	1 General Administrative	1900	11 DOMINION Commercial Articles	ICP TABULATORS R	\$88,000	N/A
10	1 General Administrative	1900	4 TOTAL ICX Commercial Articles	VOTER ASSIST TREMINALS R	\$25,000	N/A
11	1 General Administrative	1900	MAIL FINANCE Commercial Articles	MAILING MACHINE R	\$11,000	N/A
12	1 Parks and Recreation	1900	PLAY STRUCTURE Commercial Articles	NA R	\$18,000	N/A
13	1 Parks and Recreation	1900	7 SETS OF BLEACHERS Commercial Articles	R	\$15,400	N/A
14	1 Parks and Recreation	1900	4) 15 FOOT BENCHES Commercial Articles	R	\$1,600	N/A
15	1 Parks and Recreation	1900	3 CHAIN LINK Commercial Articles	BACKSTOPS & FENCING R	\$24,000	N/A
16	1	1900	2 THERMAL	IMAGING CAMERAS	\$20,000	N/A

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	Fire		Emergency Portable Equip	R		
17	1 Fire	1900	AIR COMPRESSOR SYSTEM Commercial Articles	R	\$30,000	N/A
18	1 Fire	1900	JAWS OF LIFE Emergency Portable Equip	R	\$40,000	N/A
19	Parks and Recreation	9999	NEW PLAY STRUCTURE Commercial Articles	R	\$50,000	N/A
20	Fire	2023	SCOTT AIR PACKS 43 @ 7500 EACH Commercial Articles	R	\$322,500	N/A
21	Police	9999	POLICE VESTS & BREAST PLATES INSERTS 43 @1500 EACH Commercial Articles	R	\$64,500	N/A
22	Police	9999	DOG VESTS 2@ 1000 EACH Commercial Articles	R	\$2,000	N/A

<b>Total Items:</b>	<b>21</b>	<b>Schedule Sub Total:</b>	<b>\$1,244,000</b>
<b>Miscellaneous Property and Equipment:</b>		<b>\$60,000</b>	
<b>Emergency Portable Equipment:</b>		<b>\$50,000</b>	
<b>Contractor's Equipment Rented From Others Limit:</b>		<b>\$0</b>	
<b>Sub Total:</b>		<b>\$110,000</b>	
<b>Total:</b>			<b>\$1,354,000</b>

**Client Name:** BLACKMAN CHARTER TOWNSHIP  
**Application #:** 4814352010101  
**Michigan - HCC Public Risk-**

12/13/2023 10:33:45 AM



TOKIO MARINE  
HCC

### Canine Schedule

Name	Tattoo:	Description:	Year Born:	Value:
			0	\$0
Total Value:				\$0

### Electronic Data Processing Coverage Information

EDP Coverage: No

#### EDP Deductible:

Deductible: No  
Amount: \$0

#### Coverages:

Loss of Business Income Limit: \$0  
Extra Expense: \$0  
Media Coverage: \$0  
System Breakdown: No  
Earth Movement Coverage: \$0 Any One Earth Movement / Annual Aggregate  
Earth Movement Deductible: \$0  
Flood Coverage: \$0 Any One Flood / Annual Aggregate  
Flood Deductible: \$0

### Electronic Data Processing Coverage Information

###	Serial Number:	Description:	Coverage:	Spec Ded.
1.			\$0	N/A

Total Items:	0	Total Coverage:	\$0
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Client Name: BLACKMAN CHARTER TOWNSHIP  
Application #: 4814352010101  
Michigan - HCC Public Risk-

12/13/2023 10:33:45 AM

## ***Premium Summary***

### **Charter Township of Blackman, Jackson County**

General Liability	Included
Employee Benefits Liability	Included
Public Officials Wrongful Acts Liability	Included
Employment Practices Liability	Included
Law Enforcement Liability	Included
Excess Liability	Included
Property	Included
Automobile	Included
Inland Marine	Included
EDP	Included
Crime	Included
<b>Total Annual Premium:</b>	<b>\$247,419.40</b>
<b>Terrorism Insurance Coverage:</b>	<b><u>\$1,032.00</u></b>
<b><i>Total Premium Due:</i></b>	<b><i>\$248,451.40</i></b>

#### **\*\*NOTICE**

This proposal is an overview of coverage and is merely descriptive and should be used for reference purposes only. Please refer to the coverage document for specific terms, conditions, and exclusions. Any questions should be referred to your independent insurance agent.

# Additional Forms Required

## Charter Township of Blackman, Jackson County

### *Additional forms to be signed and returned*

- Bind Request
- Policyholder Disclosure Notice of Terrorism Insurance Coverage Form
- Michigan BI, PIP, & UM-UIM Liability Forms

***\*Please Note—if these forms are not returned, it will delay the issuance of your policy.\****

Mail to:

Burnham & Flower  
Attn: Kate Thomas  
315 S. Kalamazoo Mall  
Kalamazoo, MI 49007



Applicant Name: **BLACKMAN CHARTER TOWNSHIP - JACKSON**  
Policy Effective Date: 01/01/2024  
Application Number: 4814352010101

## **Tokio Marine HCC Public Risk APPLICATION DECLARATION**

After complete investigation and inquiry, to the best of applicant's knowledge and belief, no principals, partners, directors, officers, employees, or insurance managers have knowledge of any act, error, omission, fact, incident, situation, unresolved job dispute, accident, or any other circumstance that is or could be the basis for a claim under this proposed insurance policy.

**Report knowledge of all such incidents to your current carrier prior to your current policy expiration.** The proposed insurance being applied for will not respond to incidents about which you had knowledge prior to the effective date of the policy nor will coverage apply to any claim or circumstance identified or that should have been identified in this application.

The applicant has read the foregoing and understands that completion of this Application does not bind the Underwriter or other party to provide coverage. It is agreed, however, that this Application is complete and correct to the best of applicant's knowledge and belief and that all particulars which may have a bearing upon acceptability as an insurance risk have been revealed. It is understood that this Application shall form the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to any question of this Application, such information shall be revealed immediately in writing to the Underwriter.

Signature of authorized official: \_\_\_\_\_ Date \_\_\_\_\_

Print name of authorized official: \_\_\_\_\_

Title of authorized official: \_\_\_\_\_

Client Name: **BLACKMAN CHARTER TOWNSHIP**  
Application #: 4814352010101 12/12/2023 4:46:09 PM  
**Michigan - HCC Public Risk**

**POLICYHOLDER DISCLOSURE  
NOTICE OF TERRORISM  
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015 and reauthorized in 2019, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM, MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. **HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, INCLUDING BUT NOT LIMITED TO, AN EXCLUSION FOR NUCLEAR EVENTS. PLEASE READ IT CAREFULLY.** UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEEDS \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**Acceptance or Rejection of Terrorism Insurance Coverage**

<input type="checkbox"/>	I hereby elect to purchase coverage for a prospective premium of <b>\$ 1,032</b>
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses arising from certified acts of terrorism. (Please check the box to the left and initial if this is your election)

<hr/> <div>Policyholder/Applicant's Signature</div> <hr/> <div>Print Name</div> <hr/> <div>Date</div>	<div><b>U.S. Specialty Insurance Company</b></div> <hr/> <div>Insurance Company <b>4814352-1</b> <b>01/01/2024 - 01/01/2025</b></div> <hr/> <div>Policy Number <b>BLACKMAN CHARTER TOWNSHIP</b></div> <hr/> <div>Insured Name</div>
-------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**U.S. SPECIALTY INSURANCE COMPANY  
PUBLIC RISK**

**MICHIGAN SUPPLEMENTAL APPLICATION**

<b>Policy Number: 4814352-1</b>	<b>Policy Effective Date: 01/01/2024</b>
<b>Company: U.S. Specialty Insurance Company</b>	<b>Producer: BURNHAM &amp; FLOWER AGENCY, INC.</b>
<b>Applicant/Named Insured: BLACKMAN CHARTER TOWNSHIP</b>	

**UNINSURED/UNDERINSURED MOTORIST COVERAGE SELECTION**

Michigan law permits you to make certain decisions regarding Uninsured and Underinsured Motorists Coverage. This document describes this coverage and the options available with respect to Uninsured and Underinsured Motorists Coverage. You should read this document carefully.

Bodily Injury Uninsured and Underinsured Motorists Coverage provides insurance protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an uninsured motor vehicle because of bodily injury caused by an automobile accident. If you purchase Uninsured Motorists limits greater than \$40,000 your coverage will also include Underinsured Motorists Coverage. Underinsured Motorists Coverage provides protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an underinsured motor vehicle because of bodily injury caused by an automobile accident. Underinsured Motorists Coverage will apply only if your own Underinsured Motorists limit is higher than the bodily injury limit of the negligent owner or operator of a motor vehicle.

In accordance with Michigan Statutes, your automobile or motor vehicle liability policy may have Uninsured Motorists coverage, which provides protection against uninsured and underinsured motor vehicles equal to the Bodily Injury Liability limits of your policy. You may, however, elect lower limits of Uninsured Motorists coverage, but not less than the Minimum Financial Responsibility Limits. You also have the option to reject Uninsured Motorist coverage entirely.

Please indicate your Uninsured Motorists coverage selection:

- ☐ I reject Uninsured and Underinsured Motorists Coverage in its entirety. I understand that by selecting this option, I have NO PROTECTION for damages as a result of a bodily injury caused by an uninsured motorist.
- ☐ I select Uninsured and Underinsured Motorists Coverage less than my policy's bodily injury liability limit, but greater than or equal to the minimum Financial Responsibility Limit. I want a Combined Single Limit of:

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | \$40,000    |
| <input type="checkbox"/> | \$100,000   |
| <input type="checkbox"/> | \$250,000   |
| <input type="checkbox"/> | \$350,000   |
| <input type="checkbox"/> | \$500,000   |
| <input type="checkbox"/> | \$1,000,000 |

## NO-FAULT PROPERTY DAMAGE LIABILITY COVERAGE BUYBACK

Changes in the Insurance Laws may make you pay for damages, of up to \$3,000, which are caused as a result of an automobile accident in Michigan. If you caused the accident which damaged another auto, and the owner cannot make a full recovery from an insurance policy, he can sue you in the Michigan Small Claims Court. If he wins, you will have to pay for those unrecoverable damages, up to \$3,000.

We will provide you with the insurance to pay the amount awarded, at an additional premium. To make certain that your new policy is issued correctly; please indicate your choice below:

- ☐ **COVERAGE REJECTION** – I have had this coverage explained and do not want to purchase this Property Damage Liability Coverage Buyback Insurance. I understand that if rejected, no coverage will be afforded for any amount awarded by the Michigan Small Claims Court, as judgment for unrecoverable damages from an automobile accident occurring in Michigan.
- ☐ **Property Damage Liability Coverage Buyback Insurance** – I have had this coverage explained and will pay the additional premium to purchase this additional coverage. I understand that the Company's maximum limit of liability for this coverage shall be \$3,000.

## APPLICANT'S ACKNOWLEDGEMENT

By my signature, I hereby acknowledge that I have read, or have had read to me, the above explanations and offers of coverage stated above. I have indicated whether or not I wish to purchase each coverage in the spaces provided. I further understand that the above explanations are intended only to be brief descriptions and that payment of benefits under this insurance is subject both to the terms and conditions of the automobile insurance policy and the laws of the State of Michigan.

Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MICHIGAN CHOICE OF BODILY INJURY LIABILITY COVERAGE LIMITS**AGENCY:  
BURNHAM & FLOWER AGENCY, INC.APPLICANT/NAMED INSURED:  
BLACKMAN CHARTER TOWNSHIPINSURANCE COMPANY:  
U.S. Specialty Insurance CompanyPOLICY/QUOTE NO.:  
4814352-1EFFECTIVE DATE:  
01/01/2024**READ THIS ENTIRE FORM CAREFULLY****THE PURPOSE OF THIS FORM**

The purpose of this form is to explain the choice you have regarding your bodily injury liability insurance protection and to assist you in making that choice. Read this form carefully because the choice you make will have financial consequences.

**PART A: BODILY INJURY LIABILITY INSURANCE COVERAGE EXPLAINED**

Bodily injury liability insurance covers claims made against you for injuries to others if you are at fault in an auto accident. Michigan auto insurance policies are required to provide bodily injury liability insurance coverage of not less than \$250,000 per person and up to \$500,000 per accident ("\$250,000/\$500,000") for these claims unless you select higher or lower limits depending on the amount of protection you need. In no event can you select less than \$50,000 per person and \$100,000 per accident. If you do not make a selection, your policy will be issued with limits of \$250,000/\$500,000.

If you want bodily injury liability coverage limits of \$250,000/\$500,000 or more, you do **NOT** need to complete this form.

**PART B: INCREASED RISKS WITH LOWER BODILY INJURY LIABILITY INSURANCE COVERAGE LIMITS**

If you are responsible for injuries to another person, you may be liable for damages for their pain and suffering, as well as the costs of their medical and other care that exceed their coverage under their auto insurance policy. The bodily injury liability limit of your policy will pay for such damages, but only up to the amount of the limit you choose. You will be required to pay any amount over the limit you choose. This amount could be substantial and may lead to severe financial consequences, such as:

- Your assets may be seized, or a lien may be placed on your home;
- Your wages may be garnished; or
- Your driver's license may be suspended.

Selecting lower bodily injury liability insurance coverage limits may also affect your eligibility for an umbrella policy.

**PART C: CONFIRMATION OF UNDERSTANDING—YOU MUST READ AND INITIAL EACH LINE**

\_\_\_\_\_ I have received a list of all the bodily injury liability coverage options available to me and the price for each  
(Initials) option.

\_\_\_\_\_ I understand that any bodily injury liability coverage election I make applies to me and any other person  
(Initials) covered by this policy.

\_\_\_\_\_ I understand that the bodily injury liability coverage limits I choose will remain the same as long as the  
(Initials) policy is in effect or until I change them.

**BY SIGNING THIS FORM, I ACKNOWLEDGE THAT: (1) I HAVE READ THIS FORM OR HAD IT READ TO ME; (2) I UNDERSTAND MY CHOICES AND THE POTENTIALLY SEVERE RISKS DESCRIBED ABOVE; AND (3) I AM CHOOSING TO PURCHASE BODILY INJURY LIABILITY COVERAGE LIMITS LOWER THAN \$250,000/\$500,000.**

\_\_\_\_\_  
Named Insured/Applicant Signature\_\_\_\_\_  
Date

**MICHIGAN SELECTION OF PERSONAL INJURY PROTECTION (PIP)  
MEDICAL COVERAGE - COMMERCIAL/BUSINESS**

AGENCY:  
BURNHAM & FLOWER AGENCY, INC.

APPLICANT/NAMED INSURED:  
BLACKMAN CHARTER TOWNSHIP

INSURANCE COMPANY:  
U.S. Specialty Insurance Company

POLICY/QUOTE NO.:  
4814352-1

POLICY/QUOTE NO.:  
4814352-1

**READ THIS ENTIRE FORM CAREFULLY**

**THE PURPOSE OF THIS FORM**

The purpose of this form is to explain the choice you have regarding your **Personal Injury Protection medical (PIP medical)** coverage and to assist you in making that choice. Read this form carefully because the choice you make will have financial consequences for you, your company, and your employees.

Definitions for all terms in bold type on this form have been provided on the next page.

This form is divided into three sections, which are described below.

- Section A will review your **PIP medical** coverage options and the risks and benefits of each option.
- Section B will ask you to choose ONE coverage option.
- Section C will ask you to certify your choice and acknowledge the information within this form.

**Personal Injury Protection (PIP) Coverage Explained**

Personal Injury Protection (PIP) pays allowable expenses for a covered person's medical care, recovery, rehabilitation, wage loss, and replacement services. PIP coverage also includes some funeral expense benefits and survivor's benefits which are paid to a covered person's dependents if injuries from an auto accident result in their death. This form allows you to select the level of **PIP medical** coverage you want included with your commercial auto policy.

**NOTICE**

You must choose the level of **PIP medical** coverage you wish to have under your auto policy. If you do not make a **PIP medical** coverage selection from the options listed:

- Your policy may be issued with unlimited **PIP medical** coverage; AND
- You will be charged the appropriate premium for the coverage issued.

If you are renewing an expiring policy, your policy will be issued with the same **PIP medical** coverage as your expiring policy.

**Definitions**

The terms in bold letters throughout this form are defined below.

**Applicant** means a person, company or business who has submitted an application for insurance but is not yet insured under a policy.

**Attendant care** means services that are provided for the particular needs of an injured person, i.e., services that would not have been required before the injury and that are not performed for the benefit of the whole household.

- Attendant care generally includes, but is not limited to, serving meals in bed, bathing, dressing, grooming, administering medication, escorting, supervising, or transporting for medical treatment.

- Attendant care generally does not include providing transportation that is not for medical treatment, preparing family meals, or maintaining the house, automobile, or yard – even if such tasks would have been performed by the injured person but for the covered injury.

**Excess attendant care** means additional coverage purchased for **attendant care** above the **PIP medical** coverage limit selected for your policy.

**Named insured** means the individual(s), company or business named in an insurance policy.

**Personal Injury Protection (PIP) Medical** is coverage under an auto insurance policy issued in Michigan that pays allowable expenses for medical care, recovery, rehabilitation, and some funeral expenses.

## Section A: Your PIP Medical Choices and the Risks and Benefits of Each

### Option 1: Unlimited Coverage

This option provides the most coverage. It will pay for all allowable expenses for care, recovery, and rehabilitation if a person covered under this policy is injured in an auto accident.

Risks	The premiums for this option are higher than premiums for other options.
Benefits	<p><b>PIP medical</b> will cover costs that may not be covered by health insurance, such as rehabilitation and <b>attendant care</b>.</p> <p>This choice will significantly limit the risk that anyone covered under this policy will have out-of-pocket costs for their care.</p>

### Option 2: Limited Coverage of \$500,000 per person per accident OR

### Option 3: Limited Coverage of \$250,000 per person per accident

If you choose one of these limits, this amount is the most your auto insurance company will pay per person per accident for an injured person's expenses under **PIP medical** coverage.

**NOTE:** If you choose Option 2 or Option 3, your insurance company must offer **excess attendant care** coverage, which you may purchase for an additional premium. Check with your agent or company for additional information.

Risks	Limited <b>PIP medical</b> coverages may not be enough to cover medical expenses. If the <b>PIP medical</b> limit is reached, an injured person may need to rely on other health coverage, which may not cover all medical, rehabilitation, or <b>attendant care</b> costs. If an injured person does not have other health coverage, they may be personally responsible for paying these expenses.
Benefits	<p>Lower coverage limits have less expensive premiums than plans with higher or unlimited <b>PIP medical</b> coverage.</p> <p>Up to the limit chosen, <b>PIP medical</b> will cover the cost of products and services that may not be covered by health insurance, such as rehabilitation and <b>attendant care</b>.</p>

## Section B: PIP Medical Coverage Options and Certification

**INITIAL ONE AND ONLY ONE** option on the line next to your choice. Make your selection carefully because the choice you make will have financial consequences. If you choose more than one option, your insurer will provide the option that has the highest level of benefits and will charge the appropriate premium for that option.

\_\_\_\_\_ Option 1: Unlimited coverage **OR**

(Initial)

\_\_\_\_\_ Option 2: \$500,000 per person per accident **OR**

(Initial)

\_\_\_\_\_ Option 3: \$250,000 per person per accident **OR**

(Initial)

## Section C: Certification

**You must initial each line and sign and date this form.**

\_\_\_\_\_ I have read this form. I understand the **PIP medical** options available and the benefits and risks associated with  
(Initial) those options.

\_\_\_\_\_ I have made a coverage selection and I understand that the selection I have made applies to any person  
claiming  
(Initial) benefits under this policy.

\_\_\_\_\_ I understand that if I have not made a selection the policy will either be issued with the same coverages as my  
(Initial) expiring policy (if applicable) or unlimited **PIP medical** coverage and I will be charged the premium for the  
coverage issued.

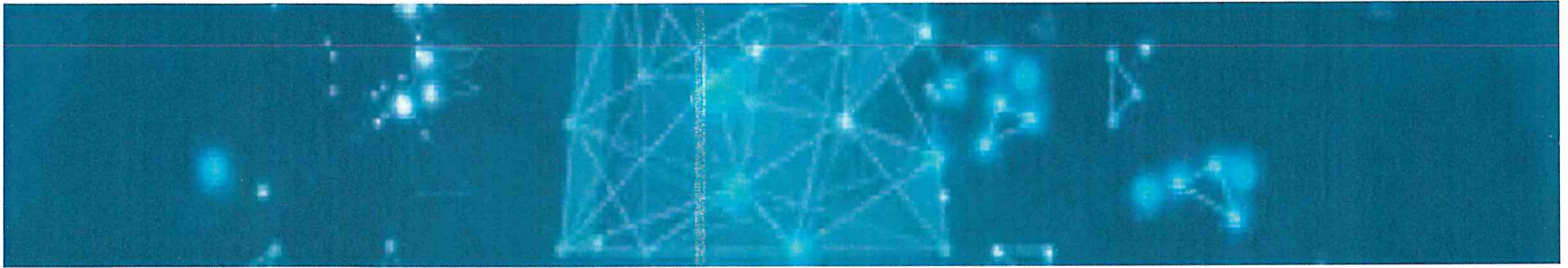
**APPLICANT/NAMED INSURED SIGNATURE**

**DATE**



## Cyber Coverage Proposal

Charter Township of Blackman, Jackson County



*Effective:*

1/1/2024

*Presented & Administered By:  
Megan West*

**Burnham & Flower**  
INSURANCE GROUP  
▲ ACRISURE® | AGENCY PARTNER

## DECLARATIONS

### THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT

#### INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

##### SECTION A: INCIDENT RESPONSE COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD0 each and every claim

##### SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

##### SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

##### SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

##### SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

##### SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

##### SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability: USD50,000 each and every claim, subject to a maximum of 10% of all sums **we** have paid as a direct result of the **cyber event**

Deductible: USD0 each and every claim



## INSURING CLAUSE 2: CYBER CRIME

### SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION D: EXTORTION

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION F: TELEPHONE HACKING

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION G: PUSH PAYMENT FRAUD

Limit of liability: USD50,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim



## INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

### SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: USD1,000,000 each and every claim, sub-limited to USD1,000,000 in respect of **system failure**

Deductible: USD10,000 each and every claim

### SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: USD100,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: USD1,000,000 each and every claim, sub-limited to USD1,000,000 in respect of **system failure**

Deductible: USD10,000 each and every claim

### SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim

### SECTION F: CLAIM PREPARATION COSTS

Limit of liability: USD25,000 each and every claim

Deductible: USD0 each and every claim

### SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: USD1,000,000 each and every claim

Deductible: USD10,000 each and every claim



## THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT

### INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

#### SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

#### SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

#### SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

#### SECTION D: REGULATORY FINES

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

#### SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

### INSURING CLAUSE 5: MEDIA LIABILITY

#### SECTION A: DEFAMATION

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

#### SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	USD1,000,000	in the aggregate, including <b>costs and expenses</b>
Deductible:	USD10,000	each and every claim, including <b>costs and expenses</b>

### INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN



#### INSURING CLAUSE 7: COURT ATTENDANCE COSTS

Aggregate limit of liability: USD100,000 in the aggregate

Deductible: USD0 each and every claim



## POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

ATTACHING TO POLICY N/A  
NUMBER:

THE INSURED: Charter Township of Blackman Jackson

WITH EFFECT FROM: -

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(l) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is USD0.00 and does not include any charges for the portion of losses covered by the United States government under the Act.

**SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY**

## Charter Township of Blackman, Jackson County

1/1/2024

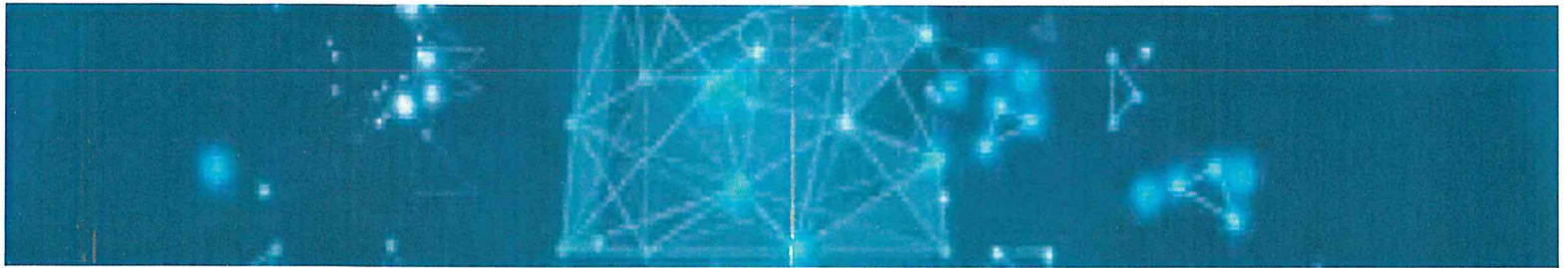
### Premium Summary

\$1,000,000 Coverage Limit	\$10,000
Policy Fees	\$500
Policy Taxes	\$250
<b>Total Premium:</b>	<b>\$10,750</b>

**\*\*NOTICE:**

*This proposal is an overview of coverages and is merely descriptive and should be used for reference purposes only. Please refer to the coverage document for specific terms, conditions, and exclusions. Any questions should be referred to your independent insurance agent.*





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**Burnham & Flower**  
INSURANCE GROUP

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**▲ ACRISURE** | AGENCY PARTNER

## INVOICE /BIND REQUEST

Charter Township of Blackman, Jackson County  
1990 West Parnall Road  
Jackson, MI 49201

### BURNHAM & FLOWER AGENCY, INC.

315 South Kalamazoo Mall  
Kalamazoo, MI 49007

ENTITY NAME: Charter Township of Blackman, Jackson County EFFECTIVE: 1/1/2024

Please bind coverage per the attached proposal premiums as indicated below.

#### Package

General Liability	Included
Employee Benefits Liability	Included
Public Officials Wrongful Acts Liability	Included
Employment Practices Liability	Included
Law Enforcement Liability	Included
Excess Liability	Included
Property	Included
Automobile	Included
Inland Marine	Included
EDP	Included
Crime	Included

Package Premium	\$248,451.40
CFC Cyber Liability & Privacy Premium	<u>\$10,750.00</u>

**Total Premium Due** **\$ 259,201.40**

**PAYMENT DUE ON OR BEFORE POLICY EFFECTIVE DATE**

**THANK YOU FOR YOUR BUSINESS AND CONTINUED SUPPORT!**

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**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

December 15, 2023

Board of Trustees  
Blackman Charter Township  
1990 W. Parnall Road  
Jackson, MI 49201

Enclosed is the engagement letter for **Blackman Charter Township** for the year ended December 31, 2023. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the Board of Trustees. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the Board of Trustees.

Therefore, please make copies of the attached engagement letter and forward the copies to Board of Trustees.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

Sincerely,

*Rehmann Robson LLC*

Enclosures

December 15, 2023

Board of Trustees  
Blackman Charter Township  
1990 W. Parnall Road  
Jackson, MI 49201

We are pleased to confirm our understanding of the services we are to provide **Blackman Charter Township** (the "Township") for the year ended December 31, 2023.

**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 Township as of and for the year ended December 31, 2023. 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 Township'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 Township'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 Township'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.

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 Township'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.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Township is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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 the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Township 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 Township or to acts by management or employees acting on behalf of the Township. Because the determination of abuse is

subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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 and *Government Auditing Standards*. 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. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

We have advised the Township 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 Township has not engaged us to do so and does not wish to do so at this time.

#### **Internal Control Over Financial Reporting**

We will obtain an understanding of the Township and its business environment, including the system of internal control, 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. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control, or to identify significant deficiencies or material weaknesses 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 and *Government Auditing Standards*. 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 Township'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 Township's attention by us.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of internal controls, revenue recognition and the completeness of subscription-based information technology arrangements (SBITAs). 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.

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 Township's attorneys as part of the engagement, and they may bill the Township for responding to this inquiry.

Our audit of the Township'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 Township'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 in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **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; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; 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 Township's financial statements is accounting principles generally accepted in the United States of America.

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 Township from

whom we determine it necessary to obtain audit evidence. At the 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 Board of Trustees, as necessary) about appropriate accounting principles and their application and may assist in the preparation of the Township'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 Township'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 Township's internal control over financial reporting. Further, the Township 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, suspected fraud, or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the Township complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

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.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements,

performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions for the report, and for the timing and format for providing that information.

The Township 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 Township 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 regarding the Township'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.

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

Since we were not the Township's independent accountants for the previous year, we will have to communicate with the Township'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 Township'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. As part of the audit, we will assist with the preparation of the Township's financial statements and related notes. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Management agrees to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, and/or experience to oversee any nonaudit services we provide; evaluate the adequacy and results of these or other nonattest services provided by our Firm; and understand and accept responsibility for the results of such services.

We are not hosts for any Township 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 Township information, which may be deleted at any time. Management is expected to maintain control over the Township'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 Township's data or records. Giving us access to the Township'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

The not-to-exceed fee for the audit of the financial statements will be \$39,000.

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

March 15, 2024	\$	15,600
April 15, 2024		15,600
Upon report issuance		7,800

The Township will be required to implement GASB 96, *Subscription-Based Information Technology Arrangements*, during the fiscal year 2023. The implementation of this standard will require the analysis of new and existing agreements, updates to documentation, and modifications to financial presentation and disclosures. In addition, procedures will be required for the continued implementation of GASB 87, *Leases*, including continued evaluation and updates for existing and new agreements. The exact extent of the additional procedures is unknown, but we anticipate the additional billings related to the implementation to range from \$3,000 - \$8,000. The additional amount will be billed upon completion of the procedures.

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 Township'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 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 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 Township'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.

We will provide copies of our reports to the Township; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through Township. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

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.

*Government Auditing Standards* require that we provide the Township with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2023 peer review report accompanies this letter.

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 Township 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.

### **Reporting**

We will issue a written report upon completion of our audit of the Township's financial statements. Our audit will also include performing procedures on the financial information of the Local Development Financing Authority and the Downtown Development Authority to enable us to express an opinion on the Township's financial statements. Our audit will also include performing procedures on the financial information of the Local Development Financing Authority and the Downtown Development Authority to enable us to express an opinion on the Township's financial statements. Our report will be addressed to the Board of Trustees of the Township. 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 Township'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 Township 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 **Blackman Charter Township** 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.



Nathan C. Baldermann, CPA, CGFM  
Principal  
Executive responsible for supervising the  
engagement and signing our report

**ACKNOWLEDGED AND ACCEPTED:**

This letter correctly sets forth the understanding of **Blackman Charter Township**.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Rehmann Audit Engagement Letter and Conditions

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**ADDITIONAL SERVICES** - The Township 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 Township's code of conduct.

**CHANGES IN STANDARDS, LAWS AND REGULATIONS** - We perform services for the Township 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 Township can always obtain reassurance in this regard by contacting us for an updated review of the Township'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 Township agrees that we shall not be responsible for any material misstatements in the Township'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 Township 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 Township's management.

**CLIENT ASSISTANCE** - We understand that the Township'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 Township's financial affairs.

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

**TIMELY DECISIONS AND APPROVALS** - The Township understands that Rehmann's performance is dependent on the Township's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by Township 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 Township acknowledges that (a) Rehmann, the Township and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the Township 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 Township 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 Township desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the Township, a market-driven compensation placement fee will 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 Township. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the Township 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 Township personnel, as required, and that there is a reasonable continuity of Township 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 Township. 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 Township 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 Township of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the Township'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 Township will be obligated to compensate us for all time expended

## Rehmann Audit Engagement Letter and Conditions

and to 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 Township 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 Township 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 Township's right to terminate our services at any time, and the Township 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 Township seeks damages allegedly resulting from such resignation, our maximum liability to the Township 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 Township 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 Township 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 Township's Internet Web site, the Township 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 Township 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 Township 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 Township'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 Township 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 Township, 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 Township 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 Township.

**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 Township 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 Township reviewed by our peer reviewer, please notify us in writing.

**PROMOTIONAL MATERIALS** - The Township consents to Rehmann's use of your Township 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.

## Rehmann Audit Engagement Letter and Conditions

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**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: **Blackman Charter Township** (the "Township")

Date:

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

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Estimated Additional Fees:      \$ \_\_\_\_\_

We believe it is our responsibility to exceed the Township'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 Township and Rehmann. It is our goal to ensure that the Township 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 Township's records. Thank you for letting us serve the Township.

Agreed to and accepted:

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## **Report on Firm's System of Quality Control**

August 30, 2023

To the Principals of Rehmann Robson LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans, an audit performed under FDICIA, and an examination of a service organization (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rehmann Robson LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rehmann Robson LLC has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Eide Bailly LLP



**E-Billing Enrollment/Confirmation**

Timely and easy-to-access invoices and statements will now be emailed to you. Please provide your contact information below to start taking advantage of electronic invoicing and statements.

Primary Billing Contact: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are already taking advantage of e-Billing, we will confirm this information in our systems. Additionally, the billing contact will receive information on e-Payment options to simplify your accounts payable process.

**BLACKMAN CHARTER TOWNSHIP**  
**RESOLUTION # 21-2023-1218**

A resolution to amend the 2023 General Fund, Public Safety Fund, Parks Fund, Street Lights Fund, LDFA Administrative Fund, LDFA Smart Zone Construction Fund, DDA Administrative Fund and DDA Capital Projects budgets.

The Board of Trustees of Blackman Charter Township resolves:

To amend the 2023 General Fund, Public Safety Fund, Building Fund, Parks Fund, Street Lights Fund, LDFA Administrative Fund, LDFA Smart Zone Administrative Fund, and DDA Administrative Fund budgets, per the attached schedules.

**Board Adoption**

Motion made by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye:

The following voted nay:

The Supervisor declared the motion carried and the resolution duly adopted on the 18th day of December 2023.

\_\_\_\_\_  
David K. Elwell, Township Clerk  
Resolution # \_\_\_\_\_

GL Number	Description	Proposed	2024
		12/31/2023 Amended Budget	RECOMMENDED
Fund 101 - GENERAL FUND			
--- Estimated Revenue ---			
101-000-402.000	CURRENT PROPERTY TAX	440,000.00	448,800.00
101-000-411.000	DELINQUENT REAL PROPERTY TAX	0.00	0.00
101-000-412.000	DELINQUENT PERSONAL PROPERTY TAX	1,793.00	1,828.86
101-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(5,000.00)	(5,100.00)
101-000-434.000	TRAILER FEES	6,533.00	6,663.66
101-000-448.000	TAX COLLECTION FEES	257,765.00	262,920.30
101-000-484.000	TRASH HAULER PERMITS	1,307.00	1,300.00
101-000-485.000	FOOD TRUCK FEES	3,200.00	1,500.00
101-000-528.000	FEDERAL GRANT - ARPA	2,000,000.00	600,000.00
101-000-540.000	GRANT INCOME	0.00	0.00
101-000-572.000	METRO ACT FEES	13,289.00	17,000.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	23,124.00	9,000.00
101-000-576.000	ELECTION REIMBURSEMENT	8,490.00	16,000.00
101-000-672.000	MISCELLANEOUS REVENUE	4,595.00	6,000.00
101-000-626.000	MOWING & SNOW REMOVAL	6,230.00	6,500.00
101-000-445.000	PENALTIES & INTEREST	0.00	20,000.00
101-000-477.000	CABLE TV FRANCHISE FEE	270,279.00	270,000.00
101-000-481.000	ZONING FEES	9,607.00	9,000.00
101-000-482.000	IFT FEES	1,922.00	1,000.00
101-000-483.000	LAND DIVISION FEES	126.00	500.00
101-000-574.000	STATE SHARED REVENUE	2,208,000.00	2,400,000.00
101-000-630.000	GRAVE OPENINGS/HEADSTONES	2,613.00	3,000.00
101-000-633.000	CEMETERY/PERP CARE	641.00	500.00
101-000-665.000	INVESTMENT/INTEREST	15,918.00	50,000.00
101-000-687.000	REFUNDS/REBATES	0.00	1,000.00
		5,270,432.00	4,127,412.82
101-933-693.000	SALE OF PROPERTY	653.00	500.00
		653.00	500.00
Total Estimated Revenue:		5,271,085.00	4,127,912.82
--- Appropriations ---			
Board Fund			
101-101-703.000	ELECTED OFFICIALS SALARIES	18,500.00	19,055.00
101-101-710.000	EMPLOYER FICA	2,170.00	2,235.10
101-101-711.000	EMPLOYER MEDICARE	508.00	523.24
101-101-712.100	WAGES IN LIEU OF INS - RETIREES	14,000.00	14,420.00
101-101-719.200	OPEB-REQUIRED NORMAL COST	20,120.00	20,723.60
101-101-725.100	LIFE INSURANCE	880.00	906.40
101-101-874.000	HEALTH INSURANCE - RETIREES	19,200.00	19,776.00
101-101-961.000	CONFERENCES/WORKSHOPS	2,563.00	2,500.00
101-101-962.000	MEMBERSHIP/DUES	7,500.00	7,500.00
		85,441.00	87,639.34

GL Number	Description	Proposed	2024
		12/31/2023 Amended Budget	RECOMMENDED
Fund 101 - GENERAL FUND			
Committees			
101-102-701.010	COMMITTEE MEETINGS	1,639.00	1,688.17
101-102-710.000	EMPLOYER FICA	102.00	105.06
101-102-711.000	EMPLOYER MEDICARE	23.00	23.69
		1,764.00	1,816.92
Supervisors Fund			
101-171-703.000	ELECTED OFFICIALS SALARIES	23,460.00	24,163.80
101-171-703.100	SALARIES/ASSESSOR	0.00	0.00
101-171-703.200	SALARIES/DEPUTY ASSESSOR	0.00	0.00
101-171-703.400	SALARY/INFORMATION TECH	2,281.00	2,349.43
101-171-703.500	SALARIES/TEMP EMPLOYEES	0.00	0.00
101-171-703.600	SALARY/ADMINISTRATIVE	27,583.00	34,000.00
101-171-708.000	OVERTIME	200.00	206.00
101-171-710.000	EMPLOYER FICA	4,326.00	4,455.78
101-171-711.000	EMPLOYER MEDICARE	1,030.00	1,060.90
101-171-712.000	WAGES IN LIEU OF HEALTH INS	258.00	265.74
101-171-712.100	WAGES IN LIEU OF INS - RETIREES	6,500.00	6,000.00
101-171-714.000	LONGEVITY	46.00	47.38
101-171-715.000	RETIREMENT CONTRIBUTION	2,576.00	2,653.28
101-171-718.000	HOSPITAL INSURANCE	7,000.00	7,000.00
101-171-719.200	OPEB-REQUIRED NORMAL COST	10,060.00	11,000.00
101-171-724.000	WORKMAN'S COMP INSURANCE	3,000.00	3,090.00
101-171-725.000	DISABILITY INSURANCE	309.00	318.27
101-171-725.100	LIFE INSURANCE	206.00	212.18
101-171-801.000	PROFESSIONAL SERVICES	109,273.00	100,000.00
101-171-805.000	CONTRACT EMPLOYEE	0.00	0.00
101-171-874.000	HEALTH INSURANCE - RETIREES	6,000.00	6,180.00
101-171-901.000	TAX ROLL PREPARATIONS	0.00	0.00
101-171-961.000	CONFERENCES/WORKSHOPS	515.00	530.00
101-171-961.100	TRAINING EXPENSES	0.00	0.00
101-171-962.000	MEMBERSHIP/DUES	0.00	0.00
		204,623.00	203,532.76
Clerks Fund			
101-215-703.000	ELECTED OFFICIALS SALARIES	16,500.00	16,995.00
101-215-703.300	SALARIES/PERM EMPLOYEES	38,500.00	43,260.00
101-215-703.400	SALARIES/ACCOUNTING/HR	32,960.00	33,948.80
101-215-708.000	OVERTIME	6,556.00	6,752.68
101-215-710.000	EMPLOYER FICA	6,898.00	7,104.94
101-215-711.000	EMPLOYER MEDICARE	1,613.00	1,661.39
101-215-712.000	WAGES IN LIEU OF HEALTH INS	5,200.00	4,738.00
101-215-712.100	WAGES IN LIEU OF INS - RETIREES	8,100.00	8,100.00

GL Number	Description	Proposed	2024
		12/31/2023 Amended Budget	RECOMMENDED
Fund 101 - GENERAL FUND			
101-215-714.000	LONGEVITY	940.00	968.20
101-215-715.000	RETIREMENT CONTRIBUTION	8,300.00	9,228.00
101-215-718.000	HOSPITAL INSURANCE	2,100.00	5,500.00
101-215-719.200	OPEB-REQUIRED NORMAL COST	33,530.00	34,535.90
101-215-721.300	EDUCATION	200.00	200.00
101-215-724.000	WORKMAN'S COMP INSURANCE	856.00	881.68
101-215-725.000	DISABILITY INSURANCE	887.00	913.61
101-215-725.100	LIFE INSURANCE	468.00	482.04
101-215-751.000	OFFICE SUPPLIES	25,000.00	25,750.00
101-215-861.000	MILEAGE	116.00	119.48
101-215-874.000	HEALTH INSURANCE - RETIREES	19,000.00	17,000.00
101-215-900.000	PRINTING/PUBLISHING	5,067.00	5,219.01
101-215-934.000	REPAIR/MAINTENANCE	359.00	369.77
101-215-943.000	LEASED EQUIPMENT	0.00	0.00
101-215-955.000	MISCELLANEOUS EXPENSES	138.00	142.14
101-215-961.000	CONFERENCES/WORKSHOPS	5,628.00	5,796.84
101-215-962.000	MEMBERSHIP/DUES	129.00	132.87
		219,045.00	229,800.35
Technology Improvements			
101-228-802.000	WEBSITE DEVELOPMENT	1,000.00	1,000.00
		1,000.00	1,000.00
Board of Review			
101-247-703.300	SALARY & WAGES BOARD OF REVIEW	2,689.00	2,769.67
101-247-710.000	EMPLOYER FICA	180.00	185.40
101-247-711.000	EMPLOYER MEDICARE	40.00	41.20
101-247-955.000	MISCELLANEOUS EXPENSE	139.00	100.00
101-247-961.000	CONFERENCES AND WORKSHOPS	515.00	500.00
		3,563.00	3,596.27
Treasurers Fund			
101-253-703.000	ELECTED OFFICIALS SALARIES	12,360.00	12,730.80
101-253-703.300	SALARIES/PERM EMPLOYEES	26,500.00	27,295.00
101-253-708.000	OVERTIME	1,142.00	1,176.26
101-253-710.000	EMPLOYER FICA	2,577.00	2,654.31
101-253-711.000	EMPLOYER MEDICARE	603.00	621.09
101-253-712.000	WAGES IN LIEU OF HEALTH INS	3,700.00	3,811.00
101-253-715.000	RETIREMENT CONTRIBUTION	2,895.00	3,300.00
101-253-719.200	OPEB-REQUIRED NORMAL COST	23,470.00	24,500.00
101-253-724.000	WORKMAN'S COMP INSURANCE	304.00	313.12
101-253-725.000	DISABILITY INSURANCE	380.00	391.40
101-253-725.100	LIFE INSURANCE	342.00	352.26
101-253-758.000	BANK FEES	8,600.00	7,800.00

GL Number	Description	Proposed	2024
		12/31/2023 Amended Budget	RECOMMENDED
Fund 101 - GENERAL FUND			
101-253-801.000	PROFESSIONAL SERVICES	5,801.00	7,500.00
101-253-861.000	MILEAGE	579.00	500.00
101-253-874.000	HEALTH INSURANCE - RETIREES	7,700.00	9,600.00
101-253-955.000	MISCELLANEOUS EXPENSE	139.00	143.17
101-253-956.000	INSURANCE/BONDS	5,826.00	6,000.78
101-253-961.000	CONFERENCES/WORKSHOPS	3,278.00	3,000.00
101-253-962.000	MEMBERSHIP/DUES	239.00	200.00
		106,435.00	111,889.19
Assessor			
101-257-703.150	SALARIES/ASSESSOR	67,500.00	71,735.00
101-257-703.200	SALARIES/DEPUTY ASSESSOR	56,200.00	55,500.00
101-257-703.400	SALARIES/INFO TECH	0.00	0.00
101-257-703.600	SALARY/ADMINISTRATIVE	0.00	0.00
101-257-708.000	OVERTIME	690.00	710.70
101-257-710.000	EMPLOYER FICA	7,813.00	8,047.39
101-257-711.000	EMPLOYERS MEDICARE	1,827.00	1,881.81
101-257-712.000	WAGES IN LIEU OF HEALTH INSURANCE	7,000.00	6,000.00
101-257-714.000	LONGEVITY	1,060.00	1,091.80
101-257-715.000	RETIREMENT CONTRIBUTION	13,500.00	15,905.00
101-257-718.000	HEALTH INSURANCE	22,660.00	23,339.80
101-257-719.200	OPEB-REQUIRED NORMAL COST	13,410.00	13,812.30
101-257-724.000	WORKMAN'S COMP INSURANCE	2,300.00	2,369.00
101-257-725.000	DISABILITY INSURANCE	1,350.00	1,400.00
101-257-725.100	LIFE INSURANCE	206.00	212.18
101-257-801.000	PROFESSIONAL SERVICES	2,100.00	2,200.00
101-257-805.000	CONTRACT EMPLOYEE	0.00	0.00
101-257-861.000	MILEAGE	562.00	500.00
101-257-874.000	HEALTH INSURANCE - RETIREES	2,686.00	3,800.00
101-257-901.000	TAX ROLL PREPARATION	19,096.00	20,000.00
101-257-961.000	CONFERENCES AND WORKSHOPS	2,364.00	2,000.00
101-257-961.100	EDUCATION AND TRAINING	1,688.00	1,000.00
101-257-962.000	MEMBERSHIPS AND DUES	1,195.00	1,230.85
		225,207.00	232,735.83
Elections			
101-262-703.500	SALARY/TEMP EMPLOYEES	34,598.00	35,635.94
101-262-708.000	OVERTIME - ADMINISTRATIVE STAFF	7,649.00	6,500.00
101-262-710.000	EMPLOYER FICA	348.00	358.44
101-262-711.000	EMPLOYER MEDICARE	116.00	119.48
101-262-751.000	SUPPLIES/POSTAGE	10,609.00	20,500.00
101-262-767.000	BALLOTS/ELECTION SUPPLIES	30,900.00	31,827.00
101-262-805.000	CONTRACT EMPLOYEE	5,150.00	5,304.50
101-262-934.000	REPAIR/MAINTENANCE	546.00	562.38

GL Number	Description	Proposed	2024
		12/31/2023 Amended Budget	RECOMMENDED
Fund 101 - GENERAL FUND			
101-262-955.000	ELECTIONS/MISCELLANEOUS EXPENSES	1,217.00	7,000.00
		91,133.00	107,807.74
Township Hall & Grounds			
101-265-703.300	SALARIES/PERM EMPLOYEES	7,300.00	7,519.00
101-265-710.000	EMPLOYER FICA	422.00	434.66
101-265-711.000	EMPLOYER MEDICARE	99.00	101.97
101-265-715.000	RETIREMENT CONTRIBUTUIONS	970.00	999.10
101-265-718.000	HEALTH INSURANCE	2,000.00	2,100.00
101-265-719.200	OPEB-REQUIRED NORMAL COST	0.00	0.00
101-265-724.000	WORKMAN'S COMP INSURANCE	186.00	191.58
101-265-725.000	DISABILITY INSURANCE	86.00	88.58
101-265-725.100	LIFE INSURANCE	25.00	25.00
101-265-756.000	INFORMATION TECH COSTS	21,800.00	25,000.00
101-265-850.000	TELEPHONE	12,381.00	12,000.00
101-265-920.000	PUBLIC UTILITIES	8,742.00	9,000.00
101-265-920.004	AREA LIGHTING	219.00	225.57
101-265-920.010	WATER USAGE	1,140.00	2,500.00
101-265-920.200	1980 W PARNALL/UTILITIES	1,500.00	1,000.00
101-265-932.000	VEHICLE MAINTENANCE	6,365.00	5,000.00
101-265-934.000	HALL & GROUNDS REPAIR/MAINTENANCE	27,318.00	26,000.00
101-265-934.150	REPAIR/MAINTENANCE TWP HALL	0.00	0.00
101-265-943.000	LEASED EQUIPMENT	2,500.00	2,500.00
101-265-955.000	HALL & GROUNDS OVERHEAD/MISC	337.00	0.00
101-265-956.000	INSURANCE/BONDS	24,100.00	24,823.00
		117,490.00	119,508.46
Drain at Large			
101-445-955.000	DRAIN AT LARGE/MISCELLANEOUS	15,600.00	16,000.00
		15,600.00	16,000.00
Highways, Streets & Bridges			
101-446-955.000	HIGHWAYS,STREETS,BRIDGES/MISC	2,000.00	2,060.00
		2,000.00	2,060.00
Cemetery Fund			
101-567-802.000	GRAVE OPENINGS/FOUNDATIONS	7,000.00	6,000.00
101-567-955.000	CEMETERY/MISCELLANEOUS EXPENSES	5,000.00	6,000.00
		12,000.00	12,000.00
Planning Commission			
101-701-703.300	SALARY & WAGES PLANNING COMM	5,797.00	5,970.91
101-701-710.000	EMPLOYER FICA	359.00	369.77
101-701-711.000	EMPLOYER MEDICARE	84.00	86.52

GL Number	Description	Proposed	2024
		12/31/2023	RECOMMENDED
		Amended Budget	
Fund 101 - GENERAL FUND			
101-701-900.000	PRINTING/PUBLISHING	3,278.00	3,000.00
101-701-961.100	TRAINING EXPENSES	1,093.00	1,200.00
		10,611.00	10,627.20
Zoning			
101-702-703.300	SALARIES/PERM EMPLOYEES	11,343.00	11,683.29
101-702-710.000	EMPLOYER FICA	703.00	724.09
101-702-711.000	EMPLOYER MEDICARE	164.00	168.92
101-702-715.000	RETIREMENT CONTRIBUTIONS	1,236.00	1,500.00
101-702-718.000	HOSPITAL INSURANCE	3,000.00	3,090.00
101-702-719.200	OPEB-REQUIRED NORMAL COST	4,470.00	4,800.00
101-702-724.000	WORKMAN'S COMP INSURANCE	2,178.00	2,243.34
101-702-725.000	DISABILITY INSURANCE	129.00	132.87
101-702-725.100	LIFE INSURANCE	72.00	74.16
101-702-801.000	PROFESSIONAL SERVICES	2,185.00	2,200.00
101-702-805.100	BLIGHT ABATEMENT	10,000.00	30,000.00
101-702-826.000	MOWING/SNOW REMOVAL EXP	15,000.00	15,000.00
101-702-874.000	HEALTH INSURANCE - RETIREES	4,223.00	4,349.69
101-702-961.100	TRAINING EXPENSES	1,126.00	1,000.00
101-702-962.000	MEMBERSHIP/DUES	836.00	800.00
		56,665.00	77,766.36
Regional Planning			
101-704-955.000	REGIONAL PLANNING/MISCELLANEOUS	5,464.00	6,000.00
		5,464.00	6,000.00
Capital Detail			
101-901-970.171	EQUIPMENT/SUPERVISOR	0.00	0.00
101-901-970.215	EQUIPMENT/CLERK	0.00	0.00
101-901-970.253	EQUIPMENT/TREASURER	0.00	0.00
101-901-970.257	EQUIPMENT/ASSESSOR	0.00	0.00
101-901-970.262	EQUIPMENT/ELECTIONS	0.00	0.00
101-901-970.265	EQUIPMENT/TWP HALL	40,000.00	41,200.00
101-901-970.702	EQUIPMENT	0.00	0.00
101-901-970.751	EQUIPMENT	0.00	0.00
101-901-971.265	BUILDING ADDITIONS/IMPROVEMENTS	2,000,000.00	2,060,000.00
		2,040,000.00	2,101,200.00
101-966-995.000	CONTRIBUTIONS TO PUBLIC SAFETY	1,600,000.00	1,527,000.00
		1,600,000.00	1,527,000.00
Total Appropriations:		4,798,041.00	4,851,980.42
Net of Revenues & Ap Net of Revenues & Appropriations Fund 1		473,044.00	(724,067.60)

GL Number	Description	Proposed	2024
		12/31/2023	RECOMMENDED
		Amended Budget	

Fund 101 - GENERAL FUND

Beginning of Year:			
Reserved for Metro Act		112,606	123,895
Unrestricted		8,078,365	8,540,120
Total Beginning Fund Balance		8,190,971	8,664,015
End of Year:			
Reserved for Metro Act		123,895	138,835
Unrestricted		8,540,120	7,801,113
Total Ending Fund Balance		8,664,015	7,939,948

**BLACKMAN CHARTER TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
FISCAL YEAR 2024  
RESOLUTION # 22-2023-1218**

A resolution to establish a general appropriations act for Blackman Charter Township; to define the powers and duties of the Blackman Charter Township officers in relation to the administration of the budgets; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Blackman Charter Township resolves:

**Section 1: Title**

This resolution shall be known as the Blackman Charter Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 10, 2023, and a public hearing on the proposed budgets was held on December 18, 2023.

**Section 5: Estimated Revenues**

Estimated township General fund revenues for fiscal year 2024, including a millage of .8154 mills; and various miscellaneous revenues shall total \$4,127,913.

Estimated township Public Safety fund revenues for fiscal year 2024, including a voter-authorized millage of 2.0000 mills; and various miscellaneous revenues and transfers, shall total \$8,014,254.

Estimated township Building Department fund revenues and transfers for fiscal year 2024 shall total \$190,500.

Estimated township Parks fund revenues for fiscal year 2024 including a voter-authorized millage of .2500 mills; and various miscellaneous shall total \$151,500.

Estimated township Street Light fund revenues for fiscal year 2024 shall total \$119,806.

Estimated township Local Development Finance Authority – Administrative fund revenues and transfers for fiscal year 2024 shall total \$108,206.

Estimated township Local Development Finance Authority – Smart Zone Administrative fund revenues for fiscal year 2024 shall total \$196,860.

Estimated township Downtown Development Authority – Administrative fund revenues for fiscal year 2024 shall total \$492,011.

#### **Section 6: Millage Levy**

The Blackman Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .8154 mills as authorized under state law for general township operations, 2.0000 mills approved by the electorate for operation, maintenance, and purchase of equipment for the Public Safety fund, and .2500 mills approved by the electorate for maintenance, improvements, and development of recreational opportunities, including park improvements, and trail access for both water, walking, and biking trails.

## Section 7: Estimated Expenditures

Estimated township General fund expenditures for fiscal year 2024 for various township activities are as follows:

### EXPENDITURES:

Committees	\$ 1,817
Township Board	87,639
Township Supervisor	203,533
Assessor	232,736
Treasurer	111,889
Clerk	229,800
Elections	107,808
Board of Review	3,596
Technology Improvements	1,000
Cemetery	12,000
Township Hall and Grounds	119,508
Drain at Large	16,000
Highways, Streets & Bridges	2,060
Planning and Zoning	10,627
Zoning Admin/Enforcement Officer	77,767
Regional Planning	6,000
Other Uses – Transfers	2,101,200
Capital Outlay	<u>1,527,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,851,980</u></b>

Estimated township Public Safety fund expenditures for fiscal year 2024 are \$8,044,989, including \$250,000 Capital Outlay.

Estimated township Building Department fund expenditures for fiscal year 2024 are \$246,811, including \$5,000 for Capital Outlay.

Estimated township Parks fund expenditures for fiscal year 2024 are \$325,423, including \$300,000 for Equipment Capital Outlay and Park Improvements.

Estimated township Street Light fund expenditures for fiscal year 2024 are \$148,000.

Estimated township Local Development Finance Authority - Administrative fund expenditures for fiscal year 2024 are \$144,677, including \$100,000 for Construction.

Estimated township Local Development Finance Authority - Smart Zone Administrative fund expenditures for fiscal year 2024 are \$128,418, including \$100,000 for Construction Costs.

Estimated township Downtown Development Finance Authority - Administrative fund expenditures for fiscal year 2024 are \$1,327,398, including \$1,166,844 for Debt Service and \$100,000 for Construction Costs.

#### **Section 8: Adoption of Budget by Reference**

The General fund, Public Safety fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Administrative fund, and Downtown Development Authority – Administrative fund budgets of Blackman Charter Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

#### **Section 9: Adoption of Budget by Activity (Cost Center)**

The Board of Trustees of Blackman Charter Township adopts the 2024 fiscal year General fund, Public Safety fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Administrative fund and Downtown Development Authority – Administrative fund budgets by activity. Subject to the township policy requiring township board authorization for certain expenditures, township officials responsible for the expenditures authorized in the budgets may expend township funds up to, but not to exceed, the total appropriation authorized for each activity. The Chief Administrative Officer may make transfers among the various line items contained in the activity appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

#### **Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

#### **Section 11: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various activities without prior board approval, if the amount to be transferred does not exceed \$10,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget or the total of any other funds' budget, as listed above, be changed without prior board approval.

#### **Section 12: Preauthorization of Advance Payments for Certain Claims**

All claims shall be approved by Blackman Charter Township board prior to payment, except for the following:

1. Payroll (including election workers compensation) and related payroll taxes, payroll service cost, transfers to payroll checking account and employee benefits.
2. Utility, phone and insurance bills.
3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved, including, but not limited to, credit card payments.

These claims shall be post-audited at the next board meeting.

The supervisor may authorize emergency expenditures when deemed essential to the imminent threat to the health, safety, and welfare of the township.

### **Section 13: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the General fund, Public Safety fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority – Smart Zone Administrative fund, and Downtown Development Authority – Administrative fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and/or month and for the current fiscal year to the end of the previous quarter and/or month.
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. for each activity, the amount appropriated; the amount charged to each appropriation in the previous quarter and/or month and for the current fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

### **Section 14: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 15: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 16: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officer(s) or employee(s) to disciplinary action as outlined in Public Act 621 (1978) and the Blackman Charter Township personnel manual, if applicable.

**Section 17: Board Adoption**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: \_\_\_\_\_.  
The following voted nay: \_\_\_\_\_. The Supervisor declared the motion carried and the resolution duly adopted on the 18th day of December 2023.

\_\_\_\_\_  
Township Clerk  
Resolution # \_\_\_\_\_

# BLACKMAN CHARTER TOWNSHIP

PHONE: (517) 788-4345 | FAX: (517) 788-4689

Application for Food Trucks, Trailers, & Carts  
Ordinance: Ch 55. Property Use, Part 5. Peddling and soliciting,  
Article VIIA. Food Trucks

**This section to be completed by Township**

Permit #
Fee Paid
Date
Received By

All Food Truck licenses are good **for the calendar year they are issued**. Please display this license with your Health Department certificate.

Applicant's Name: \_\_\_\_\_

Business Owner's Name (if different than above): \_\_\_\_\_

Food Truck Name/Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your vendor a business in Blackman Charter Township? **YES** **NO**

If yes, please list the name(s) of businesses: \_\_\_\_\_

## **Mobile Food Vehicle Description**

Description of MFVU (trailer, food truck, cart, tent, etc.): \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Length: \_\_\_\_\_ Vehicle Width: \_\_\_\_\_ License Plate #: \_\_\_\_\_

General Locations of Operation:

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***Proceed to Page 2 for the affidavit and list of required attachments.***

**Affidavit (applicant and all listed business owners must sign this application):**

I verify the following is included with this application:

- ☐ Copy of front and back of driver's licenses (for applicant and all operators noted on application).
- ☐ Copy of County Health Department license and/or approval.
- ☐ Michigan Sales Tax License
- ☐ Certificate of Insurance (*Proof of General Comprehensive Liability policy with limits of no less than \$1 million Combined Single Limit Coverage issued by an insurer licensed to do business in the State of Michigan and which names the Township as an additional injured.*)
- ☐ Photograph of the mobile vending unit.
- ☐ Permit registration fee (**\$250.00 for non-township businesses, \$100.00 for township businesses**).  
***Cash or Check only. Please & thank you in advance.***

I (We) hereby affirm that the above information is complete and correct to the best of my knowledge and belief. Further, I (we) am authorized to submit this petition. I (we) understand that renewal of the mobile food vending registration is required upon expiration. I (we) further understand that once a registration has been approved, it may be revoked, suspended, or not renewed by the Township for failure to comply with the provisions outlined in Chapter 55, Article VIII of the Code of Ordinances.

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BLACKMAN CHARTER TOWNSHIP

PHONE: (517) 788-4345 | FAX: (517) 788-4689

Application for Food Trucks, Trailers, & Carts

Ordinance: Ch 55. Property Use, Part 5. Peddling and soliciting,  
Article VIIA. Food Trucks

This section to be completed by Township

Permit #
Fee Paid
Date
Received By

All Food Truck licenses are good **for the calendar year they are issued**. Please display this license with your Health Department certificate.

Applicant's Name: \_\_\_\_\_

Business Owner's Name (if different than above): \_\_\_\_\_

Food Truck Name/Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your vendor a business in Blackman Charter Township? **YES** **NO**

If yes, please list the name(s) of businesses: \_\_\_\_\_

## **Mobile Food Vehicle Description**

Description of MFVU (trailer, food truck, cart, tent, etc.): \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Length: \_\_\_\_\_ Vehicle Width: \_\_\_\_\_ License Plate #: \_\_\_\_\_

General Locations of Operation:

\_\_\_\_\_

\_\_\_\_\_

*Proceed to Page 2 for the affidavit and list of required attachments.*

**Affidavit (applicant and all listed business owners must sign this application):**

I verify the following is included with this application:

- ☐ Copy of front and back of driver's licenses (for applicant and all operators noted on application).
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- ☐ Michigan Sales Tax License
- ☐ Certificate of Insurance (*Proof of General Comprehensive Liability policy with limits of no less than \$1 million Combined Single Limit Coverage issued by an insurer licensed to do business in the State of Michigan and which names the Township as an additional injured.*)
- ☐ Photograph of the mobile vending unit.
- ☐ Permit registration fee: **\$100.00**. Taxpayers or Businesses located IN BLACKMAN TOWNSHIP and paying property taxes to Blackman Township, in their name or business name, are exempt from the fee.  
*Cash or Check only.*

I (We) hereby affirm that the above information is complete and correct to the best of my knowledge and belief. Further, I (we) am authorized to submit this petition. I (we) understand that renewal of the mobile food vending registration is required upon expiration. I (we) further understand that once a registration has been approved, it may be revoked, suspended, or not renewed by the Township for failure to comply with the provisions outlined in Chapter 55, Article VIII of the Code of Ordinances.

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

If exempt from the fee, provide Parcel I.D. # \_\_\_\_\_

Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_