

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

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

ADDITIONS / DELETIONS

MINUTES APPROVAL

Approval of the minutes for the Regular Board Meeting held on Monday, August 21, 2023.

CONSENT AGENDA

1. **Approval of payroll for the date of 08/04/23 in the amount of \$168,077.62, and for 08/18/23 in the amount of \$200,089.75.**
2. **Approve \$400,000.00 transfer of funds from General Fund to Public Safety Fund for the month of August, 2023.**
3. **Receive Revenue and Expenditure Report for the month of August 2023.**

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE (informational tax settlement document attached)

•

CLERK'S UPDATE

•

PUBLIC SAFETY (minutes of 9-13-23 meeting attached)

Authorize the Director of Public Safety to purchase (2) two LIFEPAK 1000 AED's, not to exceed the amount of \$5,600.00, from account #205-901-970.000.

PLANNING COMMISSION

ZONING BOARD OF APPEALS

PARKS & RECREATION (minutes of the 9-14-23 minutes attached)

TECHNOLOGY COMMITTEE (document attached)

Presentation on body cameras/Tasers/in-car cameras (discussion, no action)

UTILITIES COMMITTEE

ORDINANCE REVIEW COMMITTEE

NEW BUSINESS

1. Approve Resolution #17-2023-0918, a resolution to amend the 2023 General Fund, Public Safety Fund & Building Fund budgets
2. Accept resignation of Martin Riske, Electrical Inspector, effective 10-31-2023
3. Authorize the advertising of the vacancy for Electrical Inspector
4. Authorize the addition/remodeling of an office at the Township Office, not to exceed \$8,904.00, construction management by David Wilson. (document attached)

BILLS

Approve payment of bills on the Board Invoice Post Audit Report dated 08/08/23 in the amount of \$238,815.78 and Board Invoice Report dated 08/22/23 in the amount of \$477,138.89.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION

ADJOURNMENT

SUPERVISOR'S UPDATE

1. Update given on the County Farm Road Project, curbs, gutters, and sidewalks are done. Supervisor Jancek also spoke about funding from EAGLE. It is a grant for money for testing for PFAS and PFOS. The Jackson area qualifies for testing in four (4) areas: by the Airport, Jackson Forge, Goodyear Plant and one other area. The grant pays for 100% of the testing – there is no match. If a problem is discovered the grant would also include testing of all wells, if needed.

TREASURER'S UPDATE

1. Taxes are coming along as expected. Our auditor, Nanette has retired. He has spoken to her regarding performing some of the auditing duties that she has done for us on a contractual basis. We would still need someone to do the actual audit. Nanette said that she would help on the RNQ to bid out the audit work.

CLERK'S UPDATE

1. The August election went well. We passed the County inspection and the Board of Canvassers was able to certify the election once the deadline was past for the return of our one overseas ballot.
2. The November election will consist of Jackson College's millage proposal.
3. We received a new absentee ballot box which has been installed outside, by the front door. We are looking into obtaining a camera to monitor the box, as that is a requirement.
4. Has hired a new Deputy Clerk, Janet Hayward, who will be starting Tuesday, August 22, 2023. She has previously worked as a Deputy Clerk for Rives Township and is knowledgeable regarding elections, etc.
5. We will be having the Presidential Primary on February 27, 2024 and it will encompass the nine-day early voting. Our location is being considered as one of the possible sites for this early voting. We will be working with the County in order to accomplish the nine day early voting requirements.

PUBLIC SAFETY

1. Director Grajewski reported that they are still a couple of officers short in the department. They have formed a recruiting team, in an effort to get our name out there. He also stated that the road patrol has been very busy.

PLANNING COMMISSION

- Trustee Williams stated that they met on August 1st and August 15th regarding the following:

CASE #1559: Motion by Trustee Williams, supported by Clerk Elwell to approve Case #1559
COND. USE - Conditional Use Permit: Storage Units Indoor/Outdoor at 3429 Lansing Ave,
PERMIT Jackson, MI Parcel 000-08-15-451-003-27, Zoned C-2 (General Commercial), requested by Jason Kildea of the Gillespie Group. Conditions: Storage of vehicles on impervious surfaces only and screen fencing on west side of the property. This has been a storage facility for many years. However, there are new owners and they just want a conditional use to be on file because they could not find one from the previous owners.

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

Ayes – 5

Nays - 0

Motion Approved

**CASE #1557:
COND. USE
PERMIT**

Motion by Trustee Williams, supported by Treasurer Preston to approve Case #1557 - Conditional Use Permit: Rooftop Solar Array at 2104, 2106 W. Michigan Ave, Jackson, MI Parcel 000-08-33-351-002-01, Zoned RM-1 (Multiple Family Residence), requested by Andy's Place II LDHA LP. Conditions: Adhere to Township solar ordinance 5.26.2.

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

Ayes – 5

Nays - 0

Motion Approved

ZONING BOARD OF APPEALS

- No activity. They have a meeting scheduled for August 22, 2023 regarding a set back issue on Balmars Avenue.

PARKS & RECREATION

1. Treasurer Preston reported that the surveys sent out with the tax bills are getting returned. They will have a meeting the first week of September to review them.
2. Treasurer Preston requested that they add new member to the Parks and Recreation Board. He has had a meeting with the President of American 1 Credit Union and they want to be a bigger part of Blackman Township.

TECHNOLOGY COMMITTEE

- *No activity*

UTILITIES COMMITTEE

- *No meeting held, no activity*

ORDINANCE REVIEW COMMITTEE

- *No activity*

NEW BUSINESS

**NEW DEPUTY
CLERK RATE**

Motion by Supervisor Jancek, supported by Clerk Elwell to approve the rate of Deputy Clerk at "Step 1" on the (01/01/2023) established pay scale, based upon her past experience at Rives Township.

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

Ayes – 5

Nays - 0

Motion Approved

**ELECTION
ASSISTANTS**

Motion by Clerk Elwell, supported by Treasurer Preston to approve the Clerk in hiring election assistants for the upcoming elections, not to exceed 200 hours. This is very similar to the present agreement we had with both Shelly Sercombe and Bonnie Preston during the August election. The assistants will receive \$16.32 per hour. As clarification, the elections held in May and August (and the upcoming November election) have been paid by whoever has requested the millages on the ballots.

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

Ayes – 5

Nays - 0

Motion Approved

**RESOLUTION
#15-2023-0821:
LLC/APPROVAL
OF CLASS C
LICENSE**

Motion by Supervisor Jancek, supported by Trustee Pack to approve Resolution #15-2023-0821; a resolution to recommend the approval for a Class C license to Brent and Barbara Southwell/"The Naybours, LLC", from the State of Michigan Liquor Control Commission.

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

Ayes – 5 Nays - 0 Motion Approved

**RESOLUTION
#16-2023-0821:
LLC/TRANSFER
OF SDM LICENSE**

Motion by Supervisor Jancek, supported by Treasurer Preston to approve Resolution #16-2023-0821, a resolution to recommend the approval to Transfer of SDM with Sunday Sales Permit to Jackson SDM, LLC, from the State of Michigan Liquor Control Commission.

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

Ayes – 5 Nays - 0 Motion Approved

**NEW PARKS
COMMITTEE
MEMBER**

Motion by Supervisor Jancek, supported by Treasurer Preston to approve the appointment of Kristina Edgar to the Parks and Recreation Committee, term to expire 12/2026.

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

Ayes – 5 Nays - 0 Motion Approved

**RESOLUTION
#14-2023-0821:
POLITICAL
SUBDIVISION**

Motion by Supervisor Jancek, supported by Clerk Elwell to approve Resolution #14-2023-0821; a resolution to authorize the newly appointed Deputy Clerk as a signatory on Township Bank Accounts.

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

Ayes – 5 Nays - 0 Motion Approved

**2022 AUDIT
REPORT**

Motion by Supervisor Jancek, supported by Clerk Elwell to approve the 2022 Audit Report.

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

Ayes – 5 Nays - 0 Motion Approved

BILLS

- Motion by Treasurer Preston, supported by Supervisor Jancek to approve payment of bills on the Board Invoice Post Audit Report dated August 8, 2023, in the amount of \$238,815.78 and the Board Invoice Report dated August 22, 2023, in the amount of \$477,138.89.

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

Ayes – 5 Nays - 0 Motion Approved

EXTENDED PUBLIC COMMENT (Three-minute limit)

- *None*

OPEN DISCUSSION

1. Trustee Pack mentioned the potholes on the Township Property driveways.

The Supervisor declared the meeting adjourned at 6:25pm.

David Elwell, Township Clerk

All Records
 SPEC. POPULATION: AD VALOREM+SPECIAL ACTS
 REAL & PERSONAL PROPERTY
 SUMMER BILLING TYPE(S)
 PROMPT FOR INTEREST % TO CHARGE

Taxing Authority	Original Roll	+/- Adjustments	Total to Collect	Taxes Collected	Amount Delinquent	Leased Land Delinquent
(S) COUNTY	3,039,571.11	-4,248.45	3,035,322.66	2,837,681.45	192,416.31	5,224.90
(S) East Jackson OP	449,567.82	42.85	449,610.67	342,780.70	106,012.17	817.80
(S) EastJackson DEBT	279,839.45	328.38	280,167.83	226,377.53	53,385.83	404.47
(S) J.P.S. DEBT-04	112,189.84	-199.28	111,990.56	103,358.39	8,632.17	0.00
(S) J.P.S. DEBT-09	160,583.48	-285.22	160,298.26	147,942.20	12,356.06	0.00
(S) J.P.S. DEBT-18	348,019.50	-618.12	347,401.38	320,622.79	26,778.59	0.00
(S) J.P.S. OP PUBREC	49,577.75	-88.09	49,489.66	45,675.13	3,814.53	0.00
(S) J.P.S. OPER	1,093,600.59	-2,561.83	1,091,038.76	1,011,785.52	79,253.24	0.00
(S) JACKSON COLLEGE	679,583.48	-949.84	678,633.64	634,448.40	43,019.24	1,166.00
(S) JACKSON ISD	2,612,307.91	-3,651.26	2,608,656.65	2,438,797.85	165,368.68	4,490.12
(S) JPS DEBT-04	162.90	0.00	162.90	162.90	0.00	0.00
(S) JPS DEBT-09	233.18	0.00	233.18	233.18	0.00	0.00
(S) JPS DEBT-18	505.35	0.00	505.35	505.35	0.00	0.00
(S) JPS OPER PUBREC	71.99	0.00	71.99	71.99	0.00	0.00
(S) JPS OPER	2,617.21	0.00	2,617.21	2,617.21	0.00	0.00
(S) SCHOOL OPER FC	0.00	0.00	0.00	0.00	0.00	0.00
(S) STATE ED	3,627,600.00	-5,031.76	3,622,568.24	3,389,210.21	227,168.08	6,189.95
(S) WESTERN DEBT	368,496.02	-696.42	367,799.60	341,504.67	25,421.81	873.12
(S) WESTERN OPER	710,138.93	-763.14	709,375.79	662,259.54	44,895.71	2,220.54
(S) SubTotals	13,534,666.51	-18,722.18	13,515,944.33	12,506,035.01	988,522.42	21,386.90
(S) Admin Fee	135,309.55	-187.19	135,122.36	125,029.27	9,881.53	211.56
(S) Interest					0.00	0.00
(S) Totals	13,669,976.06	-18,909.37	13,651,066.69	12,631,064.28	998,403.95	21,598.46
Grand Totals	13,669,976.06	-18,909.37	13,651,066.69	12,631,064.28	998,403.95	21,598.46

2023

Collected thru 9/14 - \$12,543,169.37

91.8% collected

\$765,286.24 credit card

6.1%

Delinquent

18,211.89

13,813.03

Woodham Hills

370.34

Airport Hangar

4,028.52

Business - All been taken off tax rolls

18,211.89

Body Cameras and Tasers current annual cost: 50,566.77

Body camera and Taser proposed cost:

Year1	\$136,059.67
Year2	\$134,981.49
Year 3	\$140,380.76
Year 4	\$145,995.97
Year 5	\$151,835.80
Total	\$709,253.69

Currently we are paying for licensing and storage on BC only.

Tasers are currently being leased.

Additional features such as TAP, Respond+, Auto tagging, GPS, live streaming. TAP is an auto refresh for equipment and warranty that would give us brand new equipment 2 times during the contract and would extend the warrant for a 6th year.

We own the current equipment and would be returning it, getting a small rebate, and would then purchase new.

In-car cameras current annual cost: (billed for 11 cars) \$8,316.00

In-car camera proposed cost (17 cars):

Year 1	\$47,588.28
Year 2	\$45,167.49
Year 3	\$46,974.19
Year 4	\$48,853.16
Year 5	\$50,807.28
Total	\$236,618.40

Currently own the equipment. Replacement parts as opposed to renewing contract is not cost effective. The last replacement cost quote for parts for 2 cars was \$8500.00

Would include mobile LPR and TAP

Would have a "hub" rather than putting the load on the computer.

We own the equipment and would be returning it for a small rebate when we purchase new.

Expected savings elsewhere:

No need to replace wireless off-load servers (\$20-25,000 each) with a total savings of \$40-50,000

No immediate need to replace MDC's for 1-2 years (17 cars x \$3000 each)

No more need for exterior access points at both HQ and 5th Street which means no more up-keep and security certificate costs.

Blackman Charter Township

Public Safety Committee

Meeting Minutes-Wednesday, September 13, 2023-6:23 p.m.

Members Present: Chairman Williams, Mr. Ambs

Members Absent: Mr. Pack

Department Personnel: Director Scott Grajewski

Director Grajewski updated the committee on Budget for Public Safety. Budget is slightly over due to higher-than-expected equipment and upfitting of new patrol vehicles purchased for road patrol this current year.

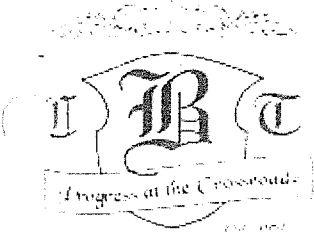
Director Grajewski requested to purchase 2 LIFEPAK 1000 AED's not to exceed \$5,600. This was a previously budgeted item for 2023. The Public Safety Committee voted for the purchase 2-0.

There was discussion to provide the Public Safety Committee of a Blackman Officers Recruitment and Retention Team that has been put together. The team will visit local events, colleges and academies to recruit potential hires.

Detective/Sergeant Bob Shrock was placed into an Internet Crimes Against Children Task Force team that will allow free training and equipment availability to work Blackman-Leoni DPS crimes at an accelerated process. Det/Sgt. Shrock's duties will remain in our office, but on occasion will assist with other local internet-related crimes on the task force team.

The meeting was adjourned at 6:38 p.m.

Submitted by: Director Scott J. Grajewski



BLACKMAN CHARTER TOWNSHIP

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

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

Attendees: Phil Preston, Dave Elwell, Shelly Sercombe, Phil Szykutowicz (NW Schools)

Missed: Brian Elliott (Disability Connect), Kay Brown (GREAT), Kristina Edgar (Aml)...

Agenda Items:

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

1. Security Cameras

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

2. Five Year Plans Update

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

Short term focus that the Committee has identified include:

-GET THE CAMERAS

-TRAILS, get us access in Blackman

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

3. TRAILS

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

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

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

4. PARK NAMING

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

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

5 OTHER

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

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

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

Reported by Phil Preston

**BLACKMAN CHARTER TOWNSHIP
COUNTY OF JACKSON**

**RESOLUTION #17-2023-0918
A RESOLUTION TO AMEND THE 2023 GENERAL FUND, PUBLIC SAFETY FUND AND
BUILDING FUND BUDGET**

WHEREAS, Blackman Charter Township must not exceed previously approved budgeted expenses, and

WHEREAS, the Blackman Township Board, after further financial analysis, has deemed it necessary to change certain budgetary items,

THEREFORE, BLACKMAN CHARTER TOWNSHIP HEREBY RESOLVES TO AMEND THE 2023 GENERAL FUND, PUBLIC SAFETY AND BUILDING FUND BUDGET AS FOLLOWS:

RESOLVED that General Fund expenses shall increase from \$5,143,181 to \$5,172,334 in the following manner:

Retirement Contributions, acct#101-171-715.00 shall increase from \$1,576 to \$2,576
Retirement Contributions, acct#101-215-715 shall increase from \$3,939 to \$8,139
Hospital Insurance, acct#101-215-718 shall increase from 100 to \$2,100
Office Supplies, acct#101-215-751 shall increase from \$20,332 to \$25,000
Retirement Contributions, acct#101-235-715 shall increase from \$1,195 to \$2,895
Retirement Contributions, acct#101-257-715 shall increase from \$5,875 to \$13,500
Professional Services, acct#101-257-801 shall increase from \$0 to \$2,100
Retirement Contributions, acct#101-702-715 shall increase from \$676 to \$1,236
Mowing/Snow Removal, acct#101-70-826 shall increase from \$6,753 to \$12,053

RESOLVED that Public Safety Fund expenses shall increase from \$8,368,428 to \$8,421,928 in the following manner:

Retirement Contributions, acct#205-345-715 shall increase from \$2,841 to \$6,341
Equipment, acct#205-3345-970 shall increase from \$533,500 to \$583,500

RESOLVED that Building Fund expenses shall increase from \$242,906 to \$253,237 in the following manner:

Longevity, acct#249-380-714 shall increase from \$0 to \$151
Retirement Contributions, acct#249-380-715 shall increase from \$3,348 to \$13,528

At a regular Board meeting of the Blackman Charter Township Board, located at 1990 W. Parnall Road, County of Jackson, Michigan, held on Monday, September 18, 2023, at 6:00 p.m., the motion to approve this Resolution was made by _____, support was offered by _____.

Upon roll call, the following voted "aye":

The following voted "nay":

Absent:

The Supervisor declared the Resolution approved.

David Elwell, Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF JACKSON)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Blackman, Jackson, County, Michigan (the "Township") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting on September 18, 2023, the original of which is on file in the Clerk's office.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 18th day of September 2023.

David Elwell, Clerk
Charter Township of Blackman

RECEIVED

SEP 07 2023

PJ

Martin Riske Electrical Inspections, LLC
11025 Wooden Road
Hanover, MI 49241
Phone: 517-206-0228

September 6, 2023

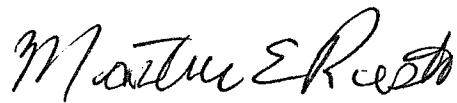
Blackman Township Board
1990 W. Parnall
Jackson, MI 49201

Supervisor Jancek and Board Members,

After much consideration, I have made the decision to retire on October 31, 2023 and ask that you accept my resignation effective that date.

It has been my pleasure to serve Blackman Township, its residents and businesses over the years. As I step into this next exciting phase, I would like to thank you all for the opportunities you have provided me and wish you all the best as you continue to lead Blackman Township into the future.

Sincerely,



Martin Riske

