

BLACKMAN CHARTER TOWNSHIP
BOARD MEETING AGENDA
Tuesday, January 21, 2020
6:00 PM

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

ADDITIONS / DELETIONS

MINUTES APPROVAL

1. Approval of the minutes for the Regular Board Meeting held on Monday, December 16, 2019.

CONSENT AGENDA

1. Approval of payroll for payroll dates 12/13/19 in the amount of \$191,379.32 and for 12/27/19 in the amount of \$145,098.12.
2. Receive Revenue and Expenditure Report for the month of December 2019.

SUPERVISOR'S UPDATE

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TREASURER'S UPDATE

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CLERK'S UPDATE

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PUBLIC SAFETY

- Authorize the Director of Public Safety to purchase (1) Lucas System for \$15,349.58 from Stryker, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (3) Dodge Durango patrol units for \$91,242.00 from LaFontaine Chrysler, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (15) mobile computers, docks and mounts for \$47,724.74 form Dell, Inc. (296-300-977.00)

- Authorize the Director of Public Safety to purchase (12) sets of fire gear for \$26,820.00 from Apollo Fire, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (10) radar units for \$15,390.00 from Kustom Signals, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (14) Petzl Individual Evacuation Systems for \$7,000.00 from the Fire Store, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (15) Stop Sticks for \$7,127.00 from Stop Stick, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase additional fire hose for \$7,000.00 from the Fire Store, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (1) mobile radio and (1) portable radio for \$9,034.50 from Motorola Solutions, Inc. (296-300-977.00)
- Authorize the Director of Public Safety to purchase (1) Tru-Narc device for \$29,640.00 from Thermo Scientific, with 50% of the cost being reimbursed through a Homeland Security Grant (296-300-977.00)

PLANNING COMMISSION

- Approve case #1509, Conditional Use Permit for car wash at 2700 Airport Drive, (Parcel# 000-08-29-127-008-00), requested by Michael Bearman and Oasis Car Wash.
- Planning Commission bylaws were adopted at 12/17/19 Planning Commission meeting. To be published following BOT 1-21-20

ZONING BOARD OF APPEALS

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PARKS & RECREATION

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TECHNOLOGY COMMITTEE

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UTILITIES COMMITTEE

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ORDINANCE REVIEW COMMITTEE

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NEW BUSINESS

1. Motion to Approve firm Watkins Ross to complete the OPEB valuation for the required December 31, 2019 GABS report, for a cost not to exceed \$4,100.
2. Motion to Approve Resolution #01-2020-0121 Set an Alternate Date for March Board of Review.
3. Motion to Approve Resolution #02-2020-0121 Adopt Poverty Exemption Income and Guidelines and Asset Test.
4. Motion to Approve Resolution #03-2020-0121 Waive Penalties for Non-Filing of Property Transfer Affidavit.
5. Motion to Approve the recommendation to Award Contract to Concord Excavating to resurface the drive into the park for sum of \$12,856.00.
6. Authorize the supervisor to sign Letter of Engagement with Boswell, Schultz, Sonnenberg & Arnett, PLC to provide an accounting/audit services for the year ended December 31, 2019.
7. Motion to Approve the reappointment of Mike Ambs to the Blackman Downtown Development Authority 4 yr. term ending 12/31/2023.
8. Motion to Approve the reappointment of Cindy Acker to the Blackman Local Development Finance Authority 4 yr. term ending 3/31/2023.
9. Motion to Approve the reappointment of Jeff Bachus to the Zoning Board of Appeals 3 yr. term ending 12/31/2022.
10. Motion to Approval Rachel Johnson to the Zoning Board of Appeals 3 yr. term ending 12/31/2022.
11. Approve payment of \$15,000 invoice from Enterprise Group of Jackson, Inc. for 2020 Investment in Imagine Jackson 2020 to be paid from acct. #101-175-801-000.
12. Approve the purchase of (3) three EPSON TM-6000V-54 thermal receipt printer from I.T.RIGHT for a cost \$2,580 dollars per recommendation of the technology committee.

BILLS

- Approve payment of bills on the Board Invoice Post Audit Report dated 1/15/2020 in the amount of \$250,883.10 and Board Invoice Report dated 1/22/2020 in the amount of \$707,931.11.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION – Discussion of Assessor and Deputy Assessor.

ADJOURNMENT:

Shelly Sercombe, Clerk

Regular Board Meeting
Blackman Charter Township

December 16, 2019

DRAFT

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, December 16, 2019 at the Township Office; 1990 West Parnall Road., Jackson, Michigan.

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

Absent: None

There were 11 people in attendance. Sign-in sheet is on file.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: 6:00 PM

BRIEF PUBLIC COMMENTS: - The following are new members being appointed to committees in Blackman Charter Township

Jeff Kinney - married with two children works for CP Federal Credit Union

Mark Short - married has lived in Blackman for 17 years, 20 years in education works for NW Community School is Principal at NWEE

Dave Warfield – married is retired and works as handyman for the Rod Mills Park

ADDITIONS/DELETIONS TO AGENDA: - Addition under Consent agenda # 3 should read transfer \$1,550,000.00 from Public Safety to General Fund.

MINUTES APPROVAL: Motion by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk to approve the Board of Trustee minutes from the Regular Board Meeting held on Monday, November 18, 2019.

Approved by roll call

CONSENT AGENDA

1. Approval of payroll for payroll dates 11/01/19 in the amount of \$135,236.50 and for 11/15/19 in the amount of \$140,536.82 and for 11/29/19 in the amount of \$151,773.54.
2. Receive Revenue and Expenditure Report for the month of November 2019.
3. Approve to transfer ~~\$1,012,569.00~~ \$1,550,000.00 from Public Safety to General Fund.

Motion by Phil Preston, Treasurer with support by Trustee Mike Ambbs

Roll Call: Ayes – 7 Nays – 0 Motion Approved

SUPERVISOR UPDATE – Notice of Water Rate and Service Increase. The City of Jackson is required by January 1, 2020 to begin the LCR replacement effort. To comply the City must increase water gradually. Over the next four years the water rates are scheduled to increase beginning July 1, 2020 through July 1, 2023.

TREASURER UPDATE – Winter tax bill are out and money coming in.

CLERK UPDATE – March Election. Looking for Election Workers. Paid \$170. \$30 for training and Election day \$140. In 2020 there will be four Elections.

PUBLIC SAFETY UPDATE –

- Approve millage renewal language and place on May 5, 2020 ballot
Motion to Approve millage renewal language on ballot May 5, 2020
by Brandon Williams, Trustee with support by Shelly Sercombe, Clerk
Roll Call - Approved

PLANNING COMMISSION – No action items Meeting on December 17th

Zoning Board of Appeals – None

PARKS & RECREATION UPDATE –

- Got a Grant for \$50,000 from DNR
Dog Run is being worked on
Property on Carney Lane going forward with GREAT working on new Grant to develop site trail

TECHNOLOGY COMMITTEE – None

UTILITIES COMMITTEE –

Harvest Solar Presentation

ORDINANCE REVIEW COMMITTEE –

- Tabled #55 (Blight Ordinance) Review at Ordinance Meeting December 17, 2019

NEW BUSINESS:

1. Motion to Approve Resolution #26-2019-1216 Resolution regarding request by the Apron Restaurant & Spirits LLC located at 3606 Wildwood Avenue, Jackson, Mi 49202 (Jackson County Airport).

Motion by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

2. Motion to Appoint Dave Warfield to the Board of Review replacing Roger Jonas term ending 12-31-2021.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays -0 Approved

3. Motion to Approve Jeffrey Kinney to the Park Committee replacing Ron Davis term ending 12-31-2020 and Motion to Approve Jeffrey Kinney to the BDDA term ending 12-31-2020.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

4. Motion to Appoint Mark Short to the Ordinance Committee replacing Ron Davis term ending 12-31-2020.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes -7 Nays – 0 Approved

5. Motion to Re-Appoint Dan Decker to Planning Commission 3 yr. term ending 12-31-2022.

Motion to Approve by Pete Jancek, Supervisor with Support by Brandon Williams, Trustee

Roll Call Ayes-7 Nays-0 Approved

6. Motion to Approve 3% wage increase for all non-union township employees & update the wage matrix effective January 1, 2020.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes-7 Nays-0 Approved

7. Motion to Approve the Supervisor to sign Liability & Property Insurance renewal through Burnham & Flowers for **\$139,204.00** effective January 1, 2020.

Motion to Approve by Phil Preston, Treasurer with Support by Scott Pack, Trustee

Roll Call Ayes – 7 Nays – 0 Approved

8. Motion to Approve 2020 Meeting Schedule Blackman Charter Township Board of Trustee.

Motion to Approve by Pete Jancek with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

9. Motion to Approve Resolution #21-2019-1118 (un-tabled from November)

Motion to Approve by Mike Thomas, Trustee with Support by Phil Preston, Treasurer

Roll Call Ayes – 7 Nays – 0 Approved

10. Motion to Approve Resolution #22-2019-1216 establish General Appropriations Act Fiscal Year 2020.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

11. Motion to Approve Resolution #23-2019-1216 to Amend General Fund, Public Safety Fund, Public Improvement Fund, Building Fund, Parks Fund, Street Lights Fund, LDFA Administrative Fund, LDFA Smart Zone Administrative Fund, LDFA Smart Zone Construction Fund, DDA Administrative Fund and DDA Capital Projects budgets.

Motion to Approve by Pete Jancek, Supervisor with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

12. Motion to Approve Resolution #24-2019-1216 For Political Subdivision.

Motion to Approve by Phil Preston, Treasurer with Support by Pete Jancek, Supervisor

Roll Call Ayes – 7 Nays – 0 Approved

13. Motion to Approve Resolution #25-2019-1216 Investment Policy.

Motion to Approve by Phil Preston, Treasurer with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0 Approved

BILLS

- Approve payment of bills on the Board Invoice Post Audit Report dated 12/11/2019 in the amount of \$93,032.93 and Board Invoice Report dated 12/11/2019 in the amount of \$583,734.05.

Motion to Approve Phil Preston, Treasurer with Support by Shelly Sercombe, Clerk

Roll Call Ayes – 7 Nays – 0

Approved

EXTENDED PUBLIC COMMENT: None

OPEN DISCUSSION – Thank you to Linda Arntz and Nannette Sponsler for all their work on the budget.
from Mike Jester and the rest of the Board.

Pete Jancek wishing everyone a Wonderful and Safe Holiday Season!

MEETING ADJOURNED 6:59 p.m.

The Treasurer declared the meeting adjourned at 6:59 p.m.

Shelly Sercombe, Clerk

MINUTES
BLACKMAN CHARTER TOWNSHIP
PLANNING COMMISSION
1990 W. PARNALL RD.
TUESDAY December 03, 2019
6:00PM

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

Sign-in list of names present: In file

MINUTES APPROVAL: OCTOBER 15, 2019

Motion by: **Williams** supported by: **Grabert** to approve Minutes for the Planning Commission meetings held 10/15/19.

Roll Call: Ayes 5, Nays 0. Motion Carried.

CASE 19-10: SITE PLAN REVIEW: OASIS CAR WASH

PARCEL # 000-08-29-127-008-00 - Zoned C-2.

Requested by: R&H Properties – 100 Waterworks Drive, Hillsdale, MI 49242

Presentation: HRC Representative (engineer)

Public Comment: None

Motion by: **Bachus**, Supported by: **Williams** to approve site plan contingent on the following:

-Requirements by JCDC Letter Dated 11/26/19

-Requirements by JCDOT Permit Dated 12/01/19

-Approval of the conditional use permit by Board of Trustees.

Roll Call: Ayes 5, Nays 0. Motion Carried.

OTHER MATTERS REVIEWED: None

PUBLIC COMMENT: None

TRUSTEE REPORT: Case #1507 approved 10-21-19

ZBA REPORT: Variance for front setback approved for Oasis Car Wash – Airport Road

ADJOURNMENT: Motion by: **Decker**, supported by: **Schroeder**, adjourned at 6:45 pm

Minutes prepared by: Byron Schroeder, Secretary

Blackman Charter Township
PLANNING COMMISSION BYLAWS

Adopted, effective immediately, 12/17/19, 1840hrs.

Section 1. Name Purpose

- A. The name shall be the Blackman Charter Township Planning Commission, hereafter known as the "Commission".
- B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."
- C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

Section 2. Membership

- A. Members. Members of the Commission are appointed by the Blackman Charter Township Board of Trustees.
 - 1. Each member shall represent and advocate what is best for Blackman Charter Township as a whole, putting aside personal or special interests.
 - 2. Zoning Board of Appeals Representative. The Commission shall appoint one of its members, excluding the Township Board representative, to represent the Commission on the Zoning Board of Appeals.
- B. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Blackman Charter Township Board of Trustees to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Blackman Charter Township Board of Trustees whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the Blackman Charter Township Board of Trustees can consider further action allowed under law or excuse the absences.
- C. Training. Each member shall be encouraged to attend at least four hours per year of training in planning and zoning during the member's current term of office. Training is subject to availability and adequate funding.
- D. Incompatibility of Office.
 - 1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a financial benefit to him or her.
 - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent's in-law, grandparent's in-law, or members of his or her household.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:

- (1) an applicant or agent for an applicant,
or
- (2) has a direct interest in the outcome.
2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Commission or committee;
 - b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
 - c. during deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

Section 3. Duties of All Members

- A. *Ex Parte* contact
 1. Members shall avoid individual contact about cases where an administrative decision is before the commission whenever possible.
 2. Despite one's best efforts it is sometimes not possible to avoid individual contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.
- B. Not Voting On the Same Issue Twice.
 1. Any member of the Commission shall avoid situations where they are sitting in judgement and voting on a decision which they had a part in making. As used here, sitting in judgement and voting on a decision which they had a part in making, at a minimum shall include, but not necessarily be limited to, the following:
 - a. When the appeal is of an administrative or other decision by Commission and the member of the Commission sits both on the Commission and Zoning Board of Appeals.
 - b. When the appeal is of an administrative or other decision by any committee of the Commission, Blackman Charter Township Board of Trustees or other committee and the member of the Commission sits both on that committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.
 - c. When the case is an administrative decision which was decided by the Commission and sent to the Blackman Charter Township Board of Trustees for further action, and the member of the Commission sits both on the Commission and Blackman Charter Township Board of Trustees.
- C. Accepting gifts.
 1. Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
 2. As used here, gifts shall mean cash, any tangible item, or service, regardless of value; and food valued over \$25.
 3. Gifts shall only be accepted by the township board on behalf of the planning commission.

- D. Spokesperson for the Commission.
 - 1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
 - 2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
 - 3. From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

Section 4. Officers

- A. Selection. At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair, Secretary. All officers are eligible for re-election. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Commission shall select a successor to the office for the unexpired term. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording secretary.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office in January following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
 - 1. Preside at all meetings with all powers under parliamentary procedure;
 - 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
 - 3. Restate all motions as pursuant to Section 5.E of these Bylaws;
 - 4. Appoint committees;
 - 5. May call special meetings pursuant to Section 5.B of these Bylaws;
 - 6. Act as an Ex-Officio member of all committees of the Commission;
 - 7. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
 - 8. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
 - 9. Periodically meet with the Zoning Administrator to review Planning operation, procedures, and to monitor progress on various projects.
 - 10. Act as the Commission's chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.
 - 11. Represent the Commission, along with the Blackman Charter Township Board of Trustees Commission member, before the Blackman Charter Township Board of Trustees; and
 - 12. Perform such other duties as may be ordered by the Commission.
- D. Vice-Chair's Duties. The Vice-Chair shall:
 - 1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
 - 2. Perform such other duties as may be ordered by the Commission.
- E. Secretary's Duties. The Secretary shall:
 - 1. Execute documents in the name of the Commission;
 - 2. Be responsible for the minutes of each meeting, pursuant to section 6.A of these Bylaws if there is not a recording secretary.
 - 3. Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission (the Secretary may delegate this duty to Commission staff);

4. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Planning Department Office;
5. Keep attendance records pursuant to Section 2.C of these Bylaws;
6. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 *et seq.* (the Secretary may delegate this duty to Commission staff);
7. Prepare an agenda for Commission meetings pursuant to Section 5.K of these Bylaws (the Secretary may delegate this duty to Commission staff);
8. Perform such other duties as may be ordered by the Commission.

Section 5. Meetings

- A. Regular meetings. Meetings of the Commission will be held the first and third Tuesday of every month at 6 p.m. at the Blackman Charter Township Offices, 1990 W Parnall Rd. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- B. Special Meetings. Special meetings shall be called in the following manner:
 1. By the Chair.
 2. By any two members of the Commission.
 3. By the Chair at the request of any non member of the commission, upon payment of a nonrefundable fee to cover costs of the special meeting. The fee shall be calculated as follows: The current amount of per diem paid times the total number on the Commission, regardless if they attend the meeting or not, plus the total Planning Department budget, which represents the costs of operating the Planning Department, divided by 365.
 4. Notice of special meetings shall be given by the Secretary to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).
- C. Recess. The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Commission's business and evaluate the remaining items on its agenda. The commission shall then decide to finish that meetings agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- D. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 1. Motions shall be restated by the Chair before a vote is taken.
 2. Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed

- plan, review and submission on a capital improvement, review of township zoning) shall include each of the following parts.
- a. A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - b. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - c. The Commission's action; recommendation or position, approval, approval with conditions, or disapproval.
- F. Voting. Voting shall be by voice or roll call and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
- G. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
- H. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- I. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
1. All public comment will be incorporated into each case, per the listed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public.
 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.
- J. Order of Business Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
1. Call to order, roll call, Pledge of Allegiance, additions/deletions.
 2. Housekeeping business.
 - a. Approval of Minutes.
 - b. Other Business.
 3. Matters pertaining to citizens present at the meeting, in the following order:
 - a. Advertised Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.
 - b. Persons requested by the Commission to attend the meeting.
 - c. Other public participation for items on this agenda.
 4. Unfinished business and reports (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office).
 5. New business (other business and communications).
 6. Public participation for items not on this agenda.
 7. Adjournment.
- K. Delivery of Agenda. The agenda and accompanying materials shall be mailed,

e-mailed, or electronically posted to Commission members so it is reasonably expected to be received prior to the weekend before the regular meeting date, pursuant to section 5.A.

L. Placement of Items on the Agenda.

1. The Zoning Administrator shall be the office of record for the Commission.
2. The Zoning Administrator may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.

Section 6. Record.

A. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:

1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - f. Who called the question.
 - g. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous.
 - h. That a person making a motion withdrew it from consideration.
 - i. All the Chair's rulings.
 - j. All challenges, discussion and vote/outcome on a Chair's ruling.
 - k. All parliamentary inquiries or point of order.
 - l. When a voting member enters or leaves the meeting.
 - m. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
 - n. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - o. The start and end of each recess.
 - p. All Chair's rulings of discussion being out of order.
 - q. Full text of any resolutions offered.
 - r. Summary of announcements.
 - s. Summary of informal actions, or agreement on consensus.
 - t. Time of adjournment.
3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

B. Retention. Commission records shall be preserved and kept on file according to the following schedule:

1. Minutes; bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: Permanent.
2. Correspondence: Permanent.

Section 7. Committees

- A. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- B. Citizen Committees. The Commission, Chair, may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in Blackman Charter Township.

Section 8. Rules of Procedure for All Committees

- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- B. Same Principles. The same principles of these Bylaws for the Commission also apply to all committees of the Commission including, but not limited to:
 - 1. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.
 - 2. Voting. Only those appointed members of a committee, who are present at the time of a vote, shall be eligible to cast a vote.
 - 3. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Commission to remove any member from the committee. The committee Secretary shall keep attendance records and notify the Commission of any committee member who is absent from three consecutively scheduled meetings so the Commission may consider removal of the individual from the committee or excuse the absence(s).
 - 4. Minutes. The Secretary of the committee shall keep minutes of the committee meetings in the same format used by the Commission and filed in the same office as the Commission's minutes.
 - 5. Staff. Committees have reasonable use of Zoning Administrator staff time and assistance and direction for performing the work of the committee.
 - 6. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).

Section 9. Intergovernmental Coordination

- A. The Commission shall be responsible for coordination of all related plans between departments of Blackman Charter Township and intergovernmental coordination of all related planned activities among the state, federal, and municipal governments concerned.

Section 10. Per Diem

- A. Per diem shall be paid to members of the Commission at rates established by the Blackman Charter Township Board of Trustees for attending Commission meetings, and other authorized meetings and trips to represent Blackman Charter Township. Commission members may also bill Blackman Charter Township Board of Trustees for related mileage and expenses incurred. No per diem is to be paid to any member of a citizen committee.

Section 11. Hearings

- A. Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Blackman Charter Township Board of Trustees, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not

less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation.

- B. Special Hearings. Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested, and as required by the Planning Act, Zoning Act, and relevant local zoning ordinance.
- C. Notice of Decision. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

Section 12. Zoning Responsibilities

- A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.
- B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
 - 1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
 - 2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
 - 3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
 - 4. The manner of administering and enforcing the zoning ordinance.
- C. Special Use Permit (including PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.
- D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.
- E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

Section 13. Plan Reviews.

- A. The Commission shall review all adjacent, or contiguous, local government plans (township and city plans) within the boundaries serviced by the Commission, and the county plans in which the Commission's service area is located.
- B. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to section 5.E.2 of these Bylaws.
- C. The review should focus on:
 - 1. First and foremost, the process is intended to increase coordination of planning between governments.
 - 2. Consistencies or inconsistencies with your government's plan(s) for matters such as:
 - a. Border issues

- b. Issues of greater than local concern
 - c. Comparison with local plan contents
 - d. Comparison with county/regional plan contents
 - e. Comparison to other relevant adopted plans (such as an historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.).
 - f. Comparison to various implementation strategies.
- D. The review shall be in the form of a letter and shall take into account:
- 1. Respect for the idea that the submission and review stages are near the end of a plan adoption process. A community may be ready to adopt and others may be waiting for the task to be done. Do not extend the adoption more than necessary.
 - 2. Focus only on significant issues, in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
 - 3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments.
 - 4. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

Section 14. Subdivision Review

- A. Prepare a Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), or amendments to the same, to submit to the legislative body
- B. Proposed Subdivisions.
 - 1. Staff for the Commission is to receive a plat and determine that the submission is complete. If incomplete, the plat shall be returned to the applicant with a list of deficiencies. If complete, the plat shall be received on behalf of the Commission.
 - 2. Conduct a review of plats of proposed subdivisions (and/or site-condominium).
 - 3. Hold a hearing on a proposed subdivision (and/or site-condominium) with notice of the hearing sent not less than 15 days before the date of the hearing.
 - a. The notice shall contain an explanation of what the hearing is for, the location and nature of the proposed development, the date, time, place of the hearing, where written comments may be submitted, and the deadline for those written comments.
 - b. The notice shall be sent to the person indicated on the plat (and/or draft site condominium master deed) as the proprietor or other person(s) to whom notice of the hearing shall be sent, the property owner, and adjacent property owners.
 - c. The notice shall be published in a newspaper of general circulation in Blackman Charter Township.
 - d. Any others as required by the Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance).
 - 4. Within 63 days of a complete plat (and/or draft site-condominium master deed) being submitted, act on the proposed subdivision (and/or site-condominium) in the form of a recommendation to the legislative body of the municipality in which the proposed subdivision (and/or site-condominium) is located.
 - a. If applicable standards under the Land Division Act (M.C.L. 560.101 *et seq.*), Condominium Act (M.C.L. 559.101 *et seq.*) if applicable, and Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), the Commission shall recommend approval.
 - b. Grounds for any recommendation of disapproval of a plat (and/or Site-Condominiums) shall be stated upon the record of the Commission.
 - c. If the Commission does not act within the 63-day period, the plat (and/or Site-Condominiums) shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the Commission upon request of the applicant. The applicant may waive the 63-day period and grant an extension.

- C. Master Plan Amendment. Commission approval of a subdivision shall be considered to be an amendment to the master plan and a part thereof. The Commission shall cause the official copies of the master plan to be modified to reflect the amendment to the master plan within 30 days of the subdivision approval.

Section 15. Other Matters to be considered by the Commission

- A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:
 - 1. In August, the adoption of priorities and budget for the Commission's plan of work to be submitted to the Blackman Charter Township Board of Trustees.
 - 2. Annually, preparation of an annual report of the Commission.
 - 3. Annually review the ruling of interpretation of regulations by the Zoning Administrator and ZBA.

BLACKMAN CHARTER TOWNSHIP

RESOLUTION

01-2020-021

SET AN ALTERNATE DATE FOR MARCH BOARD OF REVIEW

WHEREAS, the General Property Tax Act, MCL 211.30, requires the Board of Review to meet on the second Monday in March to hold its first meeting for taxpayer appeals; and

WHEREAS, MCL 211.30 (2) allows the Township Board to authorize, by adoption of an ordinance or resolution, an alternative starting date in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March; and

NOW, THEREFORE, BE IT RESOLVED that March 11, 2020, the Wednesday following the second Monday of March, has been selected as the first meeting date of to 2020 Board of Review by the Blackman Charter Township Board on January 21, 2020.

The foregoing resolution offered by Board Member _____,

Second offered by Board Member _____,

Upon roll call vote the following voted "Yes"; _____

"No"; _____

The Supervisor declared the resolution adopted.

CERTIFICATE

I, Shelly Sercombe, the duly elected and acting clerk of Blackman Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on January 21, 2020 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

January 21, 2020 Clerk Shelly Sercombe

BLACKMAN CHARTER TOWNSHIP

RESOLUTION

02-2020-0121

ADOPT POVERTY EXEMPTION INCOME GUIDELINES AND ASSET TEST

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, the Blackman Charter Township, Jackson County, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all of the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the federal poverty income guideline as defined and determined annually by the United States Office of Management and Budget.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member _____ and supported by Board Member _____.

Upon roll call vote, the following voted "Aye"; _____,

The following "Nay"; _____.

The Supervisor declared the resolution adopted.

CERTIFICATE

I, Shelly Sercombe, the duly elected and acting clerk of Blackman Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on January 21, 2020 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Clerk Shelly Sercombe

January 21, 2020

Applicant: _____

Tax Year: _____

2020 Guidelines for Hardship Exemption

1. Applicants will not be eligible for consideration if their home level does not meet the Federal Poverty Guidelines. (see page 3)
2. The application for exemption must be for homestead property that is not owned by a corporation.
3. Applicants must own and occupy the property.
 - A. Must produce a valid driver's license or other acceptable method of identification.
 - B. Must produce a deed, land contract or other evidence of ownership if requested by Assessor.
4. Applicant must fill out application form in its entirety and return it to this office in person if able to do so. Handicapped or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
5. Application must be signed in the presence of a township employee and witnessed by an Assessing Officer or Board of Review.
6. Application must be submitted with copies of the following:
 - A. Last years Federal Income Tax Return – 1040 or 1040A.
 - B. Last years State Income Tax Return – MI – 1040
 - C. Last years Homestead Property Tax Claim MI – 1040CR
7. Applications must be filed yearly no later than December 1.
8. Applications may be reviewed by the Board without applicant being present. However, the Board may request that an applicant be physically present to respond to any questions the Board or Assessor may have. This means that you may be called to appear on short notice.
9. You may have to answer questions regarding your financial affairs, your health, and/or the status of people living in your home, at a meeting that is open to and may be attended by the public at large.
10. Applicants appearing before the Board will be administered an oath, as follows:

“Do you _____ swear and affirm that evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth.”

Applicant responds, “I do” or “I will.”

12/11/2019

11. The Supervisor/Assessor must agree to the Board's decision as regards the disposition of all individual poverty claims or the decision is null and void.
12. Applications will be evaluated based on:
 - a. Data submitted to the Board by petitioner.
 - b. Testimony taken from petitioner and information gathered from any source the Board may wish to use.
13. The Board will also consider all revenue and non-revenue producing assets owned by petitioner in its deliberations as to whether relief should be granted.
14. The applicant must have total household assets (excluding the real estate value of the homestead) of less than \$15,000 (per Blackman Charter Township Resolution 02-2006-0109). The asset value shall be determined by the Assessor and Board of Review. The asset limit shall be indexed annually by the CPI (Consumer Price Index) as used to determine the annual assessment cap.
15. The applicant's net homestead property tax liability must be at least 5% of the total household income.
16. The equity in a homestead or the assessed value of a property may be considered by the Board of Review.
17. The Board may grant tax relief based on poverty annually.
18. A successful applicant may be subject to personal investigation by the Township. This would be done to verify information submitted or statements made to the Assessor or Board of Review concerning their hardship tax exemption claim.
19. The Assessor may record and will keep minutes of all proceedings before the Board of Review and all meetings must be held in a Township building.

A Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2020.

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002. These changes were explained to assessors in STC Bulletin No. 5 of 1995 and page 3 of STC Bulletin No. 1 of 2003.

One of the provisions of PA 620 of 2002 is that local governing bodies are required to set income levels for their poverty exemption guidelines and that those income levels SHALL NOT BE SET LOWER by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons SHALL NOT be set lower than \$21,330 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,330.

FEDERAL POVERTY GUIDELINES FOR 2020 ASSESSMENTS

The following are the federal poverty guidelines as of October 14, 2019 for use in setting poverty exemption guidelines for 2020 assessments.

Size of Family Unit	Poverty Guidelines
1	\$ 12,490
2	\$ 16,910
3	\$ 21,330
4	\$ 25,750
5	\$ 30,170
6	\$ 34,590
7	\$ 39,010
8	\$ 43,430
For each additional person, add	\$ 4,420

IMPORTANT NOTE: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit SHALL also include an asset level test.

Inflation Rate used in the 2020 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2020 Capped Value Formula is 1.019.

The 2020 Capped Value Formula is as follows:

$$2020 \text{ CAPPED VALUE} = (2019 \text{ Taxable Value} - \text{LOSSES}) \times 1.019 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.019 is lower than 1.05.

Hardship Exemption Application

I, _____, being the owner and resident of the property listed below, apply for tax relief MCL 211.7u of the General Property Tax Act. The real and personal property of persons who, in the judgment of the supervisor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act.

Property Code Number: _____
 Property Description: _____

Property Address: _____
 Phone: () _____ Marital Status: _____
 Age of Applicant: _____ Age of Spouse: _____
 Number of Dependents: _____ Age of Dependents: _____
 Have you applied for Homestead Property Tax Credit this year? _____
 How much was your Property Tax Credit? _____

****Attach copy of 1040 CR and Federal or State Income Tax Return for each person residing in the homestead, if filed for the current or preceding year.****

REAL ESTATE: Is home paid for? _____ Unpaid Balance: _____
 Name of Mortgage Company: _____ Monthly Payment: _____
 How long have you lived at this residence? _____
 Do you own, or are you buying any other property? _____
 If so, list below:

Property Address	Name of Owner	Assessed Value	Amount and Date of Last Taxes Paid

Income earned from above property \$ _____
 Name of Employer: _____
 Address: _____
 Phone Number: () _____

12/11/2019

List all income from Salaries, Social Security, Rents, Pensions, Unemployment Compensation, Disability, Government Pensions, Workers' Compensation, dividends, claims, and judgments from lawsuits, alimony, child support and any other source.

Source of Income	Monthly or Annual Income

SAVINGS AND INVESTMENTS: List all savings owned by you or your spouse, including savings accounts, postal savings, credit union shares, certificates of deposit, cash, stock, bonds or similar investment.

Name of Financial Institutions or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by you and your spouse.

Insured	Amount of Policy	Amount Paid Monthly	Paid Up Policy	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLES IN HOUSEHOLD:

Make	Year	Monthly Payment	Balance Owed

12/11/2019

LIST ALL PERSONS LIVING IN HOUSEHOLD:

Last Name	First Name	Age	Relationship to Claimant	Place of Employment	Contribution to Family Income

PERSONAL DEBTS:

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSES:

Utilities \$ _____ Food \$ _____ Phone \$ _____
Clothing \$ _____ Heat \$ _____ Car Expense \$ _____
Other (specify) _____

OTHER ASSETS: List all other assets and their values that are owned or controlled by you. (For example: boats, coin collection, antiques, silver)

Type of Asset	Value	Income Derived from Assets	Owner

12/11/2019

Reason for Exemption Request

NOTICE: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law is a felony punishable by fine or imprisonment.

NOTICE: A copy of your latest federal income tax return, state income tax return (MI-1040) and your Homestead Property Tax Credit claim (MI-1040CR 1, 2, 3, or 4) must be attached as proof of income.

NOTE: Do not sign until witnessed by the supervisor, assessor, board of review or notary public.

STATE OF MICHIGAN
COUNTY OF _____

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she has no money, income or property other than mentioned herein.

Petitioner

Subscribed and sworn this _____ day of _____, 20_____.

Signature: _____
Assessor, Supervisor, Board of Review Member or Notary Public

This application shall be filed after January 1, but before the day prior to the last day of board of review.

Address: _____

FOR BOARD OF REVIEW USE

Disposition by Board of Review _____ Date _____

Denied: _____ Approved: _____ Assessment reduced to: _____

Supervisor _____ Chairperson _____
Second Member _____ Third Member _____

Decisions may be appealed to the Michigan Tax Tribunal.

BLACKMAN CHARTER TOWNSHIP

RESOLUTION

03-2020-0121

WAIVE PENALTIES FOR NON-FILING OF PROPERTY TRANSFER AFFIDAVIT

WHEREAS, MCL 211.27a(10) requires the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission that states the parties to the transfer, the date of the transfer, the actual consideration for the transfer, and the property's parcel identification number or legal description and

WHEREAS, MCL 211.27B(1) requires that if the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property do not notify the appropriate assessing office of the transfer, then penalties as described in MCL 211.27b(1) (c) or (d) are levied and

WHEREAS, MCL 211.27b(5) provides that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under MCL 211.27b(1) (c) or (d).

NOW THEREFORE BE IT RESOLVED, that Blackman Charter Township waives the penalty for failure to file the Property Transfer Affidavit following a transfer of ownership pursuant to the local unit's authority contained in MCL 211.27b.

The following resolution offered by Board Member _____,

Second offered by Board Member _____,

Upon roll call vote the following voted "Yes"; _____

"No"; _____

The Supervisor declared the resolution adopted.

CERTIFICATE

I, Shelly Sercombe, the duly elected and acting clerk of Blackman Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on January 21, 2020 at which meeting a quorum was present: and that this resolution was ordered to take immediate effect.

Clerk Shelly Sercombe

January 21, 2020

PROPOSAL

Concord Excavating & Grading, Inc.

P.O. Box 250
Concord, MI 49237
(517) 524-8365
Fax (517) 524-8363

December 3, 2019

TO: BLACKMAN TOWNSHIP ATTN: JACK RIPSTRA 1990 W. PARNALL ROAD JACKSON, MI 49201	JOB: ROD MILLS PARK 3,520 S.Y.
--	--

DEAR JACK,

PER YOUR REQUEST, CONCORD EXCAVATING IS PLEASED TO SUBMIT A QUOTE TO YOU ON THE ABOVE NAMED PROJECT AS FOLLOWS:

1. MOBILIZE
2. TRAFFIC CONTROL
3. PULVERIZE EXISTING DRIVEWAY
4. GRADE AND COMPACT
5. DOUBLE LAYER OF ASPHALT SEALER OVER GRADED MATERIAL
6. DE-MOBILIZE

LUMP SUM \$12,856.00

ALTERNATE:

DELETE ASPHALT SEALER <\$4,200.00>

ADD ASPHALT BASE (2 ½") AND ASPHALT TOP (2 ½") - \$74,120.00

ADD GRAVEL SHOULDERS (2') - \$5,975.00

LUMP SUM \$88,751.00

*Approved by
Park & Rec.
Committee*

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME AT (517) 206-7193.

SINCERELY,

CHARLES WILLIAMS

CHARLES WILLIAMS
PRESIDENT

ACCEPTANCE OF PROPOSAL _____

ACCEPTANCE DATE _____

D.E. EXCAVATING

1302 Seymour Ave.
Jackson, MI 49202
PH: 517-998-3478
FAX: 517-962-5448



Daniel E. Dunigan - President

December 20, 2019

Blackman Charter Township
1990 W. Parnall Rd.
Jackson, MI. 49201

Attn: Phil Preston Treasurer
Re: Rod Mills Park

DE Excavating appreciates the opportunity to bid this project and will furnish labor, equipment and materials as follows.

- Mobilize and demobilize one time.
- Pulverize existing crushed asphalt driveway approx. 31,680 s.f. , regrade and compact into place.
- Apply a double layer of commercial grade asphalt sealer over the graded materials.

TOTAL \$12,100.00

Respectfully submitted,

Douglas J. Miller Estimator-Project Manager

Phil Preston

From: jack <jack@ripstra-scheppelman.com>
Sent: Monday, December 23, 2019 11:55 AM
To: Phil Preston
Subject: Re: park drive bids...
Attachments: PROPOSAL-BLACKMAN.doc; ROD MILLS PARK DRIVE BID REQUEST.pdf

NO BID FROM BAILEY EXCAVATING OR LESTER BROTHERS SEE ATTACHED

----- Original Message -----

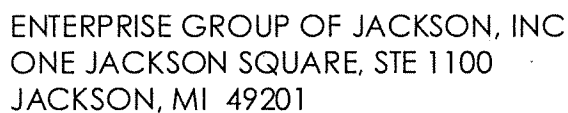
From: "Phil Preston" <ppreston@blackmantwp.com>
To: "Jack Ripstra" <jack@ripstra-scheppelman.com>
Sent: Monday, December 23, 2019 10:12 AM
Subject: park drive bids...

I am aware of two bids.
Concord & DE Excavating. Did not see Lester bros yet....
Do you have a copy of concord? And the bid package?
I will plan on submitting to the committee and bringing to the board in Jan.

Thanks Jack.

Phil

Blackman Charter Township Treasurer
1990 W. Parnall Rd
Jackson, MI 49201
517-788-4345, ex 8226



Invoice

Invoice Number: 2020
Investment

Invoice Date: 1/7/20

Customer PO	Payment Terms	Customer ID	Due Date
	Net 30 Days	BLACKMAN CHARTER	2/6/20

Description	Amount
2020 Investment in Imagine Jackson 2020. LAST YEAR OF CAMPAIGN.	15,000.00

Subtotal	15,000.00
----------	-----------

Total Invoice Amount	15,000.00
----------------------	-----------

Payment Received

TOTAL	15,000.00
-------	-----------

Blackman Charter Township

DATE: Thursday Jan 16, 2020

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

AGENDA

1. Township Technology: Replace the (3) counter receipt printers.

Last updated Feb 8, 2012, (8) eight years ago. Two bids included.

- I. IT Right quote ITRQ16239 \$2,580.00

- II. Hp Epson TM-H60000IV \$2,498.97

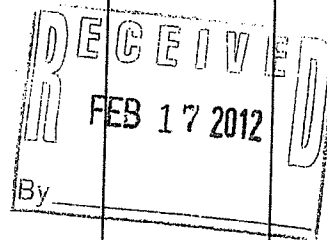
It is being recommended that we purchase the Receipt printer from IT Right.

INVOICE NUMBER		PAYMENT TERMS			DUE DATE
F801674		Net 30 Days			03/14/12
DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER
02/08/12	DROP SHIP-GROUND	2015-0208			9512454
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE
2457922	EPSON TM-H6000IV VAL EDG MICR USB/SE Manufacturer Part Number: C31CB25074 Serial No: PFEF005767 Serial No: PFEF005793	3	2	1	577.89
					TOTAL
					1,155.78

Current Receipt
Printers

101 253 977

Print counter printers



GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email credit@cdw.com with any questions.

ACCOUNT MANAGER		SHIPPING ADDRESS:		SUBTOTAL	\$1,155.78
BJ DIETERICH 312-705-8583 bjdieter@cdwg.com		BLACKMAN CHARTER TOWNSHIP KIM AMBS 1990 W PARNALL RD JACKSON MI 49201-8612		SHIPPING	\$21.90
SALES ORDER NUMBER				SALES TAX	\$0.00
CNRJ049				AMOUNT DUE	\$1,177.68



0001:0001

Cage Code Number 1KH72
DUNS Number 02-615-7235
ISO 9001 and ISO 14001 Certified
CDW GOVERNMENT FEIN 36-4230110

HAVE QUESTIONS ABOUT YOUR ACCOUNT?
PLEASE EMAIL US AT credit@cdw.com
VISIT US ON THE INTERNET AT www.cdwg.com

This shipment uses a box with the following tracking number : 069991579576061

Vendor:

CDW00

CDW GOVERNMENT, INC.

Check #: 00000032950 03/06/12

Date	Invoice	Description/Detail	Amount
02/13/2012	F801674	FRONT COUNTER PRINTERS	1,177.68
02/01/2012	F286908	PRINTER RIBBON	81.02
01/30/2012	F177685	PRINTER RIBBONS	51.39
02/02/2012	F366274	RETURN PRINTER RIBBONS	-13.92

Total: 1,296.17

GO GREEN!

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at paperlessbilling@cdw.com. Please include your Customer number or an Invoice number in your email for faster processing.

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ACCOUNT MANAGER

BJ DIETERICH
312-705-8583
bjdieter@cdwg.com

SHIPPING ADDRESS:

BLACKMAN CHARTER TOWNSHIP
KIM AMBS
1990 W PARNALL RD
JACKSON MI 49201-8612

SALES ORDER NUMBER

CNRJ049

SUBTOTAL**\$1,155.78****SHIPPING****\$21.90****SALES TAX****\$0.00****AMOUNT DUE****\$1,177.68**

Cage Code Number 1KH72
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CDW GOVERNMENT FEIN 36-4230110

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VISIT US ON THE INTERNET AT www.cdwg.com

Page 1 of 1

This shipment uses a box with the following tracking number : 069991579576061

Packing Slip

Ref No.: 10719339

End User PO #: CNGJ267

Delivery No.: 151859438

Customer PO #: IYC9610

Ship Date: 01/30/2012

SHIPPER:

CDW COMPUTER CENTERS, INC.
200 NORTH MILWAUKEE AVENUE

VERNON HILLS IL 60061

SHIP TO:

KIM AMBS

BLACKMAN CHARTER TOWNSHIP
1990 W PARNALL ROD

JACKSON MI 49201

Shipping Instructions:

Part Number	Description	Quantity	Backord.	Quantity
		Ordered	Quan	Shipped
RPT3.125-STD	THERMAMARK, 3.125" X 230' THERMAL RECEIPT PAP... Shipping Instructions: 1523258	10	0	10

This shipment uses a box with the following tracking number : 069991579576061

QUOTE #1



Quote ITRQ16239

Prepared For:

Blackman Township
Francine Powell
Phone: 517-990-8231
1996 W Parnall Road
Jackson, MI 49201
fwpowell@blackmantwp.com

Prepared By:

Monique Allen
Assistant to the Director
Phone: 855-487-4448
Fax:
Email: mallen@itright.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

****PLEASE NOTE**** For orders over \$5000, payment for the hardware/software is required prior to processing the order.



Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
3	EPSON (SS-MET) TM-H6000V-054 2CLR THERM IMPACT SER/USB MICR DROP VALIDATION/NO Includes AC Power, USB Card, USB Cable, & Cash Drawer Cable.		\$860.00	\$2,580.00
				SubTotal: \$2,580.00
				Shipping: \$0.00
				Sales Tax: \$0.00
				Total: \$2,580.00

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

☐ I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 50.238.236.27

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email

Address

fwpowell@blackmantwp.com

Printed Name

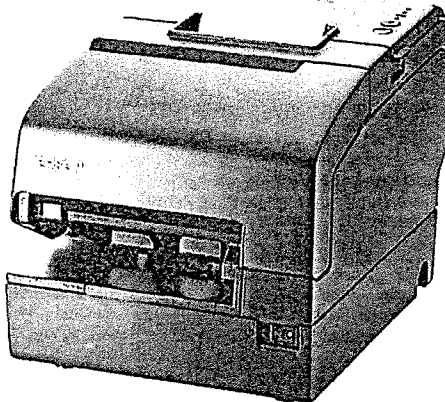


Introducing My CDW Advantage: save 5% on products when you [create an account](#).



800.800.4239

QUOTE #2



Epson TM-H6000IV Multifunction Printer – receipt printer – monochrome – the

Mfg.Part: D9Z51AA | CDW Part: 3251494 | UNSPSC: 43212108

Availability: Call
P:(800)800-4239
Mon-Friday 7am-7pm CT

Was ~~\$1059.00~~ SAVE \$273.01
\$785.99 Advertised Price

Claim Your 5% Discount
Create an account to get My CDW
Advantage today.

Lease Option (\$23.75/month) *i*

Product Details

- Receipt printer
- thermal line / dot-matrix
- 9 in x 11.7 in
- Roll (3.13 in)
- 180 dpi
- 9 pin
- up to 708.7 inch/mln

\$ 2,357.97
141.00

2,498.97

Product Overview

Main Features

- Receipt printer
- thermal line / dot-matrix
- 9 in x 11.7 in
- Roll (3.13 in)
- 180 dpi
- 9 pin
- up to 708.7 inch/mln
- parallel
- PoweredUSB
- cool white

Breeze through transactions with the Epson TM-H600IV – a high-speed, multi-function printer Ideal in any retail environment. With HP warranty and support, and expert engineering from Epson, it's easy to get the best of both worlds.

Tech Specs

Specifications are provided by the manufacturer.

Additional Attributes

C01 category key : 542128992235167354

Barcode

Barcodes : Codabar, Code 128, Code 39, EAN/JAN-13, EAN/JAN-8, GS1 DataBar, ITF, UPC-A, UPC-E

Document & Media Handling

Max Media Size :	9 in x 11.7 in, Roll (3.13 in)
Media Size Class :	Other
Media Type Class :	Other, Plain paper

Environmental Standards

ENERGY STAR :	Yes
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Office Machine

Functions :	Printer
Printing Output Type :	Monochrome
Printing Technology :	Thermal line / dot-matrix
Type :	Printer

PC Connectivity

PC Connection :	Parallel, PoweredUSB
-----------------	----------------------

Printing

Max Printing Speed B/W :	708.7 inch/min
Max Resolution B/W :	180 dpi

Label Printer

Character Sizes (mm) :	0.039 in x 0.0945 in, 0.049 in x 0.1224 in, 0.056 in x 0.134 in, 0.061 in x 0.1224 in
Repeating Printing :	3 copies
Roll Maximum Outer Diameter :	3.3 in

Printer

Connectivity Technology :	Wired
Media Sizes :	9 in x 11.7 in, Roll (3.13 in)
Media Type :	Carbon paper, Plain paper, Receipt paper, Thermal paper
Printhead Type :	9 pin
Type :	Receipt Printer

Printer Media

Media Feeder Capacity :	1 roll
Media Feeder Max Format :	Roll (3.13 in)
Media Feeder Qty :	1
Media Load Type :	Manual
Media Feeder Capacity :	1 sheet
Media Feeder Max Format :	9 in x 11.7 in

Printer Output

Max Speed :	70 lines/sec
Max Speed :	708.7 inch/min

Battery

Form Factor :	None
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Environmental Parameters

Humidity Range Operating :	10 – 90%
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Max Operating Temperature :	113 °F
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Min Operating Temperature :	41 °F
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Sound Emission (Operating) :	55 dBA
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Header

Brand :	Epson
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Compatibility :	PC
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Manufacturer :	HP Products
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Model :	TM-H6000IV Multifunction Printer
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Packaged Quantity :	1
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Product Line :	Epson
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Interface Required

Total Qty :	1
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Type :	PoweredUSB
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Type :	Parallel
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Miscellaneous

Color :	Cool white
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Color Category :	White
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Compliant Standards :	CISPR 22 Class B, CSA, FCC Class A certified, GOST-R, TUV, UL, VCCI Class A ITE
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Networking

Type :	None
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Scanner

Type :	None
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Dimensions & Weight

Depth :	10.9 in
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Height :	7.1 in
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Weight :	9.7 lbs
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Width :	7.3 in
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