

**BLACKMAN CHARTER TOWNSHIP
BOARD MEETING AGENDA
Monday, December 16, 2019
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, November 18, 2019.

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 from Public Safety to General Fund.

SUPERVISOR'S UPDATE

•

TREASURER'S UPDATE

•

CLERK'S UPDATE

•

PUBLIC SAFETY

- Approve millage renewal language and place on May 5, 2020 ballot

PLANNING COMMISSION

•

ZONING BOARD OF APPEALS

•

PARKS & RECREATION

•

TECHNOLOGY COMMITTEE

-

UTILITIES COMMITTEE

- LRUA

ORDINANCE REVIEW COMMITTEE

-

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).
2. Motion to Appoint Dave Warfield to the Board of Review replacing Roger Jonas term ending 12-31-2021.
3. Motion to Approve Jeffrey Kinney to the Park Committee replacing Ron Davis term ending 12-31-2020.
Motion to Approve Jeffrey Kinney to the BDDA term ending 12-31-2020.
4. Motion to Appoint Mark Short to the Ordinance Committee replacing Ron Davis term ending 12-31-2020.
5. Motion to Re-Appoint Dan Decker to Planning Commission 3 yr. term ending 12-31-2022.
6. Motion to Approve 3% wage increase for all non-union township employees & update the wage matrix effective January 1, 2020.
7. Motion to Approve the Supervisor to sign Liability & Property Insurance renewal through Burnham & Flowers for \$_____ effective January 1, 2020.
8. Motion to Approve 2020 Meeting Schedule Blackman Charter Township Board of Trustee.
9. Motion to Approve Resolution #21-2019-1118 (tabled from November mtg revisit).
10. Motion to Approve Resolution #22-2019-1216 establish General Appropriations Act Fiscal Year 2020.
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.
12. Motion to Approve Resolution #24-2019-1216 For Political Subdivision.
13. Motion to Approve Resolution #25-2019-1216 Investment Policy.

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.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION

ADJOURNMENT:

Shelly Sercombe, Clerk

F: DeputyClerkFolder/Agenda

Regular Board Meeting
Blackman Charter Township

November 18, 2019

DRAFT

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, November 18, 2019 at the Township Office; 1990 West Parnall Road., Jackson, Michigan.

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

Absent: Supervisor Jancek

Motion by Trustee Pack, supported by Sercombe to excuse Supervisor Jancek from the meeting.
Motion Approved by Roll Call Vote.

Motion by Trustee Thomas, supported by Sercombe to have Treasurer Preston chair meeting.

Motion Approved by Roll Call Vote.

There were 6 people in attendance. Sign-in sheet is on file.

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

BRIEF PUBLIC COMMENTS: - Bruce Grabert voiced his concern over Supervisor Jancek salary increase not being approved in October and requested to revisit some kind of salary increase Supervisor Jancek

ADDITIONS/DELETIONS TO AGENDA: -

MINUTES APPROVAL: Motion by Brandon Williams, Trustee with Support from Mike Thomas, Trustee to approve the Board of Trustee minutes from the Regular Board Meeting held on Monday, October 21, 2019.

Approved by roll call

CONSENT AGENDA

1. Approval of payroll for payroll dates 10/04/19 in the amount of \$134,989.04 and for 10/18/19 in the amount of \$162,491.34.
2. Receive Revenue and Expenditure Report for the month of October 2019.
3. Approve to transfer \$250,000.00 from General Fund to Public Safety.

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

Roll Call: Ayes – 6 Nays – 0 Motion Approved

SUPERVISOR UPDATE – 2020 Jackson County Aerial Imagery Acquisition Project by Scott Ambs to be reviewed.

2020 Budget will be addressed at the December Board Meeting with vote to be approved.

TREASURER UPDATE – Taxes and newsletter have gone to the printer.

Several bonds have been called for early December.

Three main Garbage haulers looking into concerns with trucks and over the township roads
Still looking into Solar, will be looking at next Utility meeting.

CLERK UPDATE - Looking for Election Workers. In 2020 there will be four Elections.

PUBLIC SAFETY UPDATE –

- Introduction of Alex Watson
- Approve 2019 Cleaning Allowance of \$686.13, as required by the collective bargaining
Motion by Brandon Williams, Trustee with Support by Scott Pack, Trustee
Roll Call Ayes – 6 Nays – 0 Motion Approved

PLANNING COMMISSION – Nothing

Zoning Board of Appeals –

Car Wash Approved on Airport Road

PARKS & RECREATION UPDATE –

Park closed for the year.

Apron at entrance is done, but edging not complete due to the weather.

Dog Run on hold due to the weather.

TECHNOLOGY COMMITTEE –

Nothing

UTILITIES COMMITTEE –

- 2019 Condition Assessment Report (SUEZ)
- Sewer Easement on Edward Rose Properties (about done)

ORDINANCE REVIEW COMMITTEE –

- First Reading of Amendments to Ordinance #55 (Blight Ordinance)
Tabled till December meeting
Motion by Trustee Thomas with Support by Trustee Pack Roll Call Vote Approved

NEW BUSINESS:

1. Motion to Approve Resolution #21-2019-1118 Approving Amendment No. 1 to Articles Incorporation for Leoni Regional Utility Authority
Motion to table till December meeting, Motion by Trustee Pack with Support by Trustee Ambs.
Roll Call Ayes – 6 Nays -0
2. Motion to Approve Supervisor to sign letter of intent for 2020 Jackson Count Aerial Imagery to Acquisition Project.
Motion to Approve Trustee Thomas with Support Trustee Pack
Roll Call Ayes – 6 Nays - 7

BILLS Motion by Treasurer Preston, with support by Clerk Sercombe to approve the payment of the bills on Board Invoice Post Audit 11/13/19 in the amount of \$204,093.77 and Board Invoice Report dated 11/13/19 in the amount of \$2,411,927.81.
Roll Call Ayes – 6 Nays - 0
Approved

EXTENDED PUBLIC COMMENT: None

OPEN DISCUSSION – Thank you for new traffic light being put up and re-think Supervisor salary and review paying for going to all meetings he attends.

MEETING ADJOURNED 6:37 p.m.

The Treasurer declared the meeting adjourned at 6:37 p.m.

Shelly Sercombe, Clerk

Instruction Ballot

Charter Township of Blackman

Jackson County, Michigan

Special Election

May 5, 2020

Instructions: To vote in favor of a proposal, place a cross (X) or check mark (✓) in the square to the right of the word "Yes"; to vote against a proposal, place a cross (X) or check mark (✓) in the square to the right of the word "No". Before returning the ballot, fold the ballot so that the face of the ballot is not exposed and so the numbered corner is visible.

Proposal A

Blackman Charter Township

Public Safety Millage Renewal

Shall the expired previous voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution in the Charter Township of Blackman, of 2 mills (\$2.00 per \$1,000 of taxable value) be renewed at the original voted 2 mills (\$2.00 per \$1,000 of taxable value) and levied for 5 years, 2020 through 2024 inclusive, for the operations and equipment for the Township's Public Safety Department, raising an estimated \$1,057,031 in the first year the millage is levied?

Yes

No

**BLACKMAN CHARTER TOWNSHIP
RESOLUTION #26-2019-1216**

**RESOLUTION REGARDING REQUEST BY The Apron Restaurant & Spirits, LLC
Located at 3606 Wildwood Ave, Jackson, Mi 49202
(Jackson County Airport)**

WHEREAS, the Michigan Liquor Control Commission require a Township resolution of approval to process an application for a Class C on premises with Sunday CPM Sales Permit and

WHEREAS, the Township Board of Trustees has determined that a resolution of approval should be granted to the Apron Restaurant & Spirits LLC

NOW, THEREFORE, BE IT RESOLVED that the request for a resolution of approval by the Apron Restaurant & Spirits LLC, to be located at 3606 Wildwood Avenue, Charter Township of Blackman, County of Jackson, Michigan, is approved.

Motion made by

Seconded by

Upon roll call vote the following voted

"Aye":

"Nay":

The Supervisor declared the resolution adopted _____.

Pete Jancek, Supervisor

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 December 16, 2019, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Shelly Sercombe, Clerk



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

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Local Government Approval
 (Authorized by MCL 436.1501)

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
 called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from The Apron Restaurant & Spirits, LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C - On Premises with Sunday (PM) Sales Permit
(list specific licenses requested)

to be located at: 3606 Wildwood Avenue, Jackson, MI 49202 (Jackson County Airport)

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

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

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____
 Nays: _____
 Absent: _____

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

 Print Name of Clerk Signature of Clerk Date

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

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

me



BLACKMAN CHARTER TOWNSHIP

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

BLACKMAN CHARTER TOWNSHIP BOARD OF TRUSTEES

2020 MEETING SCHEDULE *MEETINGS BEGIN AT 6:00 P.M.*

- January 21, 2020
- February 18, 2020
- March 16, 2020
- April 20, 2020
- May 18, 2020
- June 15, 2020
- July 20, 2020
- August 17, 2020
- September 21, 2020
- October 19, 2020
- November 09, 2020 2nd Monday
- December 21, 2020

Board of Trustees Meetings are held on the third Monday of each month with the exception of January and February, due to holidays.

PLANNING COMMISSION MEETINGS

6:00 P.M. – 1st and 3rd Tuesdays – as needed

ZONING BOARD OF APPEALS MEETINGS

6:00 P.M. – 2nd and 4th Tuesday – as needed

ALL MEETINGS ARE OPEN TO THE PUBLIC

Adopted by the Township Board on _____ - Posted on _____

BLACKMAN CHARTER TOWNSHIP

RESOLUTION #21-2019-1118

RESOLUTION APPROVING AMENDMENT NO. 1 TO ARTICLES OF INCORPORATION FOR LEONI REGIONAL UTILITY AUTHORITY

WHEREAS, the 8 municipalities which created the Leoni Regional Utility Authority (the "Constituent Municipalities") are the Townships of Leoni, Napoleon, Columbia, and Norvell, the Charter Townships of Blackman and Grass Lake and the Villages of Grass Lake and Brooklyn; and,

WHEREAS, the executed *ARTICLES OF INCORPORATION FOR LEONI REGIONAL UTILITY AUTHORITY* state in ARTICLE XIX: AMENDMENT, ADDITION OF OTHER MUNICIPALITIES : "These Articles of Incorporation may be amended at any time so as to permit any municipality, as defined in Act 233, to become a member and constituent part of the Authority, if such amendment to the Articles of Incorporation is adopted by the legislative body of such municipality proposing to become a member and constituent part and if such amendment is adopted by the legislative bodies of each Constituent Municipality of which the Authority is composed."; and,

WHEREAS, the 8 current Constituent Municipalities desire to have the Washtenaw County Townships of Sylvan and Lynden, the Lenawee County Township of Cambridge, and the Jackson County Townships of Hanover and Liberty become Constituent Members so that all 13 municipalities currently sending sewage to the Leoni Wastewater Treatment can participate as full voting members during work to create a new Regional Sewer Authority; and,

WHEREAS, the Washtenaw County Townships of Sylvan and Lynden, the Lenawee County Township of Cambridge, and the Jackson County Townships of Hanover and Liberty desire to participate as full voting members.

NOW THEREFORE BE IT RESOLVED, that the **Blackman Charter Township**

hereby approves AMENDMENT NO. 1 TO ARTICLES OF INCORPORATION FOR LEONI REGIONAL UTILITY AUTHORITY.

The foregoing resolution offered by member: _____

Supported by member: _____

Upon a roll call vote, the following voted:

Aye: _____

No: _____

The foregoing resolution is declared to be adopted.

	11-18-19
_____ Supervisor	Date
	11-18-19
_____ Clerk	Date

**AMENDMENT NO. 1
TO
ARTICLES OF INCORPORATION
FOR
LEONI REGIONAL UTILITY AUTHORITY**

This Amendment No. 1 to the Articles of Incorporation is adopted to add the Township of Sylvan and the Township of Lyndon, each of which is located in Washtenaw County, Michigan, the Township of Hanover and the Township of Liberty, each of which is located in Jackson County, and the Township of Cambridge, which is located in Lenawee County, Michigan, as constituent members of the Leoni Regional Utility Authority.

1. Article II of the Articles of Incorporation is hereby amended to read as follows:

“ARTICLE II: MUNICIPALITIES CREATING AUTHORITY

The names of the municipalities comprising this Authority are the Townships of Leoni, Napoleon, Columbia, Norvell, Hanover, and Liberty, the Charter Townships of Blackman and Grass Lake and the Villages of Grass Lake and Brooklyn, each of which is located in Jackson County, Michigan, the Township of Cambridge, which is located in Lenawee County, Michigan, and the Townships of Sylvan and Lyndon, each of which is located in Washtenaw County, Michigan (together, the “Constituent Municipalities”).”

**BLACKMAN CHARTER TOWNSHIP
GENERAL APPROPRIATIONS ACT
FISCAL YEAR 2020
RESOLUTION # 22-2019-1216**

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

The Board of Trustees of Blackman Charter Township resolves:

Section 1: Title

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

Section 2: Chief Administrative Officer

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

Section 3: Fiscal Officer

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

Section 4: Public Hearings on the Budget

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 6, 2019, and a public hearing on the proposed budgets was held on December 16, 2019.

Section 5: Estimated Revenues

Estimated township General fund revenues for fiscal year 2020, including a millage of .8156 mills; and various miscellaneous revenues shall total \$2,801,243.

Estimated township Public Safety fund revenues for fiscal year 2020, including a voter-authorized millage of 1.9626 mills; and various miscellaneous revenues and transfers, shall total \$5,794,416.

Estimated township Public Safety Improvement fund revenues for fiscal year 2020 shall total \$58,216.

Estimated township Building Department fund revenues and transfers for fiscal year 2020 shall total \$196,401.

Estimated township Parks fund revenues for fiscal year 2020, including a voter-authorized millage of .2494 mills; and various miscellaneous shall total \$129,500.

Estimated township Street Light fund revenues for fiscal year 2020 shall total \$114,300.

Estimated township Local Development Finance Authority – Administrative fund revenues and transfers for fiscal year 2020 shall total \$84,384.

Estimated township Local Development Finance Authority – Smart Zone Administrative fund revenues for fiscal year 2020 shall total \$145,981.

Estimated township Downtown Development Authority – Administrative fund revenues and transfers for fiscal year 2020 shall total \$398,900.

Section 6: Millage Levy

The Blackman Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .8156 mills as authorized under state law for general township operations, 1.9626 mills approved by the electorate for operation, maintenance, and purchase of equipment for the Public Safety fund and .2494 mills approved by the electorate for maintenance, improvements, and development of recreational opportunities, including park improvements, and trail access for both water, walking, and biking trails.

Section 7: Estimated Expenditures

Estimated township General fund expenditures for fiscal year 2020 for various township activities are as follows:

EXPENDITURES:

Committees	\$ 1,615
Township Board	26,883
Township Supervisor	279,345
Clerk Elections	65,350
Clerk Staff-General Office	151,136
Retiree Health Insurance	184,887
Board of Review	2,789
Treasurer - General Office	63,467
Cemetery	9,776
Township Hall and Grounds	90,326
Drain at Large	17,132
Highways, Streets & Bridges	2,000
Planning and Zoning	14,738
Zoning Admin/Enforcement Officer	46,652
Technology Improvements	1,000
P.A. 425 Contractual Payments	500
Other Uses – Transfers	1,718,188
Tax Tribunal	5,000
Capital Outlay	<u>13,229</u>
TOTAL EXPENDITURES	<u>\$2,694,013</u>

Estimated township Public Safety fund expenditures for fiscal year 2020 are \$5,794,416, including \$65,000 for Debt Service and \$258,600 Capital Outlay.

Estimated township Public Safety Improvement fund expenditures for fiscal year 2020 are \$58,216.

Estimated township Building Department fund expenditures for fiscal year 2020 are \$204,639, including \$5,000 for Equipment Capital Outlay.

Estimated township Parks fund expenditures for fiscal year 2020 are \$121,153, including \$100,000 for Equipment Capital Outlay and Park Improvements.

Estimated township Street Light fund expenditures for fiscal year 2020 are \$136,856.

Estimated township Local Development Finance Authority - Administrative fund expenditures for fiscal year 2020 are \$287,896, including \$250,000 for Construction and Acquisition Cost - Land.

Estimated township Local Development Finance Authority - Smart Zone Administrative fund expenditures for fiscal year 2020 are \$35,350, including \$10,000 for Construction Costs.

Estimated township Downtown Development Finance Authority - Administrative fund expenditures and transfers for fiscal year 2020 are \$618,365, including \$304,038 for Debt Service and \$250,000 for Construction Costs.

Section 8: Adoption of Budget by Reference

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

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

The Board of Trustees of Blackman Charter Township adopts the 2020 fiscal year General fund, Public Safety fund, Public Safety Improvement fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund budgets by activity. Subject to the township policy requiring township board authorization for certain expenditures, township officials responsible for the expenditures authorized in the budgets may expend township funds up to, but not to exceed, the total appropriation authorized for each activity. The Chief Administrative Officer may make transfers among the various line items contained in the activity appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

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

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various activities without prior board approval, if the amount to be transferred does not exceed \$10,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such

transfers made. Under no circumstances may the total general fund budget or the total of any other funds' budget, as listed above, be changed without prior board approval.

Section 12: Preauthorization of Advance Payments for Certain Claims

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

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

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

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

Section 13: Periodic Fiscal Reports

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

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

fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

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

Section 15: Budget Monitoring

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

Section 16: Violations of This Act

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

Section 17: Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: _____.
The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of December 2019.

Township Clerk
Resolution #22-2019-1216

me

**BLACKMAN CHARTER TOWNSHIP
GENERAL APPROPRIATIONS ACT
FISCAL YEAR 2020
RESOLUTION # 22-2019-1216**

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

The Board of Trustees of Blackman Charter Township resolves:

Section 1: Title

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

Section 2: Chief Administrative Officer

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

Section 3: Fiscal Officer

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

Section 4: Public Hearings on the Budget

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 6, 2019, and a public hearing on the proposed budgets was held on December 16, 2019.

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

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

The Board of Trustees of Blackman Charter Township adopts the 2020 fiscal year General fund, Public Safety fund, Public Safety Improvement fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund budgets by activity. Subject to the township policy requiring township board authorization for certain expenditures, township officials responsible for the expenditures authorized in the budgets may expend township funds up to, but not to exceed, the total appropriation authorized for each activity. The Chief Administrative Officer may make transfers among the various line items contained in the activity appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

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

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various activities without prior board approval, if the amount to be transferred does not exceed \$10,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such

transfers made. Under no circumstances may the total general fund budget or the total of any other funds' budget, as listed above, be changed without prior board approval.

Section 12: Preauthorization of Advance Payments for Certain Claims

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

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

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

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

Section 13: Periodic Fiscal Reports

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

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

fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

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

Section 15: Budget Monitoring

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

Section 16: Violations of This Act

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

Section 17: Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: _____.
The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of December 2019.

Township Clerk
Resolution #22-2019-1216

BLACKMAN CHARTER TOWNSHIP
RESOLUTION #23-2019-1216

A resolution to amend the 2019 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.

The Board of Trustees of Blackman Charter Township resolves:

To the 2019 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, per the attached schedules.

Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: _____.
The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the _____ day of _____, 2019.

Approved upon Roll Call

Ayes

Nays

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 December 16, 2019 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Township Clerk

Resolution #23-2019-1216

**BLACKMAN CHARTER TOWNSHIP
RESOLUTION 24-2019-1216
RESOLUTION FOR POLITICAL SUBDIVISION**

RESOLVED, That the financial institution (bank or credit union) be and hereby is designated as trustee on behalf of Blackman Charter Township ("Local Unit") and authorized to accept the Local Unit's surplus funds as defined in Michigan Public Act 367 of the Public Acts of 1982 "Act").

RESOLVED, That the Treasurer of the Local Unit be and hereby is authorized to enter into a trust agreement with the financial institution providing for the investment of surplus funds in accordance with the Act.

RESOLVED, That any agreements, authorization or directions required to be signed or given in connection with the intent of this resolution may be signed or given by the Treasurer and/or any 1 (one) of the following:

Phil Preston	Treasurer
Harold Levy	Deputy Treasurer
Shelly Sercombe	Clerk
Sherry Eva	Deputy Clerk

Whose signatures shall be duly certified to the financial institution and the financial institution hereby is authorized to accept any surplus funds for the investment in accordance with the Act and any agreement entered into between the Local Unit and financial institution in connection herewith.

At a regular Board meeting of the Blackman Charter Township Board, located at 1990 W. Parnall Road, County of Jackson, Michigan, held on Monday, December 16, 2019, this resolution was presented by **Board Member Philip Preston**, Support was offered by Board Member _____

Upon Roll Call Vote

Ayes

Nays

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 December 16, 2019 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Township Clerk, Sercombe _____ 12-16-19

**BLACKMAN CHARTER TOWNSHIP
RESOLUTION #25-2019-1216
INVESTMENT POLICY**

WHEREAS, the Board of Blackman Charter Township, Jackson County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 196 of 1997, MCL 129.91, *et seq.*, requires Townships Boards, in consultation with the Township Treasurer, to adopt an investment policy, now

THEREFORE, BE IT RESOLVED, that this policy is applicable to all public funds belonging to Blackman Charter Township and in the custody of the Township Treasurer. That the Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of township investments, or that could impair the Treasurer's ability to make impartial investment decisions.

BE IT RESOLVED, That the Board approves the attached list of financial institutions as depositories of the township funds.

BE IT FURTHER RESOLVED, That the Treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meeting all criteria as a depository of public funds contained in state law. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

BE IT FURTHER RESOLVED, That the prior approval of the Township Board, shall be required for the Treasurer to invest in any other lawful investment instruments. The Township Board's standard of prudence shall be the "fiduciary" standard, which shall be applied in context of managing an overall portfolio. The Township Board may authorize the Treasurer to invest in the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(b) Repurchase agreements consisting of instruments listed in subdivision (a).

(c) Bankers' acceptances of United States banks.

(d) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(e) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times

equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(f) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967 (*Ex Sess.*), MCL 124.501, *et seq.*

(g) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, *et seq.*

(h) In Certificates of Deposit, in accordance with all of the following conditions, commonly referred to as CDARS. Amends section 1 of 1943, PA 20, Section 129.91, as amended December 18, 2008:

- i. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under sect 6 of 1855 PA 105, MCL 21.146.
- ii. The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institution, as defined in 12 USC 1813, for the account of the public corporation.
- iii. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
- iv. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
- v. At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.

(i) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, *et seq.*

BE IT FURTHER RESOLVED, that decisions and actions involving the Township's investment portfolio shall meet the following criteria:

Safety: Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives, procedures and policy.

- 1.1 Safety of Capital - Safety of principal is the foremost objective of the Township. Each investment transaction shall seek to first ensure that capital losses are avoided whether they are from defaults or erosion of market value.
- 1.2 Liquidity - The Township's investment portfolio will remain sufficiently liquid to enable the Township to meet all operating requirements, which might be reasonably anticipated.
- 1.3 Return on Investment - The investment portfolio of the Township shall be designed in a manner to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital.
- 1.4 Protection of Purchasing Power - Funds held for water, sewer and capital projects shall be invested so that they can reasonably be expected to produce enough income to offset inflationary construction cost increase. However, such funds shall never be exposed to risks that would jeopardize the assets capital value or be in conflict with state law.
- 1.5 Maintains the Public's Trust - All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall recognize that the

investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worth of public trust. Investment officials shall also avoid any transaction that might knowingly impair confidence in the Township's ability to govern effectively.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposits).

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: Return of investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

BE IT FURTHER RESOLVED, That the Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer **on a quarterly basis**, sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township. **(PA 213 of 2007 updated)**

BE IT FURTHER RESOLVED, That the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution in conflict with applicable statutes is void.

BE IT FURTHER RESOLVED, That the Township Treasurer shall prepare at minimum, a quarterly report on the investment activity for the Township Board.

This policy shall become effective the day following adoption by the Blackman Charter Township Board.

Adopted at the Blackman Charter Township Board of Trustees meeting held on Monday, December 16th, 2019.

Updated December 16, 2019.

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 December 16, 2019 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Shelly Sercombe, Clerk