

BLACKMAN CHARTER TOWNSHIP
BOARD MEETING AGENDA
Monday, May 19, 2025
6:00 PM

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

APPROVAL OF AGENDA

MINUTES APPROVAL

1. Approval of the minutes for the Regular Board Meeting held on Monday, April 21, 2025
2. Approval of the minutes for the Special Board Meeting held on Monday, May 01, 2025

PRESENTATIONS – (fifteen-minute limit)

1. Jackson College

CONSENT AGENDA

1. Approval of payroll for the dates 04/11/25 in the amount of \$161,551.66, for 04/25/25 in the amount of \$192,894.66.
2. Approve \$100,000.00 transfer of funds from General Fund to Public Safety Fund for the month of April 2025.
3. Receive Revenue and Expenditure Report for the month of April 2025.

SUPERVISOR'S UPDATE

TREASURER'S UPDATE

1. Credit Card payment data chart

CLERK'S UPDATE

1. Election Update

PUBLIC SAFETY

1. Minutes from Public Safety Committee meeting Monday, May 12, 2025
2. Brief ceremony to welcome Andrew Blair. Andrew Blair was hired as a PSO II and started with Public Safety on 5/5/25.
3. Authorize the Director of Public Safety to purchase two (2) LifePak CR2 Defibrillators for \$4,030.42 from Stryker Industries. These 2 Defibrillators will replace 2 defibrillators that are out of service and have reached the end of their life cycle.
4. Propose a discussion to implement a Blackman-Leoni Department of Public Safety Cadet program.

PLANNING COMMISSION

1. Minutes from Planning Commission meeting Tuesday, May 06, 2025
2. Approve Case# 1595 – Conditional Use Permit: Commercial Self Storage at Rosehill Rd. Jackson, MI 49202; Parcel 000-08-26-102-005-00, Zoned C-2 (General Commercial). Requested by Kateel River Group, Gary Adams.
Site Plan was approved with condition, Pending Board approval of the Conditional Use Permit

ZONING BOARD OF APPEALS

PARKS & RECREATION

TECHNOLOGY COMMITTEE

UTILITIES COMMITTEE

ORDINANCE REVIEW COMMITTEE

1. Minutes from Ordinance Committee meeting Thursday, May 01, 2025

NEW BUSINESS

1. Approve Resolution #13-2025-0519; a Resolution Establishing Military Service Contribution Requirements for Defined Benefit
2. Approve Resolution #14-2025-0519; a Resolution for Approval of Request to Purchase Additional Service Credit
3. Approve awarding of the Pavilion Construction; proposal attached
4. Approve awarding of the Pavilion Electrical contract
5. Approve awarding of the Pavilion Concrete contract
6. Approve awarding of the Parks & Recreation Electrical contract
7. Approve the Master Fee Schedule
8. Authorize the Supervisor to sign the Request for Qualifications for Public Safety Information Technology Services

BILLS

1. Approve payment of bills on the Board Invoice Post Audit Report dated 05/12/25 in the amount of \$160,554.19 and Board Invoice Report dated 05/20/25 in the amount of \$650,800.90.

EXTENDED PUBLIC COMMENT (three-minute limit)

OPEN DISCUSSION

ADJOURNMENT

Regular Board Meeting
Blackman Charter Township
April 21, 2025

The Blackman Charter Township Board convened at 6:00 p.m. on Monday, April 21, 2025 at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

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

Members absent:

Public Attendance:

Nate Edwards
Joseph Merritt and family

Ray Snell
James Desy

Byron Schroeder
Hannah Slaven

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

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AGENDA APPROVAL

1. Amendment - Move item #1 from New Business to item #1 Public Safety.
Motion by Clerk Elwell, supported by Trustee Ambs to approve the Board of Trustee agenda for the Regular Board Meeting held on Monday, April 21, 2025 as amended.
Unanimously approved by voice vote

MINUTES APPROVAL

1. No changes/corrections.
Motion by Trustee Thomas, supported by Trustee Pack to approve the Board of Trustee minutes for the Regular Board Meeting held on Monday, March 17, 2025.
Unanimously approved by voice vote

CONSENT AGENDA

1. Approval of payroll for the dates 03/14/25 in the amount of \$167,210.30 and for 03/28/25 in the amount of \$190,529.99.
2. Receive Revenue and Expenditure Report for the month of March 2025.
Motioned by Treasurer Preston, supported by Trustee Boulter
Roll Call: Ayes - Elwell, Pack, Thomas, Boulter, Ambs, Jancek, Preston
Nays - None Motion Approved

SUPERVISOR'S UPDATE

1. Clean Up – Thursday 9am – 12pm
2. LDFA closing on property in Jackson Technology Park North on Thursday
3. Land Bank Authority
4. Airport Rd. bridge update after accident. 7 beams were compromised. Expected repair time is 6-12 months.
5. Airport Rd. project for continuous left turn lane from Meijer to County Farm Rd.
6. Mike Levine trail extension work to resume April to November
7. Transportation Improvement Plan Draft is online on Region 2 website

TREASURER'S UPDATE

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CLERK'S UPDATE

1. Preliminary and Public Accuracy Testing and Election Inspectors Appointed.
2. Application submitted; 2024 Federal Election Security Grant under Help America Vote Act.
 - a. Up to \$6,000.00 could be awarded to offset the cost of installing Accessible Doors at the Township Hall.

PUBLIC SAFETY

RESOLUTION #11-2025-0421

Motion by Trustee Ambs, supported by Clerk Elwell to approve Resolution #11-2025-0421; a resolution to Honor and Commend Public Safety Detective Joseph Merritt of the Blackman-Leoni Department of Public Safety on the occasion of his retirement.

Unanimously approved by voice vote

PURCHASE OF SERVICE WEAPON

Motion by Trustee Thomas, supported by Trustee Pack to authorize the approval for retired Detective Joseph Merritt to purchase his Glock, 9mm 43X MOS handgun for the appraisal price of \$256.20 based off quote provided by The Gun Vault.

*Roll Call: Ayes - Ambs, Thomas, Jancek, Elwell, Preston, Pack, Boulter
Nays - None Motion Approved*

RECEIVE TRANSFER OF AN ARMORED PERSONNEL CARRIER (MRAP)

Motion by Trustee Ambs, supported by Clerk Elwell to authorize the Director of Public Safety to receive transfer of an Armored Personnel Carrier (MRAP) as part of the 1033 Program.

*Roll Call: Ayes - Jancek, Preston, Pack, Thomas, Elwell, Ambs, Boulter
Nays - None Motion Approved*

PLANNING COMMISSION

CASE #1590: COND. USE

Motion by Treasurer Preston, supported by Clerk Elwell to approve Case #1590 – Conditional Use Permit: 51.9 KW AC Roof Mounted Solar Array at 2251 Springport Road, Jackson, MI 49202, Parcel #000-08-28-101-001-01, Zoned RM-1 (Multifamily Residential), requested by Solar Harvest (Alex Brown) with Conditions: Airport Authority and Bureau of Fire Services be notified with clarification of either party having jurisdiction/approval.

*Roll Call: Ayes - Boulter, Preston, Thomas, Jancek, Elwell
Nays - Ambs, Pack Motion Approved*

CASE #1591: REZONING

Motion by Treasurer Preston, supported by Trustee Pack to approve Case #1591 – Rezoning: Blackman Charter Township Property, Rezone from C-1, C-2, RS-1, O-01 to C-2; located at 1990 W. Parnall Rd., Jackson, MI 49201, Parcel #000-08-15-351-001-02, requested by AE Design Solutions (Byron Schroeder)

*Roll Call: Ayes - Jancek, Ambs, Boulter, Pack, Elwell, Preston, Thomas
Nays - None Motion Approved*

CASE #1592: CONDITIONAL ZONING OVERLAY

Motion by Treasurer Preston, supported by Trustee Pack to approve Case #1592 – Conditional Zoning Overlay: Blackman Charter Township Property, Rezone from C-2 to Conditional Zoning Overlay RO-1; at 1990 W. Parnall Rd., Jackson, MI 49201, Parcel #000-08-15-351-001-02, requested by AE Design Solutions (Byron Schroeder) with the restriction that Blackman Township must be the current owner of property to keep conditional rezoning overlay.

*Roll Call: Ayes - Thomas, Ambs, Elwell, Jancek, Pack, Boulter, Preston
Nays - None Motion Approved*

**CASE #1593:
REZONING**

Motion by Treasurer Preston, supported by Supervisor Jancek to approve Case #1593 – Rezoning: Desy Enterprises, Rezone from I-2 (Heavy Industrial) to I-1 (Light Industrial); at 2522 Lansing Ave, Jackson, MI 49202, Parcel #000-08-22-326-006-03, requested by Desy Enterprises (James Desy).

Roll Call: Ayes - Preston, Boulter, Thomas, Ambs, Pack, Elwell, Janck
Nays - None Motion Approved

**CASE #1594:
HOME
OCCUPATION**

Motion by Treasurer Preston, supported by Clerk Elwell to approve Case #1594 – Home Occupation: Daycare at 110 Cardinal Crest, Jackson, MI 49202, Parcel #000-08-15-254-014-02, Zoned Urban Residential, requested by Hannah Slaven. Conditions: Provided the township receives final state approval/license and hours of operation M-F, 6am-6pm.

Roll Call: Ayes - Pack, Elwell, Preston, Boulter, Thomas, Jancek, Ambs
Nays - None Motion Approved

ZONING BOARD OF APPEALS

1. Case#1589 – Variance for a Land Burn & Landscape was unanimously approved.

PARKS & RECREATION

1. Boom Vault toilet discussion
 - a. Cost projections for a water toilet were too high.
 - b. Installation of the vault toilet to proceed. Can be moved in the future if a water toilet is to be built in the future.

Motion by Supervisor Jancek, supported by Treasurer Preston to approve AE Design Solutions to request bids for pavilion.

Unanimously approved by voice vote

TECHNOLOGY COMMITTEE

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UTILITIES COMMITTEE

1. Water tower to be repainted
2. County Farm Rd. waiting for parts to complete repair work
3. Sewer project – ongoing discussions about contract negotiations

ORDINANCE REVIEW COMMITTEE

1. Cemetery and Parks continued review, discussion, and updates. Next meeting May, 01, 2025

NEW BUSINESS

**RESOLUTION #12-
2025-0421 LCC
TRANSFER
OWNERSHIP OF
SDM LICENSE**

Motion by Clerk Elwell, supported by Trustee Pack to approve Resolution #12-2025-0421; a Resolution acknowledging no opposition for a RID#2410-14731, a Conditional License; Transfer Ownership 2024 SDM license issued with Sunday Sales Permit (AM), Beer & Wine Tasting Permit and Gas Pumps from GPM Southeast, LLC to MMG Jackson MI, LLC; located at 2500 Airport Rd., Jackson, MI 49202

Roll Call: Ayes - Ambs, Thomas, Jancek, Elwell, Preston, Pack, Boulter
Nays - None Motion Approved

**SIGN METRO ACT
METRO
FIBERNET, LLC**

Motion by Supervisor Jancek, supported by Trustee Ambs to authorize the Clerk and Supervisor to sign Metro Act application for access to and ongoing use of the Public Right-of-Way by telecommunications providers, Metro Fibernet, LLC

Roll Call: *Ayes - Jancek, Preston, Pack, Thomas, Elwell, Ambs, Boulter*
Nays - None Motion Approved

**PURCHASE
ECXA30 SINGLE
HALYARD
FLAGPOLE**

Motion by Trustee Thomas, supported by Trustee Pack to approve the purchase of new ECXA30 one piece external single halyard flagpole, including installation and freight charge, in the amount of \$5,400.00 from Fritz Signs.

Roll Call: *Ayes - Boulter, Preston, Thomas, Jancek, Ambs, Elwell, Pack*
Nays - None Motion Approved

BILLS

Motion by Treasurer Preston, supported by Clerk Elwell to approve payment of bills on the Board Invoice Post Audit Report dated 04/08/2025 in the amount of \$452,844.19 and Board Invoice Report dated 04/22/2025 in the amount of \$2,506,533.07

Roll Call: *Ayes - Jancek, Ambs, Boulter, Pack, Elwell, Preston, Thomas*
Nays - None Motion Approved

EXTENDED PUBLIC COMMENT (Three-minute limit)

1. **Nate Edwards, resident**
 - a. Jackson County GOP is hosting a Golf Fundraiser, Flags, Fathers and Freedom, at Hanked Hills Golf Course on June 14, 2025. \$400.00/team.
2. **Ray Snell, 9th District County Commissioner**
 - a. Parks Meeting report
 - b. Fari meeting report – playground is almost completed at Keely Park
 - c. Planning budget
 - d. Sheriff's Department to partner with ICE for temporary detention/holding of subjects
 - e. Airport upgrades
 - i. Aeronautics Mechanic School for Jr./Sr. in High School and Adult Education
 - ii. Charter Service is looking to locate at Jackson County Airport
 - iii. Tuck pointing completed
 - iv. Windows, roof, and boilers replaced

OPEN DISCUSSION

1. Recycle Jackson April 22 from 3pm-6pm courtesy of Gerdau
2. Waterloo Township legal case discussion
3. Gilberts and Hotel on Shirley Dr. has new owner – plans to demolish Gilberts and build two new hotels.
4. Rate Sheet update – Board to review once per year
5. Contracts and Agreements records review and renewals
6. Public Safety Building: report from Byron Schroeder, AE Design Solutions, building interior has been gutted

The Supervisor declared the meeting adjourned at 7:33pm.

David Elwell, Township Clerk

Special Board Meeting
Blackman Charter Township
May 01, 2025

The Blackman Charter Township Board convened at 6:00 p.m. on Thursday, May 01, 2025, at the Township Hall, 1990 West Parnall Road, Jackson, Michigan.

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

Members absent: none

Public Attendance: none

CALL TO ORDER / PLEDGE OF ALLEGIANCE

BRIEF PUBLIC COMMENTS - (two-minute limit)

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AGENDA APPROVAL

1. No additions/deletions

Motion by Clerk Elwell, supported by Trustee Ambs to approve the Board of Trustee agenda for the Special Board Meeting held on Thursday, May 01, 2025.

Unanimously approved by voice vote

PUBLIC SAFETY

**HIRE ANDREW
BLAIR AS PSO**

Motion by Trustee Ambs, supported by Clerk Elwell to authorize the Director of Public Safety to hire Andrew Blair to the position of Public Safety Officer.

Roll Call: Ayes - Ambs, Boulter, Elwell, Jancek, Preston, Pack, Thomas

Nays - None

Motion Approved

2. Board Discussion: Hiring vacant/already budgeted Public Safety personnel moving forward.
 - a. To allow the Director of Public Safety to hire new employees, to fill the vacancy of an already budgeted position and to then bring the name of the candidate(s) to the next Township Board meeting for approval by the board.

EXTENDED PUBLIC COMMENT (Three-minute limit)

OPEN DISCUSSION

The Supervisor declared the meeting adjourned at 6:15pm.

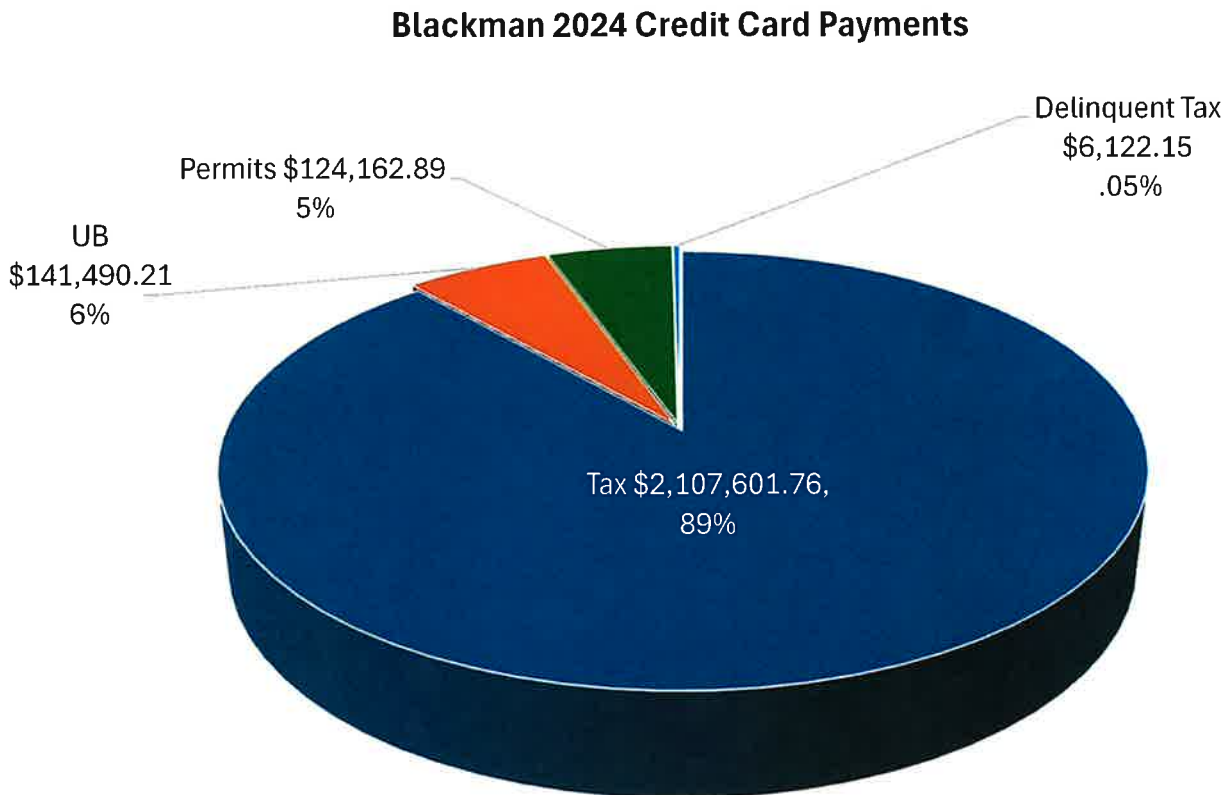
David Elwell, Township Clerk

Blackman 2024 Credit card payments

Blackman accepts Credit card payments at the front counter or On-Line for Taxes, Sewer, Bldg permits and Delinquent Tax.

Each morning On-Line credit card payments are manually downloaded into the correct BS&A account.

Credit card increase for taxes from 2023 \$1,692,802.30 to \$2,107,601.76 in 2024.



	1/1/24 to 3/31/24	4/2/24 to 6/30/24	7/1/24 to 9/30/24	10/1/24 to 12/31/24	Total
Taxes	\$809,098.28	\$0.00	\$1,002,737.58	\$295,765.90	\$2,107,601.76
UB	\$29,896.55	\$35,424.80	\$38,072.28	\$38,096.58	\$141,490.21
Permits	\$9,480.00	\$47,440.29	\$37,606.60	\$29,636.00	\$124,162.89
DDP	\$2,923.58	\$1,288.44	\$1,573.38	\$336.75	\$6,122.15
Total	\$851,398.41	\$84,153.53	\$1,079,989.84	\$363,835.23	\$2,379,377.01



BLACKMAN CHARTER TOWNSHIP

PUBLIC SAFETY COMMITTEE

MEETING MINUTES FOR MONDAY, MAY 12TH, 2025, COMMITTEE MEETING

DATE: 5/12/2025

TIME: 5:00 PM

CALLED TO ORDER BY: SCOTT PACK

MEMBERS PRESENT: SCOTT PACK, MIKE THOMAS

MEMBERS ABSENT: MIKE AMBS (CHAIR)

MEETING FACILITATOR & RECORDER: DIRECTOR DARIN MCINTOSH

ADDITIONAL ATTENDEES: SERGEANT CHANDLER FRYT

AGENDA ITEMS

1: Sergeant Fryt presented a proposal to implement a cadet program at Blackman-Leoni Department of Public Safety. This program/proposal was put together by Sergeant Fryt and Sergeant Gillespie and is designed to combat recruitment issues and mold PSO Candidates. After the proposal and discussion, **Scott Pack** made a motion to bring this proposal to the Board for Discussion at the May 19th Board of Trustees Meeting. This motion was supported by **Mike Thomas**:

Roll Call: Ayes – 2, Nays – 0, Motion Carried

2: Discussion to purchase 2, LifePak CR2 Defibrillators from Stryker Industries for \$4,030.42. 1 Defib was budgeted for in the 2025 Budget for a cost of \$2900.00; however, this was for a Lifepak 1000. Stryker has now released a newer Lifepak (CR2) that is cheaper and practical for our use than the Lifepak 1000. Additionally, for a limited time, Stryker is accepting \$250.00 credit for old outdated LifePak trade-ins. Public Safety will trade in 2 Lifepaks that are outdated and out of service, giving us a \$500.00 credit. Scott Pack made a motion to authorize the Director of Public Safety to purchase 2, LifePak CR2 Defibrillators from Stryker Industries for \$4,030.42. This motion was supported by Mike Thomas.

Roll Call: Ayes – 2, Nays – 0, Motion Carried

ADDITIONAL TOPICS & INFORMATION

Director McIntosh updated the committee on various topics.

- 1: Current personnel concerns
- 2: The pending sale of the 2002 Pierce Aerial (Ladder 1) to Sparta Fire Department in Tennessee.
- 3: Update on the MRAP which is having preventative maintenance at Jackson City DPW.

MEETING ADJOURNED TIME: 5:45 PM

ADJOURNMENT MOTION BY: SCOTT PACK SUPPORTED BY: MIKE THOMAS



AEDs

Quote Number: 11116346

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: BLACKMAN TWP PUBLIC SAFETY
Attn:

Rep: Maegan Beveridge
Email: maegan.beveridge@stryker.com
Phone Number:

Quote Date: 05/09/2025

Expiration Date: 08/10/2025

Contract Start: 05/09/2025

Contract End: 05/08/2026

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$9.02
Grand Total:	\$4,030.42

Comments:

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



AEDs

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Attn:

Rep: Maegan Beveridge
Email: maegan.beveridge@stryker.com
Phone Number:

Quote Date: 05/09/2025

Expiration Date: 08/10/2025

Contract Start: 05/09/2025

Contract End: 05/08/2026

Delivery Address

Name: BLACKMAN TWP PUBLIC SAFETY

Account #: 20123278

Address: 1996 W PARNALL RD

JACKSON

Michigan 49201-8612

Sold To - Shipping

Name: BLACKMAN TWP PUBLIC SAFETY

Account #: 20123278

Address: 1996 W PARNALL RD

JACKSON

Michigan 49201-8612

Bill To Account

Name: BLACKMAN TWP PUBLIC SAFETY

Account #: 20123278

Address:

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-000970	LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case	2	\$1,683.50	\$3,367.00
2.0	11101-000021	QUIK-STEP pacing/ECG/defibrillation electrodes, 4 year. Includes electrode cover, 1 set of adult/ pediatric electrodes, LPCR2	2	\$112.80	\$225.60
Equipment Total:					\$3,592.60

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LPCRP-LPCR2	TRADE-IN-STRYKER LIFEPAK CR PLUS TOWARDS PURCHASE OF LIFEPAK CR2	2	-\$250.00	-\$500.00

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
3.0	50998-000027	LIFEPAK CR2 Data Plan 8yr	2	\$464.40	\$928.80
Data Solutions Total:					\$928.80



Blackman-Leoni Department of Public Safety Cadet Program Proposal

Proposal Summary

This proposal recommends the creation of a Police Cadet Program that employs young adults (typically 18-21 years old at time of hire) in the civilian capacity to assist sworn officers in day-to-day operations. This program would enhance operational efficiency, reduce the burden on officers, and serve as a strategic initiative to the recruitment of future Public Safety Officers.

Current Department Problem and Solution

The hiring of Public Safety Officers has been increasingly difficult, with the number of quality recruits down nationwide, and the number of open positions increasing. Additionally, in recent years police and fire calls have increased exponentially at our agency.

Steps have been taken to recruit Public Safety Officers, to include the implementation of a recruitment team and an explorer program, but unfortunately more needs to be done. With the implementation of a cadet program, we would have a steppingstone for future Public Safety Officers, whether they are currently in the police explorer program or a quality recruit with no experience. They would also assist in the day-to-day operations, which would lighten the call load on our current officers and also assist with other administrative tasks. The program would play a key part in the development of future officers, through training and experience, before they begin their public safety careers.

Objectives:

1. Support Police Operations
2. Recruitment
3. Cost-Effective Staffing

1. Benefits to Department

- Lightening of the call load on current Public Safety Officers, which in turn would:
 - Increase moral
 - Stay current on reports
 - Increased productivity
 - Increased visibility of patrols
- Increased interactions between department and community
- Creation of a pipeline of future quality recruits
- Development of future Public Safety Officers
 - Learning department procedures, operations, geography and computer systems prior to becoming a Public Safety Officer
 - Eliminates the need to cover this stuff in FTO; therefore, optimizing training time
- Stepping-stone between explorer program and entry level position
- Financial benefit to the township
 - Cadet completing tasks normally performed by Public Safety Officers
- Contribution to the MERS pension system
- Completion of the fire academy and EMS license prior to the police academy
 - Reduced overall cost of the training
 - No backfilling by Public Safety Officers, therefore no overtime to cover

2. Requirements

- Same rigorous hiring standards as a Public Safety Officer
- 18 years old
- High school graduate
- Pass MCOLES Reading/Writing and Physical Agility Test
- Pass a comprehensive background investigation
- Oral board interview
- Pass a physical and psychological exam
- Obtain and maintain EMS and firefighter certification

3. Responsibilities

- Minor walk-in police complaints and other citizen needs
- Minor police complaints handled by phone
- Assist on fire/EMS scenes
- Answering department phone calls
- Clerical duties
- Administrative tasks outside of the department
 - Vehicle maintenance

- Property pick-up
 - Other tasks assigned by administration
- Ordinance complaints
- LEIN certification
- Attend fire academy (if not already certified as FF I&II/EMS)
- Assist during special events, after required number of Public Safety Officers have fulfilled the assignment
- Any other assignment deemed necessary by the Director of Public Safety

4. Logistics

- Non-union position
 - Would receive MERS credit for years of service, but not seniority as a Public Safety Officer
- Fulltime with medical coverage
- \$20 hourly, with an increase of \$1 an hour after obtaining FF I&II and EMS certification
- Employee contribution in to MERS
- Township contribution in to MERS
- Vacation Time
 - 40 hours at time of hire
 - Additional 40 hours after 6 months of employment
 - 80 hours at 1 year anniversary, with no carry over from the previous year
- Sick Time
 - Accrued monthly for the first year based on hours by law
 - Full amount at 1 year anniversary, with no carry over from previous year
- Department could hire up to two (2) cadets at any given time
- Intended service time of 2 years, or longer based on the discretion of the Director of Public Safety

MINUTES
BLACKMAN CHARTER TOWNSHIP
PLANNING COMMISSION
1990 W. PARNALL RD.
Tuesday May 06, 2025
6:00PM

The Blackman Charter Township Planning Commission Convened at 6:00pm on Tuesday, May 06, 2025 at the Blackman Township Office.

Members Present: Decker, Schroeder, Grabert, Frohm, Preston
Members Absent:

Sign-in list of names present: In file

AGENDA CHANGE:

-None

MINUTES APPROVAL: April 15, 2025

Motion by: **Grabert**, supported by: **Preston** to approve Minutes for Planning Commission meeting held 04/15/2025.

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

CASE #1595 – CONDITIONAL USE

Commercial Self Storage
Address: Rosehill Road, Jackson, Michigan 49202
Parcel #000-08-26-102-005-00
Zoning: General Commercial (C-2)
Requested by: Kateel River Group (Gary Adams)

Presented by: Kateel River Group (Gary Adams)
-Conditional use for Commercial Self Storage Facility

Public Comment (approve): None
Public Comment (disapprove): None

Planning Commission Discussion: None

Motion by: **Schroeder** Seconded by **Preston** to recommend approval of Case #1595 as submitted
Roll Calls: Ayes 5, Nays 0. Motions carried.

CASE #101.2025 – SITE PLAN

Commercial Self Storage Facility
Address: Rosehill Road, Jackson, Michigan 49202
Parcel #000-08-26-102-005-00
Zoning: General Commercial (C-2)
Requested by: Kateel River Group (Gary Adams)

Presented by: Kateel River Group (Gary Adams)
-Commercial Self Storage Facility
-6 Unit for interior commercial contractor storage

Public Comment (approve): None
Public Comment (disapprove): None

Planning Commission Discussion: None

Motion by: **Preston** Seconded by **Schroeder** to approve Case #101.2025, parcel #000-08-26-102-005-00 with the following conditions: No overnight parking/storage on exterior site, Storm Spillway to be removed, Dumpster Enclosure to be provided, Paved drive entry from road to property line, Hard surface paving waived by Planning Commission utilize stone as alternate and approval by Board for conditional use Case#1995

Roll Calls: Ayes 5, Nays 0. Motions carried.

OTHER MATTERS REVIEWED:

Zoning Ordinance Update:

-Reviewed updated ordinance finished

Master Plan Update:

-None

PUBLIC COMMENT: None

TRUSTEE REPORT: Various Items

ZBA REPORT: None

OPEN DISCUSSION: None

ADJOURNMENT: Motion by: **Decker**, supported by: **Schroeder**, adjourned at 8:07 pm

Minutes prepared by: Byron Schroeder, Secretary

Minutes Approved:

Byron P. Schroeder, Secretary



BLACKMAN CHARTER TOWNSHIP

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

Ordinance Committee Meeting DRAFT for 5/01/2025

Members attending: Michelle Boulter, Shelly Sercombe, Phil Preston, Rachel Johnson, Mike Thomas

Attending: Clerk Elwell, Deputy Clerk Janet Hayward, PS Director Daren McIntosh

1. Cemetery Ordinance was reviewed.

The committee reviewed additions and deletions.

Items discussed: definitions, interment regulations, general rules, wording changes.

Minor word smithing proposed has been done – shown by blue shading to remove, blue text to Add.

Actions include:

- a. **Section \$5708, H.** Dave to provide proposed wording.
- b. Clerks' office is attending MTA session on Cemeteries. We will discuss after MTA conference.

2. Parks Ordinance.

The committee reviewed additions and deletions. Advised on changes in wording.

Items discussed: fireworks, grills, pets. Edits will be reviewed at the next meeting.

Conflicting rules between Police Ordinance (Disorderly person) and the Park O rules for "personal conduct".

Actions include:

- a. Change wording on enforcement from misdemeanor to civil infraction- to be agreed upon.
- b. Review and align PS Disorderly and Parks ordinances.

Reported by Phil Preston.

Next meeting TBD

Employer Resolution Establishing Military Service Contribution Requirements for Defined Benefit



WHEREAS, the Blackman Charter Township is a participating municipality or court in the Municipal Employees' Retirement System of Michigan ("MERS"); and

WHEREAS, under Section 8 of the MERS Plan Document, all missed Defined Benefit mandatory employee contributions due to intervening Military service leaves shall be reflected in the participating employer's overall liability in the next annual actuarial valuation unless an alternative method is elected (default); no employee contributions will be required from the participant;

NOW THEREFORE BE IT RESOLVED, that effective May 19, 2025, the Governing Body adopts this Resolution (or for a participating court, the Chief Judge by Administrative Order) for all present and future employee divisions requiring that all missed employee contributions due to intervening Military service be handled by (select only one):

- ☒ The member will be permitted to choose to remit some or all missed mandatory employee contributions within a time period equal to three times the duration of the military service from the date of reemployment, but not to exceed five years, and years of service credit shall be granted in proportion to the employee contributions received.
- ☐ The employer shall remit an additional voluntary employer contribution equal to the sum of the missed mandatory employee contributions due to military service. No employee contributions will be required from the participant.

MERS' Military Service contribution procedures are subject to the MERS Plan Document. Changes to the Plan Document may impact MERS' ability to administer this election in the future.

CERTIFICATION FOR PARTICIPATING MUNICIPALITY OR COURT

I hereby certify that this Resolution was adopted by (check one):

- ☒ The Governing Body of the Blackman Charter Township at its meeting held on 05/19/2025
(dd/mm/yyyy) (Name of Municipality)
- ☐ Administrative Order No. _____ adopted by the Chief Judge of the
(Order Number)

_____, on _____
(Name of Court) (dd/mm/yyyy)

Signature of Authorized Official: _____, Date: _____
(dd/mm/yyyy)

Printed name: Peter Jancek Title: Supervisor

**BLACKMAN CHARTER TOWNSHIP
COUNTY OF JACKSON, MICHIGAN**

RESOLUTION #14-2025-0519

APPROVAL OF REQUEST TO PURCHASE ADDITIONAL SERVICE CREDIT

WHEREAS, the Blackman Township Public Safety Officers' pension plan is through Municipal Employee' Retirement System (MERS), and

WHEREAS, Detective Jeremiah J. Wheeler has submitted a written request to the township to purchase an additional five years of service credit, and

WHEREAS, Detective Wheeler is following the guidelines and procedures established by MERS,

THEREFORE, Blackman Township does hereby approve such purchase by Detective Wheeler for five years of additional service credit.

At a regular meeting of the Blackman Charter Township Board of Trustees, County of Jackson, State of Michigan, held in the Township Hall on May 19, 2025, at 6:00p.m., this resolution was presented by _____ and supported by _____

Upon a roll call vote,
The following voted "AYE":
The following voted "NAY":
The following were absent:

The Supervisor declared this resolution adopted,

Peter Jancek, Township Supervisor

David Elwell, Township Clerk



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
5/14/2025	25-643-5

Bill To
Please Advise

Ship To
Marinos Park Blackman Township, MI

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Jennifer Smith	(616) 516-5562		Payment at time of Order		JRS

Item	Description	Qty	Weight	Price	Total
Poligon	Poligon 20x44 Gable with MultiRib Roof	1		46,525.00	46,525.00T
	(6) Electrical Cut-Outs				
Poligon	Arch Text & Medallion	1		7,040.00	7,040.00T
	Subtotal				53,565.00
discount	Sourcewell Discount			-6.00%	-3,213.90
Engineering	Misc. Engineering Services, CDs, Preconstruction Documents	1		1,000.00	1,000.00
Freight	Freight	1		3,000.00	3,000.00
Installation	Professional Certified Installation of Shelter with Footings	1		26,940.00	26,940.00

Proposal good for 30 days.

Ship Via: common carrier

Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

Subtotal \$81,291.10

Sales Tax (0.0%) \$0.00

Total \$81,291.10

Credit Card fee of 3% on all payments using a CC.

AMX fee of 5% on all payments using AMX

889 S. Old US 23, Brighton, MI 48114

Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



BLACKMAN CHARTER TOWNSHIP

1990 W. Parnall Road, Jackson, MI 49201-8612 ~ Phone (517) 788-4345 ~ FAX (517) 788-4689

Project: Pavilion - Electrical

Date/time of Bid Opening: 5-14-25 10:26

BIDDERS	DATE/TIME REC'D	TOTAL BID	BID DEPOSIT
COCHRAN	5-14-25 9:40	18,817 ⁰⁰	
POSITIVE ELECTRIC, LLC	5-14-25 8:30	21,100 ⁰⁰	
YEARLING ELECTRICAL, LLC	5-14-25 8:00	12,750 ⁰⁰	
YEARLING ELEC (COMBINED BIDS)	" "	16,315 ⁰⁰	
A-PLUS ELECTRIC	5-14-25 9:28	23,328 ⁰⁰	

Dated: 5-14-25

[Signature]
Pete Janak
[Signature]



BLACKMAN CHARTER TOWNSHIP

1990 W. Parnall Road, Jackson, MI 49201-8612 ~ Phone (517) 788-4345 ~ FAX (517) 788-4689

Project: Pavilion - Concrete

Date/time of Bid Opening: 5-14-25 10:26

BIDDERS	DATE/TIME REC'D	TOTAL BID	BID DEPOSIT
COOK FOUNDATION & FEATWORK	5-14-25 9AM	21,278 ⁰⁰	

Dated: 5-14-25

[Signature]
Pete Janak
[Signature]



BLACKMAN CHARTER TOWNSHIP

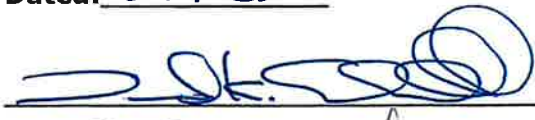
1990 W. Parnall Road, Jackson, MI 49201-8612 ~ Phone (517) 788-4345 ~ FAX (517) 788-4689


Project: PARKS & REC. ELECTRICAL


Date/time of Bid Opening: 5-14-25 10:26

BIDDERS	DATE/TIME REC'D	TOTAL BID	BID DEPOSIT
COCHRAN	5-14-25 9:40	5,381 ⁰⁰	
POSITIVE ELECTRIC, LLC	5-14-25 8:30	10,530 ⁰⁰	
YEARLING ELECTRICAL SERV, LLC	5-14-25 8:00	4,565 ⁰⁰	
YEARLING-ELEC (TWO COMBINED BIDS)	" "	16,315 ⁰⁰	
A PLUS ELECTRIC	5-14-25 9:28	11,892 ⁰⁰	

Dated: 5-14-25







Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
BUILDING DEPARTMENT	
<i>Residential Building:</i>	
Administration Fee	25.00 all permits subject to fee
Contractor Registration Fee	15.00
1 & 2 Family Residential Buildings	75.00 per sq ft. to \$3.50 per thousand
Residential Additions	75.00 per sq ft. to \$3.50 per thousand
Residential Remodel	55.00 per sq. ft. to \$3.50 per thousand
Residential Garages, Breezeways, Carports, Pole Buildings	45.00 per sq. ft. to \$3.50 per thousand
Multiple Family Dwellings	80.00 per sq. ft to \$4.50/M per bldg, up to & including \$200.00-\$3.50M thereafter. Separate permit for each building
Mobile/Modular Homes - In Park	210.00 includes plumbing & mechanical inspections - NOT electrical
Basement under existing building	150.00
All swimming pools	25.00 above ground
	100.00 in ground
Deck	150.00 2 inspections footings/final
Sheds over 200 sq. feet	50.00
Demolition	150.00
Replace Shingle (tear off/replace)	50.00
Replacement windows	50.00
Solar: ground mounted panels	150.00 2 inspections
Solar: roof mounted	50.00
Zoning Compliance	40.00
<i>Residential Electrical:</i>	
Administrative Fee	25.00
Each inspection	70.00
Contractor Registration Fee	15.00
Apts, hotels, motels & multiple family dwellings	1/2 Building permit fee

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Residential plan review new structure over 3500 sq. ft.	60.00
Residential Mechanical:	
Administrative Fee	25.00
Each inspection	70.00
Contractor Registration Fee	15.00
Apts, hotels, motels & multiple family dwellings	1/2 Building permit fee
Residential plan review new structure over 3500 sq. ft.	60.00
Residential Plumbing:	
Administrative Fee	25.00
Each inspection	70.00
Contractor Registration Fee	15.00
Apts, hotels, motels & multiple family dwellings	1/2 building permit fee
Residential plan review new structure over 3500 sq. ft.	60.00
Commercial Building:	
Administration Fee	25.00
Contractor Registration Fee	15.00
All commercial & industrial buildings computed by BS&A software per building type and sq. ft.	1/10th of 1% of plan review \$50.00 for 1st thousand or fraction thereof. \$4.00 per thousand thereafter (up to \$200,000), then \$3.00 per thousand thereafter.
Demolition	150.00
Site Plan Review	350.00 plus additional \$250.00 if special meeting is needed
Admin. Site Plan Review	175.00
Zoning Compliance	40.00

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Commercial Electrical:	
Administrative Fee	25.00 \$3.00 per thousand thereafter
Each inspection	70.00
Temporary service	25.00
Upgrade service	60.00
Service: up to 100 amp	12.00
up to 200 amp	17.00
up to 600 amp	22.00
up to 800 amp	28.00
over 800 amp	33.00
Circuits - each	2.00
Fixtures each 25	5.00
Bus duct per each 50'	8.00
Heating equip., dishwasher, garbage disposal (each unit)	4.00
Fire Alarm System	60.00
Each device over 10	5.00
Central Air	25.00
Power plug/outlets	8.00
Contractor Registration Fee	15.00
Re-insection Fee	65.00
Signs	60.00
Plan Review Comm/Industrial with value up to \$250,000	60.00
Plan Review Comm/Industrial with value up to \$250,000 - \$1,000,000	200.00
Plan Review Comm/Industrial with value over \$1,000,000	360.00
Commercial Mechanical:	

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Administrative Fee	25.00
Contractor Reigstration	15.00
Each inspection (commercial/industrial) minimum of 1	70.00
Plan Review (commercial/industrial) with value up to \$250,000	60.00
Plan Review (commercial/industrial) with value up to \$250,000 - \$1,000,000	200.00
Plan Review (commercial/industrial) with value over \$1,000,000	360.00
Fire suppression system	25.00
Fire sprinkler system	40.00
Boiler	20.00
Central Air	70.00
Heating, A/C Combo	22.00
HVAC Unit	70.00
Duct System	25.00
Crematory, each	45.00
Gas piping	45.00
Range hood venting	45.00
Range, gas	25.00
Refrigeration unit concealed	20.00
Refrigeration unit over	20.00
Replace furnace, boiler	20.00
Water heater	20.00
Misc/describe item with fee to be determined by bldg. dept.	
Commercial Plumbing:	
Administrative Fee	25.00
Contractor Fee	15.00

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Inspections	70.00
Underground inspection	70.00
Water distribution 3/4"	5.00
Water distribution 1"	10.00
Water distribution 1 1/4"	15.00
Water distribution 1 1/2"	20.00
Water distribution 2"	25.00
Water distribution >2"	30.00
Floor drain up to 6"	10.00
Floor drain over 6"	20.00
Water heater	20.00
Fixtures EACH , not limited to: manhole, bathtub, shower, floor drain, rainwater leader, sink, sewage pump, washing machine, urinal, sump, laundry tray, irrigation system, tank heater, grease trap, humidifier stack, garbage disposal	4.00
Fixtures below EACH : drain connection, catch basin, sewage ejector, subsoil drain, sanitary drain	5.00
Plan review (commercial/industrial) with value up to \$250,000	60.00
Plan review (commercial/industrial) with value \$250,000 - \$1,000,000	200.00
Plan review (commercial/industrial) with value over \$1,000,000	360.00
Sign:	

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Permanent	70.00 inspection 25.00 administrative fee 40.00 zoning fee
Temporary	35.00 single event 120.00 annual (4 events allowed not to exceed 15 days each) 25.00 administrative fee added to both single and annual fees
Commercial	*Estimated cost* then calculated as above minus plan review
Zoning: (ZBA)	
Variance	350.00 plus additional \$250.00 if special meeting is required
Re-zoning	400.00 plus additional \$250.00 if special meeting is required
Planning Commission:	
Home Occupation (Business)	300.00 plus additional \$250.00 if special meeting is required
Conditional Use	400.00 plus additional \$250.00 if special meeting is required
Site Condos: PC-1 & PR-1	550.00
Site Condos: Site Plan Review	450.00
CLERK'S OFFICE:	
Cemetery Fees:	
Single Plot (each)	400.00
Grave opening/closing weekday	600.00
Grave opening/closing weekend	675.00
Cremation opening/closing weekday	250.00
Cremation opening/closing weekend	325.00
Winter burial fee (11/1 - 3/31)	100.00

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
Single foundation (20"x 46"x6") w/piers	460.00
Double foundation (20" x 92" x 6") w/piers	920.00
Single center foundation (56" x 20" x 6") with piers (1 marker centered on 2 graves and can fit 2 names)	560.00
Single military foundation	200.00
Double military foundation	250.00
Administrative Fee	50.00
Other Fees:	
Door To Door Sales Permit	25.00
Food Truck Permit	0.00 annual fee for township taxpayer exemption 100.00 for non resident
Fireworks Permit (other than consumer or low impact)	100.00
Itinerant Vendor	25.00
Large Event/Special Events	100.00 per application
Marihuana Caregiver Grow Permit	350.00 annual registration fee
ASSESSING DEPARTMENT:	
Copy of Assessing Database	500.00
Land Division	50.00 per parcel created
Establish IFEC District	100.00
New IFE Application (Form 1012)	650.00
Request for Extension of Time	100.00
Request for Revision	50.00
Transfer of IFE/Ownership	650.00

Fee Schedule for Township 2025

DEPARTMENT	AMOUNT OF FEES
SEWER DEPARTMENT:	
Quarterly Fees	66.00
Inspection Fee (Water & Sewer Apps)	70.00
Water Connection Fees (Basic)	2200.00
Water Connection Fees - 1" Service	2400.00
Sewer Connection Fees (Basic)	2450.00
	F: Fee Schedule for Township 2025

BLACKMAN CHARTER TOWNSHIP

REQUEST FOR QUALIFICATIONS

1990 W. PARNALL ROAD
JACKSON, MICHIGAN 49201
517-788-4345
WWW.BLACKMANTWP.COM

PUBLIC SAFETY

INFORMATION TECHNOLOGY SERVICES

1980 W. PARNALL ROAD, JACKSON, MICHIGAN 49201

Key Dates

Request for Qualifications Issued
Due Date of Request for Qualifications

May 19, 2025
June 02, 2025

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**ADVERTISEMENT
AND
NOTICE OF REQUEST FOR QUALIFICATIONS**

BLACKMAN CHARTER TOWNSHIP
JACKSON COUNTY, MICHIGAN

1980 W. PARNALL ROAD, JACKSON, MICHIGAN 49201
PUBLIC SAFETY - INFORMATION TECHNOLOGY SERVICES

Sealed RFQ for Public Safety: Information Technology Services

will be received by: Pete Jancek
Township Supervisor

at the offices of: Blackman Charter Township
1990 W. Parnall Road
Jackson, Michigan 49201

until: 10:00 am (Local Time)
Monday June 02, 2025

at which time RFQ's will be examined and evaluated by the consultant and executive team.

The RFQ documents may be examined on or after May 19, 2025 at the offices of:

AE Design Solutions, LLC
250 Robinson Road
Jackson, Michigan 49203

Electronic copies of the RFQ documents may be obtained on or after May 19, 2025 by submitting an email request to Byron P. Schroeder at: bschroeder@aedesignsolutions.com

Pete Jancek, Supervisor
Blackman Charter Township

GENERAL PROVISIONS

Each Request for Qualification shall comply with all Federal, State & Local regulations concerning requested services.

The Consultant agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et seq.*, as amended. The Consultant also agrees to notify **BLACKMAN CHARTER TOWNSHIP** in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. Submitting firm agrees to indemnify, defend and hold **BLACKMAN CHARTER TOWNSHIP** harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

Failure to submit ALL forms and information required in this SOQ may be grounds for disqualification.

LIABILITY

BLACKMAN CHARTER TOWNSHIP is not responsible for any cost incurred in the preparation of SOQs.

BRIBERY CLAUSE

By his/her signature, the Consultant certifies that no employee of his/hers, any affiliate or Subconsultant, has bribed or attempted to bribe an officer or employee of **BLACKMAN CHARTER TOWNSHIP**.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN THE RFQ

If a Consultant discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, they shall immediately notify **BLACKMAN CHARTER TOWNSHIP** of such error in writing and request modification or clarification of the document.

CANCELLATION

If the services performed hereunder by the consultant are not performed in an acceptable manner to **BLACKMAN CHARTER TOWNSHIP**, **BLACKMAN CHARTER TOWNSHIP** may cancel this contract for cause by providing written notice to the consultant, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for the same. During that time period, the consultant may seek to bring the performance of services

hereunder to a level that is acceptable to **BLACKMAN CHARTER TOWNSHIP**, and **BLACKMAN CHARTER TOWNSHIP** may rescind the cancellation if such action is in **BLACKMAN CHARTER TOWNSHIP** best interest.

A. Termination for Cause

1. **BLACKMAN CHARTER TOWNSHIP** may terminate a contract because of the consultant's failure to perform its contractual duties.
2. If a consultant is determined to be in default, **BLACKMAN CHARTER TOWNSHIP** shall notify the consultant of the determination in writing and may include a specified date by which the consultant shall cure the identified deficiencies. **BLACKMAN CHARTER TOWNSHIP** may proceed with termination if the consultant fails to cure the deficiencies within the specified time.
3. A default in performance by a consultant for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - a. Failure to perform the contract according to its terms, conditions and specifications;
 - b. Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract.
 - c. The filing of a bankruptcy petition by or against the consultant; or
 - d. Actions that endanger the health, safety or welfare of **BLACKMAN CHARTER TOWNSHIP** or its citizens.

B. At Will Termination

Notwithstanding the above provisions, **BLACKMAN CHARTER TOWNSHIP** may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent. Payment for services or goods received prior to termination shall be made by **BLACKMAN CHARTER TOWNSHIP** provided those goods or services were provided in a manner acceptable to **BLACKMAN CHARTER TOWNSHIP**. Payment for those goods and services shall not be unreasonably withheld.

ASSIGNMENT OF CONTRACT

The Consultant shall not assign or subcontract any portion of the Contract without the express written consent of **BLACKMAN CHARTER TOWNSHIP**. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that **BLACKMAN CHARTER TOWNSHIP** shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of **BLACKMAN CHARTER TOWNSHIP**.

NO WAIVER

No failure or delay by **BLACKMAN CHARTER TOWNSHIP** in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by **BLACKMAN CHARTER TOWNSHIP** in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of **BLACKMAN CHARTER TOWNSHIP** hereunder or shall operate as a waiver thereof.

AUTHORITY TO DO BUSINESS

The consultant must be a duly organized and authorized to do business under the laws of Michigan. Consultant must be in good standing and have full legal capacity to provide the services specified under this Contract. The Consultant must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Consultant to enter into this Contract. The consultant will provide **BLACKMAN CHARTER TOWNSHIP** with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the consultant is authorized to do business in the State of Michigan if requested. All SOQs must be signed by a duly authorized officer, agent or employee of the consultant.

GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Michigan or the U.S. District Court for the Western District of Michigan. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this

Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

ABILITY TO MEET OBLIGATIONS

Consultant affirmatively states that there are no actions, suits or proceedings of any kind pending against consultant or, to the knowledge of the consultant, threatened against consultant before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of consultant to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

QUALIFICATION SUBMITTED BY:

By signing below you are agreeing to all BLACKMAN CHARTER TOWNSHIP Terms & Conditions that are a part of this Request for Qualifications.

Include this page in your response to this RFQ

Firm: _____

By: _____

Title: _____

E-Mail Address: _____

Address: _____

Telephone: _____

Fax: _____

Date: _____

Federal ID Number: _____

Non-collusion Statement: By my signature below, I, individually and as an agent for the consultant responding to this Request of Qualifications, certify that neither I, nor the business entity for which I am an agent, nor any other agent for that business entity, have entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with this submitted RFQ. I understand that failure to submit this statement as part of the documents shall make this submittal nonresponsive and therefore not eligible for award consideration.

Consultant Signature

Date

**Please include a copy of your W-9 with your submitted proposal.
You cannot be awarded a contract until this is submitted.**

HOLD HARMLESS AND INDEMNIFICATION CLAUSE AND INSURANCE REQUIREMENTS

HOLD HARMLESS AND INDEMNIFICATION CLAUSE

Consultant agrees to indemnify, hold harmless, and defend **BLACKMAN CHARTER TOWNSHIP**, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Consultant's (or Consultant's subconsultants if any) performance or breach of the contract provided that such claim, damage, loss, or expense is (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or from negligent acts, errors or omissions and (2) not caused by the negligent act or omission or willful misconduct of **BLACKMAN CHARTER TOWNSHIP** or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

INSURANCE REQUIREMENTS

Prior to commencing work, Consultant shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Michigan. The Consultant shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to and approved by **BLACKMAN CHARTER TOWNSHIP**. The Consultant shall not allow any subconsultant to commence work until the insurance required of such subconsultant has been obtained and copies of Certificates of Insurance retained by Consultant evidencing proof of coverages.

Without limiting Consultant's indemnification requirements, it is agreed that Consultant shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subconsultants, if sub-contracting is authorized, to procure and maintain these same policies. **BLACKMAN CHARTER TOWNSHIP** may require Consultant to supply proof of subconsultant's insurance via Certificates of Insurance, or at **BLACKMAN CHARTER TOWNSHIP's** option, actual copies of policies.

- A. The following clause shall be added to the Consultant's (and approved subconsultants') Comprehensive General Liability Policies:

1. **BLACKMAN CHARTER TOWNSHIP**, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."
- B. The insurance to be procured and maintained and the **minimum** Limits of Liability shall be as follows, unless different Limits are specified by addendum to the Contract:
1. **COMMERCIAL GENERAL LIABILITY**, via the Occurrence Form, with a **\$1,000,000** Combined Single Limit for any one occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage, including:
 - a. Premises - Operations Coverage
 - b. Completed Operations
 - c. Contractual Liability
 - d. Broad Form Property Damage
 - e. Independent Consultants Protective Liability
 - f. Personal Injury
 2. **AUTOMOBILE LIABILITY** insuring all Owned, Non-Owned and Hired Motor Vehicles. The minimum coverage Liability Limit is **\$1,000,000** Combined Single Limit for any one accident. The Limit of Liability may be subject to increase according to any applicable State or Federal Transportation Regulations.
 3. **Workers' Compensation** insuring the employers' obligations under the State of Michigan with a **\$100,000** Limit of Liability for Each Accident/**\$500,000** Disease - Policy Limit/**\$100,000** Disease - Each Employee

ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "B+ VI", unless proper financial information relating to the Company is submitted to and approved by **BLACKMAN CHARTER TOWNSHIP**.

MISCELLANEOUS

The Consultant shall procure and maintain insurance policies as described herein and for which **BLACKMAN CHARTER TOWNSHIP** shall be furnished Certificates of Insurance upon the execution of the Contract. The Certificates shall include provisions stating that the policies may not be cancelled without **BLACKMAN CHARTER TOWNSHIP** having been provided at least (30) thirty days written notice. The Certificates shall identify the Contract to which they apply and shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to **BLACKMAN CHARTER TOWNSHIP** before the expiration date.

Certificates of Insurance as required above shall be furnished, as called for:

-No later than five (5) days after the successful submitting firm is notified of award to:

BLACKMAN CHARTER TOWNSHIP

1990 W. PARNALL ROAD

JACKSON, MI 49201

The Consultant agrees that it will not materially alter any of the insurance policies currently in force and rely on under this agreement. Further, the Consultant will not reduce any coverage amount below the limits required in this agreement.

Approval of the insurance by **BLACKMAN CHARTER TOWNSHIP** shall not in any way relieve or decrease the liability of the Consultant hereunder. It is expressly understood that **BLACKMAN CHARTER TOWNSHIP** does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Consultant.

REQUEST FOR QUALIFICATIONS

INTRODUCTION

Blackman Charter Township is requesting qualification for design Data/AV/Security/Fire/Access Controls, installation and future monitoring for the construction of the Public Safety Building and Township Facilities. Blackman Charter Township purchased what was formerly known as Marino's located at 1980 W Parnall Rd, Jackson, Michigan. The purchase came with a significant amount of property along with an existing building. The township is currently developing construction plans for renovation and addition. It is the Townships' intent to select a company that can coordinate with the design consultant and interact with township data storage/hardware consultant.

SUMMARY OF SERVICES REQUESTED

A qualified firm will be selected to design, install and manage the Public Safety Building/Site Renovation & Expansion as owners' representative. Selected firm will include but not limited to the following:

- Meetings with Township Representatives
- Prepare all final construction plans
- Assist in the preparation of bid documents (if applicable)
- Manage construction activity related to design & construction
- Provide monitoring services for Fire, Security, Etc.
- Certify Low Voltage
- Installation Items
 - Network Cabling
 - Access Control
 - Security Cameras
 - Racks, Switches, Servers and Accessories (such as NAS Devices)
 - Wireless Access Points
 - Audio/Visual Systems
 - Fiber Handoff from ISP to Server room
- Work with and coordinate with IT providers to ensure system integrity, security and efficiency.

SUBMITTAL REQUIREMENTS AND CRITERIA

Interested firms are encouraged to submit their qualifications which shall include the following information:

- 1) Firm's contact information
- 2) Narrative explaining the firm's qualifications for the project
- 3) Summary of firm's experience in the last 5 years
- 4) Name and experience of key personnel
- 5) References: names and telephone numbers of previous clients with a description of the type of project completed
- 6) Specific areas of expertise from summary of services above

Respondents are responsible for all costs associated with the preparation of materials in response to this RFQ. **BLACKMAN CHARTER TOWNSHIP** assumes no responsibility for such costs. **BLACKMAN CHARTER TOWNSHIP** reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.

EVALUATION CRITERIA

The Statement of Qualifications will be reviewed and evaluated by a selection Blackman Charter Township Board of Trustees according to the firm/project team's relevant knowledge and experience in the elements described in the summary of services requested and the ability to undertake and complete the project in a timely manner. Specific evaluation criteria will include but not limited to the following:

- A. Qualifications to perform the project, [25%]
- B. Ability and expertise of the firm's professional personnel, [10%]
- C. Familiarity with similar projects, [10%]
- D. Past Projects Geographical Location
 - Jackson County [10%]
 - State of Michigan [5%]
 - Out of State [0%]
- E. Firm's Corporate Office Geographical Location
 - Jackson County [10%]
 - State of Michigan [5%]
 - Out of State [0%]
- F. Firm's Ability to Perform Requested Services
 - 100% of Request [12.5%]
 - 50% of Request [7.5%]
 - 25% of Request [5%]

EVALUATION PROCESS

A committee of personnel from **BLACKMAN CHARTER TOWNSHIP** will be used to evaluate submittals and select an engineering consultant for this project. This selection committee shall complete the entire selection process within twenty (20) days.

BLACKMAN CHARTER TOWNSHIP will engage in individual discussions with all offerors deemed susceptible to the award. At the conclusion of such discussions, the offerors will be ranked in order of preference based on the evaluation factors published in this SOQ and on all information obtained during the selection process. **The final selection will be made based upon qualifications. Once the selection is made, based upon a ranking process, and all applicants notified of the selection, negotiations may begin to define the scope of work and associated costs that will lead to a contract.**

BLACKMAN CHARTER TOWNSHIP shall thereafter attempt to finalize a contract with the offeror ranked first. If a contract, final scope and schedule satisfactory and advantageous to **BLACKMAN CHARTER TOWNSHIP** can be negotiated for a price considered fair and reasonable, the award shall be made to such offeror; otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until a contract can be negotiated for a fair and reasonable price. Should **BLACKMAN CHARTER TOWNSHIP** determine in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.