

Unapproved

BOIS BLANC TOWNSHIP
Regular Meeting
Aug 13, 2025
Bois Blanc Township Hall

Meeting was called to order at 7:00 pm Supervisor Brent Sharpe

Pledge of Allegiance

Present: Diane Akright, Brent Sharpe, Tom Wybranowski,

Absent: Megan Hawver-Vallance, and Sue Winters

Agenda was reviewed and accepted.

Motion was made by T Wybranowski with a 2nd by D Akright to accept the 07/09/25 regular minutes as submitted.

Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-61 carried**

Motion was made by T Wybranowski with a 2nd by D Akright to accept the 07/18/25 Special Meeting minutes as submitted.

Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-62 carried**

Treasurer's report was submitted.

Budget Amendments: None

Motion was made by D Akright, 2nd by T Wybranowski to pay the bills as submitted. . Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-63 carried**

Department Reports:

Airport: Airport was visited by MDOT. There is a funding meeting coming up in Sept. They will be recommending the runway rehabilitation project move forward. If approved, it could mean starting even yet this fall. Work has started on the mulching. (MDOT was glad to see that project underway.) Northern Drilling has been contacted about a crack in the stand pipe (hydrant by the terminal building).

Fire: Things are going well. We have had a couple of resignations. Keri Viers has indicated a desire to join the dept on the med side. There are about 4 on the roster waiting for EMR training. Question about who to contact to extend the wi-fi signal in the fire barn. All fire extinguishers were just checked and certified. R&R is due for maint. work on the truck.

Marina: The Harbormaster, Tom Lower reported as follows.

- We will be receiving a donation for a new flag in September from Michael Leppen.
- One of the new flag lights is out, but it is under warranty. Straits checking to make sure it is the light and not something they did in installation.
- Permit has been resubmitted and has been returned from the Army Corp of Engineers for additional information again. Planning a work session for 11:00 tomorrow to get the questions answered and back to ACE.
- Fee changes for next year have been approved by the HC (This is going back to the HC to review as we have received a new rate schedule from DNR for 2026). Also implemented a flat fee for short time mooring (\$10) – this is going well.
- Issues seem to have decreased and things are going well with parking.

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- Rick has been working on the fencing around the outhouses. Removing the posts have been challenging. Should be ready to put up fencing maybe at the end of next week.
- Flotation docks have been really busy, but they have received the pictures and will get back with us.
- HC is looking into Syncurrent, a Michigan program for finding grant \$. No action at this time, just investigation.

>Matthew Cox questioned what "table rates" we were discussing. Can't we just choose something rather than approve every year. (Explained the process with the DNR & their rate schedule).

>There was also a question about the paving and re-marking at the Marina. (We were hoping to take advantage of the rehab work at the airport and do all at the same time)

>There were questions regarding the justification for rate increases next year since we really don't offer anything more & where would those extra funds go/be used. Discussion. ...

>The ½ date rate of short-term tie ups actually requires board approval. It needs to come to the board through a recommendation from the HC.

Law:

Cemetery: Burial rights were requested for Brian & Laura Rickwalt. Motion made by D Akright, 2nd by T Wybranowski to approve burial rights Block 6 Lot A Plots 3,4,&5. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-64 carried**

Burial rights were requested for Roger Baldwin and Theresa Carlin. Motion was made by D Akright, 2nd by T Wybranowski to approve burial rights Block 8, Lot C, Plot 2. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-65 carried**

Parks and Rec: P&R meeting is tomorrow. The new kiosk is up at Lake Mary.

Planning: Question was brought up at the Association meeting regarding the Pointe Aux Pins Beach Park. Previous information from 2014 shows where some additions to zoning were recommended but not completely put in place. The Planning Commission will be looking at this in conjunction with our overall zoning review, as well as a proposed PUD (Planned Unit Development) policy.

Transfer Station: Everything going smoothly.

Zoning: ARC GIS renewal is in Sept. (\$550) Motion was made by D Akright, 2nd by T Wybranowski to renew. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-66 carried**

Maintenance: Rick shared an update.

Health Committee: There was a phone call to Straits, but no response yet requesting more concrete information from them regarding a plan/schedule. We also had an inquiry from Hospice nurse requesting she be allowed to talk to McLaren and see if they might be interested in managing the clinic.

Old Business:

Ethics Policy: Policy previously adopted June 11, 2025 needs a couple of revisions that were proposed to the board, as well as a policy for regular evaluations. Motion was made by D Akright, 2nd by T Wybranowski to make the revisions suggested (including a procedure for review) and bring it back to the board in September. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-67 carried**

Poverty Exemption policy: Part of the outcome of our Assessing Audit was that we had to have a policy in place for Income & Asset Test Guidelines. Document was presented for approval. Motion was made by T Wybranowski, 2nd by D Akright to adopt the Income & Asset Test Guidelines for Property Tax Relief. _Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-68 carried**

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Public Comment:

Main topic of discussion was about the possibility of moving the Farmer's Market to the Airport. There are many concerns regarding security and clean up. A need for supervision. Many options were discussed including what property might be available here, the property across the street that is owned by the Church, the land between PIE&G and Mill Rd and Nichols Park. There was discussion about the Foundation, Association, or P&R taking ownership to oversee the Farmer's Market, and possibly booth fees to participate.

Though there does not seem to be an easy or perfect solution, something will need to be done before next year's events.

Question was raised about putting a sign at the Mailboxes on the West end directing people to Bright Waters Park and a "Private Property" sign to be put at the property line between township owned and residentially owned land at Snow Beach. (Will pass this along to Parks & Rec)

It was noted that Jake Beck, just purchased property at Beach & Maple (out by Lk Mary) and used his equipment to smooth out the road and anyone who has needed to use it has been very pleased.

New Business:

Direct Deposit transition: Citizen's now has the capability to provide direct deposit services for payroll without using the 3rd party provider we are currently using. We would like to transition to Citizen's. No additional costs involved. Motion was made by T Wybranowski, 2nd by D Akright to initiate the transition of services. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-69 carried**

A document has been received from the Assessor that stipulating her availability/accessibility. If the board agrees/adopts, this document will be posted locally and on our website. Motion was made by T Wybranowski, 2nd by D Akright to adopt as submitted. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, Nays: none Absent: M Hawver, S Winters **Motion 2025-70 carried**

Correspondence & Meetings:

The following notifications/letters were received and distributed to board members.

- a. CD opportunities were received from First National TC
- b. Our copy of the permit (EGLE) for the road work to be done was received from MCRC

There being no further business, the meeting was closed at 8:21 pm.

Respectfully submitted,

Diane M Akright , Bois Blanc Township Clerk

CASH SUMMARY BY FUND FOR BOIS BLANC TOWNSHIP
FROM 07/01/2025 TO 07/31/2026
FUND: 101 206 207 208 226 295 594
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 07/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2026
101	GENERAL FUND	513,345.49	31,884.52	72,422.82	472,807.19
206	FIRE FUND	385,535.11	13,542.12	35,059.35	364,017.88
207	LAW FUND	244,833.40	20,199.19	41,850.10	223,182.49
208	PARK/RECREATION FUND	11,562.20	16,137.79	2,784.99	24,915.00
226	TRANSFER STATION FUND	196,442.71	14,193.46	31,400.19	179,235.98
295	AIRPORT FUND	369,360.16	7,946.09	19,471.52	357,834.73
594	MARINA FUND	483,451.43	32,135.19	57,559.80	458,026.82
	TOTAL - ALL FUNDS	2,204,530.50	136,038.36	260,548.77	2,080,020.09

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	S
Bank CNBG1 GENERAL CHECKING ACCOUNT							
07/21/2025	20000	FNB-ST IGN	FIRST NATIONAL BANK OF ST	FIRST NATIONAL BANK OF ST	INSTALLMENT PAYMENT - WEST END PA	7,633.98	O
07/23/2025	20001	MCT	MACKINAC CNTY TREASURER	MACKINAC CNTY TREASURER	CANARY TAX PAPER	40.00	O
07/23/2025	20002	AIRGAS	AIRGAS GREAT LAKES INC	AIRGAS GREAT LAKES INC	OXYGEN	247.39	O
07/23/2025	20003	BLOOM	BLOOM SLUGGETT MORGAN	BLOOM SLUGGETT MORGAN	LEGAL SERVICES	76.50	O
07/23/2025	20004	BSA	BS&A SOFTWARE	BS&A SOFTWARE	BSA SOFTWARE SERVICE/SUPPORT FEE	1,802.00	O
07/23/2025	20005	CVIERS	CHRIS VIERS	CHRIS VIERS	MILEAGE REIMBUR AND CELL PHONE ST	122.00	O
07/23/2025	20006	WITEK	DENNIS WITEK	DENNIS WITEK	AUGUST LAW RENT	875.00	O
07/23/2025	20007	CITZ CARD	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	CREDIT CARD PURCHASES	2,958.40	O
07/23/2025	20008	CITZ CARD	VOID	VOID			V
Void Reason: Created From Check Run Process							
07/23/2025	20009	FRESH COAS	FRESH COAST PLANNING, LLC	FRESH COAST PLANNING, LLC	ZONING STR AND PUD	490.00	O
07/23/2025	20010	GFL	GFL ENVIRONMENTAL USA INC	GFL ENVIRONMENTAL USA INC		3,462.32	O
07/23/2025	20011	MACKINC	MACKINAC COUNTY CLERK	MACKINAC COUNTY CLERK	LAW WAGE REIMBURSEMENT TO MACKINA	13,312.49	O
07/23/2025	20012	PLAUNT	PLAUNT TRANSPORTATION	PLAUNT TRANSPORTATION		1,523.34	O
07/23/2025	20013	PIE & G	PRESQUE ISLE ELECTRIC & GA	PRESQUE ISLE ELECTRIC & GA	JUNE AND JULY ELECTRIC	1,430.49	O
07/23/2025	20014	RICK NAV	RICKY NAVARRE	RICKY NAVARRE	JUNE MILEAGE REIMBURSEMENT	75.60	O
07/23/2025	20015	TOM LOWER	THOMAS LOWER	THOMAS LOWER	FLOWERS FOR MARINA	217.72	O
07/28/2025	20016	CVIERS	CHRIS VIERS	CHRIS VIERS	JULY MAINT MILEAGE	40.60	O
07/28/2025	20017	RICK NAV	RICKY NAVARRE	RICKY NAVARRE	JULY MAINT MILEAGE	140.00	O
08/08/2025	20025	AIRGAS2	AIRGAS USA, LLC	AIRGAS USA, LLC	OXYGEN REFILL	199.15	O
08/08/2025	20026	ANDERSON	ANDERSON, TACKMAN & COMPAN	ANDERSON, TACKMAN & COMPAN	PROGRESSIVE BILLING FOR AUDIT	1,900.00	O
08/08/2025	20027	BERNARD	BERNARD BC-CHEBOYGAN	BERNARD BC-CHEBOYGAN	REDI-MIX CONCRETE - FOR REPAIRS M	13.98	O
08/08/2025	20028	CHEBOY CEM	CHEBOYGAN CEMENT PRODUCTS	CHEBOYGAN CEMENT PRODUCTS	MONUMENT BASES FOR THE CEMETERY	483.36	O
08/08/2025	20029	FRESH COAS	FRESH COAST PLANNING, LLC	FRESH COAST PLANNING, LLC	PROGRESSIVE BILLING - PC CONSULTA	482.00	O
08/08/2025	20030	HOBSON ELE	HOBSON ELECTRIC CO. INC	HOBSON ELECTRIC CO. INC	TOWNSHIP GENERATOR REPAIR	2,179.93	O
08/08/2025	20031	NORTHERN D	NORTHERN DRILLING INC	NORTHERN DRILLING INC	REPAIRS WELL - MAIN DOCK	5,128.00	O
08/08/2025	20032	TDS	TDS TELECOM	TDS TELECOM	TELEPHONE AND INTERNET SERVICES	736.98	O
08/08/2025	20033	CINCI INS	THE CINCINNATI INSURANCE C	THE CINCINNATI INSURANCE C	MARINA INSURANCE	3,559.00	O

CNBG1 TOTALS:

Total of 27 Checks:
Less 1 Void Checks:
Total of 26 Disbursements:

49,130.23
0.00
49,130.23

**Bois Blanc Township
Guidelines for Poverty Exemptions Review**



Income and Asset Test Guidelines for Property Tax Relief

Pursuant to Section 211.7U
Michigan Compiled Laws

The following income level and asset tests will be used by the Board of Review in helping to determine potential eligibility for a claim of hardship and relief from the payment of property taxes. The property owner pursuing this must file the State of Michigan Application form MCL211.7u Poverty Exemption (Form 5737) and any other documentation requested by the Board of Review.

Bois Blanc Township Guidelines for Poverty Exemptions Review

General Overview

The Board of Review of the General Law Township of Bois Blanc recognizes the need to have available a procedure by which residents in need of assistance under MCL-211.7u, can make an application for property tax relief. The Board further recognizes that, pursuant to statute, as well as case law, they must adopt procedures and guidelines, approved by the Bois Blanc Township Board, to be used as standards when considering appeals made based on financial hardship. The Board of Review understands that these guidelines must be adhered to when reviewing hardship appeals and reserves the right to make individual considerations within their authority, as they feel necessary. **Any form submitted that is inaccurate or not fully completed will result in a denial of the appeal.** All information in the form is subject to verification from the Board of Review.

Basic Filing Requirements

In order to be considered for exemption under MCL 211.7u each applicant must:

- a) Own and occupy the property as a homestead, as defined by law, for which the request is being made.
- b) Complete and submit the State of Michigan Application for MCL 211.7u Poverty Exemption (Form 5737) and Affirmation of Ownership (Form 5739).
- c) Submit income verification as required. This must include current Federal and State Income Tax Returns, Social Security and pension statements, or any additional information requested by the Board of Review.

Processing Applications

Once the State Application (Form 5737) is completed and returned to the Assessing Department, it will be reviewed by the assessor and prepared for presentation at the next meeting of the Board of Review. The applicant may be asked to attend this meeting to answer any questions in the matter being presented. The Board of Review, in making their decision, may contact the applicant for any additional information they deem necessary. The Board of Review shall also reject an application where the information contained in it appears fraudulent, misleading or incomplete.

An asset Test is required as part of the application process.

The purpose of an asset test is to determine the resources available (cash and fixed assets and property that could be converted to cash) that could be used to pay property taxes in the year the poverty exemption is filed. The following asset test shall apply to all applications for poverty exemption.

Bois Blanc Township Guidelines for Poverty Exemptions Review

It has been determined by the Township Board that additional assets are limited to a total of **\$4000** for individual applicant and/or **\$6,000** per household if more than one financial contributor.

Please answer the following questions:

Do you own a second home or additional land? YES _____ NO _____

Do you own recreational vehicles such as campers or boats? YES _____ NO _____

Do you own other buildings other than your residence? YES _____ NO _____

Do you have bank accounts with a balance over \$4000? YES _____ NO _____

Do you own equipment or other personal property of value? YES _____ NO _____

Have you received lump sum inheritances? YES _____ NO _____

Have you received one-time insurance payments? YES _____ NO _____

Do you own jewelry, antiques or artworks? YES _____ NO _____

Assets greater than the amounts stated above will result in a denial of the poverty exemption. All asset information, as requested in the Application of Poverty Exemption, must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may deny an application if the assets are not properly identified.

Cash and other assets may include but are not limited to:

- Bank accounts
- Stocks and bonds, pensions, IRAs and other investment accounts
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances and one-time insurance payments
- Money received from the sale of property such as stocks, bonds, a house or a car unless a person is in the specific business of selling such property
- Second home, rental property, or building/property other than the residence
- Excess or vacant land
- Extraordinary automobiles
- Jewelry, antiques, or artworks
- Recreational vehicles*
- Equipment or other personal property of value

Bois Blanc Township Guidelines for Poverty Exemptions Review

- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms

*Recreational vehicles may include snowmobiles, boats, camping trailers, travel trailers, motor home, jet ski, motorcycles, off road vehicles, or anything which may be considered a recreational vehicle.

*Additional land is considered as property conveyed by separate deed or legal description that is not subject to the land division act.

Income Guidelines Used in the Determination of Poverty Exemptions

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemptions, and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the US Department of Health and Human Services. The General Law Township of Bois Blanc has determined to set our poverty income levels to exactly match the Federal poverty guideline updated annually, in the federal register by the US Department of Health and Human Services. Below is an example of that chart for 2025.

Size of Family Unit	Poverty Guidelines
1	\$15650
2	\$21150
3	\$26650
4	\$32150
5	\$37650
For each additional person	Add \$5500

The income guidelines shall include, but are not limited to, the annual income for the person claiming the exemption and all persons living in the principal residence. Income includes:

- Money, wages, salaries before deductions, and regular contributions from persons not living in the residence
- Net receipts from non-farm self-employment (receipts from a person's own business, professional enterprise, or partnership, after business expense deductions)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, and supplemental security income (SSI)
- Alimony, child support, military family allotments

**Bois Blanc Township
Guidelines for Poverty Exemptions Review**

- Private and governmental retirement and disability pensions, regular insurance, annuity payments
- College or university scholarships, grants, fellowships, and assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

****Meeting the income levels of the Township policy does NOT guarantee the approval of a poverty exemption. Income and assets are reviewed by the Board of Review during the decision-making process.**

The vote to adopt these guidelines on August 13, 2025 was as follows:

Yeas: Tom Wybranowski, Diane Akright, Brent Sharpe

Nays: None


Absent: Megan Hawver, Sue Winters

GUIDELINES DECLARED ADOPTED

CERTIFICATION

I hereby certify the above is a true copy of the Income and Asset Test Guidelines for Property Tax Relief as adopted by the Township Board for Bois Blanc Township at the 7pm General Meeting, August 13, 2025, pursuant to the required statutory procedures.

Respectfully Submitted,

By 
Diane Akright
Bois Blanc Township Clerk

**Bois Blanc Township
Guidelines for Poverty Exemptions Review**

CHECK LIST

POVERTY EXEMPTION ATTACHMENTS

(Please submit copies only – not originals)

**THIS COMPLETED CHECK LIST MUST BE RETURNED
WITH THE POVERTY EXEMPTION APPLICATION**

Current Year: _____ (tax exemption requested for)

Note: Provide copies of the following as proof for **ALL OCCUPANTS LIVING IN THE HOME** even if not contributing to household income or expenses.

_____ Timely filed and fully complete and signed Poverty Exemption Application

_____ Copies of the previous year's Federal and State Income Tax Returns (or completed Form 4988, Poverty Exemption Affidavit, if you are not required to file income tax returns).

_____ Copies of the previous year's W2 Forms, Social Security Statements (SSA-1099), Disability Statement or similar income verification for all household members

_____ Copies of statements from additional income sources including unemployment, alimony, child support, ADC, Food Stamps, etc

_____ Copies of statements for checking account, savings account, certificate of deposit (CD's), stocks, bonds, pension (IRA, 401, etc.) account or any other asset/retirement account

_____ Copy of previous years mortgage/equity loan payment verification showing the current loan balance and principal and interest payment amounts

Assessor Accessibility

It is understood that the assessing position within Bois Blanc Township is a part-time job with no set required office hours of operation. Also, the current Assessor is employed full-time during normal business hours by County Equalization.

With this understanding, the Assessor agrees to the following for accessibility:

1: Be available for in-person meetings by appointment during Plautt Transportation vehicle service season on weekends.

2: Be available to receive and answer phone calls, but will vary. Phone calls received during normal business hours will most likely be returned in the evening due to full-time employment during normal business hours. Phone calls will be returned as soon as possible, but not to exceed seven business days.

3: Be available to respond to emails as soon as possible, but not to exceed seven business days.

4: It is understood that Assessor resides on the mainland rather than on Bois Blanc Island, and car ferry space may at times be limited due to high traffic flow. Due to this there may be some delay in obtaining some information being requested.

5: Be available to discuss and possibly resolve disputes with taxpayers before the March Board of Review meeting.

6: Taxpayer inquiries may be submitted to the Assessor, contact information is as follows:

Elizabeth Zabik, Assessor
827 Pond St
Mackinaw City, MI 49701
231-290-0369
ezassessing@gmail.com

7: Requests for public inspection and/or copying of public records may be made verbally or in writing to the Assessor. The establishment of the date and time of the public inspection of the requested records will be at the discretion of the Assessor and agreed upon by the requesting party. The place designated for the requested inspection will be the Bois Blanc Township Hall, located at 441 Sioux Ave, Pointe Aux Pins, MI 49775. The Assessor will respond within seven business days of the request.

8: It is understood Bois Blanc Township does not have broadband internet access per the Michigan Broadband Map. However, some Assessment services and parcel information (GIS – Fetch Online Map Viewer) is available on the Mackinac County's website.

<https://www.mackinacounty.net/departments/gis/>

9. The Assessor maintains the database off-site, but updates the database at the township hall monthly; additionally, current and prior year Assessment Rolls, BOR changes and adjustments are officially retained at the Bois Blanc Township Hall.