

Blackman Charter Township Downtown Development Authority Served By The Enterprise Group

Annual Board Meeting

Wednesday, December 13, 2023 at 7:00 am Blackman Charter Township Meeting Hall

Agenda

1	Call to	O1	D	O1 :
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- 2. Public Comment
- 3. Semi-Annual Informational Meeting (per Recodified Tax Increment Financing Act 57)
 - a. Goals and direction of BDDA
 - b. Upcoming Projects
- 4. *Approval of the Blackman DDA Board Meeting Minutes from August 16, 2023
- 5. *Approval of the Blackman DDA Invoices through November 2023
- 6. *Treasurer's/Budget Reports through November 30, 2022
- 7. *Approval of the 2024 BDDA Budget and 2023 Amended Budget (attached separately)
- 8. Updates regarding property development:
 - a. BDDA and County Property Update Chairman Jancek
- 9. Annual Meeting items Enterprise Group/BDDA Staff
 - a. *2023 End of Year Report
 - b. *2024 Scope of Work
 - c. Recommend term renewal for Mike Ambs and Jeffrey Kinney, if they are willing to serve another four-year term.
 - d. *2024 Election of Officers
 - e. *2024 EG/Blackman DDA Management Agreement
 - f. *2024 BDDA Board Meeting Schedule
- 10. Chairman and Board Comments
- 11. Next BDDA Board Meeting: Wednesday, February 14, 2024 at 7:00 a.m.
- 12. Adjourn To The Call Of The Chair

*indicates attachment



Blackman Charter Township Downtown Development Authority Staffed and Served by The Enterprise Group of Jackson, Inc.

BDDA Board Meeting Minutes August 16, 2023, at 7:00 a.m. Blackman Charter Township Meeting Hall

Members Present (7):, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Jeff Kinney, Steve Shotwell, and Greg Vogt.

Members Absent (3): Mike Ambs, Roger Auwers, and Rebecca Stewart.

Others Present: Jack Ripstra, Blackman Township Engineer and Dave Elwell, Township Clerk.

Staff: Alex Masten and Debbie Kelly, The Enterprise Group of Jackson

Chairman Jancek called the meeting to order at 7:01 a.m.

Public Comment: None.

Annual Meeting Minutes of May 10, 2023:

Mr. Shotwell moved to approve the BDDA Meeting Minutes of May 10, 2023, as presented, with Mr. Ganton supporting. Unanimously approved.

Special Meeting Minutes of July 19, 2023:

Mr. Decker moved to approve the BDDA Special Meeting Minutes of July 19, 2023, as presented, with Mr. Kinney supporting. Unanimously approved.

BDDA Invoices and Budget Reports through July 2023:

Mr. Shotwell moved to approve the BDDA invoices totaling \$11,088.15 and budget reports through July 2023, as presented, with Mr. Kinney supporting. Unanimously approved by roll call vote. The BDDA account balance is \$1,231,729.62.

Updates:

Universal Way:

Mr. Jancek shared the email from Jim Cole at JCDOT. There are two options since they are rehabbing a section of the Bondsteele roadway. The second, and preferred option is a 20-year fix that would require them to dig deeper. Both options require an additional drain and are budgeted for. There will be no parking signs to prohibit future truck trailer parking. The water store owner will need to be contacted to clean-up. *Mr. Ganton moved to approve option number two with Mr. Shotwell supporting. Unanimously approved by roll call vote.*

BDDA Sidewalk Updates:

Mr. Ripstra shared that sidewalk construction begins next week on Springport Rd. to the hotels, and commented that he is still looking at options for the Maynard to Airport Rd. sidewalks. Mr. Jancek and Mr. Ripstra will ask if the wetlands are managed through JDOT or MDOT. Mr. Decker asked about the Boardman sidewalk. Mr. Shotwell shared that the I-94 committee discussed alternatives and is three to five years out for road improvements.

JTPN:

Mr. Ripstra shared that half of the curb and gutter and sidewalks are done on County Farm Road. The far east and west ends are still being worked on. The Ayrshire Lane paving is near complete with the first two layers. Mr. Jancek shared that the bridge on Blackman Rd. is open and that the new roundabout opened from Rives Junction to Springport Rd.

Chairman and Board Comments/Updates:

Chairman Jancek mentioned that the design is still being worked on for the Marino's property. The Baseline Environmental Assessment was submitted to the State for the Parnell Property because the roof is caving in. Mr. Shotwell discussed airport projects moving forward. The projects are the tower, rehabbing the lobby and restaurant, offering more commercial flights, offering a taxi service to DTW, connecting to the township water, and getting the necessary sewer work done.

Next Annual Meeting:

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, December 13, 2023, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 7:19 a.m.

Respectfully submitted by Debbie Kelly and Alex Masten, The Enterprise Group of Jackson, Inc.

Invoices for the December 2023 Meeting

Vendor Description		Amount	
D&W Clarks Lawn Care LLC Jackson County DOT Ripstra & Scheppelman Nannette Sponsler CPA	Sept & Oct Billing Universal Way Sept & Oct Billing September Accts Svcs	\$ \$ \$ \$	- 200.00 768.17 5,421.15 200.00
		\$	6,589.32
Invoices Paid In October 2023 Vendor	Description	An	nount
Boswell, Schultz, Sonnenberg Clarks Lawn Care Enterprise Group Huntington Bank Huntington Bank Jackson County DOT Mata Brothers Ripstra & Scheppelman	Final Billing July & Aug Billing Semi-Annual Contract Pymt Bond Interest Payment Semi-Annual Fee Universal Way Downpayment Bondsteel Sidewalks July & Aug Billing	\$ \$ \$ \$ \$ \$ \$	787.50 450.00 7,500.00 30,187.50 250.00 39,603.59 57,005.98 8,643.25

\$ 144,427.82

Boswell, Schultz, Sonnenberg & Arnett, PLC



415 South Jackson Jackson, MI 49201 (517) 796-8880 www.bssacpa.com

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*		10.0

CHARTER TOWNSHIP OF BLACKMAN - DDA

1990 W PARNALL RD JACKSON, MI 49201 Invoice No:

14311

Invoice Date:

September 20, 2023

Our file:

17301

Preparation of 2022 Tax Increment Financing Report.

787.50

Total amount due

\$787.50

248 728 801

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: August 3, 2023 J

To: Blackman Township

1990 West Parnell Rd

Jackson MI 49201

DECEIVE L AUG 10 2023

For:

Bond Steel Drive

ADD

Re:

July Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of July 2023:

1.	July 4, 2023	Mowed	\$25.00
2.	July 11, 2023	îvîowed	\$25.00
3.	July 18, 2023	Mowed	\$25.00
4.	July 25, 2023	Mowed	\$25.00
		Total Due:	\$100.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: August 3, 2023 L

To: Blackman Township

1990 West Parnell Rd

Jackson MI 49201

PECEIVE L AUG 10 2023 BY:

For:

O'Leary Drive Sidewalks & Circle

ACC

Re:

July Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of July 2023:

1. July 11, 2023

Mowed

\$25.00

2. July 25, 2023

Mowed

\$25.00

Total Due:

\$50.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: August 3, 2023 L

To:

Blackman Township

1990 West Parnell Rd

Jackson MI 49201

For:

Boardman Road Sidewalks

Re:

July Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of July 2023:

1. July 11, 2023

Mowed

\$25.00

2. July 25, 2023

Mowed

\$25.00

Total Due:

\$50.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: September 4, 2023 K

To: Blackman Township

1990 West Parnell Rd

Jackson MI 49201

DECEIVED SP 11 203

For:

Bond Steel Drive DDA

Re:

August Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of August 2023:

1	August 1, 2023	Mowed	\$25.00
	(E) (I)		
2.	August 8, 2023	îvîowed	\$25.00
3.	August 22, 2023	Mowed	\$25.00
4.	August 29, 2023	Mowed	\$25.00
		Total Due:	\$100.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: September 4, 2023 L

To: Blackman Township

1990 West Parnell Rd

Jackson MI 49201

DECELVED A SP 11 2023 D BY:

For:

O'Leary Drive Sidewalks & Circle DA

Re:

August Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of August 2023:

 1. August 1, 2023
 Mowed
 \$25.00

 2. August 15, 2023
 Mowed
 \$25.00

 3. August 29, 2023
 Mowed
 \$25.00

 Total Due:
 \$75.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: September 4, 2023 M

To:

Blackman Township

1990 West Parnell Rd

Jackson MI 49201

B) Y.

For:

Boardman Road Sidewalks DD A

Re:

August Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of August 2023:

1. August 1, 2023

Mowed

\$25.00

2. August 15, 2023

îvîowed

\$25.00

3. August 29, 2023

Mowed

\$25.00

Total Due:

\$75.00

248 728 934

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

Invoice



ENTERPRISE GROUP OF JACKSON, INC ONE JACKSON SQUARE, STE 1100 JACKSON, MI 49201

Phone: 517-788-4455

Fax:

517-782-0061

Invoice Number:

2023

Investment #2

Sold To:

Blackman Township DDA

Attn: Don Hoadley 2302 Lancaster Blvd Jackson, MI 49202

Invoice Date:

9/5/23

BY:....

Customer PO	Payment Terms	Customer ID -	Due Date
3.	Net 30 Days	BLACKMAN DDA	10/5/23

Description	Amount
-1-23 thru 12-31-23, Semi-Annual Contract Payment for EG Staffing Services.	7,500.00
•0	
248 728 801	
XIO X XCI	

Subtotal

7,500.00

Total Invoice Amount

7,500.00

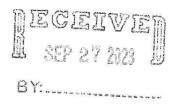
Check No:

Payment Received

TOTAL

7,500.00





Date:

09/18/2023

CHARTER TOWNSHIP OF BLACKMAN ATTN: TREASURER 1990 W PARNALL ROAD JACKSCN MI 49201

A00

Re:

COUNTY OF JACKSON MICHIGAN CHARTER TOWNSHIP OF BLACKMAN GENERAL OBLIGA-TION ECONOMIC DEV BOND SERIES 2010 (TAXABLE-RECOVERY ZONE ECON DEV-DIR PAY)

Corporate Trust Department JUNE SCHAFER 614-331-9801

Trust Acct No:

3584049904

Account Name:

BLACKMAN10RZ

Debt Service

248 904 993

Registered interest due 11/01/2023 Registered principal due 11/01/2023 Distribution Date 11/01/2023

30,187.50

0.00

Total

30,187.50

IMPORTANT DEBT OBLIGATION NOTICE

- 1) Payment by wire transfer should be received no later than one business day prior to the due date.
- 2) Payment by check should be received five business days prior to the due date.

Failure to pay by the above referenced time frame could result in non-payment to the bondholders on the due date.

Please remit checks to:

The Huntington National Bank PO Box 1558-GW4E64 Columbus OH 43216

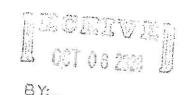
Please direct wires to:

Huntington National Bank ABA# 044000024 Columbus OH

Attn: Corporate Trust-Columbus Acct: 01891662889

Further Credit Acct: 3584049904





INVOICE

Date:

09/01/2023

Division: Corporate Trust

Invoice No.:

54815

CHARTER TOWNSHIP OF BLACKMAN ATTN: TREASURER 1990 W PARNALL ROAD JACKSON MI 49201

ADD

COUNTY OF JACKSON MICHIGAN CHARTER TOWNSHIP OF BLACKMAN GENERAL OBLIGA-TION ECONOMIC DEV BOND SERIES 2010 (TAXABLE-RECOVERY ZONE ECON DEV-DIR PAY)

Account # 3584049904

Billing Period:

05/02/2023

- 11/01/2023

BALANCE CARRIED FORWARD:

\$0.00

PREVIOUS AMOUNT BILLED:

AMOUNT RECEIVED:

\$250.00

\$250.00

ADMINISTRATION FEE

SEMI-ANNUAL FEE

\$250.00

TOTAL DUE

\$250.00

Please Direct Wires and ACH to: Huntington National Bank Columbus, Ohio ABA# 044000024 01891662889/Trust FBO: Account # listed above

Remit Checks To: Huntington National Bank Attn Corporate Trust Dept L-3632 Columbus, Ohio 43260 **Account# Must be on Check or Invoice Must Accompany Check

JUNE SCHAFER 614-331-9801

Invoices are payable upon receipt



JACKSON COUNTY DEPARTMENT OF TRANSPORTATION

The Blackman Charter Township Downtown Development Authority (BDDA) hereby requests the Jackson County Department of Transportation (JCDOT) to improve the following road(s):

Project Name - Location

Type of Work

Amount See Scope of Project No.

Date

Universal way .

Mill and Fill

Work

TBD

8/28/2023

79,207.17

79,207.17

39,603.59

SCOPE OF WORK:

248 901 970

Remove the existing cross tube that has heaved and install a curb inlet on the east side of the roadway and add an additional basin in the green space on the west side (this will connect to an exisitng tile that is deeper). Remove and replace approximately 50' of concrete curb. Mill off 3.5" of existing Hot Mix Asphalt (HMA) and replace with two courses of new HMA a 2" of leveling course and a 1.5" top course.

ESTIMATED COST: (This is NOT a Bid). The project costs are estimated based on the proposed plan quantities and current cost. The plan quantities are subject to change due to actual field conditions. Costs are subject to change if the project is delayed due to (utility relocations, right of way, DNR Permits, weather, completion of prior project(s), etc.), and as JCDOT's costs change (wages, equipment rental rates, materials, overhead, etc). The project cost is estimated as follows:

Work or Material	Quantity	Unit Type	Unit Cost	Opinion of Cost
Description	7	EA	\$550.00	\$1,650.00
Gate Box Adjustment		LSUM	\$12,130.00	\$12,130.00
Misc Draingage	1 0000	SYD	\$4.50	\$9,000.00
Milling	2,000	Ton	\$92.50	\$40,700.00
HMA	440	1011	4,21. 0	\$0.00
		SERVICE SERVIC		\$0.00
				\$0.00
		-		\$0.00
	mon cond	<i>(</i> 1		\$0.00
Linda plas	ra anno			\$0.00
6 (BODA			\$0.00
check tran	DUVM	The people and the responsible services		\$0.00
	Committee and the committee of the commi			. \$0.00
ronst vyct	no tund			\$0.00
		1	le Construction Cost:	\$63,480.00
for 9 30	1, 603-59		ministration @ 8.5%:	\$ 5,395.80
A 1 775	11	CONTRACTOR NAMED IN COLUMN TO A COLUMN TO SECOND TO SECO	of Construction Cost:	
# to JUL	OT perth		oject Cost TOTAL:	
confract.	thonk			d faith down payment of FIFTY
CUTTURE		And a supplemental property of the supplement	Least and will advance a 200	d taim down payment of Piri

Advance must be received before construction may commence. PAYMENT OF COST: JCDOT will bill the township as the project proceeds. Payment is Due Thirty days after the billing date. Charge of Right Percent per annum on the unpaid balance.

BDDA Match: \$

ransportation Match: \$

FOTAL Project Cost: \$

A ADVANCE AMOUNT: \$

ASTRA & SCHEPPELMAN, INC. CIVIL ENGINEERING - LAND SURVEYING

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com

CONTRACT NO. 22102 BONDSTEEL DRIVE CONCRETE SIDEWALKS 22102 September 11, 2023

PROGRESS PAYMENT NO. 1

	OWNER:	CONTRACTOR:
	Charter Township of Blackman DDA 1990 W. Parnall Road Jackson, MI 49201	Mata Brothers Construction 3009 Lansing Avenue Jackson, MI 49202
	Original Contract Price Change Order No. 1	\$63,329.03 \$2,880.00
0	Adjusted Contract Price	\$66,209.03
Pro	gress Payment for Work Completed through September Work Completed	\$25,976.30
	Retainage 10%	\$2,597.63
	Amount Earned Previously Recommended Payments	\$23,378.67 \$0.00
	Amount Due this Payment	\$23,378.67
	UESTED BY: Mata Brothers Construction	DATE 9-27-2023
1	PROVED BY: Charter Township of Blackman DDA	DATE 9-27-23 DATE 9-28-23
		a.

248-901-970,000

RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com

CONTRACT NO. 22102 BONDSTEEL DRIVE CONCRETE SIDEWALKS

22102 November 7, 2023

PROGRESS PAYMENT NO. 2

PROGRESS PAYMENT NO. 2	
OWNER:	CONTRACTOR:
Charter Township of Blackman DDA 1990 W. Parnall Road Jackson, MI 49201	Mata Brothers Construction 3009 Lansing Avenue Jackson, MI 49202
Original Contract Price Change Order No. 1 Change Order No. 2	\$63,329.03 \$2,880.00 (\$1,752.53)
Adjusted Contract Price	\$64,456.50
Progress Payment for Work Completed through October 28,	2023.
Work Completed Retainage 5%	\$60,006.30 \$3,000.32
Amount Earned Previously Recommended Payments	\$57,005.98 \$23.378.67
Amount Due this Payment	\$33,627.31
REQUESTED BY: Mata Brothers Construction	DATE 11-9-2023
RECOMMENDED BY: Ripstra & Scheppelman, Inc.	DATE 11-9-23
APPROVED BY Charter Township of Blackman DDA	DATE 11-9-2623

OK JLR # 248-901-970.00



RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

DECEIVEN

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com

BY

To:

Charter Township of Blackman DDA

1990 W. Parnall Road Jackson, MI 49201

Date:

August 11, 2023

Invoice No.

22102-5

Terms:

Net 30 Days

(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 06-11-23 to 08-05-23

CLASSIFICATION	HOURS 4.0	RATE \$130.00	TOTAL \$520.00
Secretary	9.0	\$70.00	\$630.00
Mileage Expenses	30 miles	\$0.65	\$19.50

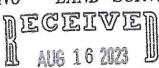
AMOUNT DUE THIS INVOICE

\$1,169.50



RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING



2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com

BY:

To:

Charter Township of Blackman DDA

1990 W. Parnall Road

Jackson, MI 49201

Date:

August 11, 2023

Invoice No.

07103-23

Terms:

Net 30 Days

248 728 801

(Blackman Township Account Number: 494-970-803)

For Services in connection with the Boardman Road sidewalks.

For Services 07-10-23 to 08-05-23

CLASSIFICATION	HOURS 7.0	RATE \$130.00	TOTAL \$910.00
CAD System	9.5	\$80.00	\$760.00
Plots/Copies			\$20.00

AMOUNT DUE THIS INVOICE

\$1,690.00

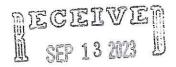


To:

RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com



BY:

Charter Township of Blackman DDA

1990 W. Parnall Road

Jackson, MI 49201

Date:

September 8, 2023

Invoice No.

22102-6

Terms:

Net 30 Days

(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 08-06-23 to 09-02-23

CLASSIFICATION Project Engineer	HOURS 9.5	RATE \$130.00	TOTAL \$1,235.00
CAD System	1.0	\$80.00	\$80.00
Inspector	42.5	\$80.00	\$3,400.00
Secretary	2.0	\$70.00	\$140.00
Mileage Expenses	159 miles	\$0.65	\$103.35
Plots/Copies			\$15.00

AMOUNT DUE THIS INVOICE

\$4,973.35

1.5% Service Charge on all Accounts over 30 days 18% Annual Percentage Rate

RIPSTRA & SCHEPPELMAN, INC. CIVIL ENGINEE

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com

BY:

To:

Charter Township of Blackman DDA 1990 W. Parnall Road

Jackson, MI 49201

Date:

September 8, 2023

Invoice No.

06108-145

Terms:

Net 30 Days

248 728 801

(Blackman Township Account Number:

494-970-972)

For Services in connection with an ALTA Survey for Jackson Inn & Suites.

For Services 07-26-23 to 09-02-23

CLASSIFICATION Project Engineer	HOURS 1.0	RATE \$130.00	TOTAL \$130.00
Project Surveyor	2.5	\$130.00	\$325.00
Survey Crew (3-Man)	1.5	\$160.00	\$240.00
CAD System	0.5	\$80.00	\$40.00
Mileage Expenses	22 miles	\$0.65	\$14.30
GPS Equipment Use			\$50.00
Plots/Copies			\$5.00
Research Expenses			\$2.10
Stakes	m.ė. E		\$4.00

AMOUNT DUE THIS INVOICE

\$810.40

1.5% Service Charge on all Accounts over 30 days 18% Annual Percentage Rate

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: October 3, 2023 K

To: Blackman Township

1990 West Parnell Rd

Jackson MI 49201

ECELVED L OCT 09 2023

For: Bond Steel Drive DDA

Re: September Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of September 2023:

1.	September 5, 2023	Mowed	\$25.00
2.	September 12, 2023	Mowed	\$25.00
3.	September 19, 2023	Mowed	\$25.00
4.	September 26, 2023	Mowed	\$25.00
		Total Due:	\$100.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: October 3, 2023

To:

Blackman Township

1990 West Parnell Rd

Jackson MI 49201



For:

O'Leary Drive Sidewalks & Circle

Re:

September Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of September 2023:

1. September 11, 2023

Mowed

\$25.00

Total Due:

\$25.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: October 3, 2023 H

To:

Blackman Township

1990 West Parnell Rd

Jackson MI 49201



For:

Boardman Road Sidewalks

Re:

September Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of September 2023:

1. September 11, 2023

Mowed

\$25.00

Total Due:

\$25.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

P.O. Box 577 Jackson, MI 49204 (517)937-1281

Date: November 6, 2023

To:

Blackman Township

1990 West Parnell Rd

Jackson MI 49201

For:

Bond Steel Drive DDA

Re:

October Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of October 2023:

1. October 3, 2023

Mowed

\$25.00

2. October 17, 2023 Mowed

\$25.00

Total Due:

\$50.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark



*** INVOICE***



JACKSON COUNTY DEPT. OF TRANSPORTATION 2400 N ELM RD JACKSON, MI 49201-0000

Phone: 517-788-4230

080-0008

Invoice Number

1300

Invoice Date

10/25/2023

BLACKMAN TOWNSHIP DDA 1990 W. PARNALL RD. JACKSON, MI 49201

RE: September 2023 Progress Projects Billing for 2023

Billable Project Cost	\$40,371.76
Payments Received	(\$ 0.00)
Accrued Expenditures Through September 30, 2023	\$ 40,371.76
Estimated Project Cost – Township Participation	\$ 79,207.17
Project A492-2302; Universal Way	

Total Due

\$40,371.76

F1.8217

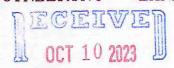
*** Progress Bill, Project not Complete ***

PLEASE INCLUDE YOUR INVOICE NUMBER WITH PAYMENT

Pard \$ 39,403.59 1012123 Balance remaining \$ 768.17

BDA ob

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com



BY:

To:

Charter Township of Blackman DDA 1990 W. Parnall Road

Jackson, MI 49201

Date:

October 6, 2023

Invoice No.

22102-7

Terms:

Net 30 Days

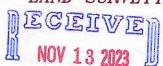
(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 09-03-23 to 09-30-23

CLASSIFICATION	HOURS	RATE	TOTAL
Project Engineer	6.0	\$130.00	\$780.00
Inspector	23.0	\$80.00	\$1,840.00
Secretary	3.5	\$70.00	\$245.00
Mileage Expenses	160 miles	\$0.65	\$104.00
	AMOUNT DUE THIS	INVOICE	\$2,969.00

2535 SPRING ARBOR ROAD JACKSON, MI 49203 OFFICE 517-789-9898 FAX 517-789-6065 www.ripstra-scheppelman.com



BY:----

To:

Charter Township of Blackman DDA 1990 W. Parnall Road

Jackson, MI 49201

Date:

November 10, 2023

Invoice No.

22102-8

Terms:

Net 30 Days

(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 10-01-23 to 10-28-23

CLASSIFICATION	HOURS	RATE	TOTAL
Project Engineer	6.0	 \$130.00	 \$780.00
Inspector	20.0	\$80.00	\$1,600.00
Mileage Expenses	111 miles	\$0.65	\$72.15

AMOUNT DUE THIS INVOICE

\$2,452.15



Nannette M. Sponsler, CPA, PLLC 3210 Gardner Road Parma, Michigan 49269 Phone: (517)745-1500

Invoice Date: November 3, 2023

Blackman Charter Township Downtown Development Authority 1990 W. Parnall Road Jackson, MI 49201

Invoice for services: September 2023

Services Provided:

Assistance with calculation of Summer 2023 captured tax distribution

Amount Due: \$200.00

DDA Administrative Fund

2023

Fune 248

Date	Description	Receipts	Disbursements	Check #	Balance
12/31/2022	Description	Receipts	Dispuiscincins	OHECK #	1,247,445.16
1/17/2023	Interest	317.96			1,247,763.12
2/15/2023	Accounts Payable		2,502.61	1332	1,245,260.51
2/28/2023	Interest	317.88			1,245,578.39
	2022 Summer DDA Dist	4,322.85			1,249,901.24
3/16/2023	2022 Winter DDA Dist	238,736.00			1,488,637.24
	Accounts Payable	207.00	9,691.67	1333	1,478,945.57
3/31/2023		287.06			1,479,232.63
	IRS Treas 310 Tax Ref Accounts Payable	15,554.97	268,496.25	1334	1,494,787.60 1,226,291.35
4/18/2023	2022 Delq Tax Settlement	1,988.31	200,490.23	1334	1,228,279.66
4/30/2023		341.04			1,228,620.70
	Billboard Rent 5/1/23-4/30/24	3,000.00			1,231,620.70
	Accounts Payable	ĺ	548.45	1335	1,231,072.25
5/30/2023	Interest	343.70			1,231,415.95
6/30/2023	Interest	313.67			1,231,729.62
7/31/2023		303.67			1,232,033.29
	Accounts Payable	040.07	11,088.15	1336	1,220,945.14
8/31/2023		313.87			1,221,259.01
9/30/2023	Accounts Payable	313.23	39,603.59	1337	1,221,572.24 1,181,968.65
10/3/2023	2023 Summer DDA	185,966.22	39,003.39	1337	1,367,934.87
	IRS Treas 310 Tax Ref	12,809.85	_		1,380,744.72
10/17/2023		12,000.00	-	1338	1,380,744.72
10/17/2023	Accounts Payable		71,196.92	1339	1,309,547.80
10/31/2023	Interest	301.17			1,309,848.97
11/29/2023	Accounts Payable		33,627.31	1340	1,276,221.66
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REVENUE AND EXPENDITURE REPORT FOR BLACKMAN TOWNSHIP

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User: LINDA DB: Blackman

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOW	N DEVELOPMENT AUTHORITY						
Revenues							
Dept 000 - CASH RE							
248-000-414.000 248-000-440.000	TAX TRIBUNAL/REFUNDS ORDERED	(11,501.00)	(11,501.00)	0.00	0.00	(11,501.00)	0.00
248-000-440.000	DDA PROPERTY TAXES FEDERAL GOV'T INTEREST CREDIT	430,000.00 28,365.00	430,000.00 28,365.00	431,013.38 28,364.82	0.00	(1,013.38) 0.18	100.24
248-000-523.200	LOCAL STABLITIATION AUTHORITY PYMT	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
248-000-665.000	INVESTMENT/INTEREST	2,500.00	2,500.00	3,153.25	0.00	(653.25)	126.13
248-000-672.000	MISCELLANEOUS REVENUE	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
Total Dept 000 - C	ASH RECEIPTS	482,364.00	482,364.00	465,531.45	0.00	16,832.55	96.51
MOMAT DEVENUES		400 264 00	400 264 00	465 531 45		16 020 55	06.51
TOTAL REVENUES		482,364.00	482,364.00	465,531.45	0.00	16,832.55	96.51
Expenditures							
Dept 728 - DEBT SE	RVICE FUND						
248-728-801.000	PROFESSIONAL SERVICES	50,780.00	50,780.00	41,673.90	0.00	9,106.10	82.07
248-728-900.000	PRINTING/PUBLISHING	130.00	130.00	0.00	0.00	130.00	0.00
248-728-934.000	REPAIR/MAINTENANCE	7,649.00	7,649.00	5,193.45	0.00	2,455.55	67.90
248-728-955.000	MISCELLANEOUS EXPENSE	232.00	232.00	316.67	0.00	(84.67)	136.50
Total Dept 728 - D	EBT SERVICE FUND	58,791.00	58,791.00	47,184.02	0.00	11,606.98	80.26
Dept 901 - CAPITAL	DETAIL						
248-901-970.000	CONSTRUCTION COSTS	250,000.00	250,000.00	96,609.57	33,627.31	153,390.43	38.64
Total Dept 901 - C	APITAL DETAIL	250,000.00	250,000.00	96,609.57	33,627.31	153,390.43	38.64
Dept 906 - BOND PA	YMENTS						
248-906-991.000	BOND PAYMENTS PRINCIPAL	225,000.00	225,000.00	225,000.00	0.00	0.00	100.00
248-906-993.000	BOND PAYMENT INTEREST	66,844.00	66,844.00	66,843.75	0.00	0.25	100.00
Total Dept 906 - B	OND PAYMENTS	291,844.00	291,844.00	291,843.75	0.00	0.25	100.00
TOTAL EXPENDITURES		600,635.00	600,635.00	435,637.34	33,627.31	164,997.66	72.53
TOTAL DATENDITORES		300,033.00	000,000.00	100,007.01	55,027.51	101,001.00	12.00
Fund 248 - DOWNTOW	N DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		482,364.00	482,364.00	465,531.45	0.00	16,832.55	96.51
TOTAL EXPENDITURES		600,635.00	600,635.00	435,637.34	33,627.31	164,997.66	72.53
NET OF REVENUES &	EXPENDITURES	(118,271.00)	(118,271.00)	29,894.11	(33,627.31)	(148,165.11)	25.28



Blackman Charter Township Downtown Development Authority

2023 End of Year Report

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (BDDA) during 2023. The adopted 2023 Scope of Work for BDDA staff included the following:

• Promote available properties for development:

- 1. The EG continues to market the BDDA/County property on the BDDA partner page of The EG's web site (www.enterprisegroup.org/partners/bdda).
- 2. The project for the Blackman DDA to extend the sidewalk from Springport Rd to the hotels is underway.
- 3. The project for the Blackman DDA to extend the sidewalk along Boardman Road from Maynard to Airport Road is still under consideration.
- The Township has acquired the former Marino's property, which will be used by Public Safety.
- 5. Mr. Shotwell provides the BDDA with monthly updates for work being done at the Jackson County Airport Reynolds Field.

• Facilitate the redevelopment of vacant property within the BDDA.

- 1. As inquiries are received, BDDA Staff ensures property information is available on The EG website, and also provides it to prospects.
- 2. The BDDA partner page on The Enterprise Group of Jackson's website can be viewed at: www.enterprisegroup.org/partners/bdda. The EG continues to market the BDDA/County property on our website (www.enterprisegroup.org).
- Serve in the capacity as Assistant Secretary to take meeting minutes, prepare and send out meeting notices, agendas, minutes from previous meetings, organize existing DDA files and maintain future files to ensure completeness and organization.
 - 1. This task was handled by staff and is on-going.
- Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.
 - 1. EG Staff continue to work with the Blackman LDFA to develop the Jackson Technology Park North (JTPN).
 - 2. At the most recent JTPN construction meeting, it was reported that the curb, gutter, and sidewalks are finished and the Ayrshire Lane paving is complete at JTPN.
 - 3. EG staff has been working with JTV to market the Site via digital advertisements on social media and with regular drone fly-overs for the time lapse video for the project.
- Assist the Board with visioning for future DDA Projects and Developments to include facilitating the Merchants Association.
 - 1. This task is on-going.
 - 2. Staff will assist in facilitating the Merchants Association, if and when the DDA Board decides to move forward.

- Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.
 - Future revisions to the TIF and Development Plan will be completed by staff, as warranted.
- Assist the Board with the creation and operations of the Citizen's Advisory Committee.
 - 1. This committee will be called upon for future revisions to the TIF and Development Plan, which will necessitate a Citizen's Advisory Committee Meeting.
- Assist in preparation of Annual Budget and Prepare Scope of Work for 2023.
 - 1. Copies of each were distributed for this meeting. The 2023 BDDA Budget was provided to the BDDA Board to be discussed and considered for approval at their December 13, 2023 annual Board meeting.
 - 2. Blackman Charter Township Staff prepared the Annual Budget with assistance from Nanette Sponsler of Boswell, Schultz, Sonnenberg, & Arnett, PLC.
 - Blackman Township Staff prepares monthly revenue/expense reports and check registers
 to show all invoices paid and current balances for the BDDA accounts, which are
 included in the BDDA Board packets.
- Prepare and present Annual Reports to the County Agencies Committee on behalf of the BDDA. (Copies are provided to the BDDA, as scheduled for presentation).
 - 1. BDDA Staff presented two Semi-Annual Reports to the General Government Committee in February and August 2023. The reports were emailed to the BDDA Board.
- Other Activities, as warranted/directed by the Board and/or Chairman
 - 1. Other than routine communications and research, there were no other activities directed by the Board and/or Chairman.

Other BDDA Updates:

 Per the Recodified Tax Increment Financing Act 57, the BDDA Board is required to hold two informational meetings per year to inform the public of the BDDA's goals and direction and upcoming projects. The BDDA conducted the first of two meetings for 2023 at their May 10, 2023 BDDA Board Meeting, and the second at their December 13, 2023 Annual BDDA Board Meeting.



Blackman Charter Township Downtown Development Authority

Scope of Work 2024

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (DDA). The proposed 2024 Scope of Work for DDA staff includes the following:

- Promote available properties for development.
- Facilitate the redevelopment of vacant property within the DDA.
- Serve in the capacity as Assistant Secretary to take meeting minutes; prepare and send out meeting notices, agendas, and minutes from previous meetings; prepare and transmit communications; keep membership list updated; facilitate or schedule non-board meetings; organize existing DDA files and maintain future files to ensure completeness and organization at the request of the Chairman.
- Maintain BDDA Partner Page on EG web site.
- Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.
- Assist the Board with visioning for future DDA Projects and Developments to include creating and facilitating the Merchants Association, and providing notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- Assist in preparation of the Annual BDDA Budget and reports in compliance with MI PA 57 of 2018, as amended.
- Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.
- Assist the Board with the operations of the Citizen's Advisory Committee, as appropriate.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- Prepare all required reports to be considered at the Annual Board Meeting.
- Prepare and present Annual Reports to the County Agencies Committee on behalf of the DDA. (Copies provided to BDDA as scheduled for presentation).
- Other activities, as warranted/directed by the Board and/or Chair.



Blackman Charter Township Downtown Development Authority (BDDA) 2024 Board of Directors List

Current as of 12/05/2023

Board members shall serve four-year terms from the date of their respective appointment by the Township Board - per BDDA bylaws

Pete Jancek (term expires 12/31/24)

BDDA Chair and Township Supervisor

1990 W. Parnall Rd. Jackson, MI 49201 (517) 788-4345 x 112 phone pjancek@blackmantwp.com

Steve Shotwell (term expires 12/31/25)

BDDA Vice Chair

County Tower Building 120 W. Michigan Avenue Jackson, MI 49201 (517) 768-6623 work (517) 780-4755 fax jshotwel@co.jackson.mi.us

Greg Vogt (term expires 12/31/26)

BDDA Secretary

2710 Airport Road Jackson, MI 49202 (517) 789-7151 phone (517) 789-5155 fax performanceauto040@sbcglobal.net

Kevin Ganton (term expires 12/31/24) Arbor North Living Center and Hospice Home 207 Wickenham Drive Spring Arbor, MI 49283 (517) 787-8000 phone (517) 740-2134 cell kganton@yahoo.com

Mike Ambs (term expires 12/31/23)

1990 W. Parnall Road Jackson, MI 49201 (517) 812-5807 phone mambs@blackmantwp.com

Arnold Dolman (township staff-no term)

Township Assessor 1990 W. Parnall Raod Jackson, MI 49201 517) 788-4345 x115 phone

adolman@blackmantwp.com

Stephanie Hinkle (township staff-no term)

Township Deputy Assessor shinkle@blackmantwp.com (517) 990-8232

Don Hoadley (term expires 12/31/25)

BDDA Treasurer

2302 Lancaster Blvd. Jackson, MI 49202 (517) 782-4392 phone donaldhoadley@sbcglobal.net

Jeffrey Kinney (term expires 12/31/23) TRUE Community Credit Union 6222 Mountie Way Jackson, MI 49201 (269) 832-7870 jkinney@trueccu.com

Dan Decker (term expires 12/31/26) 6360 Pepper Tree Lane Jackson, MI 49201 (517)782-9817 work dandecker@safetysystemsinc.net

Roger Auwers (term expires 12/31/25) Jackson County ISD 6700 Browns Lake Road Jackson, MI 49201 (517) 768-5148 phone (517) 787-2026 fax Roger.auwers@icisd.org

Rebecca Stewart (term expires 12/31/24) 4 Universal Way/P.O. Box 6099 Jackson, MI 49204-6099 (734) 883-8741 cell (517) 544-9100 work rebecca@ljross.com

John Globoker, (JC Rep-no term) Jackson College 2111 Emmons Road Jackson, MI 49201 (517) 796-8439 work globokejohnl@jccmi.edu

Alex Masten and Andrea Clary

BDDA Staff

The Enterprise Group of Jackson, Inc. 100 E. Michigan Ave. Suite 1100 Jackson, MI 49201 (517) 788-4455

amasten@enterprisegroup.org or aclary@enterprisegroup.org



Blackman Charter Township Downtown Development Authority

Management Agreement for 2024

The Enterprise Group of Jackson (The EG) proposes to enter into a management agreement with the Blackman Charter Township Downtown Development Authority (BDDA) to provide staff support, marketing services and strategic counsel. The compensation for services to the BDDA will be based on an annual management fee in the amount of \$15,000, payable in equal semi-annual installments on March 1 and September 1. The scope of services provided by The EG shall include but not be limited to the following:

- Promote available properties for development.
- Facilitate the redevelopment of vacant property within the BDDA.
- Serve in the capacity as Assistant Secretary to take meeting minutes; prepare and send out meeting notices, agendas, and minutes from previous meetings; prepare and transmit communications; keep membership list updated; facilitate or schedule non-board meetings; organize existing BDDA files and maintain future files to ensure completeness and organization at the request of the Chairman.
- Assist the Board and their consultants with extension of public infrastructure within the BDDA Boundary, as appropriate.
- Assist the Board with visioning for future BDDA Projects and Developments, to include creating and facilitating the Merchants Association, and providing notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- Assist in preparation of the Annual BDDA Budget and reports in compliance with MI PA 57 of 2018, as amended.
- Maintain the BDDA partner page on The EG web site.
- Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.
- Assist the Board with the operations of the Citizen's Advisory Committee, as appropriate.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- Prepare all required reports to be considered at the Annual Board Meeting.
- Prepare and present Annual Reports to the County Agencies Committee on behalf of the BDDA.
- Other activities, as warranted/directed by the Board and/or Chair.

In addition to the above, The EG will undertake other activities, as warranted/directed by the Board and/or Chair of the BDDA. This agreement is effective as of January 1, 2024 through December 31, 2024, although either party with 90 days notice may cancel this agreement. This agreement will be considered for renewal annually unless cancelled by either party.

For the BDDA:	For The Enterprise Group:
Pete Jancek, Chairman	Tim Rogers, President and CEO
Date	Date



Blackman Charter Township Downtown Development Authority Served By The Enterprise Group

2024 BDDA Meeting Schedule

Meetings will be held on the second Wednesday at 7:00 a.m. each quarter at the Blackman Charter Township Meeting Hall. Please note that special meetings may be called at the order of the Chairman of the BDDA.

February 14th
May 8th
August 14th
December 11th