



**Blackman Charter Township  
Downtown Development Authority**

**Board Meeting**

Wednesday, May 8, 2024

7:00 a.m.

**Blackman Charter Township Meeting Hall**

**Agenda**

1. Call to Order By Chair
2. Public Comment
3. \*Approval of the Blackman DDA Board Meeting Minutes from February 14, 2024
4. \*Approval of the Blackman DDA Invoices through May 2024 and Budget Reports through April 30, 2024
5. Updates regarding property development:
  - a. BDDA Sidewalk Update – Chairman Jancek/Jack Ripstra
    - i. Springport Road to hotels
    - ii. Maynard to Airport Road
  - b. County Property Update – Chairman Jancek
6. Chairman and Board Comments
7. Next BDDA Board Meeting: Wednesday, August 14, 2024 at 7:00 a.m.
8. Adjourn To The Call Of The Chair

*\*indicates attachment*



The Enterprise Group  
of Jackson, Inc.

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

**BDDA Board Meeting Minutes  
February 14, 2024, at 7:00 a.m.  
Blackman Charter Township Meeting Hall**

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

**Members Absent (3):** Roger Auwers, Rebecca Stewart, and Greg Vogt.

**Others Present:** Jack Ripstra, Blackman Township Engineer.

**Staff:** Andrea Clary, Keith Gillenwater, and Debbie Kelly, The Enterprise Group of Jackson.

Chairman Jancek called the meeting to order at 7:05 a.m. and introductions were made around the table.

**Public Comment:** None.

**Annual Meeting Minutes of December 13, 2023:**

*Mr. Shotwell moved to approve the BDDA Meeting Minutes of December 13, 2023, as presented, with Mr. Ganton supporting. Unanimously approved.*

**BDDA Invoices through December 2023 and Budget Reports through January 2024:**

*Mr. Kinney moved to approve the BDDA invoices through December 2023, totaling \$42,974.40, and budget reports through January 2024, as presented, with Mr. Ambs supporting. Unanimously approved by roll call vote.*

**Updates:**

**BDDA Sidewalk Updates:**

Mr. Ripstra shared that the sidewalk along Bondsteel Drive is complete, and grass has already begun growing due to the warmer temperatures. He also shared that the section of Boardman Road does not seem to be within our boundary. If this is the case, the TIF and Development Plan and the map would need to be amended. Mr. Shotwell said he thought it extended into the neighborhoods and Ms. Kelly said she will look into the TIF and Development Plan to see where the boundary ends. Mr. Ganton asked why the area was still flooding and Chairman Jancek explained that it was initially due to the road project but would check into it.

**Chairman and Board Comments/Updates:**

Chairman Jancek shared that the BDDA auditor suggested waiting to pay the remaining balance of the bond until November so that we can take advantage of a rebate that reduces our interest, and provides additional tax capture, which would total about \$26,000. Chairman Jancek shared that the bond would be

paid in full three years early, and he will receive the amount of the final payoff in November and update the Board at our annual meeting.

Chairman Jancek updated the Board that the Jackson County Oak trail ends at the prison currently and will be extended to cross the street, and shared that TAP grant monies were tied to the project and the grant timeline was extended. This trail will connect Jackson with the statewide trail system.

Chairman Jancek shared that the B & H building is completely demolished. They found a lot of broken concrete in the back, but nothing else substantial. He shared that the JCBRA funded a Phase 1 and 2 and that only minor asbestos was found in the floor tiles. The property will be a green space for now.

Chairman Jancek shared a concept map with the Board for the Marino's building and surrounding areas. He said they want to put a walking path around the perimeter of the soccer fields and eventually some pickle ball courts. They would also like to add a pavilion, restrooms, and a small utility building. The restrooms would be made of concrete so that they don't have to be heated. Ms. Kelly inquired about the existing public safety building and the Chairman replied that it would become a training facility. He also shared that the hope is for this project to be completely debt-free.

Chairman Jancek updated the board about Rod Mills Park noting that the buildings require new roofs and that a camera system will be installed.

Mr. Shotwell updated the board about the jail property and shared a concept map. He shared that Jackson County is partnering with Hillsdale for morgue services and with Blackman Charter Township on a shooting range for law enforcement to utilize for practice and training. Mr. Shotwell shared that the new jail will allow inmates to be isolated according to their level of violation. He said that the County Commissioners would like the building on Wesley Street to be demolished without asking voters for funding and that the project on Chanter Road will hopefully move forward after the August primary. Chairman Jancek added that the shooting range will be developed with no expense to the taxpayer because Bailey Excavating is donating their time and equipment for the project. Mr. Decker asked about parking at the Chanter Road jail project and Mr. Shotwell said it would be outside the gate. Mr. Ganton inquired about the last millage that failed. Chairman Jancek shared that it was 1 mil and the proposed millage is only .9 mil.

**Next Annual Meeting:**

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, May 8, 2024, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 7:49 a.m.

Respectfully submitted by Andrea Clary and Debbie Kelly, The Enterprise Group of Jackson, Inc.

## BDDA Invoices for the May 8, 2024 Meeting

Vendor	Description	Amount
Enterprise Group	Semi-Annual Contract	\$ 7,500.00
Granger	Earth Day Trash	\$ 40.51
Ripstra & Scheppelman	Professional Services	\$ 696.75
Nannette Sponsler CPA	Accounting Services	\$ 1,100.00
		<u>\$ 9,337.26</u>

### Invoices Paid in March 2024

Jake's Property Management	Pickup Trash on Bob McClain Dr	\$ 310.00
Wolverine Sealcoating LLC	Plow Sidewalks	\$ 2,075.00
		<u>\$ 2,385.00</u>

### Invoices Paid in April 2024

Huntington National Bank	Bond Payment	\$ 280,187.50
Huntington National Bank	Semi-Annual Fee	\$ 250.00
Wolverine Sealcoating LLC	Plow Sidewalks	\$ 300.00
		<u>\$ 280,737.50</u>



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

# Invoice

**RECEIVED**  
 MAR 26 2024

Phone: 517-788-4455  
 Fax: 517-782-0061

BY:-----

Invoice Number: 2024 Contract

Sold To:

Blackman Township DDA  
 Attn: Don Hoadley  
 2302 Lancaster Blvd  
 Jackson, MI 49202

Invoice Date: 3/12/24

Customer PO	Payment Terms	Customer ID	Due Date
	Net 30 Days	BLACKMAN DDA	4/11/24

Description	Amount
1-1-24 thru 6-30-24, Semi-Annual Contract Payment for EG Staffing Services.	7,500.00

Subtotal 7,500.00

Total Invoice Amount 7,500.00

Check No:

Payment Received

**TOTAL 7,500.00**



**Granger Waste Services of Jackson**  
2600 Lansing Road  
Jackson MI 49202  
Phone: (517) 372-2800  
WWW.GRANGERWASTESERVICES.COM

Ticket No: 2044124  
Date: 04/25/2024  
Inbound: 1:02 pm  
Outbound: 1:02 pm  
Account No: 16002330

Account: 16002330  
IJ-CASH CUSTOMER-GWSJ  
2600 LANSING AVE  
JACKSON MI 49202-1649

GROSS WEIGHT: 0  
TARE WEIGHT: 0  

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NET WEIGHT: 0

Material	Qty/Tons	Price	Materials	Surcharges	Totals
GWSJ-GEN REF BAG-100	10.00	\$3.75	\$37.50	\$3.01	\$40.51

Total Charges: \$40.51

Thank you for your business.

**GRANGER IS NOT RESPONSIBLE FOR  
DAMAGES INCURRED ON SITE**

BDDA OK   
4-25-2024

Customer Signature: \_\_\_\_\_

Truck Number: \_\_\_\_\_

Date: \_\_\_\_\_



**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

To: Charter Township of Blackman DDA  
 1990 W. Parnall Road  
 Jackson, MI 49201

Date: March 7, 2024

Invoice No. 07103-25

Terms: Net 30 Days



BY: \_\_\_\_\_

(Blackman Township Account Number: 248-728-801)

For Services in connection with the Boardman Road sidewalks.

For Services 01-21-24 to 02-17-24

CLASSIFICATION	HOURS	RATE	TOTAL
-----	----	----	-----
Project Engineer	3.0	\$130.00	\$390.00
Inspector	2.0	\$80.00	\$160.00
Mileage Expenses	5 miles	\$0.67	\$3.35
			-----

AMOUNT DUE THIS INVOICE \$553.35

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate





**RIPSTRA & SCHEPPELMAN, INC.**  
**CIVIL ENGINEERING - LAND SURVEYING**

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

To: Charter Township of Blackman DDA Date: March 7, 2024  
 1990 W. Parnall Road  
 Jackson, MI 49201 Invoice No. 06108-147

RECEIVED  
 MAR 07 2024

Terms: Net 30 Days

BY: .....

(Blackman Township Account Number: 248-728-801)

For Services in connection with the DDA Board meeting.

For Services 01-21-24 to 02-17-24

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	1.0	\$130.00	\$130.00
Mileage Expenses	20 miles	\$0.67	\$13.40
			-----

AMOUNT DUE THIS INVOICE \$143.40

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



RECEIVED  
MAR 11 2024

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

BY:-----

Invoice Date: March 5, 2024

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

Invoice for services: January – February 2024

Services Provided:

Assistance with the preparation Winter 2023 Tax Increment Financing capture spreadsheets and related disbursements of taxes.

Amount Due: \$800.00

RECEIVED  
APR 03 2024

BY:-----

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

Invoice Date: April 3, 2024

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

Invoice for services: March 2024

Services Provided:

Assistance with the calculation of delinquent real 2023 Tax Increment Financing capture spreadsheets and related disbursements of taxes.

Amount Due: \$300.00

# Invoice

## Jake's Property Management LLC

### Company Address

1080 Virginia Way, Jackson, MI 49201  
 Phone: 517-937-3082  
 Email: jakespropertymgmt@gmail.com

Date 3/6/2024

Invoice # 5

Customer ID Blackman BDDA prop

**RECEIVED**  
 MAR 06 2024

### Invoice For

BY: .....

Pickup trash on Bob McClain dr.

Prepared by: J. Brautigam

### Comments or Special Instructions

Several skids, broken wood pallets, Light post, tiles, concrete, construction debris. Removed large trash items and garbage bags from edge of drive.

Quantity	Description	Unit Price	Taxable?	Amount
1.0	service fee	\$ 160.00		\$ 160.00
1.0	Liberty landfill	\$ 150.00		\$ 150.00

If you have any questions concerning this quotation, please contact:

Jacob Brautigam  
 Phone: 517-937-3082  
 Email: jakespropertymgmt@gmail.com

Thank you for your business!

*BDDA PA*  
*OK 3-6-24*

Subtotal	\$ 310.00
Tax Rate	6.00%
Sales Tax	\$ -
Other	\$ -
<b>TOTAL</b>	<b>\$ 310.00</b>



Wolverine Sealcoating LLC

3235 County Farm Rd  
Jackson, MI 49201-2501

# Invoice

Date	Invoice #
1/31/2024	15574

RECEIVED  
FEB 21 2024

Bill To

Blackman Charter Township  
Peter Jancek  
1990 West Parnall Rd  
Jackson, MI 49201-8612

BY: .....

517-962-4261 Office  
517-513-8065 Fax  
www.sales@wolverineseal.com.com

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	3/1/2024		
Description	Qty	Rate	Amount	
1-15-2024 Airport Road Bidge plowing		70.00	70.00	
1-15-2024 Sidewalk from maynard road to GCO carpet	BDDA 1	75.00	75.00	
1-15-2024 Cooper Walks	Metro Funds 1	130.00	130.00	
1-15-2024 County Farm Road Walks	BLDFA 1	820.00	820.00	
1-15-2024 Bondsteal walks and along highway		170.00	170.00	
1-15-2024 Memorial area		25.00	25.00	
1-15-2024 Bondsteal road from springport road to hotels	BDDA 1	75.00	75.00	
1-16-2024 airport road brige		70.00	70.00	
1-16-2024 Sidewalks from Maynard road to GCO Carpet		75.00	75.00	
1-16-2024 Cooper Walks	Metro Funds 1	130.00	130.00	
1-16-2024 County Farm Road Walks	BLDFA 1	820.00	820.00	
1-16-2024 Bondsteal walks along the highway		170.00	170.00	
1-16-2024 Memorial Area		25.00	25.00	
1-16-2024 Bondsteal road from springport road to hotels	BDDA 1	75.00	75.00	
1-18-2024 Airport Road Bridge		70.00	70.00	
1-18-2024 Sidewalks from Maynard to GCO Carpet		75.00	75.00	
1-18-2024 cooper road walks	Metro Funds 1	130.00	130.00	
1-18-2024 county farm walks	BLDFA 1	820.00	820.00	
1-18-2024 Bondsteal walks along highway		170.00	170.00	
1-18-2024 Memorial Area		25.00	25.00	
1-18-2024 Bondsteal road from springport road to hotels	BDDA 1	75.00	75.00	
1-20-2024 Airport Road bridge	BDDA 1	70.00	70.00	
1-20-2024 sidewalks from maynard to GCO Carpet		75.00	75.00	
1-20-2024 Cooper Road Walks	Metro Funds 1	130.00	130.00	

<b>Total</b>
<b>Payments/Credits</b>
<b>Balance Due</b>

101 446 955 - 650.00  
248 728 934 - 2,075.00  
250 728 955 - 4,100.00

OK [Signature]  
2-21-24

Wolverine Sealcoating LLC

3235 County Farm Rd  
Jackson, MI 49201-2501

# Invoice


Date	Invoice #
1/31/2024	15574

Bill To

Blackman Charter Township  
Peter Jancek  
1990 West Parnall Rd  
Jackson, MI 49201-8612

517-962-4261 Office  
517-513-8065 Fax  
www.sales@wolverineseal.com.com

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	3/1/2024		
Description	Qty	Rate	Amount	
1-20-2024 Bondsteal walks along highway	1	170.00	170.00	
1-20-2024 Memorial Area	BDDA 1	25.00	25.00	
1-20-2024 Bondsteal road from springport road to hotels	1	75.00	75.00	
1-20-2024 County Farm Road Walks	BLDFA 1	820.00	820.00	
1-31-2024 Airport Road bridge	1	70.00	70.00	
1-31-2024 Sidewalk from maynard to GCO	BDDA 1	75.00	75.00	
1-31-2024 Cooper Road Walks	Metro funds 1	130.00	130.00	
1-31-2024 Bondsteal along highway	1	170.00	170.00	
1-31-2024 Memorial Area	BDDA 1	25.00	25.00	
1-31-2024 Bondsteal road from springport road to hotels	1	75.00	75.00	
1-31-2024 County Farm Walks	BLDFA 1	820.00	820.00	
<b>Total</b>			\$6,825.00	
<b>Payments/Credits</b>			\$0.00	
<b>Balance Due</b>			\$6,825.00	

OK   
2-21-2024



RECEIVED  
MAR 21 2024

BY:.....

Date: 03/13/2024

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

DDA

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

Registered interest due	05/01/2024	248 906 993	30,187.50
Registered principal due	05/01/2024	248 906 991	250,000.00
Distribution Date	05/01/2024		
Total			<hr/> 280,187.50

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





RECEIVED  
APR 08 2024

INVOICE

BY:-----

Date: 03/01/2024

Division: Corporate Trust

Invoice No.: 62825

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

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: 11/02/2023 - 05/01/2024

BALANCE CARRIED FORWARD:		\$0.00
PREVIOUS AMOUNT BILLED:	\$250.00	
AMOUNT RECEIVED:	\$250.00	

ADMINISTRATION FEE		
SEMI-ANNUAL FEE		\$250.00

TOTAL DUE		\$250.00
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248 728 801

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



Wolverine Sealcoating LLC

3235 County Farm Rd  
Jackson, MI 49201-2501

RECEIVED  
MAR 27 2024

# Invoice


Date	Invoice #
3/31/2024	15848

BY: .....

Bill To

Blackman Charter Township  
Peter Jancek  
1990 West Parnall Rd.  
Jackson, MI 49201-8612

517-962-4261 Office  
517-513-8065 Fax  
www.sales@wolverineseal.com.com

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	4/30/2024		
Description	Qty	Rate	Amount	
3-22-2024 clear airport road walks BDDA	1	60.00	60.00	
3-22-2024 clear boardman road walks BDDA	1	70.00	70.00	
3-22-2024 clear cooper road walks Metro Act	1	130.00	130.00	
3-22-2024 clear county farm road walks BL DFA	1	820.00	820.00	
3-22-2024 clear hotels to boardman road walks BDDA	1	170.00	170.00	
<p>OK </p> <p>3-27-2024</p>				

101 446 955 - 130.00  
248 728 934 - 300.00  
250 728 955 - 820.00

Total	\$1,250.00
Payments/Credits	\$0.00
Balance Due	\$1,250.00

User: LINDA  
DB: Blackman

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - CASH RECEIPTS							
248-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(11,731.02)	(11,731.02)	0.00	0.00	(11,731.02)	0.00
248-000-440.000	DDA PROPERTY TAXES	438,600.00	438,600.00	285,002.72	133.67	153,597.28	64.98
248-000-525.200	FEDERAL GOV'T INTEREST CREDIT	28,932.30	28,932.30	0.00	0.00	28,932.30	0.00
248-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	30,600.00	30,600.00	0.00	0.00	30,600.00	0.00
248-000-665.000	INVESTMENT/INTEREST	2,550.00	2,550.00	942.24	0.00	1,607.76	36.95
248-000-672.000	MISCELLANEOUS REVENUE	3,060.00	3,060.00	0.00	0.00	3,060.00	0.00
Total Dept 000 - CASH RECEIPTS		492,011.28	492,011.28	285,944.96	133.67	206,066.32	58.12
TOTAL REVENUES		492,011.28	492,011.28	285,944.96	133.67	206,066.32	58.12
Expenditures							
Dept 728 - DEBT SERVICE FUND							
248-728-801.000	PROFESSIONAL SERVICES	52,303.40	52,303.40	250.00	250.00	52,053.40	0.48
248-728-900.000	PRINTING/PUBLISHING	133.90	133.90	0.00	0.00	133.90	0.00
248-728-934.000	REPAIR/MAINTENANCE	7,878.47	7,878.47	2,685.00	300.00	5,193.47	34.08
248-728-955.000	MISCELLANEOUS EXPENSE	238.96	238.96	0.00	0.00	238.96	0.00
Total Dept 728 - DEBT SERVICE FUND		60,554.73	60,554.73	2,935.00	550.00	57,619.73	4.85
Dept 901 - CAPITAL DETAIL							
248-901-970.000	CONSTRUCTION COSTS	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 901 - CAPITAL DETAIL		100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
Dept 906 - BOND PAYMENTS							
248-906-991.000	BOND PAYMENTS PRINCIPAL	1,100,000.00	1,100,000.00	250,000.00	250,000.00	850,000.00	22.73
248-906-993.000	BOND PAYMENT INTEREST	66,843.75	66,843.75	30,187.50	30,187.50	36,656.25	45.16
Total Dept 906 - BOND PAYMENTS		1,166,843.75	1,166,843.75	280,187.50	280,187.50	886,656.25	24.01
TOTAL EXPENDITURES		1,327,398.48	1,327,398.48	283,122.50	280,737.50	1,044,275.98	21.33
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		492,011.28	492,011.28	285,944.96	133.67	206,066.32	58.12
TOTAL EXPENDITURES		1,327,398.48	1,327,398.48	283,122.50	280,737.50	1,044,275.98	21.33
NET OF REVENUES & EXPENDITURES		(835,387.20)	(835,387.20)	2,822.46	(280,603.83)	(838,209.66)	0.34

