



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

ANNUAL MEETING AGENDA
Wednesday, December 14, 2016 at 6:00 p.m.
Blackman Charter Township Meeting Hall

AGENDA

- I. Call to Order by Chair**
- II. Public Comment**
- III. *Approval of Minutes from the November 9, 2016 Board Meeting**
- IV. *Treasurer's Report**
- V. *Approval of the 2017 BLDFA Budget and 2016 BLDFA Budget Revisions**
- VI. *2016 End of Year Report**
- VII. *2017 Scope of Work**
- VIII. *2017 Blackman LDFA/EG Management Agreement**
- IX. *2017 Election of Officers**
- X. *2017 Meeting schedule**
- XI. BLDFA Properties Update:**
 - a. Jenkins Property Update
 - b. Technique Update
 - c. JSP Update
 - d. JTP SmartZoneSM/Baker College Business Technology Center Updates
- XII. BOARD/STAFF COMMENTS**
- XIII. Next Meeting: Scheduled for Wednesday, February 15, 2017 at 6:00 p.m.**

**Indicates Attachment*



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

**Board Meeting Minutes
November 9, 2016**

The Local Development Finance Authority of Blackman Charter Township held a regular Board Meeting at 6:00 p.m., Wednesday, November 9, 2016, at Blackman Charter Township Meeting Hall, 1990 W. Parnall Road.

Members present (7): Cindy Acker, David Elwell, Louis Globensky, Barry Harmon, Pete Jancek, Chad Linabury, and Shawn White.

Members absent (2): Kathy Letts and Darrell Norris.

Staff: Amy Torres and Debbie Kelly of The Enterprise Group of Jackson

Others: Jack Ripstra, Township Engineer

The BLDFA Board Meeting was called to order by Chairman Jancek at 6:00 p.m.

Public Comment: None.

Approval of Minutes:

Motion by Mr. Elwell and seconded by Mr. Linabury to approve the October 19, 2016 Board Meeting Minutes, as presented. Motion approved unanimously.

Treasurer's Report/BLDFA Invoices:

There were no invoices to approve. The current balance in the BLDFA Admin fund is \$365,265.93. *Motion by Ms. Linabury and seconded by Ms. White to accept the Treasurer's Report ending October 31, 2016, as presented. Motion approved unanimously.*

2017 BLDFA Budget and 2016 BLDFA Budget Revisions:

Chairman Jancek apologized and noted that the budget was for review only, and would seek approval at the next BLDFA Board Meeting. Chairman Jancek explained that as a result of the personal property tax being phased out, there will be a significant decrease in tax increment finance (TIF) collected. After discussion, Ms. Torres noted that there is a company in the township that is planning to expand in 2017, which would assist with the real property tax increment.

BLDFA Properties Update

Jenkins Property Update:

Chairman Jancek hasn't met with the Jenkins family, and plans to contact them soon to begin negotiations.

Technique Update:

Ms. Torres reminded the Board that she conducted a Retention-Growth Visit at Technique last week, and Laura didn't have any updates as it relates to their new building. Ms. Torres reminded her that there is a timeline to develop the property, and next month will be one year.

JSP Update:

Mr. Ripstra shared that there have been a lot of vehicles in the parking lot – a good sign that they are in production.

JTP SmartZoneSM/ Baker College Technology Center Updates:

Ms. Torres reported that she attended a meeting last month. At this time there are no tenants, since Teachout Consulting is no longer utilizing the space.

Board/Staff Comments:

Chairman Jancek asked to move the BL DFA Annual Board Meeting up one week to Wednesday, December 14, 2016, to ensure the 2017 Budget will be approved prior to the Township Board Meeting. In addition, Chairman Jancek asked staff to move up the November and December BL DFA Board Meeting's by one week for the 2017 Meeting Schedule.

Chairman Jancek and Mr. Globensky shared updates regarding improvements at Rod Mills Park.

Meeting adjourned at 6:35 p.m.

The Annual BL DFA Board Meeting is scheduled for December 14, 2016 at 6:00 p.m.

Respectfully submitted by Amy L. Torres and Debbie Kelly, Blackman LDFA Staff.

BLDFA Invoice's for the December 14, 2016 Board Meeting

Vendor	Description	Amount
Ripstra	Professional Services	\$ 115.40
JAMA	JAMA Dues for 2017	<u>\$ 450.00</u>
		\$ 565.40



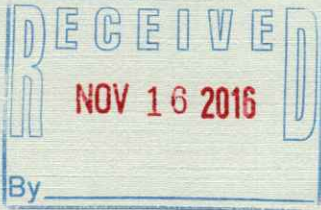
RIPSTRA & SCHEPPELMAN, INC.

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 LDFA
1990 W. Parnall Road
Jackson, MI 49201

Date: November 11, 2016
Invoice No. 06120-99
Terms: Net 30 Days



For Services in connection with the Blackman Township LDFA property in Section 30.

For Services 09-11-16 to 11-05-16

Table with 4 columns: CLASSIFICATION, HOURS, RATE, TOTAL. Rows include Project Engineer (1.0 hours, \$110.00) and Mileage Expenses (10 miles, \$0.54). Total amount due is \$115.40.

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



Jackson Area Manufacturer's Association
 2545 Spring Arbor Rd
 Suite 201
 Jackson, MI 49203

Invoice

Date	Invoice #
12/1/2016	1309

Bill To
 Blackman Charter Township
 1990 W. Parnall Rd.
 Jackson, MI 49201

LDFA

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	12/31/2016		
Description		Qty	Rate	Amount
Assoc Dues 2017			450.00	450.00

Thank you for your business.

Total	\$450.00
Payments/Credits	\$0.00
Balance Due	\$450.00

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL	11/30/2016 (ABNORMAL)	MONTH 11/30/2016 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 292 - LDFA ADMINISTRATIVE FUND									
Revenues									
Dept 101-CASH RECEIPTS									
292-101-439.000	LDFA PROPERTY TAXES	80,000.00		84,030.37		0.00		(4,030.37)	105.04
292-101-665.000	INVESTMENT/INTEREST	84.00		29.46		0.00		54.54	35.07
292-101-684.000	SALE OF PROPERTY	0.00		10,477.30		0.00		(10,477.30)	100.00
Total Dept 101-CASH RECEIPTS		80,084.00		94,537.13		0.00		(14,453.13)	118.05
TOTAL REVENUES		80,084.00		94,537.13		0.00		(14,453.13)	118.05
Expenditures									
Dept 248-GENERAL SERVICES ADMINISTRATIVE									
292-248-801.000	PROFESSIONAL SERVICES	1,030.00		275.00		0.00		755.00	26.70
292-248-801.100	ENTERPRISE GROUP SERVICES	27,500.00		27,500.00		0.00		0.00	100.00
292-248-802.000	LEGAL	1,545.00		50.00		0.00		1,495.00	3.24
292-248-804.000	ACCOUNTING	16,310.00		13,974.00		0.00		2,336.00	85.68
292-248-958.000	MEMBERSHIP/DUES	0.00		525.00		0.00		(525.00)	100.00
292-248-965.000	MTT REFUND/PROFESSIONAL FEES	0.00		9,862.39		0.00		(9,862.39)	100.00
292-248-998.293	TRANSFER OUT - SMART ZONE ADM	(18,035.00)		(56,065.10)		0.00		38,030.10	310.87
292-248-998.393	TRANSFER OUT - SMART ZONE DEBT SERVICE	0.00		44,481.25		0.00		(44,481.25)	100.00
292-248-998.493	TRANSFER OUT - SMART ZONE CONSTRUCTION	0.00		1,703.10		0.00		(1,703.10)	100.00
292-248-999.000	MISCELLANEOUS EXPENSE	3,183.00		0.00		0.00		3,183.00	0.00
Total Dept 248-GENERAL SERVICES ADMINISTRATIVE		31,533.00		42,305.64		0.00		(10,772.64)	134.16
TOTAL EXPENDITURES		31,533.00		42,305.64		0.00		(10,772.64)	134.16
Fund 292 - LDFA ADMINISTRATIVE FUND:									
TOTAL REVENUES		80,084.00		94,537.13		0.00		(14,453.13)	118.05
TOTAL EXPENDITURES		31,533.00		42,305.64		0.00		(10,772.64)	134.16
NET OF REVENUES & EXPENDITURES		48,551.00		52,231.49		0.00		(3,680.49)	107.58

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2016 (ABNORMAL)	MONTH 11/30/2016 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 293 - LDFA SMART ZONE ADMINISTRATIVE FUND								
Revenues								
Dept 101-CASH RECEIPTS								
293-101-439.100	PROPERTY TAXES-SMART ZONE-NON SCHOOL	55,000.00		39,722.24	0.00	15,277.76		72.22
293-101-439.200	PROPERTY TAXES-SMART ZONE-SCHOOL	65,000.00		16,342.86	0.00	48,657.14		25.14
293-101-675.000	LAND SALE PROCEEDS	2,081.00		0.00	0.00	2,081.00		0.00
293-101-697.000	TRANSFER FROM ADMIN FUND	(18,035.00)		(56,065.10)	0.00	38,030.10		310.87
Total Dept 101-CASH RECEIPTS		104,046.00		0.00	0.00	104,046.00		0.00
TOTAL REVENUES		104,046.00		0.00	0.00	104,046.00		0.00
Expenditures								
Dept 248-GENERAL SERVICES ADMINISTRATIVE								
293-248-905.000	PLANNING, MARKETING, ADMINISTRATIVE	18,035.00		0.00	0.00	18,035.00		0.00
293-248-997.000	TRANSFER OUT - SMART ZONE CONSTRUCTION	10,000.00		0.00	0.00	10,000.00		0.00
293-248-998.000	TRANSFERS - OUT	46,320.00		0.00	0.00	46,320.00		0.00
Total Dept 248-GENERAL SERVICES ADMINISTRATIVE		74,355.00		0.00	0.00	74,355.00		0.00
TOTAL EXPENDITURES		74,355.00		0.00	0.00	74,355.00		0.00
Fund 293 - LDFA SMART ZONE ADMINISTRATIVE FUND:								
TOTAL REVENUES		104,046.00		0.00	0.00	104,046.00		0.00
TOTAL EXPENDITURES		74,355.00		0.00	0.00	74,355.00		0.00
NET OF REVENUES & EXPENDITURES		29,691.00		0.00	0.00	29,691.00		0.00

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2016 (ABNORMAL)	MONTH 11/30/2016 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 393 - LDFA SMART ZONE DEBT SERVICE FUND								
Revenues								
Dept 101-CASH RECEIPTS								
393-101-697.200	TRANSFER IN - SMART ZONE ADMIN FUND	46,320.00		16,853.94		0.00	29,466.06	36.39
Total Dept 101-CASH RECEIPTS		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
TOTAL REVENUES		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
Expenditures								
Dept 905-DEBT SERVICE FUND								
393-905-906.100	BANK INSTALLMENT PURCH AGREE-PRINCIPAL	44,960.00		16,025.11		0.00	28,934.89	35.64
393-905-907.100	BANK INSTALLMENT PURCH AGREE-INTEREST	1,360.00		828.83		0.00	531.17	60.94
Total Dept 905-DEBT SERVICE FUND		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
TOTAL EXPENDITURES		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
Fund 393 - LDFA SMART ZONE DEBT SERVICE FUND:								
TOTAL REVENUES		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
TOTAL EXPENDITURES		<u>46,320.00</u>		<u>16,853.94</u>		<u>0.00</u>	<u>29,466.06</u>	<u>36.39</u>
NET OF REVENUES & EXPENDITURES		0.00		0.00		0.00	0.00	0.00

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2016 (ABNORMAL)	MONTH 11/30/2016 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 493 - LDFA SMART ZONE CONSTRUCTION FUND								
Revenues								
Dept 101-CASH RECEIPTS								
493-101-696.000	TRANSFER FROM ADMIN - SMART ZONE	10,000.00		0.00	0.00	10,000.00		0.00
493-101-697.000	TRANSFER FROM ADMIN - NON SMART ZONE	0.00		340.80	0.00	(340.80)		100.00
Total Dept 101-CASH RECEIPTS		10,000.00		340.80	0.00	9,659.20		3.41
TOTAL REVENUES		10,000.00		340.80	0.00	9,659.20		3.41
Expenditures								
Dept 901-CAPITAL DETAIL								
493-901-975.100	JACKSON TECHNOLOGY PARK	10,000.00		340.80	0.00	9,659.20		3.41
Total Dept 901-CAPITAL DETAIL		10,000.00		340.80	0.00	9,659.20		3.41
TOTAL EXPENDITURES		10,000.00		340.80	0.00	9,659.20		3.41
Fund 493 - LDFA SMART ZONE CONSTRUCTION FUND:								
TOTAL REVENUES		10,000.00		340.80	0.00	9,659.20		3.41
TOTAL EXPENDITURES		10,000.00		340.80	0.00	9,659.20		3.41
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00		0.00
TOTAL REVENUES - ALL FUNDS								
		240,450.00		111,731.87	0.00	128,718.13		46.47
TOTAL EXPENDITURES - ALL FUNDS								
		162,208.00		59,500.38	0.00	102,707.62		36.68
NET OF REVENUES & EXPENDITURES								
		78,242.00		52,231.49	0.00	26,010.51		66.76

**BLACKMAN CHARTER TOWNSHIP
LOCAL DEVELOPMENT FINANCE AUTHORITY
REVENUES AND EXPENSES**

SPREADSHEET I

LINE NO.	Printed 12/9/16 10:46 AM	FINAL ACTUAL 2012	FINAL ACTUAL 2013	FINAL ACTUAL 2014	FINAL ACTUAL 2015	2016 BUDGET ADOPTED 12/14/15	ACTUAL PER CLIENT 1/1/16 THRU 10/11/16	YEAR TO DATE % OF 2016 BUDGET	PROJECTED 2016 EXPENSES	2016 AMENDED BUDGET 12/19/2016	2017 FINAL BUDGET ADOPTED 12/16/2019	GENERAL LEDGER ACCOUNT #	NOTES
1	ADMINISTRATIVE (NON SMART ZONE) #293												
2	REVENUES:												
3	Property taxes	\$88,722	\$98,611	\$117,551	\$158,734	\$110,000	\$84,030	76.39%			\$36,000	292101439	Note: 2016 projected to be \$111,800 & 2017 projected to be \$36,000
4	Interest	7	5	7	16	84	23	27.38%			84	292101665	Note: 2017 same as 2016
5	Sale of land	0	0	0	0	0	10,477	0.00%			0	292101684	
6	Transfer in - Capital Fund/Debt Fund	0	0	0	0	0	0	0.00%			0	292101697	
7	Land contract	0	0	0	0	0	0	0.00%			0	292101675	
8	Miscellaneous	0	0	0	64,021	0	0	0.00%			0	292101699	
10	Total Revenues	<u>88,729</u>	<u>98,616</u>	<u>117,558</u>	<u>222,771</u>	<u>110,084</u>	<u>94,530</u>	<u>85.87%</u>		<u>0</u>	<u>36,084</u>		
12	Accumulated Available Unappropriated Surplus from Prior Years	<u>2,841</u>	<u>1,738</u>	<u>65,476</u>	<u>39,803</u>	<u>240,443</u>	<u>240,443</u>	<u>100.00%</u>			<u>318,169</u>		
15	Total	<u>\$91,570</u>	<u>\$100,354</u>	<u>\$183,034</u>	<u>\$262,574</u>	<u>\$350,527</u>	<u>\$334,973</u>	<u>95.56%</u>		<u>\$0</u>	<u>\$354,253</u>		
17	EXPENDITURES:												
18	Professional Fees:												
19	Enterprise Group	\$27,500	\$27,500	\$27,500	\$13,750	\$29,175	\$13,750	47.13%	\$16,500		\$27,500	292248801.100	Note: 2017 same as 2014 actual
20	Engineering Fees	0	0	0	0	0	0	0.00%	0		0	292248803	
21	Legal Fees	1,803	711	825	0	2,652	50	1.89%	60		2,732	292248802	Note: 2017 up 3%
22	Professional Fees	291	0	270	275	530	275	51.89%	330		546	292248801	Note: 2017 up 3%
23	Audit, Accounting and Tax	13,023	13,790	12,524	8,106	14,853	9,973	67.14%	11,968		15,299	292248804	Note: 2017 up 3%
24	Advertising	0	0	0	0	0	0	0.00%	0		0	292248825	
25	Printing & Publishing	0	0	0	0	0	0	0.00%	0		0	292248900	
26	Administrative Fees	0	0	0	0	0	0	0.00%	0		0	292248905	
27	Property Taxes	0	0	0	0	0	0	0.00%	0		0	292248904	
28	Refund of Captured Taxes	0	0	0	0	0	0	0.00%	0		0		
29	MTT/Refund	0	0	0	0	0	0	0.00%	0		0	292248965	
30	MTT Professional Fees and Costs	0	0	0	0	0	0	0.00%	0		0	292248805	
31	Land Contract Principal Payment	0	0	0	0	0	0	0.00%	0		0	292248906	
32	Land Contract Interest Payment	0	0	0	0	0	0	0.00%	0		0	292248907	
33	Land Contract Payments	0	0	0	0	0	0	0.00%	0		0	292248675	
34	Dues/memberships	0	0	0	0	0	525	0.00%	630		0	292248958	
35	Construction and Acquisition Cost - Land	0	0	0	0	0	0	0.00%	0		0	292248975	
36	Land / Billboard	0	0	0	0	0	0	0.00%	0		0	292248981	
37	Marketing - Enterprise Group	0	0	0	0	0	0	0.00%	0		0	292248901	
38	Miscellaneous	0	0	0	0	3,183	0	0.00%	0		3,278	292248999	Note: 2017 up 3%
40	Total Expenditures	<u>42,616</u>	<u>42,001</u>	<u>41,119</u>	<u>22,131</u>	<u>50,393</u>	<u>24,573</u>	<u>48.76%</u>	<u>29,488</u>	<u>0</u>	<u>49,355</u>		

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41													
42	OTHER USES:												
43	Transfer - Out - Smart Zone Administrative	(12,308)	(80,934)	(115,558)	0	(18,035)	(56,065)	0.00%	(67,278)		(18,035)	292248998.293	
44	Transfer - Out - Smart Zone Debt Service	36,068	60,917	216,390	0	0	44,481	0.00%	53,377		0	292248998.393	
45	Transfer - Out - Smart Zone Construction	23,456	12,894	1,280	0	0	1,588	0.00%	1,906		0	292248998.493	
46	Transfer - Out	0	0	0	0	0	0	0.00%	0		0	292248998	
47	Total	<u>47,216</u>	<u>(7,123)</u>	<u>102,112</u>	<u>0</u>	<u>(18,035)</u>	<u>(9,996)</u>	<u>0.00%</u>	<u>(11,995)</u>	<u>0</u>	<u>(18,035)</u>		
48													
49	Total Expenditures & Other Uses	<u>89,832</u>	<u>34,878</u>	<u>143,231</u>	<u>22,131</u>	<u>32,358</u>	<u>14,577</u>	<u>45.05%</u>	<u>17,492</u>	<u>0</u>	<u>31,320</u>		
50													
51	PROJECTED (ACTUAL) OPERATING SURPLUS	<u>1,738</u>	<u>65,476</u>	<u>39,803</u>	<u>240,443</u>	<u>318,169</u>	<u>320,396</u>	<u>100.70%</u>		<u>0</u>	<u>322,933</u>		
52													
53	Total	<u>\$91,570</u>	<u>\$100,354</u>	<u>\$183,034</u>	<u>\$262,574</u>	<u>\$350,527</u>	<u>\$334,973</u>	<u>95.56%</u>		<u>\$0</u>	<u>\$354,253</u>		
54													
	OPERATING SURPLUS (DEFICIT) FOR EACH YEAR	<u>(1,103)</u>	<u>63,738</u>	<u>(25,673)</u>	<u>200,640</u>	<u>77,726</u>	<u>79,953</u>			<u>0</u>	<u>4,764</u>		

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REVENUES AND EXPENSES**

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1	SMART ZONE ADMINISTRATIVE FUND #293												
2	REVENUES:												
3	Property taxes - Smart Zone - Non School	\$6,308	\$33,493	\$52,677	\$75,906	\$55,000	\$39,722	72.22%			\$54,900	293101439.100	Note: 2016 projected to \$66,214; 2017 projected to \$54,900
4	Property taxes - Smart Zone - School	0	36,641	51,861	75,561	55,000	16,343	29.71%			18,900	293101439.200	2016: projected \$58,190; Note 2017 projected to \$18,900
5	Land sale proceeds	6,000	10,800	11,020	0	2,081	0	0.00%			2,081	293101675	Note 2017 need input
6	52 Partner support - IHE's	0	0	0	0	0	0	0.00%			0	293101674.100	
7	Community support	0	0	0	0	0	0	0.00%			0	293101674.200	
8	Transfer from Administrative Fund	(12,308)	(80,934)	(115,558)	0	(18,035)	(56,065)	0.00%			(18,035)	293101697	
9													
10	Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>151,467</u>	<u>94,046</u>	<u>0</u>	<u>0.00%</u>		<u>0</u>	<u>57,846</u>		
11													
12	Accumulated Available Unappropriated												
13	Surplus from Prior Years	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>82,747</u>	<u>82,747</u>	<u>100.00%</u>			<u>120,473</u>		
14													
15	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$151,467</u>	<u>\$176,793</u>	<u>\$82,747</u>	<u>46.80%</u>		<u>\$0</u>	<u>\$178,319</u>		
16													
17	EXPENDITURES:												
18	Planning, Marketing & Administrative	\$0	\$0	\$0	\$5,710	\$0	\$0	0.00%	\$0	\$0	\$0	293248905	
19	Engineering/Surveying/Appraisals	0	0	0	0	0	0	0.00%	0	0	0	293248975	
20	Professional services	0	0	0	360	0	0	0.00%	0	0	0	293248801	
21	Enterprise Group services	0	0	0	13,750	0	0	0.00%	0	0	0	293248801.1	
22	Legal	0	0	0	150	0	0	0.00%	0	0	0	293248802	
23	Accounting	0	0	0	8,106	0	0	0.00%	0	0	0	293248804	
24	Incubator cost (planning, marketing & admin)	0	0	0	0	0	0	0.00%	0	0	0		
25													
26	Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,076</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0</u>	<u>0</u>		
27													
28	OTHER USES:												
29	Transfer out - Smart Zone Construction	0	0	0	6,936	10,000	0	0.00%	0		10,000	293248997	
30	Transfer out - Smart Zone Debt Service	0	0	0	33,708	46,320	0	0.00%	0		0	293248998	Paid off in 2016
31	Total Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,644</u>	<u>56,320</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		
32													
33	PROJECTED (ACTUAL) OPERATING SURPLUS												
34	Unrestricted	<u>0</u>			<u>82,747</u>	<u>120,473</u>	<u>82,747</u>	<u>68.69%</u>		<u>0</u>	<u>168,319</u>		
35													
36	Total projected (actual) operating surplus	<u>0</u>	<u>0</u>	<u>0</u>	<u>82,747</u>	<u>120,473</u>	<u>82,747</u>	<u>68.69%</u>		<u>0</u>	<u>168,319</u>		
37													
38	Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$151,467</u>	<u>\$176,793</u>	<u>\$82,747</u>	<u>46.80%</u>		<u>\$0</u>	<u>\$178,319</u>		
	OPERATING SURPLUS (DEFICIT) FOR EACH YEAR	<u>0</u>	<u>0</u>	<u>0</u>	<u>82,747</u>	<u>37,726</u>	<u>0</u>			<u>0</u>	<u>47,846</u>		

**BLACKMAN CHARTER TOWNSHIP
LOCAL DEVELOPMENT FINANCE AUTHORITY
REVENUES AND EXPENSES**

SPREADSHEET I

LINE NO.	Printed 12/9/16 10:46 AM	FINAL ACTUAL 2012	FINAL ACTUAL 2013	FINAL ACTUAL 2014	FINAL ACTUAL 2015	2016 BUDGET ADOPTED 12/14/15	ACTUAL PER CLIENT 1/1/16 THRU 10/11/16	YEAR TO DATE % OF 2016 BUDGET	PROJECTED 2016 EXPENSES	2016 AMENDED BUDGET 12/19/2016	2017 FINAL BUDGET ADOPTED 12/16/2019	GENERAL LEDGER ACCOUNT #	NOTES
1	SMART ZONE CONSTRUCTION FUND #493												
2	REVENUES:												
3	Loan proceeds	\$160,000	\$38,380	\$0	\$0	\$0	\$0	0.00%			\$0	493101699	
4	Bond proceeds	0	0	0	0	0	0	0.00%			0	493101698	
5	Land sales proceeds	0	0	0	0	0	0	0.00%			0	493101684	
6	Transfer from Administrative Fund - Non Smart	66,456	12,894	1,280	6,936	0	225	0.00%			0	493101697	
7	Transfer from Administrative Fund - Smart Zone	(43,000)	0	0	0	10,000	0	0.00%			10,000	493101696	2017 same as 2016
8	From Chemetall	0	0	0	0	0	0	0.00%			0		
9													
10	Total Revenues	183,456	51,274	1,280	6,936	10,000	225	2.25%		0	10,000		
11													
12	Accumulated Available Unappropriated												
13	Surplus from Prior Years	0	0	0	0	0	0	0.00%		0	0		
14													
15	Total	183,456	51,274	1,280	6,936	10,000	225	2.25%		0	10,000		
16													
17	EXPENDITURES:												
18	Construction												
19	80 Acres County Farm Rd:												
20	Jackson Technology Park	\$183,456	\$51,274	\$1,280	\$6,936	\$10,000	\$225	2.25%	\$270		\$10,000	493901975.100	2017 same as 2016
21	High Speed Broadband	0	0	0	0	0	0	0.00%	0		0	493901975.200	
22	Land acquisition	0	0	0	0	0	0	0.00%	0		0	493901975.300	
23	Miscellaneous	0	0	0	0	0	0	0.00%	0		0	493901999.000	
24													
25	Total Expenditures	183,456	51,274	1,280	6,936	10,000	225	2.25%	270	0	10,000		
26													
27	PROJECTED (ACTUAL) OPERATING SURPLUS	0	0	0	0	0	0	0.00%		0	0		
28													
29	Total	183,456	51,274	1,280	6,936	10,000	225	2.25%		0	10,000		
	OPERATING SURPLUS (DEFICIT) FOR EACH YEAR	0	0	0	0	0	0			0	0		



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

2016 End of Year Report

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Local Development Finance Authority (BLDFA) during 2016. The adopted 2016 Scope of Work for the LDFA includes the following:

- **Aggressively market the 181-acre property north of County Farm Road, as well as other BLDFA properties that are within the Jackson Technology Park (JTP) SmartZoneSM:**
 1. The Blackman LDFA property is included on The EG, Greater Ann Arbor Region/Zoom Prospector, and Michigan Economic Developers Association (MEDA) Certified Business Park (CBP) Web sites. EG Staff received over 51 attraction inquiries through November 30, 2016. In addition, EG Staff received 32 requests for information (RFI's) from the Michigan Economic Development Corporation, with 7 requests that The EG was able to respond to. Ms. Torres has promoted the property to several local companies she is working with who are seeking property for relocation/expansions.
 2. The MEDA CBP data information is retrieved from Google Analytics; and year-to-date through November 30, 2016, the Jackson Technology Park SmartZoneSM had 200 page views/hits. Of those views/hits, 92.1% were new visitors. Staff prepares all necessary documentation to renew the CBP on an annual basis, including meeting the MEDA CBP Inspectors on site and completing necessary documentation.
 3. The Blackman LDFA staff continues to market the property on The Enterprise Group of Jackson's website at www.enterprisegroup.org, which includes the developer's packet, as well as aerial and concept maps on the BLDFA partner page at: <http://enterprisegroup.org/partners/bldfa/>.
 4. The EG continues to utilize the property database with our Region 9 partners; Hillsdale, Lenawee, Livingston, Monroe and Washtenaw counties. With a grant funded by the Michigan Economic Development Corporation (MEDC), the Greater Ann Arbor Region (GAAR) is working collaboratively to target businesses that are seeking a destination for relocation or expansion, which has spurred the regional website www.GreaterAnnArborRegion.org; and which includes a suite of research data, regional success stories, an available property database through Zoom Prospector, and other tools that businesses can use to evaluate location options.
 5. The Greater Ann Arbor Region (GAAR) 9, along with the Michigan Economic Development Corporation (MEDC), sponsored a Familiarity (FAM) Tour with Site Selectors in mid-September. The opportunity allowed The EG and other economic development organizations within our region to develop relationships in hopes of future developments. Consumers Energy represented Jackson County this year at the Business Leaders Luncheon.
 6. The BLDFA continues to discuss future development options and locations to continue prosperity in the township.

Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

- **Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township:**
 1. The Right of First Refusal has been signed with the owners of the 181-acre parcel on the north side of County Farm Road, for a two-year period. The appraisal was received in August, and negotiations with the owners continue. The site is designated as “Energy Ready” by Consumers Energy
- **Secure at least one new development into the park:**
 1. JSP Sheet Foam, LLC. Update: JSP is in full production this year. BLDFFA Staff has been unsuccessful in scheduling a BLDFFA Board Meeting and tour of their new facility.
 2. Technique Update: Technique purchased the last 14 acres of property remaining in the park on the east side of Technology Drive, for a proposed 20,000 to 30,000 square foot facility, similar in design to Technique’s new facility on Technology Drive in the Jackson Technology Park SmartZoneSM. The company has 18-months to begin construction, which will likely begin in spring.
- **Administer the Baker College Business Technology Center (BCBTC), as directed by the Jackson Technology Park SmartZoneSM Agreement between MEDC and Blackman Charter Township. Task includes; Administration oversight, background checks for potential tenants, quarterly meetings, tenant application documentation and related provision of business accelerator services, grant administration, and requisite reporting:**
 1. Ms. Torres continues to attend quarterly Smart Zone meetings at Michigan Economic Development Corporation (MEDC). Baker College offers many amenities to potential tenants in addition to receiving free rent for the first six months and a low lease rate thereafter. There are two vacant offices, with no tenants at this time. The new Baker College Mechanical Engineering building is completed, and classes are in progress.
 2. The EG is a Business Accelerator Fund (BAF) Administrator, through the Michigan Small Business Development Center (MI-SBDC), which is a mechanism to provide funding engagements and acceleration services to entrepreneurs. There is consultant engagement funding available for eligible high-tech start-ups through the BAF. The EG administers the incubator in cooperation with Baker College and on behalf of the BLDFFA and Blackman Charter Township. To date, two entrepreneurs received BAF funding to grow their businesses through consultant engagements for site feasibility, marketing and software development.
- **Continue to market the BLDFFA and JTP SmartZoneSM on The Enterprise Group of Jackson’s Web site at www.enterprisegroup.org:**

The Blackman LDFA staff continues to market the property on The Enterprise Group of Jackson’s website at www.enterprisegroup.org, which includes the developer’s packet, as well as aerial and concept maps on the BLDFFA partner page at: <http://enterprisegroup.org/partners/bldfa/>.
- **Name new developments as eligible for tax capture by amending Tax Increment Finance (TIF) and Development Plan**

This will be on-going and necessary as new developments occur, if not accommodated in the existing TIF and Development Plan.

Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

- **Develop & present 2017 LDFA Scope of Work and Budget:**
 1. The Scope of Work was prepared and will be presented for this meeting.
 2. Staff at Blackman Charter Township prepared the annual budget, with the assistance of Dove & Hickey, CPAs, which was presented for review at the November 9, 2016 BLDFFA Board Meeting, and scheduled for approval at the Annual BLDFFA Meeting on December 14, 2016.
- **Provide staff support to serve as Assistant Secretary and Assistant Treasurer, if desired:**

Staff served as Assistant Secretary to take meeting minutes, prepare and send out meeting notices, agendas, and minutes from previous meetings.
- **Prepare and maintain Certified Business Park Web site information with the Michigan Economic Developers Association (MEDA)**

BLDFFA Staff prepares all necessary documentation to renew the CBP on an annual basis, including meeting the MEDA CBP Inspectors on site and completing necessary documentation.
- **Prepare and report annually to the County Agencies/Affairs Committee:**

The BLDFFA is required to report semi-annually at the request of the County Agencies and Affairs Committee. Reports were prepared and presented to the County Agencies and Affairs Committee on June 13, 2016 and December 12, 2016. BLDFFA Members are copied on the email transmitting the reports to the County's committee.
- **Other activities, as warranted/directed by the Board and/or Chair:**



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

2017 Scope of Work

- Aggressively market the 181-acre property north of County Farm Road, as well as other LDFA properties that are within the Jackson Technology Park (JTP) SmartZoneSM.
- Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township.
- Secure at least one new development into the park.
- Administer the Baker College Business Technology Center, as directed by the Jackson Technology Park SmartZoneSM Agreement between MEDC and Blackman Charter Township. Task includes; Administration oversight, background checks for potential tenants, quarterly meetings, tenant application documentation and related provision of business accelerator services, administer grants, and provide requisite reporting.
- Continue to maintain and market the BL DFA and JTP SmartZoneSM on The Enterprise Group of Jackson's Web site at www.enterprisegroup.org.
- Name new developments as eligible for tax capture by amending Tax Increment Finance Plan, as needed.
- Develop & present 2018 LDFA Scope of Work & all related reports.
- Provide staff support to serve as Assistant Secretary and Assistant Treasurer, if desired.
- Prepare and maintain Certified Business Park website information with the Michigan Economic Developers Association.
- Prepare and report semi-annually to the County Agencies/Affairs Committee.
- Other activities, as warranted/directed by the Board and/or Chair.



**Blackman Charter Township
Local Development Finance Authority**
Served by The Enterprise Group of Jackson

2017 MANAGEMENT AGREEMENT

between the
Blackman Charter Township Local Development Finance Authority
and
The Enterprise Group of Jackson, Inc.

This management agreement establishes the terms of the relationship between the Blackman Charter Township Local Development Finance Authority (“BLDFA”) and The Enterprise Group of Jackson, Inc. (EG) with work to be performed through The Enterprise Group of Jackson, Inc. (EG).

The EG will provide the following services on behalf of the BLDFA;

- ◆ Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township;
- ◆ Continue to market and create marketing material(s) as necessary for Jackson Technology Park SmartZone™;
- Oversee and Administer the Baker College Business Technology Center (SmartZone Incubator), as directed by the Jackson Technology Park SmartZoneSM Agreement between MEDC and Blackman Charter Township. Tasks would include: Administration oversight, background checks for potential tenants, quarterly meetings, tenant application documentation and related provision of business accelerator services, grant administration, and requisite reporting;
- Assist the Board with the BLDFA Amended TIF and Development Plan, if necessary;
- Maintain the BLDFA Partner Page on The EG web site;
- ◆ Oversee Certified Business Park (CBP) website maintenance and annual certification with the Michigan Economic Developers Association (MEDA);
- ◆ Provide services relating to acquisition and development of additional BLDFA property; and
- ◆ Provide other routine and administrative services as may be agreed upon by the Chair of the BLDFA and the President & CEO of the EG.

In return for these services, the BLDFA will pay to EG an annual management fee in the amount of \$27,500, payable in equal semi-annual installments of \$13,750 on March 1 and September 1. This contract shall remain in effect for one year, and may be renewed annually after that date. Either party may terminate this agreement with 90-days notice. Effective date of this contract is January 1, 2017 through December 31, 2017.

FOR THE BLDFA:

FOR THE ENTERPRISE GROUP OF JACKSON:

Pete Jancek, Chairman

Tim Rogers, President and CEO

Date

Date



Blackman Charter Township
Local Development Finance Authority
Staffed and Served by The Enterprise Group of Jackson

2016 LDFFA Board of Directors & Officers
Current as of 10/19/16

Pete Jancek, **Chairman** (3/2020)
1990 W. Parnall Road
Jackson, MI 49201
(W) 517-788-4345
Email: pjancek@blackmantwp.com

Barry Harmon, **Treasurer** (3/2020)
6311 Burning Tree Street
Jackson, MI 49201
(C) 517-879-6581
Email: baryaharmon@hotmail.com

Chad Linabury, **Secretary** (3/2020)
3004 John Glenn Drive
Jackson, MI 49201
(W) 517-206-6390
Email: chadlinabury@yahoo.com

VACANT (3/2018) **Frank Burgess seat*
Address
Jackson, MI 49201
(H) 517-788-1234
Email: name@work.com

Cindy Acker, (3/2019)
5266 N. Boulder Street
Jackson, MI 49201
(C) 517-745-9962
Email: rcadventure@gmail.com

Kathy Letts, (3/2019)
251 Robinson Road
Jackson, MI 49203
(C) 517-945-8390
Email: kdee251@gmail.com

Twp. Assessor/BLDFA Staff
1990 W. Parnall Road
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Louis Globensky, **Vice Chairman** (3/2018)
2784 Walden Woods Blvd.
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Email: trainhauler1@yahoo.com

Shawn White (School Rep-no term)
Northwest School District
6900 Rives Junction Road
Jackson, MI 49201
(H)
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Email: shawnranaewhite@yahoo.com

Darrell Norris, (JCC Rep-no term)
Jackson Community College
2111 Emmons Road
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(W) 517-796-8596 fax
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David K. Elwell (County Rep-no term)
Jackson County Commissioner
120 W. Michigan Avenue
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VACANT, (School Rep-no term)
Northwest School District
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Amy Torres EG-BLDFA staff
Debbie Kelly EG-BLDFA staff
The Enterprise Group of Jackson, Inc.
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(W) 517-782-0061 fax
Email: atorres@enterprisegroup.org
dkelly@enterprisegroup.org



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

2017 Meeting Schedule

**Meetings held at Blackman Township Hall
3rd Wednesday-every other month
at 6:00 p.m.**

February 15th

April 19th

June 21st

August 16th

October 18th

Budget Review Meeting

November 8th

Annual/Budget Approval Meeting

December 13th

Special Meetings may be called at the order of the Chairman of the LDFA.

BLDFA Attendance Log 2016								
BLDFA Board Member	SPECIAL 01/13/16	02/17/16	04/20/16	06/15/16	08/17/16	10/19/16	11/09/16	12/14/16
Frank Burgess	P	P	P	P	U	resigned	n/a	n/a
Darrell Norris	n/a	n/a	n/a	P	P	P	A	
David Elwell	P	P	P	P	P	P	P	
Louis Globensky	P	P	P	P	P	P	P	
Barry Harmon	A	P	A	P	P	P	P	
Pete Jancek	P	P	P	P	P	P	P	
Shawn White	n/a	n/a	n/a	P	P	A	P	
Chad Linabury	P	P	A	P	P	P	P	
VACANT	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Kathy Letts	A	P	P	A	P	P	A	
Cindy Acker	n/a	n/a	n/a	A	P	A	P	
P = Present A = Notified Absence U = Unknown Absence								