



**Blackman Charter Township
Downtown Development Authority**

Board Meeting
Wednesday, January 11, 2017
7:00 a.m.
Blackman Charter Township Meeting Hall

Agenda

1. Call to Order By Chair
2. Public Comment
3. *Approval of the Annual BDDA Board Meeting Minutes for December 14, 2016
4. *Approval of the Special BDDA Board Meeting Minutes from December 19, 2016
5. *Approval of the Blackman DDA Invoices and Budget Reports for December 2016
6. *Approval of the 2017 EG/BDDA Management Agreement
7. Updates regarding property development:
 - a. BDDA and County Property Update
 - b. Airport Update – Mr. Shotwell
8. Chairman and Board Comments
9. Next BDDA Board Meeting: Wednesday, February 8, 2017 at 7:00 a.m.
10. 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 Annual Board Meeting Minutes
December 14, 2016**

The Downtown Development Authority of Blackman Charter Township held an Annual Board meeting at 7:00 a.m., Wednesday, December 14, 2016 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road.

Members Present (6): Mike Ambs, Roger Auwers, Dan Decker, Kevin Ganton, Steve Shotwell, and Greg Vogt.

Members Absent (4): Don Hoadley, Pete Jancek, Rebecca Roberts, and Debbie Simpson.

Others Present: Jack Ripstra, Township Engineer; and Barry Combs, Township Assessor.

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

Vice Chairman Shotwell called the meeting to order at 7:04 a.m.

Public Comment: Vice Chairman Shotwell welcomed Mr. Combs to the BDDA Board.

Minutes of November 9, 2016:

Mr. Decker moved to approve the BDDA Meeting Minutes of November 9, 2016, as presented, with Mr. Ambs supporting. Unanimously approved.

BDDA Invoices and Budget Reports through November 30, 2016:

Mr. Auwers moved to approve the November 30, 2016 BDDA Invoices totaling \$385.40, and the BDDA Budget Reports through November 30, 2016, with Mr. Ambs supporting. Unanimously approved by roll call vote. Mr. Decker questioned the check register as it relates to water and sewer receipts, and later during the meeting Mr. Ripstra concurred with Township Staff that those funds are received each year, but were never documented. The books now reflect the corrective action taken, as recommended by the auditors.

BDDA 2017 Budget and 2016 Budget Amendment:

Mr. Decker mentioned that it appears no corrections were made since the last BDDA Meeting, and line item No. 3 was not corrected. Discussion ensued and the BDDA Board concurred that revisions must be made prior to approving the 2016 Budget Revisions. *Mr. Decker moved to receive the 2016 BDDA Budget Revisions, recognizing the unchanged line items, with Mr. Shotwell supporting.*

Mr. Auwers moved to approve the 2017 BDDA Budget, as presented, with Mr. Ambs supporting. Unanimously approved by roll call vote.

Snowplowing Agreement:

Mr. Ripstra commented that this might be the last year of snowplowing along Boardman Road, but he can't find the easement that states the final year to confirm. *Mr. Auwers moved to approve the Snowplowing Agreement with Wolverine Sealcoating, LLC, with the optional third line item removed, with Mr. Vogt supporting. Unanimously approved.*

Updates:

BDDA and County Property:

Mr. Ripstra shared that the former Bill Knapps/Pizza Beach facility was recently demolished. The new proposed restaurant will be a bar and grill style restaurant.

Airport Update:

Mr. Shotwell reported that all signed easements are in hand, and the final tree clearing on the west side is complete. The County and Airport Manager continue to have conversations with property owners regarding the additional wind and sunlight that they are experiencing. Mr. Shotwell and Ms. Torres invited the BDDA Board to the combined Airport Board/Advisory Council Meeting next Wednesday, December 21st at 9:30 a.m. at the Airport. Mr. Shotwell shared that JDOT is negotiating with a property owner near Glasgow Road and Michigan Avenue, as it relates to the cleaned up curb and gutters.

Annual Meeting Items:

2016 End of Year Report:

Ms. Kelly mentioned a few highlights from 2016. *Mr. Ganton moved to receive the 2016 BDDA End of Year Report, with Mr. Vogt supporting. Unanimously approved.*

2017 Scope of Work:

Ms. Kelly shared that the Scope of Work mirrors last year's, with the addition of maintaining the BDDA Partner Page on The EG's web site, which is already being done by staff. Mr. Ganton asked EG/BDDA Staff how many contracts we have, and Ms. Torres responded that The EG has five entities that we provide staff to. *Mr. Vogt moved to approve the 2017 BDDA Scope of Work, as presented, with Mr. Ganton supporting. Unanimously approved.*

2017 BDDA Officers:

Ms. Kelly noted two options for electing officers: keep current slate or open nominations. *Mr. Vogt moved to close nominations and cast a unanimous ballot to keep the current slate of Officers for 2017: Chairman Jancek, Vice Chairman Shotwell, Treasurer Hoadley, and Secretary Simpson, with Mr. Ambs supporting. Unanimously approved.*

BDDA Term Renewals:

BDDA Board Member terms expire at the end of the year for Pete Jancek, Kevin Ganton, Debbie Simpson, and Rebecca Roberts. All members are willing to serve another term, if appointed. *Mr. Shotwell moved to recommend reappointment to the Township for the BDDA Board Members, with Mr. Ambs supporting. Unanimously approved.*

EG/BDDA Management Agreement:

Ms. Kelly noted that the Management Agreement for 2017 has one addition that was also mentioned on the 2017 Scope of Work, and the annual contract remains at \$15,000 per year. Mr. Decker commented that it appears that we can't afford this cost, and added that the BDDA's

primary expense is the outstanding loan. Mr. Decker added that perhaps the BDDA should consider a different arrangement or renegotiate the EG/BDDA Management Agreement. Mr. Decker would like to discuss with Chairman Jancek prior to approval. *Mr. Decker moved to table the Management Agreement until the next meeting in January, with Mr. Auwers supporting. Unanimously approved by roll call vote.*

2017 BDDA Meeting Schedule:

Ms. Kelly noted that the BDDA Board Meeting Schedule for 2017 will continue to be the second Wednesday of each month at 7:00 a.m. *Mr. Ganton moved to approve the 2017 BDDA Meeting Schedule, as presented, with Mr. Vogt supporting. Unanimously approved.*

Chairman and Board Comments/Updates:

Mr. Combs shared information regarding pending legislation that combines all TIFA related Authorities into one group. Ms. Torres noted that she would research the issue.

Next Meeting:

The Blackman Charter Township DDA Board meeting is scheduled for Wednesday, January 11, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:35 a.m.

Respectfully submitted by Amy Torres and Debbie Kelly, The Enterprise Group of Jackson, Inc.



The Enterprise Group
of Jackson, Inc.

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

**BDDA Special Board Meeting Minutes
December 19, 2016**

The Downtown Development Authority of Blackman Charter Township held a Special Board meeting at 3:00 p.m., Monday, December 19, 2016 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road.

Members Present (7): Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Rebecca Roberts, Debbie Simpson, and Greg Vogt.

Members Absent (3): Mike Ambs, Roger Auwers, and Steve Shotwell.

Others Present: Linda Arntz, Township Bookkeeper.

Staff: Debbie Kelly, The Enterprise Group of Jackson.

Chairman Jancek called the meeting to order at 3:04 p.m.

Public Comment: None.

BDDA 2017 Budget and 2016 Budget Amendment:

Chairman Jancek mentioned that the column header for 'ACTUAL PER CLIENT 1/1/16 THRU 42,719' should read 1/1/16 THRU 11/15/16. Mr. Decker mentioned that it appears corrections were made, and the BDDA is \$15,000 ahead. Chairman Jancek shared that he worked closely with Dove & Hickey to ensure all fields were filled in, and Ms. Arntz is here to answer any additional questions. Chairman Jancek reminded the Board that the 2017 BDDA Budget was approved at the Annual Meeting last week. ***Mr. Decker moved to approve the 2016 BDDA Budget Revisions, with Ms. Roberts supporting. Unanimously approved by roll call vote.***

Next Meeting:

The Blackman Charter Township DDA Board meeting is scheduled for Wednesday, January 11, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 3:08 p.m.

Respectfully submitted by Amy Torres and Debbie Kelly, The Enterprise Group of Jackson, Inc.



**The Enterprise Group
of Jackson, Inc.**

**Blackman Charter Township
Downtown Development Authority
*Management Agreement for 2017***

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 BDA Boundary, as appropriate.
- Assist the Board with visioning for future BDDA Projects and Developments, to include creating and facilitating the Merchants Association.
- 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.
- Prepare Reports and Scope of Work for 2018.
- 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, 2017 through December 31, 2017, 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

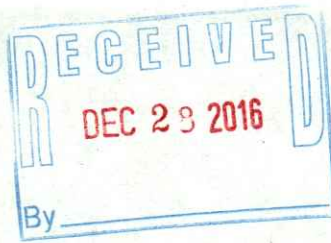
Date

BDDA Invoice's for the January 11, 2017 Board Meeting

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Lester Brothers	Plowing & Salting	\$ 675.00
Ripstra	Professional Services	\$ 120.80
Wolvering	Plowing Sidewalks	<u>\$ 375.00</u>
		\$ 1,170.80

Lester Brothers Excavating, Inc.

5405 E. Michigan Ave.
Jackson, MI 49201



Invoice

Date	Invoice #
12/19/2016	79005

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

Ship To

P.O. Number	Terms	Due Date	Service Date
	NET 15 DAYS	1/3/2017	12/8/2016

Quantity	Item Code	Description	Price Each	Amount
1	SALT	SALTING (12:00P) 12/8	75.00	75.00
1	SALT	SALTING (6:30A) 12/9	75.00	75.00
1	SALT	SALTING (9:30A) 12/10	75.00	75.00
3	SNOW	PLOWS (9:00A, 10:00A, 4:00 P) 12/11	75.00	225.00
1	SALT	SALTING (9:00A) 12/11	75.00	75.00
1	SNOW	PLOW (7:00A) 12/12	75.00	75.00
1	SALT	SALTING (10:00A) 12/12	75.00	75.00

Sales Tax (6.0%) \$0.00

Total \$675.00

Payments/Credits \$0.00

Balance Due \$675.00

Phone #	Fax #	E-mail	Web Site
517-764-7888	517-764-7808	lesterbros@yahoo.com	www.lesterbros.com



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
1990 W. Parnall Road
Jackson, MI 49201

Date: December 9, 2016
Invoice No. 06108-100
Terms: Net 30 Days

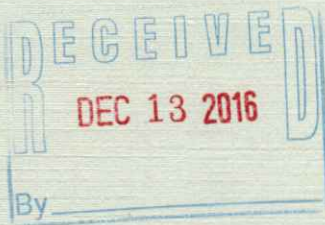
(Blackman Township Account Number: 494-970-972)

For Services in connection with the monthly DDA Board Meeting.

For Services 11-06-16 to 12-03-16

CLASSIFICATION	HOURS	RATE	TOTAL
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Project Engineer	1.0	\$110.00	\$110.00
Mileage Expenses	20 miles	\$0.54	\$10.80

AMOUNT DUE THIS INVOICE \$120.80



1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

Wolverine Sealcoating LLC

3235 County Farm Rd
Jackson, MI 49201

Invoice

Date	Invoice #
12/15/2016	8908

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	1/14/2017		
Description	Qty	Rate	Amount	
12-12-2016 plow Airport Rd walks	1	60.00	60.00	
12-12-2016 Plow Boardman Rd Walks	1	65.00	65.00	
12-15-2016 Plow Airport Rd Walks	1	60.00	60.00	
12-15-2016 Plow Boardman Rd walks	1	65.00	65.00	
12-17-2016 Plow Airport Rd walks	1	60.00	60.00	
12-17-2016 Plow Boardman Rd Walks	1	65.00	65.00	
Total			\$375.00	
Payments/Credits			\$0.00	
Balance Due			\$375.00	

DDA Administrative Fund

2016

Fune 294

Date	Description	Receipts	Disbursements	Check #	Balance
12/31/2015					868,640.64
1/12/2016	Accounts Payable		575.00	1242	868,065.64
1/31/2016	Interest	33.84			868,099.48
2/10/2016	Accounts Payable		3,103.75	1243	864,995.73
2/17/2016	Dale Weston (voided)		2,925.00	1244	862,070.73
2/29/2016	Interest	31.60			862,102.33
3/2/2016	check #1244 voided	2,925.00			865,027.33
3/8/2016	Accounts Payable		450.00	1245	864,577.33
3/24/2016	Check order fee		49.29		864,528.04
3/28/2016	Accounts Payable		39.88	1246	864,488.16
3/31/2016	Interest	33.70			864,521.86
4/6/2016	IRS Treasury pymt	29,444.40			893,966.26
4/12/2016	Accounts Payable		250,191.25	1247	643,775.01
	Tfr to Constr for ck fee		46.11	1248	643,728.90
4/30/2016	Interest	30.06			643,758.96
5/3/2016	Billboard rent 5/1/16-4/30/17	3,000.00			646,758.96
5/10/2016	DDA 2015 Winter Distribution	77,173.44			723,932.40
5/11/2016	Accounts Payable		150.00	1249	723,782.40
	Accounts Payable		7,500.00	1250	716,282.40
	DDA 2015 Summer Distribution	5,710.52			721,992.92
5/30/2016	Interest	27.11			722,020.03
6/8/2016	Accounts Payable		120.00	1251	721,900.03
6/9/2016	2015 Delq return from Co.	1,200.00			723,100.03
6/30/2016	Interest	27.25			723,127.28
7/18/2016	Accounts Payable		797.50	1252	722,329.78
7/25/2016	IRS Treasury pymt (11/15)	29,444.40			751,774.18
7/31/2016	Interest	28.42			751,802.60
8/10/2016	Accounts Payable		2,929.97	1253	748,872.63
	void check			1254	748,872.63
8/31/2016	Interest	29.24			748,901.87
9/28/2016	Due from G/F	990.00			749,891.87
9/30/2016	Interest	28.24			749,920.11
10/12/2016	Accounts Payable		86,442.03	1255	663,478.08
10/31/2016	Interest	27.91			663,505.99
11/2/2016	IRS Treasury pymt	28,111.54			691,617.53
11/7/2016	2016 Summer DDA Distrib	124,009.08			815,626.61
11/25/2016	Accounts Payable		185.00	1256	815,441.61
11/30/2016	Interest	29.47			815,471.08
12/1/2016	2016 DDA PPT Reimb	20,749.71			836,220.79
12/9/2016	2015 Summer IFT 4th Distrib	1,256.15			837,476.94
	2015 Winter IFT 2nd Distrib	995.80			838,472.74
12/13/2016	Accounts Payable		160.00	1257	838,312.74
12/31/2016	Interest	32.53			838,345.27
					838,345.27
					838,345.27
					838,345.27
					838,345.27

