



**Blackman Charter Township
Downtown Development Authority**

Board Meeting
Wednesday, May 10, 2017
7:00 a.m.
Blackman Charter Township Meeting Hall

Agenda

1. Call to Order By Chair
2. Public Comment
3. *Approval of the BDDA Special Board Meeting Minutes from April 19, 2017
4. *Approval of the Blackman DDA Budget Reports for April 2017
5. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
 - i. Drain Issue Update – Jack Ripstra/Chairman Jancek
 - b. Airport Update – Mr. Shotwell
6. Chairman and Board Comments
7. Next BDDA Board Meeting: Wednesday, June 14, 2017 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 Special Board Meeting Minutes
April 19, 2017

The Downtown Development Authority of Blackman Charter Township held a Special Board meeting at 7:00 a.m., Wednesday, April 19, 2017 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road.

Members Present (9): Mike Ambs, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Rebecca Roberts, Steve Shotwell, Debbie Simpson, and Greg Vogt.

Members Absent (1): Roger Auwers.

Others Present: Joe Cramer, Jackson College Student; and Jack Ripstra, Township Engineer.

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

Chairman Jancek called the meeting to order at 7:02 a.m.

Public Comment: None.

Meeting Minutes of March 8, 2017:

Mr. Shotwell moved to approve the BDDA Meeting Minutes of March 8, 2017, as presented, with Mr. Vogt supporting. Unanimously approved.

BDDA Invoices and Budget Reports through March 31, 2017:

Chairman Jancek moved to approve the March 31, 2017 BDDA Invoices totaling \$262,264.76, and the BDDA Budget Reports through March 31 2017, with Mr. Vogt supporting. Unanimously approved by roll call vote.

Consider asphalt repair bids for Universal Way:

Mr. Ripstra presented one additional bid that come in after the Board packets were emailed, and one clarification (cold vs. hot patching) for consideration. Chairman Jancek and Mr. Ripstra recommended Wolverine Sealcoating LLC as the best and least expensive bid in the amount of \$1,100, mentioning that they have done a great job for the Township. *Chairman Jancek moved to award the asphalt repair bid for Universal Way to Wolverine Sealcoating LLC, in the amount of \$1,100, with Ms. Roberts supporting. Unanimously approved by roll call vote.*

Consider Lamar billboard proposal:

Chairman Jancek noted the map that was included within the BDDA Board packet, and explained that one of Lamar's billboards near Red Lobster fell onto a neighbor's garage during the wind

storm in early March. Lamar is proposing removing the damaged billboard, and requesting authorization to build a new, electronic billboard in a new location. They offered to pay the Township \$5,000 per year. After discussion, the Board concurred that they are not in favor of putting a billboard on the BDDA property since we are marketing it for sale for future development. Mr. Decker asked if we had any obligation to find a new location for their billboard, and Chairman Jancek replied that we do not. ***Chairman Jancek moved to deny the billboard proposal from Lamar, with Mr. Decker supporting. Unanimous approval.***

Updates:

BDDA and County Property:

Chairman Jancek shared that he hasn't heard from the proposed developer in a few weeks but does know that he is still interested in the property.

Airport Update:

Mr. Shotwell reported that the dirt hauling continues, and there wasn't anything else to report at this time.

Chairman and Board Comments/Updates:

Chairman Jancek reported that he attended the MTA Conference last week, and attended a session related to medical marijuana businesses. Chairman Jancek shared the presentation with the Board.

Ms. Kelly reported that The EG held a successful Site Bus Tour at the end of March, where the BDDA property was highlighted. Chairman Jancek added that he was on the tour, and shared how informative it was to hear about the challenges and logistics that have to be considered when trying to bring future development to our community.

Ms. Kelly presented the newspaper article regarding Blackman Charter Township's first fire truck - a 1946 Chevy pumper truck that is being refurbished by Tripps Auto.

Next Meeting:

The Blackman Charter Township DDA Board meeting is scheduled for Wednesday, May 10, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:32 a.m.

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

User: LINDA

DB: Blackman

PERIOD ENDING 04/30/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH 04/30/2017 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 294 - DDA ADMINISTRATIVE FUND									
Revenues									
Dept 101-CASH RECEIPTS									
294-101-439.000	DDA PROPERTY TAXES	157,000.00		93,481.64		89,545.64		63,518.36	59.54
294-101-665.000	INVESTMENT/INTEREST		520.00	100.26		35.72		419.74	19.28
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	54,540.00		28,111.54		0.00		26,428.46	51.54
294-101-699.000	MISCELLANEOUS REVENUE	3,000.00		0.00		0.00		3,000.00	0.00
Total Dept 101-CASH RECEIPTS		215,060.00		121,693.44		89,581.36		93,366.56	56.59
TOTAL REVENUES		215,060.00		121,693.44		89,581.36		93,366.56	56.59
Expenditures									
Dept 905-DEBT SERVICE FUND									
294-905-775.000	REPAIR/MAINTENANCE	4,617.00		1,975.00		1,250.00		2,642.00	42.78
294-905-801.000	PROFESSIONAL SERVICES	42,527.00		10,575.00		10,575.00		31,952.00	24.87
294-905-900.000	PRINTING/PUBLISHING	110.00		170.46		170.46		(60.46)	154.96
294-905-964.000	TAX TRIBUNAL/REFUNDS ORDERED	9,631.00		0.00		0.00		9,631.00	0.00
294-905-969.000	TRANSFER TO CONSTRUCTION FUND	250,000.00		0.00		0.00		250,000.00	0.00
294-905-991.000	BOND PAYMENTS PRINCIPAL	175,000.00		175,000.00		175,000.00		0.00	100.00
294-905-995.000	BOND PAYMENT INTEREST	130,744.00		67,100.00		67,100.00		63,644.00	51.32
294-905-999.000	MISCELLANEOUS EXPENSE	88.00		42.80		42.80		45.20	48.64
Total Dept 905-DEBT SERVICE FUND		612,717.00		254,863.26		254,138.26		357,853.74	41.60
TOTAL EXPENDITURES		612,717.00		254,863.26		254,138.26		357,853.74	41.60
Fund 294 - DDA ADMINISTRATIVE FUND:									
TOTAL REVENUES		215,060.00		121,693.44		89,581.36		93,366.56	56.59
TOTAL EXPENDITURES		612,717.00		254,863.26		254,138.26		357,853.74	41.60
NET OF REVENUES & EXPENDITURES		(397,657.00)		(133,169.82)		(164,556.90)		(264,487.18)	33.49

User: LINDA

DB: Blackman

PERIOD ENDING 04/30/2017

GL NUMBER	DESCRIPTION	2017	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2017 NORMAL (ABNORMAL)	MONTH 04/30/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - D.D.A. CONSTRUCTION FUND						
Revenues						
Dept 101-CASH RECEIPTS						
494-101-699.000	CONSTRUCTION FUND TRANSFER	250,000.00	0.00	0.00	250,000.00	0.00
Total Dept 101-CASH RECEIPTS		250,000.00	0.00	0.00	250,000.00	0.00
TOTAL REVENUES		250,000.00	0.00	0.00	250,000.00	0.00
Expenditures						
Dept 970-CAPITAL OUTLAY						
494-970-972.000	CONSTRUCTION COSTS	250,000.00	741.80	626.50	249,258.20	0.30
Total Dept 970-CAPITAL OUTLAY		250,000.00	741.80	626.50	249,258.20	0.30
TOTAL EXPENDITURES		250,000.00	741.80	626.50	249,258.20	0.30
Fund 494 - D.D.A. CONSTRUCTION FUND:						
TOTAL REVENUES		250,000.00	0.00	0.00	250,000.00	0.00
TOTAL EXPENDITURES		250,000.00	741.80	626.50	249,258.20	0.30
NET OF REVENUES & EXPENDITURES		0.00	(741.80)	(626.50)	741.80	100.00
TOTAL REVENUES - ALL FUNDS						
		465,060.00	121,693.44	89,581.36	343,366.56	26.17
TOTAL EXPENDITURES - ALL FUNDS						
		862,717.00	255,605.06	254,764.76	607,111.94	29.63
NET OF REVENUES & EXPENDITURES		(397,657.00)	(133,911.62)	(165,183.40)	(263,745.38)	33.68

