



**Blackman Charter Township
Downtown Development Authority**

Board Meeting
Wednesday, June 14, 2017
7:00 a.m.

**EAA Meeting Room
Jackson County Airport – Reynolds Field**

Agenda

1. Call to Order By Chair
2. Public Comment
3. *Approval of the BDDA Board Meeting Minutes from May 10, 2017
4. *Approval of the Blackman DDA Invoices and Budget Reports for May 2017
5. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
 - b. Airport Update – Mr. Shotwell
6. Chairman and Board Comments
7. Next BDDA Board Meeting: Wednesday, July 12, 2017 at 7:00 a.m.
8. Adjourn To The Call Of The Chair

7:30 a.m. Tour of Airport – Mr. Kent Maurer

**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
May 10, 2017

The Downtown Development Authority of Blackman Charter Township held a regular Board meeting at 7:00 a.m., Wednesday, May 10, 2017 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road.

Members Present (8): Mike Ambs, Roger Auwers, Dan Decker, Don Hoadley, Pete Jancek, Rebecca Roberts, Steve Shotwell, and Greg Vogt.

Members Absent (2): Kevin Ganton and Debbie Simpson.

Others Present: 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 April 19, 2017:

Mr. Vogt moved to approve the BDDA Special Meeting Minutes of April 19, 2017, as presented, with Mr. Hoadley supporting. Unanimously approved.

BDDA Invoices and Budget Reports through April 30, 2017:

Ms. Kelly shared that there were no invoices to approve. *Chairman Jancek moved to approve the BDDA Budget Reports through April 30, 2017, with Mr. Shotwell supporting. Unanimously approved by roll call vote.*

Updates:

BDDA and County Property:

Chairman Jancek made the Board aware of the drain issues near the two new hotels being constructed. Mr. Ripstra mentioned that due to the heavy rains, the area near Planet Fitness and Universal Way are flooded. Mr. Ripstra noted that the drain dead-ends at the old Holiday Inn site, and the contractors are believed to have capped the drain when they began construction on the two new hotels. Mr. Decker asked if the property owners were liable for the flooding. Mr. Ripstra commented that options are being discussed with them since the system design didn't identify any potential drainage issues. A re-route is being investigated as a result.

Chairman Jancek mentioned that he received a call from a representative that works with the proposed developer, and he is still interested in the property.

Mr. Ripstra reported that the asphalt repair on Universal Way would be completed in the next week or two.

Airport Update:

Mr. Shotwell reported that the runway is closed, and the Business Plan is posted on their web site. Ms. Torres added she was invited as Chairperson of the Airport Advisory Council to take the last flight, taking off and landing on the now-closed runway. Mr. Shotwell and Ms. Torres shared that Mr. Maurer, Airport Manager is willing to give tours if anyone is interested. Mr. Ripstra suggested having our next meeting at the Airport. The Board concurred, and Staff will make arrangements.

Chairman and Board Comments/Updates:

Chairman Jancek shared that National Bike Week is May 15 through 19. A bike rally will be held at the Carnegie Library on May 20th.

Chairman Jancek mentioned that the residents of Blackman Charter Township passed the Recreation Millage, which will assist the Township in improving the parks.

Chairman Jancek expects the developer to break ground for the new Boston's Restaurant soon. Mr. Ambs noted that demolition work at the former Country Buffet has begun for the new Buffalo Wild Wings Restaurant.

Ms. Kelly shared that BDDA Staff reported at the County Affairs and Agencies Committee on Monday, May 8th, and Commissioner Lightner asked Staff about BDDA developments, and when their expected completion dates are. Mr. Ripstra shared that he didn't know yet, but Home 2 Suites should be opening in August 2017.

Mr. Shotwell added that there are nine new restaurants in Jackson County. The Board discussed the recent health inspection reports.

Next Meeting:

The Blackman Charter Township DDA Board meeting is scheduled for Wednesday, June 14, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:26 a.m.

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

BDDA Invoice's for the June 14, 2017 Board Meeting

Vendor	Description	Amount
Clarks Lawn Care	Mowing	\$ 215.00
Ripstra	Profession Services	\$ 125.30
		<u>\$ -</u>
		\$ 340.30



Clark's Lawn Care LLC
P.O. Box 577
Jackson, Mi. 49204
(517)- 937-1281

Date: June 1, 2017

To: Blackman Township
1990 West Parnall Rd
Jackson, Mi 49201

Re: Lawn Bill for April & May 2017

For: I-94 & US 127, Boardman Rd

To whom it may Concern:

The Following is a bill for lawn services for the month of April & May 2017.

1. Apr. 29,17	Mowed	\$30.00
2. May 10,17	Mowed	\$30.00
3. May 29,17	Mowed	\$30.00

Total Due: \$90.00

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

Thank You,
David Clark
D&W Clark's Lawn Care LLC



Clark's Lawn Care LLC
P.O. Box 577
Jackson, Mi. 49204
(517)- 937-1281

Date: June 1, 2017

To: Blackman Township
1990 West Parnall Rd
Jackson, Mi 49201

Re: Lawn Bill for April & May 2017

For: Bond Steel Drive

To whom it may Concern:

The Following is a bill for lawn services for the month of April & May 2017.

1. Apr. 25, 17	Mowed	\$25.00
2. May 9, 17	Mowed	\$25.00
3. May 16, 17	Mowed	\$25.00
4. May 23, 17	Mowed	\$25.00
5. May 29, 17	Mowed	\$25.00

Total Due: \$125.00

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

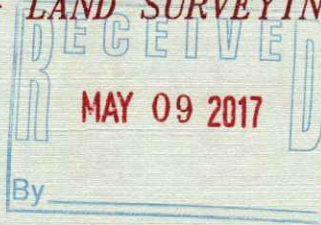
Thank You,
David Clark
D&W Clark's Lawn Care LLC



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: May 8, 2017
Invoice No. 06108-104
Terms: Net 30 Days

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

For Services in connection with the monthly DDA Board Meeting.

For Services 03-26-17 to 04-22-17

CLASSIFICATION	HOURS	RATE	TOTAL
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Project Engineer	1.0	\$120.00	\$120.00
Mileage Expenses	10 miles	\$0.53	\$5.30

AMOUNT DUE THIS INVOICE \$125.30

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA

DB: Blackman

PERIOD ENDING 05/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDMT USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH 05/31/2017 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		0.00		63,518.36	59.54
294-101-665.000	INVESTMENT/INTEREST		520.00	100.26		0.00		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		3,000.00		3,000.00		0.00	100.00
Total Dept 101-CASH RECEIPTS		215,060.00		124,693.44		3,000.00		90,366.56	57.98
TOTAL REVENUES		215,060.00		124,693.44		3,000.00		90,366.56	57.98
Expenditures									
Dept 905-DEBT SERVICE FUND									
294-905-775.000	REPAIR/MAINTENANCE	4,617.00		1,975.00		0.00		2,642.00	42.78
294-905-801.000	PROFESSIONAL SERVICES	42,527.00		18,075.00		7,500.00		24,452.00	42.50
294-905-900.000	PRINTING/PUBLISHING	110.00		170.46		0.00		(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		0.00		0.00	100.00
294-905-995.000	BOND PAYMENT INTEREST	130,744.00		67,100.00		0.00		63,644.00	51.32
294-905-999.000	MISCELLANEOUS EXPENSE	88.00		42.80		0.00		45.20	48.64
Total Dept 905-DEBT SERVICE FUND		612,717.00		262,363.26		7,500.00		350,353.74	42.82
TOTAL EXPENDITURES		612,717.00		262,363.26		7,500.00		350,353.74	42.82
Fund 294 - DDA ADMINISTRATIVE FUND:									
TOTAL REVENUES		215,060.00		124,693.44		3,000.00		90,366.56	57.98
TOTAL EXPENDITURES		612,717.00		262,363.26		7,500.00		350,353.74	42.82
NET OF REVENUES & EXPENDITURES		(397,657.00)		(137,669.82)		(4,500.00)		(259,987.18)	34.62

User: LINDA

DB: Blackman

PERIOD ENDING 05/31/2017

GL NUMBER	DESCRIPTION	2017	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2017 NORMAL (ABNORMAL)	MONTH 05/31/2017 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		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>
TOTAL REVENUES		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>
Expenditures						
Dept 970-CAPITAL OUTLAY						
494-970-972.000	CONSTRUCTION COSTS	250,000.00	741.80	0.00	249,258.20	0.30
Total Dept 970-CAPITAL OUTLAY		<u>250,000.00</u>	<u>741.80</u>	<u>0.00</u>	<u>249,258.20</u>	<u>0.30</u>
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>741.80</u>	<u>0.00</u>	<u>249,258.20</u>	<u>0.30</u>
Fund 494 - D.D.A. CONSTRUCTION FUND:						
TOTAL REVENUES		250,000.00	0.00	0.00	250,000.00	0.00
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>741.80</u>	<u>0.00</u>	<u>249,258.20</u>	<u>0.30</u>
NET OF REVENUES & EXPENDITURES		0.00	(741.80)	0.00	741.80	100.00
TOTAL REVENUES - ALL FUNDS						
		465,060.00	124,693.44	3,000.00	340,366.56	26.81
TOTAL EXPENDITURES - ALL FUNDS						
		<u>862,717.00</u>	<u>263,105.06</u>	<u>7,500.00</u>	<u>599,611.94</u>	<u>30.50</u>
NET OF REVENUES & EXPENDITURES		(397,657.00)	(138,411.62)	(4,500.00)	(259,245.38)	34.81

