



**Blackman Charter Township
Downtown Development Authority**

Board Meeting
Wednesday, September 13, 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 Board Meeting Minutes from June 14, 2017
4. *Approval of the Blackman DDA Invoices and Budget Reports through August 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, October 11, 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 Board Meeting Minutes
June 14, 2017

The Downtown Development Authority of Blackman Charter Township held a regular Board meeting at 7:00 a.m., Wednesday, June 14, 2017 at the Jackson County Airport – Reynolds Field, in the EAA Meeting Room at 3606 Wildwood Avenue.

Members Present (8): Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Rebecca Roberts, Steve Shotwell, Debbie Simpson, and Greg Vogt.

Members Absent (2): Mike Ambs and Roger Auwers.

Others Present: Jack Ripstra, Township Engineer; and Kent Maurer, Manager Jackson County Airport.

Staff: Debbie Kelly, The Enterprise Group of Jackson.

Chairman Jancek called the meeting to order at 7:03 a.m.

Public Comment: None.

Meeting Minutes of May 10, 2017:

Mr. Shotwell moved to approve the BDDA Meeting Minutes of May 10, 2017, as presented, with Mr. Hoadley supporting. Unanimously approved.

BDDA Invoices and Budget Reports through May 31, 2017:

Mr. Decker moved to approve the May 31, 2017 BDDA Invoices totaling \$340.30, and the BDDA Budget Reports through May 31, 2017, with Mr. Ganton supporting. Unanimously approved by roll call vote.

Updates:

BDDA and County Property:

Chairman Jancek commented that he has not heard from the interested developer, and plans to contact him tomorrow.

Chairman Jancek and Mr. Ripstra provided an update regarding the flooding that occurred near Planet Fitness and Universal Way, noting that they met with the County Drain Commissioner, the Jackson County Department of Transportation, as well as the owners of the property. Chairman Jancek shared that Mr. White, Township Attorney is researching ownership, and who the liable party should be as a result of the initial installation error. Mr. Ripstra reminded the Board 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. A re-route is being investigated as a result.

Mr. Ripstra reported that the asphalt repair work on Universal Way was completed. Ms. Roberts thanked him and commented on how nice it looks. Mr. Ripstra also reported that the footings for the new Boston's Restaurant have been installed, as well as the floor for the new hotel.

Ms. Roberts mentioned that Jackson Auto looks nice, and Chairman Jancek responded that Mr. Eyde had the area cleared. Mr. Shotwell noted that it would be a good idea to map the utilities in that area for future development. Mr. Ripstra concurred that everything has been mapped, to include the 20" water main, and the Hurd Marvin drain that runs all the way to US 127.

Airport Update:

Mr. Shotwell reported that digging muck by Kmart has commenced, as well as the grading on Airport Road. Mr. Shotwell introduced Mr. Kent Maurer to the BDDA Board Members.

Mr. Maurer provided the BDDA Board with a presentation of the Runway Safety Project, and had aerial maps to provide visuals of the project. Mr. Maurer shared that the Runway Safety Project was designed in 2001, with construction beginning in 2007. The project was necessary to keep the Jackson County Airport in compliance with the FAA. The FAA required an additional 1,000 feet to be added to the runways for safety, and possible run-offs. If the project wasn't done, the FAA would have prohibited planes from landing here, and the Jackson County Airport would have been closed as a result. Mr. Maurer shared the time consuming process for due diligence prior to beginning actual construction of the runway realignment. Mr. Maurer shared that the old runway will be considered for future hangar development, overflow parking, and staging for excess snow. Mr. Shotwell added that the airport will have all new LED lighting, drainage, and mechanics. Mr. Maurer also mentioned the new maintenance building, and new fencing. Chairman Jancek noted the enhanced gate entrance, which the Blackman Charter Township Public Safety team appreciates. The BDDA Board toured the control tower to see a great view of the project underway, which will likely be completed in November 2017. Mr. Maurer shared that the Jackson County Airport has more landings and take-offs than Lansing. Mr. Shotwell asked about hangar tenants, and Mr. Maurer shared that there are 15 hangars, and they are 99% occupied. Most of them are privately owned. Mr. Maurer noted that the Airport Business Plan is in its final stages, and building more hangars has been added to the Plan's concepts.

Chairman and Board Comments/Updates:

None.

Next Meeting:

The Blackman Charter Township DDA Board meeting is scheduled for Wednesday, July 12, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:36 a.m. Mr. Kent Maurer provided a tour of the Airport immediately after the meeting.

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

BDDA Invoice's for the Sept. 13 2017 Board Meeting

Vendor	Description	Amount
Clarks Lawn Care	Mowing	\$ 110.00
		\$ -
		\$ -
		\$ -
		<hr/> \$ 110.00

Clark's Lawn Care LLC

P.O. Box 577
Jackson, Mi. 49204
(517)- 937-1281

Date: September 1, 2017

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

Re: Lawn Bill for August 2017

For: Bond Steel Drive

To whom it may Concern:

The Following is a bill for lawn services for the month of August 2017.

1. August 7, 2017	Mowed	\$ 25.00
2. August 21, 2017	Mowed	\$ 25.00

Total Due: \$ 50.00

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: September 1, 2017

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

Re: Lawn Bill for August 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 August 2017.

1. August 7,2017	Mowed	\$30.00
2. August 21,2017	Mowed	\$30.00

Total Due: \$60.00

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

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

User: LINDA

DB: Blackman

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2017 (ABNORMAL)	MONTH 08/31/2017 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		100,919.70		0.00		56,080.30	64.28
294-101-665.000	INVESTMENT/INTEREST		520.00	193.52		0.00		326.48	37.22
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		0.00		0.00	100.00
Total Dept 101-CASH RECEIPTS		215,060.00		132,224.76		0.00		82,835.24	61.48
TOTAL REVENUES		215,060.00		132,224.76		0.00		82,835.24	61.48
Expenditures									
Dept 905-DEBT SERVICE FUND									
294-905-775.000	REPAIR/MAINTENANCE	4,617.00		3,535.00		135.00		1,082.00	76.56
294-905-801.000	PROFESSIONAL SERVICES	42,527.00		24,057.00		1,000.00		18,470.00	56.57
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		269,905.26		1,135.00		342,811.74	44.05
TOTAL EXPENDITURES		612,717.00		269,905.26		1,135.00		342,811.74	44.05
Fund 294 - DDA ADMINISTRATIVE FUND:									
TOTAL REVENUES		215,060.00		132,224.76		0.00		82,835.24	61.48
TOTAL EXPENDITURES		612,717.00		269,905.26		1,135.00		342,811.74	44.05
NET OF REVENUES & EXPENDITURES		(397,657.00)		(137,680.50)		(1,135.00)		(259,976.50)	34.62

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2017	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 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	1,117.70	0.00	248,882.30	0.45
Total Dept 970-CAPITAL OUTLAY		<u>250,000.00</u>	<u>1,117.70</u>	<u>0.00</u>	<u>248,882.30</u>	<u>0.45</u>
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>1,117.70</u>	<u>0.00</u>	<u>248,882.30</u>	<u>0.45</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>1,117.70</u>	<u>0.00</u>	<u>248,882.30</u>	<u>0.45</u>
NET OF REVENUES & EXPENDITURES		0.00	(1,117.70)	0.00	1,117.70	100.00
TOTAL REVENUES - ALL FUNDS						
		465,060.00	132,224.76	0.00	332,835.24	28.43
TOTAL EXPENDITURES - ALL FUNDS						
		<u>862,717.00</u>	<u>271,022.96</u>	<u>1,135.00</u>	<u>591,694.04</u>	<u>31.42</u>
NET OF REVENUES & EXPENDITURES		(397,657.00)	(138,798.20)	(1,135.00)	(258,858.80)	34.90

