



**Blackman Charter Township
Downtown Development Authority**

Annual Board Meeting
Wednesday, December 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 Blackman DDA Board Meeting Minutes for November 8, 2017
4. *Approval of the Blackman DDA Invoices and Budget Reports for November 2017
5. Approval of the 2018 BDDA Budget and 2017 Amended Budget (*emailed separately*)
6. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
 - b. Airport Update – Mr. Shotwell
7. Annual Meeting items – Ms. Kelly/Ms. Torres
 - a. *2017 End of Year Report
 - b. *2018 Scope of Work
 - c. *2018 Election of Officers
 - d. Recommend term renewal for Steve Shotwell, Don Hoadley, and Roger Auwers, if they are willing to serve another four-year term.
 - e. *2018 EG/Blackman DDA Management Agreement
 - f. *2018 BDDA Board Meeting Schedule
8. Chairman and Board Comments
9. Next BDDA Board Meeting: Wednesday, January 10, 2018 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 Board Meeting Minutes
November 8, 2017

The Downtown Development Authority of Blackman Charter Township held a regular Board meeting at 7:00 a.m., Wednesday, November 8, 2017 at Blackman Charter Township in the Meeting Hall at 1999 W. Parnall Road.

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

Members Absent (2): Mike Ambs and Rebecca Roberts.

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 7:00 a.m.

Public Comment: None.

Meeting Minutes of September 13, 2017:

Chairman Jancek and Mr. Decker shared that TRU Hotel was spelled incorrectly. Ms. Kelly will correct the minutes to reflect the correct spelling. *Mr. Shotwell moved to approve the BDDA Meeting Minutes of September 13, 2017, as amended, with Mr. Vogt supporting. Unanimously approved.*

BDDA Invoices and Budget Reports through October 31, 2017:

Mr. Auwers moved to approve the October 31, 2017 BDDA Invoices totaling \$75,669.63, and the BDDA Budget Reports through October 31, 2017, with Mr. Hoadley supporting. Unanimously approved by roll call vote. Mr. Decker asked who was using water to warrant a water bill from the City, and Chairman Jancek responded it was for water usage to care for the flower beds.

Review and Discuss 2018 BDDA Budget and 2017 BDDA Budget Amendments:

Chairman Jancek asked the Board to review the budget prior to the December Meeting. If there are any questions or concerns, BDDA Board Members are encouraged to call Linda Arntz, Township Bookkeeper. Mr. Decker asked about the court decision on dark stores, and Chairman Jancek responded that there hasn't been any action taken to his knowledge.

Updates:

BDDA and County Property:

Chairman Jancek shared that he provided additional information as requested by the interested developer, and he will contact him prior to the December Meeting for an update.

Chairman Jancek reported that construction of the two new hotels is moving along, and they are trying to get them enclosed before winter so they can begin working inside. Mr. Decker asked if drainage issues was a concern, and Mr. Ripstra noted that the dirt and rock residue was cleaned out of the drain, after the pipe collapsed. Curb and gutters were recently installed and paving will commence soon.

Airport Update:

Mr. Shotwell reported that the runway project is 98% complete, with the runway open, leaving only scoring to be done. The FAA will add the Jackson County Airport to their website in December. The Airport Advisory Committee recently approved the Airport Business Plan, with the construction of additional hangars being added. The impact of the Jackson County Airport to our community is over \$18 Million per year. Mr. Shotwell added that the project came in on budget, and Ms. Torres noted that additional fencing would be installed next year as well.

Chairman and Board Comments/Updates:

Chairman Jancek shared the trail and bridge updates noting that Cooper Street construction begins in 2018, and will be closed for about one year. The I-94 bridge reconstruction and repair projects will be completed in 2025.

Mr. Hoadley asked why Home 2 Suites has taken so long to open, and Ms. Torres responded that the owner is having difficulties finding trades people to work for him.

Mr. Shotwell reported that we will be seeing new equipment in Jackson County this winter. The State has asked Jackson County to test new slider trucks that can plow an entire lane at once.

Ms. Kelly presented the BDDA Semi-Annual Report that will be reported to the County Affairs and Agencies Committee on Monday.

Mr. Auwers mentioned that new playground equipment was installed at Tarrant School.

Next Meeting:

The Blackman Charter Township DDA Annual Board Meeting is scheduled for Wednesday, December 13, 2017 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:38 a.m.

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

BDDA Invoice's for the December 13, 2017 Board Meeting

Vendor	Description	Amount
Clarks Lawn Care	Lawn Care - Oct	\$ 55.00
		<hr/> \$ 55.00

Clark's Lawn Care LLC

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



Date: November 1, 2017 J

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

Re: Lawn Bill for October 2017

For: Bond Steel Drive

To whom it may Concern:

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

1. October 29, 2017	Mowed	\$ 25.00
	Total Due:	\$ 25.00

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

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

294 905 775

Clark's Lawn Care LLC

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



Date: November 1, 2017

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

Re: Lawn Bill for October 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 October 2017.

1. October 29,2017	Mowed	\$30.00
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Total Due: \$30.00

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

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

294 905 775

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2017 (ABNORMAL)	MONTH 11/30/2017 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		263,156.18	19,713.08		(106,156.18)		167.62
294-101-665.000	INVESTMENT/INTEREST		520.00	280.90	0.00		239.10		54.02
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	54,540.00		54,775.19	0.00		(235.19)		100.43
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		321,212.27	19,713.08		(106,152.27)		149.36
TOTAL REVENUES		215,060.00		321,212.27	19,713.08		(106,152.27)		149.36
Expenditures									
Dept 905-DEBT SERVICE FUND									
294-905-775.000	REPAIR/MAINTENANCE	4,617.00		3,752.94	0.00		864.06		81.29
294-905-801.000	PROFESSIONAL SERVICES	42,527.00		35,918.25	0.00		6,608.75		84.46
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		130,743.75	0.00		0.25		100.00
294-905-999.000	MISCELLANEOUS EXPENSE		88.00	99.49	0.00		(11.49)		113.06
Total Dept 905-DEBT SERVICE FUND		612,717.00		345,684.89	0.00		267,032.11		56.42
TOTAL EXPENDITURES		612,717.00		345,684.89	0.00		267,032.11		56.42
Fund 294 - DDA ADMINISTRATIVE FUND:									
TOTAL REVENUES		215,060.00		321,212.27	19,713.08		(106,152.27)		149.36
TOTAL EXPENDITURES		612,717.00		345,684.89	0.00		267,032.11		56.42
NET OF REVENUES & EXPENDITURES		(397,657.00)		(24,472.62)	19,713.08		(373,184.38)		6.15

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2017 (ABNORMAL)	MONTH 11/30/2017 INCREASE	(DECREASE)	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		321,212.27		19,713.08		143,847.73	69.07
TOTAL EXPENDITURES - ALL FUNDS									
		<u>862,717.00</u>		<u>346,802.59</u>		<u>0.00</u>		<u>515,914.41</u>	<u>40.20</u>
NET OF REVENUES & EXPENDITURES		(397,657.00)		(25,590.32)		19,713.08		(372,066.68)	6.44



The Enterprise Group
of Jackson, Inc.

Blackman Charter Township Downtown Development Authority

2017 End of Year Report

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (BDDA) during 2017. The adopted 2017 Scope of Work for BDDA staff included the following:

- **Promote available properties for development:**
 1. The EG continues to market the BDDA/County property on the BDDA partner page of The EG's web site (www.enterprisegroup.org/partners/bdda).
 2. The construction of the two new hotels replacing the old Holiday Inn (Courtyard by Marriott and Townplace Suites) is currently underway. They hope to have the hotel enclosed by winter so they are able to continue working inside during the cold weather.
 3. The walls of the new 1 North Bar & Kitchen (formally thought to be Boston's Gourmet Pizza and Sports Bar) are up on the corner of Springport Road and Bondsteele Drive.
 4. Chairman Jancek continues to work with an interested developer regarding the 28-acre BDDA property.
 5. *Home 2 Suites*, a four-story extended-stay hotel on the northeast side of the existing Holiday Inn on Bob McClain Drive opened in late November.
 6. Mr. Shotwell provides the BDDA with monthly updates for work being done at the Jackson County Airport – Reynolds Field. Mr. Shotwell reported that the runway project is 98% completed, and the new runway is open. The airport brings \$18 Million in direct economic impact to Jackson County, according to a study completed last year.

- **Facilitate the redevelopment of vacant property within the BDDA.**
 1. As inquiries are received, BDDA Staff ensures property information is available on The EG website, and also provides it to prospects.

- **Serve in the capacity as Assistant Secretary to take meeting minutes, prepare and send out meeting notices, agendas, minutes from previous meetings, organize existing DDA files and maintain future files to ensure completeness and organization.**
 1. This task was handled by staff and is on-going.

- **Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.**
 1. Staff will assist with extension of infrastructure once a developer is in place, providing assistance and support to engineering and legal consultants, as needed, and as funds are available.

- **Assist the Board with visioning for future DDA Projects and Developments to include facilitating the Merchants Association.**
 1. This task is on-going.
 2. Staff will assist in facilitating the Merchants Association, if and when the DDA Board decides to move forward.

- **Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.**
 1. Future revisions to the TIF and Development Plan will be completed by staff, as warranted.

- **Assist the Board with the creation and operations of the Citizen's Advisory Committee.**
 1. This committee will be called upon for future revisions to the TIF and Development Plan, which will necessitate a Citizen's Advisory Committee Meeting.

- **Assist in preparation of Annual Budget and Prepare Scope of Work for 2018.**
 1. Copies of each were distributed for this meeting. The 2017 BDDA Budget was provided to the BDDA Board in November 2017, and will be considered for approval on December 13, 2017.
 2. Blackman Township Staff prepared the Annual Budget with assistance from Dove & Hickey, CPAs.
 3. Blackman Township Staff prepares monthly revenue and expense reports, which are included within the BDDA Board packets, as well as check registers to show all invoices paid and current balances for the BDDA accounts.

- **Prepare and present Annual Reports to the County Agencies Committee on behalf of the BDDA. (Copies are provided to the BDDA, as scheduled for presentation).**
 1. BDDA Staff presented two Semi-Annual Reports to the County Affairs and Agencies in 2017: Monday, May 8, 2017 and Monday, November 13, 2017. The reports were emailed to the BDDA Board.

- **Other Activities, as warranted/directed by the Board and/or Chairman**
 1. Other than routine communications and research, there were no other activities directed by the Board and/or Chairman.



The Enterprise Group
of Jackson, Inc.

**Blackman Charter Township
Downtown Development Authority**
Scope of Work 2018

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (DDA). The proposed 2018 Scope of Work for DDA staff includes the following:

- Promote available properties for development.
- Facilitate the redevelopment of vacant property within the DDA.
- 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 DDA files and maintain future files to ensure completeness and organization at the request of the Chairman.
- Maintain BDDA Partner Page on EG web site.
- Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.
- Assist the Board with visioning for future DDA Projects and Developments to include creating and facilitating the Merchants Association.
- 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 all required reports to be considered at the Annual Board Meeting.
- Prepare and present Annual Reports to the County Agencies Committee on behalf of the DDA. (Copies provided to BDDA as scheduled for presentation).
- Other activities, as warranted/directed by the Board and/or Chair.



**Blackman Charter Township
Downtown Development Authority (BDDA)
2017 Board of Directors**
Current as of 12/06/2017

Pete Jancek (term expires 12/31/20)
BDDA Chair and Township Supervisor
1990 W. Parnall Rd.
Jackson, MI 49201
(517) 788-4345 x 112 phone
pjancek@blackmantwp.com

Steve Shotwell (term expires 12/31/17)
BDDA Vice Chair
County Tower Building
120 W. Michigan Avenue
Jackson, MI 49201
(517) 768-6623 work
(517) 780-4755 fax
jshotwel@co.jackson.mi.us

Kevin Ganton (term expires 12/31/20)
Arbor North Living Center and Hospice Home
207 Wickenham Drive
Spring Arbor, MI 49283
(517) 787-8000 phone
(517) 787-9246 fax
kganton@yahoo.com

Dan Decker (term expires 12/31/18)
6360 Pepper Tree Lane
Jackson, MI 49201
(517) 782-9817 work
dandecker@safetysystemsinc.net

Greg Vogt (term expires 12/31/18)
2710 Airport Rd
Jackson, MI 49202
(517) 789-7151 phone
(517) 789-5155 fax
performanceauto040@sbcglobal.net

Evelyn Markowski
Township Assessor
1990 W. Parnall Road
Jackson, MI 49201
(517) 788-4345 x115 phone
emarkowski@blackmantwp.com

Don Hoadley (term expires 12/31/17)
BDDA Treasurer
2302 Lancaster Blvd.
Jackson, MI 49202
(517) 782-4392 phone
donaldhoadley@sbcglobal.net

Debbie Simpson (term expires 12/31/20)
BDDA Secretary
BDDA Resident
2069 Aldrich Drive
Jackson, MI 49202
(517) 795-0100
debjoshjames@yahoo.com

Roger Auwers (term expires 12/31/17)
Jackson County ISD
6700 Browns Lake Road
Jackson, MI 49201
(517) 768-5148 phone
(517) 787-2026 fax
Roger.auwers@jcisd.org

Mike Ambs (term expires 12/31/19)
1990 W. Parnall Road
Jackson, MI 49201
(517) 788-4345 phone
mambs@blackmantwp.com

Rebecca Roberts (term expires 12/31/20)
4 Universal Way/P.O. Box 6099
Jackson, MI 49204-6099
(734) 883-8741 cell
(517) 544-9100 work
rebecca@ljross.com

Amy Torres/Debbie Kelly
BDDA Staff
The Enterprise Group of Jackson, Inc.
100 E. Michigan Ave., Suite 1100
Jackson, MI 49201
(517)788-4458/(517)788-4330
atorres@enterprisegroup.org dkelly@enterprisegroup.org



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

**Blackman Charter Township
Downtown Development Authority
*Management Agreement for 2018***

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 all required reports to be considered at the Annual Board Meeting.
- 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, 2018 through December 31, 2018, 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



Blackman Charter Township
Downtown Development Authority
Served By The Enterprise Group

2018 Meeting Schedule

**Meetings held at Blackman Township Hall
2nd Wednesday of each month at 7:00 a.m.**

January 10th

February 14th

March 14th

April 11th

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

Budget Review Meeting

November 14th

Annual/Budget Approval Meeting

December 12th

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