



**Blackman Charter Township
Downtown Development Authority**

Board Meeting
Wednesday, March 14, 2018
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 February 14, 2018
4. *Approval of the Blackman DDA Invoices-Budget Reports through February 28, 2018
5. Appoint BDDA Secretary for 2018 – Resignation of Debbie Simpson
6. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
 - b. Airport Update – Mr. Shotwell
7. Chairman and Board Comments
8. Next BDDA Board Meeting: Wednesday, April 11, 2018 at 7:00 a.m.
9. 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
February 14, 2018**

The Downtown Development Authority of Blackman Charter Township held a Board meeting at 7:00 a.m., Wednesday, February 14, 2018 at Blackman Charter Township in the Meeting Hall at 1999 W. Parnall Road.

Members Present (7): Roger Auwers, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Steve Shotwell, and Greg Vogt.

Members Absent (3): Mike Ambs, Rebecca Roberts, and Debbie Simpson.

Others Present: Jack Ripstra, Township Engineer; Evelyn Markowski and Stephanie Hinkle, Township Assessing Department.

Staff: Debbie Kelly, The Enterprise Group of Jackson.

Chairman Jancek called the meeting to order at 7:01 a.m.

Public Comment: None.

Meeting Minutes of December 13, 2017:

Ms. Kelly thanked Mr. Decker for noticing that on Page 3 under Election of Officers, it should read 'Chairman Jancek moved to approve.' *Mr. Shotwell moved to approve the BDDA Meeting Minutes of December 13, 2017, as amended, with Mr. Hoadley supporting. Unanimously approved.*

BDDA Invoices and Budget Reports through January 31, 2018:

Mr. Shotwell moved to approve the January 31, 2018 BDDA Invoices totaling \$3,053.10, after removing the invoice from JAMA (incorrectly added to BDDA invoices, it is a BL DFA expense), and the BDDA Budget Reports through January 31, 2018, as corrected, with Mr. Auwers supporting. Unanimously approved by roll call vote.

2018 EG/BDDA Management Agreement:

As directed, Chairman Jancek met with Tim Rogers, President and CEO of The Enterprise Group of Jackson, and added that the annual contract for services amount of \$15,000 is reasonable. The staffing requirements of The EG will be increasing with additional reporting requirements for entities that have tax increment financing, like the BDDA. Mr. Decker asked how the BDDA was going to pay for it. Ms. Markowski and Ms. Hinkle provided a hand-out at the meeting that demonstrated the estimated tax capture based on the increase in value of new construction and/or

rehabilitation of existing buildings. The amount is \$134,298.06, based on rates as of December 31, 2017, and doesn't include anything the BDDA currently receives. *Mr. Auwers moved to approve the 2018 BDDA/EG Management Agreement, as presented, with Mr. Ganton supporting. Unanimously approved by roll call vote.*

Updates:

BDDA and County Property:

Chairman Jancek shared that he spoke with the representative for the developer that is interested in the 28-acre BDDA property. The proposal received was for a 20-year lease, scheduled to match bond payments for the first ten years, then no payments thereafter. The second proposal received was for a land contract to match with bond payments, and paying no taxes. Chairman Jancek reported that he is not in favor of either proposal and the BDDA Board concurred. The Board wishes to remain in control of the property because it must be used for a public purpose or consequences of repayment related to bonding are in effect. Chairman Jancek mentioned that he would ask assistance from The EG to update marketing materials for the property. Mr. Auwers commented that they want control of the property without paying taxes, and the BDDA wants control to get the property back on the tax rolls – we are at opposite ends of the negotiations. The Board concurred that chances of soliciting retail is slim, and we need to consider changing the audience we are marketing to.

Chairman Jancek shared updates related to the upcoming Cooper Street bridge construction noting that the project would go out for bid in June 2018. Mr. Shotwell added that the renderings are on the County's web site under Affairs and Agencies Committee. Mr. Ripstra added that weave lanes would be added allowing better flow for entering and exiting onto I-94.

Airport Update:

Mr. Shotwell reported that the runway project is complete, with one last phase to do, which is the grooving of the concrete this spring after one full winter has commenced. Mr. Shotwell announced the April 27th Dedication and Ribbon Cutting Ceremony for 10 a.m. inside the Richmond Brothers facility. Mr. Shotwell concluded that there is space available for building new hangars. Chairman Jancek added that the airport runway project has been a positive decision factor in the new hotel developments as well as local industry diversification.

Chairman and Board Comments/Updates:

Chairman Jancek added that the BLDFDA is in process of receiving the signatures necessary to purchase the 181 acre parcel of property on County Farm Road. Mr. Shotwell added that the County is working with the MDEQ on turning wetlands into trails and/or pathways.

Next Meeting:

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, March 14, 2018 at 7:00 a.m. in the Blackman Charter Township Hall.

Meeting adjourned at 7:48 a.m.

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

BDDA Invoice's for the March 14, 2018 Board Meeting

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Lester Brothers	Plow & Salt Bob McClain Dr	\$ 1,050.00
Wolverine	Clear Sidewalks	\$ 750.00
		<hr/>
		\$ 1,800.00

Lester Brothers Excavating, Inc.

5405 E. Michigan Ave.
Jackson, MI 49201

RECEIVED
FEB 23 2018

Invoice

Date	Invoice #
2/16/2018	95655

BY:

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	3/3/2018	2/6/2018

Quantity	Item Code	Description	Price Each	Amount
1	SNOW	PLOW 2/6	75.00	75.00
1	SALT	SALT 2/6	75.00	75.00
1	SNOW	PLOW 2/7	75.00	75.00
1	SALT	SALT 2/7	75.00	75.00
3	SNOW	PLOWS 2/9	75.00	225.00
1	SALT	SALT 2/9	75.00	75.00
2	SNOW	PLOWS 2/10	75.00	150.00
2	SALT	SALTS 2/10	75.00	150.00
1	SNOW	PLOW 2/11	75.00	75.00
1	SALT	SALT 2/11	75.00	75.00

Sales Tax (6.0%)		\$0.00
Total		\$1,050.00
Payments/Credits		\$0.00
Balance Due		\$1,050.00

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

Wolverine Sealcoating LLC

3235 County Farm Rd
Jackson, MI 49201

Invoice

Date	Invoice #
2/15/2018	9952

Bill To

Blackman Charter Township
Peter Jancek
1990 West Parnall Rd
Jackson, MI 49201-8612

BDDA

517-962-4261 Office
517-513-8065 Fax
www.sales@wolverineseal.com.com

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	3/17/2018		
Description		Qty	Rate	Amount
2-5-2018 clear airport road walks		1	60.00	60.00
2-5-2018 clear boardman road walks		1	65.00	65.00
2-6-2018 clear airport road walks		1	60.00	60.00
2-6-2018 clear boardman road walks		1	65.00	65.00
2-7-2018 clear airport road walks		1	60.00	60.00
2-7-2018 clear boardman road walks		1	65.00	65.00
2-10-2018 clear airport road walks		1	60.00	60.00
2-10-2018 clear boardman road walks		1	65.00	65.00
2-11-2018 clear airport road walks		1	60.00	60.00
2-11-2018 clear boardman road walks		1	65.00	65.00
2-9-2018 clear airport road walks		1	60.00	60.00
2-9-2018 clear boardman walks		1	65.00	65.00
Total				\$750.00
Payments/Credits				\$0.00
Balance Due				\$750.00

User: LINDA

DB: Blackman

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2018 (ABNORMAL)	MONTH 02/28/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 294 - DDA ADMINISTRATIVE FUND									
Revenues									
Dept 101 - CASH RECEIPTS									
294-101-439.000	DDA PROPERTY TAXES	195,000.00		0.00		0.00		195,000.00	0.00
294-101-665.000	INVESTMENT/INTEREST		520.00	34.17		0.00		485.83	6.57
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	51,220.00		0.00		0.00		51,220.00	0.00
294-101-699.000	MISCELLANEOUS REVENUE	3,000.00		0.00		0.00		3,000.00	0.00
Total Dept 101 - CASH RECEIPTS		249,740.00		34.17		0.00		249,705.83	0.01
TOTAL REVENUES		249,740.00		34.17		0.00		249,705.83	0.01
Expenditures									
Dept 905 - DEBT SERVICE FUND									
294-905-775.000	REPAIR/MAINTENANCE	4,756.00		2,525.00		2,525.00		2,231.00	53.09
294-905-801.000	PROFESSIONAL SERVICES	43,803.00		0.00		0.00		43,803.00	0.00
294-905-900.000	PRINTING/PUBLISHING		113.00	0.00		0.00		113.00	0.00
294-905-964.000	TAX TRIBUNAL/REFUNDS ORDERED	9,920.00		0.00		0.00		9,920.00	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		0.00		0.00		175,000.00	0.00
294-905-995.000	BOND PAYMENT INTEREST	122,788.00		0.00		0.00		122,788.00	0.00
294-905-999.000	MISCELLANEOUS EXPENSE		91.00	0.00		0.00		91.00	0.00
Total Dept 905 - DEBT SERVICE FUND		606,471.00		2,525.00		2,525.00		603,946.00	0.42
TOTAL EXPENDITURES		606,471.00		2,525.00		2,525.00		603,946.00	0.42
Fund 294 - DDA ADMINISTRATIVE FUND:									
TOTAL REVENUES		249,740.00		34.17		0.00		249,705.83	0.01
TOTAL EXPENDITURES		606,471.00		2,525.00		2,525.00		603,946.00	0.42
NET OF REVENUES & EXPENDITURES		(356,731.00)		(2,490.83)		(2,525.00)		(354,240.17)	0.70

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	2018	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2018 NORMAL (ABNORMAL)	MONTH 02/28/2018 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	0.00	0.00	250,000.00	0.00
Total Dept 970 - CAPITAL OUTLAY		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</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>0.00</u>	<u>0.00</u>	<u>250,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS						
		499,740.00	34.17	0.00	499,705.83	0.01
TOTAL EXPENDITURES - ALL FUNDS						
		<u>856,471.00</u>	<u>2,525.00</u>	<u>2,525.00</u>	<u>853,946.00</u>	<u>0.29</u>
NET OF REVENUES & EXPENDITURES		(356,731.00)	(2,490.83)	(2,525.00)	(354,240.17)	0.70

