



**Blackman Charter Township
Downtown Development Authority**

Annual Board Meeting
Wednesday, December 12, 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 November 14, 2018
4. *Approval of the Blackman DDA Invoices-Budget Reports through November 30, 2018
5. *Approval of the 2019 BDDA Budget and 2018 Amended Budget (*emailed separately*)
6. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
7. Annual Meeting items – Ms. Kelly/Ms. Torres
 - a. *2018 End of Year Report
 - b. *2019 Scope of Work
 - c. *2019 Election of Officers
 - d. Recommend term renewal for Dan Decker and Greg Vogt, if they are willing to serve another four-year term.
 - e. Reconfirm BDDA representatives on EG Board
 - f. *2019 EG/Blackman DDA Management Agreement
 - g. *2019 BDDA Board Meeting Schedule
8. Chairman and Board Comments
9. Next BDDA Board Meeting Meeting: Wednesday, January 9, 2019 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 14, 2018**

The Downtown Development Authority of Blackman Charter Township held a Board meeting at 7:00 a.m., Wednesday, November 14, 2018 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road, Jackson, Michigan 49202.

Members Present (5): Roger Auwers, Dan Decker, Kevin Ganton, Pete Jancek, and Greg Vogt.

Members Absent (4): Mike Ambs, Don Hoadley, Rebecca Roberts, and Steve Shotwell.

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 7:04 a.m.

Public Comment: None.

Meeting Minutes of October 10, 2018:

Chairman Jancek moved to approve the BDDA Meeting Minutes of October 10, 2018, as presented, with Mr. Decker supporting. Unanimously approved.

BDDA Invoices and Budget Reports through October 31, 2018:

Chairman Jancek moved to approve the October 31, 2018 BDDA Invoices totaling \$12,451.00, and the BDDA Budget Reports through October 31, 2018, as presented, with Mr. Auwers supporting. Unanimously approved by roll call vote.

BDDA 2019 Budget Review:

Chairman Jancek explained that the 2019 BDDA Budget line items reflect a 3% increase, which is recommended by the Township Accountant each year. Chairman Jancek shared that there is nothing out of the ordinary, with the exception of the significant MMT settlements that occurred this fall, and the new developments this year – Blain's Farm and Fleet and 1 North Restaurant. After board discussion, Chairman Jancek will provide a better projection of revenues at the December meeting. Lastly, Mr. Decker asked what the admin fee deposit of \$147,000 was, and Chairman Jancek mentioned that he would ask Linda. Chairman Jancek asked the Board to review the budget and email the Township Bookkeeper with any questions or concerns.

Updates:

BDDA and County Property:

Chairman Jancek mentioned that he hasn't heard from the interested party, but believes they are still interested. Chairman Jancek shared that potholes on Universal Way have been fixed, and Mr. Ripstra replied that he had Mullins do the work since they were the least expensive bid out of the two received.

Mr. Ripstra and Chairman Jancek shared that the drain issue has still not been addressed, and they will keep the board apprised of any updates.

Chairman Jancek reported that the area by the two new hotels looks great with 1 North Restaurant and the car dealership all lit up, and Blain's is now open to the public. Representatives from Blain's have expressed their concern regarding the traffic in the area.

Mr. Ripstra shared that Townplace Suites anticipated opening a couple weeks ago, but due to a leak on the top floor, the opening has been postponed. The second hotel, Courtyard by Marriott, has recently inquired about a liquor license, but they received a variance for their number of parking spaces, which doesn't provide enough spaces to make them eligible to apply.

Chairman and Board Comments/Updates:

Mr. Ganton shared that he is still receiving dirt from the prison parking lots, and asked Mr. Ripstra about the development near his property. Mr. Ripstra replied that it is an apartment complex.

Chairman Jancek provided the BDDA Board with an update regarding the BLDFFA property, mentioning that there is continued interest in the property, and a project will be presented at the BLDFFA Board Meeting tonight. Mr. Vogt asked about sidewalks along County Farm Road as a result of the proposed new developments. Chairman Jancek and EG Staff are working closely with area businesses to address pedestrian safety.

Airport Update:

Ms. Torres mentioned that the new Airport Manager is doing well, and held a department meeting recently. Ms. Torres invited the Board to the Airport Advisory Meeting on December 19, 2018, which is their joint meeting along with a special awards ceremony. Ms. Kelly will email a recent article about the Airport to the BDDA Board. Lastly, Ms. Torres suggested removing the Airport Update from the monthly agenda, but will continue to update the Board when there is activity.

Next Meeting:

The next Blackman Charter Township DDA Board Meeting (Annual Meeting) is scheduled for Wednesday, December 12, 2018 at 7:00 a.m.

Meeting adjourned at 7:31 a.m.

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

BDDA Invoice's for the December 12, 2018 Board Meeting

Vendor	Description	Amount
Ripstra	Professional Services	\$ 190.80
		<hr/> \$ 190.80



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

RECEIVED
NOV 13 2018

To: Charter Township of Blackman DDA
1990 W. Parnall Road
Jackson, MI 49201

BY: _____
Date: November 12, 2018
Invoice No. 06108-114
Terms: Net 30 Days

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

For Services in connection with the monthly DDA Board Meeting and Universal Way.

For Services 10-10-18 to 11-03-18

CLASSIFICATION	HOURS	RATE	TOTAL
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Project Engineer	1.5	\$120.00	\$180.00
Mileage Expenses	20 miles	\$0.54	\$10.80

AMOUNT DUE THIS INVOICE			\$190.80

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA

DB: Blackman

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 10/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2018 AMENDED BUDGET				
Fund 294 - DDA ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
294-101-439.000	DDA PROPERTY TAXES	195,000.00	195,000.00	267,260.05	147,176.03	(72,260.05)	137.06
294-101-665.000	INVESTMENT/INTEREST	520.00	520.00	1,034.76	0.00	(514.76)	198.99
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	51,220.00	51,220.00	51,607.79	24,858.22	(387.79)	100.76
294-101-699.000	MISCELLANEOUS REVENUE	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
Total Dept 101 - CASH RECEIPTS		249,740.00	249,740.00	322,902.60	172,034.25	(73,162.60)	129.30
TOTAL REVENUES		249,740.00	249,740.00	322,902.60	172,034.25	(73,162.60)	129.30
Expenditures							
Dept 905 - DEBT SERVICE FUND							
294-905-775.000	REPAIR/MAINTENANCE	4,756.00	4,756.00	5,486.42	472.60	(730.42)	115.36
294-905-801.000	PROFESSIONAL SERVICES	43,803.00	43,803.00	24,543.00	4,611.25	19,260.00	56.03
294-905-900.000	PRINTING/PUBLISHING	113.00	113.00	0.00	0.00	113.00	0.00
294-905-964.000	TAX TRIBUNAL/REFUNDS ORDERED	9,920.00	9,920.00	36,940.61	20,718.92	(27,020.61)	372.39
294-905-969.000	TRANSFER TO CONSTRUCTION FUND	250,000.00	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	200,000.00	0.00	(25,000.00)	114.29
294-905-995.000	BOND PAYMENT INTEREST	122,788.00	122,788.00	122,787.50	59,143.75	0.50	100.00
294-905-999.000	MISCELLANEOUS EXPENSE	91.00	91.00	159.55	80.34	(68.55)	175.33
Total Dept 905 - DEBT SERVICE FUND		606,471.00	606,471.00	389,917.08	85,026.86	216,553.92	64.29
TOTAL EXPENDITURES		606,471.00	606,471.00	389,917.08	85,026.86	216,553.92	64.29
Fund 294 - DDA ADMINISTRATIVE FUND:							
TOTAL REVENUES		249,740.00	249,740.00	322,902.60	172,034.25	(73,162.60)	129.30
TOTAL EXPENDITURES		606,471.00	606,471.00	389,917.08	85,026.86	216,553.92	64.29
NET OF REVENUES & EXPENDITURES		(356,731.00)	(356,731.00)	(67,014.48)	87,007.39	(289,716.52)	18.79

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 10/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 494 - D.D.A. CONSTRUCTION FUND								
Revenues								
Dept 101 - CASH RECEIPTS								
494-101-699.000	CONSTRUCTION FUND TRANSFER	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00	
Total Dept 101 - CASH RECEIPTS		<u>250,000.00</u>	<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>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	250,000.00	765.90	128.10	249,234.10	0.31	
Total Dept 970 - CAPITAL OUTLAY		<u>250,000.00</u>	<u>250,000.00</u>	<u>765.90</u>	<u>128.10</u>	<u>249,234.10</u>	<u>0.31</u>	
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>250,000.00</u>	<u>765.90</u>	<u>128.10</u>	<u>249,234.10</u>	<u>0.31</u>	
Fund 494 - D.D.A. CONSTRUCTION FUND:								
TOTAL REVENUES		250,000.00	250,000.00	0.00	0.00	250,000.00	0.00	
TOTAL EXPENDITURES		<u>250,000.00</u>	<u>250,000.00</u>	<u>765.90</u>	<u>128.10</u>	<u>249,234.10</u>	<u>0.31</u>	
NET OF REVENUES & EXPENDITURES		0.00	0.00	(765.90)	(128.10)	765.90	100.00	
TOTAL REVENUES - ALL FUNDS								
		499,740.00	499,740.00	322,902.60	172,034.25	176,837.40	64.61	
TOTAL EXPENDITURES - ALL FUNDS								
		<u>856,471.00</u>	<u>856,471.00</u>	<u>390,682.98</u>	<u>85,154.96</u>	<u>465,788.02</u>	<u>45.62</u>	
NET OF REVENUES & EXPENDITURES		(356,731.00)	(356,731.00)	(67,780.38)	86,879.29	(288,950.62)	19.00	



The Enterprise Group
of Jackson, Inc.

Blackman Charter Township Downtown Development Authority

2018 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 2018. The adopted 2018 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 almost complete. Townplace Suites was due to open the first part of November, but due to a leak, they anticipate opening in December.
 3. The new 1 North Bar & Kitchen (formally thought to be Boston's Gourmet Pizza and Sports Bar) on the corner of Springport Road and Bondsteele Drive is open. Also in the area is the new car dealership, which is well-lit, and looks great.
 4. The Holiday Inn and the Home 2 Suites have been sold.
 5. BDDA Staff conducted economic impact research at the request of Blain's Farm & Fleet, and reports that they have created 92 full-time jobs, but their policy does not permit sharing the amount of investment.
 6. Chairman Jancek, and EG Staff continue to work with another interested developer regarding the 28-acre BDDA property. The EG and the BDDA will be discussing marketing options to assist in marketing the property, if the development doesn't come to fruition.
 7. Mr. Shotwell provides the BDDA with monthly updates for work being done at the Jackson County Airport – Reynolds Field. The County is working on a plan for a concrete walkway that will be constructed in front of the restaurant. The airport runway project has been a positive decision factor in the new hotel developments, as well as local industry diversification. A representative from Blain's Farm & Fleet noted that they are very impressed with our local airport. Jackson County Airport has had more evening traffic for delivery of lab parts, and just-in-time deliveries. The board concurs that Juan Zapata, Airport Manager is doing a great job.

- **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.
 2. The BDDA partner page on The Enterprise Group of Jackson's website can be viewed at: www.enterprisegroup.org/partners/bdda. The EG continues to market the BDDA/County property on our website (www.enterprisegroup.org).

- **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 2019.**
 1. Copies of each were distributed for this meeting. The 2018 BDDA Budget was provided to the BDDA Board in November 2018, and will be considered for approval on December 12, 2018.
 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 2018: Monday, May 7, 2018 and Monday, November 5, 2018. 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 2019

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (DDA). The proposed 2019 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)
2018 Board of Directors**
Current as of 12/13/17

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 12/31/21)
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

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

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

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

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

Don Hoadley (term expires 12/31/21)
BDDA Treasurer
2302 Lancaster Blvd.
Jackson, MI 49202
(517) 782-4392 phone
donaldhoadley@sbcglobal.net

VACANT (term expires 12/31/20)
BDDA Resident
ADDRESS
Jackson, MI 49201
(517)123-4567
name@email.com

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

Roger Auwers (term expires 12/31/21)
Jackson County ISD
6700 Browns Lake Road
Jackson, MI 49201
(517) 768-5148 phone
(517) 787-2026 fax
Roger.auwers@jcisd.org

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) 788-4455
atorres@enterprisegroup.org or dkelly@enterprisegroup.org



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

**Blackman Charter Township
Downtown Development Authority
*Management Agreement for 2019***

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, 2019 through December 31, 2019, 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

2019 Meeting Schedule

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

January 9th

February 13th

March 13th

April 10th

May 8th

June 12th

July 10th

August 14th

September 11th

October 9th

Budget Review Meeting

November 13th

Annual/Budget Approval Meeting

December 11th

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