



**Blackman Charter Township  
Downtown Development Authority**

**Board Meeting**

Wednesday, June 12, 2019

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 May 8, 2019
4. \*Approval of the Blackman DDA Invoices-Budget Reports through May 31, 2019
5. Discussion regarding BDDA Branding
6. Updates regarding property development:
  - a. BDDA and County Property Update – Chairman Jancek
7. Chairman and Board Comments
8. Next BDDA Board Meeting: Wednesday, July 10, 2019 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**  
**May 8, 2019**

The Downtown Development Authority of Blackman Charter Township held a regular Board meeting at 7:00 a.m., Wednesday, May 8, 2019 at Blackman Charter Township Meeting Hall at 1990 W. Parnall Road, Jackson, Michigan 49202.

**Members Present (5):** Roger Auwers, Don Hoadley, Pete Jancek, Steve Shotwell, and Greg Vogt

**Members Absent (4):** Mike Ambs, Dan Decker, Kevin Ganton, and Rebecca Roberts.

**Others Present:** Jack Ripstra

**Staff:** Amy Guerriero and Debbie Kelly, The Enterprise Group of Jackson

Chairman Jancek called the meeting to order at 7:05 a.m.

**Public Comment:** None.

**Meeting Minutes of March 13, 2019:**

Chairman Jancek noted that Blain's was misspelled – there is no 'e' in their name. *Mr. Shotwell moved to approve the BDDA Meeting Minutes of March 13, 2019, as amended, with Mr. Hoadley supporting. Unanimously approved.*

**BDDA Invoices and Budget Reports through April 30, 2019:**

*Mr. Auwers moved to approve the March 31, 2019 and April 30, 2019 BDDA Invoices totaling \$282,827.29, and the BDDA Budget Reports through April 30, 2019, as presented, with Mr. Vogt supporting. Unanimously approved by roll call vote.*

**Updates:**

**BDDA and County Property:**

Chairman Jancek reported that he is still working with the attorney representing the two new hotels, as it relates to the parking space issue. Chairman Jancek reminded the BDDA Board that the developers agreed that they would not have a bar or restaurant at the hotels. The Township Zoning Board of Appeals (ZBA) granted three variances to the developers for reduced parking. Mr. Decker added that the number of parking spots is equal to the number of rooms at the hotel, and that there is no parking for outside visitors to accommodate a restaurant or bar. They have offered to buy all of the property, and gift back the acreage not used to the Township. The consensus of the BDDA Board was not to accept their offer. Chairman Jancek commented that he is still working on this issue with the Bond Attorney, and will report back until a resolution is suggested.

Chairman Jancek asked Mr. Shotwell to inquire about the drainage issue, and commented that he was told that Blackman Charter Township would have to file a petition with the County Drain Commissioner. Mr. Shotwell offered to look into it.

**Chairman and Board Comments/Updates:**

Ms. Guerriero shared that she is still researching all of the details regarding Opportunity Zones, since the BDDA boundary is within an Opportunity Zone. She added that the BDDA can use this as a marketing tool once we understand the program process and requirements.

Chairman Jancek gladly reported that the BLDFFA recently paid their loan in full for the Jackson Technology Park North property.

Chairman Jancek shared renderings of the Elm and Airport Road developments, and mentioned that Cooper Street is now closed for bridge repair.

Chairman Jancek reported that he spoke to the Jackson County Airport Manager to discuss issues of being in violation of airport rules, noting that vegetation is attracting wildlife onto the property, and suggested having some type of barrier around the radius of the airport for protection.

Mr. Auwers shared that the JCISD is currently working through State budget concerns.

Mr. Shotwell concluded the meeting by sharing that the County plans to use over 250 tons of asphalt to repair Jackson County roads this summer.

**Next Meeting:**

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, June 12, 2019 at 7:00 a.m.

Meeting adjourned at 7:38a.m.

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

DDA Invoice's for the June 2019 Board Meeting

Vendor	Description	Amount
Clarks Lawn Care	Mowing - May 2019	\$ 160.00
		\$ -
		<hr/> \$ 160.00

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

RECEIVED  
JUN 03 2019

BY: .....

Date: June 1, 2019

To: Blackman Township  
1990 W Parnall road  
Jackson, MI 49201

DDA [Signature]

Re: Lawn Bill for May 2019; I94+US 127, Boardman.

To Whom It May Concern:

The following bill is for lawn services for the month of May 2019.

- |                 |       |         |
|-----------------|-------|---------|
| 1. May 10, 2019 | Mowed | \$30.00 |
| 2. May 24, 2019 | Mowed | \$30.00 |

Total Due:

\$60.00

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

Thank you,  
David Clark

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

RECEIVED  
JUN 03 2019

BY: \_\_\_\_\_

Date: June 1, 2019

To: Blackman Township  
1990 W Parnall road  
Jackson, MI 49201

Re: Lawn Bill for May 2019; Bond Steel Drive.

DDA 09

To Whom It May Concern:

The following bill is for lawn services for the month of May 2019.

1. May 7, 2019	Mowed	\$25.00
2. May 21, 2019	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

RECEIVED  
JUN 03 2019

BY: .....

Date: June 1, 2019

To: Blackman Township  
1990 W Parnall road  
Jackson, MI 49201

DDA GG

Re: Lawn Bill for May 2019; O'Larry Drive Cycle.

To Whom It May Concern:

The following bill is for lawn services for the month of May 2019.

1. May 24, 2019	Mowed	\$25.00
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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

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

RECEIVED  
JUN 03 2019

BY:.....

Date: June 1, 2019

To: Blackman Township  
1990 W Parnall road  
Jackson, MI 49201

DDA 00

Re: Lawn Bill for May 2019; Boardman Road Sidewalk.

To Whom It May Concern:

The following bill is for lawn services for the month of May 2019.

1. May 24, 2019	Mowed	\$25.00
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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



User: LINDA

DB: Blackman

PERIOD ENDING 05/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET				
Fund 294 - DDA ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
294-101-439.000	DDA PROPERTY TAXES	225,000.00	225,000.00	149,017.35	0.00	75,982.65	66.23
294-101-441.000	LOCAL STABLITIATION AUTHORITY PYMT	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
294-101-665.000	INVESTMENT/INTEREST	520.00	520.00	4,253.70	3,000.00	(3,733.70)	818.02
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	47,380.00	47,380.00	24,964.68	24,964.68	22,415.32	52.69
294-101-699.000	MISCELLANEOUS REVENUE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 101 - CASH RECEIPTS		305,900.00	305,900.00	178,235.73	27,964.68	127,664.27	58.27
TOTAL REVENUES		305,900.00	305,900.00	178,235.73	27,964.68	127,664.27	58.27
Expenditures							
Dept 905 - DEBT SERVICE FUND							
294-905-700.000	MISCELLANEOUS	0.00	0.00	82.31	0.00	(82.31)	100.00
294-905-775.000	REPAIR/MAINTENANCE	7,000.00	7,000.00	4,480.00	55.00	2,520.00	64.00
294-905-801.000	PROFESSIONAL SERVICES	45,117.00	45,117.00	15,195.00	7,500.00	29,922.00	33.68
294-905-900.000	PRINTING/PUBLISHING	116.00	116.00	257.00	0.00	(141.00)	221.55
294-905-964.000	TAX TRIBUNAL/REFUNDS ORDERED	10,218.00	10,218.00	8,316.38	0.00	1,901.62	81.39
294-905-972.000	CONSTRUCTION COSTS	250,000.00	250,000.00	131.60	0.00	249,868.40	0.05
294-905-991.000	BOND PAYMENTS PRINCIPAL	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
294-905-995.000	BOND PAYMENT INTEREST	113,588.00	113,588.00	59,143.75	0.00	54,444.25	52.07
294-905-999.000	MISCELLANEOUS EXPENSE	206.00	206.00	0.00	0.00	206.00	0.00
Total Dept 905 - DEBT SERVICE FUND		626,245.00	626,245.00	287,606.04	7,555.00	338,638.96	45.93
TOTAL EXPENDITURES		626,245.00	626,245.00	287,606.04	7,555.00	338,638.96	45.93
Fund 294 - DDA ADMINISTRATIVE FUND:							
TOTAL REVENUES		305,900.00	305,900.00	178,235.73	27,964.68	127,664.27	58.27
TOTAL EXPENDITURES		626,245.00	626,245.00	287,606.04	7,555.00	338,638.96	45.93
NET OF REVENUES & EXPENDITURES		(320,345.00)	(320,345.00)	(109,370.31)	20,409.68	(210,974.69)	34.14



