



**Blackman Charter Township
Downtown Development Authority**

Board Meeting

Wednesday, November 11, 2020

7:00 a.m. - Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87439334963?pwd=bUtiblVNYWY4UWRcCkRUMVBRaDErZz09>

Meeting ID: 874 3933 4963

Passcode: 724171

Agenda

1. Call to Order By Chair
2. Public Comment
3. *Approval of the Blackman DDA Board Meeting Minutes for October 14, 2020
4. * Approval of the Blackman DDA Invoices
5. * Review and Discuss the Blackman DDA 2020-2021 Budget
6. Updates regarding property development:
 - a. BDDA and County Property Update – Chairman Jancek
7. Chairman and Board Comments
8. Next BDDA Board Meeting - Wednesday, December 9, 2020 at 7:00 a.m. via Zoom

Please note, the December meeting is the Annual meeting and Semi-Informational Meeting
9. Adjourn To The Call Of The Chair

****Indicates attachment***



**Blackman Charter Township
Downtown Development Authority**
Staffed and Served by The Enterprise Group of Jackson, Inc.

**BDDA Board Meeting Minutes
October 14, 2020**

The Downtown Development Authority of Blackman Charter Township held a Board meeting at 7:00 a.m., Wednesday, October 14, 2020 at the Township Meeting Hall.

Members Present (8): Mike Ambs, Roger Auwers (via Zoom), Dan Decker, Don Hoadley, Pete Jancek, Rebecca Roberts, Steve Shotwell and Greg Vogt

Members Absent (2): Kevin Ganton and Jeff Kinney

Others Present: Jack Ripstra, Township Engineer

Staff: Emily Cones, Debbie Kelly and Alex Masten, The Enterprise Group of Jackson

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

Public Comment: None.

Semi-Annual Informational Meeting (per Recodified Tax Increment Financing Act 57):

Ms. Kelly informed the Board that per the Recodified Tax Increment Financing Act 57, the BDDA Board is required to hold two informational meetings per year to inform the public of the BDDA's goals and direction and upcoming projects. This is the first of two meetings for 2020, the next one will be conducted with the annual meeting.

Chairman Jancek stated the upcoming project for the BDDA is the sidewalk on Boardman Road. Mr. Ripstra informed the Board that per EGLE, if there is an alternative to avoid wetland, you are required to do so. Mr. Ripstra said wetlands could be avoided if the sidewalk was moved to the other side of Boardman Road. Chairman Jancek replied that moving the sidewalk to the other side of the road raises pedestrian safety concerns. Mr. Ripstra mentioned that he will contact EGLE to arrange a site inspection of the area. Chairman Jancek told the Board that he signed the documents for the purchase of the two parcels by MDOT that will be used for the completion of the sidewalk, as was discussed at the last BDDA Board meeting.

Meeting Minutes of August 12, 2020:

Ms. Cones noted that one of the dates was incorrect. *Mr. Ambs moved to approve the BDDA Meeting Minutes for August 12, 2020, as amended,, with Mr. Decker supporting. Unanimously approved.*

BDDA Invoices through October, 2020:

Mr. Decker moved to approve the October, 2020 BDDA Invoices totaling \$50,043.75 as presented, with Mr. Ambs supporting. Unanimously approved by roll call vote.

Updates:

BDDA and County Property:

Previously addressed earlier on the agenda.

Chairman and Board Comments/Updates:

Chairman Jancek provided an update of ongoing roadwork including the bridges on West Avenue, Elm Street and Lansing Avenue. He stated that the diverging diamond on West Avenue will have lights as well as cameras that will be monitored by Blackman Township Public Safety. Chairman Jancek also mentioned that Elm Road will have three roundabouts when the project is complete.

Mr. Shotwell informed the Board that Jackson College is not moving forward with any training for the airport, but that Juan, Airport Manager, is working on a satellite program. Mr. Shotwell told the Board the Apron Restaurant at the airport is now open for business and looks really nice. Mr. Shotwell also mentioned that BETA testing for a new road mixture containing recycled water bottles is still ongoing, and appears to be working well.

Mr. Decker asked why one of the roundabouts on Cooper Street is planted and the other is not. Mr. Shotwell answered that the roundabout not planted is owned by the City, and they are discussing what to plant.

Ms. Kelly shared an update regarding the EDA grant in which the Blackman Charter Township Local Development Finance Authority is pursuing stating that JCDOT is in the process of waiting to hear from SHPO regarding the public comment process, and we hope to get a final approval for the grant anytime now. Mr. Ripstra informed the Board that there was an issue with the paperwork regarding the wetland which has been cleared up.

Chairman Jancek thanked the Board and EG Staff for taking time to attend the meeting this morning. Mr. Shotwell suggested a resolution affirming the 2020 BDDA Board meetings at the annual meeting in December.

Next Meeting:

The next Blackman Charter Township Downtown Development Authority and budget review meeting is scheduled for Wednesday, November 11th, 2020 at 7:00 a.m. and will be held at the Blackman Township Meeting Hall.

Meeting adjourned at 7:47 a.m.

Respectfully submitted by Emily Cones, The Enterprise Group of Jackson, Inc.

BDDA Invoice's for the November 11, 2020 Board Meeting

Vendor	Description	Amount
Boswell,Schultz,Sonnenberg & Arnett, PLC	Accounting Svcs - 3rd qtr 2020	\$ 2,981.25
Clarks Lawn Service	September Mowing	\$ 210.00
Enterprise Group	Semi Annual Pymt	\$ 7,500.00
		<hr/> \$ 10,691.25

Boswell, Schultz, Sonnenberg & Arnett, PLC

RECEIVED
OCT 19 2020

415 South Jackson
Jackson, MI 49201
(517) 796-8880
www.bssacpa.com

BY:.....

CHARTER TOWNSHIP OF BLACKMAN - DDA
1990 W PARNALL RD
JACKSON, MI 49201

Invoice No: 8375
Invoice Date: October 13, 2020
Our file: 17301

Accounting and tax services for the period July 1, 2020 through September 30, 2020, including:

Consideration and assistance given with PA 57 reporting requirements.

Preparation of Tax Increment Distribution Report for Summer 2020.

Preparation of Return for Credit Payments to Issues of Qualified Bonds Form 8038-CP.

Total amount due \$2,981.25

Please make your check payable to Boswell, Schultz, Sonnenberg & Arnett P.L.C. or BSSA, PLC.
Returned checks will be subject to a \$35.00 NSF fee.

Invoice Journal

Invoice Number	Reference	Date	Client	Description	Time	Expenses	Net Progress	Surcharge	Discount	Sales Tax	Service Tax	Invoice Amount
8375		10/31/20	17301	BLACKMAN - DDA, CHARTER TOWNSHIP OF	2,981.25	0.00	0.00	0.00	0.00	0.00	0.00	2,981.25
Detail:												
Client	Engagement	Project	Activity	Description	Type	Date	Hours/Units	WIP Amount	Billed	Adjusted	Carryover	
17301	DEFAULT		NS	ADDSER Additional Accounting Services	Time	07/29/20	1.00	175.00	175.00	0.00	0.00	
17301	DEFAULT		NS	ADDSER Additional Accounting Services	Time	08/20/20	0.50	87.50	87.50	0.00	0.00	
17301	DEFAULT		JMB	ADDSER Additional Accounting Services	Time	08/20/20	0.25	53.75	53.75	0.00	0.00	
17301	DEFAULT		NS	TIF Tax Increment Financing Report	Time	09/10/20	7.00	1,225.00	1,225.00	0.00	0.00	
17301	DEFAULT		NS	TIF Tax Increment Financing Report	Time	09/11/20	2.50	437.50	437.50	0.00	0.00	
17301	DEFAULT		NS	TIF Tax Increment Financing Report	Time	09/21/20	4.50	787.50	787.50	0.00	0.00	
17301	DEFAULT		JMB	IFT Preparation of Industrial Facilities Tax Report	Time	09/28/20	1.00	215.00	215.00	0.00	0.00	
							16.75	2,981.25	2,981.25	0.00	0.00	
Report Totals					2,981.25	0.00	0.00	0.00	0.00	0.00	0.00	2,981.25

D&W CLARK'S LAWN CARE LLC

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

Date: October 9, 2020

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
OCT 16 2020
BY: _____

For: Bond Steel Drive

Re: September Lawn Care Bill 2020

To Whom It May Concern:

The following is a bill for the lawn care services for the months of September 2020:

1. September 12, 2020	Mowed	\$25.00
2. September 26, 2020	Mowed	\$25.00
	Total Due:	\$50.00

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

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

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

Date: October 9, 2020

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
OCT 16 2020
BY: _____

For: I-94, US 127 and Boardman Road

Re: September Lawn Care Bill 2020

To Whom It May Concern:

The following is a bill for the lawn care services for the month of September 2020:

1. September 5, 2020	Mowed	\$30.00
2. September 19, 2020	Mowed	\$30.00
	Total Due:	\$60.00

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

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

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

Date: October 9, 2020

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201



For: O'Leary Drive Cycle

Re: September Lawn Care Bill 2020

To Whom It May Concern:

The following is a bill for the lawn care services for the month of September 2020:

1. September 5, 2020	Mowed	\$25.00
2. September 19, 2020	Mowed	\$25.00
	Total Due:	\$50.00

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

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

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

Date: October 9, 2020

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
OCT 16 2020
BY: _____

For: Boardman Road Sidewalks

Re: September Lawn Care Bill 2020

To Whom It May Concern:

The following is a bill for the lawn care services for the months of September 2020:

1. September 5, 2020	Mowed	\$25.00
2. September 19, 2020	Mowed	\$25.00
	Total Due:	\$50.00

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

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC



ENTERPRISE GROUP OF JACKSON, INC
 ONE JACKSON SQUARE, STE 1100
 JACKSON, MI 49201

Invoice

Phone: 517-788-4455
 Fax: 517-782-0061

RECEIVED
OCT 19 2020

Invoice Number: 2020 Contract #2

Sold To:

Blackman Township DDA
 Attn: Don Hoadley
 2302 Lancaster Blvd
 Jackson, MI 49202

BY:

Invoice Date: 10/9/20

Customer PO	Payment Terms	Customer ID	Due Date
	Net 30 Days	BLACKMAN DDA	11/8/20

Description	Amount
2020 Semi-Annual payment #2 of 2 for EG Staffing.	7,500.00

Subtotal 7,500.00

Total Invoice Amount 7,500.00

Check No:

Payment Received

TOTAL 7,500.00

User: LINDA

DB: Blackman

PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 294 - DDA ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
294-101-439.000	DDA PROPERTY TAXES	320,000.00	320,000.00	429,679.54	168,210.22	(109,679.54)	134.27
294-101-441.000	LOCAL STABILITATION AUTHORITY PYMT	30,000.00	30,000.00	28,301.46	28,301.46	1,698.54	94.34
294-101-665.000	INVESTMENT/INTEREST	2,500.00	2,500.00	2,033.06	0.00	466.94	81.32
294-101-665.200	FEDERAL GOV'T INTEREST CREDIT	43,400.00	43,400.00	23,054.31	0.00	20,345.69	53.12
294-101-699.000	MISCELLANEOUS REVENUE	3,000.00	3,000.00	36,000.00	33,000.00	(33,000.00)	1,200.00
Total Dept 101 - CASH RECEIPTS		398,900.00	398,900.00	519,068.37	229,511.68	(120,168.37)	130.12
TOTAL REVENUES		398,900.00	398,900.00	519,068.37	229,511.68	(120,168.37)	130.12
Expenditures							
Dept 905 - DEBT SERVICE FUND							
294-905-775.000	REPAIR/MAINTENANCE	7,000.00	7,000.00	3,885.00	210.00	3,115.00	55.50
294-905-801.000	PROFESSIONAL SERVICES	46,471.00	46,471.00	22,107.50	750.00	24,363.50	47.57
294-905-900.000	PRINTING/PUBLISHING	119.00	119.00	0.00	0.00	119.00	0.00
294-905-964.000	TAX TRIBUNAL/REFUNDS ORDERED	10,525.00	10,525.00	549.68	0.00	9,975.32	5.22
294-905-972.000	CONSTRUCTION COSTS	250,000.00	250,000.00	2,893.90	240.00	247,106.10	1.16
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	104,038.00	104,038.00	104,037.50	49,593.75	0.50	100.00
294-905-999.000	MISCELLANEOUS EXPENSE	212.00	212.00	136.39	0.00	75.61	64.33
Total Dept 905 - DEBT SERVICE FUND		618,365.00	618,365.00	333,609.97	50,793.75	284,755.03	53.95
TOTAL EXPENDITURES		618,365.00	618,365.00	333,609.97	50,793.75	284,755.03	53.95
Fund 294 - DDA ADMINISTRATIVE FUND:							
TOTAL REVENUES		398,900.00	398,900.00	519,068.37	229,511.68	(120,168.37)	130.12
TOTAL EXPENDITURES		618,365.00	618,365.00	333,609.97	50,793.75	284,755.03	53.95
NET OF REVENUES & EXPENDITURES		(219,465.00)	(219,465.00)	185,458.40	178,717.93	(404,923.40)	84.50

LINE NO.	Printed 11/2/20 1:28 PM	FINAL	FINAL	FINAL	2020 AMENDED BUDGET 10/13/2020	ACTUAL	YEAR TO DATE % OF 2020 AMENDED BUDGET	PROJECTED 2020 EXPENSES	2020 AMENDED BUDGET 12/ /2020	2021 FINAL BUDGET ADOPTED 12/ /2020	GENERAL LEDGER ACCOUNT #	NOTES
		ACTUAL	ACTUAL	ACTUAL		PER CLIENT						
		2017	2018	2019		1/1/20 THRU 10/13/2020						
1	DDA ADMINISTRATIVE FUND:											
2	REVENUES:											
3	Property taxes	\$240,817	\$252,632	\$323,908	\$320,000	\$429,680	134.28%		\$320,000	\$417,000	294101439	Note: 2020 actual \$429,225,041; 2021 estimated \$417,000
4	Less: Refund of taxes	0	0	0	0	0	0.00%		0	0		
5	Net property taxes captured	240,817	252,632	323,908	320,000	429,680	134.28%		320,000	417,000		
6	Local Stabilization Authority Paymen	19,713	33,122	32,133	30,000	0	0.00%		28,304	28,000	294101441	2020 per State; 2021 est per Form 5176
7	Interest	344	1,920	3,249	2,500	2,033	81.32%		2,500	2,500	294101440	Note: 2021 same as 2020
8	Bond proceeds	0	0	0	0	0	0.00%		0	0		
9	Federal Gov't interest credit	54,775	51,608	47,945	43,400	23,054	53.12%		43,400	38,650	294101665.200	2021: used amt per sch-w/ 7.3% reduction
10	Miscellaneous revenue	3,000	3,000	3,000	3,000	3,000	100.00%		3,000	3,000	294101699	Billboard rent - 2021 same as 2020
11	Transfer from DDA Construction Fund			5,688								
12												
13	Total Revenues	318,649	342,282	415,923	398,900	457,767	114.76%		397,204	489,150		
14												
15												
16	Accumulated Available Unappropriated	833,996	805,757	764,586	810,015	810,015	100.00%		810,015	588,854		
17	Surplus from Prior Years											
18												
19	Total	\$1,152,645	\$1,148,040	\$1,180,509	\$1,208,915	\$1,267,782	104.87%		\$1,207,219	\$1,078,004		
20	EXPENDITURES:											
21	Professional fees	\$36,117	\$32,043	\$37,984	\$46,471	\$21,357	45.96%	\$28,476.00	\$46,471	\$47,865	294905801	Note: 2021 up 3%
22	Conferences/Workshops	0	0	0	0	0	0.00%	0	0	0	294905864	
23	Printing/publishing	170	0	257	119	0	0.00%	0	119	123	294905900	Note: 2021 up 3%
24	Membership/Dues	0	0	0	0	0	0.00%	0	0	0	294905958	
25	Miscellaneous	99	160	82	212	136	64.15%	181	212	218	294905999	Note: 2021 up 3%
26	Snow plow/side walk maintenance	4,758	10,562	7,515	7,000	3,675	52.50%	4,900	7,000	7,210	294905775	Note: 2021 up 3%
27	Bond payments principal	175,000	200,000	200,000	200,000	200,000	100.00%	266,667	200,000	225,000	294905991	2021: per loan sch
28	Bond payments interest	130,744	122,788	113,588	104,038	4,444	4.27%	5,925	104,038	92,719	294905995	2021: per loan sch
29	Tax Tribunal - refunds	0	17,901	8,316	10,525	550	5.23%	733	10,525	10,841	294905964	Note: 2021 up 3%
30	Construction costs			2,752	250,000	2,654	1.06%	3,539	250,000	250,000	294905972	Note: 2021 same as 2020
30		346,888	383,453	370,495	618,365	232,816	37.65%	306,883	618,365	633,976		
31	Transfer to DDA Capital Projects Fund	0	0	0	0	0	0.00%	0	0	0		
32	Total Expenditures	346,888	383,453	370,495	618,365	232,816	37.65%	306,883	618,365	633,976		
33	Revenue over Expenditures	(28,239)	(41,171)	45,428	(219,465)	224,951	0.00%		(221,161)	(144,826)		
34												
35	PROJECTED (ACTUAL) OPERATING SURPLUS	805,757	764,586	810,015	590,550	1,034,966	175.25%		588,854	444,028		
36												
37	Total	\$1,152,645	\$1,148,040	\$1,180,509	\$1,208,915	\$1,267,782	104.87%		\$1,207,219	\$1,078,004		
38												
39	OPERATING SURPLUS(DEFICIT) FOR EACH YEAR	(28,239)	(41,171)	45,428	(219,465)	224,951			(221,161)	(144,826)		