



**Blackman Charter Township  
Downtown Development Authority**

***Board Meeting and Informational Meeting***

**Wednesday, October 14, 2020  
7:00 a.m. - Via Zoom**

**ZOOM MEETING ID: 864 7687 5227  
ZOOM PASSCODE: 885529**

1. Call to Order By Chair
2. Public Comments
3. Semi-Annual Informational Meeting (*per Recodified Tax Increment Financing Act 57*)
  - a. Goals and direction of BDDA
  - b. Upcoming Projects
4. \*Approval of the Blackman DDA Board Meeting Minutes for August 12, 2020
5. \* Approval of the Blackman DDA Invoices
6. Updates regarding property development:
  - a. BDDA and County Property Update – Chairman Jancek
7. Chairman and Board Comments
8. Next BDDA Board Meeting – Budget Review Meeting: Wed., Nov. 11, 2020 at 7:00 a.m.
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  
March 11, 2020**

The Downtown Development Authority of Blackman Charter Township held a Board meeting at 7:00 a.m., Wednesday, August 12, 2020 via Zoom.

**Members Present (8):** Mike Ambs, Roger Auwers, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Jeff Kinney, and Greg Vogt

**Members Absent (2):** Rebecca Roberts and Steve Shotwell

**Others Present:** Jack Ripstra, Township Engineer and Evelyn Markowski, Township Assessor

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

Chairman Jancek called the meeting to order at 7:04 a.m.

**Public Comment:** None.

**Meeting Minutes of March 11, 2020:**

*Mr. Auwers moved to approve the BDDA Meeting Minutes for March 11, 2020, with Mr. Ambs supporting. Unanimously approved.*

**BDDA Invoices through June, 2020:**

*Mr. Auwers moved to approve the June, 2020 BDDA Invoices totaling \$279,940.15 as presented, with Mr. Kinney supporting. Unanimously approved by roll call vote.*

**Consider Purchase Offer for Parcel 179 for \$19,000 and Parcel 176 for \$14,000:**

Mr. Auwers asked if selling parcels 176 and 179 impacts the usage of greenspace and Mr. Ripstra replied no, that it will likely be used as a water retention pond. Chairman Jancek informed the Board that he will share the offers with the attorney for review before signing any documents. *Mr. Auwers moved to approve the purchase offers for Parcel 179 for \$19,000 and Parcel 176 for \$14,000, as presented, with Mr. Ganton supporting. Unanimously approved by roll call vote.*

**Updates:**

**BDDA and County Property:**

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 reviewing public comment, and we hope to get a final approval for the grant anytime now.

**Chairman and Board Comments/Updates:**

Chairman Jancek provided an update of ongoing roadwork including the bridges on West Avenue, Elm Street and Lansing Avenue.

Mr. Auwers stated that students will be starting at the Torrent Center and Career Center in person on August 26<sup>th</sup>. He stated plans are in place according to state regulations and are subject to change.

Mr. Kinney mentioned that CP Federal Credit Union staff are extremely busy with loan applications.

**Next Meeting:**

The next Blackman Charter Township Downtown Development Authority meeting is scheduled for Wednesday, September 9th, 2020 at 7:00 a.m. and will likely be held via Zoom.

Meeting adjourned at 7:35 a.m.

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

BDDA Invoice's for the October 14, 2020 Board Meeting

Vendor	Description	Amount
<b>Paid 8/18/2020</b>		
Clarks Lawn Care	July 2020 Mowing	\$ 210.00
		<u>\$ 210.00</u>
<b>To Be Paid Oct 2020</b>		
Clarks Lawn Service	August Mowing	\$ 210.00
Huntington Bank	Bond Interest Payment	\$ 49,593.75
Ripstra	Professional Services	<u>\$ 240.00</u>
		<u>\$ 50,043.75</u>

**D&W CLARK'S LAWN CARE LLC**

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

Date: August 1, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: Bond Steel Drive

Re: July Lawn Care Bill 2020

To Whom It May Concern:

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

1. July 10, 2020	Mowed	\$25.00
2. July 24, 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: August 1, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

**RECEIVED**  
**AUG 06 2020**

BY: .....

For: I-94, US 127 and Boardman Road

Re: July Lawn Care Bill 2020

To Whom It May Concern:

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

1. July 4, 2020	Mowed	\$30.00
2. July 18, 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: August 1, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: O'Leary Drive Cycle

Re: July Lawn Care Bill 2020

To Whom It May Concern:

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

1. July 14, 2020	Mowed	\$25.00
2. July 23, 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: August 1, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: Boardman Road Sidewalks

Re: July Lawn Care Bill 2020

To Whom It May Concern:

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

1. July 11, 2020	Mowed	\$25.00
2. July 23, 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: September 7, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: Bond Steel Drive

Re: August Lawn Care Bill 2020

To Whom It May Concern:

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

1. August 7, 2020	Mowed	\$25.00
2. August 21, 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**

**RECEIVED**  
**SEP 14 2020**

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

Date: September 7, 2020

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

For: I-94, US 127 and Boardman Road

Re: August Lawn Care Bill 2020

To Whom It May Concern:

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

1. August 1, 2020	Mowed	\$30.00
2. August 22, 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: September 7, 2020 J

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

RECEIVED  
SEP 14 2020

BY: .....

For: O'Leary Drive Cycle

Re: August Lawn Care Bill 2020

To Whom It May Concern:

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

1. August 1, 2020	Mowed	\$25.00
2. August 22, 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: September 7, 2020 *K*

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

For: Boardman Road Sidewalks

Re: August Lawn Care Bill 2020

To Whom It May Concern:

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

1. August 7, 2020	Mowed	\$25.00
2. August 21, 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**



RECEIVED  
SEP 25 2020

BY:-----

Date: 09/18/2020

CHARTER TOWNSHIP OF BLACKMAN  
ATTN: TREASURER  
1990 W PARNALL ROAD  
JACKSON MI 49201

DDA

Re:

COUNTY OF JACKSON MICHIGAN CHARTER  
TOWNSHIP OF BLACKMAN GENERAL OBLIGA-  
TION ECONOMIC DEV BOND SERIES 2010  
(TAXABLE-RECOVERY ZONE ECON DEV-DIR PAY)

Corporate Trust Department  
JUNE SCHAFER 614-331-9801  
Trust Acct No: 3584049904  
Account Name: BLACKMAN10RZ

Debt Service

Registered interest due 11/01/2020  
Registered principal due 11/01/2020

49,593.75  
0.00

Total

49,593.75

294 905 995

IMPORTANT DEBT OBLIGATION NOTICE

- 1) Payment by wire transfer should be received no later than one business day prior to the due date.
- 2) Payment by check should be received five business days prior to the due date.

Failure to pay by the above referenced time frame could result in non-payment to the bondholders on the due date.

Please remit checks to:

The Huntington National Bank  
PO Box 1558-GW4E64  
Columbus OH 43216

Please direct wires to:

Huntington National Bank  
ABA# 044000024  
Columbus OH  
Attn: Corporate Trust-Columbus  
Acct: 01891662889  
Further Credit Acct: 3584049904



**RIPSTRA & SCHEPPELMAN, INC.**  
**CIVIL ENGINEERING - LAND SURVEYING**

2535 SPRING ARBOR ROAD  
JACKSON, MI 49203  
OFFICE 517-789-9898  
FAX 517-789-6065  
[www.ripstra-scheppelman.com](http://www.ripstra-scheppelman.com)

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

Date: August 7, 2020

Invoice No. 06108-127

Terms: Net 30 Days

RECEIVED  
AUG 11 2020

BY: .....

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

For Services in connection with reviewing the proposed DDA Land sale to MDOT.

For Services 06-14-20 to 07-11-20

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	1.0	\$120.00	\$120.00
			-----

AMOUNT DUE THIS INVOICE \$120.00

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate





RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

2535 SPRING ARBOR ROAD  
JACKSON, MI 49203  
OFFICE 517-789-9898  
FAX 517-789-6065  
[www.ripstra-scheppelman.com](http://www.ripstra-scheppelman.com)

RECEIVED  
SEP 15 2020

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

BY: \_\_\_\_\_ Date: September 11, 2020

Invoice No. 06108-128

Terms: Net 30 Days

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

For Services in connection with the monthly DDA Board Meeting.

For Services 07-12-20 to 09-05-20

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	1.0	\$120.00	\$120.00
			-----

AMOUNT DUE THIS INVOICE \$120.00

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

DB: Blackman		PERIOD ENDING 09/30/2020					
GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 294 - DDA ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
294-101-439.000	DDA PROPERTY TAXES	320,000.00	320,000.00	261,469.32	0.00	58,530.68	81.71
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	2,500.00	2,500.00	1,964.43	0.00	535.57	78.58
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	3,000.00	0.00	0.00	100.00
Total Dept 101 - CASH RECEIPTS		398,900.00	398,900.00	289,488.06	0.00	109,411.94	72.57
TOTAL REVENUES		398,900.00	398,900.00	289,488.06	0.00	109,411.94	72.57
Expenditures							
Dept 905 - DEBT SERVICE FUND							
294-905-775.000	REPAIR/MAINTENANCE	7,000.00	7,000.00	3,675.00	0.00	3,325.00	52.50
294-905-801.000	PROFESSIONAL SERVICES	46,471.00	46,471.00	21,357.50	0.00	25,113.50	45.96
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	2,653.90	0.00	247,346.10	1.06
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	54,443.75	0.00	49,594.25	52.33
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	282,816.22	0.00	335,548.78	45.74
TOTAL EXPENDITURES		618,365.00	618,365.00	282,816.22	0.00	335,548.78	45.74
Fund 294 - DDA ADMINISTRATIVE FUND:							
TOTAL REVENUES		398,900.00	398,900.00	289,488.06	0.00	109,411.94	72.57
TOTAL EXPENDITURES		618,365.00	618,365.00	282,816.22	0.00	335,548.78	45.74
NET OF REVENUES & EXPENDITURES		(219,465.00)	(219,465.00)	6,671.84	0.00	(226,136.84)	3.04



**BDDA Administrative Fund for October 14, 2020**

2020

**Fund 294**[illegible]