



**Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group**

**MEETING AGENDA
Wednesday, April 21, 2021 at 6:00 p.m.
Blackman Charter Township Meeting Hall**

AGENDA

- I. Call to Order by Chair**
- II. Public Comment**
- III. *Approval of Minutes from the February 17, 2021 Board Meeting**
- IV. *Treasurer's Report – through March 31, 2021**
- V. EDA Grant Update**
- VI. BLDFA Properties Update:**
 - a. JTP North Property Update
 - b. Technique Update
- VII. BOARD/STAFF COMMENTS**
- VIII. Next Meeting: Scheduled for Wednesday, June 16, 2021 at 6:00 p.m.**

*Indicates Attachment



Blackman Charter Township
Local Development Finance Authority
Served By The Enterprise Group

Board Meeting Minutes
February 17, 2021

The Local Development Finance Authority of Blackman Charter Township held a Board Meeting at 6:00 p.m., Wednesday, February 17, 2021, via Zoom.

Members present (9): Cindy Acker, Diane Derby, Diane Donaldson, David Elwell, Pete Jancek, Barry Harmon, Chad Linabury, Darrell Norris, and Bill Warner

Members absent (2): Bob Sayles and Brad Wait

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

Others: Jack Ripstra, Township Engineer and Ray Snell, Jackson County Commissioner

The BLDDFA Board Meeting was called to order by Chairman Jancek at 6:00 p.m.

Public Comment: None

Approval of Minutes from December 9, 2020 Board Meeting:

Motion by Mr. Elwell and seconded by Ms. Donaldson to Approve the Minutes from the December 9, 2020 Board Meeting. Motion approved unanimously.

Treasurer's Report through January 31, 2021:

Motion by Mr. Norris and seconded by Ms. Acker to Approve the Treasurer's Report Through January 31, 2021 with the invoices totaling \$320.00 and the Administrative Fund totaling \$477,341.20. Motion approved unanimously.

EDA Grant Update:

Ms. Kelly shared that the EDA requested assurances for information previously submitted for the grant which is currently being reviewed by the legal team. Chairman Jancek provided a letter to the EDA on February 11th 2021 to satisfy the legal team's request. Ms. Kelly shared the assurances with the board which included the following:

1. The BLDDFA owns all JTPN parcels
2. The BLDDFA was established under Michigan Law
3. Blackman Charter Township and the BLDDFA are below the single audit threshold requirements
4. JTPN has a total of 183.57 acres
5. The BLDDFA is separate from Blackman Township
6. JTPN parcels will be sold to potential tenants

7. Currently, no individual parcel identification for the industrial park is identified – it is flexible space dependent upon the individual tenant's development needs

Mr. Elwell asked if the cemetery is within the BLDFFA property. Mr. Ripstra replied yes. Mr. Elwell asked if the EDA understands the cemetery property is not available for development, and Chairman Jancek replied yes, they realize not all of the property is able to be developed. Ms. Kelly added that JCDOT has that documented as well. ***Motion by Mr. Elwell and seconded by Mr. Norris to approve the list of assurances provided to the EDA for legal review. Motion approved unanimously.***

BLDFFA Properties Update:

JTP North Property Update: None – previously addressed.

Technique Update:

Ms. Masten stated that she will be meeting with Mr. Johncox the first week in March and that she hopes to get an update then.

Board/Staff Comments:

Ms. Derby asked for an updated list of Board contacts to be emailed, and Ms. Cones stated she would do that. Mr. Elwell shared that he has been re-appointed to the BLDFFA Board and appreciates where the Board is with the administrative fund balance. Mr. Elwell informed the Board that he had a conversation with Mr. Bolt about using penetrating radar in the cemetery to find out how many people are buried there and where. Mr. Snell stated it was good to see new faces and gave Mr. Elwell kudos for his good work and for representing Jackson County on the Board. Mr. Snell told the Board he is always available for questions and that he plans to attend all future BLDFFA meeting and supports the BLDFFA Board's endeavors.

The next BLDF meeting is scheduled for Wednesday, April 21, 2021 at 6:00 p.m. via Zoom.

Meeting adjourned at 6:22 p.m.

Respectfully submitted by Emily Cones, Blackman LDFA Staff.

BLDFA Invoice's for the April 2021 Board Meeting

Vendor	Description	Amount
Enterprise Group	Semi-Annual Contract	\$ 13,750.00
Ripstra	Professional Services	<u>\$ 240.00</u>
		\$ 13,990.00



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

RECEIVED
MAR 18 2021
BY: _____

Sold To:

Invoice Date: 3/16/21

TOTAL	13,750.00
--------------	------------------



RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

RECEIVED
MAR 09 2021

2535 SPRING ARBOR ROAD
JACKSON, MI 49203
OFFICE 517-789-9898
FAX 517-789-6065
www.ripstra-scheppelman.com

BY:-----

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

Date: March 5, 2021

Invoice No. 06120-123

Terms: Net 30 Days

For Services in connection with the Technique expansion and the LDFA Board meeting.

For Services 01-06-21 to 02-20-21

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	2.0	\$120.00	\$240.00

AMOUNT DUE THIS INVOICE \$240.00

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

		2021		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2021 AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 292 - LDFA ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
292-101-439.000	LDFA PROPERTY TAXES	34,000.00	34,000.00	20,135.16	20,135.16	13,864.84	59.22
292-101-441.000	LOCAL STABLITIATION AUTHORITY PYMT	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
292-101-665.000	INVESTMENT/INTEREST	84.00	84.00	12.19	4.73	71.81	14.51
Total Dept 101 - CASH RECEIPTS		114,084.00	114,084.00	20,147.35	20,139.89	93,936.65	17.66
TOTAL REVENUES		114,084.00	114,084.00	20,147.35	20,139.89	93,936.65	17.66
Expenditures							
Dept 248 - GENERAL SERVICES ADMINISTRATIVE							
292-248-801.000	PROFESSIONAL SERVICES	614.00	614.00	0.00	0.00	614.00	0.00
292-248-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	0.00	0.00	13,750.00	0.00
292-248-802.000	LEGAL	3,075.00	3,075.00	0.00	0.00	3,075.00	0.00
292-248-804.000	ACCOUNTING	17,220.00	17,220.00	0.00	0.00	17,220.00	0.00
292-248-958.000	MEMBERSHIP/DUES	274.00	274.00	550.00	0.00	(276.00)	200.73
292-248-975.000	CONSTRUCTION COSTS	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
292-248-999.000	MISCELLANEOUS EXPENSE	3,688.00	3,688.00	0.00	0.00	3,688.00	0.00
Total Dept 248 - GENERAL SERVICES ADMINISTRATIVE		288,621.00	288,621.00	550.00	0.00	288,071.00	0.19
TOTAL EXPENDITURES		288,621.00	288,621.00	550.00	0.00	288,071.00	0.19
Fund 292 - LDFA ADMINISTRATIVE FUND:							
TOTAL REVENUES		114,084.00	114,084.00	20,147.35	20,139.89	93,936.65	17.66
TOTAL EXPENDITURES		288,621.00	288,621.00	550.00	0.00	288,071.00	0.19
NET OF REVENUES & EXPENDITURES		(174,537.00)	(174,537.00)	19,597.35	20,139.89	(194,134.35)	11.23

GL NUMBER	DESCRIPTION	2021	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 293 - LDFA SMART ZONE ADMINISTRATIVE FUND							
Revenues							
Dept 101 - CASH RECEIPTS							
293-101-439.100	PROPERTY TAXES-SMART ZONE-NON SCHOOL	77,000.00	77,000.00	46,601.14	46,601.14	30,398.86	60.52
293-101-439.200	PROPERTY TAXES-SMART ZONE-SCHOOL	83,000.00	83,000.00	9,488.75	9,488.75	73,511.25	11.43
293-101-441.000	LOCAL STABLITIATION AUTHORITY PYMT	4,600.00	4,600.00	0.00	0.00	4,600.00	0.00
Total Dept 101 - CASH RECEIPTS		164,600.00	164,600.00	56,089.89	56,089.89	108,510.11	34.08
TOTAL REVENUES		164,600.00	164,600.00	56,089.89	56,089.89	108,510.11	34.08
Expenditures							
Dept 248 - GENERAL SERVICES ADMINISTRATIVE							
293-248-801.000	PROFESSIONAL SERVICES	200.00	200.00	0.00	0.00	200.00	0.00
293-248-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	0.00	0.00	13,750.00	0.00
293-248-802.000	LEGAL	100.00	100.00	0.00	0.00	100.00	0.00
293-248-804.000	ACCOUNTING	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
293-248-905.000	PLANNING, MARKETING, ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
293-248-958.000	MEMBERSHIP/DUES	300.00	300.00	0.00	0.00	300.00	0.00
293-248-975.100	JACKSON TECHNOLOGY PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 248 - GENERAL SERVICES ADMINISTRATIVE		45,350.00	45,350.00	0.00	0.00	45,350.00	0.00
TOTAL EXPENDITURES		45,350.00	45,350.00	0.00	0.00	45,350.00	0.00
Fund 293 - LDFA SMART ZONE ADMINISTRATIVE FUND:							
TOTAL REVENUES		164,600.00	164,600.00	56,089.89	56,089.89	108,510.11	34.08
TOTAL EXPENDITURES		45,350.00	45,350.00	0.00	0.00	45,350.00	0.00
NET OF REVENUES & EXPENDITURES		119,250.00	119,250.00	56,089.89	56,089.89	63,160.11	47.04
TOTAL REVENUES - ALL FUNDS		278,684.00	278,684.00	76,237.24	76,229.78	202,446.76	27.36
TOTAL EXPENDITURES - ALL FUNDS		333,971.00	333,971.00	550.00	0.00	333,421.00	0.16
NET OF REVENUES & EXPENDITURES		(55,287.00)	(55,287.00)	75,687.24	76,229.78	(130,974.24)	136.90

Fund 292

[illegible]

BLDFA Attendance Log 2021			
	ANNUAL		
BLDFA Board Members	12/9/2020	2/17/2021	4/14/2021
Cindy Acker	P	P	
Diane Derby	P	P	
Diane Donaldson	P	P	
David Elwell	P	P	
Barry Harmon	P	P	
Pete Jancek	P	P	
Chad Linabury	P	P	
Darrell Norris	A	P	
Bob Sayles	A	A	
Brad Wait	A	A	
William Warner	P	P	
P = Present			
A = Notified Absence			
U = Unknown Absence			