



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

MEETING AGENDA
Wednesday, February 17, 2021 at 6:00 p.m.
Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89233919159?pwd=YWhpcHJQNGRXNjdIRHJSalFPbmdiZz09>

Meeting ID: 892 3391 9159
Passcode: 155044

AGENDA

- I. Call to Order by Chair**
- II. Public Comment**
- III. *Approval of Minutes from the December 9, 2020 Board Meeting**
- IV. *Treasurer's Report – through January 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, April 21, 2020 at 6:00 p.m. via Zoom**

*Indicates Attachment



Blackman Charter Township
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**Annual Board Meeting Minutes
December 9, 2020**

The Local Development Finance Authority of Blackman Charter Township held an Annual Board Meeting at 6:00 p.m., Wednesday, December 9, 2020, via Zoom.

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

Members absent (2): Darrell Norris and Bob Sayles

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

Others: Jack Ripstra, Township Engineer

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

Public Comment: None.

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

Ms. Kelly informed the Board that this is the BLDFFA's second semi-annual informational meeting for 2020, as required by the Recodified Tax Increment Financing Act 57.

Chairman Jancek stated the BLDFFA is on track to receive the EDA grant in the first quarter of 2021. He mentioned once we have the funds, we can start road work and the storm/sewer construction for JTPN. Chairman Jancek referenced updates regarding JTPN which can be found at the end of this document.

Approval of Minutes:

Motion by Mr. Elwell and seconded by Ms. White to approve the November 11, 2020 Meeting Minutes, as presented. Motion approved unanimously.

Treasurer's Report:

Motion by Mr. Linabury and seconded by Ms. Derby to accept the Treasurer's Report ending November 30, 2020. Motion approved unanimously by roll call vote.

Approval of 2021 BLDFFA Budget and 2020 Budget Amendment:

Motion by Mr. Elwell and seconded by Ms. Donaldson to approve the 2021 BLDFFA Budget and 2020 Budget Amendment, as presented. Motion approved unanimously by roll call vote.

2020 End of Year Report:

Ms. Kelly presented the 2020 BLDFFA End of Year Report stating it is derived from the approved 2020 Scope of Work. *Motion by Ms. White and seconded by Mr. Warner to approve the 2020 End of Year Report, as presented. Motion approved unanimously.*

2021 Scope of Work:

Ms. Kelly presented the 2021 Scope of Work and stated that it mirrors previous years. *Motion by Mr. Elwell and seconded by Ms. Donaldson to approve the 2021 Scope of Work, as presented. Motion approved unanimously.*

2021 Election of Officers:

Ms. Kelly suggested to the Board that they could open nominations, or keep the current slate of Officers from 2020, with the exception of Ms. White as Vice Chair as she will no longer be serving as the school representative on the Board. Mr. Elwell nominated Mr. Warner for 2021 Vice Chair and he accepted. The Board concurred to keep the current slate of Officers for 2021 and Mr. Warner as the 2021 Vice Chair: Chairman Jancek, Vice Chair Warner, Treasurer Harmon, and Secretary Linabury. *Motion by Mr. Elwell and seconded by Ms. Derby to keep the current slate of Officers for 2021 and Mr. Warner as the 2021 Vice Chair. Motion approved unanimously.*

2021 BLDFEA/EG Management Agreement:

Ms. Kelly shared that the EG/BLDFEA Management Agreement mirrors last years. Chairman Jancek gave kudos to EG Staff for doing a great job, and thanked EG Staff for all of their hard work. *Motion by Mr. Elwell and seconded by Ms. Donaldson to approve the 2021 BLDFEA/EG Management Agreement, as presented. Motion approved unanimously by roll call vote.*

2021 Meeting Schedule:

Motion by Mr. Elwell and seconded by Mr. Linabury to approve the 2021 Meeting Schedule, as presented. Motion approved unanimously.

BLDFEA Properties Update:

JTP-North Property Update:

Previously addressed earlier on the agenda.

Technique Update:

Ms. Masten stated that she will reach out to Mr. Johncox for an update before next month's meeting.

Board/Staff Comments:

Chairman Jancek stated he truly enjoys working with this group and thanked the Board for their time and commitment. He wished everyone good health and happy holidays. He asked that everyone keep Mr. Ganton from the BDDA Board in their thoughts as he is in the hospital fighting COVID-19.

Next Meeting is scheduled for Wednesday, February 17, 2021 at 6:00 p.m. via Zoom.

Meeting adjourned at 6:35 p.m.

Respectfully submitted by Emily Cones, Blackman LDFA Staff.

BLDFA Invoice's for the February 17 2021 Board Meeting

Vendor	Description	Amount
Ripstra	Professional Services	<u>\$ 320.00</u>
		\$ 320.00



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
JAN 13 2021

BY:.....

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

Date: January 8, 2021
Invoice No. 06120-122
Terms: Net 30 Days

For Services in connection with the Blackman Township LDFA meeting.

For Services 12-09-20 to 12-26-20

Table with 4 columns: CLASSIFICATION, HOURS, RATE, TOTAL. Row 1: 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



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RECEIVED
JAN 13 2021

BY:.....

To:	Charter Township of Blackman LDFA 1990 W. Parnall Road Jackson, MI 49201	Date:	January 8, 2021
		Invoice No.	15110-30
		Terms:	Net 30 Days

For Services in connection with the Jackson Technology Park North.

For Services 11-29-20 to 12-26-20

CLASSIFICATION	HOURS	RATE	TOTAL
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CAD System	2.5	\$80.00	\$200.00

AMOUNT DUE THIS INVOICE \$200.00

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA

DB: Blackman

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 01/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 292 - LDFA ADMINISTRATIVE FUND								
Revenues								
Dept 101 - CASH RECEIPTS								
292-101-439.000	LDFA PROPERTY TAXES	34,000.00	34,000.00	0.00	0.00	34,000.00		0.00
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	0.00	0.00	84.00		0.00
Total Dept 101 - CASH RECEIPTS		<u>114,084.00</u>	<u>114,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>114,084.00</u>		<u>0.00</u>
TOTAL REVENUES		<u>114,084.00</u>	<u>114,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>114,084.00</u>		<u>0.00</u>
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	550.00	(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		<u>288,621.00</u>	<u>288,621.00</u>	<u>550.00</u>	<u>550.00</u>	<u>288,071.00</u>		<u>0.19</u>
TOTAL EXPENDITURES		<u>288,621.00</u>	<u>288,621.00</u>	<u>550.00</u>	<u>550.00</u>	<u>288,071.00</u>		<u>0.19</u>
Fund 292 - LDFA ADMINISTRATIVE FUND:								
TOTAL REVENUES		<u>114,084.00</u>	<u>114,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>114,084.00</u>		<u>0.00</u>
TOTAL EXPENDITURES		<u>288,621.00</u>	<u>288,621.00</u>	<u>550.00</u>	<u>550.00</u>	<u>288,071.00</u>		<u>0.19</u>
NET OF REVENUES & EXPENDITURES		<u>(174,537.00)</u>	<u>(174,537.00)</u>	<u>(550.00)</u>	<u>(550.00)</u>	<u>(173,987.00)</u>		<u>0.32</u>

User: LINDA

DB: Blackman

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 01/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021 AMENDED BUDGET			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	0.00	0.00	77,000.00	0.00	
293-101-439.200	PROPERTY TAXES-SMART ZONE-SCHOOL	83,000.00	83,000.00	0.00	0.00	83,000.00	0.00	
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	0.00	0.00	164,600.00	0.00	
TOTAL REVENUES		164,600.00	164,600.00	0.00	0.00	164,600.00	0.00	
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	0.00	0.00	164,600.00	0.00	
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	0.00	0.00	119,250.00	0.00	
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		278,684.00	278,684.00	0.00	0.00	278,684.00	0.00	
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		333,971.00	333,971.00	550.00	550.00	333,421.00	0.16	
NET OF REVENUES & EXPENDITURES		(55,287.00)	(55,287.00)	(550.00)	(550.00)	(54,737.00)	0.99	

BLDFA Attendance Log 2020					
<i>Meetings held via Zoom</i>					
				BUDGET	ANNUAL
BLDFA Board Members	6/10/2020	8/19/2020	10/21/2020	11/11/2020	12/9/2020
Cindy Acker	P	A	P	P	P
Diane Derby	P	P	A	P	P
Diane Donaldson	P	A	P	P	P
David Elwell	P	P	P	P	P
Barry Harmon	P	A	P	P	P
Pete Jancek	P	P	P	P	P
Chad Linabury	P	P	P	P	P
Darrell Norris	A	P	A	A	A
Bob Sayles	A	P	A	P	A
William Warner	A	P	P	P	P
Shawn White	P	P	P	P	P
P = Present					
A = Notified Absence					
U = Unknown Absence					