



The Enterprise Group
of Jackson, Inc.

**Blackman Charter Township
Downtown Development Authority
*Management Agreement for 2021***

The Enterprise Group of Jackson (The EG) proposes to enter into a management agreement with the Blackman Charter Township Downtown Development Authority (BDDA) to provide staff support, marketing services and strategic counsel. The compensation for services to the BDDA will be based on an annual management fee in the amount of \$15,000, payable in equal semi-annual installments on March 1 and September 1. The scope of services provided by The EG shall include but not be limited to the following:

- Promote available properties for development.
- Facilitate the redevelopment of vacant property within the BDDA.
- Serve in the capacity as Assistant Secretary to take meeting minutes; prepare and send out meeting notices, agendas, and minutes from previous meetings; prepare and transmit communications; keep membership list updated; facilitate or schedule non-board meetings; organize existing BDDA files and maintain future files to ensure completeness and organization at the request of the Chairman.
- Assist the Board and their consultants with extension of public infrastructure within the BDDA Boundary, as appropriate.
- Assist the Board with visioning for future BDDA Projects and Developments, to include creating and facilitating the Merchants Association, and providing notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- Assist in preparation of the Annual BDDA Budget and reports in compliance with MI PA 57 of 2018, as amended.
- Maintain the BDDA partner page on The EG web site.
- Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.
- Assist the Board with the operations of the Citizen's Advisory Committee, as appropriate.
- Prepare all required reports to be considered at the Annual Board Meeting.
- Prepare and present Annual Reports to the County Agencies Committee on behalf of the BDDA.
- Other activities, as warranted/directed by the Board and/or Chair.

In addition to the above, The EG will undertake other activities, as warranted/directed by the Board and/or Chair of the BDDA. This agreement is effective as of January 1, 2021 through December 31, 2021, although either party with 90 days notice may cancel this agreement. This agreement will be considered for renewal annually unless cancelled by either party.

For the BDDA:

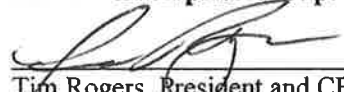


Pete Jancek, Chairman

12-16-2020

Date

For The Enterprise Group:



Tim Rogers, Resident and CEO

12-21-20

Date