



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

MEETING AGENDA
Wednesday, November 10, 2021 at 6:00 p.m.
Blackman Charter Township Meeting Hall

AGENDA

- I. Call to Order by Chair**
- II. Public Comment**
- III. Semi-Annual Informational Meeting (*per Recodified Tax Increment Financing Act 57*)**
 - a. Goals and direction of BLDFA
 - b. Upcoming Projects
- IV. *Approval of Minutes from the August 18, 2021 Board Meeting**
- V. *Treasurer's Report – through October 31, 2021**
- VI. *Discuss and Review of the Blackman BLDFA 2022 Budget, and 2021 Budget Amendment**
- VII. Discuss a Request from Clean Grid Development for the Possible Lease of 25 to 40 Acres for Solar Development on the BLDFA Property**
- VIII. EDA Grant Update**
 - a. Authorize staff to seek bids for EDA Grant Project Signage as required by the Grant Guidelines
- IX. BLDFA Properties Update:**
 - a. JTP North Property Update
 - b. Technique Update
- X. BOARD/STAFF COMMENTS**
- XI. Annual Meeting: Scheduled for Wednesday, December 8, 2021 at 6:00 p.m.**

*Indicates Attachment



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

Board Meeting Minutes
August 18, 2021

The Local Development Finance Authority of Blackman Charter Township held a Board Meeting at 6:00 p.m., Wednesday, August 18, 2021, at the Blackman Charter Township Meeting Hall.

Members present (7): Diane Donaldson, David Elwell, Pete Jancek, Barry Harmon, Chad Linabury, Katie Pitchford, and Bob Sayles

Members absent (4): Cindy Acker, Diane Derby, Darrell Norris, and Bill Warner

Staff: Debbie Kelly, The Enterprise Group of Jackson

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

The BL DFA Board Meeting was called to order by Chairman Jancek at 6:03 p.m.

Public Comment:

Commissioner Snell shared that at the County Commission Meeting last evening, they discussed planning to improve infrastructure, especially for broadband in rural areas of the county, as well as addressing deferred maintenance on the County Tower Building. Chairman Jancek mentioned that Blackman Charter Township should receive \$2.3M.

Chairman Jancek welcomed Ms. Katie Pitchford to the BL DFA Board, she replaces Brad Waite as one of the Northwest school board representatives. Introductions were made around the table.

Approval of Minutes from April 21, 2021 Board Meeting:

Motion by Mr. Elwell and seconded by Ms. Donaldson to approve the Minutes from the April 21, 2021 Board Meeting. Motion approved unanimously.

Treasurer's Report through July 31, 2021:

Invoices presented for approval totaled \$10,476.40; and the current balance available is \$538,287.98.

Motion by Mr. Linabury and seconded by Ms. Donaldson to approve the Treasurer's Report through July 31, 2021 as presented. Motion approved unanimously by roll call vote.

EDA Grant Update:

Ms. Kelly provided the BL DFA with an update on the EDA Grant to share that the Public Outreach Event was held on June 30, 2021, and she will send the JCDOT presentation to the BL DFA board members. Ms. Kelly noted that the grant is moving slowly, but does continue to move forward. The next steps are to send the approved documents addressed this evening to the EDA for review. JCDOT is working on acquiring

any easements and right-of-ways for all properties within the project area, which will have to be reviewed and approved by the Mr. White, Township Attorney, prior to sending the EDA for their review and approval. To bring Ms. Pitchford up to speed as a new board member, Chairman Jancek some history of this project.

BLDFA Properties Update:

JTP North Property Update: Review and approve JTP North Sales/Option Agreement:

Ms. Kelly noted that the JTP North Sales/Option Agreement has been reviewed by all parties, to include the Township Attorney. *Motion by Mr. Elwell and seconded by Mr. Linabury to approve the JTP North Sales/Option Agreement, the JTP North Developer's Packet, and the Protective Covenants, as presented. Motion approved unanimously by roll call vote.*

Review and approve JTP North Developer's Packet and Protective Covenants:

Ms. Kelly noted that the JTP North Developer's Packet and Protective Covenants have been reviewed by all parties, to include the Township Attorney. *Motion by Mr. Elwell and seconded by Mr. Linabury to approve the JTP North Sales/Option Agreement, the JTP North Developer's Packet, and the Protective Covenants, as presented. Motion approved unanimously by roll call vote.*

Consider extension approval of Technique's Real Estate Update:

Ms. Kelly stated that she and Chairman Jancek realized that the Amended Real Estate Agreement had expired, and asked the BLDFA Board to approve a 12-month extension until August 18, 2022. *Motion by Mr Elwell and seconded by Ms. Donaldson to approve a 12-month extension for Real Estate Amendment #3 for the second Technique project. Motion approved unanimously by roll call vote.*

Board/Staff Comments:

Chairman Jancek provided an update on the on-going road projects and new businesses throughout the community, stating that the diverging diamond project on West Avenue continues to change daily and is amazed at the work being done in that area.

Chairman Jancek thanked everyone for their time and attendance at the meeting.

The next BLDF meeting is scheduled for Wednesday, October 20, 2021 at 6:00 p.m. at the Blackman Charter Township Meeting Hall.

Meeting adjourned at 7:38 p.m.

Respectfully submitted by Debbie Kelly, Blackman LDFA Staff.

BLDFA Invoice's for the November 10 2021 Board Meeting

Vendor	Description	Amount
Boswell, Schultz, Sonnenbery & Arnett, PLC	Accounting Svcs (1st & 2nd qtr 2021)	\$ 9,304.60
Clarks Lawn Care	Lawn mowed (May-July)	\$ 175.00
Ripstra	Professional Svcs (May-July)	\$ 996.80
		<hr/>
		\$ 10,476.40
 <u>Paid in October 2021</u>		
Boswell, Schultz, Sonnenbery & Arnett, PLC	Accounting Svcs - 3rd Qtr 2021	\$ 1,157.50
Clarks Lawn Care	Lawn mowed	\$ 100.00
Enterprise Group	Semi-Annual Contract Pymt	\$ 13,750.00
Ripstra	Jackson Technology Park	\$ 5,921.40
		<hr/>
		\$ 20,928.90

User: LINDA

DB: Blackman

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2021 NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)
Fund 292 - LDFA ADMINISTRATIVE FUND						
Revenues						
Dept 101 - CASH RECEIPTS						
292-101-439.000	LDFA PROPERTY TAXES	34,000.00	34,000.00	36,773.28	16,638.12	(2,773.28)
292-101-441.000	LOCAL STABILITATION AUTHORITY PYMT	80,000.00	80,000.00	0.00	0.00	80,000.00
292-101-665.000	INVESTMENT/INTEREST	84.00	84.00	39.18	0.00	44.82
Total Dept 101 - CASH RECEIPTS		<u>114,084.00</u>	<u>114,084.00</u>	<u>36,812.46</u>	<u>16,638.12</u>	<u>77,271.54</u>
TOTAL REVENUES		<u>114,084.00</u>	<u>114,084.00</u>	<u>36,812.46</u>	<u>16,638.12</u>	<u>77,271.54</u>
Expenditures						
Dept 248 - GENERAL SERVICES ADMINISTRATIVE						
292-248-801.000	PROFESSIONAL SERVICES	614.00	614.00	0.00	0.00	614.00
292-248-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	13,750.00	0.00	0.00
292-248-802.000	LEGAL	3,075.00	3,075.00	48.00	0.00	3,027.00
292-248-804.000	ACCOUNTING	17,220.00	17,220.00	10,462.10	1,157.50	6,757.90
292-248-958.000	MEMBERSHIP/DUES	274.00	274.00	550.00	0.00	(276.00)
292-248-975.000	CONSTRUCTION COSTS	250,000.00	250,000.00	0.00	0.00	250,000.00
292-248-999.000	MISCELLANEOUS EXPENSE	3,688.00	3,688.00	275.00	100.00	3,413.00
Total Dept 248 - GENERAL SERVICES ADMINISTRATIVE		<u>288,621.00</u>	<u>288,621.00</u>	<u>25,085.10</u>	<u>1,257.50</u>	<u>263,535.90</u>
TOTAL EXPENDITURES		<u>288,621.00</u>	<u>288,621.00</u>	<u>25,085.10</u>	<u>1,257.50</u>	<u>263,535.90</u>
Fund 292 - LDFA ADMINISTRATIVE FUND:						
TOTAL REVENUES		<u>114,084.00</u>	<u>114,084.00</u>	<u>36,812.46</u>	<u>16,638.12</u>	<u>77,271.54</u>
TOTAL EXPENDITURES		<u>288,621.00</u>	<u>288,621.00</u>	<u>25,085.10</u>	<u>1,257.50</u>	<u>263,535.90</u>
NET OF REVENUES & EXPENDITURES		<u>(174,537.00)</u>	<u>(174,537.00)</u>	<u>11,727.36</u>	<u>15,380.62</u>	<u>(186,264.36)</u>

User: LINDA
DB: Blackman

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 10/31/2021	ACTIVITY FOR		AVAILABLE		
		ORIGINAL BUDGET	2021 AMENDED BUDGET		NORMAL (ABNORMAL)	MONTH 10/31/2021 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
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	92,323.87	45,722.73			(15,323.87)	
293-101-439.200	PROPERTY TAXES-SMART ZONE-SCHOOL	83,000.00	83,000.00	106,788.88	97,300.13			(23,788.88)	
293-101-441.000	LOCAL STABLITIATION AUTHORITY PYMT	4,600.00	4,600.00	0.00	0.00			4,600.00	
Total Dept 101 - CASH RECEIPTS		<u>164,600.00</u>	<u>164,600.00</u>	<u>199,112.75</u>	<u>143,022.86</u>			<u>(34,512.75)</u>	
TOTAL REVENUES		<u>164,600.00</u>	<u>164,600.00</u>	<u>199,112.75</u>	<u>143,022.86</u>			<u>(34,512.75)</u>	
Expenditures									
Dept 248 - GENERAL SERVICES ADMINISTRATIVE									
293-248-801.000	PROFESSIONAL SERVICES	200.00	200.00	0.00	0.00			200.00	
293-248-801.100	ENTERPRISE GROUP SERVICES	13,750.00	13,750.00	13,750.00	13,750.00			0.00	
293-248-802.000	LEGAL	100.00	100.00	0.00	0.00			100.00	
293-248-804.000	ACCOUNTING	10,000.00	10,000.00	0.00	0.00			10,000.00	
293-248-905.000	PLANNING, MARKETING, ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00			1,000.00	
293-248-958.000	MEMBERSHIP/DUES	300.00	300.00	0.00	0.00			300.00	
293-248-975.100	JACKSON TECHNOLOGY PARK	20,000.00	20,000.00	8,119.28	5,921.40			11,880.72	
Total Dept 248 - GENERAL SERVICES ADMINISTRATIVE		<u>45,350.00</u>	<u>45,350.00</u>	<u>21,869.28</u>	<u>19,671.40</u>			<u>23,480.72</u>	
TOTAL EXPENDITURES		<u>45,350.00</u>	<u>45,350.00</u>	<u>21,869.28</u>	<u>19,671.40</u>			<u>23,480.72</u>	
Fund 293 - LDFA SMART ZONE ADMINISTRATIVE FUND:									
TOTAL REVENUES		<u>164,600.00</u>	<u>164,600.00</u>	<u>199,112.75</u>	<u>143,022.86</u>			<u>(34,512.75)</u>	
TOTAL EXPENDITURES		<u>45,350.00</u>	<u>45,350.00</u>	<u>21,869.28</u>	<u>19,671.40</u>			<u>23,480.72</u>	
NET OF REVENUES & EXPENDITURES		<u>119,250.00</u>	<u>119,250.00</u>	<u>177,243.47</u>	<u>123,351.46</u>			<u>(57,993.47)</u>	
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		<u>278,684.00</u>	<u>278,684.00</u>	<u>235,925.21</u>	<u>159,660.98</u>			<u>42,758.79</u>	
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		<u>333,971.00</u>	<u>333,971.00</u>	<u>46,954.38</u>	<u>20,928.90</u>			<u>287,016.62</u>	
NET OF REVENUES & EXPENDITURES		<u>(55,287.00)</u>	<u>(55,287.00)</u>	<u>188,970.83</u>	<u>138,732.08</u>			<u>(244,257.83)</u>	

BLACKMAN CHARTER TOWNSHIP LOCAL DEVELOPMENT FINANCE AUTHORITY REVENUES AND EXPENSES														SPREADSHEET G
LINE NO.	Printed 10/29/21 3:05 PM	FINAL ACTUAL 2018	FINAL ACTUAL 2019	FINAL ACTUAL 2020	2021 AMENDED BUDGET 9/30/2021	ACTUAL PER CLIENT 1/1/21 THRU 9/30/2021	YEAR TO DATE % OF 2021 AMENDED BUDGET	PROJECTED 2021 EXPENSES	2021 AMENDED BUDGET 12/ /2021	2022 FINAL BUDGET ADOPTED 12/ /2021	GENERAL LEDGER ACCOUNT #	NEW GENERAL LEDGER ACCOUNT #	NOTES	
1	ADMINISTRATIVE (NON SMART ZONE) #293													
2	REVENUES:													
3	Property taxes	\$36,632	\$32,309	\$35,475	\$34,000	\$20,135	59.22%		\$34,000	\$40,000	292101439	250-000-440.000	Note:2021 actual \$36,773; 2021 projected to \$40,000	
4	Local Stabilitation Authority Payment	71,534	57,318	87,953	80,000	0	0.00%		80,000	84,000	292101441	250-000-573.000	2021 est per Form 5176 \$84,748; 2022 estimated \$84,000	
5	Interest	36	18	32	84	39	46.43%		84	84	292101665	250-000-665.000	Note: 2022 same as 2021	
6	Sale of land	0	0	0	0	0	0.00%			0	292101684			
8	Land contract	0	0	0	0	0	0.00%			0	292101675			
9	Miscellaneous	0	0	0	0	0	0.00%			0	292101699			
11	Total Revenues	108,203	89,645	123,460	114,084	20,174	17.68%		114,084	124,084				
13	Accumulated Available Unappropriated Surplus from Prior Years	456,139	232,244	242,101	345,157	345,157	100.00%		345,157	420,621				
16	Total	\$564,342	\$321,889	\$365,561	\$459,241	\$365,331	79.55%		\$459,241	\$544,705				
18	EXPENDITURES:													
19	Professional Fees:													
20	Professional Fees	\$275	\$0	\$0	\$614	\$0	0.00%	\$0	\$614	\$632	292248801	250-728-801.000	Note: 2022 up 3%	
21	Enterprise Group	13,750	13,750	13,750	13,750	13,750	100.00%	13,750	13,750	13,750	292248801.100	250-728-801.100	Note: 2022 same as 2021	
22	Legal Fees	1,535	223	0	3,075	48	1.56%	64	3,075	3,167	292248802	250-728-802.000	Note: 2022 up 3%	
23	Audit, Accounting and Tax	10,880	14,319	5,402	17,220	9,305	54.04%	12,407	17,220	17,736	292248804	250-728-804.000	Note: 2022 up 3%	
24	MTT Professional Fees and Costs	0	3,117	0	0	0	0.00%	0	0	0	292248805	250-728-805.000		
25	Engineering Fees	0	0	0	0	0	0.00%	0	0	0	292248803			
27	Printing & Publishing	0	0	0	0	0	0.00%	0	0	0	292248900			
26	Dues/memberships	450	450	550	274	550	200.74%	733	274	282	292248958	250-728-962.000	Note: 2022 up 3%	
27	Construction and Acquisition Cost - Land	3,352	2,254	377	250,000	0	0.00%	0	0	250,000	292248975	250-901-970.000	Note: 2022 same as 2021	
28	Miscellaneous	3,764	295	325	3,688	175	4.74%	233	3,688	3,799	292248999	250-728-955.000	Note: 2022 up 3%	
30	Total Expenditures	34,006	34,408	20,404	288,620	23,828	8.26%	27,187	38,620	289,366				
32	OTHER USES:													
33	Transfer - Out - Smart Zone Administrative	298,091	45,380	0	0	0	0.00%	0	0	0	292248998.293	250-966-995.251		
34	Total	298,091	45,380	0	0	0	0.00%	0	0	0				
36	Total Expenditures & Other Uses	332,098	79,788	20,404	288,620	23,828	8.26%	27,187	38,620	289,366				
38	PROJECTED (ACTUAL) OPERATING SURPLUS	232,244	242,101	345,157	170,621	341,503	200.15%		420,621	255,338				
40	Total	\$564,342	\$321,889	\$365,561	\$459,241	\$365,331	79.55%		\$459,241	\$544,705				
42	OPERATING SURPLUS (DEFICIT) FOR EACH YEAR	(223,895)	9,857	103,056	(174,536)	(3,654)			75,464	(165,282)				

**BLACKMAN CHARTER TOWNSHIP
LOCAL DEVELOPMENT FINANCE AUTHORITY
REVENUES AND EXPENSES**

SPREADSHEET G

LINE NO.	Printed 10/29/21 3:05 PM	FINAL ACTUAL 2018	FINAL ACTUAL 2019	FINAL ACTUAL 2020	2021 AMENDED BUDGET 9/30/2021	ACTUAL PER CLIENT 1/1/21 THRU 9/30/2021	YEAR TO DATE % OF 2021 AMENDED BUDGET	PROJECTED 2021 EXPENSES	2021 AMENDED BUDGET 12/ /2021	2022 FINAL BUDGET ADOPTED 12/ /2021	GENERAL LEDGER ACCOUNT #	NEW GENERAL LEDGER ACCOUNT #	NOTES
42	SMART ZONE ADMINISTRATIVE FUND #293												
43	REVENUES:												
44	Property taxes - Smart Zone - Non School	\$63,404	\$66,988	\$79,049	\$77,000	\$46,601	60.52%		\$ 77,000	\$ 99,000	293101439.100	251-000-440.100	Note:2021 actual \$90,966; 2022 projected to \$99,000
45	Property taxes - Smart Zone - School	83,268	82,942	85,395	83,000	9,489	11.43%		83,000	102,000	293101439.200	251-000-440.200	Note:2021 actual \$108,162; 2022 projected to \$102,000
46	Local Stabilitation Authority Payment	2,001	3,921	4,842	4,600	0			10,284	10,000	293101441	251-000-573.000	2021 est per Form 5176; 2022 estimated
47	Land sale proceeds	0	0	0	0	0	0.00%		0	0	293101675	251-933-693.000	
48	52 Partner support - IHE's	0	0	0	0	0	0.00%		0	0	293101674.100	251-000-674.100	
49	Installment Note Proceeds	307,400	0	0	0	0	0.00%		0	0	293101696.000	251-000-699.000	
50	Transfer from Administrative Fund	298,091	45,380	0	0	0	0.00%		0	0	293101697	251-931-699.000	
51													
52	Total Revenues	754,163	199,231	169,286	164,600	56,090	34.08%		170,284	211,000			
53													
54	Accumulated Available Unappropriated												
55	Surplus from Prior Years	311,236	0	(0)	132,426	132,426			132,426	257,360			
56													
57	Total	\$1,065,399	\$199,231	\$169,286	\$297,026	\$188,516	63.47%		\$302,710	\$468,360			
58													
59	EXPENDITURES:												
62	Professional services	0	400	0	200	0	0.00%	0	200	200	293248801	251-728-801.000	2022 same as 2021
63	Enterprise Group services	13,750	13,750	13,750	13,750	0	0.00%	0	13,750	13,750	293248801.1	251-728-801.100	2022 same as 2021
64	Legal	75	0	0	100	0	0.00%	0	100	100	293248802	251-728-802.000	2022 same as 2021
60	Planning, Marketing & Administrative	0	0	0	1,000	0	0.00%	0	1,000	1,000	293248905	251-728-803.000	2022 same as 2021
65	Accounting	0	885	4,518	10,000	0	0.00%	0	10,000	10,000	293248804	251-728-804.000	2022 same as 2021
61	Engineering/Surveying/Appraisals/Land	911,574	0	0	0	0	0.00%	0	0	0	293248975	251-728-806.000	
66	Membership/Dues		275	0	300	0	0.00%	0	300	300	293248958	251-728-915.000	2022 same as 2021
	Construction - Jackson Tech Park		8,721	18,592	20,000	2,198	10.99%	1,649	20,000	20,000	293901975.100	251-901-970.100	2022 same as 2021
67	Note - Principal Payments	135,533	171,979	0	0	0		0	0	0	293248991	251-906-991.000	
68	Note - Interest Payments	4,467	3,221	0	0	0	0.00%	0	0	0	293248992	251-906-993.000	
69													
70	Total Expenditures	1,065,399	199,231	36,860	45,350	2,198	4.85%	1,649	45,350	45,350			
71													
72	PROJECTED (ACTUAL) OPERATING SURPLUS												
73	Unrestricted	0	(0)	132,426	251,676	186,318	74.03%		257,360	423,010			
74													
75	Total projected (actual) operating surplus	0	(0)	132,426	251,676	186,318	74.03%		257,360	423,010			
76													
77	Total	\$1,065,399	\$199,231	\$169,286	\$297,026	\$188,516	63.47%		\$302,710	\$468,360			
	OPERATING SURPLUS (DEFICIT) FOR EACH YEAR	(311,236)	0	132,426	119,250	53,892			124,934	165,650			

BLDFA Attendance Log 2021						
	ANNUAL				BUDGET	ANNUAL
BLDFA Board Members	12/9/2020	2/17/2021	4/21/2021	8/18/2021	11/10/2021	12/8/2021
Cindy Acker	P	P	A	U		
Diane Derby	P	P	P	A		
Diane Donaldson	P	P	P	P		
David Elwell	P	P	P	P		
Barry Harmon	P	P	P	P		
Pete Jancek	P	P	P	P		
Chad Linabury	P	P	P	P		
Darrell Norris	A	P	A	A		
Bob Sayles	A	A	P	P		
Katie Pitchford	n/a	n/a	n/a	P		
William Warner	P	P	A	U		
P = Present						
A = Notified Absence						
U = Unknown Absence						