



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

MEETING AGENDA
Wednesday, February 15, 2023 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 December 14, 2022 Board Meeting**
- IV. *Treasurer's Report – through January 31, 2023**
- V. EDA Grant Update**
- VI. BLDFA Properties Update:**
 - a. JTP North Property Update
 - i. Approve an amendment to the BLDFA construction budget line to increase it to \$735,367.23
 - ii. Authorize the payment of \$695,367.23 by the BLDFA to JCDOT to cover the road component (Ayershire Lane) actual total difference from the original estimated price on the accepted bid that was awarded to Mead Brothers Excavating by JCDOT (the total increase to the construction Smart Zone budget is the \$735,367.23 amount which takes in both project costs)
 - iii. *Authorize \$40,000 for the easement for JSP and the construction of the sidewalk between Blackman Road and Industrial Drive on the south side of the road, this work is outside the scope of the EDA grant awarded project
 - iv. Consider approval for full removal of all timber/brush from easement on County Farm Road
 - b. Technique Update
 - i. Consider extension approval of Technique's Real Estate Agreement
- VII. BOARD/STAFF COMMENTS**
- VIII. Next Meeting:** Wednesday, May 17th at 6:00 p.m. – Blackman Charter Township Meeting Hall

*Indicates Attachment



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Local Development Finance Authority
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**BLDFA Annual Board Meeting Minutes
December 14, 2022**

The Local Development Finance Authority of Blackman Charter Township held an Annual Board Meeting at 6:00 p.m., Wednesday, December 14, 2022, at the Blackman Charter Township Meeting Hall.

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

Members absent (2): Bob Sayles and John Globoker

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

Others: Jack Ripstra, Township Engineer

The BLDFA Board Meeting was called to order by Chairman Jancek at 6:02 p.m.

Public Comment: None

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

Chairman Jancek shared that work has begun at JTPN, stating that the sanitary sewer is 50% complete, work under the road will begin tomorrow and that 60% of the mass earth work is done. He mentioned that the storm sewer work will be next and that the project is ahead of schedule. Ms. Kelly added that gas relocation starts the second week of January. Chairman Jancek informed the Board that we worked with Consumers Energy to expedite the gas relocation work receiving help from EG Chairman, Tim Sparks and Mindy Bradish-Orta to work through the issues. He also mentioned that Mr. Ripstra and Mr. Briner are working on the billing, adding that the BLDFA fund balance can cover the overage of Aryeshire Lane.

Ms. Masten shared that in November, The EG had a site visit with a foreign company that has interest in the site. Ms. Kelly stated that she hasn't heard back from the company yet, but the MEDC will be doing a debriefing with them. Mr. Elwell asked about drawing in new business, and Ms. Masten let him know that there are a few local companies with interest in the park as well.

Approval of 8/17/2022 Meeting Minutes:

Motion by Mr. Elwell and seconded by Mr. Jancek to approve the August 17, 2022 Meeting Minutes, as amended. Motion approved unanimously.

Treasurer's Report Through 11/30/2022:

Motion by Mr. Linabury and seconded by Ms. Donaldson to accept the Treasurer's Report ending November 30, 2022. Motion approved unanimously by roll call vote.

Approval of 2023 BLDFA Budget and 2022 Budget Amendment:

Chairman Jancek discussed a few highlights from the 2023 BLDFA Budget and 2022 Budget Amendment. *Motion by Chairman Jancek and seconded by Mr. Elwell to approve the 2023 BLDFA Budget and 2022 Budget Amendment, as presented. Motion approved unanimously by roll call vote.*

2022 End of Year Report:

Ms. Kelly presented the 2022 BL DFA End of Year Report stating it is derived from the approved 2022 Scope of Work. *Motion by Mr. Linabury and seconded by Mr. Warner to approve the 2022 End of Year Report, as presented. Motion approved unanimously.*

2023 Scope of Work:

Ms. Kelly presented the 2023 Scope of Work and stated that it mirrors previous years. Prior to the meeting, Mr. Shotwell asked EG Staff to add BL DFA support of the Michner Plating Site to the 2023 Scope of Work, adding that he is asking for community wide support of this project. *Motion by Mr. Linabury and seconded by Ms. Donaldson to approve the 2023 Scope of Work, as amended. Motion approved unanimously.*

2023 Election of Officers and Term Renewals:

Chairman Jancek informed the Board that they could open nominations, or keep the current slate of Officers from 2022; Chairman Jancek, Vice Chair Warner, Treasurer Harmon, and Secretary Linabury. The board agreed to keep the current slate of officers for 2023. Ms. Donaldson, Ms. Acker and Mr. Warner all agreed to serve another four-year term, if reappointed by the Township Board. *Motion by Chairman Jancek and seconded by Mr. Warner to keep the current slate of Officers for 2023, and concurred with the reappointment of Ms. Donaldson, Ms. Acker and Mr. Warner. Motion approved unanimously.*

2023 BL DFA/EG Management Agreement:

Chairman Jancek shared that he raised the annual fee for the EG/BL DFA Management Agreement to \$35,000 for EG Staff services, stating they have done a lot of work over the last few years, and haven't had an increase since he became Supervisor. *Motion by Ms. Derby and seconded by Mr. Warner to approve the 2023 BL DFA/EG Management Agreement, as amended. Motion approved unanimously by roll call vote.*

2023 Meeting Schedule:

Ms. Kelly provided the 2023 revised meeting schedule. *Motion by Mr. Linabury and seconded by Ms. Donaldson to approve the 2023 Meeting Schedule, as amended. Motion approved unanimously.*

BL DFA Properties Update:

JTP-North Property Update:

Previously discussed.

Technique Update:

Ms. Masten stated that she has reached out to Mr. Johncox for an update and should hear back soon.

Board/Staff Comments:

Chairman Jancek shared a brief update for the Blackman DDA. He then thanked everyone for their time and support, and wished everyone happy holidays!

Next Meeting is scheduled for Wednesday, February 15, 2023 at 6:00 p.m. at the Blackman Charter Township Meeting Hall.

Meeting adjourned at 7:26 p.m.

Respectfully submitted by Emily Cones, Blackman LDFA Staff.

BLDFA Invoice's for the February 15, 2023 Board Meeting

Vendor	Description	Amount
Boswell, Schultz, Sonnenberg & Arnett	Accounting Svcs - 4th qtr 2022	787.50
JAMA	Yearly Membership Dues	700.00
Ripstra & Scheppelman	Jackson Technology Park/Board Mtg	4,572.02
		-
		<hr/>
		\$ 6,059.52

Boswell, Schultz, Sonnenberg & Arnett, PLC

RECEIVED
JAN 04 2023

415 South Jackson
Jackson, MI 49201
(517) 796-8880
www.bssacpa.com

BY:

CHARTER TOWNSHIP OF BLACKMAN - LDFA
1990 W. PARNALL RD.
JACKSON, MI 49201

Invoice No: 12719
Invoice Date: January 4, 2023
Our file: 17302

Accounting and tax services for the period October 1, 2022 through December 31, 2022, including:

Consideration given to and assistance with client's 2023 budgets, including estimating 2022 captured property taxes and amendments to 2022 budgets.

Assistance given to Deputy Treasurer regarding second summer 2022 distribution.

Total amount due \$787.50

Please make your check payable to Boswell, Schultz, Sonnenberg & Arnett P.L.C. or BSSA, PLC.
Returned checks will be subject to a \$35.00 NSF fee.

Jackson Area Manufacturers Association
 2545 Spring Arbor Road
 Suite 201
 Jackson, MI 49203
 517-782-8268



Invoice

Date	Invoice #
12/1/2022	7658

RECEIVED
 DEC 07 2022

BY:

Blackman Charter Township
 1990 W. Parnall Rd.
 Jackson, MI 49201

LDF A

P.O. No.	Terms	Due Date	Account #	Project
	Net 30	12/31/2022		
Description		Qty	Rate	Amount
Yearly Membership Dues			700.00	700.00

Thank you for your business.

Total	\$700.00
Payments/Credits	\$0.00
Balance Due	\$700.00

250 728 962



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

RECEIVED
DEC 13 2022

BY:.....

To:	Charter Township of Blackman LDFA 1990 W. Parnall Road Jackson, MI 49201	Date:	December 9, 2022
		Invoice No.	15110-50
		Terms:	Net 30 Days

(Blackman Township Account Number: 251-901-970.100)

For Services in connection with the Jackson Technology Park North.

For Services 10-30-22 to 11-26-22

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	10.5	\$130.00	\$1,365.00
Project Surveyor	1.5	\$130.00	\$195.00
Survey Crew (3-Man)	4.0	\$160.00	\$640.00
Survey Crew (2-Man)	1.0	\$135.00	\$135.00
Inspector	13.0	\$80.00	\$1,040.00
CAD System	2.0	\$80.00	\$160.00
Mileage Expenses	136 miles	\$0.62	\$84.32
GPS Equipment Use	---	---	\$100.00
Stakes	---	---	\$20.00

AMOUNT DUE THIS INVOICE \$3,739.32

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



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To: Charter Township of Blackman LDFA Date: January 6, 2023
1990 W. Parnall Road
Jackson, MI 49201 Invoice No. 06120-129
Terms: Net 30 Days

(Blackman Township Account Number: 250-728-806.000)

For Services in connection with the LDFA Board meeting.

For Services 11-27-22 to 12-24-22

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	2.0	\$130.00	\$260.00
Mileage Expenses	30 miles	\$0.62	\$18.60

AMOUNT DUE THIS INVOICE			\$278.60

RECEIVED
JAN 10 2023

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



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 FAX 517-789-6065
 www.ripstra-scheppelman.com

To: Charter Township of Blackman LDFA Date: January 6, 2023
 1990 W. Parnall Road
 Jackson, MI 49201 Invoice No. 15110-51
 Terms: Net 30 Days

(Blackman Township Account Number: 251-901-970.100)

For Services in connection with the Jackson Technology Park North.

For Services 11-27-22 to 12-24-22

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	4.0	\$130.00	\$520.00
Mileage Expenses	55 miles	\$0.62	\$34.10

AMOUNT DUE THIS INVOICE \$554.10

RECEIVED
 JAN 10 2023

BY:.....

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA

DB: Blackman

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 01/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND								
Revenues								
Dept 000 - CASH RECEIPTS								
250-000-440.000	LDFA PROPERTY TAXES	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00	
250-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	93,000.00	93,000.00	0.00	0.00	93,000.00	0.00	
250-000-665.000	INVESTMENT/INTEREST	84.00	84.00	0.00	0.00	84.00	0.00	
Total Dept 000 - CASH RECEIPTS		<u>106,084.00</u>	<u>106,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,084.00</u>	<u>0.00</u>	
TOTAL REVENUES		<u>106,084.00</u>	<u>106,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,084.00</u>	<u>0.00</u>	
Expenditures								
Dept 728 - DEBT SERVICE FUND								
250-728-801.000	PROFESSIONAL SERVICES	651.00	651.00	0.00	0.00	651.00	0.00	
250-728-801.100	ENTERPRISE GROUP SERVICES	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00	
250-728-802.000	LEGAL	3,262.00	3,262.00	0.00	0.00	3,262.00	0.00	
250-728-804.000	ACCOUNTING	18,268.00	18,268.00	0.00	0.00	18,268.00	0.00	
250-728-955.000	MISCELLANEOUS EXPENSE	3,913.00	3,913.00	0.00	0.00	3,913.00	0.00	
250-728-962.000	MEMBERSHIP/DUES	291.00	291.00	0.00	0.00	291.00	0.00	
Total Dept 728 - DEBT SERVICE FUND		<u>43,385.00</u>	<u>43,385.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,385.00</u>	<u>0.00</u>	
Dept 901 - CAPITAL DETAIL								
250-901-970.000	CONSTRUCTION COSTS	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00	
Total Dept 901 - CAPITAL DETAIL		<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00</u>	
TOTAL EXPENDITURES		<u>243,385.00</u>	<u>243,385.00</u>	<u>0.00</u>	<u>0.00</u>	<u>243,385.00</u>	<u>0.00</u>	
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		<u>106,084.00</u>	<u>106,084.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,084.00</u>	<u>0.00</u>	
TOTAL EXPENDITURES		<u>243,385.00</u>	<u>243,385.00</u>	<u>0.00</u>	<u>0.00</u>	<u>243,385.00</u>	<u>0.00</u>	
NET OF REVENUES & EXPENDITURES		<u>(137,301.00)</u>	<u>(137,301.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>(137,301.00)</u>	<u>0.00</u>	

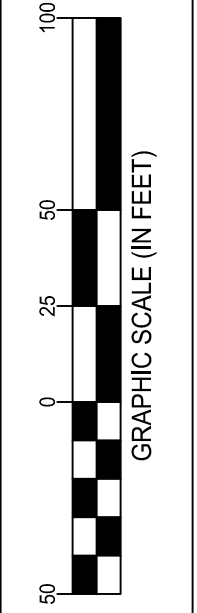
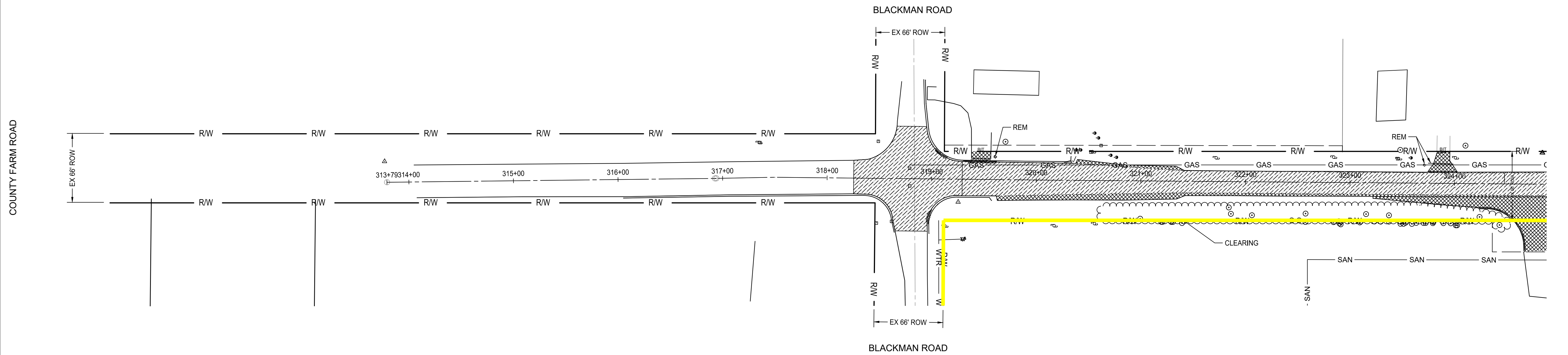
User: LINDA

DB: Blackman

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 01/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 251 - LDFA SMART ZONE ADMINISTRATIVE FUND								
Revenues								
Dept 000 - CASH RECEIPTS								
251-000-440.100	PROPERTY TAXES-SMART ZONE-NON SCHOOL	87,000.00	87,000.00	0.00	0.00	87,000.00	0.00	0.00
251-000-440.200	PROPERTY TAXES-SMART ZONE-SCHOOL	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00
251-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00
Total Dept 000 - CASH RECEIPTS		193,000.00	193,000.00	0.00	0.00	193,000.00	0.00	0.00
TOTAL REVENUES		193,000.00	193,000.00	0.00	0.00	193,000.00	0.00	0.00
Expenditures								
Dept 728 - DEBT SERVICE FUND								
251-728-801.000	PROFESSIONAL SERVICES	200.00	200.00	0.00	0.00	200.00	0.00	0.00
251-728-801.100	ENTERPRISE GROUP SERVICES	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00	0.00
251-728-802.000	LEGAL	100.00	100.00	0.00	0.00	100.00	0.00	0.00
251-728-803.000	PLANNING, MARKETING, ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
251-728-804.000	ACCOUNTING	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
251-728-915.000	MEMBERSHIP/DUES	300.00	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 728 - DEBT SERVICE FUND		28,600.00	28,600.00	0.00	0.00	28,600.00	0.00	0.00
Dept 901 - CAPITAL DETAIL								
251-901-970.100	JACKSON TECHNOLOGY PARK	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00
Total Dept 901 - CAPITAL DETAIL		500,000.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00
TOTAL EXPENDITURES		528,600.00	528,600.00	0.00	0.00	528,600.00	0.00	0.00
Fund 251 - LDFA SMART ZONE ADMINISTRATIVE FUND:								
TOTAL REVENUES		193,000.00	193,000.00	0.00	0.00	193,000.00	0.00	0.00
TOTAL EXPENDITURES		528,600.00	528,600.00	0.00	0.00	528,600.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(335,600.00)	(335,600.00)	0.00	0.00	(335,600.00)	0.00	0.00
TOTAL REVENUES - ALL FUNDS								
		299,084.00	299,084.00	0.00	0.00	299,084.00	0.00	0.00
TOTAL EXPENDITURES - ALL FUNDS								
		771,985.00	771,985.00	0.00	0.00	771,985.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(472,901.00)	(472,901.00)	0.00	0.00	(472,901.00)	0.00	0.00

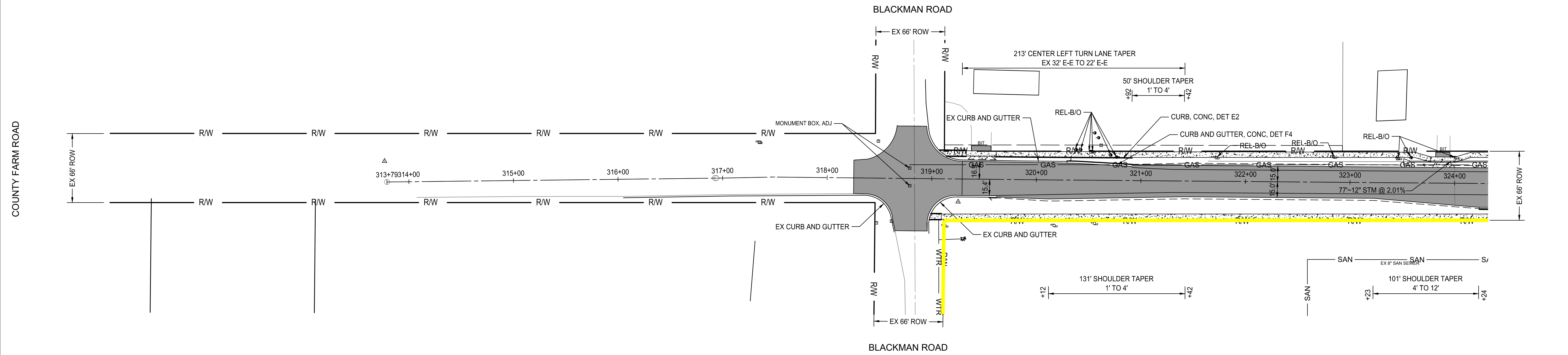
REMOVAL PLAN



CALCULATED
JOB
CHECKED

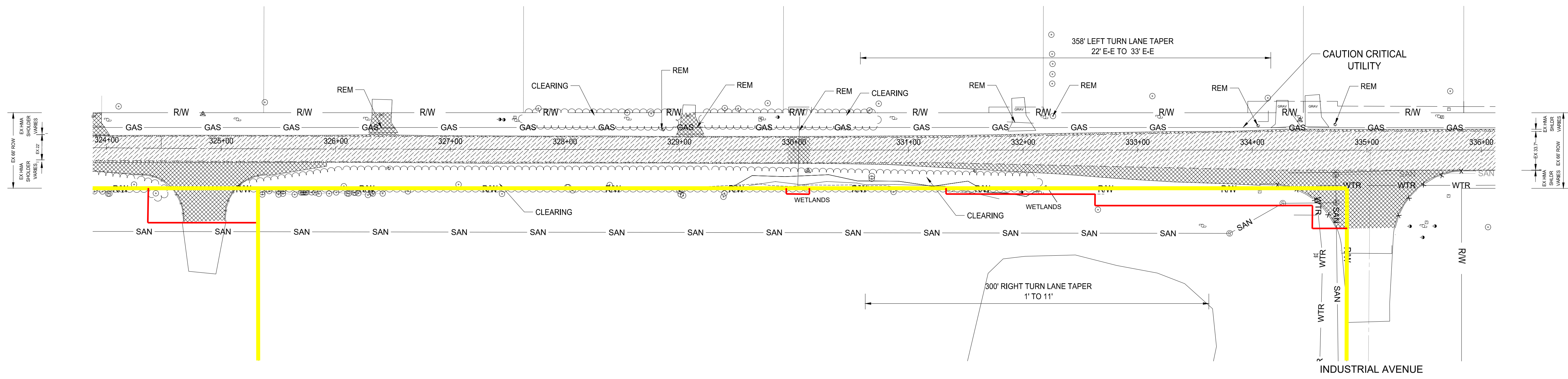
PROPOSED PLAN & REMOVAL
COUNTY FARM RD STA 313+79 TO 324+00

PROPOSED IMPROVEMENTS

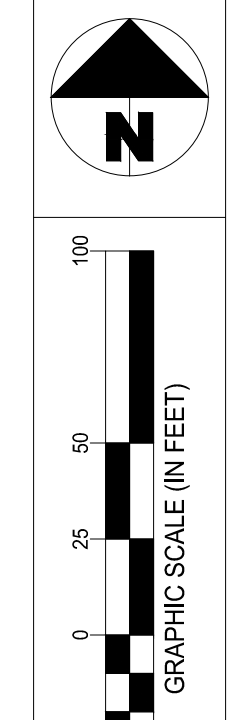
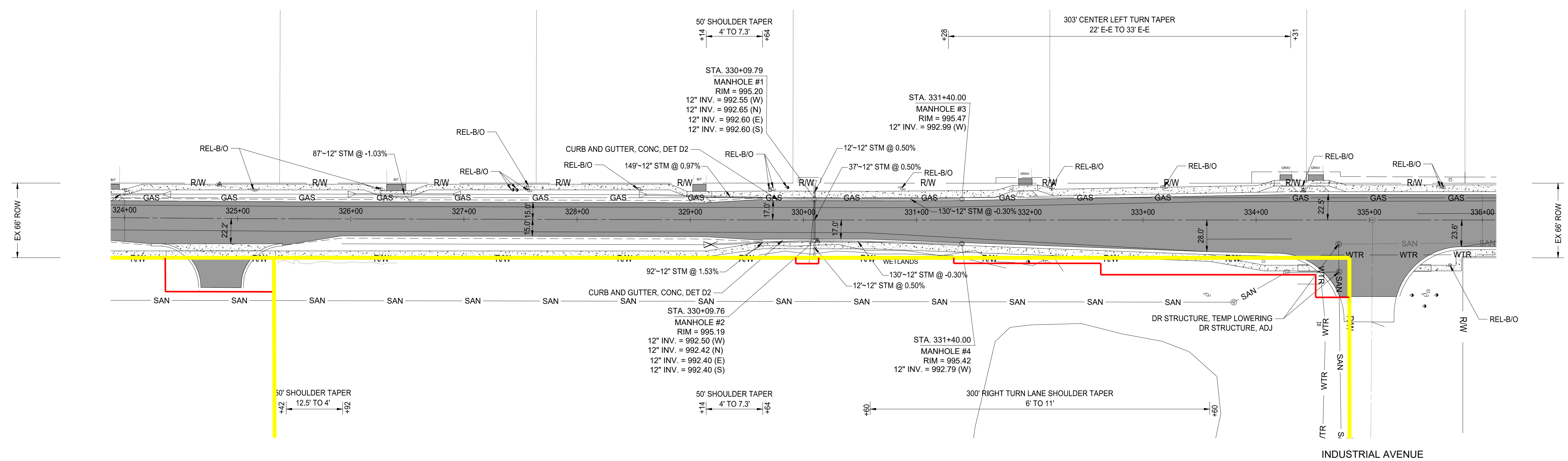


COUNTY FARM ROAD
CORRIDOR IMPROVEMENTS

REMOVAL PLAN



PROPOSED IMPROVEMENTS



CALCULATED
JOB
CHECKED

PROPOSED PLAN & REMOVAL
COUNTY FARM RD STA 324+00 TO 336+00

COUNTY FARM ROAD
CORRIDOR IMPROVEMENTS

BLDFA Attendance Log 2022

	12/8/2021				BUDGET/ANNUAL
BLDFA Board Members		2/16/2022	5/18/2022	8/17/2022	12/14/2022
	A				
Cindy Acker		A	A	P	P
	P				
Diane Derby		P	P	A	P
	P				
Diane Donaldson		P	P	P	P
	P				
David Elwell		P	P	P	P
	P				
Barry Harmon		A	P	P	P
	P				
Pete Jancek		P	P	P	P
	A				
Chad Linabury		P	P	P	P
	n/a				
John Globoker (new JC Rep.)		n/a	n/a	n/a	A
	A				
Bob Sayles		A	P	A	A
	P				
Katie Pitchford		P	P	A	P
	P				
William Warner		A	P	A	P

P = Present

A = Notified Absence

U = Unknown Absence