



**Blackman Charter Township
Downtown Development Authority**

Board Meeting

Wednesday, August 16, 2023

7:00 a.m.

Blackman Charter Township Meeting Hall

Agenda

1. Call to Order By Chair
2. Public Comment
3. *Approval of the Blackman DDA Board Meeting Minutes from May 10, 2023
4. *Approval of the Blackman DDA Special Meeting Minutes from July 19, 2023
5. *Approval of the Blackman DDA Invoices/Budget Reports through July 2023
6. Discuss/Consider approval of repaving/repairs to Universal Way
7. Updates regarding property development:
 - a. BDDA Sidewalk Update – Chairman Jancek/Jack Ripstra
 - i. Springport Road to hotels
 - ii. Maynard to Airport Road
 - b. County Property Update – Chairman Jancek
8. Chairman and Board Comments
9. Next BDDA ANNUAL/BUDGET Meeting: Wednesday, December 13, 2023 at 7:00 a.m.
10. Adjourn To The Call Of The Chair

**indicates attachment*



The Enterprise Group
of Jackson, Inc.

**Blackman Charter Township
Downtown Development Authority**
Staffed and Served by The Enterprise Group of Jackson, Inc.

**BDDA Board Meeting Minutes
May 10, 2023, at 7:00 a.m.
Blackman Charter Township Meeting Hall**

Members Present (8): Mike Ambs, Roger Auwers, Dan Decker, Don Hoadley, Pete Jancek, Jeff Kinney, Steve Shotwell, and Greg Vogt.

Members Absent (2): Kevin Ganton and Rebecca Stewart.

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

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

Chairman Jancek called the meeting to order at 7:01 a.m.

Public Comment: Commissioner Snell shared that the County Commission recently started a Jail Committee.

Annual Meeting Minutes of December 14, 2022:

Mr. Shotwell moved to approve the BDDA Annual Meeting Minutes of December 14, 2022, as presented, with Mr. Vogt supporting. Unanimously approved.

BDDA Invoices and Budget Reports through May 2023:

Mr. Decker moved to approve the BDDA invoices totaling \$281,238.98, and budget reports through May 2023, as presented, with Mr. Ambs supporting. Unanimously approved by roll call vote. Chairman Jancek noted that the bond would be paid in full next year.

Updates:

BDDA Sidewalk Updates: Springport to the hotels:

Mr. Ripstra reported that the trail ends at the hotel, which was in concert with the construction along I-94. After a discussion regarding the safety of pedestrians tying into the BDDA on the south side of Springport Road, Mr. Ripstra shared that he needed right-of-way work completed. Chairman Jancek is pleased that a six-foot fence is now forcing folks to use the sidewalks, making it safer for them to be close to busy, fast traffic. Chairman Jancek added that he spoke to Nannette, to confirm that adding a wider, walk-up by the veteran memorial was within the scope of work for the BDDA. *Mr. Shotwell moved to authorize Mr. Ripstra to prepare a design concept, and a cost estimate, and seek easements in preparation for going out for bid for both sides of Bondsteel Drive, with Mr. Kinney supporting. Unanimously approved by roll call vote.*

BDDA Sidewalk Updates: Maynard to Airport Road:

Mr. Ripstra reminded the Board that this discussion began prior to the pandemic. The concern regarding the time it would take for the construction of a new bridge at Airport Road was discussed, and the consensus of the Board was to submit the wetland permit to EGLE, and possibly start on Maynard Road in the spring. Mr. Decker felt this should be a priority since several pedestrians have been noticed along that stretch of roadway. *Mr. Ambs moved to authorize Mr. Ripstra to start a wetland permit in preparation for going out for bid, with Mr. Vogt supporting. Unanimously approved by roll call vote.*

Chairman and Board Comments/Updates:

Chairman Jancek mention the Township had a successful Earth Day with Gerdau spearheading the effort.

EG/BDDA Staff asked to reschedule the August Meeting due to EG/BDDA Staff being out of the office at a Brownfield Conference. The next BDDA Board Meeting is now one week later on the 16th of August at 7:00 a.m.

Ms. Kelly shared that Ms. Cones is no longer with The EG, and directed any questions or concerns to Mr. Rogers, President and CEO of The EG. Chairman Jancek thanked staff for the work they do, and Ms. Kelly reiterated for the Board to make staff aware if there is anything that we could do to assist the BDDA.

Mr. Ripstra provided an update regarding Jackson Technology Park North. The water and sewer are complete. Mead Brothers is currently grading for gravel, and working on curb and gutter along County Farm Road. The temporary traffic light is in place for traffic management. The project is ahead of schedule. Mr. Hoadley asked about potential tenants, and Ms. Masten responded that EG Staff has been submitting RFI's almost weekly on behalf of JTPN, and we had a company site visit in November for a battery company.

Mr. Shotwell provided an update regarding Jackson County Reynolds Field noting that the county is working on funding for the tower rehabilitation to bring it up to compliance with the FAA. The Board of Commissioners has this on their agenda for Tuesday evening. Lastly, Mr. Shotwell shared the great news that flight school has begun again.

Chairman Jancek reported that the Township has acquired the former Marino's property, which will be used by Public Safety. The B&H property closing will occur soon, and through the Jackson County Brownfield Redevelopment Authority (JCBRA), EPA Assessment Grant funds were awarded to the Township for Phase I and II on the property. Additional funding is being sought for demolition, and Chairman Jancek is working closely with Fishbeck, the JCBRA Environmental consultant, for funding options. Ms. Kelly added that The EG, especially Ms. Masten, provides staffing services to the JCBRA, and Chairman Jancek and Mr. Shotwell are JCBRA Board Members as well.

Next Meeting - rescheduled:

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, August 16, 2023, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 7:46 a.m.

Respectfully submitted by Debbie Kelly and Alex Masten, The Enterprise Group of Jackson, Inc.



**Blackman Charter Township
Downtown Development Authority**
Staffed and Served by The Enterprise Group of Jackson, Inc.

**Special BDDA Board Meeting Minutes
July 19, 2023, at 7:00 a.m.
Blackman Charter Township Meeting Hall**

Members Present (10): Mike Ambs, Roger Auwers, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Jeff Kinney, Steve Shotwell, Rebecca Stewart, and Greg Vogt.

Members Absent (0): None.

Others Present: Jack Ripstra, Blackman Township Engineer; David Elwell, Blackman Township Clerk; and Ray Snell, County Commissioner

Staff: Debbie Kelly, The Enterprise Group of Jackson

Chairman Jancek called the meeting to order at 7:00 a.m.

Public Comment: Commissioner Snell shared that the County Commission extended the contract with Mr. Overton, County Administrator, for another two years.

BDDA Sidewalk Bid Approval:

Mr. Ripstra reported that the bids for concrete sidewalks along Bondsteele Drive were opened on June 29, 2023. The low bid was Mata Brothers for \$63,329.03, and the other received was \$70,524.40 provided by Concord Excavating. Mr. Shotwell asked why the difference in bids, and Mr. Ripstra shared that most contractors are too busy and they are elevating the cost so they are not awarded the bid, while others just do not respond to the bid request. Mr. Ripstra presented drawings of the proposed sidewalk to share with the BDDA Board. Chairman Jancek commented that Ms. Nanette Sponsler, Township Auditor, has confirmed that the use of funds aligns with the intent and purpose of the BDDA. The sidewalk will be constructed in August and will take about one week to complete. ***Mr. Shotwell moved to award the bid to Mata Brothers in the amount of \$63,329.03, with Mr. Auwers supporting. Unanimously approved by roll call vote.***

Chairman and Board Comments/Updates:

Mr. Ripstra shared that the Boardman Road sidewalk drawings are outdated, and wetlands have encroached. The BDDA has the option to construct a retaining wall to fill backside of the sidewalk to allow the wetlands to not be disturbed. JCDOT has confirmed that the sidewalk can be in the right of way. Lastly, Mr. Ripstra mentioned that he is meeting with the airport manager to discuss sewer to hangers, as well as confirming that each hanger has an address number.

Chairman Jancek provided an update regarding Jackson Technology Park North. Sidewalks and curb and gutter work by the cemetery and along County Farm Road continues. Asphalt is anticipated to be done by the end of July. The project is ahead of schedule.

Next Meeting:

The next Blackman Charter Township DDA Board Meeting has been rescheduled for Wednesday, August 16, 2023, at 7:00 a.m. at the Blackman Charter Township Meeting Hall – one week later than usual due to EG/BDDA staff attending a conference.

The meeting adjourned at 7:10 a.m.

Respectfully submitted by Debbie Kelly, The Enterprise Group of Jackson, Inc.

BDDA Invoices for the August 2023 Meeting

Vendor	Description	Amount
Boswell, Schultz, Sonnenberg & Arnett	Accounting Svcs - 2nd qtr 2023	\$ 7,065.50
D&W Clarks Lawn Care LLC	Lawn Mowing	\$ 425.00
Ripstra & Scheppelman	Professional Services	\$ 3,597.65
		<hr/>
		\$ -
		<hr/>
		\$ 11,088.15

Boswell, Schultz, Sonnenberg & Arnett, PLC

RECEIVED
JUL 03 2023

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

BY:.....

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

Invoice No: 14103
Invoice Date: June 30, 2023
Our file: 17301

Accounting and tax services for the period of April 1, 2023 through June 30, 2023, including:

Professional fees relative to the audit of financial statements for the year ended December 31, 2022.

Preparation of Municipal Finance Qualifying Statement for the year ended December 31, 2022.

Preparation of Forms 5176 for NW Original, JPS Original, NW Extension and Western Extension.

Preparation of Annual Report on Status of Tax Increment Financing Plan.

Consideration and assistance given to final settlement with Jackson County.

Total amount due \$7,065.50

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.

Effective April 1, 2023 there will be an additional 3% fee added to invoices paid via credit card.

D&W CLARK'S LAWN CARE LLC

**P.O. Box 577
Jackson, MI 49204
(517)937-1281**

Date: June 5, 2023 ✓

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
JUN 06 2023

BY:.....

DDA
For: O'Leary Drive Sidewalks & Circle

Re: May Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of May 2023:

1. May 8, 2023	Mowed	\$25.00
2. May 22, 2023	Mowed	\$25.00
	Total Due:	\$50.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

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**P.O. Box 577
Jackson, MI 49204
(517)937-1281**

Date: June 5, 2023 L

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

DDA

For: Boardman Road Sidewalks

Re: May Lawn Care Bill 2023

RECEIVED
JUN 06 2023

BY:.....

To Whom It May Concern:

The following is a bill for the lawn care services for the month of May 2023:

1. May 8, 2023	Mowed	\$25.00
2. May 12, 2023	Mowed	\$25.00
	Total Due:	\$50.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

**P.O. Box 577
Jackson, Mi 49204
(517)937-1281**

Date: June 5, 2023 M

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
JUN 06 2023

BY:.....

DDA
For: Bond Steel Drive

Re: April and May Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the months of April and May 2023:

1.	April 25, 2023	Mowed	\$25.00
2.	May 2, 2023	Mowed	\$25.00
3.	May 6, 2023	Mowed	\$25.00
4.	May 13, 2023	Mowed	\$25.00
5.	May 20, 2023	Mowed	\$25.00
6.	May 26, 2023	Mowed	\$25.00
		Total Due:	\$150.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

**P.O. Box 577
Jackson, MI 49204
(517)937-1281**

RECEIVED
JUL 12 2023

BY:.....

Date: July 8, 2023

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

For: Boardman Road Sidewalks
DDA

Re: June Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of June 2023:

1. June 6, 2023	Mowed	\$25.00
2. June 27, 2023	Mowed	\$25.00
	Total Due:	\$50.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

**P.O. Box 577
Jackson, MI 49204
(517)937-1281**

Date: July 8, 2023

To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
JUL 12 2023

BY:.....

For: O'Leary Drive Sidewalks & Circle
DDA

Re: June Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of June 2023:

1. June 6, 2023	Mowed	\$25.00
2. June 27, 2023	Mowed	\$25.00
	Total Due:	\$50.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC

D&W CLARK'S LAWN CARE LLC

**P.O. Box 577
Jackson, MI 49204
(517)937-1281**

Date: July 8, 2023
To: Blackman Township
1990 West Parnell Rd
Jackson MI 49201

RECEIVED
JUL 12 2023
BY:.....

For: Bond Steel Drive
DDA

Re: June Lawn Care Bill 2023

To Whom It May Concern:

The following is a bill for the lawn care services for the month of June 2023:

1. June 5, 2023	Mowed	\$25.00
2. June 19, 2023	Mowed	\$25.00
3. June 26, 2023	Mowed	\$25.00
	Total Due:	\$75.00

Please submit payment to the above address with the next 30 days.

Thank you for your business,

David W. Clark

D&W CLARK'S LAWN CARE LLC



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

To: Charter Township of Blackman DDA Date: June 9, 2023
 1990 W. Parnall Road
 Jackson, MI 49201 Invoice No. 22102-3

RECEIVED
JUN 13 2023

Terms: Net 30 Days

BY:-----

(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 04-16-23 to 05-13-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	2.0	\$130.00	\$260.00
CAD System	6.0	\$80.00	\$480.00
Mileage Expenses	10 miles	\$0.65	\$6.50

AMOUNT DUE THIS INVOICE \$746.50

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



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

To: Charter Township of Blackman DDA Date: June 9, 2023
 1990 W. Parnall Road
 Jackson, MI 49201 Invoice No. 06108-144

RECEIVED
 JUN 13 2023

Terms: Net 30 Days

BY:.....

(Blackman Township Account Number: 494-970-972)

For Services in connection with the DDA Board meeting.

For Services 04-16-23 to 05-13-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	2.0	\$130.00	\$260.00
Mileage Expenses	15 miles	\$0.65	\$9.75

AMOUNT DUE THIS INVOICE			\$269.75

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



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
JUL 12 2023

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

BY: _____ Date: July 7, 2023
 Invoice No. 22102-4
 Terms: Net 30 Days

(Blackman Township Account Number: 248-728-801.000)

For Services in connection with the Bond Steel Drive non-motorized path.

For Services 05-14-23 to 06-10-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	9.0	\$130.00	\$1,170.00
CAD System	13.0	\$80.00	\$1,040.00
Inspector	3.5	\$80.00	\$280.00
Mileage Expenses	56 miles	\$0.65	\$36.40
Plots/Copies	---	---	\$55.00

AMOUNT DUE THIS INVOICE \$2,581.40

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA

DB: Blackman

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 07/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - CASH RECEIPTS							
248-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(11,501.00)	(11,501.00)	0.00	0.00	(11,501.00)	0.00
248-000-440.000	DDA PROPERTY TAXES	430,000.00	430,000.00	245,047.16	0.00	184,952.84	56.99
248-000-525.200	FEDERAL GOV'T INTEREST CREDIT	28,365.00	28,365.00	15,554.97	0.00	12,810.03	54.84
248-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
248-000-665.000	INVESTMENT/INTEREST	2,500.00	2,500.00	1,921.31	0.00	578.69	76.85
248-000-672.000	MISCELLANEOUS REVENUE	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
Total Dept 000 - CASH RECEIPTS		482,364.00	482,364.00	265,523.44	0.00	216,840.56	55.05
TOTAL REVENUES		482,364.00	482,364.00	265,523.44	0.00	216,840.56	55.05
Expenditures							
Dept 728 - DEBT SERVICE FUND							
248-728-801.000	PROFESSIONAL SERVICES	50,780.00	50,780.00	14,080.00	0.00	36,700.00	27.73
248-728-900.000	PRINTING/PUBLISHING	130.00	130.00	0.00	0.00	130.00	0.00
248-728-934.000	REPAIR/MAINTENANCE	7,649.00	7,649.00	4,318.45	0.00	3,330.55	56.46
248-728-955.000	MISCELLANEOUS EXPENSE	232.00	232.00	66.67	0.00	165.33	28.74
Total Dept 728 - DEBT SERVICE FUND		58,791.00	58,791.00	18,465.12	0.00	40,325.88	31.41
Dept 901 - CAPITAL DETAIL							
248-901-970.000	CONSTRUCTION COSTS	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
Total Dept 901 - CAPITAL DETAIL		250,000.00	250,000.00	0.00	0.00	250,000.00	0.00
Dept 906 - BOND PAYMENTS							
248-906-991.000	BOND PAYMENTS PRINCIPAL	225,000.00	225,000.00	225,000.00	0.00	0.00	100.00
248-906-993.000	BOND PAYMENT INTEREST	66,844.00	66,844.00	36,656.25	0.00	30,187.75	54.84
Total Dept 906 - BOND PAYMENTS		291,844.00	291,844.00	261,656.25	0.00	30,187.75	89.66
TOTAL EXPENDITURES		600,635.00	600,635.00	280,121.37	0.00	320,513.63	46.64
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		482,364.00	482,364.00	265,523.44	0.00	216,840.56	55.05
TOTAL EXPENDITURES		600,635.00	600,635.00	280,121.37	0.00	320,513.63	46.64
NET OF REVENUES & EXPENDITURES		(118,271.00)	(118,271.00)	(14,597.93)	0.00	(103,673.07)	12.34

