



**Blackman Charter Township  
Downtown Development Authority  
Served By The Enterprise Group**

**Annual Board Meeting**  
Wednesday, December 13, 2023 at 7:00 am  
Blackman Charter Township Meeting Hall

**Agenda**

1. Call to Order By Chair
2. Public Comment
3. Semi-Annual Informational Meeting (*per Recodified Tax Increment Financing Act 57*)
  - a. Goals and direction of BDDA
  - b. Upcoming Projects
4. \*Approval of the Blackman DDA Board Meeting Minutes from August 16, 2023
5. \*Approval of the Blackman DDA Invoices through November 2023
6. \*Treasurer's/Budget Reports through November 30, 2022
7. \*Approval of the 2024 BDDA Budget and 2023 Amended Budget (attached separately)
8. Updates regarding property development:
  - a. BDDA and County Property Update – Chairman Jancek
9. Annual Meeting items – Enterprise Group/BDDA Staff
  - a. \*2023 End of Year Report
  - b. \*2024 Scope of Work
  - c. Recommend term renewal for Mike Ambs and Jeffrey Kinney, if they are willing to serve another four-year term.
  - d. \*2024 Election of Officers
  - e. \*2024 EG/Blackman DDA Management Agreement
  - f. \*2024 BDDA Board Meeting Schedule
10. Chairman and Board Comments
11. Next BDDA Board Meeting: Wednesday, February 14, 2024 at 7:00 a.m.
12. 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  
August 16, 2023, at 7:00 a.m.  
Blackman Charter Township Meeting Hall**

**Members Present (7):**, Dan Decker, Kevin Ganton, Don Hoadley, Pete Jancek, Jeff Kinney, Steve Shotwell, and Greg Vogt.

**Members Absent (3):** Mike Ambs, Roger Auwers, and Rebecca Stewart.

**Others Present:** Jack Ripstra, Blackman Township Engineer and Dave Elwell, Township Clerk.

**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:** None.

**Annual Meeting Minutes of May 10, 2023:**

*Mr. Shotwell moved to approve the BDDA Meeting Minutes of May 10, 2023, as presented, with Mr. Ganton supporting. Unanimously approved.*

**Special Meeting Minutes of July 19, 2023:**

*Mr. Decker moved to approve the BDDA Special Meeting Minutes of July 19, 2023, as presented, with Mr. Kinney supporting. Unanimously approved.*

**BDDA Invoices and Budget Reports through July 2023:**

*Mr. Shotwell moved to approve the BDDA invoices totaling \$11,088.15 and budget reports through July 2023, as presented, with Mr. Kinney supporting. Unanimously approved by roll call vote. The BDDA account balance is \$1,231,729.62.*

**Updates:**

**Universal Way:**

Mr. Jancek shared the email from Jim Cole at JCDOT. There are two options since they are rehabbing a section of the Bondsteele roadway. The second, and preferred option is a 20-year fix that would require them to dig deeper. Both options require an additional drain and are budgeted for. There will be no parking signs to prohibit future truck trailer parking. The water store owner will need to be contacted to clean-up. *Mr. Ganton moved to approve option number two with Mr. Shotwell supporting. Unanimously approved by roll call vote.*

**BDDA Sidewalk Updates:**

Mr. Ripstra shared that sidewalk construction begins next week on Springport Rd. to the hotels, and commented that he is still looking at options for the Maynard to Airport Rd. sidewalks. Mr. Jancek and Mr. Ripstra will ask if the wetlands are managed through JDOT or MDOT. Mr. Decker asked about the Boardman sidewalk. Mr. Shotwell shared that the I-94 committee discussed alternatives and is three to five years out for road improvements.

**JTPN:**

Mr. Ripstra shared that half of the curb and gutter and sidewalks are done on County Farm Road. The far east and west ends are still being worked on. The Ayrshire Lane paving is near complete with the first two layers. Mr. Jancek shared that the bridge on Blackman Rd. is open and that the new roundabout opened from Rives Junction to Springport Rd.

**Chairman and Board Comments/Updates:**

Chairman Jancek mentioned that the design is still being worked on for the Marino's property. The Baseline Environmental Assessment was submitted to the State for the Parnell Property because the roof is caving in. Mr. Shotwell discussed airport projects moving forward. The projects are the tower, rehabbing the lobby and restaurant, offering more commercial flights, offering a taxi service to DTW, connecting to the township water, and getting the necessary sewer work done.

**Next Annual Meeting:**

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, December 13, 2023, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 7:19 a.m.

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

Invoices for the December 2023 Meeting

Vendor	Description	Amount
		\$ -
D&W Clarks Lawn Care LLC	Sept & Oct Billing	\$ 200.00
Jackson County DOT	Universal Way	\$ 768.17
Ripstra & Scheppelman	Sept & Oct Billing	\$ 5,421.15
Nannette Sponsler CPA	September Accts Svcs	\$ 200.00
		<u>\$ 6,589.32</u>

Invoices Paid In October 2023

Vendor	Description	Amount
Boswell, Schultz, Sonnenberg	Final Billing	\$ 787.50
Clarks Lawn Care	July & Aug Billing	\$ 450.00
Enterprise Group	Semi-Annual Contract Pymt	\$ 7,500.00
Huntington Bank	Bond Interest Payment	\$ 30,187.50
Huntington Bank	Semi-Annual Fee	\$ 250.00
Jackson County DOT	Universal Way Downpayment	\$ 39,603.59
Mata Brothers	Bondsteel Sidewalks	\$ 57,005.98
Ripstra & Scheppelman	July & Aug Billing	\$ 8,643.25
		<u>\$ 144,427.82</u>

# Boswell, Schultz, Sonnenberg & Arnett, PLC

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

RECEIVED  
SEP 25 2023

BY: .....

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

Invoice No: 14311  
Invoice Date: September 20, 2023  
Our file: 17301

Preparation of 2022 Tax Increment Financing Report.

787.50

Total amount due

\$787.50

248 728 801

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: August 3, 2023  
To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

**RECEIVED**  
AUG 10 2023  
BY:.....

For: Bond Steel Drive  
DDA

Re: July Lawn Care Bill 2023

To Whom It May Concern:

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

1. July 4, 2023	Mowed	\$25.00
2. July 11, 2023	Mowed	\$25.00
3. July 18, 2023	Mowed	\$25.00
4. July 25, 2023	Mowed	\$25.00
	Total Due:	\$100.00

248 728 934

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: August 3, 2023  
To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

RECEIVED  
AUG 10 2023

BY:.....

For: O'Leary Drive Sidewalks & Circle

DDA

Re: July Lawn Care Bill 2023

To Whom It May Concern:

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

1. July 11, 2023	Mowed	\$25.00
2. July 25, 2023	Mowed	\$25.00
	Total Due:	\$50.00

248 728 934

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**  
**AUG 10 2023**  
BY:.....

Date: August 3, 2023 L  
To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

For: Boardman Road Sidewalks  
DDA

Re: July Lawn Care Bill 2023

To Whom It May Concern:

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

1.	July 11, 2023	Mowed	\$25.00
2.	July 25, 2023	Mowed	\$25.00
		Total Due:	\$50.00

248 728 934

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: September 4, 2023

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

RECEIVED  
SEP 11 2023

BY: .....

For: Bond Steel Drive DDA

Re: August Lawn Care Bill 2023

To Whom It May Concern:

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

1. August 1, 2023	Mowed	\$25.00
2. August 8, 2023	Mowed	\$25.00
3. August 22, 2023	Mowed	\$25.00
4. August 29, 2023	Mowed	\$25.00
	Total Due:	\$100.00

248 728 934

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: September 4, 2023L

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

RECEIVED  
SEP 11 2023

BY:.....

For: O'Leary Drive Sidewalks & Circle DDA

Re: August Lawn Care Bill 2023

To Whom It May Concern:

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

1. August 1, 2023	Mowed	\$25.00
2. August 15, 2023	Mowed	\$25.00
3. August 29, 2023	Mowed	\$25.00
	Total Due:	\$75.00

248 728 934

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: September 4, 2023 M

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

RECEIVED  
SEP 11 2023

BY:.....

For: Boardman Road Sidewalks DDA

Re: August Lawn Care Bill 2023

To Whom It May Concern:

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

1. August 1, 2023	Mowed	\$25.00
2. August 15, 2023	Mowed	\$25.00
3. August 29, 2023	Mowed	\$25.00

Total Due: \$75.00

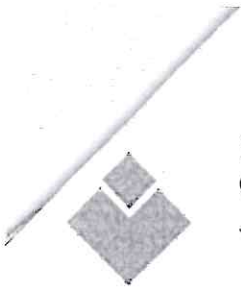
248 728 934

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**



ENTERPRISE GROUP OF JACKSON, INC  
 ONE JACKSON SQUARE, STE 1100  
 JACKSON, MI 49201

# Invoice

Phone: 517-788-4455  
 Fax: 517-782-0061

Invoice Number: 2023  
 Investment #2

Sold To: Blackman Township DDA  
 Attn: Don Hoadley  
 2302 Lancaster Blvd  
 Jackson, MI 49202

**RECEIVED**  
 SEP 12 2023

Invoice Date: 9/5/23

BY:.....

Customer PO	Payment Terms	Customer ID	Due Date
	Net 30 Days	BLACKMAN DDA	10/5/23

Description	Amount
7-1-23 thru 12-31-23, Semi-Annual Contract Payment for EG Staffing Services.	7,500.00
248 728 801	

Subtotal 7,500.00

Total Invoice Amount 7,500.00

Check No: Payment Received

**TOTAL 7,500.00**



RECEIVED  
SEP 27 2023

BY:.....

Date: 09/18/2023

CHARTER TOWNSHIP OF BLACKMAN  
ATTN: TREASURER  
1990 W PARNALL ROAD  
JACKSON MI 49201

DDA

Re:  
COUNTY OF JACKSON MICHIGAN CHARTER  
TOWNSHIP OF BLACKMAN GENERAL OBLIGA-  
TION ECONOMIC DEV BOND SERIES 2010  
(TAXABLE-RECOVERY ZONE ECON DEV-DIR PAY)

Corporate Trust Department  
JUNE SCHAFER 614-331-9801  
Trust Acct No: 3584049904  
Account Name: BLACKMAN10RZ

Debt Service

342 900 993

Registered interest due	11/01/2023	30,187.50
Registered principal due	11/01/2023	0.00
Distribution Date	11/01/2023	
<b>Total</b>		<b>30,187.50</b>

IMPORTANT DEBT OBLIGATION NOTICE

- 1) Payment by wire transfer should be received no later than one business day prior to the due date.
- 2) Payment by check should be received five business days prior to the due date.

Failure to pay by the above referenced time frame could result in non-payment to the bondholders on the due date.

Please remit checks to:

The Huntington National Bank  
PO Box 1558-GW4E64  
Columbus OH 43216

Please direct wires to:

Huntington National Bank  
ABA# 044000024  
Columbus OH  
Attn: Corporate Trust-Columbus  
Acct: 01891662889  
Further Credit Acct: 3584049904



RECEIVED  
OCT 06 2023

BY: \_\_\_\_\_

INVOICE

Date: 09/01/2023

Division: Corporate Trust

Invoice No.: 54815

CHARTER TOWNSHIP OF BLACKMAN  
ATTN: TREASURER  
1990 W PARNALL ROAD  
JACKSON MI 49201

DDA

COUNTY OF JACKSON MICHIGAN CHARTER  
TOWNSHIP OF BLACKMAN GENERAL OBLIGATION  
ECONOMIC DEV BOND SERIES 2010  
(TAXABLE-RECOVERY ZONE ECON DEV-DIR PAY)

Account # 3584049904

Billing Period: 05/02/2023 - 11/01/2023

BALANCE CARRIED FORWARD:		\$0.00
-----		
PREVIOUS AMOUNT BILLED:	\$250.00	
AMOUNT RECEIVED:	\$250.00	
-----		

ADMINISTRATION FEE		
SEMI-ANNUAL FEE	248 723 955	\$250.00
=====		
TOTAL DUE		\$250.00

Please Direct Wires and ACH to:  
Huntington National Bank  
Columbus, Ohio  
ABA# 044000024  
01891662889/Trust  
FBO: Account # listed above

Remit Checks To:  
Huntington National Bank  
Attn Corporate Trust Dept  
L - 3632  
Columbus, Ohio 43260  
**\*\*Account# Must be on Check or  
Invoice Must Accompany Check**

JUNE SCHAFFER 614-331-9801

Invoices are payable upon receipt



**RIPOSTRA & 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

CONTRACT NO. 22102  
BONDSTEEL DRIVE  
CONCRETE SIDEWALKS

22102  
September 11, 2023

PROGRESS PAYMENT NO. 1

OWNER:

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

CONTRACTOR:

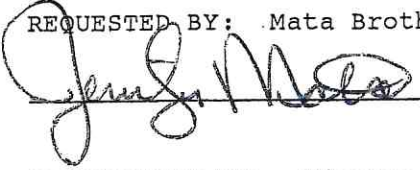
Mata Brothers Construction  
3009 Lansing Avenue  
Jackson, MI 49202

Original Contract Price	\$63,329.03
Change Order No. 1	\$2,880.00
-----	
Adjusted Contract Price	\$66,209.03

Progress Payment for Work Completed through September 1, 2023.


Work Completed	\$25,976.30
Retainage 10%	\$2,597.63
-----	
Amount Earned	\$23,378.67
Previously Recommended Payments	\$0.00
-----	
Amount Due this Payment	\$23,378.67

REQUESTED BY: Mata Brothers Construction



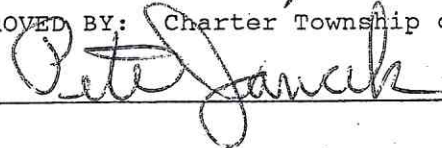
DATE 9-27-2023

RECOMMENDED BY: Ripstra & Scheppelman, Inc.



DATE 9-27-23

APPROVED BY: Charter Township of Blackman DDA



DATE 9-28-23

# 248-901-970.000



# 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

CONTRACT NO. 22102  
BONDSTEEL DRIVE  
CONCRETE SIDEWALKS

22102  
November 7, 2023

### PROGRESS PAYMENT NO. 2

OWNER:

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

CONTRACTOR:

Mata Brothers Construction  
3009 Lansing Avenue  
Jackson, MI 49202

Original Contract Price	\$63,329.03
Change Order No. 1	\$2,880.00
Change Order No. 2	(\$1,752.53)
-----	
Adjusted Contract Price	\$64,456.50

Progress Payment for Work Completed through October 28, 2023.

Work Completed	\$60,006.30
Retainage 5%	\$3,000.32
-----	
Amount Earned	\$57,005.98
Previously Recommended Payments	\$23,378.67
-----	
Amount Due this Payment	\$33,627.31

REQUESTED BY: Mata Brothers Construction

Jenifer Mata DATE 11-9-2023

RECOMMENDED BY: Ripstra & Scheppelman, Inc.

Jon S. Ripstra DATE 11-9-23

APPROVED BY: Charter Township of Blackman DDA

Bob Janich DATE 11-9-2023

OK JLR # 248-901-970.00



**RIPSTRA & SCHEPPELMAN, INC.**  
**CIVIL ENGINEERING - LAND SURVEYING**

2535 SPRING ARBOR ROAD  
 JACKSON, MI 49203  
 OFFICE 517-789-9898  
 FAX 517-789-6065  
 www.ripstra-scheppelman.com

**RECEIVED**  
 AUG 16 2023

BY:.....

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

Date: August 11, 2023  
 Invoice No. 22102-5  
 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 06-11-23 to 08-05-23

CLASSIFICATION	HOURS	RATE	TOTAL
Project Engineer	4.0	\$130.00	\$520.00
Secretary	9.0	\$70.00	\$630.00
Mileage Expenses	30 miles	\$0.65	\$19.50

AMOUNT DUE THIS INVOICE \$1,169.50

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

**RECEIVED**  
 AUG 16 2023

BY:.....

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

Date: August 11, 2023  
 Invoice No. 07103-23  
 Terms: Net 30 Days

(Blackman Township Account Number: 248 728 801  
 494-970-803)

For Services in connection with the Boardman Road sidewalks.

For Services 07-10-23 to 08-05-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	7.0	\$130.00	\$910.00
CAD System	9.5	\$80.00	\$760.00
Plots/Copies	---	---	\$20.00
			-----

AMOUNT DUE THIS INVOICE \$1,690.00

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-scheppelman.com

RECEIVED  
 SEP 13 2023

BY:.....  
 To: Charter Township of Blackman DDA Date: September 8, 2023  
 1990 W. Parnall Road Invoice No. 22102-6  
 Jackson, MI 49201 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 08-06-23 to 09-02-23

CLASSIFICATION	HOURS	RATE	TOTAL
----- Project Engineer	9.5	\$130.00	\$1,235.00
CAD System	1.0	\$80.00	\$80.00
Inspector	42.5	\$80.00	\$3,400.00
Secretary	2.0	\$70.00	\$140.00
Mileage Expenses	159 miles	\$0.65	\$103.35
Plots/Copies	---	---	\$15.00

AMOUNT DUE THIS INVOICE \$4,973.35

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



# RIPSTRA & SCHEPPELMAN, INC.

## CIVIL ENGINEERING - LAND SURVEYING

RECEIVED  
SEP 13 2023

2535 SPRING ARBOR ROAD  
JACKSON, MI 49203  
OFFICE 517-789-9898  
FAX 517-789-6065  
www.ripstra-scheppelman.com

BY:.....

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

Date: September 8, 2023

Invoice No. 06108-145

Terms: Net 30 Days

248 728 801

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

For Services in connection with an ALTA Survey for Jackson Inn & Suites.

For Services 07-26-23 to 09-02-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	1.0	\$130.00	\$130.00
Project Surveyor	2.5	\$130.00	\$325.00
Survey Crew (3-Man)	1.5	\$160.00	\$240.00
CAD System	0.5	\$80.00	\$40.00
Mileage Expenses	22 miles	\$0.65	\$14.30
GPS Equipment Use	---	---	\$50.00
Plots/Copies	---	---	\$5.00
Research Expenses	---	---	\$2.10
Stakes	---	---	\$4.00
			-----

AMOUNT DUE THIS INVOICE \$810.40

1.5% Service Charge on all Accounts over 30 days

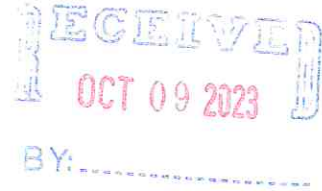
18% Annual Percentage Rate

**D&W CLARK'S LAWN CARE LLC**

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

Date: October 3, 2023 *K*

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: Bond Steel Drive *DDA*

Re: September Lawn Care Bill 2023

To Whom It May Concern:

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

1. September 5, 2023	Mowed	\$25.00
2. September 12, 2023	Mowed	\$25.00
3. September 19, 2023	Mowed	\$25.00
4. September 26, 2023	Mowed	\$25.00
	Total Due:	\$100.00

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

**Thank you for your business,**

*David W. Clark*

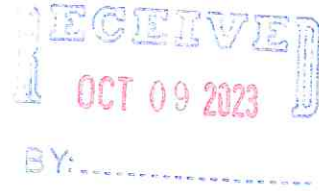
**D&W CLARK'S LAWN CARE LLC**

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

Date: October 3, 2023

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: O'Leary Drive Sidewalks & Circle

Re: September Lawn Care Bill 2023

To Whom It May Concern:

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

1. September 11, 2023	Mowed	\$25.00
	Total Due:	\$25.00

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

**Thank you for your business,**

*David W. Clark*

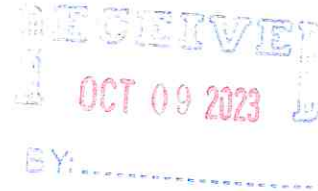
**D&W CLARK'S LAWN CARE LLC**

**D&W CLARK'S LAWN CARE LLC**

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

Date: October 3, 2023

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201



For: Boardman Road Sidewalks

Re: September Lawn Care Bill 2023

To Whom It May Concern:

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

1. September 11, 2023	Mowed	\$25.00
	Total Due:	\$25.00

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: November 6, 2023 I

To: Blackman Township  
1990 West Parnell Rd  
Jackson MI 49201

**RECEIVED**  
**NOV 13 2023**  
BY: .....

For: Bond Steel Drive DDA

Re: October Lawn Care Bill 2023

To Whom It May Concern:

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

1. October 3, 2023	Mowed	\$25.00
2. October 17, 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**

RECEIVED  
NOV 03 2023

\*\*\* INVOICE\*\*\*

BY: ..... JACKSON COUNTY DEPT. OF TRANSPORTATION  
2400 N ELM RD  
JACKSON, MI 49201-0000

Phone: 517-788-4230

080-0008

Invoice Number 1300  
Invoice Date 10/25/2023

BLACKMAN TOWNSHIP DDA  
1990 W. PARNALL RD.  
JACKSON, MI 49201

RE: **September 2023 Progress Projects Billing for 2023**

Project A492-2302; Universal Way	
Estimated Project Cost – Township Participation	\$ 79,207.17
Accrued Expenditures Through September 30, 2023	\$ 40,371.76
Payments Received	(\$ 0.00)
<b>Billable Project Cost</b>	<b>\$40,371.76</b>

Total Due

**\$40,371.76**

\$ 768.17

\*\*\* Progress Bill, Project not Complete \*\*\*

**PLEASE INCLUDE YOUR INVOICE NUMBER WITH PAYMENT**

Paid \$ 39,603.59

10/2/23

Balance remaining \$ 768.17

BTDA ok  
11-03-2023



**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  
 OCT 10 2023

BY: .....

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

Date: October 6, 2023  
 Invoice No. 22102-7  
 Terms: Net 30 Days

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

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

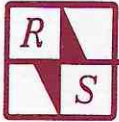
For Services 09-03-23 to 09-30-23

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	6.0	\$130.00	\$780.00
Inspector	23.0	\$80.00	\$1,840.00
Secretary	3.5	\$70.00	\$245.00
Mileage Expenses	160 miles	\$0.65	\$104.00
			-----

AMOUNT DUE THIS INVOICE \$2,969.00

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate



RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

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JACKSON, MI 49203
OFFICE 517-789-9898
FAX 517-789-6065
www.ripstra-schepelman.com

RECEIVED
NOV 13 2023

BY:.....

To: Charter Township of Blackman DDA Date: November 10, 2023
1990 W. Parnall Road Invoice No. 22102-8
Jackson, MI 49201 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 10-01-23 to 10-28-23

Table with 4 columns: CLASSIFICATION, HOURS, RATE, TOTAL. Rows include Project Engineer, Inspector, Mileage Expenses, and AMOUNT DUE THIS INVOICE.

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

RECEIVED  
NOV 06 2023

BY:-----

Nannette M. Sponsler, CPA, PLLC  
3210 Gardner Road  
Parma, Michigan 49269  
Phone: (517)745-1500

Invoice Date: November 3, 2023

Blackman Charter Township Downtown Development Authority  
1990 W. Parnall Road  
Jackson, MI 49201

Invoice for services: September 2023

Services Provided:

Assistance with calculation of Summer 2023 captured tax distribution

Amount Due: \$200.00



User: LINDA  
DB: Blackman

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 11/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/23 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	431,013.38	0.00	(1,013.38)	100.24
248-000-525.200	FEDERAL GOV'T INTEREST CREDIT	28,365.00	28,365.00	28,364.82	0.00	0.18	100.00
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	3,153.25	0.00	(653.25)	126.13
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	465,531.45	0.00	16,832.55	96.51
TOTAL REVENUES		482,364.00	482,364.00	465,531.45	0.00	16,832.55	96.51
Expenditures							
Dept 728 - DEBT SERVICE FUND							
248-728-801.000	PROFESSIONAL SERVICES	50,780.00	50,780.00	41,673.90	0.00	9,106.10	82.07
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	5,193.45	0.00	2,455.55	67.90
248-728-955.000	MISCELLANEOUS EXPENSE	232.00	232.00	316.67	0.00	(84.67)	136.50
Total Dept 728 - DEBT SERVICE FUND		58,791.00	58,791.00	47,184.02	0.00	11,606.98	80.26
Dept 901 - CAPITAL DETAIL							
248-901-970.000	CONSTRUCTION COSTS	250,000.00	250,000.00	96,609.57	33,627.31	153,390.43	38.64
Total Dept 901 - CAPITAL DETAIL		250,000.00	250,000.00	96,609.57	33,627.31	153,390.43	38.64
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	66,843.75	0.00	0.25	100.00
Total Dept 906 - BOND PAYMENTS		291,844.00	291,844.00	291,843.75	0.00	0.25	100.00
TOTAL EXPENDITURES		600,635.00	600,635.00	435,637.34	33,627.31	164,997.66	72.53
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		482,364.00	482,364.00	465,531.45	0.00	16,832.55	96.51
TOTAL EXPENDITURES		600,635.00	600,635.00	435,637.34	33,627.31	164,997.66	72.53
NET OF REVENUES & EXPENDITURES		(118,271.00)	(118,271.00)	29,894.11	(33,627.31)	(148,165.11)	25.28



The Enterprise Group  
of Jackson, Inc.

## **Blackman Charter Township Downtown Development Authority**

### **2023 End of Year Report**

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (BDDA) during 2023. The adopted 2023 Scope of Work for BDDA staff included the following:

- **Promote available properties for development:**
  1. The EG continues to market the BDDA/County property on the BDDA partner page of The EG's web site ([www.enterprisegroup.org/partners/bdda](http://www.enterprisegroup.org/partners/bdda)).
  2. The project for the Blackman DDA to extend the sidewalk from Springport Rd to the hotels is underway.
  3. The project for the Blackman DDA to extend the sidewalk along Boardman Road from Maynard to Airport Road is still under consideration.
  4. The Township has acquired the former Marino's property, which will be used by Public Safety.
  5. Mr. Shotwell provides the BDDA with monthly updates for work being done at the Jackson County Airport – Reynolds Field.
- **Facilitate the redevelopment of vacant property within the BDDA.**
  1. As inquiries are received, BDDA Staff ensures property information is available on The EG website, and also provides it to prospects.
  2. The BDDA partner page on The Enterprise Group of Jackson's website can be viewed at: [www.enterprisegroup.org/partners/bdda](http://www.enterprisegroup.org/partners/bdda). The EG continues to market the BDDA/County property on our website ([www.enterprisegroup.org](http://www.enterprisegroup.org)).
- **Serve in the capacity as Assistant Secretary to take meeting minutes, prepare and send out meeting notices, agendas, minutes from previous meetings, organize existing DDA files and maintain future files to ensure completeness and organization.**
  1. This task was handled by staff and is on-going.
- **Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.**
  1. EG Staff continue to work with the Blackman LDFA to develop the Jackson Technology Park North (JTPN).
  2. At the most recent JTPN construction meeting, it was reported that the curb, gutter, and sidewalks are finished and the Ayrshire Lane paving is complete at JTPN.
  3. EG staff has been working with JTV to market the Site via digital advertisements on social media and with regular drone fly-overs for the time lapse video for the project.
- **Assist the Board with visioning for future DDA Projects and Developments to include facilitating the Merchants Association.**
  1. This task is on-going.
  2. Staff will assist in facilitating the Merchants Association, if and when the DDA Board decides to move forward.



- **Assist the Board with the BDDA Amended TIF and Development Plan, if necessary.**
  1. Future revisions to the TIF and Development Plan will be completed by staff, as warranted.
- **Assist the Board with the creation and operations of the Citizen's Advisory Committee.**
  1. This committee will be called upon for future revisions to the TIF and Development Plan, which will necessitate a Citizen's Advisory Committee Meeting.
- **Assist in preparation of Annual Budget and Prepare Scope of Work for 2023.**
  1. Copies of each were distributed for this meeting. The 2023 BDDA Budget was provided to the BDDA Board to be discussed and considered for approval at their December 13, 2023 annual Board meeting.
  2. Blackman Charter Township Staff prepared the Annual Budget with assistance from Nanette Sponsler of Boswell, Schultz, Sonnenberg, & Arnett, PLC.
  3. Blackman Township Staff prepares monthly revenue/expense reports and check registers to show all invoices paid and current balances for the BDDA accounts, which are included in the BDDA Board packets.
- **Prepare and present Annual Reports to the County Agencies Committee on behalf of the BDDA. (Copies are provided to the BDDA, as scheduled for presentation).**
  1. BDDA Staff presented two Semi-Annual Reports to the General Government Committee in February and August 2023. The reports were emailed to the BDDA Board.
- **Other Activities, as warranted/directed by the Board and/or Chairman**
  1. Other than routine communications and research, there were no other activities directed by the Board and/or Chairman.
- **Other BDDA Updates:**
  1. Per the Recodified Tax Increment Financing Act 57, the BDDA Board is required to hold two informational meetings per year to inform the public of the BDDA's goals and direction and upcoming projects. The BDDA conducted the first of two meetings for 2023 at their May 10, 2023 BDDA Board Meeting, and the second at their December 13, 2023 Annual BDDA Board Meeting.



The Enterprise Group  
of Jackson, Inc.

**Blackman Charter Township  
Downtown Development Authority**  
Scope of Work 2024

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Downtown Development Authority (DDA). The proposed 2024 Scope of Work for DDA staff includes the following:

- Promote available properties for development.
- Facilitate the redevelopment of vacant property within the DDA.
- 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 DDA files and maintain future files to ensure completeness and organization at the request of the Chairman.
- Maintain BDDA Partner Page on EG web site.
- Assist the Board and their consultants with extension of public infrastructure within the DDA Boundary, as appropriate.
- Assist the Board with visioning for future DDA 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.
- 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.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- 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 DDA. (Copies provided to BDDA as scheduled for presentation).
- Other activities, as warranted/directed by the Board and/or Chair.



The Enterprise Group  
Of Jackson, Inc.

**Blackman Charter Township  
Downtown Development Authority (BDDA)  
2024 Board of Directors List**

Current as of 12/05/2023

*Board members shall serve four-year terms from the date of their respective appointment by the Township Board – per BDDA bylaws*

Pete Jancek (term expires 12/31/24)  
**BDDA Chair and Township Supervisor**  
1990 W. Parnall Rd.  
Jackson, MI 49201  
(517) 788-4345 x 112 phone  
pjancek@blackmantwp.com

Steve Shotwell (term expires 12/31/25)  
**BDDA Vice Chair**  
County Tower Building  
120 W. Michigan Avenue  
Jackson, MI 49201  
(517) 768-6623 work  
(517) 780-4755 fax  
jshotwel@co.jackson.mi.us

Greg Vogt (term expires 12/31/26)  
**BDDA Secretary**  
2710 Airport Road  
Jackson, MI 49202  
(517) 789-7151 phone  
(517) 789-5155 fax  
performanceauto040@sbcglobal.net

Kevin Ganton (term expires 12/31/24)  
Arbor North Living Center and Hospice Home  
207 Wickenham Drive  
Spring Arbor, MI 49283  
(517) 787-8000 phone  
(517) 740-2134 cell  
kganton@yahoo.com

Mike Ambs (term expires 12/31/23)  
1990 W. Parnall Road  
Jackson, MI 49201  
(517) 812-5807 phone  
mambs@blackmantwp.com

Arnold Dolman (township staff-no term)  
**Township Assessor**  
1990 W. Parnall Road  
Jackson, MI 49201  
(517) 788-4345 x115 phone  
adolman@blackmantwp.com

Stephanie Hinkle (township staff-no term)  
**Township Deputy Assessor**  
shinkle@blackmantwp.com  
(517) 990-8232

Don Hoadley (term expires 12/31/25)  
**BDDA Treasurer**  
2302 Lancaster Blvd.  
Jackson, MI 49202  
(517) 782-4392 phone  
donaldhoadley@sbcglobal.net

Jeffrey Kinney (term expires 12/31/23)  
TRUE Community Credit Union  
6222 Mountie Way  
Jackson, MI 49201  
(269) 832-7870  
jkinney@trueccu.com

Dan Decker (term expires 12/31/26)  
6360 Pepper Tree Lane  
Jackson, MI 49201  
(517)782-9817 work  
dandecker@safetysystemsinc.net

Roger Auwers (term expires 12/31/25)  
Jackson County ISD  
6700 Browns Lake Road  
Jackson, MI 49201  
(517) 768-5148 phone  
(517) 787-2026 fax  
Roger.auwers@jcisd.org

Rebecca Stewart (term expires 12/31/24)  
4 Universal Way/P.O. Box 6099  
Jackson, MI 49204-6099  
(734) 883-8741 cell  
(517) 544-9100 work  
rebecca@ljross.com

Alex Masten and Andrea Clary  
**BDDA Staff**  
The Enterprise Group of Jackson, Inc.  
100 E. Michigan Ave. Suite 1100  
Jackson, MI 49201  
(517) 788-4455  
amasten@enterprisegroup.org or aclary@enterprisegroup.org



The Enterprise Group  
of Jackson, Inc.

**Blackman Charter Township  
Downtown Development Authority  
*Management Agreement for 2024***

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.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- 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, 2024 through December 31, 2024, 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

\_\_\_\_\_  
Date

**For The Enterprise Group:**

\_\_\_\_\_  
Tim Rogers, President and CEO

\_\_\_\_\_  
Date



Blackman Charter Township  
Downtown Development Authority  
**Served By The Enterprise Group**

## **2024 BDDA Meeting Schedule**

Meetings will be held on the second Wednesday at 7:00 a.m. each quarter at the Blackman Charter Township Meeting Hall. Please note that special meetings may be called at the order of the Chairman of the BDDA.

**February 14<sup>th</sup>**

**May 8<sup>th</sup>**

**August 14<sup>th</sup>**

**December 11<sup>th</sup>**