



**Blackman Charter Township  
Downtown Development Authority (BDDA)  
Quarterly Board Meeting**

**Wednesday, May 14, 2025 at 7:00 a.m.**

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

**Agenda**

**Call to Order By Chair**

**Public Comment**

**Semi-Annual Informational Meeting (*Required by Tax Increment Financing P.A. 57*)**

- a. Goals and direction of BDDA for 2025
- b. Upcoming Projects

\*Approval of the Blackman DDA Special Board Meeting Minutes from April 11, 2025

\*Approval of the Blackman DDA Invoices and Budget Reports through April 30, 2025

\*Approval of the 2025 Budget Amendment

Update regarding BDDA and County property – wetland delineation and property clean up

**New Business:** To be determined

**Other Business**

**Chairman and Board Comments**

**Next BDDA Board Meeting:** Wednesday, August 13, 2025 at 7:00 a.m.

**Adjourn**

*\*indicates attachment*



**BLACKMAN CHARTER TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
SERVED BY ACCELERATE JACKSON COUNTY

**BDDA Special Board Meeting Minutes**  
**April 11, 2025, at 7:00 a.m.**  
**Blackman Charter Township Meeting Hall**

**Members Present (8):** Mike Ambs, Don Hoadley, Pete Jancek, Jeff Kinney, Steve Shotwell, Kevin Ganton, Rebecca Stewart, and Greg Vogt.

**Members Absent (2):** Dan Decker and Roger Auwers.

**Others Present:** Jack Ripstra, Blackman Township Engineer; Jim Cole, JCDOT.

**Staff:** Debbie Kelly, Keith Gillenwater, and Sara Owen, Accelerate Jackson County.

Chairman Jancek called the meeting to order at 7:02 a.m.

**Public Comment:**

None.

**BDDA Meeting Minutes of February 12, 2025:**

*Mr. Shotwell moved to approve the BDDA Meeting Minutes of December 11, 2024, as presented, with Mr. Kinney supporting. Unanimously approved.*

**BDDA Invoices and Budget Reports through March 31, 2025:**

*Mr. Shotwell moved to approve the BDDA invoices and budget reports through March 31, 2025, as presented, with Mr. Kinney supporting. Unanimously approved by roll call vote.*

**Wayland Drive Storm Sewer Presentation - JCDOT**

Jim Cole provided background on the Wayland Drive project initiated in 2019. Covid significantly increased project costs, causing a 60% overrun. The final project cost was \$236,456, up from the \$133,000 estimate. Discussion ensued regarding the funding and broader community impact of the drainage improvements. *Mr. Shotwell moved to pay invoice 1722 for the Jackson County Department of Transportation, with Mr. Kinney supporting. Unanimously approved by roll call vote.*

**Discuss and Consider Approval of Wetland Delineation Bids**

Mr. Ripsta introduced the wetland delineation bids; Tri Terra was the lowest bidder. The purpose of the wetland delineation bids was to begin the process of cleaning up the Airport and DDA properties for future development and marketing. *Chairman Jancek moved to approve Tri Terra to conduct wetland delineation for a cost not to exceed \$17,460, with Mr. Hoadley supporting. Unanimously approved by roll call vote.*

**Discuss and Consider Approval of the O'Neill Drive Sidewalk Reconstruction Quote**

Jim Cole presented the O'Neill Drive sidewalk reconstruction project, which includes sidewalk relocation. This will improve turnability at O'Neill Dr. and Boardman Rd. *Ms. Stewart moved to approve the O'Neill Dr Sidewalk Reconstruction quote for \$28,559.26, with Mr. Kinney supporting. Unanimously approved by roll call vote.*

**Discuss and Consider Approval of the Bob McClain Drive Reconstruction Quote**

Jack Ripstra introduced the Bob McClain Drive mill and fill project. Mr. Cole recommended the two course mill and fill, because it provides better long-term value. *Chairman Jancek moved to approve the Bob McClain Dr. Mill and Fill for a cost not to exceed \$62,373.53, with Mr. Shotwell supporting. Unanimously approved by roll call vote.*

**Chairman and Board Comments/Updates:**

Mr. Shotwell noted that the County Commissioners moved forward with an Airport Maintenance school at Jackson County Airport. Mr. Cole stated that JCDOT hopes to have the Blackman roads done by July.

**Next Meeting:**

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, May 14, 2025, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 7:45 a.m.

*Respectfully submitted by Sara Owen, Accelerate Jackson County.*

---

Pete Jancek, BDDA Chairman and Township Supervisor  
Confirming approval of these BDDA Meeting Minutes on \_\_\_\_\_.

## Invoices for the May 2025 Meeting

Vendor	Description	Amount
Consumers Energy	2000 Bondsteel	\$ 28.69
Huntington Bank	Bond Admin Fee	\$ 250.00
Nannette Sponsler	Accounting Svcs	\$ 562.50
Ripstra	Professional Services	\$ 393.50
		<hr/>
		\$ -
		<hr/>
		\$ 1,234.69



**BLACKMAN CHARTER TOWNSHIP**  
1996 W PARNALL RD  
JACKSON MI 49201-8612

**Questions:**  
Visit: [ConsumersEnergy.com](http://ConsumersEnergy.com)  
Call us: 800-805-0490

**Amount Due:** \$28.69  
**Please pay by:** May 20, 2025

► **Thank You** - We received your last payment of \$28.69 on April 08, 2025

► **Service Address:**  
2000 Bondsteel Dr UNIT 2  
Jackson MI 49202-1405

## May Energy Bill

Service dates: March 26, 2025 - April 27, 2025 (33 days)

**STAY SAFE:** Call 9-1-1 and 800-477-5050.  
We'll respond day or night.



**Downed power lines.**  
Stay 25 feet away. Call from a safe location.



**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.

### How to Plan for Trees and Reliable Service

To keep your service reliable, please plant as many feet away from overhead and underground lines as the expected mature height and width of the plant. Visit [www.MISSDIG811.org](http://www.MISSDIG811.org) or call 8-1-1 at least three working days before digging to have underground lines marked.

For existing trees and plants, we clear our lines within our easements. The clearance distance and our maintenance schedule follow safety standards for the voltage and tree type. We clean up debris from our planned work. Debris from other requested and emergent work is your property, and we're unable to clean it up. If a tree or branch is causing pressure on an electric wire, stay at least 25 feet away from the wire or anything touching it and call us at 800-477-5050. Learn more: [www.ConsumersEnergy.com/Forestry](http://www.ConsumersEnergy.com/Forestry)

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online  
See reverse side for more information

Account: 1030 5124 1364

**Service Address:**  
BLACKMAN CHARTER TOWNSHIP  
2000 Bondsteel Dr UNIT 2  
Jackson MI 49202-1405

**PAYMENT CENTER**  
PO BOX 740309  
CINCINNATI OH 45274-0309

**Amount Due:** \$28.69  
**Please pay by:** May 20, 2025  
**Enclosed:**

I 103051241364 000000028696 0000 2056 1 000000000000

H

Need to talk to us? Visit [ConsumersEnergy.com](https://www.consumersenergy.com)  
or call **800-805-0490**  
Telecommunications Relay Services: Call 7-1-1

**Service Address:**  
2000 Bondsteel Dr UNIT 2; Jackson MI  
49202-1405  
Account: **1030 5124 1364**

## Account Information

Bill Month: May  
Service dates: 03/26/2025 - 04/27/2025  
Days Billed: 33  
Portion: 02 05/25

## Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

## Meter Information

Your next scheduled meter read  
date is on or around 05/27/2025

### Electric Service:

Smart Meter  
Meter Number: 62267901  
POD Number: 0000004973678  
Beginning Read Date: 03-26  
Ending Read Date: 04-27  
Beginning Read: 6  
Ending Read: 6 (Actual)  
Usage: 0 kWh

Total Metered Energy Use: 0.0 kWh

## May Energy Bill

Invoice: 202343880865

### Account Summary

Last Month's Account Balance	\$28.69
Payment on April 08, 2025	<del>\$28.69</del>
Balance Forward	\$0.00
Payments applied after Apr 28, 2025 are not included.	

### Electric Charges

System Access	\$20.00
Other Surcharges	\$7.82
Low-Income Assist Fund	<del>\$0.87</del>
<b>Total Electric</b>	<b>\$28.69</b>

**Total Energy Charges** **\$28.69**

**Amount Due:** **\$28.69**  
by May 20, 2025

If you pay after the due date, a 2% late payment charge  
will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.  
Visit [ConsumersEnergy.com/aboutmybill](https://www.consumersenergy.com/aboutmybill) for details about the above charges.

## NEWS AND INFORMATION

For information on safety and customer rights:  
[www.consumersenergy.com/CustomerGuides](https://www.consumersenergy.com/CustomerGuides)

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

## Ways to pay your energy bill

**How:** Checking or savings account, credit or debit card, cash,  
check or money order.

**Where:** Mobile app, [ConsumersEnergy.com](https://www.consumersenergy.com), mail (see front),  
phone (866-329-9593) or authorized in-person locations.

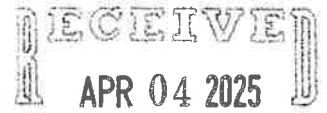
Automatic and one-time payment options are available.  
Payment methods accepted and transaction fee may vary.

## Need help with your bill?

**Renewable energy solutions:**  
[www.consumersenergy.com/Bus-Renewable](https://www.consumersenergy.com/Bus-Renewable)

**Save money and energy:** [www.consumersenergy.com/StartSaving](https://www.consumersenergy.com/StartSaving)  
**Sign-up for billing alerts:** [www.consumersenergy.com/MyLogin](https://www.consumersenergy.com/MyLogin)

**More payment options and details:**  
[www.consumersenergy.com/BizPay](https://www.consumersenergy.com/BizPay)



INVOICE

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

Date: 03/02/2025

Division: Corporate Trust

Invoice No.:

71547

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

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

Account # 3584049904

Billing Period: 11/01/2024 - 05/01/2025

BALANCE CARRIED FORWARD:

\$0.00

PREVIOUS AMOUNT BILLED:  
AMOUNT RECEIVED:

\$250.00  
\$250.00

ADMINISTRATION FEE  
SEMI-ANNUAL FEE

\$250.00

TOTAL DUE

\$250.00

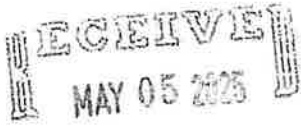
248 728 801

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 614-480-8343

Invoices are payable upon receipt



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

BY: .....

Invoice Date: May 2, 2025

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

Accounting Invoice for services: April 2025

Services Provided:

Assistance with the preparation of the Tax Increment Financing District PA 57 Annual Report – in process.

Assistance given to external auditors for year-end December 31, 2024.

Amount Due: \$562.50





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](http://www.ripstra-schepelman.com)

RECEIVED  
APR 15 2025

BY:.....

To: Charter Township of Blackman DDA      Date: April 11, 2025  
1990 W. Parnall Road      Invoice No. 06108-151  
Jackson, MI 49201      Terms: Net 30 Days

(Blackman Township Account Number: 248-728-801)

For Services in connection with the Wetland Delineation  
proposals for the properties located in Section 28 of Blackman  
Township.

For Services 02-16-25 to 03-15-25

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	-----	-----
Project Engineer	3.0	\$130.00	\$390.00
Mileage Expenses	5 miles	\$0.70	\$3.50
			-----

AMOUNT DUE THIS INVOICE      \$393.50

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

User: LINDA  
DB: Blackman

DB: Blackman

		PERIOD ENDING 04/30/2025					
GL NUMBER	DESCRIPTION	2025		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDG USE
		ORIGINAL BUDGET	2025 AMENDED BUDGET	04/30/2025 NORM (ABNORM)	MONTH 04/30/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - CASH RECEIPTS							
248-000-414.000	TAX TRIBUNAL/REFUNDS ORDERED	(11,965.64)	(11,965.64)	0.00	0.00	(11,965.64)	0.00
248-000-440.000	DDA PROPERTY TAXES	522,000.00	522,000.00	318,138.09	7,668.94	203,861.91	60.95
248-000-525.200	FEDERAL GOV'T INTEREST CREDIT	29,510.95	29,510.95	0.00	0.00	29,510.95	0.00
248-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	31,212.00	31,212.00	0.00	0.00	31,212.00	0.00
248-000-665.000	INVESTMENT/INTEREST	2,601.00	2,601.00	681.41	0.00	1,919.59	26.20
248-000-672.000	MISCELLANEOUS REVENUE	3,121.20	3,121.20	0.00	0.00	3,121.20	0.00
Total Dept 000 - CASH RECEIPTS		576,479.51	576,479.51	318,819.50	7,668.94	257,660.01	55.30
TOTAL REVENUES		576,479.51	576,479.51	318,819.50	7,668.94	257,660.01	55.30
Expenditures							
Dept 728 - DEBT SERVICE FUND							
248-728-801.000	PROFESSIONAL SERVICES	53,000.00	53,000.00	10,595.25	10,595.25	42,404.75	19.99
248-728-900.000	PRINTING/PUBLISHING	140.00	140.00	0.00	0.00	140.00	0.00
248-728-934.000	REPAIR/MAINTENANCE	10,000.00	10,000.00	5,209.35	168.69	4,790.65	52.09
248-728-955.000	MISCELLANEOUS EXPENSE	250.00	250.00	0.00	0.00	250.00	0.00
Total Dept 728 - DEBT SERVICE FUND		63,390.00	63,390.00	15,804.60	10,763.94	47,585.40	24.93
Dept 901 - CAPITAL DETAIL							
248-901-970.000	CONSTRUCTION COSTS	103,000.00	103,000.00	267,642.85	267,642.85	(164,642.85)	259.85
Total Dept 901 - CAPITAL DETAIL		103,000.00	103,000.00	267,642.85	267,642.85	(164,642.85)	259.85
Dept 906 - BOND PAYMENTS							
248-906-991.000	BOND PAYMENTS PRINCIPAL	816,500.00	816,500.00	800,000.00	800,000.00	16,500.00	97.98
248-906-993.000	BOND PAYMENT INTEREST	23,000.00	23,000.00	23,000.00	23,000.00	0.00	100.00
Total Dept 906 - BOND PAYMENTS		839,500.00	839,500.00	823,000.00	823,000.00	16,500.00	98.03
TOTAL EXPENDITURES		1,005,890.00	1,005,890.00	1,106,447.45	1,101,406.79	(100,557.45)	110.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		576,479.51	576,479.51	318,819.50	7,668.94	257,660.01	55.30
TOTAL EXPENDITURES		1,005,890.00	1,005,890.00	1,106,447.45	1,101,406.79	(100,557.45)	110.00
NET OF REVENUES & EXPENDITURES		(429,410.49)	(429,410.49)	(787,627.95)	(1,093,737.85)	358,217.46	183.42

## DDA Administrative Fund

---

2025

## Fune 248

[illegible]

## BDDA Budget Amendment

\$	103,000.00	2025 construction budget
	(236,456.00)	Paid JCDOT Wayland Dr drainage project
	(31,186.76)	Paid JCDOT Project Advance, Bob McClain Drive Mill & Fill
	<u>(164,642.76)</u>	
	(17,460.00)	Wetland Delineation Tri Terra
	(31,186.77)	Balance due on Bob McClain Dr Mill & Fill
	(209,440.00)	Concrete Path Airport Rd
	(28,559.26)	O'Neill Dr Sidewalk Construction
	<u>(451,288.79)</u>	

**Approve to amend the Capital Detail, Construction Costs,  
acct#248-901-970.000 line to \$500,000.00**