



The Enterprise Group
of Jackson, Inc.

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

**BDDA Annual Board Meeting Minutes
December 11, 2024, at 7:00 a.m.
Blackman Charter Township Meeting Hall**

Members Present (9): Mike Ambs, Kevin Ganton, Don Hoadley, Pete Jancek, Jeff Kinney, Roger Auwers, Rebecca Stewart, Steve Shotwell and Greg Vogt.

Members Absent (1): Dan Decker.

Others Present: Jack Ripstra, Blackman Township Engineer.

Staff: Debbie Kelly and Sara Owen, The Enterprise Group of Jackson.

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

Public Comment:

None.

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

Ms. Kelly reminded the Board that the Recodified Tax Increment Financing Act 57 requires the Blackman DDA Board to hold two semi-annual informational meetings per year. Chairman Jancek provided an update that Keith Gillenwater, Juan Zapata, Steve Shotwell, and himself have been meeting on the County Airport and DDA properties. Looking at ways to market them. They agreed that the first step is to get them cleaned up. Mr. Zapata is getting quotes. Chairman Jancek also provided an updated regarding Airport Road. There will be a fifth lane from County Farm Road to the highway. He has had two meetings with JCDOT in favor of a 10ft sidewalk.

BDDA Meeting Minutes of May 8, 2024:

Mr. Shotwell moved to approve the BDDA Meeting Minutes of May 8, 2024, as presented, with Mr. Ambs supporting. Unanimously approved.

BDDA Invoices and Budget Reports through November 30, 2024:

The BDDA has a balance available of \$1,042,259.24. Chairman Jancek explained the painting, electricity, and JCDOT invoices to the Board. *Mr. Vogt moved to approve the BDDA invoices, totaling \$8,525.00, and budget reports through November 30, 2024, as presented, with Mr. Auwers supporting. Unanimously approved by roll call vote.*

2025 BDDA Budget/2024 Amended Budget

Chairman Jancek presented the budget and noted that loans and bonds will be paid off in May. *Mr. Auwers moved to approve the BDDA 2025 Budget/Amended Budget, as presented, with Mr. Vogt supporting. Unanimously approved by roll call vote.*

Updates regarding property development:

a. BDDA and County Property Update:

Chairman Jancek stated he had a conversation with a board member regarding snow removal on the properties by Meijer down to the church, and he told them he would bring it to the board for discussion. Mr. Shotwell questioned what the agreement would entail, i.e. frequency of removal during snowstorms, and what the property owners would be responsible for. Chairman Jancek suggested he talk to their attorney first. *Mr. Shotwell brought a motion to authorize Township engineer and supervisor to seek bids for costs to maintain BDDA property sidewalks with Mr. Kinney supporting. Unanimously approved.*

b. Bond pay-off discussion

Chairman Jancek stated the plan is to have the bonds paid off by May of 2025 and as a result, the Township will be debt free. He will contact a bond attorney by February to draft a resolution.

2024 End-of-Year Report:

Ms. Kelly presented the 2024 End of Year Report, noting that the 2024 approved Scope of Work is used to report on how the BDDA reaches its annual goals. Ms. Kelly added that The Enterprise Group has added some new employees, introduced Sara Owen, and mentioned Keith Gillenwater, the new President and CEO. She stated there will be a lot of exciting things to look forward to in 2025, including a rebrand.

2025 Scope of Work:

Ms. Kelly stated that the 2025 Scope of Work mirrors the 2024 Scope of Work. *Mr. Auwers moved to approve the 2024 End-of-Year Report and the 2025 Scope of Work with Ms. Stewart supporting. Unanimously approved.*

Recommend Term Renewal for Mr. Jancek, Mr. Ganton, Mr. Ambs and Ms. Stewart, if they are willing to serve another four-year term:

All four agreed to serve another four-year term. *Mr. Shotwell moved to approve the recommendation of staff to request term renewals for Mr. Jancek, Mr. Ganton, Mr. Ambs and Ms. Stewart, with Mr. Auwers supporting. Unanimously approved.*

2025 Election of Officers and Term Renewals:

Ms. Kelly offered two options: keep the current slate of Officers for 2025 or open nominations. *Mr. Auwers moved to approve keeping the current slate of Officers for 2025 with Mr. Jancek as Chairman, Mr. Shotwell as Vice Chairman, Mr. Hoadley as Treasurer, and Mr. Vogt as Secretary. Mr. Ambs supported. Unanimously approved by roll call vote.*

2025 EG/Blackman DDA Management Agreement:

Ms. Kelly shared that the EG/BDDA Management Agreement mirrors last year's, stating that the agreement is for \$15,000 per calendar year and that the management agreement is signed by both Chairman Jancek and Mr. Gillenwater, President & CEO of The Enterprise Group. *Mr. Hoadley moved to approve the 2025 EG/Blackman DDA Management Agreement with Mr. Ambs supporting. Unanimously approved.*

2025 BDDA Board Meeting Schedule:

Ms. Kelly stated that the Blackman DDA will continue to meet on a quarterly basis. *Mr. Kinney moved to approve the 2025 BDDA Board Meeting schedule, as presented, with Mr. Auwers supporting. Unanimously approved.*

Chairman and Board Comments/Updates:

Chairman Jancek updated the Board on the BLDFFA properties, noting that Midbrook had their groundbreaking last week. A possible second tenant for JTPN is being presented for approval at the BLDFFA Annual Board meeting. Chairman Jancek noted the Marino's construction was awarded to a local company, A&E, and it will begin in 2025.

Next Meeting:

The next Blackman Charter Township DDA Board Meeting is scheduled for Wednesday, February 12, 2025, at 7:00 a.m. at the Blackman Charter Township Meeting Hall.

The meeting adjourned at 8:15 a.m.

Respectfully submitted by Sara Owen, The Enterprise Group of Jackson, Inc.

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