



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

Annual Board Meeting

Wednesday, December 11, 2024 at 6:00 pm
Blackman Charter Township Meeting Hall
1990 W. Parnall Rd, Jackson, MI 49201

Agenda

- I. Call to Order by Chair
- II. Public Comment
- III. **Semi-Annual Informational Meeting (per Recodified Tax Increment Financing Act 57)**
 - a. **Goals and direction of BLDDFA**
 - b. **Upcoming Projects**
- IV. *Approval of Minutes from the September 4, 2024, Board Meeting
- V. *Approval of Invoices and Budget Reports through November 30, 2024
- VI. *Consider Approval of the Option & Master Sales Agreement for potential JTPN tenant #2 (attached separately)
- VII. *Discussion and Approval of the 2025 BLDDFA Budget/2024 Amended Budget (attached separately)
- VIII. BLDDFA Properties Update:
 - a. JTP North Property Update
 - b. MI Sites Program Updates and Purchase price discussion
 - c. Technique Update
- IX. Annual Meeting Items – Enterprise Group/BLDDFA Staff
 - a. *2024 End of Year Report
 - b. *2025 Scope of Work
 - c. *2025 Election of Officers
 - d. *2025 EG/Blackman LDFA Management Agreement
 - e. *2025 BLDDFA Board Meeting Schedule
- X. Chairman and Board Comments
- XI. Next Meeting: Scheduled for Wednesday, February 19, 2025, at 6:00 p.m.
- XII. Adjourn To The Call Of The Chair

**indicates attachment*



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

BLDFA Board Meeting Minutes
Blackman Charter Township Meeting Hall
September 4, 2024, at 6 pm

Members Present (7): Diane Donaldson, David Elwell, John Globoker, Pete Jancek, Chad Linabury, Katie Pitchford, and Barry Harmon.

Members Absent (3): Cindy Acker, Diane Derby, and Bill Warner.

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

Others: Jack Ripstra, Township Engineer; Jamie Willis, Toby Jones, and Todd Lyons of Midbrook.

- I. The BLDFA Board Meeting was called to order by Chairman Jancek at 6:01 p.m.
- II. **Public Comment:** Jamie Willis, Toby Jones, and Todd Lyons from Midbrook are here today to discuss their plans for the JTPN property. Mr. Jones presented their plans to build a 180x180 steel building that allows for the right wall to be expanded if necessary, in the future. Mr. Elwell asked if the building had fire protection. Mr. Jones stated the building is F2, so there is no need, and he confirmed that it will be stated in the agreement. Mr. Jones showed that they narrowed the drives, which got rid of the need for crushed asphalt. They will pave if they must, but it is presented this way for the budget. Ms. Willis stated that Midbrook has 27 full time employees currently, and they are adding one more. Ms. Pitchford asked if they had a drawing of the building plans, and Mrs. Kelly said she would send one out. Chairman Jancek noted he also attended the planning commission meeting while Midbrook was presenting.
- III. **Approval of May 15, 2024, Board Meeting Minutes:**
Motion by Mr. Elwell and seconded by Mr. Linabury to approve the May 15, 2024 Board Meeting Minutes. The motion was approved unanimously.
- IV. **Approval of Invoices through July 2024:**
Chairman Jancek explained that the Fishbeck invoice had to be authorized by him for the MI Sites Program because it had to be paid between meetings. *Motion by Mr. Elwell, supported by Mrs. Donaldson, to approve the invoices through July 2024, totaling \$23,230.10. The motion was approved unanimously by roll call vote.*
- V. **Treasurer's Report through July 31, 2024:**
Mr. Elwell asked about upcoming expenses, such as the EG contract for services payment, JTPN maintenance, and signage. *Motion by Mrs. Donaldson and seconded by Mr. Globoker to accept the Treasurer's Report ending July 31, 2024. The current balance available is \$607,161.94. The motion was approved unanimously by roll call vote.*
- VI. **BLDFA Property Update:**
 - a. **JTPN North Property Updates:**
 - i. **JTPN Infrastructure and EDA Grant:**

Chairman Jancek shared that construction is complete and traffic lights are working. Midbrook is here to discuss their proposal regarding their purchase agreement. Mrs. Kelly stated that JTPN is part of a new shovel ready program called MI Sites. The EG presented with Mr. Ripstra. We will most likely achieve silver status, gold is expensive. Mr. Gillenwater explained we will receive preferred billing and be featured on their website. Mr. Ripstra updated that JCDOT will close out EDA Grant.

ii. **BLDFA and Jenkins Lease Agreement:**

Chairman Jancek stated Mr. Jenkins' buildings in parcels 6 and 7 are in the corner and will have no impact on the agreement. Once the purchase agreement is final, Mr. Jenkins will sit down to come to a new farming agreement. BLFDA & Midbrook will continue to work with Mr. Jenkins as he helps maintain the property.

iii. **JTPN Option Agreement:**

Mr. Elwell questioned why the agreement is written with only a 30 day window for BLFDA to buy back the property if the agreement has been broken by the purchaser. Chairman Jancek stated that it was reviewed, and this is how it has been done previously. Mr. Elwell pointed out that "lane" was missing from "Ayrshire Lane" on page 4. Mrs. Pitchford pointed out map 3.1 is the correct map, and they will have to be switched. Mr. Elwell also noted a spelling error in paragraph 36. ***Motion by Mr. Elwell and seconded by Mrs. Donaldson to approve the JTPN Option Agreement with corrections. The motion was approved unanimously by roll call vote.***

iv. **Review and Consider approval of Option Agreement with prospect:**

Mr. Elwell questioned why the agreement is written with only a 30 day window for BLFDA to buy back the property if the agreement has been broken by the purchaser. Chairman Jancek stated that it was reviewed, and this is how it has been done previously. Mr. Elwell pointed out that "lane" was missing from "Ayrshire Lane" on page 4. ***Motion by Mr. Elwell and seconded by Mrs. Donaldson to approve the Option Agreement with corrections. The motion was approved unanimously by roll call vote.***

v. **Review and Consider approval of JTPN Developers Packet:**

Mrs. Kelly will revise the maps to the correct ones. Mr. Elwell noted that there is a spelling error on page 36. ***Motion by Mr. Elwell and seconded by Mrs. Donaldson to approve the JTPN Developers Packet with corrections. The motion was approved unanimously by roll call vote.***

b. **Technique Update:**

Mrs. Kelly stated everything has stalled. She was told things will begin this winter. Their deadline is mid-February, which is on her calendar.

VII. **Chairman/Board/Staff Comments:**

Mr. Elwell noted that we are charging \$7k/ acre on JTPN and asked what we paid. Mrs. Kelly stated we paid 92.4k for the property. Mr. Elwell replied that \$7k/acre is not enough. If we charge 10k, it would be a better investment. He believes we should look at the formula used and adjust it for future purchases. Mrs. Kelly stated she will look at other parks and bring comparisons to the December meeting.

Mrs. Kelly added that the checks were all signed previously, so she has nothing else.

VIII. **Next Meeting:**

The next meeting is scheduled for Wednesday, December 11, 2024 at 6:00 p.m. at the Blackman Charter Township Meeting Hall.

IX. Meeting adjourned at 6:47 p.m.

Respectfully submitted by Sara Owen, Executive Assistant at The Enterprise Group.

L DFA Invoice's for the December 2024 Board Meeting

Vendor	Description	Amount
Invoices to be Paid:		
Enterprise Group	Semi-Annual Contract	17,500.00
Fishbeck	Jackson Tech Park North	14,500.00
Ripstra & Scheppelman	Professional Services	14,533.15
Nannette Sponsler	Accounting Svcs	225.00
White & Hotchkiss PLLC	Professional Services	105.00
		<u>\$ 46,863.15</u>
Invoices Paid in Sept/Oct/Nov:		
Driesenga & Associates Inc	Geotechnical Services	\$ 3,750.00
Jakes Property Management	Lawn Mowing	\$ 630.00
White & Hotchkiss PLLC	Professional Services	\$ 420.00
		<u>\$ 4,800.00</u>
		\$ 51,663.15



**DRIESENKA &
ASSOCIATES, INC.**

Engineering · Surveying · Testing

12330 James Street, Suite H80

Holland Michigan 49424

Phone: 616-396-0255

Pete Jancek

Blackman Charter Township LDFA

1990 West Parnall Road

Jackson Michigan 49201



INVOICE

Invoice Number: 00049303
Invoice Date: 09/10/24
Terms: 21 days
Amount Due: \$3750.00

Project ID: 2440649.3B

Project Name: Ayrshire Lane Development II

Services from 07/01/24 - 09/10/24

Geotechnical Services

Amount	Rate	Line Total
100.0%	\$3250.00	\$3250.00

Add 1/2 of Up Charge for ATV - \$500 \$500.00

INVOICE TOTAL \$3750.00

We appreciate your business!

Please call our Accounting department at (616) 396-0255 if you have any questions.

251 901 970.100

Pd 10/22/24

Invoice

Jake's Property Management LLC

Company Address

1080 Virginia Way, Jackson, MI 49201
Phone: 517-937-3082
Email: jakespropertymgmt@gmail.com

Date 7/24/2024

Invoice # 2

Customer ID LDFA *or A*

Invoice For

Mowing and clean up for industrial dr on county farm rd. on 6/26/24

Prepared by: J. Brautigam

Comments or Special Instructions

Quantity	Description	Unit Price	Taxable?	Amount
1.0	Lawn service	\$ 150.00		\$ 150.00

If you have any questions concerning this quotation, please contact:

Jacob Brautigam
Phone: 517-937-3082
Email: jakespropertymgmt@gmail.com

Thank you for your business!

Subtotal	\$	150.00
Tax Rate		6.00%
Sales Tax	\$	-
Other	\$	-
TOTAL	\$	150.00

250 728 955

Invoice

Jake's Property Management LLC

Company Address
 1080 Virginia Way, Jackson, MI 49201
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Date 9/3/2024
 Invoice 5
 Customer ID Blackman

Quotation For

Invoice for: August 2024
 Prepared by: J. Brautigam

Quantity	Description	Unit Price	Taxable?	Amount	
4	Bond Cemetery	\$ 60.00		\$ 240.00	✓
4	Fifield Cemetery	\$ 120.00		\$ 480.00	✓
4	Jackson Poor Farm Cemetery	\$ 40.00		\$ 160.00	* LOFA
4	Blackman Township Office	\$ 100.00		\$ 400.00	✓
4	Blackman Leoni Public Safety	\$ 75.00		\$ 300.00	✓
4	Blackman Leoni Public Safety 360 Dettman	\$ 50.00		\$ 200.00	✓
4	Blackman Memorial Gardens (weekly)	\$ 40.00		\$ 160.00	✓
4	Rod Mills Park -14.3 acres	\$ 445.00		\$ 1,780.00	✓
4	Bondsteel Drive Memorial (weekly)	\$ 60.00		\$ 240.00	✓
2	2000 Parnall new poroperty	\$ 100.00		\$ 200.00	✓
2	Water Booster Pump Station	\$ 40.00		\$ 80.00	✓
2	O'neil Drive sidewalk and circle	\$ 60.00		\$ 120.00	✓
2	Boardman Road Garden and Sidewalks	\$ 80.00		\$ 160.00	✓

If you have any questions concerning this quotation, please contact:
 Jacob Brautigam
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Thank you for your business!

Subtotal	\$ 4,520.00
Tax Rate	0.00%
Sales Tax	\$ -
Other	\$ -
TOTAL	\$ 4,520.00

Invoice

Jake's Property Management LLC

Company Address

1080 Virginia Way, Jackson, MI 49201
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Date 10/1/2024
 Invoice 6
 Customer ID Blackman

Quotation For

Invoice for: September 2024
 Prepared by: J. Brautigam

Quantity	Description	Unit Price	Taxable?	Amount
4	Bond Cemetery	\$ 60.00		\$ 240.00
4	Fifield Cemetery	\$ 120.00		\$ 480.00
4	Jackson Poor Farm Cemetery	\$ 40.00		\$ 160.00
4	Blackman Township Office	\$ 100.00		\$ 400.00
4	Blackman Leoni Public Safety	\$ 75.00		\$ 300.00
3	Blackman Leoni Public Safety 360 Dettman	\$ 50.00		\$ 150.00
4	Blackman Memorial Gardens (weekly)	\$ 40.00		\$ 160.00
4	Rod Mills Park -14.3 acres	\$ 445.00		\$ 1,780.00
4	Bondsteel Drive Memorial (weekly)	\$ 60.00		\$ 240.00
2	2000 Parnall new poroperty	\$ 100.00		\$ 200.00
2	Water Booster Pump Station	\$ 40.00		\$ 80.00
2	O'neil Drive sidewalk and circle	\$ 60.00		\$ 120.00
2	Boardman Road Garden and Sidewalks	\$ 80.00		\$ 160.00

LDF

If you have any questions concerning this quotation, please contact:
 Jacob Brautigam
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Thank you for your business!

Subtotal	\$ 4,470.00
Tax Rate	0.00%
Sales Tax	\$ -
Other	\$ -
TOTAL	\$ 4,470.00

Invoice

Jake's Property Management LLC

Company Address
 1080 Virginia Way, Jackson, MI 49201
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Date 11/13/2024
 Invoice 7
 Customer ID Blackman



Quotation For

BY:

Invoice for: October 2024
 Prepared by: J. Brautigam

Quantity	Description	Unit Price	Taxable?	Amount
4	Bond Cemetery	\$ 60.00		\$ 240.00
4	Fifield Cemetery	\$ 120.00		\$ 480.00
4	Jackson Poor Farm Cemetery	\$ 40.00		\$ 160.00
5	Blackman Township Office	\$ 100.00		\$ 500.00
5	Blackman Leoni Public Safety	\$ 75.00		\$ 375.00
4	Blackman Leoni Public Safety 360 Dettman	\$ 50.00		\$ 200.00
4	Blackman Memorial Gardens (weekly)	\$ 40.00		\$ 160.00
3.5	Rod Mills Park -14.3 acres	\$ 445.00		\$ 1,557.50
4	Bondsteel Drive Memorial (weekly)	\$ 60.00		\$ 240.00
3	2000 Parnall new poroperty	\$ 100.00		\$ 300.00
2	Water Booster Pump Station	\$ 40.00		\$ 80.00
2	O'neil Drive sidewalk and circle	\$ 60.00		\$ 120.00
2	Boardman Road Garden and Sidewalks	\$ 80.00		\$ 160.00

LDFA

If you have any questions concerning this quotation, please contact:
 Jacob Brautigam
 Phone: 517-937-3082
 Email: jakespropertymgmt@gmail.com

Thank you for your business!

Subtotal	\$ 4,572.50
Tax Rate	0.00%
Sales Tax	\$ -
Other	\$ -
TOTAL	\$ 4,572.50

White, Hotchkiss & Falahee, PLLC

1000 Laurence Avenue
Jackson, MI 49202
Phone: 517-784-6250 Fax: 517-784-6011

Bill To:

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

INVOICE

Date 08/31/2024
Invoice #: 42808
Matter: LDFA
File #: 2781
Due Date: 09/29/2024

Payments received after 08/30/2024 are not reflected in this statement.

Professional Services

Date	Details	Hours	Rate	Amount
08/07/2024	ECW Review and provide guidance as to proposed Agreement with Midbrook, LLC for property purchase	1.20	\$150.00	\$180.00
08/09/2024	ECW Review revised, final draft of Midbrook Purchase Agreement	0.40	\$150.00	\$60.00

For professional services rendered 1.60 \$240.00

Invoice Amount \$240.00

Balance Due \$240.00

Retainer Balance (as of 08/30/2024) \$0.00

White, Hotchkiss & Falahee, PLLC

1000 Laurence Avenue
Jackson, MI 49202
Phone: 517-784-6250 Fax: 517-784-6011

Bill To:

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

INVOICE

Date 09/30/2024

Invoice #: 43029

Matter: LDFA

File #: 2781

Due Date: Due Upon Receipt

Payments received after 10/01/2024 are not reflected in this statement.

Professional Services

Date	Details	Hours	Rate	Amount
09/06/2024	ECW Review final Midbrook Agreement, email, provide guidance re: potential issues with certain paragraphs	0.40	\$150.00	\$60.00

For professional services rendered 0.40 \$60.00

Invoice Amount \$60.00

Balance Due \$60.00

Retainer Balance (as of 10/01/2024) \$0.00

RECEIVED
NOV 05 2024

BY: _____

White & Hotchkiss, PLLC
1000 Laurence Avenue
Jackson, MI 49202
Phone: 517-784-6250 Fax: 517-784-6011

Bill To:

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

INVOICE

Date 10/31/2024
Invoice #: 43253
Matter: LDFA
File #: 2781
Due Date: Due Upon Receipt

Payments received after 11/05/2024 are not reflected in this statement.

Professional Services

Date	Details	Hours	Rate	Amount
10/28/2024	ECW Review emails, draft proposed Option to Re-Purchase re: Midbrook, LLC	0.80	\$150.00	\$120.00
		<u>0.80</u>		<u>\$120.00</u>

Invoice Amount \$120.00

Balance Due \$120.00

Retainer Balance (as of 11/05/2024) \$0.00

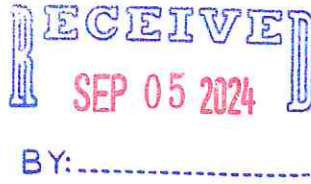
251 901 970.100

Invoice



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

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



Invoice Number: 2024
Investment#2

Sold To:

Blackman LDFA
Attn: Linda Arntz
1990 W. Parnall
Jackson, MI 49201-8613

Invoice Date: 9/3/24

Customer PO	Payment Terms	Customer ID	Due Date
	Net 30 Days	BLACKMAN LDFA	10/3/24

Description	Amount
7-1-24 thru 12-31-24, Semi-annual contract payment for EG Staffing Services.	17,500.00

Subtotal 17,500.00

Total Invoice Amount 17,500.00

Check No:

Payment Received

TOTAL 17,500.00



Engineers | Architects | Scientists | Constructors

Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

LDFA

Attention: Debbie Kelly
The Enterprise Group of Jackson
 100 East Michigan Avenue, Suite 1100
 Suite 1100
 Jackson, MI 49201
 United States

Invoice : 439504
Invoice Date : 7/11/2024
Project : 240958
Project Name : Jackson County/Jackson
 Technology Park North
Bill Term : BT1

For Professional Services Rendered Through 7/5/2024

Contract : PH1ESA
Contract Name : Phase 1 ESA

	Fee	% Complete	Billings		
			To Date	Previous	Current
PH I - Phase I ESA	3,000.00	100.00	3,000.00	3,000.00	0.00

	Fee	Available	To Date	Previous	Current
<i>Less Fee Exceeded</i>					-4.00
<i>Rate Labor</i>		12,931.75			
<i>Expenses</i>		418.00			
<i>Unit Rate Expense</i>		1,154.25			
<i>Total Expense</i>		1,572.25			

**Max Fee Exceeded*

Current Billings	14,500.00
Amount Due This Bill	<u>14,500.00</u>

WD/T&E Survey - Wetland Delineation/T&E Survey

Rate Labor

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Ecologist	4.50	100.0000	450.00
Hydrogeologist	0.50	150.0000	75.00
Production Support	1.00	96.0000	96.00
Senior Ecologist	3.25	170.0000	552.50
	0.25	179.0000	44.75
Total Senior Ecologist	3.50		597.25
Senior Engineering Specialist	1.00	170.0000	170.00
Staff Ecologist	69.00	95.0000	6,555.00
	26.50	106.0000	2,809.00
	16.00	111.0000	1,776.00
Total Staff Ecologist	111.50		11,140.00
Staff Engineering Specialist	0.75	95.0000	71.25
Staff Technician	0.50	73.0000	36.50
	3.25	91.0000	295.75
Total Staff Technician	3.75		332.25
Total Rate Labor			12,931.75

Expenses

<i>Account / Vendor</i>	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
Permit			
Nicole Stewart	380.00	1.10	418.00
Total Expenses			418.00

Unit Rate Expenses

<i>Account / Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Company Vehicle Use			
Mileage - Company Vehicle	1,215.00	0.9500	1,154.25
Total Company Vehicle Use			1,154.25
Total Unit Rate Expenses			1,154.25

Total Bill Task: WD/T&E Survey - Wetland Delineation/T&E Survey **14,504.00**

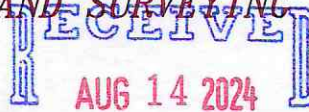
Total Project: 240958 - Jackson County/Jackson Technology Park North **14,504.00**



RIPSTRA & SCHEPPELMAN, INC.

CIVIL ENGINEERING - LAND SURVEYING

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



BY:

To:	Charter Township of Blackman LDFA	Date:	August 9, 2024
	1990 W. Parnall Road	Invoice No.	15110-69
	Jackson, MI 49201	Terms:	Net 30 Days

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

For Services in connection with the Jackson Technology Park North.

For Services 06-09-24 to 08-03-24

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	22.0	\$130.00	\$2,860.00
CAD System	12.0	\$80.00	\$960.00
Mileage Expenses	145 miles	\$0.67	\$97.15
Plots/Copies	---	---	\$60.00

AMOUNT DUE THIS INVOICE \$3,977.15

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 11 2024

BY:

To:	Charter Township of Blackman LDFA	Date:	September 6, 2024
	1990 W. Parnall Road	Invoice No.	15110-70
	Jackson, MI 49201	Terms:	Net 30 Days

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

For Services in connection with the Jackson Technology Park North.

For Services 08-04-24 to 08-31-24

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	15.0	\$130.00	\$1,950.00
Project Surveyor	11.0	\$130.00	\$1,430.00
Survey Crew (1-Man)	10.5	\$100.00	\$1,050.00
CAD System	15.0	\$80.00	\$1,200.00
Mileage Expenses	89 miles	\$0.67	\$59.63
GPS Equipment Use	---	---	\$200.00
Plots/Copies	---	---	\$60.00
Research Expenses	---	---	\$19.95

AMOUNT DUE THIS INVOICE			\$5,969.58

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
OCT 15 2024

BY:.....

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

Date: October 11, 2024

Invoice No. 06120-135

Terms: Net 30 Days

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

For Services in connection with the LDFA Board meeting.

For Services 09-01-24 to 09-28-24

Table with 4 columns: CLASSIFICATION, HOURS, RATE, TOTAL. Rows include Project Engineer (2.0 hours, \$130.00 rate, \$260.00 total) and Mileage Expenses (30 miles, \$0.67 rate, \$20.10 total).

AMOUNT DUE THIS INVOICE \$280.10

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
OCT 15 2024

BY:.....

To:	Charter Township of Blackman LDFA	Date:	October 11, 2024
	1990 W. Parnall Road	Invoice No.	15110-71
	Jackson, MI 49201	Terms:	Net 30 Days

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

For Services in connection with the Jackson Technology Park North.

For Services 09-01-24 to 09-28-24

CLASSIFICATION	HOURS	RATE	TOTAL
-----	-----	----	-----
Project Engineer	3.0	\$130.00	\$390.00
CAD System	1.5	\$80.00	\$120.00
Mileage Expenses	5 miles	\$0.67	\$3.35

AMOUNT DUE THIS INVOICE \$513.35

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
NOV 13 2024

BY:.....

To: Charter Township of Blackman LDFA Date: November 8, 2024
1990 W. Parnall Road Invoice No. 15110-72
Jackson, MI 49201 Terms: Net 30 Days

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

For Services in connection with the Jackson Technology Park North.

For Services 09-29-24 to 10-26-24

Table with 4 columns: CLASSIFICATION, HOURS, RATE, TOTAL. Rows include Project Engineer, Project Surveyor, Survey Crew (2-Man), CAD System, Mileage Expenses, GPS Equipment Use, and Stakes.

AMOUNT DUE THIS INVOICE \$3,792.97

1.5% Service Charge on all Accounts over 30 days

18% Annual Percentage Rate

RECEIVED
OCT 02 2024

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

BY:-----

Invoice Date: October 1, 2024

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

Invoice for services: September 2024

Services Provided:

Assistance with the preparation Summer 2024 Tax Increment Financing capture spreadsheets and related disbursements of taxes.

Amount Due: \$125.00

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

RECEIVED
DEC 02 2024

BY:.....

Invoice Date: December 3, 2024

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

Invoice for services: November 2024

Services Provided:

Assistance with the preparation of the proposed 2025 and Amended 2024 Budgets.

Amount Due: \$100.00



White & Hotchkiss, PLLC
 1000 Laurence Avenue
 Jackson, MI 49202
 Phone: 517-784-6250 Fax: 517-784-6011

BY: _____

Bill To:

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

INVOICE

Date 11/30/2024
 Invoice #: 43487
 Matter: LDFA
 File #: 2781
 Due Date: Due Upon Receipt

Payments received after 12/03/2024 are not reflected in this statement.

Professional Services

Date	Details	Hours	Rate	Amount
11/01/2024	ECW Revise Midbrook Option to Re-Purchase per American Title	0.70	\$150.00	\$105.00

For professional services rendered 0.70 \$105.00

Invoice Amount \$105.00

Balance Due \$105.00

Retainer Balance (as of 12/03/2024) \$0.00

User: LINDA
DB: Blackman

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 11/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND							
Revenues							
Dept 000 - CASH RECEIPTS							
250-000-440.000	LDFA PROPERTY TAXES	13,260.00	13,260.00	83,223.77	0.00	(69,963.77)	627.63
250-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	94,860.00	94,860.00	106,897.56	0.00	(12,037.56)	112.69
250-000-665.000	INVESTMENT/INTEREST	85.68	85.68	9,356.29	0.00	(9,270.61)	10,920.0
Total Dept 000 - CASH RECEIPTS		108,205.68	108,205.68	199,477.62	0.00	(91,271.94)	184.35
TOTAL REVENUES		108,205.68	108,205.68	199,477.62	0.00	(91,271.94)	184.35
Expenditures							
Dept 728 - DEBT SERVICE FUND							
250-728-801.000	PROFESSIONAL SERVICES	670.53	670.53	0.00	0.00	670.53	0.00
250-728-801.100	ENTERPRISE GROUP SERVICES	17,500.00	17,500.00	17,500.00	0.00	0.00	100.00
250-728-802.000	LEGAL	3,359.86	3,359.86	240.00	0.00	3,119.86	7.14
250-728-804.000	ACCOUNTING	18,816.04	18,816.04	1,425.00	0.00	17,391.04	7.57
250-728-955.000	MISCELLANEOUS EXPENSE	4,030.39	4,030.39	6,290.20	160.00	(2,259.81)	156.07
250-728-962.000	MEMBERSHIP/DUES	299.73	299.73	700.00	0.00	(400.27)	233.54
Total Dept 728 - DEBT SERVICE FUND		44,676.55	44,676.55	26,155.20	160.00	18,521.35	58.54
Dept 901 - CAPITAL DETAIL							
250-901-970.000	CONSTRUCTION COSTS	100,000.00	100,000.00	556.85	0.00	99,443.15	0.56
Total Dept 901 - CAPITAL DETAIL		100,000.00	100,000.00	556.85	0.00	99,443.15	0.56
TOTAL EXPENDITURES		144,676.55	144,676.55	26,712.05	160.00	117,964.50	18.46
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		108,205.68	108,205.68	199,477.62	0.00	(91,271.94)	184.35
TOTAL EXPENDITURES		144,676.55	144,676.55	26,712.05	160.00	117,964.50	18.46
NET OF REVENUES & EXPENDITURES		(36,470.87)	(36,470.87)	172,765.57	(160.00)	(209,236.44)	473.71

User: LINDA

DB: Blackman

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 11/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 251 - LDFA SMART ZONE ADMINISTRATIVE FUND							
Revenues							
Dept 000 - CASH RECEIPTS							
251-000-440.100	PROPERTY TAXES-SMART ZONE-NON SCHOOL	88,740.00	88,740.00	104,547.01	0.00	(15,807.01)	117.81
251-000-440.200	PROPERTY TAXES-SMART ZONE-SCHOOL	102,000.00	102,000.00	113,299.60	0.00	(11,299.60)	111.08
251-000-573.000	LOCAL STABLITIATION AUTHORITY PYMT	6,120.00	6,120.00	8,273.03	0.00	(2,153.03)	135.18
Total Dept 000 - CASH RECEIPTS		196,860.00	196,860.00	226,119.64	0.00	(29,259.64)	114.86
Dept 933 - CASH RECEIPTS							
251-933-693.000	LAND SALE PROCEEDS	0.00	0.00	95,316.50	90,316.50	(95,316.50)	100.00
Total Dept 933 - CASH RECEIPTS		0.00	0.00	95,316.50	90,316.50	(95,316.50)	100.00
TOTAL REVENUES		196,860.00	196,860.00	321,436.14	90,316.50	(124,576.14)	163.28
Expenditures							
Dept 728 - DEBT SERVICE FUND							
251-728-801.000	PROFESSIONAL SERVICES	206.00	206.00	375.00	0.00	(169.00)	182.04
251-728-801.100	ENTERPRISE GROUP SERVICES	17,500.00	17,500.00	0.00	0.00	17,500.00	0.00
251-728-802.000	LEGAL	103.00	103.00	60.00	0.00	43.00	58.25
251-728-803.000	PLANNING, MARKETING, ADMINISTRATIVE	1,030.00	1,030.00	0.00	0.00	1,030.00	0.00
251-728-804.000	ACCOUNTING	9,270.00	9,270.00	0.00	0.00	9,270.00	0.00
251-728-915.000	MEMBERSHIP/DUES	309.00	309.00	0.00	0.00	309.00	0.00
Total Dept 728 - DEBT SERVICE FUND		28,418.00	28,418.00	435.00	0.00	27,983.00	1.53
Dept 901 - CAPITAL DETAIL							
251-901-970.100	JACKSON TECHNOLOGY PARK	100,000.00	100,000.00	40,645.05	120.00	59,354.95	40.65
Total Dept 901 - CAPITAL DETAIL		100,000.00	100,000.00	40,645.05	120.00	59,354.95	40.65
TOTAL EXPENDITURES		128,418.00	128,418.00	41,080.05	120.00	87,337.95	31.99
Fund 251 - LDFA SMART ZONE ADMINISTRATIVE FUND:							
TOTAL REVENUES		196,860.00	196,860.00	321,436.14	90,316.50	(124,576.14)	163.28
TOTAL EXPENDITURES		128,418.00	128,418.00	41,080.05	120.00	87,337.95	31.99
NET OF REVENUES & EXPENDITURES		68,442.00	68,442.00	280,356.09	90,196.50	(211,914.09)	409.63
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		305,065.68	305,065.68	520,913.76	90,316.50	(215,848.08)	170.75
TOTAL EXPENDITURES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		273,094.55	273,094.55	67,792.10	280.00	205,302.45	24.82
NET OF REVENUES & EXPENDITURES		31,971.13	31,971.13	453,121.66	90,036.50	(421,150.53)	1,417.28



**Blackman Charter Township
Local Development Finance
Authority**

Served By The Enterprise Group

2024 End of Year Report

The Enterprise Group of Jackson has contracted to serve as support staff for the Blackman Charter Township Local Development Finance Authority (BLDFA) during 2024. The adopted 2024 Scope of Work for the LDFA includes the following:

- **Aggressively market the 135.7-acre property north of County Farm Road, as well as other BLDFA properties that are within the Jackson Technology Park (JTP) SmartZoneSM:**
 1. The Blackman LDFA property is included on The EG and Greater Ann Arbor Region/Zoom Prospector Web sites. The EG received 13 site search inquiries from the Michigan Economic Development Corporation (MEDC) in 2024, and was eligible to and did respond to 8 of those inquires.
 2. EG and Township staff successfully completed Step 2 of the Pilot Round of the MI Sites Program and JTPN is designated as Bronze within the MI Sites classification system with the MEDC. Marketing materials to use to promote the property were recently received.
 3. The EG continues to utilize the Zoom Prospector property database with our Region 9 partners; Hillsdale, Lenawee, Livingston, Monroe and Washtenaw counties, which includes a suite of research data, regional success stories, an available property database through Zoom Prospector, and other tools that businesses can use to evaluate location options.
 4. The BLDFA continues to discuss future development options and locations to continue prosperity in the township.
- **Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township:**

Jackson Technology Park North:

1. Construction of the sidewalks, curb, and gutter along County Farm Road as well as the traffic signal at Aryshire Lane, a new monument sign, and lots for sale signage was completed in August 2024. EG and JCDOT staff are working closely with the EDA to close out the grant.
 2. EG staff anticipate conducting a county-wide engineering study to determine where the development makes sense to occur in Jackson County for industrial prospects.
- **Secure at least one new development into the park:**
 1. Technique's Real Estate Agreement reflects a final deadline to commence construction by February 15, 2025. The last update received on May 31, 2024, received noted that they expect to begin construction soon (this summer/fall). They are getting their final bids and then will proceed.
 2. Midbrook Manufacturing & Fabrication is JTPN's first tenant! The closing occurred on November 14th and they have begun excavating the surface to begin construction. An informal groundbreaking event is scheduled for **December 6th at 11 a.m.**
 3. EG and Township staff have been meeting with a local company, in hopes that they are able to be at the BLDFA Annual Meeting on December 11, 2024, to promote their project to the BLDFA for consideration of approval to purchase property.

- **Administer the JTP SmartZoneSM as directed by the Jackson Technology Park SmartZoneSM Agreement between MEDC and Blackman Charter Township.**
 1. The Lean Rocket Lab was established in 2019, through The EG's staff administration of the SmartZone. Their representatives now attend the SmartZone meetings and operate the Lean Rocket Lab through a memorandum of understanding with The EG as a SmartZone accelerator. Ms. Masten is our contact person at LRL for this initiative.
 2. The JTP SmartZone expires in December of 2025, and EG Staff will be working closely with the MEDC, and the Department of Treasury to seek an extension, if warranted.

- **Continue to market the BL DFA and JTPN on The Enterprise Group of Jackson's Web site at www.enterprisegroup.org:**
 1. The Blackman LDFA staff continues to market the JTPN property on The Enterprise Group of Jackson's website at www.enterprisegroup.org, which includes the developer's packet, as well as aerial and concept maps and videos on the BL DFA partner page at: <http://enterprisegroup.org/partners/bldfa>.
 2. BL DFA staff updates the BL DFA Partner Page on The Enterprise Group of Jackson's web site, according to P. A. 57 "Recodified Tax Increment Finance Act".
 3. The EG has contracted with JTV to enhance the marketing efforts of the technology park. Included in the efforts are a webpage for JTPN which is housed as a link on the EG website. Also, digital marketing advertisements on social media, social media posts and promotional email blasts.

- **Name new developments as eligible for tax capture by amending Tax Increment Finance (TIF) and Development Plan**
 Future revisions to the TIF and Development Plan will be completed by staff, as warranted and/or necessary.

- **Develop & present 2025 LDFA Scope of Work and Budget:**
 1. The Scope of Work was prepared and will be presented at this meeting.
 2. Staff at Blackman Charter Township prepared the annual budget, with the assistance of Nannette Sponsler of Boswell, Schultz, Sonnenberg, & Arnett, PLC., which was presented for review and approval at the December 11, 2024, Annual BL DFA Board Meeting.

- **Assist the Board with visioning for future BL DFA Projects to include notice and facilitation of semi-annual Informational Meeting in compliance with MI P.A. 57 of 2018, as amended**
 Per the Recodified Tax Increment Financing Act 57, the BL DFA Board is required to hold two informational meetings per year to inform the public of the BL DFA's goals, direction, and upcoming projects. The BL DFA conducted one meeting at their December 11, 2024 Annual BL DFA Board Meeting. Due to staffing issues, a second meeting was not possible.

- **Provide staff support to serve as Assistant Secretary and Assistant Treasurer, if desired:**
 Staff served as Assistant Secretary to take meeting minutes, prepare and send out meeting notices, agendas, and minutes from previous meetings.

- **Prepare and report annually to the General Government Committee:**
 The BL DFA is required to report semi-annually at the request of the General Government Committee. Reports were prepared and presented to the General Government Committee in February and August 2024. The report is included with The EG Report.

- **Other activities, as warranted/directed by the Board and/or Chair:**
 EG Staff continues to provide administrative oversight as it relates to the EDA grant and is currently working on the grant close-out documentation.



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

2025 Scope of Work

- Aggressively market Jackson Technology Park North (JTPN).
- Ensure EDA Grant is successfully closed in early 2025.
- Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township.
- Secure at least one new development into the park.
- Continue to maintain and market the BLDFFA and JTPN on The Enterprise Group of Jackson's Web site at www.enterprisegroup.org.
- Name new developments as eligible for tax capture by amending Tax Increment Finance Plan, as needed.
- Develop and present 2026 LDFA Scope of Work, and all related Annual Meeting reports.
- Assist the Board with visioning for future BLDFFA Projects to include notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- Prepare and report semi-annually to the General Government Committee, which is included with The EG Report.
- Provide staff support to serve as Assistant Secretary and Assistant Treasurer, if desired.
- Other activities, as warranted/directed by the Board and/or Chair.



Blackman Charter Township
Local Development Finance Authority
Staffed and Served by The Enterprise Group of Jackson

2024 LDFA Board of Directors & Officers

Current as of 11/21/2024

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

Pete Jancek, **Chairman** (3/2028)
1990 W. Parnall Road
Jackson, MI 49201
(W) 517-788-4345
Email: supervisor@blackmantwp.com

Barry Harmon, **Treasurer** (3/2028)
6311 Burning Tree Street
Jackson, MI 49201
(C) 517-879-6581
Email: barryaharmon@hotmail.com

Chad Linabury, **Secretary** (3/2028)
3004 John Glenn Drive
Jackson, MI 49201
(W) 517-206-6390
Email: chadlinabury@yahoo.com

Katie Pitchford (School Rep-no term)
Northwest School District
7431 Jones Road
Jackson, MI 49201
(C) 517-416-7497
Email: ktpitchford@gmail.com

Cindy Acker, (3/2027)
5266 N. Boulder Street
Jackson, MI 49201
(C) 517-745-9962
Email: rcadventure@gmail.com

Diane Donaldson (3/2027)
1330 W. Parnall Road
Jackson, MI 49201
(C) 517-867-0362
Email: dianedonaldson55@gmail.com

William Warner, **Vice Chairman** (3/2027)
3468 Northlands
Jackson, MI 49201
(C) 517-392-6771
Email: firedog2340@yahoo.com

Arnold Dolman/Stephanie Hinkle-Twp. Assessing Dept.
1990 W. Parnall Road
Jackson, MI 49201
(W) 517-788-4345
(W) 517-788-4689 fax
Email: assessor@blackmantwp.com
Email: depassessor@blackmantwp.com

Diane Derby, (3/2026)
5040 Clinton Road
Jackson, MI 49201
(C) 517-474-0448
(H) 517-788-8430
Email: dlderby5@yahoo.com

John Globoker, (JC Rep-no term)
Jackson College
2111 Emmons Road
Jackson, MI 49201
(W) 517.796.8439
Email: globokejohnl@jccmi.edu

David K. Elwell (County Rep-no term)
Blackman Charter Township Clerk
1990 W. Parnall Road
Jackson, MI 49201
(W) 517-788-4345
Email: clerk@blackmantwp.com

Bob Sayles, (School Rep-no term)
Northwest School District
5113 Wood Road
Rives Junction, MI 49277
(C) 517-937-6497
Email: bob@thepowerbarn.com

Debbie Kelly EG-BLDFA staff
The Enterprise Group of Jackson, Inc.
100 E. Michigan Ave., Suite 1100
Jackson, MI 49201
(W) 517-788-4330
(C) 517-358-1599
Email: dkelly@enterprisegroup.org



**Blackman Charter Township
Local Development Finance Authority**
Served by The Enterprise Group of Jackson

2025 MANAGEMENT AGREEMENT

between the
Blackman Charter Township Local Development Finance Authority
and The Enterprise Group of Jackson, Inc.

This management agreement establishes the terms of the relationship between the Blackman Charter Township Local Development Finance Authority (“BLDFA”) and The Enterprise Group of Jackson, Inc. (EG) with work to be performed through The Enterprise Group of Jackson, Inc. (EG).

The EG will provide the following services on behalf of the BLDFA:

- ◆ Identify the demand for industrial park property within the Jackson area, and more specifically, within Blackman Charter Township;
- ◆ Continue to market and create marketing material(s) as necessary for Jackson Technology Park SmartZonesm;
- ◆ Assist the Board with the BLDFA Amended TIF and Development Plan, if necessary;
- ◆ Maintain the BLDFA Partner Page on The EG web site;
- ◆ Provide services relating to acquisition and development of additional BLDFA property;
- ◆ Assist the Board with visioning for future BLDFA Projects to include notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- ◆ Assist LDFA and Accountant in preparation of the BLDFA Annual Budget, and reports in compliance with MI PA 57 of 2018, as amended.
- ◆ Assist Accountant as needed to prepare and submit Annual SmartZone Tax Increment Report to the Michigan Economic Development Corporation, County Affairs and Agencies Committee Semi-Annual Reports, and all Annual Meeting reports as required; and
- ◆ Provide other routine and administrative services as may be agreed upon by the Chair of the BLDFA and the President & CEO of the EG.

In return for these services, the BLDFA will pay to EG an annual management fee in the amount of \$35,000, payable in equal semi-annual installments of \$17,500 on March 1 and September 1. This contract shall remain in effect for one year, and may be renewed annually after that date. Either party may terminate this agreement with 90-days notice. Effective date of this contract is January 1, 2025 through December 31, 2025.

FOR THE BLDFA:

FOR THE ENTERPRISE GROUP OF JACKSON:

Pete Jancek, Chairman

Keith Gillenwater, President and CEO

Date

Date



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

2025 BLDFA Meeting Schedule

Meetings are usually held the third Wednesday at **6:00 p.m.**, each quarter. Meetings are located at the Blackman Township in the Meeting Hall.

Please note, special meetings may be called at the order of the Chairman of the BLDFA.

February 19th

May 21st

August 20th

December 17th