



**VILLAGE OF PARMA-SANDSTONE LDFA
2015 ANNUAL MEETING
Wednesday, January 20, 2016 at 5:30 p.m.
Parma Village Office**

AGENDA

Call to Order

Public Comment

Welcome Megyn Locke to the PLDFA Board

Approval of the minutes

- *January 15, 2015 from 2014 Annual Meeting

***Annual Audit – Markowski & Co. – Doug Atkins**

LDFA Reports – Doug Atkins, Markowski & Co.

- Summary of Reports Submitted –CY 2015
- Authority to Submit CY 2016 Reports

People and Place Presentation – Tim Rogers, The Enterprise Group of Jackson

Parma-Sandstone LDFA Activity

- Update regarding the Lift Station at MACI
- Other

The Enterprise Group of Jackson, Inc.

- *2015 End of Year Report
- *2016 Scope of Work
- *2016 EG/Parma LDFA Management Agreement
- *2016 Election of Officers

LDFA Financial Reports – Kathy McDevitt/Doug Atkins

- *Treasurer's Report
- *Approve FYE 2/28/16 Budget Amendment
- *Approve FYE 2/28/17 Budget
- Approve Proposed Surplus Distribution

Approval to potentially release Fire millage funds – Keith Acker

Selection of Auditor – Remanded to Village

Board Members – Katie Cotey, Village of Parma Clerk, terms expired 12/31/15. Reappointed by Village of Parma, new term expires 12/31/18.

Other Business

Adjourn

****indicates attachment***

Parma Sandstone LDFA Meeting January 15, 2015; 5:30 PM, 117 W. Main Street, Parma, MI.

Officers Present: Chair Jim Jenkins, Secretary Katie Cotey, Vice-Chair Keith Acker, Kathleen McDevitt – Treasurer (non-member)

Members: Terry Langston - Sandstone Charter Twp., Mickey Carothers – Village of Parma, Cheryl Marks – Sandstone Charter Twp., Laure Fiero -Western Schools, Mike Way – Jackson County, Gale Easton – Western Schools, Dale Dopp – Jackson College, Dave Dawson – Village of Parma,

Others: Debbie Kelly – Enterprise Group, Amy Torres – Enterprise Group, Doug Atkins – Markowski & Company CPAs, Marston Fortress – Spring Arbor Township,

Meeting opened by Chair Jenkins at 5:30 PM.

Pledge

No Public Comment

Approval of Minutes

Way moves, Langston seconds, to approve the minutes, motion passes 12-0.

Audit

Doug Atkins presents the annual audit. The FundBalance this year is \$489,321.00. \$491,375.00 in total assets which is land value. Doing a good job on internal control. The balance in the LDFA is from interest from investments. **Dopp moves, Fiero seconds, to approve and accept the audit, motion passes 12-0.**

Reports

Atkins presents the reports. All reports were filed in a timely manner also sent to Sandstone and the Village of Parma. Discussion on personal property tax and when the taxes will stop. **Dawson moves, Marks seconds, to submit the 2014 & 2015 reports, motion passes 12-0.**

Discussion on Lift Station

The MACI lift station needs improvements and repairs. Spring Arbor is willing to pay \$50K of the \$365K project. Detailed Discussion. **Cotey moves, Jenkins seconds, to have the LDFA pay no more than 60% of the total costs of the presented project,** discussion on what is maintenance and what isn't, **motion passes 10-2.** Torres will set up another meeting with the work group to continue negotiation.

Proposed TIF and Development Plan is presented. Several corrections are recommended. **Way moves, Marks seconds, to recommend approval by the Village of Parma Council of the presented TIF Plan with the discussed changes, motion passes 12-0.** This plan will go to the Village for final approval.

Signage

Bid for face on billboard was \$2700 and restructure is \$8900. No action at this time. We also need to post 50 “No Hunting Signs” at .69 per sign plus posting fees. Signs could be hand lettered and that would be \$800 and should last for the last 3-4 years. Discussion on actual return of the signs. “No Hunting Signs” could be an Eagle Scout Project.

LDFA Work Group Activity

2014 EOY Report presented. How many hits did we get on the property? 54 hits. Also possible tradable land and we would need to check with legal and have a wetlands assessment. 2015 Scope of Work mirrors 2014 Scope of Work. **Fiero moves, Langston seconds to approve 2015 presented Scope of Work, motion passes, 12-0. Jenkins moves, Carothers seconds, to accept LDFA Management Agreement, motion passes. Marks moves, Dawson seconds, to accept the current slate of officers minus Kathy McDevitt, motion**

passes, 12-0. Jenkins moves, Dopp seconds, to appoint Kathy McDevitt the Treasurer of the LDFA, motion passes, 12-0.

Treasurer's Report

Summary of Accounts is discussed. Revenue of approximately \$375k and a revised budget is presented. There is an increase in revenue due to the increase in taxable base. Estimated surplus of \$861k. **Cotey moves, Way seconds, to accept the revised 2014 budget, motion passes 12-0. Dopp moves, Fiero seconds, to accept the Treasurer's Report, motion passes.** Proposed budget is presented. **Way moves, Fiero seconds, to approve the proposed 2015 budget,** discussion on possible extra costs, can be done at a special meeting, **motion passes 12-0.** Generous distribution this year due to increase in taxable amounts. The checks will be distributed at the end of February. Different distributions are discussed. **Jenkins moves, Marks seconds, to approve the proposed 2014 distributions minus \$300K withholding, motion passes 12-0.**

Acker moves, Langston seconds, to release the Police and Fire Millage for collection by Sandstone Charter Township, motion passes 12-0.

Way moves, Fiero seconds, to reappoint Cheryl Marks – Sandstone Charter Township to the LDFA, motion passes, 12-0.

Updates on contact information discussed.

Marks moves, Way seconds, for adjournment, motion passes 12-0. Meeting adjourned at 7:32 PM.

Respectfully submitted,

Katie M. Cotey
Secretary



The Village of Parma
Local Development Finance Authority
Served By The Enterprise Group of Jackson, Inc.

2015 End of Year Report

The Enterprise Group of Jackson, Inc. has contracted to serve as support staff for the Parma-Sandstone Local Development Finance Authority (PLDFA) during 2015. The adopted 2015 Scope of Work for the PLDFA includes the following:

- **Sell at least one parcel in Certified Business Park (CBP) - ongoing effort:**
 1. The Parma-Sandstone LDFA property is included on The EG, Greater Ann Arbor Region/Zoom Prospector, and Michigan Economic Developers Association (MEDA) Certified Business Park (CBP) Web sites. EG Staff received over 39 Request for Information (RFI) requests during 2015 and because the PLDFA property met their specifications; five of those inquiries received information related to the PLDFA property, which were requests for RFIs received from the Michigan Economic Development Corporation. In addition, Ms. Torres has promoted the property to several local companies she is working with who are seeking property for relocation/expansions.
 2. In July 2014, EG Staff established a PLDFA Work Group, which included representatives from OMM Engineering, Spring Arbor Township, Sandstone Township, MACI, and the Village of Parma to discuss lift station upgrades. EG Staff has amended the TIF and Development Plan, and is awaiting direction regarding the approval process. Early in the year, the PLDFA Board approved to have the PLDFA pay no more than 60% of the total costs of the presented project. The Village of Parma has not yet approved the amended TIF and Development Plan. The Work Group includes the following members: Jim Jenkins, Village of Parma President/PLDFA Chairman; Katie Cotey, Village of Parma Clerk/PLDFA Secretary; Keith Acker, Sandstone Charter Township Supervisor/PLDFA Vice-Chairman; Marston Fortress, Spring Arbor Township Supervisor; Chuck Olsen, OMM Engineering; Cheryl Norey, Jerry Kurfess, and Tim Boertman, MACI; Doug Atkins, Markowski & Company; and Tim Rogers and Amy Torres, The Enterprise Group of Jackson/PLDFA Staff.
 3. PLDFA Staff also toured the former Galaxy property with a southeast Michigan Realtor, whose client was considering the property. Ultimately, the property was sold to a commercial repair services/millwright company who expanded their business to the Jackson market from their Portage Headquarters.



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- **Market property by using the Developers packet and other resources (Greater Ann Arbor Region [GAAR], EG social media venues, attendance at Site Selector Conferences, etc.). The Developer's packet and other resources are posted on the PLDFA Partner Page on The Enterprise Group's website, the GAAR Web site, as well as the Michigan Economic Developer's Association Certified Business Park (CBP) Web Site:**
 1. The MEDA CBP data information is retrieved from Google analytics; and year-to-date through December 31, 2015, the Parma-Sandstone Certified Business Park had 50 views/hits. Of those views/hits, 95% were new visitors. Staff prepares all necessary documentation to renew the CBP on an annual basis, including meeting the MEDA CBP Inspectors on site and completing necessary documentation.
 2. The Parma LDFA staff continues to market the property on The Enterprise Group of Jackson's website at www.enterprisegroup.org, which includes the developer's packet and aerial and concept maps on the PLDFA partner page that can be found at: <http://enterprisegroup.org/partners/pldfa/>.
 3. The EG continues to utilize the Zoom Prospector property database with our Region 9 partners; Hillsdale, Lenawee, Livingston, Monroe and Washtenaw counties. With a grant funded by the Michigan Economic Development Corporation (MEDC), the Greater Ann Arbor Region (GAAR) is working collaboratively to target businesses that are seeking a destination for relocation or expansion, which has spurred the regional web site www.GreaterAnnArborRegion.org, and also 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. Community demographics will be distributed at the meeting.
 4. In September 2015, EG Staff attended a Familiarity (FAM) Site Selection Tour with Greater Ann Arbor – Region 9; nine national site selectors attended, and two Jackson businesses represented our community at the luncheon, hosted by Doug Rothwell, Business Leaders of Michigan.
- **Present cost estimates and renderings for redesigning and replacing the entrance sign and billboard along I-94:**
 1. In early October, PLDFA Staff posted 'No Hunting and Trespassing' signs along the boundaries of the PLDFA property. This was at the request of the PLDFA Board due to deer stands being discovered on the PLDFA property, and the prohibition of hunting on Village of Parma property.



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2. PLDFA Staff notified new owners of the former Galaxy building that hunting is not permitted at the request of the PLDFA Chairman.
 3. At the 2014 Annual PLDFA Board Meeting, the consensus of the Board was not to reconstruct a new billboard due to the cost of \$8,900.
- **Develop & present 2016 LDFA Scope of Work & Budget:**
Staff completed and provided. Treasurer McDevitt worked closely with Doug Atkins of Markowski and Company to complete the Budget.
 - **Provide staff support:**
EG Staff continues to call on PLDFA tenants through the Business Success/Retention-Growth Expansion Program. Staff also consulted with township officials regarding IFT status and potential development projects.
 - **Prepare and submit all required reports:**
Staff completed and provided. Treasurer McDevitt worked closely with Doug Atkins of Markowski and Company to ensure that all required reports are filed with the State Treasury Department.
 - **Other activities, as warranted/directed by the Board and/or Chair.**
PLDFA Staff reported to the County Agencies & Affairs Committee Meetings on June 8, 2015 and December 7, 2015. Copies were provided to PLDFA Board members via email.



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Scope of Work CY 2016

Scope of Work - 2016:

- Sell at least one parcel in Certified Business Park (CBP) - ongoing effort.
- Market remaining property by using the Developer's packet and other resources (Greater Ann Arbor Region, EG social media venues, attendance at Site Selector Conferences, etc.). The Developer's Packet and other resources are posted on the PLDFA Partner Page on The Enterprise Group's Web site, the Greater Ann Arbor Region Web site, as well as the Michigan Economic Developer's Association Certified Business Park (CBP) Web site.
- Amend the TIF and Development Plan, if additional changes are needed, to include Lift Station Improvements at MACI, and coordinate finalization of the project.
- Develop & present 2017 LDFA Scope of Work & all related year-end documentation.
- Provide staff support.
- Prepare and maintain Certified Business Park website information with the Michigan Economic Developers Association (MEDA).
- Prepare and report semi-annually to the County Affairs and Agencies Committee.
- Prepare and submit all required reports.
- Other activities, as warranted/directed by the Board and/or Chair.



The Village of Parma
Local Development Finance Authority
Served By The Enterprise Group

2015 LDFA BOARD OF DIRECTORS & OFFICERS

Current as of 12/31/2015

Meetings held annually in January, unless otherwise called. Appointed members fill 3-year terms, as noted.

James Jenkins, **LDFA**
Chairman & Village President
– (12/31/2016)
216 Eastlawn Avenue
Parma, MI 49269
517-315-7120 cell
517-531-5179 Village Fax
517-531-4890 H
Jenks07@wowway.com

Katie Cotey, **LDFA Secretary**
& Village Clerk – (12/31/2018)
205 Fulton Blvd.
Parma, MI 49269
517-531-4785 W
517-31-3213 H
517-531-5179 Village Fax
parmaclerk@wowway.biz

Kathy McDevitt, **LDFA**
Treasurer (not a voting LDFA
Board member)
942 E. McDevitt Ave.
Jackson, MI 49203
517-358-3528 Cell
kbmcdev@hotmail.com

Mickey Carothers, Village
Trustee (12/31/16)
113 McLain Street
Parma, MI 49269
517-945-8447 H
517-531-5179 Village fax
Cartires79@aol.com

Megyn Locke, Village Trustee
– (12/31/2017)
Address
Parma, MI 49269
517-531-5179 Village Fax
megynlocke@gmail.com

L. Keith Acker, **LDFA Vice**
Chairman & Sandstone
Township Supervisor -
(12/31/2016)
5519 N. Dearing Road
Parma, MI 49269
517-787-8425 H
517-812-9441 cell
517-784-2605 Twp. Fax
lkacker1@gmail.com

Terry Langston Sandstone
Township Trustee-
(12/31/2016)
6600 Wellman Road
Parma, MI 49269
517-494-0084 H
Tslang4504@gmail.com

Cheryl Marks, Sandstone
Township Trustee
(12/31/2017)
8600 E. Michigan Avenue
Parma, MI 49269
517-841-8224 W
517-531-7066 H
517-784-2605 Twp. Fax
cheryl.marks@wsdpanthers.org

Gale Easton - Western School
Dist. Bd. Member– (no term
limit)
1400 South Dearing Road
Parma, MI 49269
517-787-8015 W
517-787-5520 W Fax
517-750-3671 H
gale.easton@wsdpanthers.org

Laure Fiero, Finance Director,
– (no term limit)
Western School District
1400 South Dearing Road
Parma, MI 49269
517-841-8100 W
517-841-8801 W Fax
Laure.fiero@wsdpanthers.org

Dale Dopp – Dir. Of Fin.
Services/CFO–(no term limit)
Jackson College
2111 Emmons Road
Jackson, MI 49201
517-990-1312 W
517-796-8596 W Fax
doppdaler@jccmi.edu

Michael Way -County – (no
term limit)
120 West Michigan Avenue
Jackson, MI 49201
517-768-6621
517-780-4755 Fax
waymj@myjdl.com

Amy Torres, LDFA Staff
Debbie Kelly, LDFA Staff
The Enterprise Group of
Jackson
100 E. Michigan Avenue,
Suite 1100
Jackson, MI 49201
517-788-4455 W
517-782-0061 W Fax
dkelly@enterprisegroup.org
atorres@enterprisegroup.org

TREASURERS REPORT

SUMMARY OF ACCOUNTS

March 1 - Dec. 31, 2015

| | BALANCE 3/1 | ACTIVITY | BALANCE 12/31 |
|-------------------------|----------------------|----------------------|------------------------|
| FIRST MERIT - CHECKING: | \$ 186,286.12 | \$ (186,070.50) | \$ 215.62 |
| FIRST MERIT - -SAVINGS | \$ 233,039.64 | \$ 1,361.25 | \$ 234,400.89 |
| FLAGSTAR - SAVINGS | \$ 49,239.87 | \$ 144.69 | \$ 49,384.56 |
| FLAGSTAR --CD | \$ 200,000.00 | \$ - | \$ 200,000.00 |
| COUNTY NAT'L - CHECKING | \$ 2.62 | \$ 20.95 | \$ 23.57 |
| COUNTY NATL - SAVINGS | \$ 122,894.84 | \$ 975,425.72 | \$ 1,098,320.56 |
| TOTAL: | \$ 791,463.09 | \$ 790,882.11 | \$ 1,582,345.20 |

RECEIPTS

| | |
|---------------------------|----------------------|
| Tax Payments (Summer Tax) | \$ 970,949.68 |
| Interest Earned | \$ 1,002.93 |
| TOTAL RECEIPTS: | \$ 971,952.61 |

EXPENSES

| | |
|-----------------------------------|----------------------|
| Enterprise Group | \$ 26,000.00 |
| Parma Village | \$ 1,800.00 |
| Bond Payments | \$ 145,422.50 |
| Professional Fees - Legal & Audit | \$ 7,323.00 |
| Marketing | \$ 275.00 |
| Treasurer Fee | \$ 1,205.39 |
| Bank Fees | \$ 250.00 |
| TOTAL EXPENDITURES: | \$ 182,275.89 |

| | |
|---|---------------|
| Uncollected Winter Taxes | \$ 204,586.56 |
| Unpaid Expenses (Bond Interest, Bond Fee, Treasurer, and Postage) | \$ 10,730.39 |

REVENUE IN EXCESS OF EXPENSES: \$ 983,532.89

BOND PAYMENT \$135,000.00 BALANCE: \$ 830,000.00

2002A Village of Parma Bonds were refinanced on May 30, 2012.
2012 Jackson County Refunding Bond issued May 30, 2012.
2012 Bond Issue to be paid in full in 2021.

VILLAGE OF PARMA LDFA

REVISED BUDGET

Fiscal Year ending February 29, 2016

REVENUES:

REVISED

| | | |
|------------------------|---------------------|---------------------|
| Summer Tax | 875,000.00 | 970,949.68 |
| Winter Tax | 184,000.00 | 204,586.56 |
| Interest | 1,000.00 | 2,500.00 |
| TOTAL REVENUES: | 1,060,000.00 | 1,178,036.24 |

EXPENDITURES

| | | |
|--|-------------------|-------------------|
| Enterprise Group | 26,000.00 | 26,000.00 |
| Parma Village Support | 1,800.00 | 1,800.00 |
| Professional Fees (Legal & Accounting) | 6,500.00 | 7,323.00 |
| Parma Village - Bond Payment | 154,697.50 | 154,697.50 |
| Marketing | 3,000.00 | 275.00 |
| Bank Fees | 500.00 | 500.00 |
| Consultant Fee | 1,500.00 | |
| Treasurer Fee | 1,200.00 | 1,200.00 |
| Office Supplies | 25.00 | 5.39 |
| TOTAL: | 195,222.50 | 191,800.89 |

Estimated Surplus **864,777.50** **986,235.35**

Distributable Surplus (Less interest earned) **983,735.35**

VILLAGE OF PARMA LDFA

BUDGET

Fiscal Year ending February 28, 2017

REVENUES:

| | | |
|------------------------|-------------------|---|
| Summer Tax | 450,000.00 | * |
| Winter Tax | 100,000.00 | * |
| Interest | 1,500.00 | |
| TOTAL REVENUES: | 551,500.00 | |

EXPENDITURES

| | |
|--|-------------------|
| Enterprise Group | 26,000.00 |
| Parma Village Support | 1,800.00 |
| Professional Fees (Legal & Accounting) | 6,500.00 |
| Parma Village - Bond Payment | 147,315.00 |
| Marketing | 3,000.00 |
| Wastewater Treatment | 355.00 |
| Bank Fees | 500.00 |
| Consultant Fee | 1,500.00 |
| Treasurer Fee | 1,200.00 |
| Office Supplies | 25.00 |
| TOTAL: | 188,195.00 |

Estimated Surplus 363,305.00

* Estimate based on land and buildings only.