



**VILLAGE OF PARMA-SANDSTONE LDFA
2017 ANNUAL MEETING
Wednesday, January 17, 2018 at 5:30 p.m.
Parma Village Office**

AGENDA

Call to Order

Pledge of Allegiance

Public Comment

Welcome to the PLDFA Board: Joanne Havican, new Village Clerk; and Amber Smith, Western School District Representative, replacing Laure Fiero who has retired.

Approval of the minutes

- *January 18, 2017 from PLDFA Annual Board Meeting

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

LDFA Reports – Doug Atkins, Markowski & Co.

- Summary of Reports Submitted –CY 2017
- Authority to Submit CY 2018 Reports

Parma-Sandstone LDFA Activity

- Update regarding Lift Station Improvements at MACI
- Other

The Enterprise Group of Jackson, Inc.

- 2017 Imagine Jackson 2020 Updates – Tim Rogers, President and CEO of The EG
- *2017 End of Year Report
- *2018 Scope of Work
- *2018 EG/Parma LDFA Management Agreement
- *2018 Election of Officers

Approval to potentially release Police/Fire millage funds

LDFA Financial Reports – Kathy McDevitt/Doug Atkins

- *Treasurer's Report
- *Approve FYE 2/28/18 Budget Amendment
- *Approve FYE 2/28/19 Budget
- Approve Proposed Surplus Distribution

Selection of Auditor – Remanded to Village

Board Members – Darin Simmons' and Cheryl Marks' terms expired 12/31/17. To be reappointed by Village of Parma and Sandstone Township, new terms will expire 12/31/20.

Other Business

Adjourn

**indicates attachment*

LDFA Meeting January 18, 2017; 6:00 PM

Officers Present: Chair Jim Jenkins, Secretary Katie Cotey, Vice-Chair Keith Acker

Members: Mickey Carothers – Village of Parma, Cheryl Marks – Sandstone Charter Twp., Laure Fiero - Western Schools, Mike Way – Jackson County, Darin Simmons – Village of Parma, Darrell Norris – Jackson College

Others: Amy Torres and Debbie Kelly – The Enterprise Group, Kathleen McDevitt - Treasurer, Doug Atkins – Markowski & Company CPAs,

Meeting opened by Chair Jenkins at 6:00 PM.

Pledge

No Public Comment

Approval of Minutes

Way moves, Fiero seconds, to approve the minutes, motion passes 9-0.

Audit

Doug Atkins presents that annual audit. The Fund Balance this year is \$994,547. Doing a good job on internal control. The balance in the LDFA is from interest from investments. \$2.9 million paid in taxes in 2016. Question and discussion on Personal Property Tax. (Simmons arrives at 6:06) State withheld more money than necessary this year for the LDFA received just over \$400K for Personal Property adjustments. **Acker moves, Fiero seconds, to approve and accept the audit, motion passes 9-0.**

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. Question on capturing Pro Services taxes? Atkins will get back within a week. **Way moves, Fiero seconds, to submit the 2016 & 2017 reports, motion passes 9-0.**

Discussion on Lift Station

Memo presented from OMM Engineering. Bids will go out by April 1, 2017 and will be done in three phases. Phases described. Time frame for total completion? Hopefully by the end of the year, was the impression.

LDFA site was submitted to a prospect.

LDFA Work Group Activity

2016 EOY Report presented. How many hits did we get on the property? Over 30 hits with PSLDFA being submitted three times. Needs to work with Google to figure out total hits and will be distributed at a later date. Discussion. Scope of Work for 2017 mirrors 2016 with additional explanations. **Marks moves, Cotey seconds to approve 2017 presented Scope of Work, motion passes 9-0. Jenkins moves, Carothers seconds, to accept LDFA Management Agreement, motion passes 9-0. Fiero moves, Marks seconds, to accept the current slate of officers minus Kathy McDevitt, motion passes 9-0. Way moves, Cotey seconds, to appoint Kathy McDevitt the Treasurer of the LDFA, motion passes 9-0.** Acker states Sandstone has a new Treasurer and recommends communication between the LDFA Treasurer and the Sandstone Treasurer.

Treasurer's Report

Banks where funds are kept. Revenue of Excess is \$468K. McDevitt asks if the LDFA would like to renew the Flagstar CD? Discussion. The CD will be reinvested. Will double check interest rates to find a higher rate. Bond should be paid off in 2021. Correction on date. New proposed budget presented. Construction project will need to be added into the budget. Add \$50K in revenue from Spring Arbor and \$540K into expense for Lift

Station Upgrade Construction. Would end with a \$51,210 projected deficit. This money would come from reserves. Discussion on possible opt-out for Libraries. Cannot because PSLDFA has debt service. **Cotey moves, Norris seconds, to accept the revised 2017 budget, motion passes 9-0. Marks moves, Acker seconds, to accept the Treasurer's Report, motion passes 9-0. Fiero moves, Marks seconds, to approve the proposed 2018 amended budget, motion passes 9-0.** Distribution this year discussed. The checks will be distributed at the end of February. Sandstone and the Village split the revenue 50% while everyone else receives their taxable portion. **Acker moves, Cotey seconds, to approve the proposed distributions, motion passes 9-0.**

Fiero moves, Acker seconds, to release the Police and Fire Millage for collection by Sandstone Charter Township, motion passes 9-0.

Updates on contact information discussed.

Fiero asks about bids. Does the LDFA need to award the bids and meet again? Discussion. Approved in the budget. A meeting will be set.

Acker brings up the weeds on MACI Blvd. Do we want to contract to have this removed? It's a county road and they should maintain it.

Marks moves, Cotey seconds, for adjournment, motion passes 9-0. Meeting adjourned at 7:21 PM.

Respectfully submitted,

Katie M. Cotey
Secretary



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

2017 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 2017. The adopted 2017 Scope of Work for the PLDFA includes the following:

- **Sell at least one parcel in Certified Business Park (CBP) - ongoing effort:**
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 thirty-five Request for Information (RFI) requests during 2017 and because the PLDFA property met their specifications; two out of seven of those inquiries The EG responded to received information related to the PLDFA property, which were requests for RFIs received from the Michigan Economic Development Corporation. In addition, EG Staff has promoted the property to several local companies who are seeking property for relocation/expansions.
- **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:**
 - a. The MEDA CBP data information is retrieved from Google analytics; and the year-to-date through December 31, 2017 demonstrated that the Parma-Sandstone Certified Business Park received 76 hits during the year. EG Staff will work with MEDA Staff to increase those numbers for 2018.
 - b. 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/>.
 - c. 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



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data, regional success stories, an available property database through Zoom Prospector, and other tools that businesses can use to evaluate location options.

- d. In addition to regularly-scheduled retention visits, Staff attended all Greater Ann Arbor Region (GAAR) leader meetings.
- e. EG social media posts occur on an almost daily basis to promote local and regional successes.
- f. EG outreach in 2017 included: Imagine Jackson 2020 Campaign visits, Business Success Retention-Growth Visits, Investor events, PTAC Trainings and Workshops, and being the lead organization for the 2017 Jackson County Manufacturing Day.
- g. On April 21, 2017, the GAAR partners held their third annual Legislative Briefing to which all legislators serving each County were invited. The 2017 event was another successful meeting, highlighting through a power point presentation some of the promo materials sent to Site Selection Professionals, data showing the mobility of our workforce, regional MEDC-incented project successes, and project and talent project presentations for each County. The multitude of resources which assisted Lomar Machine's expansion project were featured for Jackson County, including a Transportation Economic Development Fund (TEDF) grant improving Coats Road, a successful award of Skilled Trades Training Funds for workforce training, opportunities for growth through the MEDC's Pure Michigan Business Connect, Department of Labor apprentices, and participation in the Jackson College, Career and Connection Early Middle College (JAC3/EMC) program. The talent-related slide represented details of the JAC3/EMC Program, and its award as a Best Practice at the Mid-America Economic Development Council's meeting in Ohio, and acknowledgement of the Completion Celebration Event for the first class of the program.
- h. In early December, Tim Rogers attended The Mid-America Economic Development Council Competitiveness Conference and the GAAR Region 9 Site Selector Dinner Event. The *GAAR Winter Campaign* was awarded as a finalist for the **2017 MID-AMERICA ECONOMIC DEVELOPMENT COUNCIL MARKETING AWARD**. This award is based on GAAR's overall comprehensive marketing program to market a community, county, state, or region to a prospect.



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- **Amend the TIF and Development Plan, when additional changes are needed, and coordinate finalization of the project:**
 - a. In September 2016, The PLDFA approved the Parma LDFA Tax Increment Finance (TIF) and Development Plan Amendment No. 4, which was approved by the Village of Parma on October 11, 2016.
 - b. Bids for Phase I/first segment of the PLDFA/MACI Lift Station Improvement Project were awarded on May 17, 2017. Bids will go out for the remaining two phases/segments of the project, as follows:
 - I. Phase I: Controls, meters, monitors, etc. to determine what the optimum level of the size of pumps will be necessary;
 - II. Phase II: Pumps; and
 - III. Phase III (last segment): Detention chambers
 - c. As of November 29, 2017, all of the shop drawings have been provided to the contractor, and construction will begin as soon as they have a date set for equipment delivery. (per OMM Engineering)
 - d. This effort will result in sanitary sewer lift station improvements for future development. The property serves Michigan Automotive Compressor, Inc. (MACI), Pro-Services, as well as the remaining 24-acres of developable property.
- **Develop & present 2018 LDFA Scope of Work & all year-end documentation:**
 - a. PLDFA Staff provided. Treasurer McDevitt worked closely with Doug Atkins of Markowski and Company to complete the Budget.
 - b. PLDFA Staff 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.
- **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 potential development projects.
- **Prepare and maintain Certified Business Park (CBP) website information with the Michigan Economic Developers Association (MEDA):**

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.



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- **Maintain PLDFA Partner Page on The EG web site:**
This is an on-going effort. 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/>.
- **Prepare and report semi-annually to the County Affairs and Agencies Committee:**
PLDFA Staff reported to the County Agencies & Affairs Committee Meetings on June 12, 2017 and December 11, 2017. Keith Acker and Cheryl Marks were in attendance and recognized at the December 11, 2017 Committee Meeting. Copies were provided to PLDFA Board members via email.
- **Prepare and submit all required reports:**
PLDFA Staff submitted all required reports, as specified under bullet points above.
- **Other activities, as warranted/directed by the Board and/or Chair.**



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Scope of Work CY 2018

Scope of Work - 2018:

- Sell at least one parcel in Certified Business Park (CBP) - ongoing effort.
- Market remaining property by using the Developer's packet and other resources (Business Success Retention-Growth Visits, 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, when additional changes are needed, and coordinate finalization of the project.
- Develop & present 2019 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).
- Maintain PLDFA Partner Page of The EG web site.
- Prepare and report semi-annually to the County Affairs and Agencies Committee.
- Other activities, as warranted/directed by the Board and/or Chair.



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

MANAGEMENT AGREEMENT

This management agreement establishes the terms of the relationship between The Village of Parma Local Development Finance Authority (PLDFA) and The Enterprise Group of Jackson, Inc. (EG)

On Behalf of the PLDFA, The EG will provide the following services:

- Sell at least one parcel in Certified Business Park (CBP) - ongoing effort.
- Market remaining property by using the Developer's packet and other resources (Business Success Retention-Growth Visits, 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, when additional changes are needed, and coordinate finalization of the project.
- Develop & present 2019 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).
- Maintain PLDFA Partner Page on The EG web site.
- 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.

In return for these services, the PLDFA will pay The EG an annual management fee in the amount of \$26,000 (twenty-six thousand dollars) payable in equal, semiannual installments on March 1st, and September 1st. The effective date of this agreement is March 1, 2018 through February 28, 2019.

This agreement was pre-approved by the PLDFA at a meeting on January 17, 2018.

For the PLDFA:

For The EG:

 James Jenkins, Chairman Date

 Tim Rogers Date
 President and CEO

 Joanne Havican, Secretary Date



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

2017 LDFA BOARD OF DIRECTORS & OFFICERS

Current as of 01/04/18

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

James Jenkins, **LDFA**
Chairman & Village President
– (12/31/2019)
216 Eastlawn Avenue
Parma, MI 49269
517-315-7120 cell
517-531-5179 Village Fax
517-531-4890 H
Jenks07@wowway.com

Joanne Havican, **LDFA**
Secretary & Village Clerk –
(12/31/2018)
Parma, MI 49269
517-531-4785 W
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
kbmcddev@hotmail.com

Mickey Carothers, Village
Trustee (12/31/2019)
113 McLain Street
Parma, MI 49269
517-945-8447 H
517-531-5179 Village fax
Cartires79@aol.com

Darin Simmons, Village
Trustee – (12/31/2017)
P.O. Box 360
Parma, MI 49269
517-414-3759 Cell
darin@gelatindesigns.com

L. Keith Acker, **LDFA Vice**
Chairman & Sandstone
Township Supervisor -
(12/31/2019)
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- (12/31/2019)
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

Amber Smith, Finance
Director, – (no term limit)
Western School District
1400 South Dearing Road
Parma, MI 49269
517-841-8172 W
517-841-8801 W Fax
Amber.smith@wsdpanthers.org

Darrell Norris – VP of Finance
/CFO–(no term limit)
Jackson College
2111 Emmons Road
Jackson, MI 49201
517-796-8439 W
517-796-8596 W Fax
norrisdarrellr@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, 2017

	BALANCE 3/1	ACTIVITY	BALANCE 12/31
Huntington Bank - Checking	4,679.51	\$ (4,091.51)	\$ 588.00
Huntington Bank - Savings	176,336.94	\$ 19,915.71	\$ 196,252.65
FLAGSTAR - SAVINGS	49,585.74	\$ 176.75	\$ 49,762.49
FLAGSTAR --CD	\$ 200,000.00	\$ -	\$ 200,000.00
COUNTY NAT'L - CHECKING	\$ 31.99	\$ -	\$ 31.99
COUNTY NATL - SAVINGS	561,256.65	\$ 412,273.63	\$ 973,530.28
TOTAL:	\$ 991,890.83	\$ 428,274.58	\$ 1,420,165.41

RECEIPTS

Tax Payments (Summer Tax)	\$ 200,589.37
Reimbursement from State of Michigan for reduced tax revenue	\$ 411,364.24
Int. Earned (does not include CD interest of \$1,930 paid in Jan. 2018)	\$ 1,331.37
TOTAL RECEIPTS:	\$ 613,284.98

PAID EXPENSES

Enterprise Group	\$ 26,000.00
Bond Payments including principal and interest	\$ 138,040.00
Professional Fees - Legal & Audit	
Marketing	\$ 275.00
Engineering Costs	\$ 20,776.51
Misc. Fees - Mlive & Postage&Public Hearing Notices-Enterprise Group	\$ 605.22
TOTAL EXPENDITURES:	\$ 185,696.73

Uncollected Winter Taxes	\$ 52,850.40
Unpaid Expenses Bond Interest \$6,707.50, Bond Fee \$500, Audit Consulting & Preparation \$4,000, Treasurer and Postage \$1,208.54 Parma Village \$1,800 annual pmt.	\$ 14,216.04

REVENUE IN EXCESS OF EXPENSES: \$ 466,222.61

BOND PAYMENT \$130,000.00 BALANCE: \$ 570,000.00

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.

REVISED BUDGET

Fiscal Year ending February 28, 2018

REVENUES:		REVISED
Summer Tax	225,000.00 *	200,589.37
Winter Tax	49,350.00 *	52,850.40
Spring Arbor Twp Contribution	50,000.00	
Reimbursement from St of Mich	375,000.00	411,364.24
Interest	2,000.00	3,800.00
	TOTAL REVENUES:	701,350.00
		668,604.01
 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	4,000.00
Engineering Costs	25,000.00	20,776.51
Lift Station Upgrades	540,000.00	
Parma Village - Bond Payment	146,080.00	144,747.50
Marketing	3,000.00	275.00
Wastewater Treatment	355.00	
Bank Fees	500.00	500.00
Consultant Fee	1,500.00	
Treasurer Fee	1,200.00	1,208.54
Office Supplies	25.00	
Misc. Expense	600.00	
	TOTAL:	752,560.00
		199,307.55
 Estimated Surplus (Shortage)	 (51,210.00)	 469,296.46

* Estimate based on land and buildings only.

VILLAGE OF PARMA LDFA

APPROVED BUDGET

Fiscal Year ending February 28, 2019

REVENUES:

Summer Tax	200,000.00	*
Winter Tax	53,000.00	*
Spring Arbor Twp Contribution	50,000.00	
Reimbursement from St of Mich	400,000.00	
Interest	3,500.00	
TOTAL REVENUES:	706,500.00	

EXPENDITURES

Enterprise Group	26,000.00
Parma Village Support	1,800.00
Professional Fees (Legal & Accounting)	4,000.00
Engineering Costs	25,000.00
Lift Station Upgrades	540,000.00
Parma Village - Bond Payment	141,985.00
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
Misc. Expense	50.00
TOTAL:	745,415.00

Estimated Surplus (Shortage) (38,915.00)

* Estimate based on land and buildings only.