



**VILLAGE OF PARMA-SANDSTONE LDFA
2020 ANNUAL MEETING**

**Wednesday, January 27, 2021 at 5:30 p.m.
Via Zoom**

**Meeting ID: 842 6071 9265
Passcode: 645801**

AGENDA

Call to Order

Public Comment

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

- a. Goals and direction of PLDFA
- b. Upcoming Projects

Approval of the minutes

- *November 12, 2020 Meeting Minutes from PLDFA Board Meeting

***Annual Audit – Markowski & Co.** (emailed separately)

LDFA Reports – Markowski & Co.

- Summary of Reports Submitted –CY 2020
- Authority to Submit CY 2021 Reports

Parma-Sandstone LDFA Activity

- Updates for Lift Station Improvements at MACI
- Discuss and Approve TIF & Development Plan Amendment #5 (emailed separately)

The Enterprise Group of Jackson, Inc.

- *2020 End of Year Report
- *2021 Scope of Work
- *2021 EG/Parma LDFA Management Agreement
- *Board Member Term Renewal for: Cheryl Marks term expired 12/31/2020. To be reappointed by Village of Parma and Sandstone Township, new term will expire 12/31/23 (three-year terms).
- *2021 Election of Officers

Approval to potentially release Police/Fire millage funds

LDFA Financial Reports – Kathy McDevitt/Markowski & Co.

- *Treasurer's Report
- *Approve FYE 2/28/20 Budget Amendment
- *Approve FYE 2/28/22 Budget
- Approve Proposed Surplus Distribution

Selection of Auditor – Remanded to Village

Other Business

Adjourn

**indicates attachment*

Meeting called to order November 12th at 5:30 PM

Pledge of Allegiance is given.

Those Present: President Jenkins, Secretary Havican

Members Present: Chris Hendges - Village of Parma, Cheryl Marks – Sandstone Township, Keith Acker – Sandstone Township, Chris Crisenbery – Sandstone Township

Guest: Alex Masten – Enterprise Group, Debbie Kelly – Enterprise Group, Amber Moore – Western School District, Ray Pape – Western School District, Emily Cones – Enterprise Group

Acker suggest for going the pledge.

Debbie Kelly from Enterprise Group goes over what is on the agenda for the meeting. Goals and direction of PLDF and upcoming projects.

Acker states that it would be beneficial to continue the PDFA and that the Village will need a resolution and a hearing to continue PLDFA.

Jenkins shares information about Maci Blvd. Discussion follows.

Acker moves to accept the minutes from the January 29, 2020 meeting with the change of removing the (s) from his last name. Jenkins seconds, motion passes.

Acker introduces Chris Crisenbery as Sandstones new board member. Jenkins introduces Chris Hendges as the new board member for PLDFA. He will be replacing Dean Patterson who is no longer on the Villages board.

Lift station updates: Kelly shares information she has received from Chuck Olson from OMM Engineering.

TIF and Development Plan: Jenkins ask if a rough draft can be available for the January PLDFA meeting.

Jenkin moves to authorize Enterprise Group to work on the TIF and Development Plan Amendment, Marks seconds, motion passes.

Other business:

Jenkins shares that the Michigan Ave bridge has reopened.

Discussion of day and time of the next meeting. It is decided that January 27th at 5:30 pm will be the next meeting.

Jenkins shares that McDevitt received a spam email asking for money.

Marks moves to end the meeting at 6:12 pm, Hendges seconds, motion passes.



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

2020 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 2020. The adopted 2020 Scope of Work for the PLDFA includes the following:

- **Sell at least one parcel in Certified Business Park (CBP) - ongoing effort:**
The Parma-Sandstone L DFA property is included on The EG and the Greater Ann Arbor Region/Zoom Prospector Web sites. EG Staff received 40 inquiries through November 24, 2020. In addition, EG Staff received 16 requests for information (RFI's) from the Michigan Economic Development Corporation, with one request that The EG was able to respond to. 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 (Business Success Retention-Growth Visits, 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 Web site, the GAAR Web site, as well as the Michigan Economic Developer's Association Certified Business Park (CBP) Web site:**
 - a. On February 27, 2020, the Michigan Economic Developers Association (MEDA) announced the discontinuation of the Certified Business Park Program. MEDA, and the MEDC concluded that site consultants are not swayed by a "certified park" designation since there does not seem to be a common agreement nationally on the standards required to achieve the label. It was also apparent that there was an ongoing challenge with parks continuing their compliance with the requirements of the Program.
 - b. The Parma L DFA 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 data, regional success stories, an available property database through Zoom Prospector, and other tools that businesses can use to evaluate location options.
 - d. EG social media posts and email promo blasts occur on a weekly basis to promote local and regional successes.



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- e. EG outreach in 2020 included: Jackson Challenge 2025 Campaign visits, Business Success Retention-Growth Visits, EG Investor events, PTAC Trainings and Workshops, and for the fourth year in a row - being the lead organization for the Jackson County Manufacturing Day, even though this year was held virtually, with the help of local manufacturing companies, including MACI, Jackson College, Northwest Schools, and JTV.
 - f. Staff continued to conduct Retention Visits with companies via Zoom throughout the year, as well as GAAR meetings.
- **Amend the TIF and Development Plan, when additional changes are needed, and coordinate finalization of the project:**
 - a. As of November 1, 2020, OMM Engineering reported that they would be doing borings starting in the next two weeks to locate the depth of rock. This is being done to locate a good location for detention chamber to minimize rock excavation. There is approximately \$260,000 remaining in the project budget.
 - b. This effort will result in sanitary sewer lift station improvements for future development. The property serves Michigan Automotive Compressor, Inc. (MACI), and the former Pro-Services facility at 8700 MACI Boulevard, as well as the remaining 24-acres of developable property.
 - c. At the November 12, 2020 Board Meeting, the PLDFA Board authorized Staff to begin the TIF and Development Plan Amendment process. The existing Plan is scheduled to expire on December 31, 2021 and they wish to continue with the PLDFA to develop the remaining 24 acres of the Industrial Park for future industrial use. PLDFA Staff will again work with Mr. Nettleton of Mika Meyers, PLC for legal review of all related documents as well as the final TIF and Development Plan, which will be approved in 2021.
- **Develop & present 2021 LDFA Scope of Work & all year-end documentation:**
 - a. PLDFA Staff provided. Treasurer McDevitt completed the Budget.
 - b. PLDFA Staff provided. Treasurer McDevitt ensured 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.



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- **Maintain PLDFA Partner Page on The EG web site:**
 - a. 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/>.
 - b. PLDFA staff continues to update the PLDFA Partner Page on The Enterprise Group of Jackson's web site, according to P. A. 57 "Recodified Tax Increment Finance Act". Act 57 does not make substantive changes to the process by which a tax increment entity is established or adopts its development plans and tax increment financing plan. However, Act 57 does make substantive changes in the way a tax increment entity operates, most notably with respect to annual reporting and publication of certain required information, which requires authorities to create a web site that includes several records and documents. The two P.A. Informational Meetings for 2020 were held on January 28, 2020, and November 12, 2020.
- **Prepare and report semi-annually to the County's General Government Committee:**

The PLDFA is required to report semi-annually at the request of the General Government Committee (formally known as the County Affairs and Agencies Committee). Reports were prepared and presented to the Committee on August 10, 2020 and December 7, 2020. PLDFA Members are copied on the email transmitting the reports to the County's committee.
- **Research LDFA Status for possible future dissolution, and related legal ramification of doing so on behalf of the PLDFA:**

Under PLDFA Board direction, the outcome was to amend the PLDFA TIF and Development Plan to extend the duration of the Plan, and to add projects such as signage, and resurfacing MACI Boulevard.
- **Other activities, as warranted/directed by the Board and/or Chair**



The Village of Parma
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Scope of Work CY 2021, Proposed

- Sell at least one parcel in the park, which is an 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, and the Greater Ann Arbor Region Web site.
 - Continue to amend the TIF and Development Plan, and coordinate the finalization of the project, as well as adhere to the necessary public approval processes.
 - Continue to research road improvements, potential projects, and other infrastructure needs for inclusion into the Amended TIF and Development Plan, which is an ongoing effort.
 - Develop & present 2022 LDFA Scope of Work & all related year-end documentation.
 - Provide staff support.
 - Maintain PLDFA Partner Page of The EG web site.
 - Assist the Board with visioning for future PLDFA Projects, to include notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
 - Assist in preparation of the PLDFA Annual Budget and reports. PLDFA staff will work with PLDFA Accountant/Treasurer to prepare reports in compliance with MI PA 57 of 2018, as amended.
 - Prepare and report semi-annually to the County's General Government Committee.
 - Other activities, as warranted/directed by the Board and/or Chair.



The Village of Parma
Local Development Finance Authority
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MANAGEMENT AGREEMENT 2021-2021

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 Park - 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, and on the Greater Ann Arbor Region Web site.
- Continue to amend the TIF and Development Plan, and coordinate the finalization of the project.
- Continue to research road improvements, potential projects, and other infrastructure needs for inclusion within the Amended TIF and Development Plan – ongoing effort.
- Develop & present 2022 LDFA Scope of Work & all related year-end documentation.
- Assist the Board with visioning for future PLDFA Projects, to include notice and facilitation of semi-annual Informational Meetings in compliance with MI PA 57 of 2018, as amended.
- Assist in preparation of the PLDFA Annual Budget and reports. PLDFA staff will work with PLDFA Accountant/Treasurer to prepare reports in compliance with MI PA 57 of 2018, as amended.
- Provide staff support.
- Maintain PLDFA Partner Page on The EG web site.
- Prepare and report semi-annually to the General Government 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 \$30,000 (thirty thousand dollars) payable in equal, semi-annual installments on March 1st, and September 1st. The effective date of this agreement is March 1, 2021 through February 28, 2022.

This agreement was pre-approved by the PLDFA at a meeting on January 27, 2021.

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

2021 LDFA BOARD OF DIRECTORS & OFFICERS

Current as of 1/13/2021

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

James Jenkins, LDFA Chairman &
Village President – (12/31/2022)
216 Eastlawn Avenue
Parma, MI 49269
517-315-7120 Cell
517-531-5179 Village Fax
517-531-4890 H
Jimjenkins5555@gmail.com

Joanne Havican, LDFA Secretary &
Village Clerk – (12/31/2021)
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

Chris Hendges, Village of
Parma (12/31/2023)
10689 W. Michigan Ave.
Parma, MI 49269
517-414-3135 Cell
hendgeschris@gmail.com

**L. Keith Acker, LDFA Vice
Chairman** & Sandstone Township
Supervisor - (12/31/2022)
5519 N. Dearing Road
Parma, MI 49269
517-787-8425 H
517-812-9441 cell
517-784-2605 Twp. Fax
lkacker1@gmail.com

Christopher Crisenbery, Sandstone
Township (12/31/2023)
4890 N. Sandstone Road
Parma, MI 49269
517-789-8010 H
517-206-8622 Cell
crcrisenbery@aedesignsolutions.com

Cheryl Marks, Sandstone Township
Trustee (12/31/2020)
8600 W. Michigan Avenue
Parma, MI 49269
517-531-7066 H
517-392-6412 C
cheryl.marks@wsdpanthers.org

Ray Pape - Western School Dist. Bd.
Member– (no term limit)
1400 South Dearing Road
Parma, MI 49269
800-300-0459 W
517-230-0060 H
ray.pape@wsdpanthers.org

Amber Moore, 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.moore@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

Dave Dawson, Village of
Parma (12/31/2023)
415 S. Union Parma, MI 49269
517-392-0708 Cell
radiodavedawson@gmail.com

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

Emily Cones, LDFA Staff
Alex Masten, LDFA Staff
The Enterprise Group of Jackson
100 E. Michigan Avenue,
Suite 1100
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517-788-4455 W
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amasten@enterprisegroup.org

TREASURERS REPORT

SUMMARY OF ACCOUNTS

March 1 - Dec. 31, 2020

	BALANCE 3/1	ACTIVITY	BALANCE 12/31
Huntington Bank - Savings	\$208,177.13	\$54,722.51	\$153,454.62
County Nat'l - Checking	\$71.27	\$9.10	\$62.17
County Nat'l - Savings	\$203,907.81	\$60,055.65	\$143,852.16
Michigan Class	\$0.00		\$851,407.78
TOTAL:	\$ 412,156.21	\$ 736,620.52	\$ 1,148,776.73

RECEIPTS

Tax Payments (Summer Tax)	\$ 141,938.88	
Tax Payments (Winter Tax)	\$ 55,000.00	** Estimate
Reimbursement from State of Michigan for reduced tax revenue	\$ 510,066.49	
Interest Earned	\$ 1,872.68	
TOTAL RECEIPTS:	\$ 708,878.05	

PAID EXPENSES

Enterprise Group	\$ 30,000.00
Bond Payments including principal and interest	\$ 148,552.50
Lift Station Upgrades	\$ 0.00
Professional Fees - Legal & Audit	\$ 0.00
Marketing Mika Meyers	\$ 1,225.00
Engineering Costs	
Office Supplies	
Misc. Fees	\$ -
UNPAID EXPENSES	
Bond Interest \$1,812.50,	\$ 1,812.50
Bond Fee \$500	\$ 500.00
Audit Preparation & Consulting	\$ 5,000.00
Audit Consulting on Tax Tables	\$ 425.00
Treasurer Fee	\$ 1,200.00
Parma Village - Annual Support	\$ 1,800.00
Office Supplies	\$ 3.85
TOTAL EXPENDITURES:	\$ 190,518.85

Uncollected Winter Taxes	\$ 55,000.00	** Estimate
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REVENUE IN EXCESS OF EXPENSES:	\$ 571,546.70
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BOND PAYMENT	\$145,000.00	BALANCE:	\$ 145,000.00
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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, 2021

REVENUES:

REVISED

Summer Tax	150,000.00 *	\$ 141,938.88
Winter Tax	55,000.00 *	\$ 55,000.00 **
Reimbursement from St of Mich	450,000.00	\$ 510,066.49
Interest	7,500.00	2,050.00 **
TOTAL REVENUES:	662,500.00	709,055.37

EXPENDITURES

Enterprise Group	30,000.00	30,000.00
Parma Village Support	1,800.00	1,800.00
Professional Fees - Accounting	2,500.00	3,500.00
Consultant Audit Fee	1,500.00	1,500.00
Consultant Audit Fee - Update for Tax Tables	0	425.00
Engineering Costs	25,000.00	1,225.00
Lift Station Upgrades	160,000.00	0.00
Parma Village - Bond Payment	150,365.00	150,365.00
Marketing	1,000.00	0.00
Bank Fees	500.00	500.00
Treasurer Fee	1,200.00	1,200.00
Office Supplies	25.00	3.85
Misc. Expense	100.00	0.00
TOTAL:	373,890.00	190,518.85

Estimated Surplus (Shortage)	288,610.00	518,536.52
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* Estimate based on land and buildings only.

** Estimate

VILLAGE OF PARMA LDFA

BUDGET

Fiscal Year ending February 28, 2022

REVENUES:

Summer Tax	140,000.00	*
Winter Tax	55,000.00	*
Reimbursement from St of Mich	475,000.00	
Interest	2,500.00	
TOTAL REVENUES:	672,500.00	

EXPENDITURES

Enterprise Group	30,000.00
Parma Village Support	1,800.00
Professional Fees - Accounting	3,500.00
Professional Fees - Legal	0.00
Engineering Costs	25,000.00
Lift Station Upgrades	160,000.00
Parma Village - Bond Payment	146,812.50
Marketing	1,000.00
Bank Fees	500.00
Consultant Fee	1,500.00
Treasurer Fee	1,200.00
Office Supplies	25.00
Misc. Expense	100.00
TOTAL:	371,437.50

Estimated Surplus (Shortage) 301,062.50

* Estimate based on land and buildings only and amounts collected in 2019.