



**VILLAGE OF PARMA-SANDSTONE LDFA
2021 ANNUAL MEETING**

**Tuesday, January 25, 2022 at 5:30 p.m.
Parma Village Office
117 West Main Street
Parma, MI 49269**

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

- *January 27, 2021 Meeting Minutes from PLDFA Annual Board Meeting
- *December 21, 2021 Meeting Minutes from PLDFA Special Board Meeting

Annual Audit – Markowski & Co. (emailed separately)

LDFA Reports – Markowski & Co.

- Summary of Reports Submitted –CY 2021
- Authority to Submit CY 2022 Reports

Parma-Sandstone LDFA Activity

- Updates for Lift Station Improvements at MACI

The Enterprise Group of Jackson, Inc.

- *2021 End of Year Report
- *2022 Scope of Work
- *2022 EG/Parma LDFA Management Agreement
- *Board Member Term Renewal for: Joanne Havican term expired 12/31/2021. To be reappointed by Village of Parma, new term will expire 12/31/24 (three-year terms).
- *2022 Election of Officers

LDFA Financial Reports – Kathy McDevitt/Markowski & Co.

- *Treasurer's Report
- *Approve FYE 2/28/22 Budget Amendment/Revision
- *Approve FYE 2/28/23 Budget
- Approve Proposed Surplus Distribution

Other Business

Adjourn

**indicates attachment*

Joanne's Audio meeting Minutes January 7, 2021

Parma LDFA January 7th, 2021, 5:30 pm via Zoom

Present: Amber Moore – Western School, Debbie Kelly – Enterprise Group, Alex Masten – Enterprise Group, Keith Acker – Sandstone Township, Scott McLane – Markowski & Company, Darrell Norris – Jackson College, Cheryl Marks – Sandstone Township, Dave Dawson – Village of Parma, Chris Crisenbery – Sandstone Township, Sara Tackett – Jackson District Library, Chris Hedges – Village of Parma, Kathy McDevitt – PLDFA Treasurer, Raymond Pape – Western School District, Jim Jenkins – Village of Parma, Joanne Havican – Village of Parma, Mike Way -Jackson County

Pledge of allegiance

Public comment: Sarah Tackett - Jackson District Library, libraries are doing well and open for service so check them out.

Semiannual information, goals, and direction of Parma LDFA: Conversation about goals, projects that Parma LDFA and development plan or other goals/projects planned.

Approval of Minutes: **Marks, moves to approve minutes, seconded by Henges, Motion approved**

Annual Report Audit: Scott McLane from Markowski & Co. goes over the audit.

Parma LDFA Reports: McLane shares that 2020 reports have all been sent to the state and accepted. **Jenkins moves that Markowski submit Parma LDFA reports for 2021, Pape seconds, motion approved.**

Parma LDFA Activity: Information shared about lift station improvements.

TIF and Development Plan Amendment: Acker shares information and changes that need to be made. Discussion follows. Acker moves to approve TIF & Development Plan as presented with corrections discussed, Jenkins seconds, Jenkins withdraws his motion, Acker withdraws his motion. **Acker moves to approve the Resolution to improve the amendment #5 for the Village of Parma #1 with amounts changed on Page 9 for road improvements changed to \$422,140 and elimination the 15% contingency 68,749.05 made seconded by Jim Jenkins. Roll call vote: Acker yes, Jenkins yes, Marks yes, Crisenbery yes, Hedges yes, Dawson yes, Pape yes, Norris yes, Joanne yes – resolution passed.**

Enterprise will do the public notice in March.

2020 end of year report: Information shared and updates on Michigan Build ready site program – certified business parks that if you are already in program, you are already approved just need to apply.

2021 Scope of work mirror scope to last year – only thing different add additional wording from the approved amendment. **Cheryl Marks moves to accept the Scoop of work for the 2021, seconded by Pape. Motion approved**

Management agreement 2021-2022: amount same annual installments due March 1 and September 1. **Jenkins moves to accept management agreement, seconded by Pape, Motion approved.**

Board member term: Marks agreed to continue service on LDFA Board. Needs to go before Sandstone Board.

Election of Officers: Jenkin Chairman, Havican Secretary, Vice Chair Keith Acker and Treasurer McDevitt. **Marks moves to accept same slate of officers, Hedges seconded. Motion approved.**

Approval to potentially release Police and Fire millage Funds: **Jenkins moves to release funds, seconded by Keith Acker. Motion approved**

Treasurers Report – McDevitt goes over report.

Approve FYE 2/28/20 Budget Amendment: Information shared with discussion following. **Pape moves to accept the amended budget, Hedges seconds, Roll call: Pape yes, Hedges yes, Way yes, Crisenbery yes, Acker yes, Dawson yes, Marks yes, Norris yes, Jenkins yes, Havican yes. Motion approved**

Approval FYE 2/28/22 Budget: **Jenkins moves to accept all three revised budgets, revised budget, fiscal year 2022 budget, new budget and Treasurer's report, Marks seconds, Motion approved**

Proposed surplus distribution: McLane goes over information. **Acker moves to distribute surplus funds, Jenkins seconds, Motion approved**

Selection of auditor: Jenkins shares that Markowski & Co. will continue to be the auditor.

Marks moves to adjourn the meeting at 7:03 pm, Way seconds, Motion approved.

21st December 2021 Minutes of Special Meeting of the Parma LDFA

Jenkins calls meeting to order at 5:30 PM

Pledge of Allegiance is given.

Those Present: Pres. Jenkins, Havican, Acker, Pape, Dawson, Crisenberry, Marks, Way, Norris

Guests: Alex Masten and Tim Rogers

Public comment: NA

Business:

Parma -Sandstone LDFA Activity – Masten from Enterprise group shares information about a new prospect for the property PLDFA has for sale. Discussion Follows

Marks moves that Jenkins, Acker and Crisenberry together be the negotiators for the perspective purchase of property, Dawson seconds, motion passes.

Marks moves to adjourn the meeting at 6:37 PM, Hedges seconds, motion passes

Respectfully Submitted,
Joanne Havican



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

2021 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 2021. The adopted 2021 Scope of Work for the PLDFA includes the following:

- **Sell at least one parcel in Certified Business Park (CBP) - ongoing effort:**
 - a. The Parma-Sandstone LDFA property is included on The EG and the Greater Ann Arbor Region/Zoom Prospector Web sites. EG Staff received 103 inquiries through December 31, 2021, several of which were requests for information (RFI's) from the Michigan Development Corporation. In addition, EG Staff has promoted the property to several local companies who are seeking property for relocation/expansions.
 - b. EG staff has been working with Jackson Oven Supply (also currently located on Wayland Dr. in Blackman Township) on their future plans to expand. Jackson Oven Supply is a family-owned business who makes industrial sized ovens. They've out-grown their current facility on Wayland Dr. and have interest in purchasing 10 acres of land west of MACI, off I-94/MACI Blvd, owned by the Parma LDFA, which the EG staffs. A special Board meeting was held on December 21st to discuss Jackson Oven Supply's offer letter. Negotiations on the purchase was discussed on January 12th with representatives from both parties, including the EG. Jackson Oven Supply plans to invest \$1.2M in real property, \$300k in personal property and plan to create 12 jobs within five years
- **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, and the GAAR Web site:**
 - a. 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. 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.
 - c. EG social media posts and email promo blasts occur on a weekly basis to promote local and regional successes.



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- d. EG outreach in 2021 included: Business Success Retention-Growth Visits, EG Investor events, PTAC Trainings and Workshops, and for the fifth year in a row - being the lead organization for the Jackson County Manufacturing Day, even though this year was held virtually again, with the help of local manufacturing companies and JTV.
- e. Staff conducted several Retention Visits with companies 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 24, 2021, Mr. Olson stated he is still waiting for the EGLE construction permit. He stated that EGLE requested him to prepare and O&M manual for the chamber, which was completed and submitted. EGLE then requested a meeting to discuss the project and answer further questions. Mr. Olson mentioned they are ready to bid as soon as they have the permit, and that the cost estimate remains the same as before, minus what was invoiced this month.
 - 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 expired 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 worked with Mr. Nettleton of Mika Meyers, PLC for legal review of all related documents as well as the final TIF and Development Plan, which was approved on December 11, 2020.
- **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.
- **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



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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. There was one P.A. Informational Meeting for 2021 which was held on January 27, 2021.

- **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 June 7, 2021 and December 13, 2021. 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, staff amended 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**



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Scope of Work CY 2022, 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 research road improvements, potential projects, and other infrastructure needs for the park (per TIF and Development Plan), which is an ongoing effort.
 - Develop & present 2023 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
Served By The Enterprise Group

2022 LDFA BOARD OF DIRECTORS & OFFICERS

Current as of 12/15/2021

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 (12/31/2023)
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
waymj54@gmail.com

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

VILLAGE OF PARMA LDFA

TREASURERS REPORT

SUMMARY OF ACCOUNTS

March 1 - Dec. 31, 2021

	BALANCE 3/1	ACTIVITY	BALANCE 12/31
Huntington Bank - Savings	\$125,984.52	\$62,548.29	\$63,436.23
County Nat'l - Checking	\$62.17	\$80.95	\$143.12
County Nat'l - Savings	\$200,780.62	\$546,319.36	\$747,099.98
Michigan Class	\$351,492.93	\$294,952.52	\$56,540.41
TOTAL:	\$ 678,320.24	\$ 188,899.50	\$ 867,219.74

RECEIPTS

Tax Payments (Summer Tax)	\$ 128,304.97
Tax Payments (Winter Tax)	\$ 32,012.25
Reimbursement from State of Michigan for reduced tax revenue	\$ 476,744.88
Interest Earned	\$ 628.26
TOTAL RECEIPTS:	\$ 637,690.36

PAID EXPENSES

Enterprise Group	\$ 30,000.00
Bond Payments including principal and interest	\$ 146,812.50
Lift Station Upgrades	\$ 0.00
Professional Fees - Legal & Audit	\$ 4,690.00
Marketing	\$ 320.84
Engineering Costs	\$ 23,857.75
MACI Road Treatment	\$ 211,070.45
Office Supplies	
Misc. Fees - Check Order	\$ 27.07
UNPAID EXPENSES	
Bond Interest	\$ -
Bond Fee	\$ -
Audit Preparation & Consulting	\$ 1,500.00
Audit Consulting on Tax Tables	\$ -
Treasurer Fee	\$ 1,200.00
Parma Village - Annual Support	\$ 1,800.00
Office Supplies	\$ 6.60
Engineering Costs	\$ -
TOTAL EXPENDITURES:	\$ 421,285.21

Uncollected Winter Taxes \$ 32,012.25

REVENUE IN EXCESS OF EXPENSES: \$ 248,417.40

BOND PAYMENT \$0.00 BALANCE: \$0.00

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

REVISED BUDGET

Fiscal Year ending February 28, 2022

REVENUES:

REVISED

Summer Tax	140,000.00 *	\$ 128,304.97
Winter Tax	55,000.00 *	\$ 32,012.25
Reimbursement from St of Mich	475,000.00	\$ 476,744.88
Interest	2,500.00	900.00 *estimate
TOTAL REVENUES:	672,500.00	637,962.10

EXPENDITURES

Enterprise Group	30,000.00	30,000.00
Parma Village Support	1,800.00	1,800.00
Professional Fees - Audit	3,500.00	3,500.00
Consultant Accounting Services	1,500.00	1,500.00
Consultant Audit Fee - Update for Tax Tables	0	
Professional Fees - Legal	-	1,190.00
Engineering Costs	25,000.00	23,857.75
Lift Station Upgrades	160,000.00	0.00
MACI Road Treatment	211,000.00	211,070.45
Parma Village - Bond Payment & Interest	146,812.50	146,812.50
Marketing -EG mailing for Public Hearings	1,000.00	320.84
Bank Fee	500.00	-
Treasurer Fee	1,200.00	1,200.00
Office Supplies	25.00	6.60
Misc. Expense - Check Order	100.00	27.07
TOTAL:	582,437.50	421,285.21
Estimated Surplus (Shortage)	90,062.50	216,676.89

* Estimate based on land and buildings only.

VILLAGE OF PARMA LDFA

BUDGET

Fiscal Year ending February 28, 2023

REVENUES:

Summer Tax	128,000.00
Winter Tax	32,000.00
Reimbursement from St of Mich	475,000.00
Interest	750.00
TOTAL REVENUES:	635,750.00

EXPENDITURES

Enterprise Group	30,000.00
Parma Village Support	1,800.00
Professional Fees - Audit	3,500.00
Consultant Fee - Accounting Services	1,500.00
Professional Fees - Legal	5,000.00
Engineering Costs	25,000.00
Lift Station Upgrades	160,000.00
MACI Road Treatment	-
Parma Village - Bond Payment	-
Marketing	1,000.00
Bank Fee	-
Treasurer Fee	1,200.00
Office Supplies	25.00
Misc. Expense	100.00
TOTAL:	229,125.00

Estimated Surplus (Shortage)

406,625.00

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