



Economic Development Corporation
Of Jackson County
Served By The Enterprise Group

**The Economic Development Corporation
Of Jackson County**

**Annual Board Meeting
Friday, December 8, 2023
8 a.m.**

**Jackson Square, 11th Floor, East Conference Room
100 E. Michigan Avenue, Jackson MI 49201**

Agenda

- I. Call to Order by Chair
- II. Public Comment
- III. *Approve Minutes from April 13, 2023 EDC Special Board Meeting
- IV. *Discuss/Approve 2022 EDC Audit (*attached separately*)
- V. *2023 End of Year Report
- VI. *2024 Scope of Work
- VII. *2023 Amended Budget and Proposed 2024 EDC Budget
- VIII. Recommend term renewal for Ron Ellison, Tim Levy, and James Shotwell if they are willing to serve another six-year term
- IX. *Election of 2024 EDC Officers
- X. *Approve 2024 EG/EDC Management Agreement
- XI. Other EDC Updates – Revolving Loan Fund Updates
- XII. Adjourn

****Indicates attachment***



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EDC SPECIAL BOARD MEETING MINUTES
April 13, 2023
One Jackson Square – EG Conference Room

- EDC Board Present (7):** Ron Ellison, Martha Fuerstenau, Tim Levy, Cynthia Richardson, Jason Sanders, Steve Shotwell and Phil Willis.
- EDC Board Absent (2):** Mindy Bradish-Orta and Laura Schlecte.
- EDC Staff (2):** Debbie Kelly and Alex Masten.
- Others (1):** Mike Overton, County Administrator.

EDC Chairman Ellison called the meeting to order at 7:32 a.m.

Public Comment: None.

Annual Meeting Minutes from December 2, 2022: *Ms. Sanders moved, with Ms. Fuerstenau supporting, the approval of the EDC Annual Meeting Minutes from December 2, 2022. Unanimous approval.*

Discuss/Approve EDC RLF ReUse Plan:

Ms. Masten explained the red-lined copy which reflected all of the updates discussed. EDC Staff ensured that the most recent CEDS (2021-2025) strategies were added, removed EDA regulation since being defederalized in 2021, and removed language about needing a bank/credit union rejection.

Ms. Richardson questioned the CEDS portion of the document, and Ms. Masten explained that this was an approved document that Region 2 Planning was responsible for drafting and finalizing. The EDC includes it within the ReUse Plan. *Mr. Shotwell moved, with Ms. Fuerstenau supporting the approval of the EDC Revolving Loan Fund ReUse Plan, and authorized Staff to seek approval by the Jackson County Commission. Approved unanimously by roll call vote.*

EDC Bank Accounts:

Ms. Kelly stated that two EDC Bank Accounts were moved to County National Bank, as well as the new Certificate of Deposit, which is a majority of the EDC General/Operating Fund balance. As a result, the EDC will no longer be charged monthly service fees and will earn interest on the new CD.

The meeting adjourned at 7:52 a.m.

Respectfully submitted by Debbie Kelly and Alex Masten, EDC Staff.



2023 End of Year Report

Based upon the 2023 Scope of Work for The Economic Development Corporation of Jackson County, the achieved objectives are described below:

- **Call on 50-75 manufacturers to discuss tools.**
 - a. As of December 1, 2023, The Enterprise Group will have made 40 local retention visits discussing all relevant tools. Staff continues to work with the MEDC for scheduling.
 - b. EG Staff schedules the calls and the MEDC attends most of the visits. Our MEDC Business Development Manager, James Coutu is our Jackson County representative.
- **Call on at least two professional organizations to discuss tools to assist businesses.**
 - a. EDC Staff met with various organizations and attended various conferences to market EDC programs via Zoom and in person.
 - b. Since January 1, 2023, Ms. Masten has connected and discussed the RLF program with 11 small businesses.
 - c. Attended both MLK CIA Business Resource Fairs to discuss RLF resource program
- **Make loans from the Revolving Loan Fund (RLF) as funds allow.**
 - a. At this time, The EDC has approximately \$470,000 to loan from the Revolving Loan Fund (RLF) (\$395,000 from the County portion and \$75,000 from the City portion). Currently, there are two outstanding loans, and the EDC did not receive any Private Activity Bond inducement requests in 2022.
 - b. Through November 15, 2023, the EDC portfolio includes 47 Loans in the amount of \$4,456,957. Total amount leveraged is almost \$50 Million, and as a result, 930 jobs have been retained and/or saved and 586 new jobs have been created.
- **Utilize EDC tools to fill available land in Jackson County.**
 - a. The EDC continues to market the tools of the EDC to developers as well as other businesses involved in development locally. As of November 21, 2023, The EG has received 42 site search inquiries from the Michigan Economic Development Corporation (MEDC), and was eligible to and did respond to seven of those inquires.
- **Develop marketing efforts to aggressively attract new business into Jackson County.**
 - a. EDC Staff marketed the more flexible terms of the Revolving Loan Fund, and the application is available online on the EDC partner page of The EG's web site.
 - b. EG Staff markets the EDC tools at each company visit, if warranted. The MEDC regularly includes Jackson in their RFI's for State projects.
 - c. EG staff attended both MLK CIA Business Resource Fairs to market the RLF program.
- **Improve EDC recognition and marketing through The EG website, newsletters and social media.**
 - a. The EDC RLF program was aggressively marketed this year through blast emails, on social media sites and promoted during retention visits. EDC Staff shared the new RLF Fact Sheet, noting the more flexible terms of the program at each visit. It can also be found on the EDC partner page.

- b. The Enterprise Group of Jackson's web site includes a partner page for the EDC. The link is as follows: <http://enterprisegroup.org/partners/edc/>.
 - c. The EG emails promotions and valuable information via targeted email lists, which highlights EDC programs and links.
 - d. The website promotes the Jackson community and also serves as a strong and innovative economic development marketing tool for Jackson County, recognized as exceptional by Chicago site selectors.
 - e. EG social media links to Facebook, Twitter and LinkedIn are prominently displayed on correspondence.
 - f. EG social media posts to promote local and regional successes.
 - g. EG outreach in 2023 included: Business Success Retention-Growth Visits, Investor events, PTAC Trainings and Workshops, Site Selection Conferences, MLK CIA Business Resource Fairs, the Lean Rocket Lab LOCAL program, promotional email blasts, and social media posts.
- **Enhance regional opportunities through the Greater Ann Arbor Region 9 (GAAR) marketing and promotional activities, particularly for collaborative attraction efforts.**
 - a. In addition to regularly-scheduled retention visits, Staff attended all Greater Ann Arbor Region (GAAR) leader meetings. GAAR is comprised of Jackson, Lenawee, Hillsdale, Monroe, Livingston, and Washtenaw counties.
- **Improve community relations with community organizations.**
 - a. EG Staff has brought attraction and retention efforts to the forefront of The EG's goals; and has presented increased communication efforts throughout 2023.
 - b. Ms. Alex Masten, EDC Executive Director, serves on a number of Boards throughout the County including the Lean Rocket Lab, The Shop Rat Foundation, Michigan Tribe, and is an affiliate Board member of the Jackson County Chamber of Commerce. Ms. Masten also sits on a number of committees: Jackson County Airport Advisory Council, Jackson Area Comprehensive Transportation Technical Assistance Committee, the Jackson County Talent Consortium, and the Region 2 Planning Commission Comprehensive Economic Development Strategy Implementation Committee.
- **Support the Jackson Technology Park SmartZoneSM status for the community and potentially participate financially, if possible.**
 - a. The sewer, gutters, and sidewalk are completed as of November 2023.
 - b. The EG is working with a local company who is looking to purchase approximately 7 acres and will have a decision by February 2024.
 - c. EG marketing the site with JTV, with regular drone fly-overs for the time lapse video for the project.
- **Additional news for 2023:**
 - a. The 2022 EDC Audit was completed on June 15, 2023 and will be presented to the Board at their Annual Meeting.



Economic Development Corporation
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2024 Scope of Work

Purpose

The Economic Development Corporation of Jackson County (EDC) serves as Jackson County's economic development agency, and the official local partner to the Michigan Economic Development Corporation (MEDC). The purpose of The EDC is to bring quality jobs and new investment to the County, and help existing businesses succeed.

Plan of Action 2024

- Continue to create opportunities to utilize EDC's financial tools for area businesses through the Retention/Growth Business Success Program; and support business attraction efforts through The EG.
- Continue to meet with area professional organizations to collaborate on partnering with the EDC to assist their clients.
- Administer the County's Revolving Loan Fund (RLF), as needed.
- Prepare and submit all required reports for the RLF and the EDC.
- Monitor and implement pending EDA regulations pertaining to RLF operations and administration.
- Provide oversight for inducement and issuance of tax-exempt Private Activity Bonds, also known as the Industrial Development Revenue Bond program.
- Continue to develop synergies through partnerships with community organizations to help Jackson Area businesses diversify into new markets.
- Enhance regional opportunities through the Greater Ann Arbor Region marketing and promotional activities, particularly for collaborative attraction efforts.
- Maintain EDC Partner Page on The EG web site.

Goals 2024

- Call on 50-75 businesses to discuss tools;
- Call on at least two professional organizations to discuss tools to assist businesses;
- Promote and make one loan from RLF as funds allow;
- Utilize EDC tools to fill available land in Jackson County;
- Develop marketing efforts to aggressively attract new businesses into Jackson County;
- Improve EDC recognition and marketing through the EG website, newsletters and social media;
- Improve community relations with community organizations;
- Support the Jackson Technology Park SmartZoneSM status for the community and potentially participate financially, if possible; and
- Conduct visits with existing RLF active loan businesses and document loan file.

**THE ECONOMIC DEVELOPMENT CORPORATION OF THE COUNTY OF JACKSON
BUDGETARY COMPARISON SCHEDULE - ALL GOVERNMENTAL FUNDS
PROPOSED 2023 Amended Budget**

		Operating FUND			EDA REVOLVING LOAN FUND			GRAND TOTALS		
		EDC Money Maker Account			City and County Portion Accounts					
		ORIGINAL BUDGET	AMENDED	ACTUAL	ORIGINAL BUDGET	AMENDED	ACTUAL			
REVENUES:										
1	Charges for Service	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
2	Interest - Loans	-			1,600	900	900	1,600	900	900
3	Interest - Bank Interest earned	180	85	85	400	5,760	5,760	580	5,845	5,845
4	CRA Funds for RLF	-	40,000	40,000	-	40,000	40,000	-	40,000	40,000
5	Total revenues	180	40,085	40,085	2,000	46,660	46,660	2,180	46,745	46,745
EXPENDITURES:										
6	Current - Economic Development:									
7	Contractual services - STAFFING	-	-	-	3,000			3,000		-
8	Professional services	-	-	-	5,000	5,250	5,250	5,000	5,250	5,250
9	Administrative expenses	-	-	-	100	-	-	100	-	-
10	Bank fees	60	-	-	60			120		-
11	Loan closing costs	-	-	-	100	-	-	100		-
12	Grants	-	-	-	-		-	-	-	-
13	Total Expenditures	60	-	-	8,260	5,250	5,250	8,320	5,250	5,250
EXCESS OF REVENUES OVER										
14	EXPENDITURES	120	40,085	40,085	(6,260)	41,410	41,410	(6,140)	41,495	41,495

NOTES:

<i>Line 2: Interest on Loans</i>	This line item reflects one active loan for 2023.
<i>Line 3: Bank Interest</i>	This line item reflects all expected bank interest earned on the accounts.
<i>Line 4: CRA Funds</i>	This line item reflects CRA Funds to EG for EDC RLF Loan
<i>Line 7: Contractual Services</i>	This line item reflects the amount paid to The EG, per the approved EDC/EG Management Agreement for 2023.
<i>Line 8: Professional services</i>	This line item reflects the auditor's fee paid in 2023 for the 2022 Audit.
<i>Line 9: Administrative Expenses</i>	This line item reflects any miscellaneous fees.
<i>Line 10: Bank Fees</i>	This line item reflects all bank fees now charged on the accounts.
<i>Line 11: Loan Closing Costs</i>	This line item reflects the closing costs received from Jackson Healing Clinic in July 2022.

BANK ACCOUNT BALANCES as of 10/31/2023:

EDA - County Portion Account:	\$395,710.26	
EDA - City Portion Account:	\$74,985.47	\$652,349.37
EDC Money Maker Account (Operating Fund):	\$3,025.15	
CD at County Nat'l Bank at 4.04% til 3/24/2024	\$178,628.49	

THE ECONOMIC DEVELOPMENT CORPORATION OF THE COUNTY OF JACKSON
BUDGETARY COMPARISON SCHEDULE - ALL GOVERNMENTAL FUNDS
2024 PROPOSED Budget

		Operating FUND			EDA REVOLVING LOAN FUND			GRAND TOTALS		
		EDC Money Maker Account			City and County Portion Accounts					
		ORIGINAL BUDGET	AMENDED	ACTUAL	ORIGINAL BUDGET	AMENDED	ACTUAL	ORIGINAL BUDGET	AMENDED	ACTUAL
REVENUES:										
1	Charges for Service	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
2	Interest - Loans	-			2,000			2,000		-
3	Interest - Bank Interest earned	-			6,000			6,000		-
4	Total revenues	-	-	-	8,000	-	-	8,000	-	-
EXPENDITURES:										
6	Current - Economic Development:									
7	Contractual services - STAFFING	-			3,000			3,000		-
8	Professional services				5,300			5,300		-
9	Administrative expenses				100	-	-	100		-
10	Bank fees	-		-	-		-	-		-
11	Loan closing costs	-		-	350			350		-
12	Grants	-			-		-	-		-
13	Total Expenditures	-	-	-	8,750	-	-	8,750	-	-
EXCESS OF REVENUES OVER										
14	EXPENDITURES	-	-	-	(750)	-	-	(750)	-	-

NOTES:

<i>Line 2: Interest on Loans</i>	This line item reflects anticipated 2024 interest earned on the active RLF's.
<i>Line 3: Bank Interest</i>	This line item reflects all expected bank interest earned on the accounts.
<i>Line 7: Contractual Services</i>	This line item reflects the amount paid to The EG, per the approved EDC/EG Management Agreement for 2024.
<i>Line 8: Professional services</i>	This line item reflects the anticipated auditor's fee for the 2023 Audit.
<i>Line 9: Administrative Expenses</i>	This line item reflects any administrative fee/misc expenses/etc.
<i>Line 10: Bank fees</i>	This line item reflects any bank fees
<i>Line 11: Loan Closing Costs</i>	This line item reflects closing costs for one new RLF in 2024.

2024 Board of Directors & Officers as of 10/25/2023

*Ron Ellison, **Chairman** (3/31/2024)
American Title Company of Jackson
280 W. Cortland
Jackson, MI 49201
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Timothy Levy, **Vice Chairman** (3/31/2024)
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Laura Schlecte, (3/31/2026)
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James E. Shotwell, Jr. (3/31/2024)
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Cynthia Richardson (3/31/2027)
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*Phil S. Willis (3/31/2028)
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Martha Fuerstenau (3/31/2027)
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*Jason Sanders, **Treasurer/Secretary**
(3/31/2025)
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Mindy Bradish-Orta (3/31/2025)
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*Alex Masten/Andrea Clary, EDC Staff
Debbie Kelly, RLF Administrator
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aclary@enterprisegroup.org

***Loan Review Committee Members and also includes:**
Ron Clingerman: 745-5718
rsclingerman@gmail.com



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2024 MANAGEMENT AGREEMENT

between

THE ENTERPRISE GROUP OF JACKSON, INC.

and

THE ECONOMIC DEVELOPMENT CORPORATION OF JACKSON COUNTY, INC.

This management agreement establishes the terms of the relationship between The Enterprise Group of Jackson, Inc. (EG) and The Economic Development Corporation of Jackson County (“EDC”).

The EG will provide the following staff services toward the daily operation of the EDC; as authorized by the EDC Board of Directors and reflected in both the annual scope of work and the annual EDC budget:

- ◆ An annual scope of work and annual budget for Board approval,
- ◆ Operation and management services of the County’s two Revolving Loan Funds (RLFs),
- ◆ Operation and management services to firms requesting Private Activity Bonds (PABs),
- ◆ Preparation and timely submission of reports required to be filed with local, state and federal agencies and organizations, in accordance with locally adopted practices and procedures,
- ◆ In partnership with Jackson County and all local units of government, develop marketing material(s) for RLFs, PABs and other EDC services,
- ◆ Maintain EDC Partner Page on The EG’s web site,
- ◆ Project management services relating to any or all of the following activities: the assembly of land, the development of land, as warranted, the construction, sale, lease and/or management of buildings and the purchase, lease and/or sale of equipment, the support of the Business Success Retention-Growth Program, support of Business Attraction efforts, any and all of which may be specifically undertaken to stabilize and strengthen the economic base of Jackson County, and
- ◆ Other routine or unique services as may be agreed upon by the Chair of the EDC and the President & CEO of The EG.

In return for these management services, The Enterprise Group of Jackson (The EG) proposes to enter into a management agreement with the Economic Development Corporation of Jackson County (EDC) to provide staff support, marketing services and strategic counsel. The compensation for services to the EDC will be based on an annual management fee in the amount of \$3,000, payable in equal semi-annual installments of \$1,500 on March 1 and September 1. The term of this agreement is for the year 2024, although either party, with 30 days notice, may cancel this agreement. The EDC board will review this agreement annually unless cancelled by either party. All files, records and correspondence are considered the property of the Economic Development Corporation of Jackson County and shall be returned upon termination of the management agreement. This agreement was approved by the EDC Board at a meeting on December 8, 2023.

FOR THE EDC:

FOR THE ENTERPRISE GROUP:

Ronald L. Ellison, Chairman

Tim Rogers, President and CEO

Date

Date