



2025 ANNUAL MEETING

Monday, December 15, 2025, 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

- *August 20, 2025, Meeting Minutes from PLDFA Board Meeting

Annual Audit – Willis & Jurasek (attached separately) – Christine Kratzer

Parma-Sandstone LDFA – Old Business

- Update on LDFA/Bridges' Site

Parma-Sandstone LDFA – New Business (To Be Determined)

Accelerate Jackson County

- *2025 End of Year Report
- *2026 Scope of Work
- Recommended Board Member Term Renewals, if they are willing to serve, for: Shawn Riani, Gary Britton, and Cheryl Marks terms expire 12/31/2025. To be reappointed by the Village of Parma and Sandstone Township, the new term will expire 12/31/27 (three-year terms).
- 2026 Election of Officers
- *2026 Meeting Schedule
- *2026 AJC/Parma LDFA Management Agreement

LDFA Financial Reports – Kathleen McDevitt

- *Treasurer's Report
- *Approve **FYE 2/28/25** Budget Amendment/Revision
- *Approve **FYE 2/28/26** Proposed Budget

Other Business

Adjourn

**Indicates attachment*



PLDFA Quarterly Board Meeting Minutes
Village of Parma Meeting Hall
117 W. Main Street
Parma, MI 49269

August 20th, 2025, at 5:30 p.m.

Members Present (11): Gary Britten, Chris Crisenbery, Joanne Havican, Chris Hedges, Cheryl Marks, Mike Way, Shawn Riani, Mike Smajda. Dave Dawson Arrives at 5:44 PM

Members Absent: Easton, Globoker

Staff: Debbie Kelly, Accelerate Jackson County. Keith Gillenwater, Accelerate Jackson County,

Others: Kaleb Sondgerath, Kimley-Horn of Michigan, Misty Smith, Brandon Burke

The PLDFA Board Meeting was called to order by Chairman Riani at 5:30 p.m.

Pledge of Allegiance

Public Comment: None.

Approval of the Meeting Minutes

Motion by Marks, seconded by Hedges, to approve the Parma LDFA Special board meeting minutes from May 14th, 2025. Motion passes unanimously

New Business

- **Presentation of the Kimley-Horn Due Diligence Study Results**
Kaleb Sondgerath from Kimley-Horn goes over the due diligence report. It is mentioned that it was recommended that Phase 2 be done in some areas. Debbie Kelly from Accelerate Jackson County shares that she has inquired about possible funding available for Phase 2.
Keith Gillenwater from Accelerate Jackson County shares an update about a company that has shown interest in the property, and that electrical installation is the main issue. Discussion about the property that is next to the current PLDFA property, and whether it would be beneficial to purchase it.
- **Discuss Potential Project**
Brandon Burke shares information about a possible surf wave park attraction project. He shares information about the goal, the number of possible jobs it will bring to the area, and the tourist opportunities with the project.

Other Business: Discussion about whether it would be financially responsible to purchase the property located next to the PLDFA property. Keith Gillenwater has said the Accelerate Jackson will reach out to a CPA to get a cost benefit analysis. He shares that they will also get quotes for appraisals of Bridges property.



Chairman/Board/Staff Comments: Debbie Kelly shares that at the moment the PLDFA annual meeting is scheduled December 10th, 2025, at 5:30 pm. She asked if the board would consider pushing it out until December 17th, 2025. That the Blackman LDFA has a meeting on the 10th of December that Accelerate Jackson needs to be part of. Accelerate Jackson will send out a request for date changes with a few options for the board to choose from.

Motion by Hedges and seconded by Way to adjourn the meeting at 7:11 p.m. Motion approved unanimously.

Respectfully submitted by Joanne Havican, PLDFA Secretary

DRAFT



2025 Year-End Report

Accelerate Jackson County (AJC) has contracted to serve as support staff for the Parma-Sandstone Local Development Finance Authority (PLDFA) during 2025. The adopted scope of work for the PLDFA included the following (with reports on our efforts in 2025):

- Sell at least one parcel in the park, which is an ongoing effort.
 - a. *AJC staff received a Strategic Site Readiness Program grant from our regional partner, Ann Arbor SPARK and the MEDC in late 2024, and AJC staff administered a grant to conduct due diligence on both the PLDFA owned property as well as the adjacent Bridges property. The grant allowed for updated due diligence studies to pursue potential end-users and was conducted in accord with the MEDC MI-SITES program guidelines to receive Bronze level status. The work was conducted by Kimley-Horn Engineers after an RFP process.*
 - b. *The Parma-Sandstone LDFA property is included on the AJC and the Greater Ann Arbor Region/Zoom Prospector Web sites. AJC Staff received 30 inquiries in 2025, several of which were requests for information (RFI's) from the MEDC, and we were able to respond to 16. Additionally, we showed the PLDFA and Bridges property several times, and hosted site consultants and company reps onsite for in-depth site visits three times. In addition, AJC Staff has promoted the property to several local companies who are seeking property for relocation/expansions.*
 - c. *Project Vulcan – large scale site visit, including bringing drones on-site through the Jackson County Airport and utilizing bucket trucks through Consumer's Energy for the site visit.*
 - d. *Evaluated a potential Spec building in the PLDFA/Bridges site*
- Market remaining property by using the Developer's packet and other resources (Business Success Retention-Growth Visits, Greater Ann Arbor Region, AJC social media venues, attendance at Site Selector Conferences, etc.). The Developer's Packet and other resources are posted on the PLDFA Partner Page on AJC's Web site, and the Greater Ann Arbor Region Web site.
 - a. *The Parma LDFA staff continues to market the property on AJC's website at www.acceleratejacksoncounty.org which includes the developer's packet, and aerial and concept maps on the PLDFA partner page that can be found at: <https://acceleratejacksoncounty.org/pldfa/>*
 - b. *AJC continues to utilize the Zoom Prospector property database with our Region 9 partners; Hillsdale, Lenawee, Livingston, Monroe and Washtenaw counties. Zoom Prospector 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. Additionally, AJC staff contracts with Lightcast, a workforce and labor mapping tool to help us better respond to RFI's.

- c. *AJC social media posts and email promo blasts to promote local and regional successes.*
- d. *AJC outreach in 2025 included: (77) BRE visits, Site Selector Conferences, FAM Tour, AJC Investor events, site selector specific visits, APEX Trainings and Workshops.*
- e. *Staff conducted several Retention Visits with companies throughout the year, as well as attended MEDC, MEDA, & GAAR meetings.*
- Continue to research road improvements, potential projects, and other infrastructure needs for the park (per TIF and Development Plan), which is an ongoing effort.
 - *Engaged with Consultant to develop a TIF tool in order to further evaluate potential projects for the park, as well as receiving quotes for appraisals for Bridges property.*
 - *Conducted Due diligence on park, as well as on sanitary sewer upgrades that would serve future users in conjunction with the PLDFA Board and Spring Arbor township.*
 - *Working with Mr. Bridges & Jackson County Drain Commissioner on improvements to drainage on Bridges property*
- Administer the Strategic Site Readiness Program Grant on behalf of the PLDFA making the industrial park shovel ready. Continue to research additional funding resources.
 - *Conducted due diligence study on PLDFA Land and adjacent Bridges properties to include a Phase 1 Environmental Assessment, ALTA Survey, soil borings, wetland delineation, endangered species and archeological desktop review, and potential site layouts with Kimley Horn Engineering.*
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
 - *Ongoing*
- Develop & present 2026 LDFA Scope of Work & all related year-end documentation.
 - *As presented*
- Provide staff support.
 - *Assist Village staff with necessary work including seeking a new auditor.*



- *Met regularly with Village & Township staff as necessary and kept them informed of project status and due diligence study status. Reviewed zoning as we sought out additional opportunities within the area*
- Maintain PLDFA Partner Page of The EG web site.
 - *The Parma LDFA staff continues to market the property on ACJ's website at www.acceleratejacksoncounty.org which includes the developer's packet, and aerial and concept maps on the PLDFA partner page that can be found at: <https://acceleratejacksoncounty.org/pldfa/>*
- 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.
 - *Ongoing discussions in this area as we look at developable land as well as opportunities to expand the PLDFA area.*
- 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.
 - *AJC is required to report semi-annually at the request of the General Government Committee, which includes updates for the PLDFA. Reports were prepared and presented to the Committee in February and September 2025.*
- Other activities, as warranted/directed by the Board and/or Chair.
 - *AJC is researching additional marketing and outreach activities at the request of the Chair.*



Scope of Work CY 2026

- 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, AJC social media venues, attendance at Site Selector Conferences, etc.). The Developer's Packet and other resources are posted on the PLDFA Partner Page on Accelerate Jackson County's website, and the Greater Ann Arbor Region website.
 - Update the Developer's Packet with new imagery, updated due diligence work, and additional information.
- Continue to research road improvements, potential projects, and other infrastructure needs for the park (per TIF and Development Plan), which is an ongoing effort.
 - Continue to pursue building a developer's tool that can help inform the LDFA as we seek to pursue additional projects including potentially expanding the PLDFA boundaries to the west.
 - Work with surrounding property owners on potential projects.
- Continue to research additional funding resources to help develop the park.
- Develop & present 2027 LDFA Scope of Work & all related year-end documentation.
- Provide staff support.
- Maintain PLDFA Partner Page of AJC's website.
 - Rebuild the AJC website to include providing a new PLDFA partner page and resources.
- 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.



2026 PLDFA Meeting Schedule

Meetings will be held on the third Thursday at **5:30 p.m.**, each quarter. Meetings are located at the Parma Village Office.

Please note, special meetings may be called at the order of the Chairman of the PLDFA.

February 19th
May 21st
August 20th
December 17th (Annual Meeting)



2026
MANAGEMENT AGREEMENT & SCOPE OF WORK

This management agreement establishes the terms of the relationship between The Village of Parma Local Development Finance Authority (PLDFA) and Accelerate Jackson County (AJC).

On Behalf of the PLDFA, AJC will provide the following services:

- Sell at least one parcel in Park - ongoing effort.
- Administer the Strategic Site Readiness Grant, which AJC is the recipient, to conduct due diligence on PLDFA property and adjacent property, owned by Mr. Bridges.
- Market remaining property by using the Developer's packet and other resources (Business Success Retention-Growth Visits, Greater Ann Arbor Region, AJC social media venues, attendance at Site Selector Conferences, etc.). The Developer's Packet and other resources are posted on the PLDFA Partner Page on Accelerate Jackson County's website, and on the Greater Ann Arbor Region Web site.
- Continue to research road improvements, potential projects, and other infrastructure needs – ongoing effort.
- Provide support to the JCBRA Board, EPA, and community as it relates to the Michner Plating Site.
- Develop & present 2026 LDFA Scope of Work & all related year-end documentation to include the Scope of Work and the Year End Reports.
- 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, as needed. PLDFA staff will work with PLDFA Accountant/Treasurer to prepare reports in compliance with MI PA 57 of 2018, as amended, and as needed.
- Provide staff support for scheduled quarterly meetings for 2026.
- Maintain PLDFA Partner Page on AJC's website.
- Other activities, as warranted/directed by the Board and/or Chair.

In return for these services, the PLDFA will pay AJC 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, 2026 through February 28, 2027.

This agreement was pre-approved by the PLDFA at a meeting on December 15, 2025.

For the PLDFA:

For AJC:

Shawn Riani, Chairman Date

Keith Gillenwater Date
President and CEO

Joanne Havican, Secretary Date

TREASURERS REPORT

SUMMARY OF ACCOUNTS

March 1, 2025 - November 30, 2025

	BALANCE 3/1/25	ACTIVITY	BALANCE 11/30/25
Huntington Bank	\$108,818.77	\$90,598.35	\$18,220.42
Michigan Class	\$389,258.55	\$657,404.99	\$1,046,663.54
TOTAL:	\$ 498,077.32	\$ 566,806.64	\$ 1,064,883.96

RECEIPTS

Tax Payments *	(Summer Tax)	\$ 118,971.54
Tax Payments	(Winter Tax)	*(see below)
Reimbursement from State of Michigan for reduced tax revenue		\$ 460,514.09
Funds from County of Jackson - Bond Debt Int Payoff refund		\$ 5,175.94
Interest Earned		\$ 17,485.07

* Include funds of \$7,365 from Village of Parma from Winter 2024 taxes

TOTAL RECEIPTS:	\$ 602,146.64
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PAID EXPENSES

Enterprise Group	\$ 30,000.00
Bond Payments including principal and interest (Paid Off)	\$
Lift Station Upgrades	\$ 4,500.00
Professional Fees - Audit - (Willis & Jurasek)	\$ 840.00
Professional Fees - Legal (Mika Meyers)	\$
Marketing	\$ -
Engineering Costs	\$ -
MACI Road Treatment	\$ -
Office Supplies	\$ -
Misc. Fees	\$ -

PAID EXPENSES	\$ 35,340.00
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UNPAID EXPENSES

Parma Village Support	\$ 1,800.00
Office Supplies - Postage to Treasurer	\$ 2.24
Treasurer	\$ 1,600.00

TOTAL EXPENDITURES:	\$ 38,742.24
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* Uncollected Winter Taxes - Estimate	\$ 20,000.00
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REVENUE IN EXCESS OF EXPENSES:	\$ 583,404.40
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BOND PAYMENT \$0.00 BALANCE:

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.

VILLAGE OF PARMA LDFA

REVISED BUDGET

Fiscal Year ending February 28, 2026

REVENUES:	ORIGINAL	REVISED
Summer Tax*	85,000.00	\$ 118,971.54
Winter Tax	20,000.00	\$ 20,000.00 Estimate
Reimbursement from St of Mich	550,000.00	\$ 460,514.09
\$ fr Cty of Jackson-Bond Debt Int Payoff		5,175.94
Interest	20,000.00	27,000.00 Estimate
 TOTAL REVENUES:	675,000.00	631,661.57
EXPENDITURES		
Enterprise Group	30,000.00	30,000.00
Parma Village Support	1,800.00	1,800.00
Professional Fees - Audit	6,000.00	4,500.00
Consultant Fee - Accounting Services		
Professional Fees - Legal	5,000.00	840.00
Engineering Costs	50,000.00	
Lift Station Upgrades		
Contingency	3,000.00	
Marketing	1,000.00	
Bank Fee	-	
Treasurer Fee	1,600.00	1,600.00
Office Supplies - stamp for Treasurer	25.00	2.24
Misc. Expense	100.00	-
Proposed 2025 Surplus Distribution	500,000.00	500,000.00
 TOTAL EXPENSES	598,525.00	538,742.24
 Estimated Surplus (Shortage)	76,475.00	<u>92,919.33</u>

* Estimate based on actual through 11/30/2025 and anticipated through 2/28/2026.

VILLAGE OF PARMA LDFA

BUDGET

Fiscal Year ending February 28, 2027

REVENUES:

Summer Tax	100,000.00	*
Winter Tax	20,000.00	*
Reimbursement from St of Mich	450,000.00	*
Interest	25,000.00	*
TOTAL REVENUES:	595,000.00	

EXPENDITURES

Enterprise Group	30,000.00
Parma Village Support	1,800.00
Professional Fees - Audit	4,500.00
Consultant Fee - Accounting Services	
Professional Fees - Legal	5,000.00
Engineering Costs	50,000.00
Lift Station Upgrades	
Contingency	3,000.00
Marketing	1,000.00
Bank Fee	-
Treasurer Fee	1,600.00
Office Supplies	25.00
Misc. Expense	100.00
Proposed 2024 Surplus Distribution	450,000.00

TOTAL EXPENSES **547,025.00**

Estimated Surplus (Shortage) **47,975.00**

* Estimate based on land and buildings only and
amounts collected in 2025