



Lansing Economic Development Corporation

Friday, February 6, 2026 – 8:30 AM

Lansing EDC Office - 401 S. Washington Sq. Suite 101, Lansing, MI 48933

AGENDA

- 1) Call to Order
- 2) Approval of LEDC Board Meeting Minutes – Friday, January 9, 2026
- 3) Financial & Audit Update
- 4) FOIA Policy Update (ACTION)
- 5) Operations Update
- 6) Project and Program Updates
- 7) Open Forum for LEDC Board Members
- 8) Other Business
- 9) Public Comment
- 10) Adjournment



Lansing Economic Development Corporation

Board of Directors Meeting

Friday, January 09, 2026 – 8:30 A.M.

Lansing EDC Office – 401 S. Washington Sq., Suite 101, Lansing, MI 48933

MINUTES

Members Present: Shelley Davis Boyd, Calvin Jones, Catherine Rathbun, Rawley Van Fossen, Bryan Britten, Jonathan Smith, Dr. Cristina Benton, Dr. Alane Laws-Barker, Chaz Carrillo (left at 9:29)

Members Absent: None

Staff Present: Kris Klein, Amiee Evans, Aurelius Christian, Alex Watkins, Chelsea Dowler, Kahleea Washington, Shay Manawar, Brian Swett

Guests: None

Call to Order

Chair Boyd called the Lansing Economic Development Corporation meeting to order at 8:51 A.M.

Approval of LEDC Board Meeting Minutes – Friday, December 5, 2025 (ACTION)

MOTION: Member Britten moved to approve the LEDC meeting minutes from Friday, December 5, 2025, Board of Directors meeting, as presented. Motion seconded by Member Smith.

YEAS: Nine (9); Unanimous, motion carried.

Financial and Audit Update

Swett provided updates on the Lansing EDC financials for November 2025 draft report by Clark, Schaffer, Hackett. He reported that the Lansing EDC was under budget through November.

Swett also informed the Board that the annual financial audit was in-process and that he would forward to them a copy of the audit engagement letter with Rehmann, the audit firm. There will be a proposal for Budget amendments later in the meeting.

RAP 3.0 / Community Enhancement Grant Contract (ACTION)

Klein presented the Resolution to be considered by the Board to accept the grant from LEAP and authorize representatives to negotiate and enter, on Lansing EDC's behalf, any related grant agreements. Member Benton asked about the number of businesses applying for grants. Klein said we had 10 projects that had previously applied and approved with additional grant funds available to supplement the upcoming 2026 Façade Improvement Program.

The Lansing EDC's Mission is to improve the Lansing community by fostering economic growth that is strategic, sustainable and equitable.

MOTION: Member Rathbun moved to approve the Resolution on the RAP 3.0 Community Enhancement Grant Agreement with LEAP as presented. Motion seconded by Member Carrillo.

YEAS: Nine (9); Unanimous, motion carried.

Approval of FY2025/2026 Lansing EDC Budget Amendment (ACTION)

Klein presented the proposed budget amendments for Revenues and Expenditures, including the acceptance and expenditure of RAP 3.0 grant funds, and increases to employee benefits and marketing expenditures. Discussion by members ensued.

MOTION: Member Van Fossen moved to approve the Amended FY2025/2026 Lansing EDC Budget as presented. Motion seconded by Member Rathbun.

YEAS: Nine (9); Unanimous, motion carried.

Operations Update

Klein provided organizational updates, including:

- HR recommendations – Governance Committee is scheduled to meet with People Matters to discuss various HR topics.
- Professional development / training opportunities the staff has taken.
- Recent or upcoming outreach and engagement efforts including presentations to EGLE, the Chamber of Commerce, DLi Board, Lansing 5:01's Common Thread event, press releases, and community engagement on Brownfield projects.
- FYE2025 audit presentation is expected at the next Board meeting.
- Lansing EDC FOIA policy is being updated to include the LBRA and TIFA and will be presented at the next Board meeting for consideration.
- Possible training opportunities for the Board were presented and discussion by members ensued. Klein will send out a survey to gauge what kinds of training and education members would be most interested in.

Project and Program Updates

Updates were presented on the following:

- Kris presented some preliminary 2025 Annual Report Highlights.
- Kris presented Lansing Business Park – Plant 6 highlights.
- Washington presented LEED Initiative highlights.
- Members Smith and Rathbun requested updates on projects that have been approved so the Board can evaluate the success of the projects.
- Washington gave an update on the 2026 Façade Grant Program, the application period for which opened January 7, 2026.

2026 LEDC / LBRA / TIFA Board Meeting Schedule Approval (ACTION)

Klein presented the proposed 2026 Board of Directors meeting schedule for approval.

MOTION: Member Jones moved to approved the 2026 Board of Directors meeting schedule, as presented. Motion seconded by Member Van Fossen.

YEAS: Eight (8); Unanimous, motion carried.

2026 Election of Officers Process

Klein revealed nominations received for 2026 Board Officers. It was presented that Shelley Davis Boyd was nominated as Chair, Calvin Jones and Chaz Carrillo for Vice Chair, Dr. Alane Laws-Barker as Secretary, and Jonathan Smith as Treasurer. Discussion by members took place and no further nominations were presented. The 2026 Board of Directors ballot was provided to all members present and gathered. Chair Davis Boyd read the results of the vote, as follows:

- Chair – Shelley Davis Boyd, eight (8) votes
- Vice Chair – Calvin Jones, eight (8) votes
- Secretary – Dr. Alane Laws-Barker, eight (8) votes
- Treasurer – Jonathan Smith, eight (8) votes

MOTION: Member Britten moved to approve the slate of 2026 Officers of the Board of Directors as presented. Motion seconded by Member Van Fossen.

YEAS: Eight (8); NEAS: Zero (0); Unanimous, motion carried.

Open Forum for LEDC Board Members

Dr. Laws Barker expressed appreciation for the Lansing EDC supporting and sending staff to the Melanated Business Alliance Youth and Entrepreneurship Expo.

Other Business

None

Public Comment

None

Adjournment

Chair Boyd called the Lansing Economic Development Corporation meeting to adjournment at 9:54 A.M.



Kris Klein, President & CEO
Lansing Economic Development Corporation (LEDC)



CLARK SCHAEFER HACKETT
BUSINESS ADVISORS



DRAFT

LANSING ECONOMIC DEVELOPMENT CORPORATION

Financial Statements

For the One Month and Six Months Ended December 31, 2025 and 2024

Lansing Economic Development Corporation

Statements of Financial Position

	Dec 31, 25	Dec 31, 24
ASSETS		
Current Assets		
Checking/Savings		
10000 · PNC - General Fund - 2612	73,450.00	75,000.00
10001 · PNC - COVID19 Rescue Fund -2583	104.30	104.30
10002 · PNC - Business Fund - 2575	75,000.00	75,000.00
10004 · PNC - Business Fund Sweep -2647	1,264,018.46	1,255,838.88
10005 · PNC - General Fund Sweep - 2639	1,216,314.35	743,560.48
10007 · PNC - Energy Eff Rev Sav - 0696	229,359.11	225,519.10
10008 · PNC - ARPA - 8494	2,961.41	1,817.35
10009 · PNC - ARPA Money Market - 8451	1,682,006.95	2,365,571.64
10010 · PNC - SSRP Money Market - 8634	868,520.36	0.00
Total Checking/Savings	5,411,734.94	4,742,411.75
Accounts Receivable		
11000 · Accounts Receivable	271,149.59	409,446.47
Total Accounts Receivable	271,149.59	409,446.47
Other Current Assets		
11113 · Receivable Brownfield Redevelop	4,701.93	3,831.29
11119 · Prepaid Insurance	7,769.59	9,292.57
11121 · Prepaid Health Insurance	66.28	3,608.60
11122 · Prepaid Expenses	6,064.18	4,733.20
11127 · RBM Properties-Cur Portion	37,845.57	33,828.86
11139 · The 517 Coffee Co-Current Port	5,860.42	6,185.31
11141 · Sweet Encounter Bakery -Current	2,374.12	3,868.46
11143 · Irie Smoke Shack LLC-Cur Por	0.00	12,168.89
11146 · Mossman, LLC - Cur Por	16,534.23	9,153.25
11148 · REO Town Clubhouse - Cur Port	9,332.77	0.00
Total Other Current Assets	90,549.09	86,670.43
Total Current Assets	5,773,433.62	5,238,528.65
Fixed Assets		
13010 · Office Furniture	72,849.74	72,849.74
13015 · Computer Equipment	8,715.08	5,112.14
13025 · Leasehold Improvements	33,595.97	37,821.50
13050 · Accumulated Depreciation	-39,475.31	-21,154.09
Total Fixed Assets	75,685.48	94,629.29
Other Assets		
15000 · Loans Receivable		
15126 · RBM Properties-Loan Rec	67,963.54	92,568.42
15127 · RBM Properties- Cur Portion	-37,845.57	-33,828.86
15149 · The 517 Coffee Co. - Loan Rec.	30,000.00	6,712.67
15150 · The 517 Coffee Co-Current Port	-5,860.42	-6,185.31
15154 · Sweet Encounter Bakery-Loan Rec	2,374.12	7,027.47
15155 · Sweet Encounter Bakery -Cur Por	-2,374.12	-3,868.46
15159 · Irie Smoke Shack, LLC-Loan Rec	0.00	12,168.89
15160 · Irie Smoke Shack, LLC-Curr Por	0.00	-12,168.89
15163 · Mossman, LLC - Loan Rec.	46,871.07	49,111.64
15164 · Mossman, LLC - Curr Port	-16,534.23	-9,153.25
15169 · REO Town Clubhouse - Loan Rec.	45,590.71	0.00
15170 · REO Town Clubhouse - Curr Port	-9,332.77	0.00
15190 · Allowance for credit losses	-15,650.00	-15,650.00
Total 15000 · Loans Receivable	105,202.33	86,734.32
17100 · Security Deposit	3,678.28	3,678.28
17300 · ROU Asset Net of Amortization	567,934.97	598,296.96
Total Other Assets	676,815.58	688,709.56
TOTAL ASSETS	6,525,934.68	6,021,867.50
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation Statements of Financial Position

	Dec 31, 25	Dec 31, 24
20000 · Accounts Payable	16,638.51	21,074.63
Total Accounts Payable	16,638.51	21,074.63
Credit Cards		
20104 · CC Payable-PNC-3118	0.00	2,447.87
20105 · CC Payable - PNC 6778	1,270.60	0.00
Total Credit Cards	1,270.60	2,447.87
Other Current Liabilities		
20115 · Payable EGLE Allen Place Contra	210.80	0.00
20200 · Accrued Accounting Fees	22,025.00	0.00
20400 · Refundable Advance-ARPA	1,326,805.76	2,246,662.79
20410 · Ref Adv-SSRP Verlinden	806,435.04	0.00
21135 · Payable LBRA	2,407.42	0.00
21320 · Lease Obligation-Current	22,719.17	20,867.95
24000 · Payroll Liabilities		
24005 · Accrued Vacation	32,303.42	31,240.24
24016 · Accrued & WH 401k	3,598.86	545.35
Total 24000 · Payroll Liabilities	35,902.28	31,785.59
Total Other Current Liabilities	2,216,505.47	2,299,316.33
Total Current Liabilities	2,234,414.58	2,322,838.83
Long Term Liabilities		
27300 · Building Rental Lease Liability		
27310 · Lease Obligation	594,674.64	615,542.59
27320 · Lease Obligation-Cur Portion	-22,719.17	-20,867.95
Total 27300 · Building Rental Lease Liability	571,955.47	594,674.64
Total Long Term Liabilities	571,955.47	594,674.64
Total Liabilities	2,806,370.05	2,917,513.47
Equity		
32000 · Without donor restrictions	3,507,926.44	3,058,531.63
32100 · With donor restrictions	208,079.56	208,079.56
Net Income	3,558.63	-162,257.16
Total Equity	3,719,564.63	3,104,354.03
TOTAL LIABILITIES & EQUITY	<u>6,525,934.68</u>	<u>6,021,867.50</u>

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation

Statements of Activities

	Dec 25	Dec 24
Ordinary Income/Expense		
Income		
40000 · Contract Income		
40010 · Brownfield		
40010.2 · Brownfield Admin	247,822.09	0.00
Total 40010 · Brownfield	247,822.09	0.00
40088 · ARPA Contract City of Lansing		
40088.1 · ARPA - Grant Contract	92,438.16	14,659.70
Total 40088 · ARPA Contract City of Lansing	92,438.16	14,659.70
40096 · SSRP Verlinden Grant		
40096.1 · SSRP Verlinden Grant Contract	610.00	0.00
Total 40096 · SSRP Verlinden Grant	610.00	0.00
Total 40000 · Contract Income	340,870.25	14,659.70
41000 · Loan Interest		
41099 · REO Town Clubhouse Interest	190.48	0.00
41098 · Mossman, LLC Interest	0.00	61.64
41091 · The 517 Coffee Company Interest	0.00	56.19
41093 · Sweet Encounter Bakery Cafe Int	7.05	38.73
41094 · Irie Smoke Shack-Interest	0.00	50.23
41095 · RBM Properties Interest	0.00	813.85
41097 · Irie Smoke Shack LLC	0.00	54.69
Total 41000 · Loan Interest	197.53	1,075.33
42000 · Investments		
42010 · Interest-Savings, Short-term CD	7,390.90	9,590.79
Total 42000 · Investments	7,390.90	9,590.79
43000 · Other Types of Income		
43010 · Miscellaneous Revenue	0.00	640.00
43037 · Application Fees	9,500.00	0.00
Total 43000 · Other Types of Income	9,500.00	640.00
Total Income	357,958.68	25,965.82
Gross Profit	357,958.68	25,965.82
Expense		
61000 · Contract Services		
61010 · Accounting Fees	10,275.00	23,035.00
61015 · Payroll Fees	385.50	320.78
61020 · Legal Fees	4,072.50	24,601.00
61030 · Outside Contract Services	0.00	3,246.31
Total 61000 · Contract Services	14,733.00	51,203.09
62000 · Facilities and Equipment		
62010 · Depreciation	1,591.32	1,601.70
62020 · Office Expense	294.42	487.81
62025 · Equipment	72.53	0.00
62045 · Utilities	618.15	0.00
62050 · Rent	5,609.64	5,587.15
62055 · Software Subscriptions	3,850.70	1,097.48
62060 · Telephone/Communications	1,537.67	1,086.88
Total 62000 · Facilities and Equipment	13,574.43	9,861.02
63000 · Development		
63050 · Insurance & Bonds	875.16	1,001.49
63055 · Marketing & Promotions	234.14	0.00
63056 · Travel & Conferences & Training	1,850.00	385.00
63060 · Operating Expense	470.11	1,134.27
63080 · Bank Fees	396.00	367.69

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation

Statements of Activities

	Dec 25	Dec 24
Total 63000 · Development	3,825.41	2,888.45
65000 · Grant and Program Expenses		
65020 · Facade Grants	12,550.00	7,500.00
65088 · ARPA Grant		
65088.0 · Lansing Gateway CIA ARPA Funds	222.96	23.70
65088.1 · ARPA LEED Initiative	86,813.50	14,636.00
65088.7 · SSCIA CIA ARPA Funds	229.20	0.00
65088.9 · MLK CIA ARPA Funds	5,172.50	0.00
Total 65088 · ARPA Grant	92,438.16	14,659.70
65096 · SSRP Verlinden Grant Expense	610.00	5,971.25
Total 65000 · Grant and Program Expenses	105,598.16	28,130.95
66000 · Payroll & Empl Benefit Expenses		
66100 · Payroll Expenses		
66110 · Salaries - Staff	61,108.34	56,842.09
66120 · Taxes-FICA	4,651.82	4,348.44
66125 · Taxes-unemployment	144.59	85.76
Total 66100 · Payroll Expenses	65,904.75	61,276.29
66500 · Employee Benefits		
66510 · Health Insurance-Employees	5,653.96	3,608.60
66515 · Life/Disability Ins - Employees	795.93	0.00
66520 · Retirement Expense	2,866.50	2,701.50
66525 · Parking-Employees	675.00	607.47
66530 · Workers Comp Insurance	72.17	0.00
Total 66500 · Employee Benefits	10,063.56	6,917.57
Total 66000 · Payroll & Empl Benefit Expenses	75,968.31	68,193.86
Total Expense	213,699.31	160,277.37
Net Ordinary Income	144,259.37	-134,311.55
Other Income/Expense		
Other Income		
80030 · Credit Card Reward Income	0.00	236.47
Total Other Income	0.00	236.47
Net Other Income	0.00	236.47
Net Income	144,259.37	-134,075.08

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation

Statements of Activities

	Jul - Dec 25	Jul - Dec 24
Ordinary Income/Expense		
Income		
40000 · Contract Income		
40010 · Brownfield		
40010.2 · Brownfield Admin	247,822.09	0.00
Total 40010 · Brownfield	247,822.09	0.00
40020 · City of Lansing Contract	300,000.00	300,000.00
40088 · ARPA Contract City of Lansing		
40088.1 · ARPA - Grant Contract	177,638.09	101,436.51
Total 40088 · ARPA Contract City of Lansing	177,638.09	101,436.51
40096 · SSRP Verlinden Grant		
40096.1 · SSRP Verlinden Grant Contract	8,229.34	0.00
Total 40096 · SSRP Verlinden Grant	8,229.34	0.00
Total 40000 · Contract Income	733,689.52	401,436.51
41000 · Loan Interest		
41099 · REO Town Clubhouse Interest	1,290.71	0.00
41098 · Mossman, LLC Interest	0.00	61.64
41091 · The 517 Coffee Company Interest	44.21	190.97
41093 · Sweet Encounter Bakery Cafe Int	56.59	126.23
41094 · Irie Smoke Shack-Interest	60.12	277.66
41095 · RBM Properties Interest	1,567.07	2,075.65
41097 · Irie Smoke Shack LLC	-37.90	54.69
Total 41000 · Loan Interest	2,980.80	2,786.84
42000 · Investments		
42010 · Interest-Savings, Short-term CD	45,574.22	65,929.74
Total 42000 · Investments	45,574.22	65,929.74
43000 · Other Types of Income		
43010 · Miscellaneous Revenue	2,800.00	2,881.62
43037 · Application Fees	9,800.00	18,500.00
Total 43000 · Other Types of Income	12,600.00	21,381.62
Total Income	794,844.54	491,534.71
Gross Profit	794,844.54	491,534.71
Expense		
61000 · Contract Services		
61010 · Accounting Fees	41,865.00	31,212.50
61015 · Payroll Fees	2,703.98	1,902.36
61020 · Legal Fees	9,315.50	25,259.00
61030 · Outside Contract Services	7,984.17	13,832.18
Total 61000 · Contract Services	61,868.65	72,206.04
62000 · Facilities and Equipment		
62010 · Depreciation	9,547.92	9,610.20
62020 · Office Expense	1,473.96	3,337.34
62025 · Equipment	644.91	4,967.67
62045 · Utilities	2,245.44	803.23
62050 · Rent	33,655.35	33,502.90
62055 · Software Subscriptions	20,724.11	9,786.88
62060 · Telephone/Communications	6,693.87	2,829.67
Total 62000 · Facilities and Equipment	74,985.56	64,837.89
63000 · Development		
63050 · Insurance & Bonds	6,021.28	7,541.70
63055 · Marketing & Promotions	9,250.81	7,117.50
63056 · Travel & Conferences & Training	11,764.58	7,931.00
63060 · Operating Expense	3,538.60	5,848.06
63080 · Bank Fees	4,705.26	2,006.75

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation

Statements of Activities

	Jul - Dec 25	Jul - Dec 24
63081 · Bank Fees-2575	0.00	50.00
Total 63000 · Development	35,280.53	30,495.01
65000 · Grant and Program Expenses		
65022 · PNC CFE Seminar Expenses	0.00	1,266.74
65020 · Facade Grants	18,631.83	7,500.00
65088 · ARPA Grant		
65088.0 · Lansing Gateway CIA ARPA Funds	1,214.69	9,294.08
65088.1 · ARPA LEED Initiative	154,024.50	80,592.08
65088.7 · SSCIA CIA ARPA Funds	50.90	11,550.35
65088.9 · MLK CIA ARPA Funds	22,348.00	0.00
Total 65088 · ARPA Grant	177,638.09	101,436.51
65095 · Placemaking - CEDAM Exp.	0.00	3,929.92
65096 · SSRP Verlinden Grant Expense	8,229.34	20,144.70
Total 65000 · Grant and Program Expenses	204,499.26	134,277.87
66000 · Payroll & Empl Benefit Expenses		
66100 · Payroll Expenses		
66110 · Salaries - Staff	331,025.07	289,839.58
66120 · Taxes-FICA	25,250.44	22,172.89
66125 · Taxes-unemployment	322.33	559.03
Total 66100 · Payroll Expenses	356,597.84	312,571.50
66500 · Employee Benefits		
66510 · Health Insurance-Employees	33,676.77	19,676.18
66515 · Life/Disability Ins - Employees	3,952.98	3,039.95
66520 · Retirement Expense	16,011.51	14,296.50
66525 · Parking-Employees	4,064.00	3,373.87
66530 · Workers Comp Insurance	569.02	0.00
Total 66500 · Employee Benefits	58,274.28	40,386.50
Total 66000 · Payroll & Empl Benefit Expenses	414,872.12	352,958.00
67000 · Credit Loss Expense	0.00	-746.47
Total Expense	791,506.12	654,028.34
Net Ordinary Income	3,338.42	-162,493.63
Other Income/Expense		
Other Income		
80030 · Credit Card Reward Income	220.21	236.47
Total Other Income	220.21	236.47
Net Other Income	220.21	236.47
Net Income	3,558.63	-162,257.16

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

SUPPLEMENTARY INFORMATION

DRAFT

Lansing Economic Development Corporation Statement of Activities - Actual vs. Budget

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Contract Income				
40010 · Brownfield				
40010.2 · Brownfield Admin	247,822.09	0.00	247,822.09	100.0%
40010 · Brownfield - Other	0.00	405,218.00	-405,218.00	0.0%
Total 40010 · Brownfield	247,822.09	405,218.00	-157,395.91	61.2%
40020 · City of Lansing Contract	300,000.00	325,000.00	-25,000.00	92.3%
40040 · Annual Issuer's Fees	0.00	48,061.00	-48,061.00	0.0%
40050 · TIFA Admin	0.00	350,650.00	-350,650.00	0.0%
40070 · Fund Balance	0.00	34,481.00	-34,481.00	0.0%
40080 · Facade Grant Contract	0.00	225,000.00	-225,000.00	0.0%
40088 · ARPA Contract City of Lansing				
40088.1 · ARPA - Grant Contract	177,638.09	0.00	177,638.09	100.0%
Total 40088 · ARPA Contract City of Lansing	177,638.09	0.00	177,638.09	100.0%
40096 · SSRP Verlinden Grant				
40096.1 · SSRP Verlinden Grant Contract	8,229.34	0.00	8,229.34	100.0%
Total 40096 · SSRP Verlinden Grant	8,229.34	0.00	8,229.34	100.0%
Total 40000 · Contract Income	733,689.52	1,388,410.00	-654,720.48	52.8%
41000 · Loan Interest				
41099 · REO Town Clubhouse Interest	1,290.71	0.00	1,290.71	100.0%
41091 · The 517 Coffee Company Interest	44.21	0.00	44.21	100.0%
41093 · Sweet Encounter Bakery Cafe Int	56.59	0.00	56.59	100.0%
41094 · Irie Smoke Shack-Interest	60.12	0.00	60.12	100.0%
41095 · RBM Properties Interest	1,567.07	0.00	1,567.07	100.0%
41097 · Irie Smoke Shack LLC	-37.90	0.00	-37.90	100.0%
41000 · Loan Interest - Other	0.00	5,544.00	-5,544.00	0.0%
Total 41000 · Loan Interest	2,980.80	5,544.00	-2,563.20	53.8%
42000 · Investments				
42010 · Interest-Savings, Short-term CD	45,574.22	62,000.00	-16,425.78	73.5%
Total 42000 · Investments	45,574.22	62,000.00	-16,425.78	73.5%
43000 · Other Types of Income				
43010 · Miscellaneous Revenue	2,800.00	1,000.00	1,800.00	280.0%
43037 · Application Fees	9,800.00	30,000.00	-20,200.00	32.7%
Total 43000 · Other Types of Income	12,600.00	31,000.00	-18,400.00	40.6%
Total Income	794,844.54	1,486,954.00	-692,109.46	53.5%
Gross Profit	794,844.54	1,486,954.00	-692,109.46	53.5%
Expense				
61000 · Contract Services				
61010 · Accounting Fees	41,865.00	0.00	41,865.00	100.0%
61015 · Payroll Fees	2,703.98	0.00	2,703.98	100.0%
61020 · Legal Fees	9,315.50	0.00	9,315.50	100.0%
61030 · Outside Contract Services	7,984.17	0.00	7,984.17	100.0%
61000 · Contract Services - Other	0.00	122,270.00	-122,270.00	0.0%
Total 61000 · Contract Services	61,868.65	122,270.00	-60,401.35	50.6%
62000 · Facilities and Equipment				
62010 · Depreciation	9,547.92	23,000.00	-13,452.08	41.5%
62020 · Office Expense	1,473.96	10,000.00	-8,526.04	14.7%
62025 · Equipment	644.91	15,000.00	-14,355.09	4.3%
62045 · Utilities	2,245.44	12,000.00	-9,754.56	18.7%
62050 · Rent	33,655.35	57,000.00	-23,344.65	59.0%
62055 · Software Subscriptions	20,724.11	18,000.00	2,724.11	115.1%
62060 · Telephone/Communications	6,693.87	0.00	6,693.87	100.0%
Total 62000 · Facilities and Equipment	74,985.56	135,000.00	-60,014.44	55.5%
63000 · Development				

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

Lansing Economic Development Corporation Statement of Activities - Actual vs. Budget

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
63050 · Insurance & Bonds	6,021.28	24,000.00	-17,978.72	25.1%
63055 · Marketing & Promotions	9,250.81	30,000.00	-20,749.19	30.8%
63056 · Travel & Conferences & Training	11,764.58	36,000.00	-24,235.42	32.7%
63060 · Operating Expense	3,538.60	14,000.00	-10,461.40	25.3%
63080 · Bank Fees	4,705.26	6,000.00	-1,294.74	78.4%
Total 63000 · Development	35,280.53	110,000.00	-74,719.47	32.1%
65000 · Grant and Program Expenses				
65020 · Facade Grants	18,631.83	225,000.00	-206,368.17	8.3%
65088 · ARPA Grant				
65088.0 · Lansing Gateway CIA ARPA Funds	1,214.69	0.00	1,214.69	100.0%
65088.1 · ARPA LEED Initiative	154,024.50	0.00	154,024.50	100.0%
65088.7 · SSCIA CIA ARPA Funds	50.90	0.00	50.90	100.0%
65088.9 · MLK CIA ARPA Funds	22,348.00	0.00	22,348.00	100.0%
Total 65088 · ARPA Grant	177,638.09	0.00	177,638.09	100.0%
65096 · SSRP Verlinden Grant Expense	8,229.34	0.00	8,229.34	100.0%
Total 65000 · Grant and Program Expenses	204,499.26	225,000.00	-20,500.74	90.9%
66000 · Payroll & Empl Benefit Expenses				
66100 · Payroll Expenses				
66110 · Salaries - Staff	331,025.07	0.00	331,025.07	100.0%
66120 · Taxes-FICA	25,250.44	0.00	25,250.44	100.0%
66125 · Taxes-unemployment	322.33	0.00	322.33	100.0%
Total 66100 · Payroll Expenses	356,597.84	0.00	356,597.84	100.0%
66500 · Employee Benefits				
66510 · Health Insurance-Employees	33,676.77	0.00	33,676.77	100.0%
66515 · Life/Disability Ins - Employees	3,952.98	0.00	3,952.98	100.0%
66520 · Retirement Expense	16,011.51	0.00	16,011.51	100.0%
66525 · Parking-Employees	4,064.00	0.00	4,064.00	100.0%
66530 · Workers Comp Insurance	569.02	0.00	569.02	100.0%
66500 · Employee Benefits - Other	0.00	107,960.00	-107,960.00	0.0%
Total 66500 · Employee Benefits	58,274.28	107,960.00	-49,685.72	54.0%
66000 · Payroll & Empl Benefit Expenses - Other	0.00	821,920.00	-821,920.00	0.0%
Total 66000 · Payroll & Empl Benefit Expenses	414,872.12	929,880.00	-515,007.88	44.6%
Total Expense	791,506.12	1,522,150.00	-730,643.88	52.0%
Net Ordinary Income	3,338.42	-35,196.00	38,534.42	-9.5%
Other Income/Expense				
Other Income				
80030 · Credit Card Reward Income	220.21	0.00	220.21	100.0%
Total Other Income	220.21	0.00	220.21	100.0%
Net Other Income	220.21	0.00	220.21	100.0%
Net Income	3,558.63	-35,196.00	38,754.63	-10.1%

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.



DRAFT

LANSING ECONOMIC DEVELOPMENT CORPORATION

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY, AND A DETAILED ITEMIZATION**

At a meeting of the Board of Directors of the Lansing Economic Development Corporation (the “Board”), Ingham County, Michigan, held at the LEDC on the 6th day of February, 2026 at 8:30 a.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Lansing Economic Development Corporation (“LEDC”) is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended (“FOIA”);

WHEREAS, in the performance of its function as Board of Directors for the LEDC, it is necessary and appropriate for the Board to establish and adopt policies for the operation of the LEDC;

WHEREAS, pursuant to Section 4(4) of the FOIA, the LEDC shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the LEDC and explaining how to understand the LEDC’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the LEDC’s Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its response to a written request;

WHEREAS, although the LEDC, Lansing Brownfield Redevelopment Authority (“LBRA”), and Lansing Tax Increment Financing Authority (“LTIFA”), are separate “public bodies,” as defined by the FOIA, the Authorities are all governed by the same governing body, the LEDC Board, and the LBRA and LTIFA do not have any separate employees to act as FOIA Coordinator;

WHEREAS, as a result, the LEDC, LTIFA, and LBRA adopt these Procedures and Guidelines to establish the process for responding to FOIA requests and their other responsibilities under the FOIA;

WHEREAS, the LEDC has previously adopted Procedures and Guidelines, a written summary, and detailed itemization sheet and now desires to amend those documents; and

WHEREAS, in the interests of the health, safety and welfare of the LEDC, the Board desires to approve amended procedures and guidelines, written public summary, and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Board of Directors of the Lansing Economic Development Corporation, Ingham County, resolves as follows:

1. The LEDC hereby adopts and approves the LEDC’s amended Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. The LEDC also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).

3. The LEDC also adopts and approves the Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The LEDC also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the LEDC and do not conflict with the FOIA.

4. The LEDC shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the LEDC’s response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the LEDC.

5. The LEDC shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that conflict with this Resolution, including the versions that were adopted on November 15, 2024, are hereby repealed and superseded by the documents attached to this Resolution.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Secretary of the Board of Directors of the Lansing Economic Development Corporation, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Board of said Authority at a meeting held on the 6th day of February 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

_____, Secretary
Lansing Economic Development Corporation

31203:00012:202345817-1

25950:00001:7519558-1

LANSING ECONOMIC DEVELOPMENT CORPORATION
LANSING BROWNFIELD REDEVELOPMENT AUTHORITY
LANSING TAX INCREMENT FINANCING AUTHORITY

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Lansing Economic Development Corporation (“LEDC”), Lansing Brownfield Redevelopment Authority (“LBRA”), and Lansing Tax Increment Finance Authority (“LTIFA”) (the LBRA and LTIFA shall collectively referred to as “Authorities” or referred to as an “Authority” when a provision applies both the LBRA and the LTIFA) each adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

Although the LEDC, LBRA, and LTIFA, are separate “public bodies,” as defined by the FOIA, the Authorities are all governed by the same governing body, the LEDC Board. Further, the Authorities do not have any separate employees to act as FOIA Coordinator. As a result, the LEDC and the Authorities adopt these Procedures and Guidelines to establish the process for responding to FOIA requests and their other responsibilities under the FOIA.

II. FOIA COORDINATOR.

The LEDC President and Chief Executive Officer shall be the FOIA Coordinator for the LEDC and the Authorities. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the LEDC or board member of the LEDC or an Authority who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing, and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the LEDC’s or Authority’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the LEDC or Authority. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The LEDC or Authority may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the LEDC or Authority believes is available on its website. In such case, an employee of the LEDC, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public records of the LEDC or Authority to the LEDC or Authority. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records for the LEDC or Authorities should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Lansing Economic Development Corporation
Attn: FOIA Coordinator
401 S. Washington Sq., Suite 101
Lansing, MI 48933

b. By e-mail: _____

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the LEDC or Authority to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the LEDC's or Authority's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the LEDC's or an Authority's spam or junk mail folder, the request is not received until 1 day after the LEDC or Authority first becomes aware of the written request. The LEDC or Authority shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the LEDC or Authority first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The LEDC or Authority is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the LEDC or Authority shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the LEDC or Authority shall respond to the request.

The LEDC's or Authority's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Response.* The LEDC or Authority has an obligation to respond as required under the FOIA. If the LEDC or Authority grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the LEDC or Authority shall provide the following information:

1 Pursuant to Section 13 of the FOIA, the LEDC or Authority may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the LEDC's Attorney regarding the application of exemptions. If exempt, the LEDC or Authority shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the LEDC or Authority, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the LEDC Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the LEDC or Authority has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the LEDC or Authority to make a compilation, summary, or report of information. Further, the LEDC or Authority is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the LEDC or Authority shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the LEDC or Authority has included the website address in its written response, but the requestor wants the public records in a paper format or other nonpaper physical media, the LEDC or Authority shall provide the public records in the specified format. On the detailed itemization, the LEDC or Authority shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The LEDC or Authorities may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination, and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The LEDC or Authority may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The LEDC or Authority shall not charge more than the hourly wage of the lowest-paid LEDC employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the LEDC, the LEDC or Authorities shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the LEDC does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The LEDC's FOIA Coordinator determines on a case-by-case basis that the LEDC does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The LEDC clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The LEDC or Authority shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the LEDC's or Authority's possession.

e. If the LEDC or Authority directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The LEDC or Authority may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The LEDC or Authority shall not charge more than the hourly wage of the lowest-paid LEDC employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The LEDC or Authority may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the LEDC or Authority shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the LEDC or Authority has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the LEDC or Authority shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the LEDC or Authority because of the nature of the request in the particular instance, and the LEDC or Authority specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account

considerations such as the volume and complexity of the FOIA request as well as the LEDC's or Authority's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The LEDC or Authority is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the LEDC or Authority may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The LEDC or Authority may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the LEDC's or Authority's computers and network is of important public interest, the LEDC or Authority may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the LEDC or Authority may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the LEDC or Authority may charge the actual total incremental cost of duplication or publication, not including labor.

d. The LEDC or Authority shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The LEDC or Authority shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The LEDC or Authority shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The LEDC or Authority shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the LEDC's or an Authority's initial response or subsequent response as described under Section 5(2)(d), the LEDC or Authority may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the LEDC's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the LEDC or Authority regarding the time frame it will take the LEDC or Authority to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the LEDC or Authority, but the LEDC or Authority shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the LEDC or Authority does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the LEDC or Authority from any of the other requirements of this act.

B. *Increased Deposit for Prior Unpaid Requests.* After the LEDC or Authority has granted and fulfilled a written request from an individual under this act, if the LEDC or Authority has not been paid in full the total amount for the copies of public records that the LEDC made available to the individual as a result of that written request, the LEDC or Authority may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the LEDC's or Authority's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the LEDC or Authority notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the LEDC or Authority.
6. The LEDC or Authority calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The LEDC shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the LEDC or Authority;
2. The LEDC or Authority is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the LEDC or Authority.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the LEDC or Authority within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the LEDC or Authority shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the LEDC or Authority shall inform the requestor specifically of the reason for ineligibility in the LEDC's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the LEDC or Authority twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the LEDC or Authority.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the LEDC or Authority does not respond to a written request in a timely manner as required by the FOIA, the LEDC or Authority shall do the following:

1. Reduce the charges for labor costs by 5% for each day the LEDC or Authority exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

(ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the LEDC or Authority shall fully note the charge reduction on the Detailed Itemization.

VIII. INSPECTION.

Upon request, the LEDC or Authority must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the LEDC or Authority may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the LEDC of Authority to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The LEDC or Authority must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the LEDC or Authority authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the LEDC or Authority must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

IX. CERTIFIED COPIES.

The LEDC or Authority must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the LEDC or Authority.

X. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request by the LEDC or the Authority, the requestor must submit to the Board of the Lansing Economic Development Corporation (“LEDC Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The LEDC Board is not considered to have received a written appeal until the first regularly scheduled meeting of the LEDC Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the LEDC Board shall do 1 of the following:

a. Reverse the disclosure denial.

b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the LEDC Board shall respond to the written appeal. The LEDC Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the LEDC or Authority requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the LEDC Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The LEDC Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the LEDC Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the LEDC Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the LEDC Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the LEDC Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the LEDC Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The LEDC Board shall not issue more than 1 notice of extension for a particular written appeal.

XI. CIVIL ACTION.

A. Civil Action for Non-Disclosure or Denial of Public Records.

1. Civil Action After Appeal: If the LEDC Board fails to respond to a written appeal or if the LEDC Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the LEDC's or the Authority's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the LEDC's or the Authority's disclosure of the public records within 180 days after the LEDC's or the Authority's final determination to deny a request. The requestor is not required to appeal the denial to the LEDC Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the LEDC or Authority to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or the LEDC or Authority prevails in part, the court

may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the LEDC or Authority has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the LEDC or Authority to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the LEDC or Authority (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the LEDC Board for a fee reduction before commencing a civil action. If a civil action is commenced against the LEDC or Authority, the LEDC or Authority is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the LEDC Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the LEDC or Authority has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the LEDC or Authority to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the LEDC or Authority.

XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the LEDC and Authorities maintain a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The LEDC and Authorities shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the LEDC. However, the LEDC or Authority may include the website link instead of providing paper copies in its response to a written request.

XIV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XV. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

78677:00001:7070002-1

LANSING ECONOMIC DEVELOPMENT CORPORATION
LANSING BROWNFIELD REDEVELOPMENT AUTHORITY
LANSING TAX INCREMENT FINANCING AUTHORITY

WRITTEN PUBLIC SUMMARY OF THE
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Lansing Economic Development Corporation (“the LEDC”), Lansing Brownfield Redevelopment Authority (“LBRA”), and Lansing Tax Increment Finance Authority (“LTIFA”) (the LBRA and LTIFA shall collectively referred to as “Authorities” or referred to as an “Authority” when a provision applies both the LBRA and the LTIFA) each adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the LEDC’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Lansing Economic Development Corporation, located at 401 S. Washington Sq., Suite 101, Lansing, Michigan 48933 or on the website at <https://lansingedc.com/contact-us>.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county, or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the LEDC or Authorities. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information for the LEDC or Authority is as follows:

Lansing Economic Development Corporation
Attn: FOIA Coordinator
401 S. Washington Sq., Suite 101
Lansing, MI 48933

E-Mail: _____

- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the LEDC or Authority to find the requested record.
- The LEDC or Authority may, but is not required to, respond to a verbal request. However, if the LEDC or Authority believes the information is available on its website, the LEDC or Authority will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the LEDC or Authority will respond or seek a deposit within 5 business days after it receives the request. However, the LEDC or Authority may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the LEDC or Authority grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the LEDC or Authority shall provide any or all of the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the LEDC or Authority.
 - A full explanation of the requesting person's right to (1) submit to the Board of Directors of the Lansing Economic Development Corporation ("Board") a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the LEDC or Authority has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the LEDC or Authority will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The LEDC or Authority will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the LEDC or Authority Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:

- Hourly Wage. The LEDC or Authority will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the LEDC does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the LEDC or Authority because of the nature of the request in the particular instance, and the LEDC or Authority specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The LEDC or Authority may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the LEDC or Authority may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the LEDC or Authority may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The LEDC or Authority will charge the actual cost of copies made on paper of a different size. The LEDC or Authority will use double-sided printing, if cost saving and available.
 - The LEDC or Authority may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The LEDC or Authority may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.

- The LEDC or Authority will also provide a best efforts, nonbinding estimate of the time frame it will take the LEDC or Authority to provide the public records to the requestor.
- If the LEDC or Authority has granted a prior request but has not been paid in full, the LEDC or Authority may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the LEDC or Authority's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
 - Ninety days have passed since the LEDC or Authority notified the individual in writing that the public records were available for pick up or mailing.
 - The individual is unable to show proof of prior payment to the LEDC or Authority.
 - The LEDC or Authority calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The LEDC or Authority shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the LEDC or Authority;
 - The LEDC or Authority is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the LEDC or Authority.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Wavier or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or

its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.

- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the LEDC or Authority does not respond to a written request in a timely manner as required by the FOIA, the LEDC or Authority shall reduce the charges for labor costs by 5% for each day the LEDC or Authority exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Board a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
- The Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The LEDC or Authority will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The LEDC or Authority will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10-business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Board fails to respond to a written appeal or if the Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the LEDC or Authority’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the LEDC or Authority’s disclosure of the public records within 180 days after the LEDC or Authority’s final determination to deny a request. The requestor is not required to appeal the denial to the Board before commencing the civil action.

- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys' fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the LEDC or Authority (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Board. The requestor must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

25950:00001:7519627-1

31203:00012:202359498-1

LANSING ECONOMIC DEVELOPMENT CORPORATION DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records</p> <p>1. <i>Determination of Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down:</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the LEDC because of the nature of the request in the particular instance because of the following reasons: _____ _____</p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information, including Redaction of Documents.</p> <p>1. <i>For employees, determination of the Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down.</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the LEDC because of the nature of the request in the particular instance because of the following reasons: _____ _____</p> <p>2. <i>For Contracted Labor Costs:</i> <input type="checkbox"/> The FOIA Coordinator has determined that the LEDC does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm: _____</p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>B1. Total Fee (hourly wage x total time): \$ _____</p>

<p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$_____</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the LEDC because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Contracted labor hourly wage: \$_____</p> <p>Contracted labor hours: _____ hours</p> <p>B.2 Total Fee for contracted labor (hourly wage x hours): \$_____</p>
<p>C. Cost for Duplication and Publication.</p> <p>1. Determination of the Hourly wage: \$_____</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$_____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$_____</p>
<p>Other Actual Costs</p>	
<p>D. Costs for Paper Copies.</p> <p>The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$_____ per sheet x _____ number of sheets = \$_____.</p> <p>2. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____.</p>	<p>D. Total Fee (add totals for all sizes of paper): \$_____</p>
<p>E. Costs for Nonpaper Physical Media.</p> <p>The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>	<p>E. Total Fee: \$_____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$_____</p>
<p>Total Fee (If No Deposit) Fee paid on: _____</p>	

Deposit Required											
<input type="checkbox"/> The LEDC requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The LEDC requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA. The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$_____ Deposit Paid on _____									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Total Fee</td> <td style="width: 10%;"></td> <td style="width: 60%; text-align: right;">\$ _____</td> </tr> <tr> <td>- Deposit Amount</td> <td></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>= Remaining Fee Due of</td> <td></td> <td style="text-align: right;">\$ _____</td> </tr> </table> Fee Paid on _____	Total Fee		\$ _____	- Deposit Amount		\$ _____	= Remaining Fee Due of		\$ _____		Total Fee Due: \$_____
Total Fee		\$ _____									
- Deposit Amount		\$ _____									
= Remaining Fee Due of		\$ _____									

Costs for Providing Documents Available on the Website		
The LEDC has notified the requestor in its written response that all or a portion of the requested information is available on its website. The LEDC has determined that the detailed itemization of the cost of the information that is available on the website is \$_____.		Total Fee: _____

Reductions for Late Response		
<p>Reduction for Late Response: If the LEDC does not respond to a written request in a timely manner, the LEDC shall reduce the charges for labor costs by 5% for each day the LEDC exceeds the time permitted, with a maximum 50% reduction.</p> <p>_____ days x 5% of labor costs = \$_____</p>		Subtract \$_____ of labor charges (up to 50% of labor costs).