



Andy Schor, Mayor

Michigan Avenue Corridor Improvement Authority

Board of Directors Monthly Meeting

Friday, March 20th, 2026 – 8:30 AM

Foster Community Center
200 N. Foster Ave., Room 211
Lansing, MI 48912

AGENDA

1. Call to Order / Roll call
2. Approval of the MACIA Board Meeting Minutes (2.20.26) **Action**
3. Public Comment
4. Approval of the FY 2026/2027 Budget- **Action**
5. Consideration for Contractor Proposal- **Action**
6. Updates on CIA Projects
 - a. Corridor Banners
7. Discussion on 2026 Spending Plan
8. Other Business
9. Adjournment



**Michigan Avenue Corridor Improvement Authority
Board of Director's Meeting
Friday, February 20, 2026 – 8:30 AM
Foster Community Center
200 N. Foster Ave., Room 211
Lansing, MI 48910**

Members Present: Jon Lum, Katherine (Katie) Hubbard, L. Peter Clark, Tim Daman, Elaine Barr, Jeffery Hank

Mayoral Designee:

Members Absent: (excused or unexcused)

Facilitator Present: Kahleea Washington (LEDC)

Public Present: Ethan Schmitt

Recorded by: Katherine (Katie) Hubbard

Call to Order/Roll call: 8:32 AM

Chair Lum welcomed everyone and called the MACIA Board of Directors meeting to order.

Approval of January 16, 2026, MACIA Meeting Minutes - Action

MOTION: Elaine Barr, Motion seconded by Tim Daman.

YEAS: Unanimous. Motion carried.

Public Comment

Approval of the Amended Block 2000 Financials-Action

Chair Lum and others thought that the CRCF was covering the funds for the design costs (Studio Intrigue) to help get the Façade Improvement project started. Lum will reach out to Laurie/CRCF to get clarity regarding if that expense was to be shared with the Board.

Motion to Approve Resolution: Tim Daman, Motion seconded by Elaine Barr. None opposed. Motion carried.

Updates on CIA Projects

1. Corridor Banners

Kahleea checked with Capital Imaging re: in-house graphic design; there is not an option available there. Katie expressed support for hiring a local graphic design firm.

Tim Daman had a suggestion for a graphic designer that we might be able to hire. He is going to forward her name/contact info.

Jon mentioned the possibility of needing to use BWL for installation – there might be only certain groups who are authorized to install. Kahleea will check on guidelines and approved vendors.

Chair Lum mentioned that he and Katie Hubbard had met with a representative from the UM Health-Sparrow SPA, located on the 3rd floor of the Professional building, to learn more about their Preferred Vendor Program, which has three tiers, each with various perks/promotions: Free, \$100, and \$500. Jon suggested the possibility that the board might cover costs for the lowest paid level for one year or offer a scholarship for those interested in upgrades.

The Board discussed possible pros/cons and if businesses along Michigan Avenue would find this opportunity of interest. Elaine mentioned potential issues with set-up for small business owners– (ie may need to create a new system to be able to offer discounts/incentives to Sparrow employees). Peter Clark mentioned that there may not be the same benefit to their business as others.

Katie will check with the SPA to find out if the Business/Vendor directory is becoming more accessible with the upgrades the program will be soon undergoing and will find out if MACIA could purchase an upgraded membership and invite businesses from along the Avenue to participate with tables (4x's?/year). Jeffery Hank expressed support for moving forward to investigate further.

2. Business Directory

Charlie gathered information 6-7 years ago initially. Kahleea updated recently. The Board discussed boundaries – the Starbucks at the Depot is our West boundary line. Chair Lum mentioned that Laurie had list of email contact info and had planned to share it.

Other Business

Ethan Schmitt asked about any follow-up on the potential for part-time work and what that might look like. The Board discussed if we might self-administer that role or if the person would be an employee of LEDC. The possibility of splitting an employee with other CIA's was also discussed.

It was pointed out that previously we had a 3-month agreement with Jennifer who was an independent contractor. Chair Lum estimated \$8,075/month for the 3-month contract.

Kahleea noted that South MLK has a contracted employee (Paul). She will bring a budget to the March MACIA meeting. Their agreement was for \$15,000-\$25,000. 5-25 hours/month. Website, communication with businesses, point of contact for businesses, attend monthly meetings, other duties as available.

Tim Daman raised the point about the challenges that come from having CIA Board of volunteers tasked with improving and maintaining the City's 14-million-dollar investment.

7. Adjournment

Chair Lum adjourned the Michigan Avenue Board of Directors at 9:50 a.m.

Jonathan Lum, Chair
Michigan Avenue Corridor Improvement Authority

Michigan Ave. Corridor Improvement Authority

Fiscal Year July 1, 2026 - June 30, 2027

	FY 2025 Actuals	FY 2026 Adopted Budget	FY 2026 Projected Budget	FY 2027 Proposed Budget
Beginning Fund Balance	\$346,248.32	\$ 452,704.00	\$452,704.00	\$442,673.77
Revenues				
Tax Increment Revenue	\$ 106,455.99	\$ 145,230.24	\$218,769.77	\$239,573.29
Interest	\$ -			
Total Revenues	\$106,455.99	\$ 145,230.24	\$218,769.77	\$239,573.29
Expenditures				
Aesthetic and Design		\$ 100,000.00	\$ 60,000.00	\$ 60,000.00
Economic Reconstruction	\$ -	\$ 100,000.00	\$ 60,000.00	\$100,000.00
Marketing and Promotional		\$ 100,000.00	\$ 63,000.00	\$ 50,000.00
Organizational		\$ 100,000.00	\$ 45,800.00	\$ 50,000.00
Total Expenditures	\$ -	\$ 400,000.00	\$ 228,800.00	\$260,000.00
Beginning Fund Balance	\$346,248.32	\$ 452,704.00	\$452,704.00	\$442,673.77
To/(From) Fund Balance	\$ 106,455.99	\$(254,769.76)	\$ (10,030.23)	\$ (20,426.71)
Ending Fund Balance	\$ 452,704.31	\$ 197,934.24	\$ 442,673.77	\$422,247.06

PURPOSE

The Michigan Avenue Coordinator Improvement Authority desires to retain Ethan Schmitt “Contractor” to provide administrative, coordination, communications, and community engagement services for the Michigan Avenue Corridor Improvement Authority, and Contractor agrees to provide such services under the terms set forth in this Agreement.

TERM

This Agreement shall commence on **May 1, 2026** and continue for a period of one (1) year (“Initial Term”), unless terminated earlier in accordance with this Agreement. The Authority may, at its sole discretion, renew this Agreement for one additional one-year term upon mutual written agreement of the Parties.

COMPENSATION

3.1 Base Compensation

The Authority agrees to pay Contractor **Twenty-Five Thousand Dollars (\$25,000.00) per year** for the services outlined. Payment shall be made in equal monthly installments of \$2,083.33, unless otherwise agreed in writing.

3.2 Additional Services (Optional – Additional Fee Required)

The following services are not included in the base compensation and shall be performed only upon written approval by the Authority and agreement on additional compensation:

- Create and maintain social media account
- Manage organizational finances
- Grant writing services
- Services for other Corridor Improvement Authorities

Compensation for these additional services shall be negotiated separately and documented in writing.

DUTIES AND RESPONSIBILITIES

Contractor agrees to perform the following duties:

4.1 Community & Business Engagement

- Plan and conduct yearly listening sessions with business leaders.
- Plan and conduct yearly community listening sessions with Eastside community members.
- Plan and coordinate a yearly networking event for Michigan Ave businesses.
- Coordinate tabling at relevant community events (e.g., Eastside Summerfest and similar events).
- Coordinate delivery of flyers to businesses.

4.2 Communications & Public Relations

- Update the Authority's website with meeting agendas, meeting minutes, announcements, and other relevant information.
- Create graphics for promotion of MACIA-run events and informational materials.
- Serve as the public point of contact for the Authority.
- Maintain a list of corridor businesses with contact information for use by board members and for public reference.

4.3 Government & Stakeholder Coordination

- Coordinate contact and communication with the City of Lansing.
- Report annually to identified stakeholders.
- Attend and support monthly MACIA board meetings.

Contractor shall perform all services in a professional and timely manner consistent with industry standards.

INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor and not an employee of the Authority. Contractor shall not be entitled to any benefits, including but not limited to health insurance, retirement benefits, or paid leave.

Contractor shall be responsible for all federal, state, and local taxes arising from compensation paid under this Agreement.

TERMINATION

The Authority may terminate this Agreement immediately for cause, including but not limited to negligence, misconduct, failure to perform duties, or breach of this Agreement. Upon termination, Contractor shall be compensated for services satisfactorily performed through the termination date.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date first above written.

MICHIGAN AVENUE CORRIDOR IMPROVEMENT AUTHORITY

Signature: _____

Date: _____

CONTRACTOR

Ethan Schmitt

Signature: _____

Date: _____

MACIA Spending Plan

2026 Budget Summary

Available Funds

- TIF Revenue (Tax Capture): **\$452,704.31**
- ARPA Funds: **\$63,800.00**

Total Available Budget: \$516,504.31

Proposed Spending Categories

Aesthetic and Design Improvements

These projects focus on improving the **visual character, cleanliness, and placemaking opportunities** along the Michigan Avenue corridor.

- Block 2000 Improvements – **\$72,000**
- Placemaking Initiatives – **\$30,000**
- Corridor Banners – **\$20,000**
- Graffiti Removal Program – **\$10,000**

Category Total: \$132,000

Economic Reconstruction and Vitality

These initiatives support **business stability, entrepreneurship, and economic activity within the corridor**.

- Business Support Initiatives – **\$60,000**

Category Total: \$60,000

Marketing and Promotion

Marketing investments help promote Michigan Avenue as a **destination for businesses, residents, and visitors**, while supporting corridor-wide events and communication efforts.

- Michigan Avenue Event – **\$35,000**
- Graphic Design and Print Needs – **\$3,000**

- Marketing and Communications – **\$20,000**
- Sparrow Preferred Vendor Program – **\$5,000**

Category Total: \$63,000

Organizational and Administrative Support

These resources provide the **capacity needed to manage programs, coordinate initiatives, and implement corridor improvements.**

- Contractor/Employee Support – **\$25,000**
- Administrative Support – **\$15,000**

Category Total: \$40,000

Total Proposed Spending

\$295,000

This spending level represents a significant investment in corridor initiatives while maintaining financial flexibility for emerging opportunities and future projects.