



Saginaw Street Corridor Improvement Authority Board of Directors Monthly Meeting

Thursday, May 28th, 2026 – 3:00 PM

Rathbun Agency- Boardroom

529 W. Saginaw St.

Lansing, MI 48933

AGENDA

1. Call to Order
2. Approval of the Saginaw St. CIA Meeting Minutes (4.09.26) - **Action**
3. Approval of Business Grant Materials- **Action**
4. Update on the LEDC and CIA Service Agreement
5. Update on Corridor Art Projects
6. Updates on Corridor Projects
 - a. Marketing
 - b. Street Sign Toppers
7. Other Business
8. Public Comment
9. Adjournment



Andy Schor, Mayor

**Saginaw St. Corridor Improvement Authority
Board of Directors Monthly Meeting**

April 09, 2026

Rathbun Insurance Agency

529 W. Saginaw St. Lansing, Mi 48933

Members Present: Laura Stoken, Peter Morman, Diane Sanborn,
Tiffany Dowling,

Members Absent: Paul Schimdt

Facilitator Present: Kahleea Washington (Lansing EDC)

Guests Present: Megan Whitt and Agela Wilker (M3 Group)
Rosalinda

Public:

Recorded by: Kahleea Washington (Lansing EDC)

1. Call to Order/ Roll Call: 3:00 PM

Chair Dowling called the meeting to order, followed by a roll call

2. Approval of the Saginaw St. CIA Meeting Minutes (03.19.26)

After reviewing the meeting minutes, Member Morman moved to approve.

Motion: Morman

Seconded: Stoken

2. Consideration for the Landscaping Maintenance- Action

The board reviewed the proposal before approving.

Motion: Sanborn

Seconded: Stoken

3. Review of Business Grant Program Materials

The board reviewed the proposed guidelines and suggested some changes before they approve. Washington will bring the corrected guidelines, and other materials for the board at the next meeting to officially establish the program.

4. Discussion on Corridor Art Projects

MDOT property permission and finalized the design

Get the dimensions for the electrical boxes

Tree art

Flower Power Revamp

Approval of street art/design on the road (MDOT and the City)

6. Updates on Corridor Projects

a. Marketing

M3 provided an update on the business email outreach and how to address the ones that were undeliverable.

M3 presented the mock up street sign toppers designs. The board reviewed and finalized the design. Washington will reach out to the City and start the process.

b. Mural Program

Member Sanborn spoke about the potential of adding walls to the stage at the Durant Park to host a mural. She reached out to the parks department and will continue to work with them to get it approved.

Washington provided an update on her meeting with the QD team.

Other Business

NA

Public Comment

The owner of the Watering Can reintroduced herself to the board and provided an update on their project and timeline. She also plans to build a full service food truck park.

Adjournment: 4:05 PM

Motion: Stoken

Second: Sanborn

X _____
Tiffany Dowling

Chairperson, Saginaw St. Corridor Improvement Authority

Saginaw Street CIA Business Grants Guidelines

PROGRAM OVERVIEW

The Saginaw Street Corridor Improvement Authority's (SSCIA) Business Grant has been established to provide access to capital for small businesses within the corridor's boundaries. By providing financial resources, this grant opportunity is dedicated to supporting projects that strengthen businesses' appearance and sustainability along the corridor.

PROGRAM OBJECTIVE

The core objective of the **SSCIA Business Grants** is to support businesses within the SSCIA boundaries by providing access to capital. This financial support is intended to fuel projects that not only foster immediate business sustainability but also propel substantial growth.

ELIGIBLE EXPENSES

Eligible expenses include the following:

- Exterior improvements, such as but not limited to:
 - Physical marketing and advertising
 - Equipment purchases (focus on maintenance needs)
 - Health and safety measures (Example: ADA compliance)
 - Match dollar for other grants

AWARD AMOUNT

Grant awards will range between \$1,000 and \$10,000.

Award amounts will be based on the strength of the project proposal, project impact, demonstrated need, and available funds. All awards will be determined at the sole discretion of the SSCIA.



Awards are provided on a competitive basis due to limited resources. In order to be considered for the **SSCIA Business Grants**, applicants must meet **each** of the eligibility criteria described below:

Small business:

- Small businesses are defined as firms with a size of 50 employees or less and total gross revenue per year of \$1.5 million or less.
- For-profit business based in the City of Lansing's Saginaw Street Corridor boundaries. To identify if your business is located in the corridor's boundaries, visit [Corridor Boundaries](#)

APPLICATION PROCESS

- **Submission:** Businesses must submit a complete application, including a project proposal, detailed project budget, financial statements, and additional information as requested.
- **Review:** A panel of reviewers will evaluate each eligible and complete application based on the criteria outlined below.
- **Interview:** Shortlisted applicants may be invited to present their business and project idea to the board. This will be their opportunity to provide additional information or clarification.
- **Selection:** Grants will be awarded based on the application's score and available funding.
- **Award Process:** Upon selection, awardees will be notified and sent Grant Agreements providing terms and conditions of receiving the grant funds.
- **Once Awarded:** The business must give a testimonial for the SSCIA's website

APPLICANT EVALUATION

Businesses will be evaluated on the following criteria:

- **Project Plan:** Clarity and completeness of the project plan.
- **Sustainability/Growth:** How the project aligns with long-term business sustainability and the likelihood of the project leading to business growth.
- **Capacity & Expertise:** Demonstrated capacity to execute the project efficiently.



Demonstrated qualifications and experience of the project team.

- **Financial Stability:** Evidence of financial stability and responsible resource management.
- **Compliance:** Evidence of ability to adhere to program regulations and guidelines in the use of funds.

Scoring Criteria	1	2	3	4	5
Project Plan	The project plan lacks clarity and completeness, making it difficult to understand how grant funds will be utilized and what outcomes are expected.	The project plan provides some clarity on how the grant funds will be used, but certain aspects are unclear or not fully detailed, raising questions about project feasibility.	The project plan is somewhat clear and complete, outlining how the grant funds will be utilized and what specific activities will be undertaken, though some aspects may need further elaboration.	The project plan is mostly clear and complete, providing a detailed breakdown of how the grant funds will be used to achieve specific objectives, with minor areas needing clarification.	The project plan is clear, comprehensive, and well-detailed, clearly outlining how the grant funds will be utilized, what outcomes are expected, and how success will be measured.
Sustainability/Growth	There is limited or no discussion on how the project contributes to the long-term sustainability of the business, raising concerns about the project's lasting impact.	The project demonstrates some consideration for long-term sustainability, but the connection between the project and the overall business strategy is not clearly articulated.	The project shows some alignment with long-term sustainability goals, indicating potential for lasting impact on the business's viability and growth.	The project is mostly aligned with long-term sustainability goals, with clear connections between project objectives and the broader business strategy, though some areas may need further clarification.	The project is clearly aligned with long-term business sustainability goals, with a well-defined strategy for how the project will contribute to the business's growth, resilience, and competitiveness.
Capacity & Expertise	There is limited evidence of the organization's capacity to efficiently execute the project, with concerns about resource management and project oversight.	Some evidence of the organization's capacity to execute the project efficiently, but there are significant gaps in expertise, resources, or project management capabilities.	The organization demonstrates some capacity to execute the project efficiently, with experienced team members and adequate resources, though some risks or challenges may exist.	The organization demonstrates strong capacity to execute the project efficiently, with a capable team in place and clear strategies for managing resources, mitigating risks, and overcoming challenges.	The organization demonstrates exceptional capacity to execute the project efficiently, with a highly skilled and experienced team, robust project management processes, and proactive risk mitigation strategies in place.
Financial Stability	The business demonstrates poor financial performance, with limited revenue growth, profitability, and cash flow challenges, indicating significant financial instability.	The business exhibits marginal financial performance, with slow revenue growth, inconsistent profitability, and occasional cash flow management issues, suggesting moderate financial instability.	The business maintains satisfactory financial performance, with moderate revenue growth, steady profitability, and adequate cash flow management, indicating reasonable financial stability.	The business achieves strong financial performance, with steady revenue growth, profitability, and effective cash flow management, suggesting high financial stability.	The business excels in financial performance, with substantial revenue growth, profitability, and excellent cash flow management, demonstrating outstanding financial stability.

*Applicants may be asked to provide basic financial information to provide an early indication of financial feasibility.

REQUIRED DOCUMENTATION

- Completed project description and budget (line budget and/or estimates/invoices)
- City of Lansing Department of Treasury & Income Tax Taxpayer Information Verification Form
- City of Lansing Litigation Affidavit
- Proof of Residence in the city of Lansing, if the business operates from a home-



based address. (Rental lease, bank statement, utility bill, etc.)

- Proof of Business Operating within the SSCIA boundaries, if business is brick and mortar. (Lease, Deed, etc.)
- Most recent income statement
 - 3 months of bank statements
- W9
- Business Organizing Documents (articles of incorporation)
 - Operating Agreement, if applicable
- Business Overview/ Business Plan

HOW TO APPLY

To apply for the SSCIA Business Grants complete the grant application found at www.lansingedc.com/SSCIA-grants-program. Download, complete, and upload the appropriate documents with your submission.

DISCLAIMER

The Lansing EDC reserves the right to accept or reject any or all Proposals, waive any formalities or minor technical inconsistencies, or delete or modify any item/requirements from this document when deemed to be in Lansing EDC's best interest. The Lansing EDC also reserves the right to make the final determination of any person's or organization's eligibility and/or qualifications for program benefits, and to make allocation of program benefits as it may, in sole discretion deem appropriate

Contract for Services Between
The Lansing EDC and City of Lansing Corridor Improvement Authorities

Proposed Scope of Work

General Administration and Compliance (provided to all CIAs as part of contract)

A. Board Meeting Administration

LEDC shall coordinate, prepare, and facilitate monthly CIA Board meetings in compliance with all applicable laws and regulations. Responsibilities include, but are not limited to: scheduling meetings; posting required public notices; preparing and distributing agendas and meeting materials; recording and maintaining official meeting minutes; and ensuring appropriate stakeholder and public participation.

B. Compliance with Michigan Public Act 57 of 2018

LEDC shall ensure CIA compliance with all applicable statutory requirements, including timely posting and maintenance of required documents on the City of Lansing's website. Such documents include, but are not limited to: meeting notices, agendas, agenda packets, development and Tax Increment Financing (TIF) plans, and approved meeting minutes.

C. Committee and Panel Administration

LEDC shall coordinate and administer CIA committees, subcommittees, and advisory panels. LEDC will serve as the primary liaison, ensuring alignment with CIA goals and maintaining communication between the committee/panel and the CIA Board.

Example: Coordination of an art competition review panel.

D. Budget and Financial Management

LEDC shall provide financial oversight and administrative support related to CIA budgets. Responsibilities include developing and implementing annual spending plans, tracking TIF revenue and projections, and supporting financial reporting and compliance requirements.

Special Services & Support (available to CIAs, TBD for each CIA):

E. Request for Proposal (RFP) Management

LEDC shall develop, publish, and administer RFP processes on behalf of the CIA. LEDC will serve as the primary point of contact for applicants and shall manage all aspects of the process, including solicitation, coordination of review committees, and facilitation of evaluation and selection processes.

Example: Administration of the West Saginaw Street CIA Marketing RFP and its review subcommittee.

F. Special Projects Management

LEDC shall lead and manage CIA-initiated projects, including but not limited to grant administration, subcommittee coordination, and stakeholder engagement initiatives. This may include representing the CIA in meetings, coordinating implementation activities, and ensuring project deliverables are met.

Example: Administration and implementation of the Thriving Communities Program grant on behalf of the South MLK CIA.

G. Meeting and Presentation Facilitation

LEDC shall organize and facilitate special meetings, workshops, and presentations aligned with CIA priorities. This includes identifying and coordinating with relevant speakers, subject matter experts, or partner organizations, and leading facilitation to maximize Board engagement and outcomes.

H. Event Coordination

LEDC shall plan, promote, and manage CIA-sponsored events and community engagement activities outside of regularly scheduled Board meetings. This may include public meetings, stakeholder convenings, and neighborhood engagement sessions.

Example: Community engagement events related to Logan Square or public meetings hosted at venues such as the Turner-Dodge House.

I. Marketing and Media Services

LEDC shall provide limited marketing and communications support utilizing available LEDC and City of Lansing resources. Services may include website updates, development of promotional materials, social media coordination, and media relations support, subject to capacity and availability.