



Saginaw Street Corridor Improvement Authority Board of Directors Monthly Meeting

Thursday, April 9th, 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 (3.19.26) - **Action**
3. Consideration for the Landscaping Maintenance- **Action**
4. Review of Business Grant Program Materials
5. Discussion on Corridor Art Projects
6. Updates on Corridor Projects
 - a. Marketing
 - b. Mural Program
7. Other Business
8. Public Comment
9. Adjournment



Andy Schor, Mayor

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

March 19, 2026

Rathbun Insurance Agency

529 W. Saginaw St. Lansing, Mi 48933

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

Members Absent:

Facilitator Present: Kahleea Washington (Lansing EDC)

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

Public:

Recorded by: Kahleea Washington (Lansing EDC)

Call to Order/ Roll Call: 3:06 PM

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

Approval of the Saginaw St. CIA Meeting Minutes (02.19.26)

The board move to approve the meeting minutes with the proposed corrections.

Motion: Stoken

Seconded: Sanborn

Approval of the FY 2026/2027 Budget- Action

The board reviewed the proposed budget and moved to approve.

Motion: Sanborn

Seconded: Stoken

Adoption of the 2026 Spending Plan- Action

The board discussed the proposed spending plan projects before approving.

Motion: Morman
Seconded: Stoken

Consideration for the Landscaping Maintenance- Action

The board reviewed the maintenance estimate received by the Plant Professional. Member Sanborn would like a duration for service to be added before acting on the item. The board tabled the action for the next month.

Updates on Corridor Projects

a. Marketing

The guests from the M3 Group presented their work, which included showcasing the new website, potential social media post, and other marketing materials. The board and M3 discussed next steps for the overall marketing campaign.

b. Mural Program

Washington provided updates on mural initiatives throughout the corridor. M3 plans to present some additional art initiatives for the corridor.

c. Street Sign Toppers

The board discussed the timeline and design of the street sign toppers.

Public Comment

NA

Adjournment: 3:57 PM

Motion: Sanborn

Second: Stoken

X

Tiffany Dowling
Chairperson, Saginaw St. Corridor Improvement Authority

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3/27/2026



**Saginaw Road Site
 Monthly Landscape Maintenance**

The intent of this proposal is to provide monthly maintenance through fall of 2026 to the garden around the sculpture at the site on Saginaw Highway.

Monthly maintenance will include weeding, removal of dead blooms and foliage, pruning if needed, and removal of trash or debris from the planting area.

1	Application of Preemergent	\$45.00	\$45.00
1	Application Fertilizer	\$55.00	\$55.00
	Subtotal		<u>\$100.00</u>
	Tax Exempt		-
	Labor to perform Spring Cleanup		\$260.00
	Monthly Maintenance Cost		<u>\$225.00</u>
	Total		<u><u>\$585.00</u></u>

A 50% deposit requested.

Monthly Landscape Maintenance

Landscape maintenance to be performed once monthly and is estimated at **\$75.00** per month.

This proposal may be considered accurate until **May 1st, 2026** at which time the property would be walked, weeds evaluated, and another proposal would need to be created. Weeds germinate, multiply and grow quickly, speeded by moisture and warm temperatures.

After proposal acceptance, requests for additional service or work not detailed in this proposal will be proposed separately.

We fill our schedule based on when proposals are accepted, routing efficiency, and weather.



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
- 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. **Each grant will require a 25% match/buy-in from the applicant.**

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](#)
- Must not be one of the following business types:
 - Check cashing/payday advance
 - Adult stores/services
 - Packaged Liquor retailer
 - Store that sells firearms
 - Marijuana operations of any kind
 - Storage facilities

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 LG CIA 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 LG CIA 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



HOURS REPORT

MONTH	Retainer Hours Used
Jan-26	30.25
Feb-26	29.5
Mar-26	13.675
Apr-26	
May-26	
Jun-26	
Jul-26	
Aug-26	
Sep-26	
Oct-26	
Nov-26	
Dec-26	
TOTAL HOURS USED	73.425
Hours Purchased	117.75
Hours Remaining	44.325