



Saginaw Street Corridor Improvement Authority Board of Directors Monthly Meeting

Thursday, July 16th, 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 (6.18.26) - **Action**
3. Update on Corridor Art Projects
4. Discussion with Public Service
5. Updates on Corridor Projects
 - a. Marketing
 - b. Street Sign Toppers
6. Consideration for Business Grant- **Action**
7. Review of Board Procedures- **Action**
 - a. Subscriptions and Annual Costs
 - b. Reimbursement Procedure
8. Approval of the LEDC and CIA Service Agreement- **Action**
9. Other Business
10. Public Comment
11. Adjournment



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

June 18, 2026

Rathbun Insurance Agency
529 W. Saginaw St. Lansing, Mi 48933

Members Present: Laura Stoken, Paul Schimdt, Tiffany Dowling

Members Absent: Peter Morman, Diane Sanborn

Facilitator Present: Kahleea Washington (Lansing EDC)

Guests Present: Amiee Evans (Lansing EDC), Kris Klein (Lansing EDC), Angela Winkler (M3 Group)

Public:

Recorded by: Kahleea Washington (Lansing EDC)

1. Call to Order/ Roll Call: 3:07 PM

Washington took role call. The group did not have quorum.

2. Approval of the Saginaw St. CIA Meeting Minutes (5.28.26) – Action

The group tabled this action item for next month.

3. Update on Corridor Art Projects

Washington shared an update on her communications with Amy's Catering, and she hopes to continue making progress on this mural opportunity. She also informed that she sent the letter M3 presented last month to the public transportation group, but has not received any response.

Lastly, Washington stated that she would like to invite representatives from the City's public service department to the meeting to explore public art project opportunities and other needs on the corridor.

4. Approval of the LEDC and CIA Service Agreement- Action

The group was not able to act on this item due to not having a quorum.

Kris Klein from the Lansing EDC explained the agreement the LEDC is proposing. He provided further detail on the different types of services and rates outlined in the agreement.

Member Stoken inquired about having the hours defined in the contract and having an attorney review the agreement on behalf of the CIA. The board expressed general concern about the confusion this agreement may cause with assigning work once the contract is in place. The board members plan to review the agreement on their own time and send any thoughts to Chair Dowling to express them to the Lansing EDC.

5. Updates on Corridor Projects

a. Marketing

Angela- letter to the transportation group, how to engage MDOT regarding the box, pursuing a sign at the point, and completing the QD mural.

b. Street Sign Toppers

Washington will continue to work with the City and Foresight and circle back with more updates.

6. Other Business

Washington informed the group that a new daycare had opened adjacent to the corridor. She provided them with access to the CIA's business opportunities.

7. Public Comment

NA

8. Adjournment: 4:06 PM

Motion Stoken Seconded: Schmidt

X

Tiffany Dowling
Chairperson, Saginaw St. Corridor Improvement Authority

Corridor Improvement Authority (CIA) Reimbursement Procedure

Purpose

This procedure establishes the process for requesting, approving, purchasing, and reimbursing board member expenses for specific Corridor Improvement Authority (CIA) activities. It applies to purchases made on behalf of a CIA for approved events and CIA needs.

The chair or vice chair is the authorizing signature on all board documents.

Step 1. Board Approval

Before any items are purchased, the cost must be presented to the applicable CIA Board for consideration. The request may be presented through:

- A board resolution
- A proposal or quote
- An in-person presentation
- Another board-approved purchasing method

The board must formally approve the expense before any purchase is made.

Step 2. Making and Documenting the Purchase

Following board approval, the board member or board representative may proceed with the approved purchase.

- **The purchaser is expected to document all receipts related to the purchase. A picture or digital receipt is preferred.**
- **Please email the receipts to the Community Development Specialist (CDS).**
- **Along with the receipts, a completed W-9 for the purchaser is expected to complete the reimbursement.**

The items are expected to be used for board purposes only, as outlined in the approved meeting minutes.

Step 3. Reimbursement

Once the purchase has been made and the receipt has been sent to the CDS. The CDS will compile all the related documents and begin the reimbursement process. Documentation may include:

- Approved board meeting minutes or a signed resolution documenting the approved expense
- Proposal, quote, estimate, or invoice (if applicable)
- Receipts for the purchase
- Signed payment request authorizing the LEDC to reimburse the purchaser.
- Additional documentation may be required depending on the nature of the expense.

Reimbursement Expectations

The purchaser can expect to receive their reimbursement within 30 days of the reimbursement payment request being approved by the chair. A check will be printed, and the purchaser can choose to pick it up at the Lansing EDC office or have it mailed to the address listed on their W-9.

DRAFT

Corridor Improvement Authority (CIA) Subscription and Annual Cost Procedure

Purpose

This procedure establishes the process for requesting, approving, purchasing, reimbursing, and tracking recurring subscriptions and annual expenses for each Corridor Improvement Authority (CIA). It applies to subscriptions or annual services paid by the Lansing Economic Development Corporation (LEDC) on behalf of a CIA and reimbursed through the CIA's tax increment financing (TIF) capture funds.

The chair or vice chair is the authorizing signature on all board documents.

Step 1. Board Approval

Before any subscription or recurring annual expense is purchased or renewed, the cost must be presented to the applicable CIA Board for consideration. The request may be presented through:

- A board resolution
- A proposal or quote
- An in-person presentation
- Another board-approved purchasing method

The board must formally approve the expense before any purchase is made.

Step 2. Documentation and Processing

Following board approval, the Community Development Specialist (CDS) will compile all required documentation and submit the appropriate materials for processing and execution.

Documentation may include:

- Approved board meeting minutes or a signed resolution documenting the approved expense
- Proposal, quote, estimate, or invoice (if applicable)
- Signed payment request authorizing the LEDC to make the credit card purchase
- Signed reimbursement request submitted to the City of Lansing for reimbursement to the LEDC

Additional documentation may be required depending on the nature of the expense.

Step 3. Payment

Once all required approvals have been received from both the City of Lansing and the Lansing Economic Development Corporation, the Community Development Specialist will coordinate with the LEDC Finance Manager to process the payment using the LEDC credit card.

Copies of payment confirmations and receipts shall be retained for the CIA's financial records.

Step 4. Subscription Tracking

The Community Development Specialist will maintain a Subscription and Annual Cost Tracker as part of each CIA's annual budget workbook.

At a minimum, the tracker should include:

- Subscription or service name
- Purpose
- Annual cost
- Purchase date
- Renewal date
- Billing frequency
- Payment method
- Renewal method (automatic or manual)
- Account email address
- Account owner or administrator
- Vendor contact information (if applicable)
- Notes (license count, contract term, cancellation requirements, etc.)

Step 5. Annual Review

During the annual budget development process (typically in March), the CIA Board will review all active subscriptions and recurring annual expenses to determine whether each continues to provide value and aligns with the CIA's goals and budget.

The Board may choose to:

- Continue the subscription as currently authorized.
- Modify the subscription or service level.
- Discontinue the subscription prior to its renewal date.

The Community Development Specialist is responsible for ensuring that any approved changes, including cancellations or renewals, are completed before the applicable renewal deadline.

**CONTRACT BETWEEN
THE LANSING ECONOMIC DEVELOPMENT CORPORATION
AND
THE CITY OF LANSING'S _____ CORRIDOR IMPROVEMENT AUTHORITY
(2026-2027)**

THIS CONTRACT, entered into this ____ day of June 2026 effective from July 1, 2026 through June 30, 2027 by and between the City of Lansing's _____ Corridor Improvement Authority, a Michigan municipal entity (the "**CIA**") and the Economic Development Corporation of the City of Lansing, a non-profit corporation organized and existing under the laws of the State of Michigan (the "**LEDC**") (the CIA and LEDC are collectively the "**Parties**").

WITNESSETH THAT:

WHEREAS, pursuant to that certain Contract by and between the LEDC and the City of Lansing effective July 1, 2026, through June 30, 2027 (the "**City Contract**"), the LEDC has agreed with the City of Lansing to provide services to the CIA; and

WHEREAS, the CIA desires to engage the LEDC, and the LEDC desires to be engaged, to perform such services, as defined in this Contract and subject to its terms.

NOW, THEREFORE, the CIA and the LEDC mutually agree as follows:

1. **Scope of Work.** The LEDC will manage and assist the CIA in accordance with the City Contract, subject to available funding. The LEDC will provide the primary services below to assist the CIA, and will also provide a reasonable amount of Al La Carte Services taking into account available funding and the LEDC's capacity and other obligations to the City and otherwise. The LEDC and CIA will meet early during the term of this Contract to collaborate in good faith and agree upon the Al La Carte Services to be provided in a manner that balances the CIA's needs and preferences with the LEDC's capabilities and funding for the year. The LEDC and CIA may revisit priorities and the Al La Carte Services to be provided as needed during the term. The LEDC will, subject to input from and any requirements of the City, have the final authority to determine the scope and volume of the LEDC's Al La Carte Services for a particular period of time.
 - a. **Primary Services.**
 - i. **Board Meeting Administration.** LEDC will coordinate, prepare materials for, and facilitate monthly CIA Board meetings, in collaboration with the CIA's Chairperson and other members of the CIA's Board. As coordinated with the CIA's Chairperson and other CIA Board members, the LEDC's responsibilities in this regard will include scheduling meetings; posting required public notices; preparing and distributing agendas and meeting materials; recording and maintaining official meeting minutes; and assisting in coordinating the appropriate stakeholder and public participation.
 - ii. **Compliance with Michigan Public Act 57 of 2018.** LEDC will assist the CIA in its compliance with all applicable statutory requirements, including

timely posting and maintaining of required documents on the City of Lansing or Lansing EDC's website. Such documents include meeting notices, agendas, agenda packets, development and Tax Increment Financing ("TIF") plans, and approved meeting minutes. Additional documents may be posted and maintained on an as-needed basis as determined by the LEDC. The LEDC will review and have the final say on all such actions that impact compliance with applicable statutory requirements.

- iii. **Budget and Financial Management.** LEDC will provide financial oversight and administrative support related to CIA budgets. LEDC responsibilities include developing and implementing annual spending plans, tracking TIF revenue and projections, and payment processing, supporting financial reporting and compliance requirements.

- b. A La Carte Services. In addition to the primary services required above, LEDC will provide a reasonable amount of additional support services to the CIA annually, which may include the following categories of services or other types of services that the CIA requests and the LEDC is able and willing to provide.

- i. **Request for Proposal ("RFP") Management.** LEDC may develop, publish, and administer RFP processes on behalf of the CIA. LEDC could serve as the primary point of contact for RFP applicants and could manage aspects of the RFP process, including solicitation, coordination of review committees, and facilitation of evaluation and selection processes.

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

- ii. **Special Projects Management.** LEDC may lead and manage CIA-initiated projects, such as grant administration, subcommittee coordination, and stakeholder engagement initiatives. These services could include representing the CIA in meetings, coordinating implementation activities, and ensuring project deliverables are met.

Example: Administration and implementation of the Business Grant Program on behalf of the S. MLK Jr. Blvd. CIA.

- iii. **Meeting and Presentation Facilitation.** LEDC may organize and facilitate special meetings, workshops, and presentations aligned with CIA priorities as determined through mutual understandings of the Parties. These could include identifying and coordinating with relevant speakers, subject matter experts, or partner organizations, and leading facilitation to maximize Board engagement and outcomes.
- iv. **Event Coordination.** LEDC may 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 developments or public meetings hosted at venues such as The Turner Dodge House.

- v. **Marketing and Media Services.** LEDC may 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.
- vi. **Committee and Panel Administration.** LEDC may coordinate and administer CIA committees, subcommittees, and advisory panels, in which it could serve as a liaison between the committee and the CIA. LEDC's goal could be to align committee/panel activities with the CIA's goals and maintain communication between the committee/panel and the CIA Board.

Example: Coordination of an art competition review panel.

(The Primary Services and to-be-provided the A La Carte Services, collectively, the "Services")

2. Time of Performance

The time of the performance under this Contract will be from July 1, 2026 to June 30, 2027. In no event will this Contract extend beyond June 30, 2027, unless so provided by a written amendment hereto that has been executed by both parties. Unless otherwise terminated pursuant to the terms of this Contract or the City Contract, LEDC will continue to perform services and activities until the Contract expires.

3. Compensation and Method of Payment for LEDC Contract Services

- a. As consideration for LEDC's performance of the Services, the CIA will pay LEDC Ten Thousand Dollars (\$10,000) plus 5% of the CIA's Tax Increment Revenue TIR captured during the fiscal year preceding the effective date of this Contract, which equals \$_____ (the "**Base Contract Amount**"). The CIA will pay the Base Contract Amount to the LEDC on July 1, 2026.
- b. If the value of the LEDC's Services (based on the LEDC's hourly rates attached as Exhibit A) materially exceed the Base Contract Amount, or the LEDC determines that is reasonably likely to happen, then the LEDC may require that the CIA pay the LEDC for the excess Services in accordance with the LEDC's hourly rates attached as Exhibit A. The LEDC will remit monthly invoices to the CIA for any such charges, and the CIA will remit payment within ten (10) business days of receipt.

4. Contract Modifications

The LEDC, from time to time, may need to expand, diminish or otherwise modify the scope of Services or other Contract. All such amendments and modifications must be mutually agreed upon by the Parties and incorporated into written amendments to this Contract, provided that if the City Contract is amended in a manner that affects this Contract, the

LEDC may unilaterally amend this Contract in a reasonable manner as it determines to be necessary to address the amendment to the City Contract.

5. Reports and Information

- a. Financial Records and Reports. The CIA agrees, with the LEDC's support as provided in this Contract, to make and maintain adequate financial records in a form reasonably satisfactory to the LEDC. Such financial records and reports will reflect all costs and expenses incurred in relation to this Contract and the services described herein. Financial records and reports of the CIA will conform with the "City of Lansing Standard Operating Procedures for City Support Agencies" and further CIA acknowledges and agrees that said "City of Lansing Standard Operating Procedures for City Supported Agencies" is available for use by LEDC.
- b. Equal Employment Opportunity Provisions. Pursuant to Chapter 1-302.1 of the Lansing City Charter, the Parties agree that they will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this Contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap, or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose. The Parties further agree to provide equal employment opportunity pursuant to all state and federal laws including the Americans with Disability Act and to provide proof to the CIA as requested by the Human Relations & Community Services Department pursuant to Section 206.20 and 206.21 of the Codified Ordinances of the City of Lansing.

6. Eligible Costs

The LEDC will be entitled to reimbursement by the CIA for reasonable out-of-pocket costs and expenditures that it incurs in connection with the Services or otherwise on behalf of the CIA. All such costs and expenditures made pursuant to this Contract will be fully documented and will be in conformance with any limitations or exclusions of applicable Federal, State and local laws, rules, regulations and conditions mandated by the City of Lansing.

7. Records and Documentation

- a. Each of the Parties will establish and maintain all necessary records concerning any matter covered by this Contract which, from time to time, as necessary for the ordinary administration of this Contract and the Services.
- b. Unless otherwise expressly authorized by the LEDC, each Party will maintain all records related to this Contract, including financial records and accounts for a period of three (3) years after receipt of final payment under this Contract.
- c. If any litigation, claim or audit is started before the expiration of the three-year period, the records will be retained by the Parties until all litigation, claim or audit findings involving the records have been resolved.

8. Audits and Inspections

At any time during normal business hours and as often as the LEDC may deem reasonably necessary to ensure proper accountability for all project funds, CIA will:

- a. Make available to the LEDC all checks, payrolls, time records, invoices, Contract vouchers, orders and other data, information and material concerning any matter covered by this Contract; and
- b. Permit the LEDC to audit, examine, excerpt, or transcribe all checks, vouchers, orders or other data, information and material concerning any matter covered by this Contract; and
- c. Allow the LEDC to review such documents that are considered as backup to the operation of CIA, regardless of funding source; and
- d. Make available to the LEDC documentation supporting service reports.

9. Conflict of Interest

- a. Conflict of interest is defined as the Party's officers, directors, and/or employees using position for a purpose that is or gives the appearance of being motivated by a desire for private financial gain for themselves or others, particularly those with whom they have family, business, or other ties.
- b. The Parties covenant, to the best of their knowledge, that no such interest exists and no person having any conflicting interest in this Contract will be employed for the purpose of performing the services and activities set forth in the Scope of Services section of the Contract or fulfilling the terms, conditions, obligations, covenants, agreements or stipulations of this Contract.
- c. The City of Lansing will establish safeguards to prohibit conflicts of interest as defined in this Section.

10. Assignment and Transfer of Interest: Subcontracting

Except as otherwise permitted by this Agreement, the Parties will not assign or transfer, whether by assignment or novation, any interest in this Contract or subcontract any performance or portion thereof pursuant to this Contract without written consent of the non-assigning Party, provided however, that claims for money due or to come due to LEDC from the CIA pursuant to this Contract may be assigned or transferred to a bank, trust company, or other financial institution without such consent, and LEDC will promptly notify the CIA of any such assignment or transfer.

11. Lobbying and Political Activities

None of the money, compensation, reimbursement, funds, property or services provided, directly or indirectly, under, by or pursuant to this Contract will be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before the Congress of the United States, the Michigan State Legislature, or the City Council of the CIA.

12. "Save Harmless" Clause

LEDC will indemnify, defend, and hold the CIA harmless for all damages arising out of a claim a third party brings against the CIA that arises out of LEDC's negligent or intentional misconduct.

CIA will indemnify, defend, and hold the LEDC harmless for all damages arising out of a claim a third party brings against the LEDC that arises out of CIA's negligent or intentional misconduct.

13. Civil Rights

- a. Each Party agrees that it will not discriminate as to provision of services pursuant to this Contract or as to hiring or terms or conditions of employment based on race, creed, color, religion, national origin, sex, handicap, marital status, height, weight or age. It will maintain written personnel rules, guidelines, practices, and terms and conditions of employment. The personnel rules established may be amended from time to time, as necessary.
- b. Each Party will, in all solicitations or advertisements for employees placed by or on behalf of CIA, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, height, weight, marital status, sex, age, handicap, national origin, sexual orientation or gender preference.

14. Severability of Provisions

If any clauses, sections, provisions or parts of this Contract are held invalid or if any portion of any clause, section, provision or part of the Contract is held invalid, the remainder of this Contract will continue to be enforceable as written.

15. Waiver

The failure of a Party to demand compliance with any term of this Contract or to take action when this Contract is breached in any way will not be considered a waiver of that Contractual requirement thereafter nor the Party's right of action for the breach of that term.

16. Insurance

The CIA will obtain and maintain any insurances reasonably required by the LEDC during the term of this Contract. The LEDC will maintain insurance with generally as good or better coverage during the term of this Contract. The insurance may cover Direct and Officers in addition to general liability.

17. Disclosure of Confidential Material

All reports, data, information, statements, forecasts, records, and so forth, assembled, constructed or prepared pursuant to or as a consequence of this Contract are subject to all Federal and Michigan laws and regulations governing the disclosure of "public, client and medical, or other records" subject to certain exemptions from disclosure under the

circumstances expressly authorized by the above laws and regulations.

18. Termination

- a. For Convenience. Either Party, in its sole discretion, may terminate this Contract at any time without cause, by providing at least 60 days' prior written notice to the other Party.
- b. Non-Payment. In the event the CIA does not remit payment to the LEDC in accordance with the terms of this Contract, the LEDC will immediately suspend Services and, after ten days without a cure, may terminate the Contract.
- c. Termination of the City Contract. In the event the City Contract is terminated or the provisions of the City Contract related to this Contract are removed or otherwise ended, this Contract will be automatically terminated.
- d. Payments After Termination. Following the termination of this Contract, LEDC will promptly invoice CIA for any outstanding amounts and expenses due and owing under this Contract, and the CIA will pay all such amount and expenses to LEDC in accordance with the payment terms set forth in this Contract. If a deposit or advance payment has been made by CIA for any services that have not and will not be delivered to LEDC following expiration or termination, LEDC will promptly reimburse such payment to CIA.

19. SubContracting

LEDC may subcontract some or all of the responsibilities set forth in Section 1, but LEDC will remain responsible for any subcontracted Services.

20. Applicable Law

This Contract will be governed by the laws of the State of Michigan.

21. City Contract

This Contract is subject to the City Contract. Both parties agree to comply with the City Contract to the extent applicable to their performance of this Contract.

[Signatures on the following page]

IN WITNESS WHEREOF, the Parties have entered into this Contract as of the date first written above.

CIA

By: _____
Name:
Title:

Lansing Economic Development Corp.

By: _____
Name: Shelley Davis Boyd
Title: LEDC Chair

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EXHIBIT A
LEDC Hourly Rates

See attached.

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