Andy Schor, Mayor

Michigan Avenue Corridor Improvement Authority

Board of Directors Monthly Meeting

Friday, July 18th, 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 (6.26.26) **Action**
3. Public Comment
4. Update on Corridor Projects
    a. Website
    b. Corridor Banners
5. Review of Board Procedures- **Action**
    a. Subscriptions and Annual Costs
    b. Reimbursement Procedure
6. Approval of Website Reimbursement- **Action**
7. Discussion of Eastside Summer Festival (E. Schimtt)
8. Approval of Event Expenses Resolution- **Action** (E. Schimtt)
9. Other Business
10. Adjournment

Andy Schor, Mayor

Michigan Avenue Corridor Improvement Authority
Board of Director's Meeting
Friday, June 26, 2026 – 8:30 AM
Foster Community Center
200 N. Foster Ave., Room 211
Lansing, MI 48910

Members Present:	L. Peter Clark, Jeffrey Hank, Elaine Barr, Jon Lum
Mayoral Designee:	
Members Absent:	Brandon List (excused),Katherine (Katie) Hubbard (excused), Tim Daman (excused)
Facilitator Present:	Kahleea Washington (Lansing EDC), Ethan Schmitt
Guest Present:	Kris Klein (President, Lansing EDC); Amiee Evans (Director of Economic Development, Lansing EDC); Scott Gilespie (Owner, The Gilespie Company); Andy Fedewa (City of Lansing, Economic Development and Planning Department); Ryan Sheilds (City of Lansing, Economic Development and Planning Department)
Public Present:	
Recorded by:	Kahleea Washington

Call to Order/Roll call
Chair Lum called the MACIA Board of Directors meeting to order at 8:36 a.m.
The board did not have a quorum at the time. Board Member Barr joined the meeting at 8:38, giving the group a quorum.

Approval of May 15, 2026, MACIA Meeting Minutes – Action
The present board members reviewed the proposed meeting minutes and had no edits. Chair Lum tabled the action item until the board had a quorum. After Board Member Barr joined the meeting at 8:38, they returned to this agenda item and acted.

MOTION: Member Clark; Motion seconded by Member Hank.
YEAS: Unanimous. Motion carried.

Public Comment
Andy Fedewa and Ryan Sheilds from the City of Lansing Economic Development and Planning office introduced themselves. Fedewa provided the vacancy survey requested by the board, and wanted to be here to provide any additional information.

Scott Gilespie from the Gilespie Company provided an update on the new MSU Childcare facility and welcomed the board for tours. Gilespie also updated the board on the Block 2000 Façade Project, stating that he is waiting on the roofing contractor to complete the project.

Update on the Corridor Projects

a) **Website:** Director of Special Projects, Ethan Schmitt, presented to revamp website to the board and demonstrated how to access and use the Wix platform. The next steps for the website are to connect the "Dotheavenue.com" domain to the new site.
b) **Photography**: Integrated into the new website are the corridor photos that the board approved at the previous meeting.
c) **Corridor Banners:** Washington provided an update that the banner locations and the fabrication company have been finalized. She will continue working with MACIA's contractors, including BWL, to complete the project by the end of summer.

Vacant Properties Update:
Washington highlighted the vacancy survey included in the packet and explained key points from the vacancy reports provided by the City Assessor. The board had a general discussion of the report's findings and how they may compare them with other corridors in the city/area.

The next steps for MACIA are drafting the corridor's business grant guidelines to fit the needs of businesses according to the report and other findings.

Update on the LEDC and CIA Service Agreement
Washington presented the Contract for Services between the Lansing EDC and the City of Lansing Corridor Improvement Authorities. The document was included in the meeting packet and outlines the scope of work for Kahleea's role as well as areas where additional support may be possible. Representatives from the Lansing EDC, President Kris Klein, and Director of Economic Development Amiee Evans were present to address any questions or concerns.

The board made general inquiries about the length of the agreement, the billing structure for additional service hours, and the timeline of execution and negotiations. The board chair is expected to finalize the agreement with the LEDC.

Board Member Clark made a motion to authorize Chair Lum to negotiate, finalize, and execute on the MACIA's behalf, the FY2027 Contract for Services with the Lansing EDC."

Motion: Member Clark supported by Member Barr
YEAS: Unanimous. Motion carried.

Approval for Google Workspace- Action
Director of Special Projects, Ethan Schmitt requested $264.00/year from the board to purchase the Google Workspace platform for the MACIA. The platform includes personalized emails and a shared workspace for the board.

Motion: Member Barr supported by Member Clark
YEAS: Unanimous. Motion carried.

Michigan Avenue Fall Festival Proposal- Action
Director of Special Projects, Ethan Schmitt, presented on the proposed Michigan Ave. Fall Festival in September 2026. The presentation was included in the packet and provided a throughout overview of the potential plan for the event and consultants to work with.

The board engaged the representatives of the City's Economic Development and Planning department regarding best practices for the event's location and alcohol service.

The board asked general logistics questions, but supported the proposal. Member Clark made a motion to delegate the chair to act on and finalize the proposal.

Motion: Member Clark supported by Member Hank
YEAS: Unanimous. Motion carried.

Other Business
NA
Adjournment
Member Barr made a motioned to Adjourn the meeting at 9:37 AM. Chair Lum seconded.
The Michigan Avenue Board of Directors at 9:37 AM.

Jonathan Lum, Chair
Michigan Avenue 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 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.

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.

INVOICE

Jennifer McKinstry
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+1 (517) 944-0114

canopy

Bill to
Michigan Avenue Corridor Improvement Authority

Ship to
Michigan Avenue Corridor Improvement Authority

Invoice details
Invoice no.: 0592
Terms: Net 30
Invoice date: 07/03/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/03/2026	**Services**	GoDaddy URL Reimbursement	3	$32.99	$98.97
2.		**Services**	GoDaddy Email	3	$6.99	$20.97
3.		**Services**	WP Engine Hosting & Wordpress Site *With $60 discount	3	$300.00	$900.00
4.		**Services**	Wordpress Plugin: Elementor Pro *With 50% Off	3	$104.94	$314.82
5.		**Services**	Wordpress Plugin Pro Slider	3	$39.00	$117.00

Subtotal	$1,451.76
Discount	-$217.41
Total	**$1,234.35**

Ways to pay

BANK

Venmo @Jennifer-McKinstry, Cash App $JenniferMcKinstry, Zelle 517-944-0114

View and pay

MICHIGAN AVENUE CORRIDOR IMPROVEMENT AUTHORITY
OF THE CITY OF LANSING
Certificate of Resolution by Board of Directors

At a scheduled meeting of the Board of Directors of the Michigan Avenue Corridor Improvement Authority of the City of Lansing held on Friday, July 17, 2026, at 8:30 a.m., pursuant to notice duly given:

PRESENT: Katherine (Katie) Hubbard, L. Peter Clark, Jeffrey Hank, Tim Daman, Brandon List, Jon Lum, Elaine Barr

ABSENT:

The following preamble and resolution was offered by;

Member:

Member:

WHEREAS, in 2009 the Lansing City Council approved the establishment of the Michigan Avenue Corridor Improvement Authority (MACIA) with the goals to correct and prevent deterioration in the business districts, redevelop the city's commercial corridors and promote economic growth; and

WHEREAS, in March of 2026 the MACIA approved its "FY 2026/2027 Budget" allocation $50,000 to its "Marketing and Promotion" Category; and

WHEREAS, the MACIA 2026 Spending outlines that within the "Marketing and Promotion" Category, the board can will anticipate spending those dollars on marketing and communication items and covering design and print cost; and

WHEREAS, MACIA's Director of Special Projects, Ethan Schmitt, proposed using up to $4,052.39 of the funds in the "Marketing and Promotion" Category to purchase the following items.

- $40 vendor fee for Eastside Summerfest
- $60 for heavy duty plastic folding table
- $177.39 for folding chairs
- $871 for printer and extra ink for office space
- $1700 for MACIA laptop with high processing power
- Up to $500 for local food for community listening sessions
- Up to $200 for table/chair deliveries for listening sessions
- $564 for Microsoft 365 Business Standard (2 users).

WHEREAS, Schmitt outlined the proposed use and value of each of these items to the board before they moved to approve; and

WHEREAS, the MACIA Board wishes to move forward with the following purchases___ totaling $____ of their “Marketing and Promotion” Category; and

1. The Michigan Avenue Corridor Improvement Authority Board of Directors approves spending up to $_____ for “event expenses”.
2. The Michigan Avenue Corridor Improvement Authority Board of Directors authorizes the acting chair to evaluate and execute any payments of behalf of the board as it related to the project outlined in this resolution.
3. Additionally, the MACIA agrees that if any section, clause or phrase of this Resolution is declared as invalid by a court of law, that ruling shall not affect the intent and purpose of this Resolution and validity of the remaining provisions of the Resolution.
4. Finally, the MACIA declares that all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are repealed.

The foregoing preamble and resolutions are hereby approved by the Board of Directors for the Michigan Avenue Corridor Improvement Authority of the City of Lansing.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

PREAMBLE AND RESOLUTIONS DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and a complete copy of a preamble and resolutions adopted at a regularly scheduled meeting of the Michigan Avenue Corridor Improvement Authority held on the 18th day of July 2026, and said preamble and resolutions are on file in the office of the Economic Development Corporation of the City of Lansing and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan 1976, including in the case of a special or re-scheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting. In addition, the meeting was held in full compliance with the Board’s By-Laws.

IN WITNESS WHEREOF, I have hereunto affixed my official signature.

____

Jon Lum
Chair- Michigan Avenue CIA Board of Directors