Andy Schor, Mayor

Lansing Gateway Corridor Improvement Authority

Board of Directors Monthly Meeting

Wednesday, August 19th, 2026 – 4:00 PM

Capital Region International Airport

4100 Capital City Blvd. Lansing, MI 48906

Chris Holman Room

AGENDA

1. Call to Order/ Roll Call
2. Approval of the Lansing Gateway CIA Meeting Minutes (7.15. 2026)– **Action**
3. Approval of Board Insurance- **Action**
4. Review of Board Procedures- **Action**
    a. Subscriptions and Annual Costs
    b. Reimbursement Procedure
5. Update on the Design Project- **Action**
6. Update on the CATA Project- **Action**
7. Public Comment
8. Other Business
9. Adjournment

Andy Schor, Mayor

Lansing Gateway Corridor Improvement Authority
Board of Directors Monthly Meeting
July 15th, 2026 @ 4:00pm
Capital Region International Airport
4100 Capital City Blvd. Lansing, MI 48906
Chris Holman

Members Present:	Robert Benstein, Steven Bohnet, Kambriana Crank, Diane Hartwell, Hillary Kipp, Bob Van Arkel (4:09pm)
Members Absent:	Jo Sperry
Facilitator Present:	Kahleea Washington (Lansing EDC)
Guests Present:	Andy Kilpatrick (City of Lansing), Kai Christian (CATA)
Public:	N/A
Recorded by:	Kambriana Crank

1. **Call to Order/ Roll Call**

Roll call at 4:01 PM

2. **Approval of the Lansing Gateway CIA Meeting Minutes (6.17.2026)– Action**

The board members reviewed the meeting minutes before moving to approve.

Motion: Kipp

Second: Bohnet

Passed unanimously

3.Update on the Design Project

The board reviewed new consultant-provided 3D visuals and requested additional 3D streetscape renderings. Washington will verify any added cost and explore opportunities to present renderings at the Annual Board Meeting.

4.Discussion with Public Service and CATA

Kilpatrick shared that the City's Unmotorized Plan includes a proposal in collaboration with MDOT to reduce Grand River from four lanes to three. The board will be sent the finalized plan once available and noted that the City can coordinate with MDOT on identifying optimal locations for streetlighting and crosswalks. He also clarified that sidewalk improvements, streetlighting sourced through BWL, and signage or banners fall under the City's jurisdiction.

Christian provided information about CATA's capabilities regarding bus shelter enhancements. CATA can install shelters and lighting along the corridor and can supply a full inventory of existing amenities such as trash cans, lighting, and shelters. It was noted that artwork can be incorporated into shelters as long as visibility of bus traffic is maintained. Christian also stated that CATA covers the costs of shelters, trash cans, and shelter lighting, while the CIA may explore options like solar lighting for added illumination. Christian will also determine the number of high-frequency bus stops along the corridor and share that information with the board.

5.Update on ARPA Funds

Washington gave the board an update on the spending plan. The board may consider increasing the "aesthetic and design improvements" category of the budget summary. Currently, the board is still encouraging business to apply for the Business Enhancement Grant program.

6.Public Comment

None.

7.Other Business

Washington requested for an agenda item to be added regarding the approval of transferring banks accounts from PNC to Comerica Bank.

Motion to add an agenda item to approve transferring the CIA bank account from Comerica Bank to PNC:

Motion: Kipp

Second: Van Arkel

Unanimous

Motion to approve the banking transfer from PNC to Comerica:

Motion: Crank

Second: Hartwell

Unanimous

8.Adjournment

Adjournment: 4:54pm

Motion: Bohnet

Support: Hartwell

X__________________________

Robert Benstein

Chairperson, Lansing Gateway Corridor Improvement Authority

BENJAMIN DAVID RATHBUN
Rathbun Insurance
529 W SAGINAW ST
LANSING, MI 48933
517-482-1316

Business Insurance Proposal

LANSING GATEWAY CORRIDOR IMPROVEMENT AUTHORITY (LGCIA)

401 S WASHINGTON SQ
LANSING, MI 48933

Proposed Policy Period
08/01/2026 - 08/01/2027

THE CINCINNATI INSURANCE COMPANIES
Everything Insurance Should Be®

Proposal valid for 60 days from the date quote was created.

Date Prepared 08/03/2026

This is not a policy.

cinfin.com

PREMIUM SUMMARY

The Cincinnati Indemnity Company

Named Insured: LANSING GATEWAY CORRIDOR IMPROVEMENT AUTHORITY (LGCIA)

Address: 401 S WASHINGTON SQ
LANSING, MI 48933

Agency: Rathbun Insurance

Proposed Policy Period: 08/01/2026 - 08/01/2027

Coverage	Premium
General Liability	$900
Terrorism	$25
Total Annual Premium	**$925.00**

Ask your agent about various billing and payment options.

GENERAL LIABILITY

Cincinnati liability insurance helps to financially protect you and your assets, leaving you free to focus on your business. Your policy comes with loss control services to help you manage risk and includes:

- coverage for injury or damage caused by the goods you've sold or work you've performed; for offenses arising out of the advertising of your goods and services; and for false arrest, libel, slander and wrongful eviction of others
- coverage for personal and advertising injury arising out of an insured contract
- contractually assumed defense costs provided outside of policy limits
- a general aggregate limit that automatically applies separately at each location (for ongoing operations) owned by, or rented or leased to you and to each construction project (for ongoing operations)

Your agent can help you tailor an insurance program specific to your needs, choosing from a variety of coverage options:

- **Broadened General Liability** – Increases limits or adds coverage in one convenient form for employee benefit liability, automatic additional insured for specified relationships, expanded legal liability coverage for premises rented to you and medical payments.
- **Employee Benefits Liability** – Covers your errors and omissions in administrating your employee benefits, such as accidentally failing to enroll an employee in an offered plan.
- **Employment Practices Liability Insurance (EPLI)** – Covers claims of wrongful termination and age or sex discrimination.
- **Sexual Misconduct Liability** – Provides legal liability coverage for damages because of injury arising out of sexual misconduct or molestation.
- **Worldwide Business Liability** – Protects you when doing business in most parts of the world.

Premises Operations and Products/Completed Operations

Occurrence Limit: $1,000,000

General Aggregate: $2,000,000

Products Aggregate Limit: $2,000,000

Personal and Advertising Injury Limit: $1,000,000

Exclusion Personal and Advertising Injury: No

Exclusion Damage to Premises Rented to You: No

Exclusion Employees and Volunteer Workers as Insureds: No

Medical Payments: $10,000

Excess Med Pay: No

ALL LOCATIONS	LIMIT	PREMIUM
Broadened Endorsement		$150.00
Hired and Non-Owned Auto		$250.00

LOCATION 1 - - 401 S WASHINGTON SQ, LANSING, MI 48933

Classification Description	Premium Basis	Premium
41670 CLUB-CIV.SERV.SOC-N/BLDS-PRM-OWN/LEASE NFP (MI)	Each	
Prem/Op Exposure: 8		$52.00
Prod/CO Exposure: Included		Included
Increase Needed for Coverage Part Minimum Premium of $500		$448.00
TOTAL GENERAL LIABILITY PREMIUM		$900.00

The Cincinnati Insurance Companies

Coverage Summary

CGL BROADENED ENDORSEMENT

Commercial General Liability Broadened Endorsement GA210

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option purchased or quoted. Higher limits that appear in an e-CLAS® sales proposal replace the limits listed. In the event of a conflict, the actual policy terms, conditions, limitations and exclusions shall prevail.

Liability Coverages	Limits
Automatic additional insured when required in a written contract for: lessors of premises, lessors of equipment, vendors, mortgagees, assignees, receivers, and state or political subdivision's permits relating to premises	Included
Bodily injury includes mental anguish	Included
Broadened notice of occurrence	Included
Employee benefit liability ($1,000 deductible)	$1 million each employee/ $3 million aggregate
Employees as insureds for specified healthcare services (nurses, EMTs and paramedics)	Included
Expands damage to premises rented to insured to include lightning, smoke, soot or water	At the lesser of $500,000 or the CGL each occurrence limit
Former employees as insureds	Included
Good samaritan coverage for employees or volunteers	Included
Medical payments	$10,000 any one person
Newly formed or newly acquired organizations for up to 180 days	Included
Nonowned aircraft	Included
Property damage from reasonable force used to protect persons or property	Included
Property damage to borrowed equipment when not in use ($250 deductible)	$10,000 each occurrence
Supplementary payments: • bail bonds • loss of earnings	 $2,500 $500 per day
Unintentional failure to disclose existing hazards provisions	Included
Waiver of subrogation if required in a written contract	Included

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Everything Insurance Should Be®

PAIGE RANA MILLER
Rathbun Insurance
529 W SAGINAW ST
LANSING, MI 48933
517-482-1316

MANAGEMENT LIABILITY
Pillar - Non-Profit Organizations Proposal

LANSING GATEWAY CORRIDOR IMPROVEMENT AUTHORITY
401 S WASHINGTON SQ
LANSING, MI 48933

Proposed Policy Period
08/01/2026 - 08/01/2029

THE CINCINNATI INSURANCE COMPANIES
Everything Insurance Should Be®

Proposal valid for 60 days from the date quote was created.

Date Prepared 08/05/2026

This is not a policy.

cinfin.com

PREMIUM SUMMARY

The Cincinnati Insurance Company

Named Insured: LANSING GATEWAY CORRIDOR IMPROVEMENT AUTHORITY

Address: 401 S WASHINGTON SQ
LANSING, MI 48933

Agency: Rathbun Insurance

Proposed Policy Period: 08/01/2026 - 08/01/2029

Coverage	Premium
Nonprofit Organization D&O	$887
Terrorism	Included
Total Annual Premium	**$887.00**

Ask your agent about various billing and payment options.

NONPROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY

COVERAGE	LIMIT
Nonprofit Organization D&O	$1,000,000*
*Policy Level Shared Annual Aggregate Limit Applies - No	
Investigative Costs Sublimit	$100,000
Excess Benefit Transaction Tax Sublimit (per organizational manager)	$20,000
Employed Lawyers Limit	Not Covered
Additional Defense	Unlimited
Excess Side A	Not Covered

COVERAGE	DEDUCTIBLE
Nonprofit Organization D&O	$1,000
Deductible does not apply to non-indemnifiable loss.	
Employed Lawyers	N/A

Retroactive Date: N/A

Prior or Pending Date: 08/01/2026

Continuity Date: 08/01/2026

Selecting the right company

With Cincinnati's Pillar management liability coverage, know that you have an exceptional insurance program from a company offering:

- A management team specifically dedicated to keeping your program on the leading edge
- Superior claims service provided by Cincinnati professionals
- High financial strength rating from A.M. Best Co., reflecting our ability to pay claims and keep our promises. Please visit *cinfin.com* and Financial Strength to see our latest ratings
- For qualifying accounts, three-year policy terms with rates that won't increase during the term in most states for many coverages, saving you the added time and expense of annual renewals

Please see below for a more complete summary of coverages. Your agent recommending Cincinnati can provide more details, answer questions and add the coverage you need.

NONPROFIT ORGANIZATION DIRECTORS AND OFFICERS LIABILITY COVERAGE, ML105

General Provisions Applicable to All Liability Coverage Parts, ML101

This summarizes the coverages provided by the listed insurance forms, depending on the coverage option purchased or quoted and the forms approved in each state. Any higher limits that appear in your sales proposal replace the standard limits listed. For complete details of the terms, conditions, limitations and exclusions, please see your policy.

INSURING AGREEMENTS, ML105		
A. Insured Persons	Pays on behalf of insured persons all covered loss that they are legally obligated to pay	
B. Indemnification	Pays on behalf of the organization all covered loss that it's required to pay as indemnification to the insured persons	
C. Organization	Pays on behalf of the organization all covered loss that it is legally obligated to pay	
Coverage	**Description**	**Cincinnati D&O ML105 & ML101**
COVERAGE FEATURES		
Allocation	Covers 100% of defense costs when allocating between losses that are covered and not covered	✓
Antitrust coverage	Applies no exclusion for allegations of violations of antitrust regulations	✓
Claim reporting	Requires a claim to be reported when an executive has knowledge of it. If insureds other than executives have knowledge of the claim, there is no penalty for failure to report	✓
Contractual liability[1]	Includes coverage for defense costs for contractual liability claims for insured persons	✓
Extended reporting period	Provides an automatic ERP for no additional premium	90 days
Failure to maintain insurance	Applies no exclusion for failure to maintain insurance	✓

[1] Not applicable in NY

NONPROFIT ORGANIZATION D&O LIABILITY COVERAGE

Coverage	Description	Cincinnati D&O ML105 & ML101
COVERAGE FEATURES (cont'd)		
Insured vs. insured exclusion	Includes exceptions to provide coverage for claims brought by:	
	• an examiner, trustee, receiver, liquidator, rehabilitator, bankruptcy trustee or similar official, or creditors committee	✓
	• an executive, director or officer who has not served as an insured person of the organization for at least a one year period	✓
	• an insured person who is not an executive, director or officer or person who is not receiving assistance from one	✓
	• a whistleblower pursuant to any federal, state or local statutory or common law	✓
Liberalization	Includes liberalization to provide updated coverage to existing policyholders	✓
Misconduct allegations[1]	Includes defense costs coverage for allegations of misconduct (deliberately fraudulent, dishonest, criminal or malicious, willful violation of statute/law, or gaining profit to which the insured is not entitled) until adverse results to the insured are no longer able to be appealed	✓
Misrepresentation look-back period	Limits coverage for misrepresentations on the application to only the current policy and to warranties or representations made within the last three years	✓
New subsidiaries	Provides automatic coverage for newly acquired or formed subsidiaries regardless of size	✓
Order of payments	Prioritizes protection of personal assets	✓
Outside directorship liability	Includes coverage for insured persons for service as an officer or member of the board of directors, trustees, regents, managers, governors, or equivalent position for an organization, which is described as 501(c)(2), (3), (4), (6), (7), (8), (10), (19) or 501(d)	✓
Parent company and franchisor extension[1]	Extends coverage to a parent company or franchisor at the insured's request	✓
Patent infringement	Applies no exclusion to insured persons for allegations of patent infringement and misappropriation of trade secrets	✓
Personal injury	Provides protection from claims alleging acts such as invasion of privacy, libel, slander or defamation	✓
Prior acts coverage	Provides protection for wrongful acts occurring prior to the inception of coverage	✓
Publishers liability	Provides protection from claims alleging acts such as plagiarism, copyright infringement or misappropriation of ideas	✓
Rescission	Protects you because the insurer cannot rescind coverage	✓
Securities coverage	Applies no exclusion for violation of securities laws	✓
Settlement provision	Provides insured with 90 percent of settlement/judgment in excess of the settlement offer rejected by the insured. We will not settle a claim without consent of the insured	✓
Severability of exclusions	Applies to:	
	• insured persons so that all exclusions are severable and the knowledge or wrongful acts of one insured person are not imputed to other insureds	✓
	• the conduct exclusion only so that conduct pertaining to an executive is imputed only to the organization	✓
Spouse/domestic partner coverage[2]	Extends protection to the spouse or domestic partner of an insured person in their role as a spouse or domestic partner	✓
Territory	Applies coverage to wrongful acts occurring anywhere in the world unless it violates U.S. economic or trade sanctions	✓

[2] Domestic partners not covered in NY

NONPROFIT ORGANIZATION D&O LIABILITY COVERAGE

Coverage	Description	Cincinnati D&O ML105 & ML101
COVERAGE FEATURES (cont'd)		
Insured	Broad definition of insured includes:	
	• named insured	✓
	• subsidiaries that are more than 50 percent owned by the insured, including for-profit subsidiaries if disclosed on the application	✓
	• members of the board of directors, trustees, regents, managers, governors or equivalent position	✓
	• officers, employees, committee members and volunteers	✓
	• independent contractors the insured has agreed to provide indemnification	✓
	• debtor in possession	✓
Claim	Broad definition of claim includes:	✓
	• written demand for monetary damages or other relief	✓
	• civil, administrative or regulatory proceedings	✓
	• arbitration or mediation proceedings	✓
	• criminal proceedings after indictment	✓
	• written request to toll or waive statute of limitations	✓
	• civil, administrative, regulatory or criminal investigations of insured persons	$100,000 sublimit
Loss	Broad definition of loss includes the defense costs incurred and the amount the insured becomes legally obligated to pay to include:	
	• punitive and exemplary damages with most favorable venue wording[1]	✓
	• excess benefit transaction tax coverage[1]	$20,000 sublimit per organizational manager
OPTIONS AVAILABLE		
Capital Endorsement, ML207	Provides 20 additional coverage features and limits for various unexpected expenses and incidents, including an additional Side A D&O limit	✓
Continuity of coverage	Offers an option for continuity of coverage	Subject to approval
Defense costs outside limits[3]	Provides additional unlimited insurance dedicated to the payment of defense costs, preserving the entire purchased limit for settlements/judgments	Subject to approval
Employed lawyers professional liability coverage	Covers claims arising from legal services provided by the insured's employed lawyers	Subject to approval
Excess Side A	Provides an additional limit of liability for insured persons	$1 million
Extended reporting period	Offers flexible options:	
	• 12-month ERP (Three-year ERP in NY)	Available to all accounts
	• ERP of other lengths	Subject to approval
	• period to request ERP after cancellation	Up to 60 days
Shared limit of insurance	Provides the ability to select specific coverages that share a limit and to receive a premium discount for those coverages	✓

[3] Automatically included in VT

Coverage Summary

PILLAR™ CAPITAL ENDORSEMENT, ML207

Option for Nonprofit Organizations or Community Associations Directors and Officers Liability Coverages

This summarizes the coverages provided by the above insurance form. These limits are in addition to any limits for the same coverage that appear in an e-CLAS® sales proposal or provided elsewhere whether by Cincinnati or another carrier, unless specified otherwise. In the event of a conflict, the actual policy terms, conditions, limitations and exclusions prevail.

CAPITAL ENDORSEMENT	
Coverage Features	**Limits** (deductible does not apply unless indicated otherwise)
Additional excess Side A provides an additional limit of liability for insured persons under D&O Insuring Agreement A	$250,000
Business travel benefit covers a director or officer suffering an injury while traveling on a commercial carrier for business	$50,000
Conference cancellation covers expenses for a business-related conference – paid by the insured and not otherwise reimbursed – that was canceled due to a natural catastrophe or communicable disease outbreak	$25,000
Crisis management pays emergency response expenses incurred because of a covered incident	$50,000
Death benefit covers the death of a current director or officer resulting from a certified act of terrorism	$50,000
Destroyed records covers reasonable and necessary expenses to reconstruct the organization's paper or electronic business records lost or destroyed due to a natural catastrophe or a certified act of terrorism	$25,000
Donation security pays for a failed donation incurred and not reimbursed by any other source	$50,000
Emergency real estate consulting fees reimburses covered fees incurred for relocation due to the unforeseeable destruction of the organization's principal location	$50,000
Emergency travel expense covers any director or officer for emergency travel expenses incurred due to a certified act of terrorism	$50,000
Fundraising event cancellation expense reimburses expenses that are incurred due to the cancellation of a fundraising event caused by an order made by a civil authority responding to a natural catastrophe or a communicable disease outbreak, provided the fundraising is not re-scheduled	$25,000
Identity theft expense reimburses the expenses of any current director or officer who becomes a victim of identity theft	$50,000
Image restoration and counseling covers image restoration and counseling expenses due to sexual misconduct or sexual molestation of the organization's clients committed by an insured person of the organization	$50,000

CAPITAL ENDORSEMENT, ML207

Coverage Features (continued)	**Limits** (deductible does not apply unless indicated otherwise)
Immigration civil fines or penalties pays assessments for unintentional violation of the United States Immigration and Nationality Act resulting from a notice of inspection, audit or investigation by a government agency	$25,000
Key individual replacement expense reimburses expenses, not covered by another source, to replace the chief executive officer or executive director due to death or permanent disability	$50,000
Kidnap expense covers reasonable fees incurred after the kidnapping of a director or officer or their spouse, domestic partner, parent or child	$50,000
Political unrest coverage reimburses emergency evacuation expenses due to an incident when the present director, officer, employee or volunteer travel outside the United States	$50,000 maximum $10,000/employee
Temporary meeting space reimburses rental expenses when a primary office space is temporary unavailable due to the failure of a climate control system or hot water heater	$50,000
Travel delay coverage reimburses present directors or officers incurred expenses due to the cancellation of any regularly scheduled business travel on a common transportation carrier	$2,500
Unauthorized business card use covers loss of money or charges and costs incurred directly from the unauthorized use of credit, debit or charge cards issued in the business name	$1,500 ($500 deductible applies)
Workplace violence counseling provides emotional counseling expenses after a violent incident occurs on premises	$50,000

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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.

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.

At Elements Studio, Inc. we transform the ordinary.
We design places where people want to live their lives – **outdoors.**

Proposal for Streetscape Illustration Services

Lansing Gateway Renderings

Prepared For:
Ms. Kahleea Washington
Lansing Economic Development Corporation
401 S. Washington Sq. Ste. 101
Lansing, MI 48933

ELEMENTS | STUDIO inc
LANDSCAPE ARCHITECTURE
907 Britten Ave., Lansing, MI 48910 | P: (517) 599-7152 | www.ElementsStudio.net

Ms. Kahleea Washington
Lansing Economic Development Corporation
401 S. Washington Sq. Ste. 101
Lansing, MI 48933

Re: Lansing Gateway Renderings — August 13, 2026

Dear Kahleea:

Thank you for this opportunity to submit the following proposal for illustration services.

Scope of Services

1. Develop (1) perspective view looking west along the proposed Grand River Ave. streetscape at the intersection with Martin Luther King Blvd.
    a. View will include:
        i. Streetscape enhancements as provided by LEDC
        ii. Relevant existing buildings along the corridor that define the intersection and visible streetscape
        iii. Railroad track
        iv. Cars, bikers and pedestrians using the space
2. Develop (1) perspective view looking northwest along the proposed Grand River Ave. streetscape at the intersection with Capital City Blvd.
    a. View will include:
        i. Streetscape enhancements as provided by LEDC
        ii. Activated restaurant building west of Capital City Blvd.
        iii. Airport monument sign
        iv. Cars, bikers and pedestrians using the space
3. Develop (1) 24″x36″ sheet for each of the (2) views with project name, client logo, and descriptive labels. A PDF of final sheets to be emailed to client for use at August 19 meeting

Total Fee: $3,315.00

Basis of Billing

Total Fees, including any additional fees beyond the Scope of Services, will be due upon completion of illustration. Services beyond the Scope of Services of this contract, such as additional views or changes to views, will be performed as approved by the client at the following fee rates:

Labor: Personnel	Rate	Labor: Personnel	Rate
Principal	$152.00/hr	Landscape Designer	$90.00/hr
Landscape Architect	$124.00/hr	Drafter / Support Staff	$68.00/hr

If this agreement is acceptable to you, please sign and return one (1) copy for our files. This agreement is subject to the terms and conditions attached and incorporated herein. This proposal may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Thank you for this opportunity to submit this proposal. Please let me know if you have any questions or comments.

Sincerely,
Elements Studio, Inc.

Kristi Faasse.

Krisitn Faasse, LLA, LEED AP
President

Acceptance and Authorization

Authorized Signature Date

Terms and Conditions

Client's Responsibilities
The Client agrees to provide Final Site, Grading and Landscape Plans and necessary Architectural Foundation Plans and Elevations or SketchUp models.

Graphic Illustrator's Responsibilities
The Graphic Illustrator will provide the Client with a digital copy of aforementioned illustration(s).

Estimated Schedule
Landscape illustrations shall be completed as expeditiously as is consistent with professional skill and care provided all necessary documents and/or information are submitted. During the course of the Project, anticipated and unanticipated events may impact the Project schedule. The Client acknowledges that significant changes to the Project or the Project's scope may require Additional Services.

Termination
Either the Client or the Graphic Illustrator may terminate this Agreement upon seven days written notice with or without cause. If terminated, the Client agrees to pay the Graphic Illustrator for all Basic and Additional Services rendered up to the date of termination.

Ownership of Documents
Upon the parties signing this Agreement, the Graphic Illustrator grants the Client a nonexclusive license for the Client to use landscape illustrations as described in this Agreement, provided the Client performs in accordance with the terms of this Agreement. No other license is implied or granted under this Agreement. All documents of professional services or products prepared by the Graphic Illustrator, including but not limited to illustrations are the property of the Graphic Illustrator. These documents shall not be reused on other projects without the Graphic Illustrator's written permission. The Graphic Illustrator retains all rights, including copyrights, in its documents.

Miscellaneous Provisions
The landscape illustrations provided to the Client by the Graphic Illustrator are conceptual in nature and shall not be used for construction purposes.

Therefore, Client agrees to indemnify, defend and hold Graphic Illustrator harmless from and against any and all claims, liabilities, suits, demand, losses, costs and expenses, including, but not limited to, reasonable attorney's fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or nonperformance of obligations under this Agreement.

Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, fee provisions, the prevailing party in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' and expert witnesses' fees, which shall be determined by the court or forum in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party that dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

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August 18, 2026

Kahleea Washington
Community Development Specialist
Lansing Economic Development Corporation
401 S. Washington Sq.
Ste. 101
Lansing, MI 48933

RE: Grand River Ave. Corridor Streetscape Conceptual Design and Renderings

Kahleea,

I appreciated the opportunity to talk through the Grand River Avenue corridor and the possibilities at these two intersections. I am excited to help Lansing Economic Development Corporation build on the work already underway and develop a compelling vision for these locations.

Project Overview

Lansing Economic Development Corporation would like to develop conceptual streetscape improvements for two intersections along the N. Grand River Avenue corridor:

N. Grand River Avenue + Capital City Boulevard

N. Grand River Avenue + N. Martin King Jr. Boulevard

The work will build upon the planning and graphic materials previously developed for the corridor and will illustrate proposed streetscape improvements in a clear and accessible format for stakeholder review.

The conceptual work will also explore a redevelopment opportunity at 4400 N. Grand River Avenue to illustrate how future development at this site could reinforce the proposed streetscape improvements and contribute to a more active, walkable, and cohesive Grand River Avenue corridor.

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Scope of Services

Conceptual Design Phase

Scafold will provide conceptual design and visualization services for the two identified intersection areas.

Conceptual Site Plans

- Review available background information, aerial imagery, previous corridor studies, graphics, and design materials provided by the Client.
- Develop a conceptual streetscape design for each intersection.
- Explore a conceptual redevelopment opportunity at 4400 N. Grand River Avenue as part of the adjacent streetscape concept.
- Prepare one colored/graphic conceptual site plan for each intersection.
- Participate in one review meeting with the Client following development of the conceptual site plans.
- Incorporate one consolidated round of Client comments and issue revised conceptual site plans for approval.

Conceptual Renderings

- Develop up to two conceptual perspective renderings of each intersection based upon the approved concepts.
- Submit draft renderings for Client review.
- Incorporate one consolidated round of Client comments.
- Prepare and issue the final renderings.

Final deliverables will include two colored/graphic conceptual site plans and up to two final conceptual renderings of each intersection.

Compensation

Scafold will provide the services described above for a fixed fee of:

$9,500

Invoices will be submitted monthly based on the percentage of work completed during the billing period. Payment is due within thirty (30) days of the invoice date.

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Schedule

Scafold will begin work within two weeks of receipt of the signed Professional Service Authorization.

Once work begins, we anticipate completing the Conceptual Design Phase within approximately four weeks. Conceptual site plans will be developed first and issued for Client review and approval prior to beginning the renderings.

The project schedule is dependent upon timely Client review and consolidated feedback at each review milestone and may be adjusted based on the timing of Client approvals.

Services Not Included

Unless specifically provided under a separate written agreement, the following services are not included in this authorization:

- Architectural design services, permit drawings, and construction documents
- Mechanical, electrical, plumbing, or fire protection engineering
- Structural engineering
- Civil engineering
- Landscape architectural services
- Interior design services
- Permit applications or formal coordination with planning, zoning, building, housing, fire, or other reviewing authorities
- Land use approvals, zoning entitlements, variances, rezonings, special land use approvals, or other discretionary municipal approvals not specifically identified in this authorization
- Cost estimating
- Environmental testing or hazardous materials evaluation
- Surveying
- As-built documentation
- LEED or other sustainability certification services
- Construction administration services
- Construction staking, testing, or special inspections

Additional Services

Services beyond the scope identified in this authorization, including additional meetings, design alternatives, revisions beyond those specifically included, additional renderings, expansion of the study area, or further development of the redevelopment concept at 4400 N. Grand River Avenue, may be provided as Additional Services upon written authorization by the Client.

Additional Services will be provided at $200 per hour, unless otherwise agreed to in writing.

Terms and Conditions

- All permit, application, agency review, and jurisdictional fees shall be paid by the client and are not included in Scafold's fee unless specifically noted otherwise.
- The client shall provide all reasonably available existing information relevant to the project, including prior drawings, reports, surveys, utility information, and other background materials in the client's possession. Scafold shall be entitled to rely on the accuracy and completeness of information furnished by the client and its consultants.
- Services not specifically identified in this proposal are excluded from the scope of work and will be provided only under a separate written agreement.
- Scafold and the client waive consequential damages for claims, disputes, or other matters arising out of or relating to this Agreement. This mutual waiver includes, without limitation, damages for loss of income, loss of profit, loss of business opportunity, loss of use, or other indirect or consequential loss.
- Scafold and the client waive all rights against each other and against the other's consultants, contractors, subcontractors, agents, and employees for damages caused by fire or other causes of loss to the extent such damages are covered by property insurance applicable to the work.
- The client agrees to be responsible for costs of collection, including reasonable attorney fees and related expenses, incurred by Scafold in enforcing payment obligations under this Agreement.
- Neither the performance of Scafold's services nor the presence of Scafold at the project site shall impose on Scafold any responsibility for construction means, methods, techniques, sequences, procedures, safety precautions, or the acts or omissions of the contractor, subcontractors, or any other persons performing construction work.
- Scafold shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing under the same or similar circumstances. No other warranty, express or implied, is made or intended.
- Any claims or disputes arising out of or relating to the project or this Agreement shall first be submitted to non-binding mediation as a condition precedent to the initiation of any other dispute resolution process, including litigation. The parties shall attempt in good faith to resolve the dispute through mediation before filing suit.
- All drawings, specifications, renderings, and other work product prepared by Scafold are instruments of professional service and shall remain the property of Scafold. Upon full payment of all sums due, the client may use those instruments solely for this project. No reuse, modification, or transfer to others shall occur without Scafold's written consent.
- If the client suspends or delays the project, Scafold shall be compensated for services performed to the date of suspension or delay, together with any reasonable costs incurred as a result of the interruption. Delays, extensions, or changes in schedule that require additional effort shall constitute additional services.
- Scafold's total liability for any and all claims, costs, losses, or damages arising out of or in any way related to this project or Agreement shall be limited to the total compensation payable to Scafold under this proposal.

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- Either party may terminate this authorization upon written notice. Scafold shall be compensated for services performed and reimbursable expenses incurred through the date of termination.

Acceptance

If this authorization is acceptable, please sign below and return a copy as authorization to proceed.

____

signature date

Kahleea Washington
Community Development Specialist
Lansing Economic Development Corporation

____

signature date

Brian Swem
scafold.

Lansing Gateway CIA

Bus Shelter Improvement Project

Project Overview

The Lansing Gateway CIA Bus Shelter Improvement Project will enhance CATA bus shelters along the Lansing Gateway Corridor by incorporating local art that reflects the character, energy, and identity of the corridor.

Project Scope and Design Expectations

The LGCIA has identified four bus shelters along the corridor for artwork and may include additional enhancements as appropriate. The selected artist will work with the board to finalize a unique design for each shelter. Designs should be vibrant, positive, and reflective of the corridor.

The artwork should also include appropriate recognition for both the artist and the Lansing Gateway CIA as the project sponsor. To support high-quality fabrication, the artist should provide the highest-resolution file type available so the fabrication company can vectorize the final design.

Review Process

The board will internally finalize the “suggested design elements” for each shelter and work to secure an artist. Once the artist enters into an artist agreement, they will receive 50% of the total compensation to begin work. The artist is expected to develop initial designs and provide the board with up to two opportunities for feedback before finalizing the design. Once the final designs are approved by the board, the artist will receive the remaining 50% of their compensation.

Bus Stop Information

#3770 — Eastbound Grand River Past Waverly

- **Rear panels:** 3 panels, 41” x 72” each
- **Side glass:** 1 panel, 54” x 72”; no art on the oncoming traffic side window
- **Suggested design elements:** Lansing pride and community

#3777 — Eastbound Grand River Past Grandell Avenue

- **Rear panels:** 3 panels, 42.5” x 71.5” each
- **Side panel:** 1 panel, 52” x 71.5”; no art on the oncoming traffic side window
- **Suggested design elements:** airport and travel themes, diversity, and international elements

#3789 — Eastbound North Before Washington Avenue

- **Rear panels:** 3 panels, 42.5” x 71.5” each
- **Side window:** 1 panel, 52” x 71.5”; no art on the oncoming traffic side window
- **Suggested design elements:** manufacturing, the river, and Turner-Dodge

Proposed Budget

- **Artist compensation:** $1,250 per shelter (4)
  - **Total Artist Compensation: $5,000**
- **File preparation (Capital Imaging):** $500
- **Contingency:** $500
- **Total Budget: $6,000**