Board of Directors Meeting
Friday, August 6, 2021 – 8:30 AM
LEAP Office
1000 S. Washington Ave. Ste. 201
Lansing, MI 48910

AGENDA

1) Call to Order
2) Approval of LEDC Board Meeting Minutes – Friday, July 9, 2021
3) Update on Financials
4) ERRD Quarterly Report #2 (Discussion)
5) Program Updates
    a. Lansing CARES
    b. Sunrise Grant Program – Ingham County
    c. LEDC Site Committee
    d. One&All
6) Project and Tour Updates
7) Open Forum for LEDC Board Members
8) Other Business
9) Public Comment
10) Adjournment

The Lansing Economic Development Corporation's mission is to create quality jobs, diversify the local economy and improve overall quality of life by attracting, expanding and retaining business and industry in the City of Lansing.

Lansing Economic Development Corporation
Board of Directors Meeting
Friday, July 9, 2021 – 8:30 AM
THIS MEETING WAS HELD ELECTRONICALLY
Access the meeting via: https://us02web.zoom.us/j/82140541382
Webinar ID: 821 4054 1382; Dial In (301) 715-8592

Members Present:	Calvin Jones (Lansing, MI), Tom Muth (Lansing, MI), Blake Johnson (Grand Ledge, MI), Brian McGrain (Lansing, MI), Michael McKissic (Lansing, MI), Andrea Binoniemi – 8:58 am (East Lansing, MI)
Members Absent:	Shelley Davis-Boyd (excused), Tom Donaldson (excused), Kim Coleman
Staff Present:	Karl Dorshimer, Kris Klein, Hannah Bryant, Zach Crawford
Guests:	Mayor Andy Schor, Jim Smiertka, Andy Kilpatrick

Call to Order / Rollcall / Meeting Process

Chair Jones called the LEDC Board of Directors meeting to order at 8:36 a.m. Klein took roll call and noted that members need to declare the city and state they are participating from. Klein went through the meeting process which included the participation rules for board members and the public.

Introduction of New Board Member

Chair Calvin introduced the newest member to the LEDC. Member McKissic shared he was excited to be part of the LEDC and to provide input to support the community.

Approval of LEDC Board Meeting Minutes – Friday, June 4, 2021

MOTION: McGrain moved to approve the LEDC meeting minutes from the Friday, June 4, 2021, LEDC Board of Director's meeting, as presented. Motion seconded by Muth.

Klein took a roll call vote, record as:

Calvin Jones - yea
Tom Muth - yea
Blake Johnson - yea
Brian McGrain - yea
Michael McKissic - yea

YEAS: Unanimous. Motion Carried.

Update on Financials

Klein provided a quick update on the financials. He highlighted the Lansing CARES loans that have been disbursed through the LEDC and will be reimbursed through the city back to the LEDC. All loans of the standard loans are all current right now. We are wrapping up the fiscal year which ended June 30th and will have some more updates once those are cleaned up. The cash balance is noted within the financial documents in the packet.

Approval of Economic Development Analysis Contract and Funding (ACTION)

Dorshimer welcomed the Mayor, Andy Kilpatrick, and Jim Smiertka. Dorshimer shared that the city put out an RFP several months ago looking for a consultant on exploring infrastructure updates and new developments within the city. It was shared that River Caddis was selected after the review process and they would be able to contract with the Lansing Building Authority (LBA). The city and the LBA are here to ask the LEDC to fund the $150,000.00 for part of the contract. It was shared this is likely to be paid back once a development or project is selected by using a fee to pay back the LEDC. Mayor shared that the city is working on a lot of projects for economic development. This is a unique contract where it would be for studies upfront to work on projects. In the contract, $100,000 in studies for parking, wastewater, etc for those enterprises to pay for it. $150,000 would be directly related to cities public assets. It was stated it was like a loan and has some risk, but the LEDC would be first in the waterfall to be paid back. City Hall was included originally when the RFP was completed 4-5 months ago, the City Hall project has been taken out of this contract due to other interested projects. City Hall would undergo another RFP, where River Caddis would not be eligible for the RFP and they would help evaluate the project. If City the Hall RFP is not successful, it could come back to this contract. The LBA will be considering this at their next meeting. Andy Kilpatrick shared that that agreement expires after 1 year. There were 4 responses back to the original RFP. Jim shared there has been a lot of drafts for this agreement. $100,000 is the maximum cost for the studies. BWL is not part of this agreement. Member Muth asked about River Caddis experience and background regarding this agreement. Andy K. stated they have local experiences, but they have partnered with a lot of sub-contractors and have worked with a lot of projects around the country with similar type of projects. Mayor shared the contractor want to use their experience locally.

ANDREA BINONIEMI– 8:58 am logged on

<u>Resolution approving Econ. Dev. Analysis Contract Between the LBA and LEDC</u>

> **MOTION:** Johnson moved to approve the resolution of the Economic Development Analysis Contract between the LBA and LEDC, as presented. Motion seconded by McKissic.
>
> Klein took a roll call vote, record as:
>
> Calvin Jones - yea
> Andrea Binoniemi - yea
> Tom Muth - yea
> Blake Johnson - yea
> Brian McGrain - yea
> Michael McKissic - yea
>
> **YEAS:** Unanimous. Motion Carried.

<u>Resolution approving FY2021/2022 Budget Amendment for Econ. Analysis Study</u>

MOTION: Muth moved to approve the FY2021/2022 Budget Amendment for Econ. Analysis Study, as presented. Motion seconded by Binoniemi.

Member Dorshimer shared the funds are coming out of the business loan through the LEDC.

Klein took a roll call vote, record as:

Calvin Jones - yea
Andrea Binoniemi - yea
Tom Muth - yea
Blake Johnson - yea
Brian McGrain - yea
Michael McKissic - yea

YEAS: Unanimous. Motion Carried.

Meeting Suspended at 9:02 AM, LBRA was adjorned.
LEDC meeting was reopened at 9:40 AM.

Program Update

a) **Corridor Improvement Authorities**

Bryant shared that under the LEDC contract is the management of the CIAs and provided 2 updates. First, the city of Lansing has been one of ten communities in Michigan selected to host a community development fellow for 15 months. The Community Economic Development Association of Michigan, CEDAM, is providing us with this opportunity. The city of Lansing fellowship will be focusing on the South Martin Luther King Jr. Blvd CIA which will help increase capacity to implement the community economic development projects. This position will be working closely with Bryant but with a focus on working independently with business owners, property owners, residents, and city officials to support the CIA. The application is open until July 26th at 5pm so she asked the board to please spread the word about the position. The fellow would be starting sometime in October for this position.

Another corridor update is from the Saginaw Street CIA. They applied back in January/February for a neighborhood grant through the city of Lansing and was awarded a $3,000 grant. They are working very closely with CATA, the city, and the public art committee to install a brand-new bus shelter at the N.MLK and Saginaw intersection with the addition of a public art piece component. The will be releasing RFP in the next month for this artist. Bryant shared that we are very excited for both of these projects to take place along these key corridors.

a) **Lansing CARES**

Klein provided an update on the loans that have closed and the budget that is available for the program is still significant. This program will be put on pause due to the Sunrise program to allow applicants to apply. The program will continue to work on the loans current loans already made.

b) **Sunrise Grant Program – Ingham County**

Bryant provided a brief update on the Ingham County Sunrise Program. She said there was a flyer provided in the packet, additionally there are also hard copies in the office for those that are interested. Byant stated there were funds available to small business and nonprofits within the

county and she wanted to reach out to as many potential applicants as possible, including nonprofits and small business in the city of Lansing. Bryant told the board to share this with as many folks as could and she was working with a lot of great partners to provide assistant to applicants.

c) **LEDC Site Committee**
Dorshimer provided an update on the site committee that has met a couple times since the last Board Meeting. They will continue to meet and review various sites in Lansing with the intent of focusing their efforts on a couple of key sites. Zach Crawford, the Business Development intern was introduced and will be working with the committee on the projects. Zach will send out an email to the committee regarding meeting in the next couple of weeks.

Project and Tour Updates

Dorshimer walked through the LEDC current project updates and tours coming up. Chair Jones requested information on the Louie Building, Dorshimer stated he would look into it and report back a the next meeting.

In-Person Meetings Update

Klein stated that the board's August meeting will be in person for all board members, guests, and for the public. Board Members will have to attend in person unless they fall within the restrictions of that were stated. This is following the Open Meeting Act rules. Klein shared that since we have new members and it has been 16 months, the meetings are held at the LEAP Office in our main board meetings.

Open Forum for LEDC Board Members

None was provided.

Other Business

None was provided.

Public Comment

None was provided.

Adjournment

There being no further business, Chair Jones declared the LEDC Board of Director's meeting adjourned at 9:56 a.m.

Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)

CLARK SCHAEFER HACKETT
BUSINESS ADVISORS

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LANSING ECONOMIC DEVELOPMENT CORPORATION

Financial Statements

For the One Month and Twelve Months Ended June 30, 2021 and 2020

Lansing Economic Development Corporation
Statements of Financial Position

	Jun 30, 21	Jun 30, 20
ASSETS		
Current Assets		
Checking/Savings		
10000 · PNC - General Fund - 2612	67,264.15	83,039.00
10001 · PNC - COVID19 Rescue Fund -2583	14.85	0.00
10002 · PNC - Business Fund - 2575	75,000.00	75,968.00
10004 · PNC - Business Fund Sweep -2647	1,313,057.33	1,509,883.95
10005 · PNC - General Fund Sweep - 2639	159,584.98	473,735.40
10007 · PNC - Energy Eff Rev Sav - 0696	213,280.83	213,061.41
Total Checking/Savings	1,828,202.14	2,355,687.76
Accounts Receivable		
11000 · Accounts Receivable	244,086.03	165,351.46
Total Accounts Receivable	244,086.03	165,351.46
Other Current Assets		
11100 · Receivable from City of Lansing	0.00	16,438.09
11118 · Receivable from Foster Swift	0.00	4,052.37
11119 · Prepaid Insurance	5,377.78	5,862.95
11135 · Receivable BW&L-Current Portion	4,500.00	4,500.00
11137 · Sleepwalker-Current Portion	7,018.75	6,262.45
11139 · The 517 Coffee Co-Current Port	3,988.39	5,302.32
11205 · Petra Flowers - CDBG-CV Rec	13,000.00	0.00
11206 · Ahptic Productions-CDBG-CV Rec	47,000.00	0.00
11207 · Busy Betty-CDBG-CV Rec	11,427.26	0.00
11208 · Meika's Boutique-CDBG-CV Rec	5,807.94	0.00
11209 · Lynn Osborne PC-CDBG-CV Rec	9,400.00	0.00
11210 · MJ Journeys - CDBG-CV Rec	5,893.66	0.00
11211 · Bella Viita-CDBG-CV Rec	3,333.17	0.00
11212 · Polka Dots Boutique-CDBG-CV Rec	13,650.00	0.00
11215 · FLEXcity Fitness - CDBG-CV Rec	17,000.00	0.00
11220 · Premier Oil Shop - CDBG-CV Rec	16,581.34	0.00
11225 · Peoples Yoga - CDBG-CV Rec	18,200.00	0.00
11230 · Sleepwalker Spirit-CDBG-CV Rec	6,000.00	0.00
11235 · The 517 Coffee Co - CDBG-CV Rec	4,840.00	0.00
11240 · The Power of Water -CDBG-CV Rec	5,166.66	0.00
11245 · Value Engineering - CDBG-CV Rec	16,666.66	0.00
11250 · Odd Nodd Inc. - CDBG-CV Rec	9,500.00	0.00
Total Other Current Assets	224,351.61	42,418.18
Total Current Assets	2,296,639.78	2,563,457.40
Other Assets		
12000 · Loans Receivable		
11130 · Receivable BW&L	4,500.00	9,000.00
11131 · Receivable BW&L.Current Portion	-4,500.00	-4,500.00
12080 · Sleepwalker Spirits & Ale-Loan	9,204.25	15,493.74
12085 · Sleepwalker - Current Portion	-7,018.75	-6,262.45
12094 · The 517 Coffee Co. - Loan Rec.	25,000.00	21,189.75
12095 · The 517 Coffee Co-Current Port	-3,988.39	-5,302.32
Total 12000 · Loans Receivable	23,197.11	29,618.72
Total Other Assets	23,197.11	29,618.72
TOTAL ASSETS	**2,319,836.89**	**2,593,076.12**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	8,374.41	18,813.10
Total Accounts Payable	8,374.41	18,813.10

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No assurance is provided on these financial statements. The statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included. Accounting principles generally accepted in the United States of America require recognition of revenue and expense in the period earned. Management has indicated revenues and expenses related to certain contracts have been recognized when received and paid, respectively.

Lansing Economic Development Corporation
Statements of Financial Position

	Jun 30, 21	Jun 30, 20
Other Current Liabilities		
20100 · Payable Art Projects Arts & Cul	0.00	375.00
20300 · Payable LBRA-Current Portion	4,500.00	4,500.00
Total Other Current Liabilities	4,500.00	4,875.00
Total Current Liabilities	12,874.41	23,688.10
Long Term Liabilities		
20200 · Payable to LBRA	4,500.00	9,000.00
20400 · Payable to LBRA-Current Portion	-4,500.00	-4,500.00
Total Long Term Liabilities	0.00	4,500.00
Total Liabilities	12,874.41	28,188.10
Equity		
32000 · Without donor restrictions	2,406,322.02	2,669,493.60
32100 · With donor restrictions	158,566.00	158,566.00
Net Income	-257,925.54	-263,171.58
Total Equity	2,306,962.48	2,564,888.02
TOTAL LIABILITIES & EQUITY	**2,319,836.89**	**2,593,076.12**

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Lansing Economic Development Corporation
Statements of Activities

	Jun 21	Jun 20
Ordinary Income/Expense		
Income		
40000 · Contract Income		
40010 · Brownfield Admin	0.00	48,137.55
40050 · TIFA Admin	192,800.20	148,113.96
40090 · EGLE Allen Place Grant Contract	0.00	8,139.46
40095 · CDBG CV Contract Admin	30,152.13	0.00
40096 · CDBG Contract Prog Reimb	34,942.08	0.00
Total 40000 · Contract Income	257,894.41	204,390.97
41000 · Loan Interest		
41080 · Sleepwalker Spirits Interest	26.87	138.09
41091 · The 517 Coffee Company Interest	93.75	95.61
Total 41000 · Loan Interest	120.62	233.70
42000 · Investments		
42010 · Interest-Savings, Short-term CD	94.65	622.77
Total 42000 · Investments	94.65	622.77
Total Income	258,109.68	205,247.44
Expense		
61000 · Contract Services		
61020 · Legal Fees	777.00	0.00
Total 61000 · Contract Services	777.00	0.00
63000 · Development		
63030 · Contractual Services	4,949.41	5,036.09
63035 · EGLE Allen Place Grant Contract	0.00	8,139.46
63045 · COVID-19 Rescue Fund Grant	0.00	60,000.00
63050 · Insurance & Bonds	1,448.81	1,172.92
63055 · Marketing & Promotions	0.00	1,585.18
63060 · Miscellaneous Operating	242.16	0.00
63072 · CDBG-CV Program Expenses	10,298.00	0.00
63080 · Bank Fees	3.00	3.00
Total 63000 · Development	16,941.38	75,936.65
64000 · EDC Business Incubator		
64005 · Bank Fees	3.00	3.00
Total 64000 · EDC Business Incubator	3.00	3.00
Total Expense	17,721.38	75,939.65
Net Ordinary Income	240,388.30	129,307.79
Net Income	**240,388.30**	**129,307.79**

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Lansing Economic Development Corporation
Statements of Activities

	Jul '20 - Jun 21	Jul '19 - Jun 20
Ordinary Income/Expense		
Income		
40000 · Contract Income		
40010 · Brownfield Admin	180,384.63	161,039.22
40020 · City of Lansing Contract	0.00	300,000.00
40040 · Annual Issuer's Fees	14,362.50	17,237.50
40050 · TIFA Admin	192,800.20	148,113.96
40080 · Facade Grant Contract	0.00	162,500.00
40085 · CDBG Revitalize, LLC	0.00	4,905.00
40090 · EGLE Allen Place Grant Contract	9,459.73	30,173.53
40095 · CDBG CV Contract Admin	35,514.15	0.00
40096 · CDBG Contract Prog Reimb	34,942.08	0.00
Total 40000 · Contract Income	467,463.29	823,969.21
41000 · Loan Interest		
41050 · Lowertown Interest	0.00	466.01
41080 · Sleepwalker Spirits Interest	383.95	615.66
41091 · The 517 Coffee Company Interest	1,294.55	1,081.70
Total 41000 · Loan Interest	1,678.50	2,163.37
42000 · Investments		
42010 · Interest-Savings, Short-term CD	2,097.71	33,064.74
Total 42000 · Investments	2,097.71	33,064.74
Total Income	471,239.50	859,197.32
Expense		
61000 · Contract Services		
61020 · Legal Fees	2,961.50	0.00
Total 61000 · Contract Services	2,961.50	0.00
63000 · Development		
63010 · Arts & Culture Grants	0.00	25,000.00
63025 · Facade Grants	60,406.25	90,903.70
63030 · Contractual Services	604,278.85	558,238.76
63035 · EGLE Allen Place Grant Contract	9,459.73	30,173.53
63045 · COVID-19 Rescue Fund Grant	0.00	400,000.00
63050 · Insurance & Bonds	15,875.17	8,601.05
63055 · Marketing & Promotions	0.00	1,585.18
63060 · Miscellaneous Operating	1,131.51	2,694.62
63072 · CDBG-CV Program Expenses	34,942.08	0.00
63075 · CDBG Revitalize, LLC	0.00	4,905.00
63080 · Bank Fees	73.95	183.16
Total 63000 · Development	726,167.54	1,122,285.00
64000 · EDC Business Incubator		
64005 · Bank Fees	36.00	83.90
Total 64000 · EDC Business Incubator	36.00	83.90
Total Expense	729,165.04	1,122,368.90
Net Ordinary Income	-257,925.54	-263,171.58
Net Income	**-257,925.54**	**-263,171.58**

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SUPPLEMENTARY INFORMATION

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Lansing Economic Development Corporation
Statement of Activities - Actual vs. Budget

	Jul '20 - Jun 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Contract Income				
40010 · Brownfield Admin	180,384.63	161,880.00	18,504.63	111.4%
40040 · Annual Issuer's Fees	14,362.50	26,845.00	-12,482.50	53.5%
40050 · TIFA Admin	192,800.20	147,025.00	45,775.20	131.1%
40070 · Fund Balance	0.00	400,000.00	-400,000.00	0.0%
40090 · EGLE Allen Place Grant Contract	9,459.73	0.00	9,459.73	100.0%
40095 · CDBG CV Contract Admin	35,514.15			
40096 · CDBG Contract Prog Reimb	34,942.08			
Total 40000 · Contract Income	467,463.29	735,750.00	-268,286.71	63.5%
41000 · Loan Interest				
41080 · Sleepwalker Spirits Interest	383.95	600.00	-216.05	64.0%
41091 · The 517 Coffee Company Interest	1,294.55	900.00	394.55	143.8%
Total 41000 · Loan Interest	1,678.50	1,500.00	178.50	111.9%
42000 · Investments				
42010 · Interest-Savings, Short-term CD	2,097.71	15,000.00	-12,902.29	14.0%
Total 42000 · Investments	2,097.71	15,000.00	-12,902.29	14.0%
43000 · Other Types of Income				
43010 · Miscellaneous Revenue	0.00	50.00	-50.00	0.0%
Total 43000 · Other Types of Income	0.00	50.00	-50.00	0.0%
Total Income	471,239.50	752,300.00	-281,060.50	62.6%
Expense				
61000 · Contract Services				
61020 · Legal Fees	2,961.50	0.00	2,961.50	100.0%
Total 61000 · Contract Services	2,961.50	0.00	2,961.50	100.0%
63000 · Development				
63025 · Facade Grants	60,406.25	0.00	60,406.25	100.0%
63030 · Contractual Services	604,278.85	711,551.00	-107,272.15	84.9%
63035 · EGLE Allen Place Grant Contract	9,459.73	0.00	9,459.73	100.0%
63050 · Insurance & Bonds	15,875.17	21,321.00	-5,445.83	74.5%
63055 · Marketing & Promotions	0.00	10,000.00	-10,000.00	0.0%
63056 · Travel & Conferences & Training	0.00	5,000.00	-5,000.00	0.0%
63060 · Miscellaneous Operating	1,131.51	3,628.00	-2,496.49	31.2%
63072 · CDBG-CV Program Expenses	34,942.08			
63080 · Bank Fees	73.95	800.00	-726.05	9.2%
Total 63000 · Development	726,167.54	752,300.00	-26,132.46	96.5%
64000 · EDC Business Incubator				
64005 · Bank Fees	36.00	0.00	36.00	100.0%
Total 64000 · EDC Business Incubator	36.00	0.00	36.00	100.0%
Total Expense	729,165.04	752,300.00	-23,134.96	96.9%
Net Ordinary Income	-257,925.54	0.00	-257,925.54	100.0%
Net Income	**-257,925.54**	**0.00**	**-257,925.54**	**100.0%**

DRAFT

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PUBLIC SECTOR CONSULTANTS

Memo

TO Lansing Economic Development Corporation

FROM Julie Durham

DATE July 16, 2021

SUBJECT City of Lansing Economic Recovery and Resource Development Project: Quarter 2 Report

Project Overview

The City of Lansing contracted with Public Sector Consultants (PSC) in December 2020 to add capacity to increase economic recovery and resource development efforts in response to the novel Coronavirus (COVID-19) pandemic. PSC's scope is designed to attain the following goals:

- Increase dollars fundraised
- Establish a strong focus on equity
- Increase capacity of local organizations
- Improve positioning of the city with regard to economic recovery
- Improve partnerships and coordination

To carry out these activities, PSC proposed a scope that included conducting funding research, developing and coordinating grant proposals, and matchmaking and supporting partners.

Funding Research and Proposals

PSC has identified and reviewed a number of funding opportunities for consideration by the City of Lansing and/or partner agencies. Funding and application decisions were based on program alignment, determining appropriate applicant, and timing.

Funding Opportunity	Funding Agency	Potential Grantee	Status
Community Project Funding	U.S. Congressional budget earmark	City of Lansing	Applications were submitted to Rep. Elissa Slotkin, Sen. Gary Peters, and Sen. Debbie Stabenow, to development of the Michigan Avenue Corridor, with a focus between Pennsylvania and 496
RAISE Grant	U.S. Department of Transportation	City of Lansing	Application coordination for Washington Sq./496 surface transportation

American Rescue Plan Funds	Multiple federal agencies	Multiple	PSC is monitoring funding guidelines and application dates for alignment with City priorities.
Community Development Fellowship/Americorp VISTA	CEDAM	City of Lansing	Application submitted in partnership with LEAP and funded to support economic development along the S. MLK Corridor
Choice Neighborhoods Grant	HUD	City of Lansing	Determination was that application requirements were too burdensome within the timeframe available
U.S. Conference of Mayors	NA	NA	Best practices on strategies to coordinate ARPA and anticipated infrastructure funds

Matchmaking and Supporting Partners

Organization	Interests/Alignment
Ingham County Health Department	DEI initiatives, gun violence prevention
Tri-County Regional Planning Commission	Outreach to TCRPC to identify alignment with economic impact of Covid study
Lansing Promise	Education, workforce development, coordination of efforts between the Promise, City of Lansing, Lansing School District, and large employers in the region
Community Economic Development Network	Small business support, affordable housing and rent assistance, incubator space, community health
Downtown Lansing, Inc.	Planning and redevelopment of Washington Square, including DOT application brainstorming and support
U.S. Economic Development Administration	Covid-19 Impact on Lansing economy, specifically related to the impact of State of MI office modifications
Allen Neighborhood Center	Shared multiple grant opportunities for consideration, including federal and foundation sources to support future development of the clinic

Future Considerations

- Willow/Walnut neighborhood/community development
- EDA Planning Grant for Washington Square/Covid Impacts
- Collaboration between Lansing Promise and area employers
- Tree planting/trunk removal and urban heat mapping