



## **Saginaw Street Corridor Improvement Authority Board of Directors Annual Meeting**

Thursday, February 16, 2023 – 3:00 PM

Lansing EDC Boardroom

230 N. Washington Sq. Ste #209

Lansing, MI 48933

### **AGENDA**

1. Call to Order/ Roll Call
2. Approval of SSCIA Meeting Minutes (January 19, 2023) – **Action**
3. Memorandum of Understanding for ARPA Funds – **Action**
4. Community Input Survey Discussion
5. Landscaping Project
6. Other Business
7. Public Comment
8. Adjournment



**Saginaw Street Corridor Improvement Authority**  
**Board of Directors Annual Meeting**  
Thursday, January 19, 2023 – 3:00 PM

**Members Present:** Jonathon Lukco, Benjamin Brewer  
Diane Sanborn, Tiffany Dowling

**Members Absent:** Jessica Yorko (excused), John Shaski (excused)

**Facilitator Present:** Aurelius Christian (LEDC)

**Guests:**

**Public:** Stephen Bezold (City of Lansing Economic  
Development & Planning)

**Recorded by:** Aurelius Christian (LEDC)

**Call to Order/ Roll Call**

Chair Lukco called the meeting to order at 3:04 p.m. Roll call was called by Christian and recorded for public record.

**Approval of SSCIA Meeting Minutes (December 1, 2022) - Action**

MOTION: Sanborn moved to approve the SSCIA Meeting Minutes from December 1, 2022. Motion seconded by Dowling.

YEAS: Unanimous. Motion Carried.

**Approval of 2023 Board Meeting Schedule - Action**

MOTION: Brewer moved to approve the 2023 Board Meeting Schedule, as presented. Motion seconded by Dowling.

YEAS: Unanimous. Motion Carried.

### **Election of Officers – Action**

The following slate was proposed:

Chair: Tiffany Dowling

Vice Chair: Jonathon Lukco

Treasurer: Diane Sanborn

Secretary: Benjamin Brewer

MOTION: Lukco moved to approve the officer slate, as proposed. Motion seconded by Dowling.

YEAS: Unanimous. Motion Carried.

### **Community Input Survey Discussion**

Lukco gave an overview on the questions in the survey. Christian provided an update that he has coordinated with the City of Lansing's Communications Department to share the link to the survey with the public.

### **Landscaping Project**

Lukco discussed including something in the budget. There was discussion around the timing of the project and Lukco will send Sanborn the previously gathered information for project. There was discussion around the advisory board grant and CATA's willingness to assist with another project.

### **Other Business**

None.

### **Public Comment**

Stephen Bezold introduced himself as a new planner with the City of Lansing Economic Development & Planning and some of the projects the department is working on.

### **Adjournment**

Chair Lukco adjourned the SSSCIA Board of Directors Meeting at 3:38 pm.

**X**  
\_\_\_\_\_  
Tiffany Dowling  
SSCIA, Chair

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LANSING ECONOMIC DEVELOPMENT CORPORATION  
AND  
SAGINAW STREET CORRIDOR IMPROVEMENT AUTHORITY  
FOR POTENTIAL SUBAWARD GRANTS UNDER THE  
AMERICAN RESCUE PLAN ACT**

**THIS MEMORANDUM OF UNDERSTANDING** (this "MOU") is entered into between the **Lansing Economic Development Corporation** (the "LEDC") and the Saginaw Street Corridor Improvement Authority (the "Authority"), which is a corridor improvement authority created under the Recodified Tax Increment Financing Act, P.A. 57 of 2018 (the "Act").

**WHEREAS**, the LEDC has entered into a subrecipient grant agreement with the City of Lansing (the "City Contract") under the City of Lansing's agreement with the U.S. Department of Treasury for the execution of projects and activities under the American Rescue Plan Act and its implementing regulations, **31 CFR Part 35** ("ARPA");

**WHEREAS**, the City Contract awarded ARPA program funds to the LEDC for subaward grants and use in approved ARPA categories (the "ARPA Funding");

**WHEREAS**, the City of Lansing and LEDC have allocated \$100,000 of the ARPA Funding for potential subaward grants to the Authority (the "Potential ARPA Financing") to finance one or more development programs within the Authority's development area that are eligible for ARPA Financing (an "Eligible Project"); and

**WHEREAS**, the LEDC and Authority enter into this MOU to guide the process for identifying, approving, contracting, and financing Eligible Projects from the Potential ARPA Financing;

**NOW, THEREFORE**, the parties agree to the following:

**I. Eligible Projects**

To be eligible for a subaward grant from the Potential ARPA Financing, an Eligible Project must: (a) be approved by the Authority and satisfy the requirements of the Act and the other relevant requirements that apply to the Authority's development projects, (b) be eligible for ARPA Funding, and (c) be approved by the LEDC and, if required, the City of Lansing. ARPA Financing will also be subject to the other requirements of the City Contract and ARPA, including that all expenditures associate with an Eligible Project must be expended or incurred and encumbered by December 31, 2024, and that the LEDC may require that the Authority maintain certain minimum insurance coverages naming the LEDC as an additional insured.

## **II. Grant Application**

The Authority will propose Eligible Projects for evaluation by the LEDC. The Authority will provide a budget as well as all information and documentation regarding the proposed project that the LEDC requests. The LEDC will provide feedback to the Authority on each proposed project and its budget, including whether the project is likely to qualify as an Eligible Project and receive approval for ARPA Funding. The parties will collaborate to determine the Eligible Projects to be submitted for approval for Potential ARPA Financing and the application contents. Before submitting an application for an Eligible Project, the Authority's Board must have approved the Eligible Project for submission and confirmed that the Eligible Project will satisfy the requirements of the Act and other applicable requirements. The LEDC will direct the Authority regarding the required form and necessary supporting documentation for each application for ARPA Funding, and may require that the Authority revise or supplement an application. The authority's applications for Potential ARPA Financing must be received by the LEDC in final form by June 30, 2024.

## **III. Approval and Documentation**

An Eligible Project and its ARPA Financing will require approval by the LEDC, and may require the approval of the City of Lansing. Each body retains discretion to approve or reject an application for any reason. The LEDC may also require that the Authority enter into a Subrecipient Grant Agreement or other agreement with the LEDC with respect to Eligible Projects, on terms that are acceptable to the LEDC and the City of Lansing. The Authority will comply with all applicable requirements of ARPA and the City Contract with respect to each Eligible Project. ARPA Financing will be distributed on a reimbursement basis, unless a Subrecipient Grant Agreement or other agreement provides otherwise.

## **IV. LEDC Support**

The LEDC intends to support the Authority's selection of Eligible Projects, application for Potential ARPA Financing, administration of Eligible Projects, and compliance with the recordkeeping, reporting, close-out, and other requirements of ARPA Funding and the Subrecipient Grant Agreement, in each case as requested and necessary. The parties will estimate the LEDC's expected out-of-pocket costs and overhead allocated to this support, and evaluate whether to provide for their reimbursement in the Subrecipient Grant Agreement.

## **V. Termination**

Either the LEDC or the Authority may terminate this MOU at any time as to Potential ARPA Financing that is not subject to a Subrecipient Grant Agreement. This MOU will be superseded by an executed Subrecipient Grant Agreement to the extent of the Potential ARPA Financing approved in it. This MOU will expire as to Potential ARPA Financing that is not subject to a final application by the deadline above or that is subject to an application that is denied after that deadline.

## **VI. Miscellaneous**

This MOU expresses the parties' intent for Potential ARPA Financing, but is not legally binding. The parties will not have legally binding obligations with respect to an Eligible Project or its ARPA Funding until the LEDC and the Authority execute a Subrecipient Grant Agreement with respect to it. This MOU will be interpreted and governed under the laws of the State of Michigan and applicable federal law. Any litigation with respect to this Agreement must be brought before a court in Lansing, Michigan. This MOU is not assignable, and may not be amended except in a writing signed by both parties. This MOU may be executed in counterpart, including by electronic transmission, and the counterparts will constitute a single original document when combined.

### **SAGINAW STREET CORRIDOR IMPROVEMENT AUTHORITY**

\_\_\_\_\_

Date: \_\_\_\_\_

Tiffany Dowling, Chair

SSCIA Board of Directors

### **LANSING ECONOMIC DEVELOPMENT CORPORATION**

\_\_\_\_\_

Date: \_\_\_\_\_

Calvin L. Jones, Chair

LEDC Board of Directors

**CITY OF LANSING  
SAGINAW STREET  
CORRIDOR IMPROVEMENT AUTHORITY  
Certificate of Resolution by Board of Directors**

At a scheduled meeting of the Board of Directors of the Saginaw Street Corridor Improvement Authority held on Thursday, February 16, 2023 at 3:00 p.m., pursuant to notice duly given:

PRESENT: Members:

ABSENT: Members:

The following preamble and resolution was offered by:

Member: , and seconded by:

Member:

WHEREAS, the City of Lansing has received an allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (ARPA), to support local response efforts and recovery from the COVID-19 public health emergency; and

WHEREAS, ARPA allocations may be used to fund certain programs and activities that address the negative economic impacts or disproportionate impacts of the pandemic; and

WHEREAS, on July 25, 2022, the Lansing City Council designated the use of its ARPA allocation including an award of \$2,675,000 ("ARPA Funds") to the Lansing Economic Development Corporation ("LEDC") for programming including the LEED Initiative, façade improvement grants, Corridor Improvement Authority support, and LEDC conversion and start-up; and

WHEREAS, on December 16, 2022, LEDC Board approved entering into a Sub-Recipient Agreement ("Agreement") with the City of Lansing Finance Department in the amount of \$2,675,000 for the purpose of implementing the aforementioned programming and activities; and

WHEREAS, per the Agreement \$400,000 of the ARPA Funds awarded to the LEDC are to be utilized in equal portions of \$100,000 each by the four existing Corridor Improvement Authorities (CIAs) in the City of Lansing, which are Michigan Avenue CIA, Saginaw Street CIA, S. Martin Luther King Junior Blvd. CIA, and Lansing Gateway/N. Grand River CIA, for the purpose of funding efforts allowable under ARPA that support the objectives and functions of each CIA; and

WHEREAS, the Saginaw Street Corridor Improvement Authority and LEDC acknowledge the need to establish procedures for identifying, approving, contracting, and financing eligible uses of the ARPA Funds allocated to the Saginaw Street Corridor Improvement Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAGINAW STREET CORRIDOR IMPROVEMENT AUTHORITY AS FOLLOWS:

1. Saginaw Street Corridor Improvement Authority ("SSCIA") approves entering into a Memorandum of Understanding ("MOU") with the Lansing Economic Development Corporation ("LEDC") to establish procedures for use of ARPA Funding.
2. The Board directs its Chair, legal counsel, and authorized representative(s) to finalize the MOU to the satisfaction of the SSCIA Chair.
3. The Board further directs its Chair to execute the final MOU on the Authority's behalf.
4. Additionally, the SSCIA 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.
5. Finally, the SSCIA 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 Saginaw Street Corridor Improvement Authority.

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 Saginaw Street Corridor

Improvement Authority Board of Directors held on the 16<sup>th</sup> day of February 2023, 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 State of Michigan's Corridor Improvement Authority Act 57 of 2018, 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.

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Tiffany Dowling, Chair  
Saginaw Street CIA Board of Directors