Lansing Economic Development Corporation

Board of Directors Meeting

Friday, November 03, 2023 – 8:30 AM

Lansing EDC Office

401 South Washington Sq. Ste. 101, Lansing, MI 48933

AGENDA

1) Call to Order/Roll Call
2) Welcome to the new Lansing EDC Office
3) Board Member Transition
4) Approval of LEDC Board Meeting Minutes – Friday, September 22, 2023
5) Update on Financials
6) LEED Initiative Update
7) Projects, Programs, and Corridor Updates
8) Operations Update
9) Open Forum for LEDC Board Members
10) Other Business
11) Public Comment
12) Adjournment

The Lansing EDC's mission is to improve the Lansing community by fostering economic growth that is strategic, sustainable and equitable.

Lansing Economic Development Corporation

Board of Directors Meeting

Friday, September 22, 2023 – 8:30 AM

Temple Lofts - 502 E César E. Chávez Ave, Lansing, MI 48906

MINUTES

Members Present:	Chair - Calvin Jones, Vice-Chair - Shelley Davis Boyd, Treasurer - Catherine Rathbun, Jordan Hankwitz, Jordan Sutton,
Members Absent:	Secretary - Dr. Alane Laws-Barker, Chaz Carrillo, Sandra Lupien, Michael McKissic
Staff Present:	Karl Dorshimer, Kris Klein, Brandy Standler, Aurelius Christian, Simon Verghese, Alex Watkins, Kahleea Washington
Guests:	Cathleen Edgerly (Downtown Lansing, Inc.), Rhonda Jones (LBWL)

Call to Order/Roll Call

Chair Jones called the Lansing Economic Development Corporation meeting to order at 9:46 AM.

Approval of LEDC Board Meeting Minutes – Friday August 04, 2023 (ACTION)

MOTION: Member Rathbun moved to approve the LEDC meeting minutes from the Friday, August 04, 2023, Board of Directors meeting, as presented. Motion seconded by member Hankwitz.

YEAS: Unanimous, motion carried.

Update on Financials

Standler discussed that year end work is continuing as we lead up to the audit in November. Being the first month of the fiscal year there has not been much activity. Money Market fund has been opened with PNC bank and funds will be transferred in order to take advantage the higher interest rates.

LEED Initiative Update

Christian updated the board concerning the Empower Program. Great feedback from participants. They are learning about the legal aspects of financial lending, operations, and branding. The LEDC team participated in a MEDC Emerging Developers Roadshow event.

Programs and Corridor Updates

Cathleen Edgerly presented a synopsis of the completed DLI Comprehensive Market Analysis. Information can be found at Cma.downtownlansing.org.

Alex Watkins discussed the FAÇADE Improvement program recipients and showed the board some of the completed projects. They include Grewal Hall 224, Poppity Popcorn, The Bike Co-Op, and Moneyball Sportswear.

Kahleea Washington discussed the Lansing Gateway Corridor survey results.

Kris Klein discussed that LEDC staff Alex Watkins, and Simon Verghese completed the MEDA Economic Development Basic Course. Watkins, Christian, and Verghese are also taking additional classes toward certification. Staff and Chair Jones attended the National Brownfields Conference which was held in Detroit. LEDC was recognized for the Allen Place Project.

Project Updates

Simon Verghese discussed the Unity Apartments project. Groundbreaking will be September 29th. Klein discussed other projects such as the new Lansing City Hall and the upcoming Ovation Performing Arts Center. New Vision Lansing – Tower on Grand, Washington Square, and Capitol Tower were presented to the board. Tower on Grand will be the tallest structure in Lansing. Over 450 apartments will be added to the downtown area between all three projects.

Office Update

Renovations are underway at the new office. Permanent furniture will be delivered last week of September. LEDC staff is hoping for an open house in soon.

Open Forum for LEDC Board Members

None.

Other Business

None.

Public Comment

None.

Adjournment

Chair Jones called the Lansing Economic Development Corporation meeting to adjournment at 10:32 AM.

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Karl Dorshimer, President, and CEO

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

	Jul - Aug 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Contract Income				
40010 · Brownfield Admin	0.00	275,594.00	-275,594.00	0.0%
40020 · City of Lansing Contract	300,000.00	300,000.00	0.00	100.0%
40040 · Annual Issuer's Fees	0.00	142,944.00	-142,944.00	0.0%
40050 · TIFA Admin	0.00	259,182.00	-259,182.00	0.0%
40070 · Fund Balance	0.00	31,371.00	-31,371.00	0.0%
40080 · Facade Grant Contract	0.00	175,000.00	-175,000.00	0.0%
40088 · ARPA Contract City of Lansing				
40088.1 · ARPA - Grant Contract	51,480.97			
Total 40088 · ARPA Contract City of Lansing	51,480.97			
40090 · EGLE Allen Place-Grant Contract				
40090.1 · EGLE Allen Place Grant Contract	51,876.18			
Total 40090 · EGLE Allen Place-Grant Contract	51,876.18			
40092 · EGLE Stadium North Grant				
40092.1 · EGLE Stadium N - Grant Contract	331,826.25			
40092.2 · EGLE Stadium N Grant Admin	118.80			
Total 40092 · EGLE Stadium North Grant	331,945.05			
Total 40000 · Contract Income	735,302.20	1,184,091.00	-448,788.80	62.1%
41000 · Loan Interest				
41091 · The 517 Coffee Company Interest	114.60			
41093 · Sweet Encounter Bakery Cafe Int	75.27			
41094 · Irie Smoke Shack-Interest	238.35			
41095 · RBM Properties Interest	510.92			
41096 · Osteria Vegana Lansing LLC	162.50			
41000 · Loan Interest - Other	0.00	8,169.00	-8,169.00	0.0%
Total 41000 · Loan Interest	1,101.64	8,169.00	-7,067.36	13.5%
42000 · Investments				
42010 · Interest-Savings, Short-term CD	8,385.25	3,000.00	5,385.25	279.5%
Total 42000 · Investments	8,385.25	3,000.00	5,385.25	279.5%
43000 · Other Types of Income				
43010 · Miscellaneous Revenue	0.00	5,000.00	-5,000.00	0.0%
43037 · Application Fees	0.00	20,000.00	-20,000.00	0.0%
Total 43000 · Other Types of Income	0.00	25,000.00	-25,000.00	0.0%
Total Income	744,789.09	1,220,260.00	-475,470.91	61.0%
Gross Profit	744,789.09	1,220,260.00	-475,470.91	61.0%
Expense				
61000 · Contract Services				
61015 · Payroll Fees	476.66			
61020 · Legal Fees	830.00			
61030 · Outside Contract Services	3,458.34	0.00	3,458.34	100.0%
61000 · Contract Services - Other	0.00	103,636.00	-103,636.00	0.0%
Total 61000 · Contract Services	4,765.00	103,636.00	-98,871.00	4.6%
62000 · Facilities and Equipment				
62020 · Office Expense	1,180.19	130,466.00	-129,285.81	0.9%
62025 · Equipment	264.99			
62045 · Utilities	0.00	8,718.00	-8,718.00	0.0%
62050 · Rent	7,535.55	51,732.00	-44,196.45	14.6%
62055 · Software Subscriptions	5,028.37			
62060 · Telephone/Communications	1,608.72			
Total 62000 · Facilities and Equipment	15,617.82	190,916.00	-175,298.18	8.2%
63000 · Development				
63050 · Insurance & Bonds	2,528.50	15,462.00	-12,933.50	16.4%
63055 · Marketing & Promotions	110.66	20,000.00	-19,889.34	0.6%

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No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

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

	Jul - Aug 23	Budget	$ Over Budget	% of Budget
63056 · Travel & Conferences & Training	7,552.79	20,000.00	-12,447.21	37.8%
63060 · Miscellaneous Operating	431.58	4,000.00	-3,568.42	10.8%
63080 · Bank Fees	150.00	1,200.00	-1,050.00	12.5%
63081 · Bank Fees-2575	50.00			
Total 63000 · Development	10,823.53	60,662.00	-49,838.47	17.8%
64000 · EDC Business Incubator				
64040 · Miscellaneous Operating	-42.79			
Total 64000 · EDC Business Incubator	-42.79			
65000 · Grant and Program Expenses				
65020 · Facade Grants	1,875.00	175,000.00	-173,125.00	1.1%
65025 · EGLE Allen Place Grant Contract	51,876.18			
65088 · ARPA Grant				
65088.1 · ARPA LEED Initiative	15,885.00			
65088.4 · ARPA - LEDC Conversion/Start Up	2,000.00			
Total 65088 · ARPA Grant	17,885.00			
65092 · EGLE Stadium North Grant				
65092.1 · EGLE Stadium N Grant Contract	331,826.25			
Total 65092 · EGLE Stadium North Grant	331,826.25			
Total 65000 · Grant and Program Expenses	403,462.43	175,000.00	228,462.43	230.5%
66000 · Payroll & Empl Benefit Expenses				
66100 · Payroll Expenses				
66110 · Salaries - Staff	79,341.68			
66120 · Taxes-FICA	6,010.32			
66125 · Taxes-unemployment	168.60			
66100 · Payroll Expenses - Other	0.00	602,071.00	-602,071.00	0.0%
Total 66100 · Payroll Expenses	85,520.60	602,071.00	-516,550.40	14.2%
66500 · Employee Benefits				
66510 · Health Insurance-Employees	6,423.78			
66515 · Life/Disability Ins - Employees	1,197.27			
66520 · Retirement Expense	4,410.52			
66525 · Parking-Employees	1,071.12			
66530 · Workers Comp Insurance	182.88			
66500 · Employee Benefits - Other	0.00	87,975.00	-87,975.00	0.0%
Total 66500 · Employee Benefits	13,285.57	87,975.00	-74,689.43	15.1%
Total 66000 · Payroll & Empl Benefit Expenses	98,806.17	690,046.00	-591,239.83	14.3%
Total Expense	533,432.16	1,220,260.00	-686,827.84	43.7%
Net Ordinary Income	211,356.93	0.00	211,356.93	100.0%
Net Income	**211,356.93**	**0.00**	**211,356.93**	**100.0%**

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

	Jul - Sep 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Contract Income				
40010 · Brownfield Admin	0.00	275,594.00	-275,594.00	0.0%
40020 · City of Lansing Contract	300,000.00	300,000.00	0.00	100.0%
40040 · Annual Issuer's Fees	0.00	142,944.00	-142,944.00	0.0%
40050 · TIFA Admin	0.00	259,182.00	-259,182.00	0.0%
40070 · Fund Balance	0.00	31,371.00	-31,371.00	0.0%
40080 · Facade Grant Contract	0.00	175,000.00	-175,000.00	0.0%
40088 · ARPA Contract City of Lansing				
40088.1 · ARPA - Grant Contract	99,407.58			
Total 40088 · ARPA Contract City of Lansing	99,407.58			
40090 · EGLE Allen Place-Grant Contract				
40090.1 · EGLE Allen Place Grant Contract	51,876.18			
Total 40090 · EGLE Allen Place-Grant Contract	51,876.18			
40092 · EGLE Stadium North Grant				
40092.1 · EGLE Stadium N - Grant Contract	331,826.25			
40092.2 · EGLE Stadium N Grant Admin	118.80			
Total 40092 · EGLE Stadium North Grant	331,945.05			
Total 40000 · Contract Income	783,228.81	1,184,091.00	-400,862.19	66.1%
43042 · Return of Unused Grant Funds	150,000.00			
41000 · Loan Interest				
41091 · The 517 Coffee Company Interest	170.16			
41093 · Sweet Encounter Bakery Cafe Int	184.66			
41094 · Irie Smoke Shack-Interest	238.35			
41095 · RBM Properties Interest	510.92			
41096 · Osteria Vegana Lansing LLC	240.87			
41000 · Loan Interest - Other	0.00	8,169.00	-8,169.00	0.0%
Total 41000 · Loan Interest	1,344.96	8,169.00	-6,824.04	16.5%
42000 · Investments				
42010 · Interest-Savings, Short-term CD	9,059.93	3,000.00	6,059.93	302.0%
Total 42000 · Investments	9,059.93	3,000.00	6,059.93	302.0%
43000 · Other Types of Income				
43010 · Miscellaneous Revenue	0.00	5,000.00	-5,000.00	0.0%
43037 · Application Fees	5,000.00	20,000.00	-15,000.00	25.0%
Total 43000 · Other Types of Income	5,000.00	25,000.00	-20,000.00	20.0%
Total Income	948,633.70	1,220,260.00	-271,626.30	77.7%
Gross Profit	948,633.70	1,220,260.00	-271,626.30	77.7%
Expense				
61000 · Contract Services				
61010 · Accounting Fees	5,050.00			
61015 · Payroll Fees	719.32			
61020 · Legal Fees	830.00			
61030 · Outside Contract Services	5,508.34	0.00	5,508.34	100.0%
61000 · Contract Services - Other	0.00	103,636.00	-103,636.00	0.0%
Total 61000 · Contract Services	12,107.66	103,636.00	-91,528.34	11.7%
62000 · Facilities and Equipment				
62020 · Office Expense	1,677.86	130,466.00	-128,788.14	1.3%
62025 · Equipment	504.95			
62045 · Utilities	0.00	8,718.00	-8,718.00	0.0%
62050 · Rent	11,842.53	51,732.00	-39,889.47	22.9%
62055 · Software Subscriptions	5,190.87			
62060 · Telephone/Communications	2,275.31			
Total 62000 · Facilities and Equipment	21,491.52	190,916.00	-169,424.48	11.3%
63000 · Development				

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

	Jul - Sep 23	Budget	$ Over Budget	% of Budget
63050 · Insurance & Bonds	3,792.75	15,462.00	-11,669.25	24.5%
63055 · Marketing & Promotions	110.66	20,000.00	-19,889.34	0.6%
63056 · Travel & Conferences & Training	11,922.79	20,000.00	-8,077.21	59.6%
63060 · Miscellaneous Operating	1,399.81	4,000.00	-2,600.19	35.0%
63080 · Bank Fees	321.60	1,200.00	-878.40	26.8%
63081 · Bank Fees-2575	75.00			
Total 63000 · Development	17,622.61	60,662.00	-43,039.39	29.1%
64000 · EDC Business Incubator				
64010 · Buildout/Construction	530.93			
64040 · Miscellaneous Operating	-42.79			
Total 64000 · EDC Business Incubator	488.14			
65000 · Grant and Program Expenses				
65020 · Facade Grants	11,875.00	175,000.00	-163,125.00	6.8%
65025 · EGLE Allen Place Grant Contract	51,876.18			
65088 · ARPA Grant				
65088.1 · ARPA LEED Initiative	19,339.50			
65088.4 · ARPA - LEDC Conversion/Start Up	2,000.00			
Total 65088 · ARPA Grant	21,339.50			
65092 · EGLE Stadium North Grant				
65092.1 · EGLE Stadium N Grant Contract	331,826.25			
Total 65092 · EGLE Stadium North Grant	331,826.25			
Total 65000 · Grant and Program Expenses	416,916.93	175,000.00	241,916.93	238.2%
66000 · Payroll & Empl Benefit Expenses				
66100 · Payroll Expenses				
66110 · Salaries - Staff	119,012.52			
66120 · Taxes-FICA	9,015.48			
66125 · Taxes-unemployment	168.60			
66100 · Payroll Expenses - Other	0.00	602,071.00	-602,071.00	0.0%
Total 66100 · Payroll Expenses	128,196.60	602,071.00	-473,874.40	21.3%
66500 · Employee Benefits				
66510 · Health Insurance-Employees	9,635.67			
66515 · Life/Disability Ins - Employees	1,884.60			
66520 · Retirement Expense	6,615.78			
66525 · Parking-Employees	1,599.42			
66530 · Workers Comp Insurance	293.59			
66500 · Employee Benefits - Other	0.00	87,975.00	-87,975.00	0.0%
Total 66500 · Employee Benefits	20,029.06	87,975.00	-67,945.94	22.8%
Total 66000 · Payroll & Empl Benefit Expenses	148,225.66	690,046.00	-541,820.34	21.5%
Total Expense	616,852.52	1,220,260.00	-603,407.48	50.6%
Net Ordinary Income	331,781.18	0.00	331,781.18	100.0%
Net Income	**331,781.18**	**0.00**	**331,781.18**	**100.0%**

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