



Saginaw Street Corridor Improvement Authority Board of Directors Special Meeting

Monday, September 30th, 2024 – 11:00 AM

M3 Group

221 W. Saginaw St.

Lansing, Mi 48933

AGENDA

1. Call to Order/ Roll Call
2. Approval of the SSCIA August Meeting Minutes (August 22, 2024)-**Action**
3. Approval of the SSCIA July Meeting Minutes (July 25, 2024)-**Action**
4. Discussion on Board Administration and Recruitment
5. Discussion on the Marketing RFP
6. Updates on the Placemaking Project
7. Discussion on BWL Bill- **Action**
8. Other Business
9. Public Comment
10. Adjournment



Andy Schor, Mayor

**Saginaw St. Corridor Improvement Authority
Board of Directors Monthly Meeting**

August 22nd, 2024, @ 3 pm

M3 Group

221 W. Saginaw St. Lansing, MI 48933

Members Present: Tiffany Dowling, Laura Stoken, Dianne Sanborn

Members Absent: John Shaski, Benjamin Brewer, Peter Morman

Facilitator Present: Alex Watkins (Lansing EDC)

Guests Present:

Public: Kenwon Simpson

Recorded by: Alex Watkins (Lansing EDC)

Call to Order/ Roll Call

Dowling called Saginaw St CIA meeting to order at 3:07 pm. Shaki, Brewer and Morman had excused absences. There were not enough members for the quorum.

Approval of Meeting Minutes – Action

The meeting minutes from July were reviewed and discussed but did not have enough members to vote to accept July meeting minutes.

MOTION: N/A

YEAS: N/A

Update on Marketing Committee RFP:

The Marketing committee has made the decision to close the marketing RFP and have had interviews with some of the applicants. It was determined by the committee that a local firm will be preferred, and the RFP process should be reopened. There were not enough members to take a vote to close out the current RFP process so this will be moved to next month's agenda.

Update on the Placemaking Projects:

The Saginaw St. board discussed the upcoming reveal for the placemaking project at the corner of Saginaw and Grand. Watkins updated the board that the artist were working on their individual art pieces at Foster Community Center or at their own individual studios. Dowling confirmed that she was one of the speakers at the event ribbon cutting event and informed the rest of the board of the ribbon cutting date of September the 18th. Board members Sanborn and Stoken asked for confirmation of the ribbon cutting date and time.

Other Business

N/A

Public Comment

N/A

Adjournment

Motion to adjourn meeting from Sanborn at 3:23 and seconded by Stoken.

X

Tiffany Dowling
Chairperson, Saginaw St. Corridor Improvement Authority



**Saginaw St. Corridor Improvement Authority
Board of Directors Monthly Meeting**

Thursday, June 27, 2024

M3 Group

221 W. Saginaw St. Lansing, MI 48933

Members Present:

Tiffany Dowling, John Shaski, Laura Stoken,
Benjamin Brewer, Diane Sanborn, Peter Morman

Members Absent:

Facilitator Present:

Alex Watkins (Lansing EDC)

Guests Present:

Public:

Recorded by:

Alex Watkins (Lansing EDC)

Call to Order/ Roll Call

Chairperson Dowling called the June meeting to order at 3:07pm. All members are in attendance and enough members to have quorum.

Approval of Meeting Minutes - Action

MOTION: Brewer motioned to approve minutes from May, Shaski seconded

YEAS: Unanimous

Approval of FY2022/2023 SSCIA Budget Amendment- Action

MOTION: Shaski motioned to approve the amended '23-'24 Budget, seconded Sanborn

YEAS: Unanimous

Approval of FY2023/2024 SSCIA Budget- Action

MOTION: Shaski motioned to approve the amended '23-'24 Budget, seconded Sanborn

YEAS: Unanimous

Beautification Project Update

Brewer gave an update on the status of the maintenance for the flowers planted at the "Pointe". Talked about hiring a maintenance company to water the flowers and keep the landscaping looking nice. Will come back next meeting with recommendations. Also, talked about reimbursement for expenses the came up day of flower installment. Brewer and Sanborn will get receipts to the Lansing EDC.

Marketing RFP and Plan Update

The RFP received 7 marketing proposals (5 within the state of Michigan and 1 within the city of Lansing). The proposal review committee will consist of the marketing committee and Diane Sanborn volunteer. The next marketing committee meeting is set for Thursday 18th.

Placemaking Project Update

Washington provided the project proof in the agenda packet showing the intended placements of the letters. The Call to Art went out last week and has generated attention and interest with over 50 submissions. Project is expected to be completed mid-August. Exploring lighting options and plan to reach out to BWL engineers. Installation of lighting and first year energy cost is around \$3,000.

ARPA Funding Discussion

The board had discussion on allocation of the ARPA funding:

- \$20,000 place-making project
- \$10,000 advertising funding for marketing group
- \$6,000 physical corridor improvements

\$5,000 Maintenance

\$25	Purchasing gift cards from businesses on the corridor (Irish Pub)
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Other Business

N/A

Public Comment

N/A

Adjournment

MOTION: Stoken motioned to adjourn June meeting at 3:57 pm, seconded by Dowling.

X
Tiffany Dowling

Chairperson, Saginaw St. Corridor Improvement Authority



LANSING BOARD OF WATER & LIGHT

Electric Service Agreement

SAP WBS Element: AE-25-01-851-C-001-01

This Electric Service Agreement ("Agreement"), made on 08/29/2024, by and between: the Lansing Board of Water & Light ("BWL") and the Owner/Developer ("Applicant").

"APPLICANT": kahleea Washington
Business Name: SAGINAW STREET CORRIDOR IMPROVEMENT aUTHORITY
Address: 401 S WASHING SQUARE SUITE 101, LANSING MI

The APPLICANT requested service work at the location ("Location") described below as:

Project Name: 700 N GRAND AVE (AND E SAGINAW) for a "LANSING" SIGN (key account)
Project Address: 700 N GRAND AVE
LANSING, MI

Further described as: City/Township: City of Lansing County: Ingham Quarter Section: SELG09
Tax ID Number: Drivers License Number:

The BWL agrees to provide the following Electric Line Extension from existing BWL electric facilities to the Location in accordance with all applicable BWL Standards, and Rules and Regulations for Electric Service. The BWL Standards, and Rules and Regulations for Electric Service are incorporated herein by reference. The BWL's Rules and Regulations for Electric Service can be obtained by visiting the BWL's website at www.lbwl.com.

The proposed System Extension/Service Installation(s) must comply with Attachment(s): A,B,C

TYPE OF LINE EXTENSION

- ☐ Apartment
- ☒ Commercial/Industrial
- ☐ Residential
- ☒ Service
- ☐ Temporary
- ☐ Trailer Park
- ☐ Other
- ☐ Competitive Bid
- ☐ Outdoor Lighting Services
- ☒ Overhead
- ☐ Street Lighting
- ☒ Underground
- ☐ Underground Duct
- ☐ 1 Phase Primary
- ☒ 1 Phase Secondary
- ☐ 3 Phase Primary
- ☐ 3 Phase Secondary
- ☐ Not Applicable

Notes: INSTALLING SECONDARY SPAN, RISER, AND PEDESTAL.

The BWL agrees to connect the following type and number of Service(s) at the Location in accordance within applicable BWL Standards, and Rules and Regulations for Electric Service.

TYPE AND NUMBER OF SERVICES

1 Phase, 120/240V, 3 Wire	1	3 Phase, 120/208V, 4 Wire	0	3 Phase, 240V, 3 Wire	0
1 Phase, 120/208V, 3 Wire	0	3 Phase, 120/240V, 4 Wire	0	3 Phase, 480V, 3 Wire	0
Other	0	3 Phase, 277/480V, 4 Wire	0	Not Applicable	☐

Notes: 100A SINGLE PHASE

Proposed In Service Date:
Proposed Start Construction Date:



LANSING BOARD OF WATER & LIGHT

Electric Service Agreement

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The APPLICANT agrees:

1. To pay the contribution in aid toward Construction, in accordance with the Summary of Project Costs, listed on Page 3 and Section 10.3 of the Rules and Regulations for Electric Service. Construction is defined as all necessary work performed by the BWL at CUSTOMER's request.
2. To provide contribution in aid, four weeks before the Proposed Start of Construction Date.
3. To provide the documentation listed in Attachment A four weeks before the Proposed Start of Construction Date.
4. APPLICANT must acquire and record all necessary easements for the construction of the Line Extension from the existing BWL electric facilities to the CUSTOMER's metering point, in accordance with Section 10.7 of the Rules and Regulations for Electric Service. These easements must be in the name of the "City of Lansing, for the use of its Board of Water and Light" and in a form acceptable to the BWL. APPLICANT also agrees to allow BWL's representatives and employees access to APPLICANT's property at all reasonable times for the purposes of maintaining its electric facilities. APPLICANT must also acquire all Tree Trimming and/or removal permits necessary for the construction. These permits and easements must be provided to the BWL no less than four weeks before the Proposed Start of Construction Date or construction may be delayed.
5. To have all site work required by the BWL completed, in accordance with BWL Standards and as outlined in the Rules and Regulations for Electric Service (Section 10.17), by the Proposed Start of Construction Date. See Attachment C.
6. APPLICANT expressly agrees to defend, indemnify, and hold harmless the BWL, its officers, agents, employees and insurers against any liability, loss, damage, demand, cause of action, or expense of whatever nature (including court costs and attorney's fees) which may result from any loss, injury, death, or damage allegedly sustained by any person, firm, corporation, or other entity, which arises out of or is caused by any act or omission of the APPLICANT, its officers, agents or employees (or the APPLICANT's contractors, or any of the contractors officers, sub-contractors, agents or employees) in connection with or in any way arising out of this Service Agreement. APPLICANT further agrees, to the extent permitted by law, to release, waive and discharge the BWL, its officers, agents, employees and insurers from any and all liability to APPLICANT, its officers, agents or employees (or the APPLICANT'S contractors, or any of the contractor's officers, sub-contractors, agents or employees) arising under or in any manner related to the privileges granted under this Service Agreement.
7. This agreement may not be assigned without BWL's prior written consent.
8. Venue for any dispute arising out of this agreement shall be in Ingham County, Michigan and Michigan shall be the governing law, without regard to conflict of laws provisions.
9. APPLICANT agrees that the acceptance of this Agreement constitutes an agreement between the APPLICANT and the BWL and shall continue in full force and effect so long as APPLICANT receives service.

The BWL agrees:

1. To furnish, install, own and maintain the necessary extension of existing BWL electric distribution lines and facilities (which may include primary and secondary cables, transformers, power terminals, primary service connections and associated equipment and any other underground and/or overhead line extension facilities which the BWL deems to be required), and to make available alternating current, 60 hertz, electric energy to the APPLICANT at the published rates in accordance with the BWL's Rules and Regulations for Electric Service.
2. To schedule the work in accordance with the Proposed Start of Construction Date, providing that all APPLICANT submissions are received by the required dates, and subject to delays in construction due to Acts of God and Emergency Work, as further described in the Rules and Regulations for Electric Service.
3. To refund to the APPLICANT that part of the deposit due to them, in accordance with the BWL's Rules and Regulations for Electric Service (Section 10.5).
4. The BWL's Rules and Regulations for Electric Service can be obtained by contacting the BWL representative shown below or visiting the BWL's web site at www.lbw.com.



LANSING BOARD OF WATER & LIGHT

Electric Service Agreement

SAP WBS Element: AE-25-01-851-C-001-01

SUMMARY OF PROJECT COSTS

CONTRIBUTION IN AID OF CONSTRUCTION(CIAC) - NONREFUNDABLE

Offsite Underground Line Extension Cost (per foot) (1)	\$7.00	5	feet	\$35.00
Secondary Riser Pole Charge (Single Phase 400 A or less)	\$625.00	1	ea	\$625.00
Secondary Riser Pole Charge (Three Phase 400 A or less)	\$925.00	0	ea	\$0.00
Transformer KVA Capacity Charge	\$10.00	0	KVA	\$0.00
Onsite Developed Lot Footage Cost (per front lot line footage) (1)	\$3.50	0	feet	\$0.00
Onsite Undeveloped Lot Footage Cost (per front lot line footage) (1)	\$7.00	0	feet	\$0.00
Residential Underground Line Extension Cost (per foot)	\$4.50	0	feet	\$0.00

CIAC **\$660.00**

Estimated Cost of Construction (3) \$9,917.76

Estimated Immediately Connected Annual Revenue \$0.00 1.50 \$0.00

CIAC (See Above) \$660.00

REFUNDABLE DEPOSIT (5) **\$9,257.76**

Secondary Termination Cabinet (Building)	\$900.00	0		\$0.00
Multiple Secondary Termination Cabinet (up to 3000 A)	\$9,900.00	0		\$0.00
CT/PT Enclosure (401 A to 1000 A)	\$850.00	0		\$0.00
CT/PT Enclosure (above 1001 A to 1200 A)	\$2,000.00	0		\$0.00
CT/PT Enclosure (above 1201 A to 2000 A)	\$2,500.00	0		\$0.00
CT/PT Enclosure (above 2001 A to 3000 A)	\$12,500.00	0		\$0.00
Winter Construction Costs (4)	\$9.00	0		\$0.00
Temporary Overhead Service 201A (2)	\$695.00	0		\$0.00
Temporary Overhead Service (2)	\$495.00	0		\$0.00
Temporary Underground Service - Summer (2)	\$375.00	0		\$0.00
Temporary Underground Service - Winter (2)	\$550.00	0		\$0.00
Easement Acquisition Costs				\$0.00

APPLICANT'S COST * Dollars not included in the Total Cost **\$9,917.76**

The Applicant/Owner, agrees to pay the cost for System Extension/Service Installations(s) in the amount above.

- (1) For explanation of Trench Footage Charges, See Rules and Regulations for Electric Service, Section 16.
- (2) Temporary Service is considered not to have any immediately connected revenue.
- (3) Cost of Construction includes tree trimming, equipment, labor, materials, offsite improvements required to allow service to site, etc. It does not include the cost of easement acquisition, Winter Construction, Optional Secondary Termination Equipment, etc.
- (4) This charge may be applied at time of installation. For more information, See Rules and Regulations for Electric Service, Section 16.
- (5) For explanation of Refundable Deposit, See Rules and Regulations for Electric Service, Section 10.5.



LANSING BOARD OF WATER & LIGHT

Electric Service Agreement

SAP WBS Element: AE-25-01-851-C-001-01

BWL Designer Representative Signature:
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BWL representative: Claudette Pepper, Phone Number: 5177026813

Date:	Title:
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The Applicant agrees to all of the terms and conditions of this agreement, which includes the applicable attachments.

Owner Developer Applicant's Signature:
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Date:	Title:
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This agreement must be returned signed and with payment within 65 calendar days from BWL Designer Representative's signature dated above, after which the BWL reserves the right to withdraw the proposal and update pricing and content. Acceptable forms of payment are checks and money orders.

Authorized BWL Representative Signature:

Date:	Title:
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Agreement and Application is uncompleted unless fully executed by both parties, and payments are remitted as required.

LANSING BOARD OF WATER & LIGHT

ELECTRIC SERVICE AGREEMENT

Attachment A

DOCUMENTATION TO BE PROVIDED BY APPLICANT

The items indicated by a "APPLICANT" are to be provided by the APPLICANT no later than four (4) weeks before the Proposed Start of Construction Date. If the APPLICANT wishes the BOARD to acquire Easement and/or Permit documents, "LBWL" shall be placed in appropriate box. If the item is not required a "N.A." will be placed in the appropriate box.

Proof of Ownership (Legal Deed):	N.A.
Signed and Recorded Easement Document(s) in accordance with BOARD Standards, for all proposed utilities on the subject property (including electric, street lights, gas, sewage, steam, telephone, cable TV, etc.)	N.A.
Signed and Recorded Easement Document(s), in accordance with BOARD Standards, for all proposed utilities on adjacent property/properties (including electric, street lights, gas, water, sewage, steam, telephone, cable TV, etc.)	N.A.
Signed Tree Trimming and/or Removal Permits for Subject and Adjacent property/properties.:	N.A.
Copies of all required City, Township, County and/or State Permits.:	N.A.
Recorded Plat (New Subdivisions, Developments, etc.):	N.A.
Construction Drawings (See Attachment B for required Drawings and Details)	N.A.
Completed "Immediately Connected Load" Sign Off Sheet(s) - A separate sheet will be needed for each individual load to be connected. (See Attachment D)	N.A.
Completed "Underground Duct Installation Agreement" (See Attachment E)	N.A.
Signed "Site Responsibilities" (See Attachment C)	N.A.
Completed "Switchgear Installation" Checklist (See Attachment F)	N.A.

LANSING BOARD OF WATER AND LIGHT ELECTRIC SERVICE AGREEMENT

ATTACHMENT B

REQUIRED DRAWINGS AND DETAILS

The Site Drawing(s) provided to the BOARD must clearly show the following items:

1. A location map, showing nearby roads, highways and other landmarks. The County, township, Town-Range, City, etc. where the site is located shall be indicated on the drawing(s).
2. A legend, defining all symbols and line-types used on the submitted construction drawing(s).
3. All adjacent roads, drives, properties, easements, etc. Where buildings on adjacent properties are within 50 ft. of the subject property, said building dimensions and height shall be listed on the drawing(s).
4. Surveyed property lines and corners, tied to the nearest section corner.
5. All roads, walks, drives, easements, etc. to be located on the property.
6. The foundation layout of all buildings and out-buildings to be located on the property.
7. All existing utility facilities on the property. All proposed utility facilities to be located on the property. These items are to be designated differently on the drawings.
8. Electric Equipment pad detail, if installed by customer, must meet BWL standards.

The Electrical / Mechanical drawings provided to the BOARD must clearly show the following items:

1. Requested Type and Number of Service(s).
2. Total Proposed Three-phase Motor Loads.
3. Total Proposed Single-Phase Motor Loads.
4. Total proposed Connected Lighting Loads, and which meters they are to be connected to.
5. Other Proposed Miscellaneous Loads.
6. Secondary Termination Equipment (and whether BOARD or APPLICANT provided).
7. Number of meters requested, and designation for each (address, suite # or unit #).
8. Equipment that may cause severe voltage drop and/or that may cause power quality problems.
9. Primary Equipment & Transformers for Rate 5 & Rate 8 installation (Manufacturer's Cut Sheets).

Date to Applicant:

LANSING BOARD OF WATER & LIGHT

Attachment C

Site Responsibilities

In accordance with Rules and Regulations for Electric Service, Section 10.1, the following items must have been accomplished on the site before construction can take place. These items should be completed at least one week before the Proposed Start of Construction Date to allow for inspection and site staking (as required).

Please note that if these items have not been completed in the required time frame, Start of Construction will be delayed.

Items that must be completed one (1) week prior to the Start of Construction have been indicated below.

SAGINAW ST. CORRIDOR IMPROVEMENT AUTHORITY OF THE CITY OF LANSING
Certificate of Resolution by Board of Directors

Board of Water and Light Electrical Bill

At a scheduled meeting of the Board of Directors of the Saginaw Street Corridor Improvement Authority of the City of Lansing held on Thursday, September 26th, 2024 at 3:00 p.m., pursuant to notice duly given:

PRESENT:

ABSENT:

The following preamble and resolution was offered by;

Member

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, the Lansing City Council designated the use of its ARPA allocation including an award of ARPA Funds to the Lansing Economic Development Corporation ("LEDC") and the LEDC has entered into a Sub-Recipient Agreement ("Agreement") with the City of Lansing Finance Department for the purpose of implementing programming including the LEED Initiative, façade improvement grants, Corridor Improvement Authority support, and LEDC conversion and start-up; and

WHEREAS, per the Agreement, \$100,000 of ARPA Funds are to be allocated to the Saginaw Street Corridor Improvement Authority in the City of Lansing for the purpose of funding efforts allowable under ARPA that support the objectives and functions of the Saginaw Street Corridor Improvement Authority; and

WHEREAS, the Saginaw Street Improvement Authority and the LEDC have entered into an MOU to guide the process for identifying, approving, contracting, and financing Eligible Projects from the Potential ARPA Financing; and

WHEREAS, the Saginaw St. Corridor Improvement Authority Board desires to strategize, plan, and implement public art to improve the aesthetic of the corridor, encourage community engagement and activation, and stimulate economic growth along the corridor; and

WHEREAS, the Saginaw St. Corridor Improvement Authority Board previously allocated ARPA Funds for the enhancement and maintenance of their beautification efforts; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAGINAW ST. CORRIDOR IMPROVEMENT AUTHORITY OF THE CITY OF LANSING AS FOLLOWS:

1. The Saginaw St. Corridor Improvement Authority approves using up to \$10,000 of its ARPA funding to pay the Board of Water and Light (BWL) electrical bill.
2. The BWL bill covers constructing and installing a metered electrical extension to illuminate the corridor's newest landmark.
3. The Board directs the Chair to work with Lansing EDC on the management and payment of the bill and for the Chair to approve the release of SSCIA ARPA funds.
4. Additionally, the Saginaw St. Corridor Improvement Authority 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 Saginaw St. Corridor Improvement Authority 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 St. Corridor Improvement Authority of the City of Lansing.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

PREAMBLE AND RESOLUTIONS DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and a complete copy of a preamble and resolutions adopted at a regularly scheduled meeting of the Saginaw St. Corridor Improvement Authority held on the 26th day of August 2024, and said preamble and resolutions are on file in the office of the Economic Development Corporation of the City of Lansing and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan 1976, including in the case of a special or re-scheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting. In addition, the meeting was held in full compliance with the Board's By-Laws.

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

Tiffany Dowling, Chair
Saginaw St. Corridor Improvement Authority