

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
May 23, 2018

Members Present: Karl Dorshimer, Summer Schriener, J.V Anderton, T. Carella
Members Absent: T. Richard, C. Zarkovich
Board Advisors Present: Vanessa Shafer
Board Advisors Absent: Brian Jackson
Staff Present: Mindy Biladeau, Holly Rosser, Layna Anderson
Visitors Present: None

I. Call to Order

K. Dorshimer called the meeting to order at 10:08 a.m.

II. Citizen's Comments

None

III. Approval of Agenda and Minutes

J.V. Anderton moved to approve the agenda of May 23, 2018 and amend the minutes of April 26, 2018. Second by T. Carella, motion passed unanimously.

IV. Old Town Commercial Association Update

V. Schafer gave updates on beautification, sign toppers, Chalk of the Town and Scrapfest. There will be no Festival of the Sun or Moon this summer. Oktoberfest will be changing this year.

V. Community Policing Update

Officer Rodriguez was not in attendance, nothing new to report.

VI. Downtown Maintenance Update

Jimmy says trash has increased a lot with the opening of sidewalk cafes. Mulch has been completed on Washington Square and Michigan Ave. from Capitol to Grand Ave. Flower baskets have just arrived and been hung up along with their sponsor tags. There are 76 baskets total. Irrigation is nearly all turned on.

VII. Correspondence

None.

VII. Reports

President's Report-K. Dorshimer: The housing project on the former YMCA site is moving forward. LEAP is still looking to hire someone to help with retail and commercial redevelopment on the South Side and elsewhere. Historic tax credits are being debated at the moment in the state legislature.

Director's Report-M. Biladeau: She's still working with the city and state to get 50K grant funds transferred from the MEDC to the City for our pedestrian wayfinding kiosks. August 17 will be our yearly main street check-in with time and location TBD. Wayfinding is moving along with the 10 new pedestrian kiosks. On track for install this summer. Prices are coming in a bit higher based on the 2 panels, but it's still within budget. Adopt-A-Spot coordinator position has been offered to two different people but has been turned down, so there is still a search happening. Program is launching and will be handed over when someone is hired. Blue Owl is doing a pop-up at the old Eden Rock location during the day. Hopefully it will help get the space rented.

Committee Reports:

Economic Vitality: M. Biladeau provided an update for C. Zarkovich. They are working on work plans for FY19. Next huddle is June 5. There is no huddle in July. They are preparing to get out the annual business owner survey.

Design: The board needs to appoint a member to be a part of this committee. M. Biladeau gave an update in the interim. Summer historic walking tours started on May 14 and will continue through September. Working on the RFP for the wallscape art piece for the elevator shaft of the N. Grand Parking Ramp, and work plans. Business extension permits continue to come in.

Public Spaces: T. Richards is absent so M. Biladeau gave the update.

Capitol Lawn Movie nights are Aug. 17 and Aug. 24 at dusk. One sponsor has been secured and an additional one is needed. All 76 hanging baskets were sponsored. As long as we continue to be successful at sponsorship, this program will be self-sustaining next spring. They are working with BWL and Bronners on new holiday wreaths. We should be receiving a sample wreath soon to review and test on a pole.

Organization: J.V. Anderton- Not much to update beyond Wild Apricot. Annual Meeting tentative date is August 30 from 5-7 at a location TBD.

Promotions: T. Carella- Taste of Downtown planning continues and the successful formula will continue. They are discussing whether or not to bring back the Lansing Adventure Club or start something new like "Lunch on the Lawn Music Series," targeted at downtown employees.

Financial Report: J.V. Anderton gave update- A little income has come in from a few committees, and peddlers. The spending has been wayfinding and design for kiosk artwork. Maintenance is for both April and May.

T. Carella moved to place all reports and the financial report on file with the summary correction made at the meeting on file, J.V. Anderton seconded and the motion passed unanimously.

VIII. Discussion/Action Items

A. Office Lease: Three-year term with the escalator are all the same as what we have in place at this time. NAMI wants to continue their sub-lease with us and their rent is a pass through.

T. Carella moved to approve the lease extension. J.V. Anderton seconded and the motion passed unanimously.

B. Draft Transformation Development Plan: K. Dorshimer suggested potential changes regarding the word “neighborhood” to the draft submitted by Michigan Main Street. J.V. suggested perhaps changing “quarterly” meetings with stakeholders to “regular” and the board agreed. He also suggested “explore ways to improve” and “other neighborhoods, communities and corridors” instead of “improve” and “outer rings.” We will make simple changes with the same meaning and go forward with the second part of the strategic planning session.

C. Organization Work Plan: Volunteer management software: T. Carella gave an update on how Wild Apricot has worked for Cooley in the past. L. Anderson looked into whether we can upload full excel spreadsheets and yes, you can. The software also does ticket sales. The cost is around 2K per year.

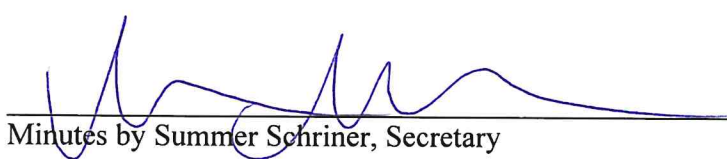
J.V. made a motion to start a 1-2 month trial, and then approve to buy a year worth of Wild Apricot in FY19. T. Carella seconded and the motion passed unanimously.

X. Other Business

MDOT will start their construction and maintenance project over Michigan Ave. bridge on June 4 which goes through mid-September. It will be open for Common Ground. A new food truck event will be happening weekly at City Market Plaza starting June 4. Depending on how well it goes, it may be there all summer.

XI. Adjourned

Adjournment moved by J.V. Anderton, T. Carella seconded. Motion approved unanimously at 11:25 a.m.



Minutes by Summer Schriener, Secretary