

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
April 11, 2019

Members Present: K. Dorshimer, S. Schriener, C. Zarkovich, C. Nader, JV Anderton, J. Tischler

Board Advisors Present: Vanessa Shafer of OTCA

Board Advisors Absent: Brian T. Jackson

Guest: Jimmy Baumgrass

Staff Present: M. Biladeau, Charlsie Abel

I. Call to Order

J.V. Anderton called the meeting to order at 11:45 a.m.

II. Citizen's Comments (items not on the agenda)

None

III. Approval of Agenda & Minutes

C. Zarkovich moved for agenda to be approved for meeting of April 11, 2019 with Cara's last name amended to agenda, C. Nader seconded, motion passed.

C. Zarkovich moved to accept minutes from March 14, 2019, C. Nader seconded, motion passed.

IV. Old Town Commercial Association Update

Update given by V. Schafer about Taste and Tour and spring clean up.

V. Community Policing Update

Officer Rodriguez was unable to attend due to a training. M Biladeau stated that his assignment will end this summer, August, and a new Downtown CPO will get assigned to this area.

VI. Downtown Maintenance Update & Report

Jimmy Lake State Landscaping & Snow Removal indicated that they are starting mulch and spring cleanup at this time.

VII. Correspondence

Letter from Terry Carella. She wrote a letter of resignation after 12 years on the board. The board will recognize her at the next annual meeting for her years of service.

S. Schriener moved to accept her letter of resignation, C. Nader seconded, motion passed.

VIII. Reports

- **Presidents Report-** JV Anderton: M. Biladeau's resignation has meant her trying to prepare the whole board for her transition.

Main Street would like to do a board check in on September 19, we will request a time between 11:00 a.m. and 2:15 p.m.

- **Director's Report**

M. Biladeau expressed how grateful she is for the collaboration of all of these years and feels the difference is tangible in the streets of downtown. She is proud that the organization and budget have grown exponentially under her leadership and the board's guidance.

309 people at Forks and Corks and all 38 volunteers were great. The donut wall from Strange Matter was a huge success with Lexus of Lansing. Approximately \$8,500.00 was raised

Retrofit of the old newspaper kiosks are still moving forward. ACD/5G antennae are coming. However, Corbin Design through an analysis has determine that it is more cost effective to remove the old newspaper kiosks and replace them with new. The design is complete. We are working with ACD to get 4/12 kiosks completed this summer. Design costs are also under discussion.

The wallscape, public art piece, will be installed on the elevator shaft as soon as the weather is more cooperative. The project team has been pulled back together to make sure everything is all track for spring install.

The new Downtown Guidebooks have been completed and will be back from the printer on Monday, April 15. Distribution will begin.

- **Committee Reports:**

Economic Vitality: C. Zarkovich indicated that the team is getting ready to distribute the annual business owner survey. They are focusing now on the former Hallmark property and the former Whipped property for some storefront signage. The last Huddle was very well attended. The next one will be at Jalapeno's on May 7 from 4-5 p.m.

Design: J. Tischler deferred to M. Biladeau. Wayfinding, Wallscape, a pocket park and summertime waking and lunch tours are what the committee is working on. The board and committee is still waiting on a response from the Mayor's office in regards to whether or not downtown can be included in the city façade program. All work plans are done.

Public Spaces: M. Biladeau gave the update-the meeting is later today. All things spring including hanging baskets, planter boxes, urns along the Rivertrail, mulch, etc, are on the agenda.

Organization: JV Anderton gave the update. There is a strategy to go through new work plan/development training with Michigan Main Street.

Promotions: Forks and Corks was a big success. Taste of Downtown is coming up in July.

Monthly Financials- J. Tischler gave the update and went over the February 2019 budget.

S. Schriener moved to approve the financial report and place all reports on file. K. Dorshimer seconded, motion passed.

IX. Discussion/Action Items:

- A. Update Transition of Silver Bells to LEPFA:
Sponsors, parade participants, vendors, etc. have been notified about the coordination change for the 2019 event. Digital files are being organized and transferred over. Electrical meters are being changed, credit card charges, and other things are happening. There are many things to work through going forward. LEPFA has not announced the transfer publicly yet. In addition, DLI received partial funding from the grant application submitted to the Arts Council for Ingham County Hotel/Motel funding. M. Biladeau will contact Debbie with the Arts Council to see if this agreement can be changed to LEPFA or not.
- B. Staff:
J. Tischler moved that we go into closed session, C. Zarkovich seconded, motion passed, and the board went into closed session.

X. Other Business
None.

XI. Adjourn

Motion to come out of closed session and adjourn the meeting made by S. Schriener, JV Anderton seconded. Meeting adjourned at 1:45 p.m.

Minutes by Summer Schriener, Secretary