

**Downtown Lansing Inc.**  
Board of Directors Meeting Minutes  
Online Meeting  
Rescheduled: February 16th, 2021

**Members Present:** S. Schriener, J. Tischler, C. Zarkovich, T.J. Bucholz, Ashlee Willis.

**Members Absent:** K. Dorshimer, J.V. Anderton

**Board Advisors Present:**

**Board Advisors Absent:**

**Staff Present:** C. Edgerly, B. Kuiper, S. Dhladhla

- I. **Call to Order:** The meeting was called to order at 11:33 am.
- II. **Citizen's Comments:** None
- III. **Correspondence:** None
- IV. **Approvals**
  - a. **Agenda for February 16, 2021:** C Zarkovich moved to approve, S. Schriener supported. MOTION PASSED.
  - b. **Minutes from January 14, 2021:** C. Zarkovich moved to approve, S. Schriener supported. MOTION PASSED
  - c. **Committee Reports:** C. Zarkovich moved to approve. J. Tischler supported. MOTION PASSED.
- V. **Downtown Business & Development Update:**
  - a. Social Sloth Café- The owner wasn't able to join today, but looks forward to joining us at a future meeting.
- VI. **Downtown Maintenance Update & Report (Lake State):** They are busy clearing the large snowfall from overnight today. The trash removal transition to 3 days has begun as well.
- VII. **Reports**
  - a. **Director Report:** Welcome to our newest board member, Ashlee Willis. Hopefully another board member who is a downtown resident will be joining the board soon as well. He's very involved in committee projects, is a downtown resident, and will also be a positive addition hopefully in March.  
The Lansing Built To Last competition is coming and is being led by Dewpoint and over 20 other partners, including DLI, as a pitch competition for individuals or groups to pitch their disaster-resistant business concept. The winner would receive their first year rent-free in the former Hallmark space. The application period closes mid-March and applications will be whittled down. Visit [lansingbuilttolast.com](http://lansingbuilttolast.com) for more info.

The national Main Street conference will be virtual this year. Cathleen will share info. Main Street is also interested in meeting with our Executive board in the first two weeks of March.

Fees for patios begin again around this time, the board agreed to waive fees again, and Beth will update the paperwork.

**President's Report-** While JV couldn't attend the meeting, he wanted to extend another warm welcome to Ashlee.

**Monthly Financials-** J. Tischler reviewed monthly financial with the Board. We're on track for revenue, and there is nothing unexpected in expenses. J. Tischler moved to approve the financials. Christine supported. MOTION PASSED.

### Action/Discussion Items

- b. Board Ethics Training: We need to go through annual ethics trainings. Cathleen will be sending the links for us to watch 20 minute trainings. All Board members and staff reported that they completed the ethics training as follows:

| DLI Board Members   | Took Ethics Training | Date Completed |
|---------------------|----------------------|----------------|
| JV Anderton         | X                    | 2/16/2021      |
| Christine Zarkovich | X                    | 2/16/2021      |
| Ashlee Willis       | X                    | 2/16/2021      |
| Summer Schriener    | X                    | 2/16/2021      |
| TJ Bucholz          | X                    | 2/17/2021      |
| Jim Tischler        | X                    | 2/17/2021      |
| Karl Dorchimer      | X                    | 2/17/2021      |
|                     |                      |                |
| <b>Staff</b>        |                      |                |
| Cathleen Edgerly    | X                    | 2/17/2021      |
| Elizabeth Kuiper    | X                    | 2/16/2021      |
| Siso Dhladhla       | X                    | 2/17/2021      |
|                     |                      |                |

- c. Board Strategic Planning Session Update: TJ Bucholz updated the Board that we have plans in place to get a concentric circle approach to strategic planning for a living document addressing what's working best and what needs to change in the downtown district. TJ and one of his partners met with staff and collected their feedback, which will be shared with the board at large soon. The goal is to create a starting point that will be shared with the board, and for the board to go from there. J. Tischler inquired about if this will be strategic action or strategic planning. Board discussion took place surrounding the benefits of more of an action plan to accompany the strategy. More updates to come.
- d. City Board Liaison Q & A :Council President Spadafore will now be our Liaison. He is caught up in a day-job meeting at the moment, but will try to attend out next meeting. He was forwarded our questions/concerns. Board members requested that C. Edgerly reach out to Council

President Spadafore to coordinate a special work session with President Spadafore, at a time that works with his schedule, so we can meet to address his and Council's vision for downtown.

- e. OTCA District B Grant Report: The OTCA grant for the last fiscal year was submitted and reviewed by staff and the Board. S. Schriner moved to reimburse the OTCA based on their report. J. Tischler supported. MOTION PASSED.
- f. Creative Placemaking District B Grant Applications  
3 applications were submitted.  
-OTCA (22K ask), MICA (2K ask), and The Arts Council (2K ask). The board discussed all projects with the full budget being 22K. Questions were reviewed and J Tischler moved to defer action on this decision to give more time for review, until the board meets next in whatever capacity. S. Schriner supported. MOTION PASSED.

An itemized income and expenses spreadsheet was requested for each event, as well as a paragraphs summary for each project that outlined any anticipated revenue for each project, as well as a summary describing what the overall positive placemaking effects would be for each project, and how it positively benefitted other areas of our city.

- g. WinterFest: The inaugural Lansing Winterfest will be held Feb 27th as a socially safe outdoor event designed to activate several outdoor spaces and support small businesses. The River Trail cocoa and coffee walk and ice sculptures will connect Old Town to downtown, all the way to I5 with their Winterfest activities, as well as activation inside the former City Market space with the Block Market and an adult beverage warming area. Also included are ice sculptures on Washington Square, winter patios, the opening of the ice skating rink, etc. Nearly all activities are free. There will be an outdoor boat race as well. We are still seeking about 3K in funding and additional volunteers would be welcomed. The event is a great way to show off all that Lansing has to offer in the winter.

**VIII. Other New Business: None.**

- IX. Adjourn (*Motion Required for Adjournment*):** C. Zarkovich moved to adjourn at 12:38, and A. Willis supported. Meeting adjourned at 12:47 p.m.