

Downtown Lansing Inc.
Board of Directors Meeting Minutes
Online Meeting
February 10th, 2022

Members Present: S. Schriener, T. Benoit, J. Estill, A. Willis, K. Dorshimer, J. Tischler, C. Zarkovich (via Zoom)

Members Absent: J.V. Anderton

Board Advisors Present:

Board Advisors Absent: R. Doran-Brockway, P. Spitzley

Staff Present: C. Edgerly, Julie Reinhardt, Whitney Roberts

Guests Present: None

I. Call to Order: The meeting was called to order at 11:31 am

II. Citizen's Comments: None

III. Correspondence: None

IV. Consent Agenda Approvals

Agenda for Feb 10th, 2022

Minutes from January 13th, 2022

Committee Reports

Monthly Financials - J. Tischler

J. Estill moved to approve THE Consent Agenda items. K. Dorshimer supported. Motion passed.

V. Old Town Update: Robert had a conflict but will attend future meetings.

VI. Downtown Maintenance Update & Report (Lake State):

Joe from Lake State talked about how 90% of Downtown sidewalks are salted now. They are trying to walk the fine line, but erring on the side of being safe. They are coordinating with the company who picks up the large snow piles to get some of the snow out of downtown.

VII. Reports

• **Director Report – C. Edgerly** reported that Middle Village has a new cohort starting March 15th at 10:30 a.m. Lake Trust and DLI invite the Board to attend the ribbon cutting to celebrate. Speaking of Middle Village, Middle Village Eats may be a new project for DLI. There have been many requests for shared restaurant/kitchen space. Spaces, plans, costs and funding are being looked at. It could be a great next step and collaboration is taking place with the Allen Neighborhood Center along with LEAP.

The DLI budget is scheduled to be presented to Council on May 9th at 5:30 p.m.

A reminder that Winterfest is Sat Feb 26th, and all Board members should plan on attending, volunteering, supporting in some capacity.

State Funding Update: The State Budget Director was in touch yesterday about our \$5 million ask. A one-time \$40 million line item for funding was presented to support communities like Lansing who have faced large employers leaving their communities. This funding would really help us, but it's for 2023. So DLI staff reached out to State elected leaders requesting \$5 million be allocated immediately in this FY to help see businesses through until the 2023 budget is passed with possible additional funding.

• **President's Report- A. Willis**

Planning is underway for a State of Downtown meeting: Key stakeholders will be getting together to discuss the market analysis and collaborate on the vision for Downtown Lansing. A list of projects was distributed to see where member interest is.

VIII. Action/Discussion Items:

1. **Downtown and DLI Strategic Plan:** (A. Willis, J. Estill, J. Tischler)
 - a. DEI: The Board had a meeting to discuss what's happening now and future plans as well as policies and actions we can take to be more inclusive. J. Estill reached out to a facilitator, with an additional facilitator being reached out to, so hopefully the Board will have a facilitated meeting in March. While DLI is leading these efforts, we also need others to join in.
 - b. CMA Update: 8 proposals were submitted. C. Edgerly organized a summary chart for the proposals and the sub-committee team is going through proposals, with a meeting next week to further review and make recommendations to the Board.. We will hopefully have a special meeting at the end of the month to choose a proposal and vote as a board as soon as possible. Based on proposals submitted, we anticipate the CMA being a 6-9 month process starting in April.
2. **Policies and Procedures review:** We will be focusing on this at our March Meeting, but for now DLI policies are included in the packet. The bylaws, a Crisis Communications plan, and any other draft policy updates will be included in next month's packet.
3. **Downtown Community Development Director position:** C. Edgerly is asking to adjust J. Reinhardt's salary to 60K effective immediately based on the Board's discussion last month, Julie's skillset, and the additional responsibilities she has taken on with Middle Village and the upcoming CMA.

J. Tischler moved to support this salary increase with the Board's thanks to Julie for all she has led. J. Estill seconded. MOTION PASSED.
4. **Budget Amendment (J Tischler, C. Edgerly):** Amendments to our current fiscal year budget were presented and reviewed by the Board. Adjustments were made due to the CMA funds, extra fundraising, and a budget that was originally presented as very bare bones, with minimum sponsorships and activities, planning for only absolutely necessary line items being funded. However COVID led to more requirements for small business programming, addressing vacancies, etc. with an influx of funding coming in to support

those activities. We brought in more funds than we expected with grants, etc. Income and expenses were discussed. J. Estill asked that we publish our budgets going forward and be as transparent as possible with communications and the budget going forward.

-J. Tischler moved to approve the amended budget. K. Dorshimer supported. MOTION PASSED.

5. **Draft 2023 Budget Review (J. Tischler, C. Edgerly):** We are ahead of the curve in budget planning. The board reviewed and discussed line item changes that were presented by C. Edgerly. Additional discussion took place regarding professional services possibly increasing the budget to address the website, branding, and other structural things that are looked after by volunteers but should perhaps be with a private professional instead. Any amendments or suggestions for this budget are due to the A. Willis within 2 weeks so we can be prepared for next month's meeting.

6. New Development/New Businesses Downtown:

-Tatse: African American Cuisine has their ribbon cutting at noon this Friday, and Nelson Gallery is Turning one, and will have a party on St. Patrick's Day at 4:30 p.m. All Board members are expected to attend.

Multiple Middle Village businesses will hopefully be graduating into downtown spaces very soon. DLI arranges a lot of community support and incentives that are very attractive to businesses, but having the necessary funding from the State today would be helpful in securing agreements with business owners.

-The old Hookah Lounge live music space is still progressing as a live music venue and is hoping to be open by fall. DLI will speak with neighboring businesses about being open to accommodate and build their business through new and additional customers being downtown after shows.

IX. Other New Business: None

X. Adjourn : A. Willis moved to adjourn at 1:00p.m. J. Estill supported. Meeting adjourned at 1:00 p.m.