

Downtown Lansing Inc.
Board of Directors Meeting Minutes
January 12th, 2023

Members Present: A. Willis, K. Dorshimer, J. Estill, T. Benoit, J.V. Anderton, T. Carter, J. Hinze, J. Tischler

Members Absent: J. Tischler

Board Advisors Present: Robert Doran-Brockway,

Board Advisors Absent: Patricia Spitzley

Staff Present: C. Edgerly, J. Reinhardt, W. Roberts, J. Anderson

Guests Present: Damon Pulver, New Downtown CPO

- I. Call to Order: A. Willis called the meeting to order at 11:31 a.m.
- II. Citizen's Comments: None
- III. Correspondence: None
- IV. Special Guests: Damon Pulver, New Downtown CPO: Damon introduced himself the board about his new role and experience with the Lansing Police Department. Asked for input and calls regarding any questions, concerns, or activity we see downtown.
- V. Consent Agenda Approvals
 1. Agenda for January 12, 2023
 2. Minutes from November 10, 2022
 3. Committee Reports
 4. Monthly Financials - Jim Tischler

J.V. Anderton moved to approve Consent Agenda items, J. Estill supported. motion passed.

- VI. Old Town Updates: Robert Doran-Brockway shared the upcoming events and discussions happening with OTCA. Updates included:
 - Chocolate Walk.
 - Strategic plan implementation.
 - Work with Brian McGrain on parking study in collaboration with downtown.

VII. Reports:

Director Report: Cathleen Edgerly provided updates on the following:

- Funding & New Grant Programs Released: All State and City contracts were signed and finalized to release DLI's new Small Business Support Grants. In preparation for the release of these grants, Julie Reinhardt met with businesses to discuss the grant process and answer questions.
- City Council Liaison for DLI Board was appointed Monday evening, January 9, by City Council. Patricia Spitzley was appointed to be our council representative with the DLI Board of Directors.

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- **Parking Downtown:** On Monday, January 9th a new City of Lansing Parking Director began working for the City of Lansing. We look forward to collaborating with him on a parking study, discussing the needs of our businesses, as well as the customer and visitor experience.
- **Annual Sponsorship Opportunities:** Jazmin Anderson and Cathleen Edgerly worked with the Organization Committee to finalize our annual sponsorship package for FY 2023.

President's Report: Ashlee Willis provided the following updates to the board:

- One seat to fill on the Board however Council hasn't taken action yet to approve our amendments to Bylaws to allow for 9 members.
- Annual Directors Report complete.
- Michigan Main Street self-report went well. A. Willis and C. Edgerly have a follow-up call next week.

VIII. Action/Discussion Items

1. **FY 2024 Draft Budget (Jim and Cathleen):** J. Tischler introduced the budget to the board and C. Edgerly provided a detailed line by line accounting of amendments to the FY 2023 budget, as well as the draft FY 2024 budget. Board discussed questions and clarifications.

J. Tischler move to adopt 2023 amendments J.V. Anderton supported. Motion passed unanimously.

J. Tischler moved to adopt 2024 budget as presented. J. Estill support. Motion passed unanimously.

2. **Macotta Club Update:** Julie Reinhardt provided packets showing renderings of the proposed Macotta Club design. She is preparing a finalized budget build-out financial break-down for the board. Also working with the property owner to secure lease terms and letter of intent. J. Reinhardt is leading additional fundraising efforts to cover the increase in costs. Original projected costs would have all been covered by the R.A.P. grant and state funding.

A. Willis asked for a formal presentation at the next meeting, laying out the timeline for buildout, financing and updated budget. The board also discussed the need for a separate DLPI work session.

3. **Advent House Report:** The board reviewed the latest monthly report on the impact of having 2 dedicated downtown Advent House workers. The engagement is showing positive results. The initial 90 day agreement is scheduled to end in the next 30 days. The Executive Committee and staff will be discussing next steps with a recommendation on whether board should continue to support this coalition's agreement at the end of the 90 day period. Either way, more partners are needed. C. Edgerly to reach out to K. Coleman.
4. **Design & Planning Director:** C. Edgerly shared a job description to hire a dedicated downtown Design & Planning Director position. Board discussion took

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place regarding how to post this as an at-will job. C. Edgerly took the board's comments into account and plans to post this job later this month.

IX. Other New Business: None

X. **Adjourn:** A. Willis motioned to adjourn at 12:30 p.m. J.V. Anderton supported. Meeting adjourned at 12:30 p.m.