Downtown Lansing Inc.
Board of Directors Meeting Minutes
May 4, 2023

Members Present: J. Estill, T. Carter, J. Tischler, K. Dorshimer, J. Hinze
Members Absent: J.V Anderton
Board Advisors Present: Patricia Spitzley
Board Advisors Absent: Robert Doran-Brockway
Staff Present: C. Edgerly, J. Reinhardt, J. Anderson
Guests Present: None

I. **Call to Order:** J. Estill called the meeting to order at 11:35 a.m.

II. **Citizen's Comments:** None.

III. **Correspondence**: None.

IV. **Special Guests:** None.

V. **Consent Agenda Approvals**:
1. Agenda for May 4, 2023
2. Minutes from April 13, 2023
3. Committee Reports
4. Monthly Financials
J. Tischler moved approval of all Consent Agenda. J. Hinze 2nd. Motion passed unanimously

VI. **Old Town Updates**: Robert not present. J. Hinze reported upcoming activities and events taking place in Old Town.

VII. **Lake State Maintenance Updates:** Reported that irrigation will begin this month and that planting schedules are on target. They are prepared for Downtown Planting Day

VIII. **Reports**:

Director Report: C. Edgerly reported that they have two potential new board members and are working through interested parties.

Edgerly reported she will be speaking to MEDC in Flint on downtown regarding remote work and changes happening downtown, especially in regards to housing.

C. Edgerly was selected by International Downtown Association as one of the top 30 urban downtown professionals in the emerging leaders program and will be part of a program in New York City this June.

Jazmin Anderson reported on progress with Lansing Art Attack. Also reported that DLI will partner with Melik Brown on 517 Day. Discussion held regarding local scavenger/art hunt. Jazmin will look into restarting.

Trevor Benoit reported on Downtown Planting Day (May 13). Reported that there is an unofficial art walk the same day. There is a need for more volunteers for planting day. Can sign up via the Facebook event link. Reported that there are over 100 Adopt-A-Spots. Spitzley will announce at next City Council meeting, as well as emailing to fellow council members.

IX. **Action/Discussion Items:**

1. **Parking Policies:** C. Edgerly indicated the 300 block was closed off due to a company fundraiser, who had a permit. Issue was neighbors were not notified and did not know of closing. Asking for reconsideration of policy. Discussion held on using app – NextDoor or Connect to have two-way communication. Patricia will find out who runs the app and see who we can connect with.

2. **Advent House Proposal:** Patricia shared that she met last week with Schor. Suggestion of either city funnel money to Advent as well as requesting money from business (Gillespie, etc.).

   Kim Coleman reached out to Cathleen and others. Cathleen would like to take short term action of what DLI can commit. Jim suggested $2,000/month, contingent on twice as much coming from other participants. Suggested DLI not be the only contributor. Asking that we are 20% of total contribution. Patricia suggested including Chamber – DLI will reach out to Steve G. Jenn suggested 12 month commitment. Jim discussed a pre-commitment monthly with contingent of 5 others contributing at least that amount. Cathleen to draft a proposal (commit-to-commit) and submit for review. Jim suggested considering ongoing contract where they sign on for a whole year so we aren't facing similar discussions in the height of winter.

   Cathleen will go to Kim at City and Advent House for meeting. As soon as the pilot with Advent House ended, things worsened, which provided proof that it worked. Board discussed DLI as non-profit should not have to shoulder as much of the load this time. Challenge city and other businesses to match our donation– encourage more participants. Adding residents to list – not just business who participate.

3. **Branding RFP:** Hinze reviewed Memo and the proposals that were reviewed and what the Branding RFP sub-committee determined. We had 5 reviewers and J.V. did not score RFP's but was present to ensure conversation didn't favor any agencies, and if there was tie vote, he would be able to break it. Discussion held regarding potential conflicts and unanimous vote.

   The board could not take action based on quorum. Cathleen will schedule special meeting to take action. Hold off on any communication – Cathleen will notify other agencies of delay due to lack of quorum.

4. **New agenda item:** Jim reported that he met with Cathleen and Sharon (outgoing City assessor) regarding the PSD levy. Assessment total for year higher than what was budgeted (previously told lower). Council previously approved one year assessment levy for current fiscal year that expires June 30th. Submitting for one more year. Jim suggested the Board designate committee, led by treasurer, to meet and commence organization of project. Jim motioned for president to appoint committee of board to organize and operate assessments and base financing. Support by Karl and he wants to be part of. Estill, as president will also be part of this sub-committee. Jim will help transition with new treasurer. New resolution for next fiscal year. Cap on certain properties. Sharon will propose inflation adjustment in the resolution. Other item that came up: level of exemption for non-profit paying only 60% of assessment. Jim suggested removing that exemption. DEA on record – still exists. Karl will send to Cathleen.

5. **New business:** Patricia suggested/meeting with Jordan (new Director of EOP) next month to discuss assessment, attracting business and how to provide certainty to market. Jim commented on need for City to review and overhaul code compliance (keeping with state law). Administration overridden by chief enforcement needs to stop. No action needed. As board we are in favor of consistent enforcement.

6. **Adjourn:** Meeting adjourned at 12:43 pm.