Downtown Lansing Inc.
Board of Directors Meeting Minutes

Meeting Date: July 13, 2023
Time: 11:30 a.m.
Location: DLI Office, 112 S. Washington Sq.

Members Present: J. Estill, T. Carter, J. Hinze, K. Dorshimer, J. Durham
Members Absent: J.V. Anderton
Board Advisors Present: None
Board Advisors Absent: Patricia Spitzley
Staff Present: T. Benoit, J. Reinhardt
Guests Present: Beth Herendeen, OTCA Board President via Zoom

I. **Call to Order:** J. Estill called the meeting to order at 11:51 a.m. The meeting started late to ensure we had a quorum.

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

III. **Correspondence**: None.

IV. **Special Guests:** CATA update to be rescheduled.

V. **Consent Agenda Approvals**: K. Dorshimer motioned to approve the below consent agenda. T. Carter seconded. Motion passed unanimously.
   1. Agenda approved.
   2. Minutes from May, 2023
   3. Committee Reports
   4. Monthly Financials

VI. **Old Town Updates**: B. Herendeen reported that the OTCA Is working on hiring new E.D. with the interview process planned for next week. They will also be hiring an Americorp position at the same time. Beth also reported on Arts Night Out and Scrapfest taking place this Friday/Saturday while reviewing other upcoming festivals. A OTCA stakeholder meeting is scheduled for July 27th at 6:00 p.m. She will get invite to C. Edgerly. Working on grants. Looking for volunteers for Artfeast.

VII. **Reports**:
   1. Director's Report: C. Edgerly reported that she is in the process of year end budget and reconciling with the city. She anticipates having these

finalized numbers to J. Durham and the Board next month, but sometimes it takes until September.

A parking study meeting will be held with the City's selected contractor and downtown business owners today at 3:00 p.m. at Kewpees.

Michigan Main Street and MEDC sending storyteller to cover Downtown's journey to transformation this Friday. C. Edgerly will be with Phil and around downtown covering interviews from 8am-6pm.

She is also conducting second interviews for Marketing & Brand Specialist Position and hopes to extend an offer by next week.

Save the date for the Evening of Excellence, Thursday, August 17th. K. Dorshimer asked for calendar invites for all events.

President's Report: J. Estill updated the Board on Cathleen's work anniversary and review process. Board to submit reviews online if they haven't already. J. Estill also encouraged board to attend weekly Downtown Farmer's Market to support the hard work of staff and committee projects.
She then Introduced Julie to all attending.

VIII. **Action/Discussion Items:**

1. **New Board Members & DEI Training:** C. Edgerly shared the status of new Board members joining the DLI Board. J. Durham has officially been appointed to the Board, and both Jesse Flores as well as Josh Pugh should be appointed following the July 24 Council meeting.

   To bring all new board members up to date on the DEI work, self-assessments and training that the Board has already gone through over the past year, C. Edgerly asked Dr. Bailey to hold a virtual session with Julie, Jesse and Josh. The full board will continue their DEI work, including looking into ordinance changes, the organization's programming, etc. this Fall.

2. **Board Treasurer Appointment:** J. Durham was nominated as board treasurer. J. Hinze motioned and K. Dorshimer 2nd. Motion passed unanimously.

3. **DLI Assessments:** T. Benoit reported on work done by and recommendations from the assessment sub-committee. Recommendations from the sub-committee include removing the property cap as described in memo. Additional proposed changes will be gradual for next 3 years so as to not over-tax our stakeholders or hit everyone with a large increase in order to make us whole. Assessments have not been reviewed since 2017 and increases are spread over 3 years.
   Surface parking and vacant lot recommended rate is 20-cent per square foot. District B funds could also be adjusted to mirror District A rates, with all of those assessment funds going to the OTCA. Another proposed change is a Non-profit cap increase to 75%. Goal is to fund operations that DLI is responsible for funding.

   J. Hinze asked if the tax assessments included the Patio/right-of-way feed. Staff answered no, these are separate. Board then discussed the need to address patio/sidewalk issues in the next executive committee meeting.

   Proposal to be reviewed every 5 years. J. Durham asked about various zones and if we'd consider increasing Zone C. T. Benoit recommended that the board and council consider expanding Zone A in the future and then look at Zone C. Additional discussion took place.

   K. Dorshimer asked about general fund from council. C. Edgerly explained that the General Fund transfer accounts for more of events and marketing, allowing innovation and extras that the assessment doesn't cover. Discussion took place surround terminology and how to determin vacant and red tagged areas in the future.

   J. Durham motioned to approve the recommendations and to proceed as presented. K. Dorshimer 2nd. Motion approved unanimously.

4. **CMA:** The initial drafts of all final deliverables have been received and clarifications/edits are currently being made. Action plan was well done but additional attention was needed to highlight to connectivity to all 3 neighborhoods and other programs to be included in action plan. Anticipates all finalized documents will be included for board review next month.

5. **Website Proposal:** J. Estill recused herself for discussion. C. Edgerly reviewed for new members the proposal from Redhead and it's inclusion of the cost to complete a website redesign. The board collectively thought it makes sense to have the firm completing our rebrand to also complete a redesigned website as budgeted, however no vote could be taken as there was no longer a quorum. Action tabled until next month's meeting.

IX. **Other New Business**:

1. Closed session – Building Update: The Board discussed pending construction on 112 S. Washington Sq. and what to be prepared for. Staff anticipates having a clearer timeline from the property owner in two weeks.

Adjourn: Julie motioned to adjourn at 1:01p.m. Meeting adjourned at 1:01 pm.