DOWNTOWN
LANSING INC.

Downtown Lansing Inc.
Board of Directors Meeting Minutes
September 14, 2023

Members Present: J. Estill, T. Carter, J.V. Anderton, K. Dorshimer, J. Hinze, J. Durham, J. Flores, J. Pugh
Members Absent: None
Board Advisors Present: None
Board Advisors Absent: Patricia Spitzley, Old Town Representative
Staff Present: C. Edgerly, J. Reinhardt, T. Benoit, S. Zoss
Guests Present: Andy Kilpatrick and Nicole, City of Lansing

I. **Call to Order:** J. Estill called the meeting to order at 11:30 a.m.

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

III. **Correspondence**: None.

IV. **Special Guests:** Guest speaker, Andy Kilpatrick spoke the upcoming CSO Street reconstruction project regarding construction and how it will impact parking, business, etc. on Washington. Businesses will be informed when work will impede them directly. The City is willing to work with DLI to work with businesses for informing their customer base - handing out and reaching downtown visitors with specials to make customers aware.

CSO Project plan – this is one of the phases identified as sewer separation. Board members asked questions regarding phasing map, upcoming work in future years, etc. They do have phasing map as most is already designed and planned in budget. What about any damage that is specific to this construction? There will be a claim process. What about any possible Noise violations with construction? Andy responded that contractor most likely will request based on need. Construction will happen weekdays between 8-5.

V. **Consent Agenda Approvals**:
1. Agenda for September 14, 2023
2. Minutes from August, after changed to reflect attendance
3. Committee Reports
4. Monthly Financials

Motion by J.V. Anderton to approve consent agenda. Second by T. Carter. Motion approved unanimously.

VI. **Old Town Updates**: J. Hinze reported that a new Executive Director has been hired but no formal announcement has been made yet.

VII. **Reports**:

Director Report: C. Edgerly shared that she has spent the week taking and MEDA Economic Course to work towards Economic Development certification.

She and S. Zoss are working with MSU programs and departments to bring connection and marketing - working to attract and retain students to area. This included coordinating with work at Reutter Park and different strategies.

C. Edgerly has also been presenting about the CMA at the Chamber Economic Development Luncheon and will also be speaking to the Council Committee next week.

President's Report: Jen Estill

1. J. Estill shared the CMA website URL and encourages people to read. This will help us share the results as well as work with City and developers to adhere to best practice and not bare minimum. City Hall moving down the street - still within borders and in old building.

VIII. **Action/Discussion Items:**

1. Principal Shopping District Assessments: C. Edgerly shared the updates on assessment recommendations with Sharon, City Assessor. City Assessor recommendation is to assess the surface lots same as principal retail space. Plan from here is to implement incremental change over the next year to possibly re-categorize. Motion accepting recommendation from Sharon from J. Durham. T. Carter 2nd. Motion approved unanimously.

    a. Reutter Park Programs and Materials: J. Estill recapped historical issues for new board and staff. Discussion took place held on quotes for new/repair work enclosed in packet that T. Benoit put together, as well as a memo from staff. Board asked T. Benoit for recommendations and clarifications regarding vendors and proposals. Responses were brief but he feels Zarka can do the majority of the work. J.V. Anderton recommended that the motions be split up.
    b. JV Anderton: Motioned to pay outstanding invoice of $23,474.70. J. Durham 2nd. Motion passed unanimously.
    c. JV Anderton moved that we use Zarka, not paying more than $31,180. Requesting staff do due diligence with Parks Department to identify if we need concrete part of the quote and get their approval for work being proposed in the park. J. Pugh 2nd. Motion approved unanimously.

2. Programming for Reutter Park: Michigan Premier Events has put together a proposal for managing DLI major event undertakings for the year. Packet includes proposal and details. A modification was made right before the board meeting, due to the Winterfest being a month long, the quote will be increased to $84,000 for total cost. Requesting contract prior to full approval. J. Durham motioned to authorize C. Edgerly to enter into a contract with MPE that includes the next 3 months, including the retainer of $6,250 and to have restructured contract for remaining 9 months, with the option to renew for the next FY July 1-June 30. J. Hinze 2nd. Motion approved with J.V. Anderton abstaining.

3. Artery Alley Lighting Project: T. Benoit pointed to memo for all information regarding action that was needed. J.V. Anderton motioned to approve funding and award work to McPhee. J. Durham 2nd. Motion approved unanimously.

4. Program Management System: J. Flores recused himself. J. Reinhardt shared the work that the Business Development Committee and staff has done to put together to request proposals and pricing for a custom project management system to help committees with projects, staff with grants, and track available real estate for business recruitment and retention purposes. Board discussion took place regarding the various proposals and pricing, reviewing pros and cons of different systems, as well as ensuring that the selected vendor adheres to the Board policies. J.V. Anderton motion to approve and award contract to SuperWeb Pros. Second by T. Carter. Motion passed.

5. Website Contract: J. Estill recused herself. J.V. Anderton and C. Edgerly shared that the website re-design has been previously reviewed, a sub-committee was established and reviewed all proposals. The unanimous decision from subcommittee was award the contract to Redhead Creative Consultancy. K. Dorshimer motioned to approve and award the contract to Redhead. J. Durham 2nd. Motion approved unanimously.

IX. **Other New Business**:

1. J. Hinze discussed Cooley parking situation.
2. J. Hinze asked status on District B going to A level. Will discuss with C. Edgerly.
3. J. Reinhart indicated Nubian is opening their brick & mortar stored and celebrating their Grand Opening this Saturday from 11:00 a.m.-8:00 p.m. Attendance is encouraged.

X. **Closed Session held for Director Review**

XI. **Adjourn:** Meeting adjourned at 1:34 p.m.