

**DLI Board Meeting
November 9, 2023 at the DLI office**

Present:

Board Members: J. Estill, J. Durham, K. Dorshimer, J. Hinze, J. Flores, T. Carter

Board Members Not Present: J.V. Anderton, Josh Pugh

Board Advisors: None present.

Staff Present: Cathleen Edgerly, Shakayla Voss, Julie Reinhardt

Guest: Jason Kildea with Gillespie Group and Rana Kardahji with Abraham Properties

- I. **Call to Order:** The meeting was called to order at 11:42 a.m. by J. Estill.
- II. **Citizens Comments:** Jason Kildea with Gillespie group spoke to the board regarding the PSD special assessment increase asking for a 30 day pause before it gets pushed through. Asking if services are duplicated for snow removal. Mentioned security cameras and how all of their costs increase since pandemic.
R. Kardahji also asked about including other areas for services, expanding the PSD.
- III. **Correspondence:** See correspondence regarding PSD assessment included in the packet and to be discussed later on the agenda.
- IV. **Consent Agenda:** Karl moved to approve items on the consent agenda. J. Durham 2nd. Motion approved unanimously.
- V. **Old Town Updates:** Cathleen reported from Samantha Benson's email for Old Town updates. Working on Small Business Saturday and new Krampus festival.
- VI. **Director's Report:** See report in packet for additional information.
C. Edgerly shared the Michigan Main Street technical services. Can apply for one service per year – need to decide by mid-December.
Project management – ongoing work.
- VII. **President's Report:** Congrats to Shakayla on being accepted into the Leadership Lansing program!
- VIII. **Discussion/Action Items:**
 - a. DEI Training: Reminder that the next Board DEI Training is scheduled for December, no board meeting.
 - b. Trainings for Board of Ethics: C. Edgerly reminded board about the required Ethics training and asked who had completed the online training over the past months. J.V. Anderton and J. Pugh confirmed via email that they had completed the required training in October. At the board meeting, J. Estill, J. Hinze, K. Dorshimer, J. Flores, T. Carter and J. Durham all confirmed completing the training. All board members have met the requirement.

- c. **2024 meeting schedule:** 11 meetings happening 2nd Thursday of month at 11:30a.m. J. Durham motioned to approve the 2024 DLI Board meeting schedule. Karl 2nd. Motion approved unanimously. C. Edgerly will send out calendar invites.
- d. **Principal Shopping District Assessments (PSD):** Subcommittee looked at numbers and in July was approved and moved to City. C. Edgerly addressed changes that had been made based on stakeholder feedback, feedback from Council and discussions with the City Assessor: changing annual increase of 5% to 3% for next 5 year. Parking lot assessments were cut in half and vacant lots will only be increased to a straight .2. Zone C assessment going to 50% of Zone B instead of 50% of A. This results in a reduced by \$87,000 from what was proposed earlier. And will bring assessments to covering only 8% of the DLI Operating budget. Historically assessments cover 40-45% of budget.

Board discussion and questions took place regarding all the zones, how the sub-committee and assessors calculated changes.

Conversation on what needs to be provided to each person who is being raised. Need to be clear on what services outside of maintenance are provided. Motion to approve for revisions as outlined in Memo by Edgerly. With addition of support documentation J. Durham second. Motion Approved unanimously.

- e. **New board members:** Since T. Carter won the City Council election -congrats! We have an open seat to fill by January. Nikki from Sweet Encounters is willing and will apply. Still one open board seat.
- f. **Holiday season updates:** S. Zoss and C. Edgerly shared updates on holiday campaigns. The holiday commercial shoot happening now. Downtown digital dollars and matching funds will go live in conjunction with Small business Saturday. Resch Strategies generously provided matching donations.

Board asked about sharing this monthly marketing packet available to monthly e-news recipients.

Kringle Holiday Market: All shops are full for opening night. The Kringle Holiday Market will run Friday & Saturday evenings from 4-7pm December 1-22.

VIX. Closed Session- DLI Office Lease:

Board discussed DLI and Middle Village move to new location based on the current building slated to be demolished for a new build in Spring, 2024. Board will meet in December following the Dr. Bailey training to review lease options and discuss further for action. Hold meeting after Dr Bailey training to discuss lease potential.

VX. Adjourn: The DLI Board meeting was adjourned at 1:23 p.m.

