Downtown Lansing Inc.

DLI Board Meeting Minutes

June 13, 2024 | 11:30 am
112 S. Washington Square, Lansing, MI 48933

Members Present: J. Estill, J. Pugh, J. Hinze, K. Dorshimer, J. Durham, J. Flores, K. Tomac,
Members Absent: Nikki Thompson-Frazier,
Board Advisors Present: Samantha Benson
Board Advisors Absent: Jeffrey Brown
Staff Present: Mario Gonzales, J. Reinhardt, Shakayla Voss
Staff Absent: Cathleen Edgerly
Guests Present: None

I. **Call to Order:** J. Estill called the meeting to order at 11:34 a.m.

II. **Introduction of New Staff Member:** Mario Gonzales was introduced as the new Event & Outreach Coordinator at DLI.

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

IV. **Correspondence**: None

V. **Special Guests:** None

VI. **Consent Agenda Approvals**:
1. Agenda approved: JV moved, Durham 2nd
2. Committee Reports
3. Monthly Financials

J.V. Anderton moved to approve the consent agenda. Second by J. Durham. Motion passed unanimously.

VII. **Old Town Updates**: S. Benson reported on multiple festivals coming up. Chalk of the Town and Roper Romp (1st annual) was successful. Wake Up Old Town coming up Thursday the 27th at Copper Moon. David Such elected as Executive Board member at Large and have empty board seat. Pride will be held Saturday June 22.

VIII. **Reports**:

Director's Report: J. Durham reviewed updates from C. Edgerly in her absence. In need of one $5,000 sponsor for Evening of Excellence. Budget was accepted by City Council.

- Business Development: reviewed new opening of Sylvia's Sudsery.
- Tenant improvement grant rolling out July 1 – up to $100,000 grant.
- Still looking for Adopt-A-Spot volunteers.

- Artery Alley is back on track pending some HOA approvals.
- Hanging basket needs 6 sponsorships. $200 a basket or 3 for $500.

President's Report: J. Estill sent out form for Director's review due by June 21st. Will need new VP for board as JV's term is ending. A vote will be taken next month.

IX. **Action/Discussion Items:**

1. FT 2025 Budget Adoption: J. Durham reported assessment amounts increased by approximately 30%. Grant amounts decreases this upcoming FY as the funds were part of past year allocations from the State to be spread out over a period of years. K. Dorshimer Motion to adopt the FY 2025 budget. J.V. Anderton Second. Motion passed unanimously.

2. Advent House Outreach Team: Board discussed the report from the past 6 months. Discussion took place regarding the scope of work, other partners involved, and DLI's overall mission. Need continues downtown. J. Durham motioned we move forward with budget item for Advent House in order to continue services. J. Pugh 2nd. J. Flores and J.V. Anderton opposed. J. Hinze abstained. Motion passed.

3. Maintenance Contract: Reinhart reported on 2 submissions included in packet. JV discussed financials involved with maintenance with the board. and C. Edgerly's recommended options during Executive Committee meeting. Board discussion held on the bid being outside of budget. Board discussed options with fundraising to make up the difference. Reviewed line items on quote and discussion held regarding getting a break down regarding snow amounts and variance if we have less or more snowfall. Recommendation is to hold on contract with Lake State until budget specifications updated.

   Motion to approve awarding the contract to Lake State with staff further discussing board questions with Lake State negotiations and ensure staff will solve the budget deficit. J. Durham motioned to award contract with the above stipulations. J.V. Anderton seconded. Motion passed unanimously.

4. **Marketing Report:** Shakayla reported and reviewed the marketing strategies and reports with the full board.

5. Strategic Planning: J. Estill and the Strategic Planning subcommittee reviewed the draft document in packet. J. Estill recommended the full board review and send her any questions, edits, etc. by June 21. The Finish line fund is stop gap for projects "almost there". Board to send feedback and questions via email to J. Estill.

6. **PSD Boundaries Discussion: Board gave background on discussions with OTCA to review District B boundaries.** Zoning doesn't match with Zone B of Old Town. Discussion was shared regarding the specifics of where Old Town has grown to, active zones, etc. Boundaries were originally set by ordinance of the city for which DLI is taking assessments and has not been updated in over 20 years. S. Benson indicated they are seeking boundaries to the north as it wouldn't impact DLI. Board should think through where downtown begins and end. Discussion took place regarding what the municipal lines show? Who should we be serving/what is affordable?

IX. **Other New Business**: None.

Adjourn: J. Durham motioned to adjourn at 1:01 p.m. Second by K. Dorshimer. Meeting adjourned at 1:01 pm.

Board Members:

- Jen Estill, *President*
- J.V. Anderton, Vice President
- Julie Durham, *Treasurer*
- Jennifer Hinze, *Secretary*
- Nikki Thompson-Frazier*, Member*
- Board Advisors: Jeffrey Brown
- Keri Tomac, *Member*
- Joshua Pugh, *Member*
- Karl Dorshimer, *Member*
- Jesse Flores, *Member*