

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
April 25th, 2019

Members Present: Karl Dorshimer, Summer Schriener, Christine Zarkovich, J.V Anderton, Cara Nader, Christine Zarkovich

Members Absent:T. Richard,

Board Advisors Present:

Board Advisors Absent:

Staff Present:

Visitors Present: Samantha Harkins, Mayor's Chief of Staff

I. Call to Order

-J.V Anderson called the meeting to order at 11:35 am.

II. Citizen's Comments

-None

III. Approval of Agenda and Minutes

-Tabled to the next meeting

IV. Old Town Commercial Association Update

-Tabled to the next meeting

V. Community Policing Update

-Tabled to the next meeting

VI. Downtown Maintenance Update

-Tabled to the next meeting

VII. Correspondence

-None

VII. Reports

-Tabled to the next meeting

VIII. Discussion/Action Items

A. **New Director Position Posting:** K. Dorshimer created a posting for the position. The board unanimously supported the description, as does the Mayor's Office.

B. **Discussion with The Mayor's Office:** S. Harkins arrived and will be connecting J.V. Anderton with HR regarding benefits. She indicated what the Mayor's office is looking for out of a new director is a dynamic and creative

individual and for

Downtown tends to shut down at the

an after 5pm presence created. Because current

close of business, the Mayor's office is

looking for plans to create a more vibrant and dynamic area that goes on after 5pm, and over the weekends.

-When we talk about more Downtown traffic after 5pm, we are referring to evenings and weekends.

-The board discussed who we are looking to attract. Who is spending money here? Who can activate downtown after 5pm?

-J. Tischler indicated he thinks we need to expand the target market for residential. We don't necessarily only want to be appealing to the millennial demographic, we want to bring down empty nesters, and others and offer a wider appeal.

-S. Harkins indicated that we need more of a community established here including the stakeholders and people you see everywhere, people with their finger on the pulse, etc. A community invested in living here, having businesses here, and events here will bring things to life in a more permanent way.

C. Position Details:

1. Compensation Level/Range:

-The board discussed salary ranges and retirement packages. Current salary here is at the top for the State for Main Street Directors. The board is thinking 70K-80K as a range and health care through the city plan as was available to Mindy.

2. Benefits Offered:

-J.V. Anderton will be speaking to HR within the city to sort out benefits and retirement potential for us to offer

3. Length of Posting:

-1 month with potential to repost.

4. Where to Post:

-NMSC, IDA, BDA, BAP, APA, IEDC

5. Recruiting Efforts: Everywhere. We will all reach out within our networks.

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6. Initial Screening of Resumes:

-J. Tischler and C. Nader offered to do initial screening of resumes. The board discussed hiring out the initial screening. We don't know if that's possible financially. Karl will approach his network and put out an RFP to check on costs. Once someone has sorted the initial resumes, they will forward on to the rest of the board. Then each board member will choose a top 5 to interview and we will go from there.

*The balance of the list we will address later.

7. Scheduling of Interviews
8. Interview Process
9. Decision of Candidate
10. Offer to Candidate
11. Contract with Candidate
12. Onboarding of New E.D.
13. Evaluation of New E.D.
14. Other

VI. Other Business

None

XI. Adjourned

-C. Zarkovich moved to adjourn at 12:35, J.V. Anderton seconded, motion passed.

A handwritten signature in blue ink, appearing to be "J.V. Anderton", written in a cursive style.