LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
April 22, 2025

At 8:09 a.m. Chairwoman Maureen McNulty-Saxton called the monthly meeting of the LEPFA Board of Commissioners to order in the Governor's Room located at the Lansing Center; 333 East Michigan Avenue; Lansing, Michigan 48933.

COMMISSIONERS PRESENT: Paul Collins, Dustin Howard, Larry Leatherwood, Danielle Lenz, Charles Mickens, Maureen McNulty-Saxton, and Rawley Van Fossen (Ex-Officio).

COMMISSIONERS ABSENT: Kenric Hall, Charles Randall (Ex-Officio),

OTHERS PRESENT: Mindy Biladeau, Kirby Doidge, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Joe Abood -Lansing City Attorney's Office; and Kristy Doak, Julie Pingston- Choose Lansing; Chris Guardiola- IATSE; Zac Clark- Lansing Lugnuts; and Jack Alexander- Public.

I. CALL TO ORDER

II. ESTABLISHMENT OF THE AGENDA: There were no changes to the agenda.

III. PUBLIC COMMENT: Zac Clark, General Manager of the Lansing Lugnuts, provided an update on team operations and upcoming events at Jackson Field. He expressed his commitment to maintaining a regular presence at LEPFA Board meetings to share updates and answer questions. The season is off to a busy start, with 15 games scheduled in April and multiple home stands ahead. Recent events included a successful return of high school baseball and Beerfest, though attendance was affected by Easter weekend. The stadium will also host the GLIAC Conference Championship and several promotional nights, including the return of the popular "Olive Burger" identity featuring Joey Chestnut. Field conditions have greatly improved, with top marks in MLB-mandated surveys, and preparations are underway for the June 2 audit. Clark also raised concerns about the unbalanced schedule, with 28 of 66 home games in April and May and only eight in July. However, the team is pleased to host the high-revenue July 4th game this year.

Larry Leatherwood entered the meeting at 8:15 a.m.

Kristy Doak, Director of Sales for the Lansing Center, reported ongoing efforts to fill slow periods in summer and January by promoting "hot dates" to targeted groups like Meetings in the 517 and Destination Michigan. Promising leads include the Miss Dig 811 Conference, Michigan FCCLA State Conference, Michigan Masons Festival Board, and potential Olympic pre-qualifier events with USA Taekwondo and Judo. The LC Save 20 incentive has generated 50 leads, with 22 confirmed bookings. The team attended recent industry events, and Sales Manager Elaine will graduate from Leadership Lansing this month. At DoubleTree, new Director of Sales Dani Simpson is improving client communication and staffing, with renovations continuing and the search for a GM is still in progress.

Jake Brower entered the meeting at 8:20 a.m.

IV. APPROVAL OF THE MARCH 18, 2025 MINUTES: Motion was made to approve the meeting minutes for the March 18, 2025, meeting as presented. **MOTION**: Commissioner Larry Leatherwood SECOND: Commissioner Paul Collins. MOTIONED CARRIED

V. REPORTS:

A. CHAIRMAN'S REPORT: Chairwoman Saxton noted items for today's meeting
1. Financials Review: March 2025
2. Personnel Committee Updates
3. Strategic Committee Updates
4.

B. FINANCE COMMITTEE- Committee Chair Paul Collins reported the committee met and he deferred the report to Kirby Doidge to report on March 2025 Financials as follows:
1. Financial Review:
   - i. *Lansing Center*
     - a. *Revenue*- In March, Lansing Center building rental revenue reached $138,000, exceeding the monthly budget by $36,193; however, year-to-date rental income remains $60,000 behind. Food and beverage revenue totaled $337,000, falling short of the $356,000 target, with a year-to-date deficit of $136,000. Equipment rentals performed strongly at $137,000, surpassing the monthly goal by $22,000—though still $155,000 behind year-to-date. Labor services revenue was slightly under budget at $47,400, with a year-to-date shortfall of $4,600. Overall, March revenue totaled $701,000, exceeding the monthly target by $11,000, but year-to-date revenue remains $334,000 below projections.
     - b. *Expense*- In March, Lansing Center utility expenses totaled $135,000, contributing to a $37,000 year-to-date overage due to a faulty sidewalk sensor that registered -1°F for 6–8 weeks, causing excessive steam usage; the issue has since been resolved. Salaries were under budget by $11,000, largely due to staff departures and vacation payouts. Food and beverage expenses were also below budget by $41,000. Total operating expenses for March came to $654,000, finishing $15,000 under budget despite the utility overage, and $215,000 under year-to-date. After factoring in non-operating revenue, the monthly budget was exceeded by $22,000, reducing the overall deficit to $181,000. Compared to the prior year, revenue is down by $111,000 year-to-date, though March outperformed last year by $180,000. To mitigate further shortfalls, non-essential, non-revenue-generating expenses are currently paused, with priority given to customer needs and facility safety.

   - ii. *Groesbeck Golf Course*- Groesbeck Golf Course had a strong month in March, generating $14,500 in revenue, with $10,000 from green fees and $1,200 from concessions, despite carts being unavailable. The golf simulator performed particularly well, bringing in $7,200 from lessons and public play alone, and has already paid for itself within its first year of proving to be a worthwhile investment. Thanks to this performance, March revenue exceeded budget projections by $3,900, and year-to-date revenue is ahead by $80,000. On the expense side, simulator operations contributed to a $44,000 overage in salaries, and pre-season maintenance costs were grouped into March expenses, pushing facility maintenance over budget. However, total operating expenses for the month were $47,000—$14,000 under budget—and Groesbeck currently holds a positive variance of $35,000 after non-operating expenses. Looking ahead, a new irrigation system will be installed beginning May 1, with phased construction designed to minimize disruption to play. While March revenue was lower than the same month last year due to weather, year-to-date revenue remains $52,000 higher than in 2024, reflecting overall positive performance.

iii. *Jackson Field-* At Jackson Field, utility expenses for March were elevated due to the early-season preparations and cooler weather, resulting in a $25,000 overage. Additionally, HVAC repairs contributed to higher material and supply costs, currently reflected in the operating budget. Once the associated LEO (Labor and Economic Opportunity) grant is officially approved—expected within the next two to three weeks—those HVAC expenses will be reclassified, reducing the current overage. As it stands, Jackson Field exceeded its March budget by $40,000, with a year-to-date overage of $17,000. However, once the HVAC adjustment is made and non-operating revenue is included, the facility is tracking $11,000 under its anticipated budget. Grant-supported improvements remain ongoing, ensuring the stadium remains in excellent condition.

Motion was made to accept the draft financials for March 2025 as presented **MOTION**: Commissioner Paul Collins **SECOND**: Commissioner Dustin Howard. MOTION CARRIED

C. **PERSONNEL COMMITTEE-** Committee Chair Larry Leatherwood reported that while the committee met jointly with the Strategic Committee in April, he was unable to attend. He deferred to Strategic Committee Chair, Commissioner Charles Mickens, to provide further details on the meeting.

D. **STRATEGIC COMMITTEE-** Commissioner Charles Mickens reported that the joint Personnel and Strategic Committee meeting was held via Zoom on April 11. During the meeting, the attorney provided an update on the markup of the ASM Global contract, noting a few outstanding issues. The committee also discussed the role and responsibilities of the contract administrator; however, no motions were made, and the discussion remained informational.

E. **PRESIDENT & CEO REPORT-** President & CEO Tristan Wright shared that the lactation pod, funded by Last Queue, hosted 41 sessions from January 1 to March 31, 2025, with 27 app downloads and an average usage time of 22 minutes. The pod received a 5/5 review, with 9 sessions on January 8 in February, and 14 in March. Tristan also met with Rep. Devendorf to discuss funding for Lansing Center, Jackson Field, and Groesbeck Golf Course, and has been working with state representatives to advocate for infrastructure funding, with a final meeting scheduled with Rep. Martis.

F. **VICE PRESIDENT/STAFF REPORTS**

1. **Mindy Biladeau:** *Sales & Services*- Mindy Biladeau provided an update on sales and services, noting that the goal for rental revenue in the fiscal year starting July 1, 2025, is set at $1.2 million, with 84% already secured. The peak months for bookings are February, September, October, and November, putting the department in a strong position to meet its goal. Historically, being at 80% by August signals a successful year. Mindy also mentioned staffing changes, with two coordinators resigning in April and May, but the department is on track to fill these roles with a new coordinator expected to start June 2, pending drug screen results. The Grand Concert Series, which was paused during the pandemic, will return this summer with free concerts held on Thursdays from 6 to 8 p.m. at the Riverfront Plaza, beginning July 18. Additionally, the 2024 annual report is completed and at the printer, and the department is eager to share it with stakeholders.

2. **Heidi Brown:** *Human Resources*- Tristan Wright presented Heidi Brown's HR report in her absence, highlighting key updates. She noted that the department is experiencing staffing changes, with two individuals leaving the Event Services Operations team. Additionally, the Administrative Assistant, Kasey, who has been with the organization for three years, will be departing, with her last day being April 28th. Tristan acknowledged Kasey's contributions and thanked her for her dedication throughout the years. She also mentioned that the detailed hiring and OSHA reports are included in Heidi's report, inviting any questions from the board regarding these topics.

3. **Paul Ntoko:** *Foodservice*- Paul Ntoko provided an update on foodservice for the Lansing Center and Groesbeck Golf Course. He reported that the spring season has finally taken off, after experiencing some fluctuations in recent weeks. The carts are now fully operational, with half of the fleet already in use and the remainder expected to be ready by Thursday. Additionally, the golf course has seen growth in its league offerings, adding two new leagues this year. One league will meet on Thursday mornings, and the other on Friday evenings, with the first sessions already underway. Paul concluded by inviting any questions from the board.

4. **Ryan Tess (Interim Vice President of Operations):** *Operations*- Ryan Tess reported a strong March for internet sales at the Lansing Center, surpassing $23,000, with group sales contributing $17,500. UAW contract negotiations will begin soon as their contract expires on June 30th. Ongoing renovations include new carpet and paint. The elevator renovation starts on May 5th, with each elevator taking 3-4 weeks. Jackson Field preparations continue with minor maintenance for the upcoming season.
5. **Kirby Doidge:** *Finance*-. No Report.

VI. COMMISSIONERS AND STAFF COMMENTS:

1. **Chairwoman Marueen Saxton:** Chairwoman Maureen Saxton expressed her surprise and sadness over Kasey's departure, noting that she would be greatly missed and had brought much positivity to the team over the past three years. She wished Kasey

happiness and fulfillment in her future endeavors. Additionally, Maureen acknowledged tomorrow as Administrative Assistance Day, emphasizing the vital role administrative assistants play in the smooth operation of an organization.

2. **Commissioner Larry Leatherwood:** Commissioner Larry Leatherwood expressed his admiration for Kasey, recognizing her as a phenomenal individual who set a high standard through her performance and contributions to the organization. He shared his surprise upon hearing of her departure but understood her decision. Larry congratulated Kasey and wished her and her family the best. He concluded by acknowledging Kasey's fantastic work and wishing her continued success.
3. **Commissioner Rawley Van Fossen:** Commissioner Van Fossen shared his congrats with Kasey and wished her the best of luck.
4. **Commissioner Dustin Howard:** Commissioner Howard wished Kasey good luck in her journey and was hopeful for her future as she will be missed.
5. **Commissioner Charles Mickens:** Commissioner Mickens emphasized his thanks for Kasey and wished her the absolute best.
6. **Commissioner Danielle Lenz:** Commissioner Danielle Lenz expressed her gratitude to Kasey for making her job easier by keeping her organized. She acknowledged that the other board members would also feel her absence and sincerely appreciated Kasey's service.
7. **Commissioner Paul Collins:** Commissioner Paul Collins echoed the sentiments of others, noting that he started around the same time as Kasey and will miss her contributions. He expressed his appreciation for all she has done and wished her the best of luck and success in her future endeavors.

VII. OLD BUSINESS:

1. LEPFA/ASM Global Agreement Updates: Chairwoman Maureen Saxton provided an update on the ASM Global contract, noting that recent negotiations with the City of Lansing have been productive. Redlines have been exchanged, and the contract is currently with ASM Global for review. The meeting with the city, including its attorneys, strategic team, and the mayor, was beneficial in moving the process forward. At this stage, the board is awaiting further developments.

   Commissioner Van Fossen noted that Jake Brower, Chief Strategy Office for the City of Lansing was in attendance to the meeting and asked him if he had any updates from the City.

   Jake Brower provided an update on the renewal of the operating agreement between the city and LEPFA, specifically regarding the management services contract timeline. Several options were proposed to ASM Management, who have not yet provided a definitive response but appear comfortable with the proposed timeline. The City Attorney's office is currently drafting a preliminary proposal for the board, while conducting a comprehensive legal review of the agreement, given its age. The discussion also included the topic of naming rights, which are currently held by the city but may be incorporated into the new contract as a potential revenue source. Additionally, the city is offering resources, such as staff time from the City Finance Department and Public Service Department, to assist with capital projects and the maintenance of facilities, ensuring better communication and coordination with the city’s budget process. The city remains ready to support the process and is awaiting further communication from ASM, with the expectation of hearing back after their management retreat. The city encourages ongoing communication to finalize the agreement.

Chairwoman Maureen Saxton presented Kasey a card on behalf of the Board and thanked her once again for her time at LEPFA as she will be deeply missed.

Kasey McFadden expressed sincere gratitude to everyone in the room, noting that every interaction had contributed to both her personal and professional growth. She thanked Tristan for her ongoing guidance and Heidi for her supervision, acknowledging the valuable opportunities provided in leadership and staff roles. Although it was bittersweet to leave, Kasey reflected on how grateful she was for the chance to develop into the administrative professional she is today, thanks to the support of her colleagues and LEPFA's faith in her. She ended by assuring everyone that she wouldn't be a stranger, expressing her appreciation for the experiences shared.

VIII. **NEW BUSINESS:** None

IX. **AJOURNMENT:** Motion was made to adjourn the meeting. MOTION: Commissioner Larry Leatherwood SECOND: Commissioner Charles Micken MOTION CARRIED

At 9:06 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, MAY 20, 2025
8:00 a.m.
LOCATION: Lansing Center- Governor's Room

Respectfully submitted,

Kasey McFadden

Kasey McFadden, Recording Secretary