

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY

BOARD OF COMMISSIONERS MEETING

OCTOBER 5, 2021

MINUTES

At 8:08 a.m. Chairman James Stajos called the monthly meeting of 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: Kenrick Hall, (exited @ 9:36AM) Charles Janssen, Danielle Lenz, Maureen McNulty-Saxton and James Stajos.

OTHERS PRESENT: Mindy Biladeau, Scott Keith, Paul Ntoko, Tristan Wright, Michelle Green-Lansing Entertainment & Public Facilities Authority; Lisa Hagen-Lansing City Attorney's Office

III. ESTABLISHMENT OF THE AGENDA: Due to a last-minute schedule change of Commissioner Price Dobernack, Item three under the Chairman's report will be moved to a later date.

IV. PUBLIC COMMENT: Teresa Kmetz President & CEO of the Capital Area United Way presented Scott Keith with a small token of appreciation for serving on the Capital Area United Way Board.

V. APPROVAL OF THE MAY 25, 2021 and JUNE 22, 2021 MINUTES: Motion was made to accept the meeting minutes for May and June, 2021 as presented. MOTION: Commissioner Janssen SECOND: Commissioner Hall Motion carried.

VI. REPORTS:

A. CHAIRMAN'S REPORT: Chairman James Stajos stated he was happy to see people together again!

B. PRESIDENT & CEO REPORT:

1. **Remote Exception Board Meeting Policy:** Scott Keith reviewed the policy and mentioned LEPFA falling under the Open Meetings Act. Under the policy, medical and military exceptions were the only two reasons as to why one may not attend in person and may attend remotely. The policy applies to only the Board and is in effect through December 31, 2021 or otherwise changed by state OMA. Motion was made to approve the policy as presented.

MOTION: Commissioner Hall SECOND Commissioner Janssen Motion carried.

2. **Non-Profit Organization Funding for Stadium Proposal by Jack Alexander:** Conversation ensued regarding the proposal Jack Alexander presented with regards to creating a fund for Jackson Field (non-profit). Mr. Alexander asked that each board members donate a \$1,000.00 to the fund. The fund could be started with \$10,000.00. It was also suggested by Mr. Alexander that the Lugnuts reach out to past players to contribute to the fund as well. Mr. Alexander stated that there is about a \$4 million need for the stadium, he mentioned the roof needed replacing which would cost \$1 million dollars. Mr. Alexander also shared that he was in the Lugnut's office and noticed missing ceiling tiles. Commissioner Janssen asked who would manage the fund?

Mr. Alexander shared he spoke with Laurie Baumer of the Community Foundation. Motion was made to refer Mr. Alexander's Fund Proposal to the Strategic Committee.

MOTION: Commissioner Janssen

SECOND: by Commissioner Lenz

Motion carried

- C. **FINANCE COMMITTEE:** Finance Committee Chairman Kenric Hall deferred to Scott Keith. Scott stated this would be his last time reporting on the finances. Michelle Green, VP of Finance would be providing the report moving forward.

1. Groesbeck Golf Course: August 31st income statement is in line to prior year. There are a few leagues that are delayed in fees. Expenses are a little higher due to some reallocation of salaries and purchasing of items of ahead of time because of the supply and demand challenges we are facing. Balance sheet, accounts receivables is slightly low. Unreserved equity is in a good spot. The maintenance barn is about 50 years old and needs some repairs such as fresh coat of paint, new roof, new garage door which is manually operated by the staff. By replacing the door would help improve energy usage. Budget vs. Actual, we are beating budget year to date, excess revenue by \$38,000.00. Fall simulator leagues will start in November.
2. Jackson Filed: No baseball season in 2020. The Lugnuts went cashless this year. There was some reallocation of funding for salaries under expenses. Utilities did double from last year to this year, there was no season in 2020. Excess revenue over expense is about \$1,000.00. Balance sheet is sitting in a better position this year than last year. Unreserved equity is down.
3. Lansing Center: Building rental is good; our ancillary revenue is struggling a bit. Our operating expenses are up from last year, with staff returning and utility usage and maintenance of facility has played a role of increase expenses. Revenue has exceeded expenses by \$58,000.00. There were a few groups who shifted their event (Spartan Chassis, now the Shyft Group), moved from October of 2021 to June of 2022. Beating budget. Chairman Stajos asked for clarification on what ancillary income was.

Motion was made to accept the financial statements for Groesbeck Golf Course, Jackson Field, and the Lansing Center as presented for August 31, 2021.

MOTION: Commissioner Hall

SECOND: McNulty-Saxton

Motion carried

4. C2AE Contract Approval for Jackson Field Stadium Improvements: Scott Keith reviewed the C2AE contract as shared with the Board requesting approval for Jackson Field stadium improvements. Scott spoke about the necessary renovation under the MLB guides. Motion was made to accept the approval for the C2AE contract.

MOTION: Commissioner Hall

SECOND: Commissioner Janssen

Motion carried

5. Musco Lighting Contract Approval for Jackson Field: Scott Keith reviewed the Musco Lighting contract as shared with the Board for approval. Part of the stadium renovation is the field lighting. Commissioner McNulty-Saxton asked when the lighting project would start; Scott replied the week of October 11.

Motion was made to accept the approval of the Musco Lighting contract as presented.

MOTION: Commissioner Janssen SECOND Commissioner Hall

Motion carried

6. Superior Electric Bid for Electric for Lighting Project at Jackson Field: Scott Keith reviewed the bid to be awarded to Superior Electric who would be working on the lights at the stadium.

Motion was made to accept the bid provided by Superior Electric as presented.

MOTION: Commissioner Hall SECOND: Commissioner Janssen Motion carried

D. PERSONNEL COMMITTEE: No report

E. AD HOC COMMITTEE ON FUNDING: No report

F. STRATEGIC PLANNING COMMITTEE: No report

G. LEPFA VICE PRESIDENT & STAFF REPORTS:

1. Scott Keith: Has the G-Easy settlement, unfortunate Common Ground will be losing some funding off this show. Scott addressed the question of mask mandates, masks are not mandated, however we do have some clients who do mandate them to attend the events. The Lansing Center staff does accommodate our client's request. Scott touched on losing staff members and filling those positions. There were some positions where salaries had to change for us to stay competitive. Scott reported he continues to have conversation with Capitol Caucus and other local leaders about the Public Act 340 funding option.
2. Paul Ntoko: Groesbeck is doing well. The front (9) is being aerated; simulator season will be starting in November. The Lansing Center has hosted a variety of events, staffing levels have been a challenge, but those who have returned have been doing a great job. The supply chain has been a challenge. First day for our new Executive Chef is November 1.

Chairman Stajos asked how do we advertise for the simulator? Paul replied that we use social media, website, and Greg shares information with the leagues.

3. Mindy Biladeau: To follow up to Commissioner Bowens comments (from previous Board meeting) on the Pace report, Pace reports have been added to the Administrative Report. October calendar is full, and November and December are looking stronger as well leading into 2022.

- Special Events: Greens & Grains at Groesbeck went well, first time event. Partnered with Lansing Brewing Company
- Silver Bells: 45 days out, it's on November 19, 2021. Due to COVID there will be no indoor activities this year. The electric light parade is back this year, the state tree has been selected it's a 63ft tall spruce will be harvested from Marenisco in the western Upper Peninsula. The spruce, donated by Carla Fletcher and her family, will arrive in downtown Lansing to decorate the Capitol grounds for the holiday season on Oct. 30. Due to construction taking place at the capitol, there will be no fireworks this year. The ornaments are in production at La Fille Gallery. Silver Bells 5K race is on Saturday, November 20 at 9AM, and we will be doing a hybrid type of 5K. Commissioner McNulty-Saxton asked if Silver Bells live streamed anywhere beside Fox news; Mindy shared the additional broadcast information via City TV.

4. **Tristan Wright:** Tristan provided an update on the status of the sinking slab (90 feet of concrete slab). Moore Trosper Construction removed the concrete and shored up the curtain window and at the moment are at a standstill. Tristan reviewed the renovations required by MLB to Jackson Field which will begin on Monday, October 18, 2021. And noted the Operations Team is doing well.

VII. COMMISSIONERS AND STAFF COMMENTS:

- A. **Commissioner Janssen:** Thanked the staff for hanging in there during this difficult time.
- B. **Commissioner McNulty-Saxton:** Happy to be on the LEPFA Board, and to become more engaged in the community

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS: Discussion followed regarding the renaming of Board Room 2 to the "James W. Butler III Boardroom." Commissioner Janssen spoke kind words of Mr. Butler. Lisa Hagen-Lansing City Attorney's Office stated that we lost quorum, so can't make a motion on the renaming of the board room.

X. AJOURNMENT: At 9:43 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:

TUESDAY, OCTOBER 26, 2021

8:00 a.m.

LOCATION: Lansing Center – Governor's Room and via Zoom

Respectfully Submitted,

Tristan Wright
Recording Secretary