LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
August 23, 2022
MINUTES

At 8:08 a.m. Chairman Larry Leatherwood 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: Paul Collins, Price Dobernick, Kenric Hall, Larry Leatherwood, Danielle Lenz, Charles Mickens, and Maureen McNulty-Saxton

COMMISSIONERS ABSENT: Desiree Kirkland (Ex-Officio), Brian McGrain (Ex-Officio), and James Stajos.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Michelle Green, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Lisa Hagen-Lansing City Attorney's Office; Sherrie Boak – Lansing City Council; and Jack Alexander

III. ESTABLISHMENT OF THE AGENDA: Motion was made to **approve the meeting agenda** as submitted. **MOTION:** Commissioner Hall **SECOND:** Commissioner Dobernick **MOTION CARRIED**

IV. PUBLIC COMMENT: Chairman Leatherwood reminded those present of the time limit for public comment per speaker.

A. Jack Alexander stated that on Monday, August 8, 2022, he had a walk-through with Scott Keith and Councilman Brian Daniels around Jackson Field Stadium. He added that the stadium is aging three (3) years per (1) year. Mr. Alexander said that the stadium needs a complete full renovation of the stadium is needed if it is not a full renovation, he explained that will lead to catastrophic issues for the ballpark which is coming sooner than a lot of people think.

V. APPROVAL OF THE JUNE 28, 2022, MINUTES: The motion was made to **accept the meeting minutes for the June 28, 2022,** meeting as presented.

MOTION: Commissioner Mickens **SECOND:** Commissioner Collins **MOTION CARRIED**

VI. REPORTS:

A. CHAIRMAN'S REPORT: Chairman Leatherwood noted items for today's meeting include:

1. Financials Review: Year End for Fiscal Year 2022 Review and July Financials
2. Personnel Committee: Cell Phone Reimbursement Policy
3. Strategic Planning Committee: Strategic Planning Session and Golf Course Consultant Agreement
4. CEO Report
5. Vice President/Staff Reports
6. New Business: Lansing Center Website Redesign and Jackson Field Trane Agreement

B. FINANCE COMMITTEE: Commissioner Saxton reported that the Finance Committee met, and she deferred the report to Michelle Green to report on Year Ends for the Fiscal Year 2022 and July 2022 Financials as follows:

1. Year End for the Fiscal Year of 2022 Drafts: Michelle Green began her presentation on Year End for the Fiscal Year of 2022. She pointed out that these are currently in draft form until our audit is complete. She added that there could be some slight changes, but she does not expect the numbers to move much.
    i. Jackson Field: For the end of the year, Michelle reported that Jackson Field's year-to-date compared to budget, we did go over budget on expenses by forty-one thousand ($41,000) dollars. This is due to the maintenance of the facilities that we have been tracking throughout the year. These were HVAC work, electrical work, and concrete work that had to be done throughout the year to maintain the stadium. Compared to budget, the bulk of the budget variants is coming from salaries and benefits, which is due to large construction projects happening that required additional oversight at the stadium. For the balance sheet, Michelle pointed out that for the cash balance, most of it, if not all of it, is due back to the city as a revenue pass-through from the stadium.

    Commissioner Leatherwood asked for clarification on the budget and asked if it was correct that we were not at budget. Michelle clarified that we spent more than that for which we had budgeted. Commissioner Leatherwood asked how we accommodate that. Michelle explained that we have cut back in June and July. LEPFA did not spend very much on maintenance at all, which is shown in the July financials. They are going to try and recoup what they went over in the fiscal year 2022 with the fiscal year 2023. Michelle shared that Scott Keith and Tristan Wright have been putting together a plan to address some of the HVAC issues so that LEPFA does not have to dip into subsidy funds to keep maintaining and fixing those issues. Commissioner Leatherwood asked if Michelle has the strategy in writing so that others can look at addressing problems. Scott explained that they do not specifically because there are things that come up. He added because of covid, LEPFA had to hold off/ cut back on maintenance projects, and now LEPFA is catching up on those projects. Scott also explained that they are looking into long-term fixes for the HVAC, and that requires significant capital investment from the city, not from a direct operating budget as they are two different budgets. Commissioner Leatherwood wanted the board to understand that there are strategies to consider trying and address the problems that LEPFA is dealing with. He stated that he was glad to hear that Scott Keith and Tristan are working on this problem and have a strategy to address it.

    Commissioner Lenz asked if we should be seeing this type of problem in the next fiscal year. Scott stated that there are units that are more problematic than others. So LEPFA will be addressing them first, which should hopefully be completed this year. He does not believe LEPFA will see the level that LEPFA saw this past year such as concrete, as it does not have to happen each year. So, there will be items that re-occur, and some that do not. Scott is also hopeful of seeing improvements in the stadium's utility bill that will help drive down some budget areas. Commissioner Lenz followed up by asking if it is just primarily the HVAC system and asked if the electrical will not be as big as the elevator, to which Scott confirmed. Tristan explained, with the early hot weather at the beginning of the summer, really took a toll on a particular unit. This affected components in the unit, especially when the team was inside. Then, with the concrete work, currently, DC Beyers is repairing the remainder of the concrete work that needed to be taken care of. Last year, in 2021, they completed one-half of the concrete and are now following up to finish the remainder this week while the team is on the road.

Commissioner Leatherwood asked if the council receives a copy of this report. Scott confirmed and stated that council member Brian Daniels attended the walk-through with Mr. Alexander and Scott Keith.. If any questions are raised, Commissioner Leatherwood would like to make sure that the council is made aware of a priority of importance, so we can address any questions or concerns

Commissioner Hall asked if there is a list that shows access to the budget and, the items that are being done on a physical list. He continued this can be provided to keep track of what items are being done, and what the next steps/outcomes are. Scott explained that Tristan, with the addition of the team (as they might see things, we do not see day to day), works on a capital plan list that are more long-term improvements that are updated throughout the year. Scott added, that beyond that, there are "non-long-term-capital-items" that our maintenance crews will try and keep up with and address throughout the year. Commissioner Hall mentioned by having an ongoing list such as this can be beneficial for the board, so they have a visual of what is going on or what needs to be looked at in the future. Scott stated that he and Tristan can put together a list for them.

Commissioner Collins wanted to add that it would be nice to understand how the capital improvements are affecting the maintenance. Scott explained that currently in the agreement between the team and the city, there is a minimum amount that the city must spend on capital at the stadium. He mentioned that he does have a meeting to sit down with the team and the city, to discuss long-term improvements and what those improvements' costs are. He added that the highest priority is the second batting tunnel, as that is required by Major League Baseball; along with a couple of other small Major League Baseball items. Once these are taken care of, Scott explained that the focus will be on HVAC, concrete repairs, and elevator repairs.

ii. <u>Groesbeck Golf Course:</u> Michelle Green continued the fiscal year-end for 2022 with Groesbeck. She reported that compared to the budget, for the number of rounds played, the budget was met. Revenue for the year was above, compared to budget. She reported it was budgeted at $653k, and it is at $861k. In expenses, Michelle stated that for many categories, they were able to save. Compared to budget, it was overall giving a positive bottom line of $157k or an 18% margin. For budget variances, particularly salaries and wages. There was also additional labor to get the greens back up to par for the months of June and July, as well as the cost of materials increased for the month.

iii. Lansing Center: For the Lansing Center, Michelle wanted to point out that looking at the prior year going into the fiscal year 2023 will be difficult comparing because the Lansing Center is still building back up from the pandemic. Michelle believes it is a good signal to look and see that over the prior year, the Lansing Center grow 77% in revenue, which is encouraging to see. Compared to the budget, Michelle explained that when the budget was put together, we did not know what was going to happen throughout the year with uncertainty due to the pandemic. Looking at the report, the Lansing Center did better than expected with a budget of 1.9 million and overachieving with 4.6 million in revenue. Presenting the expenses, they were also well with a percentage of revenue at 126% with a budget of 161%. Scott wanted to remind everyone that the budget was put together in the middle of the pandemic, so putting it together was just like throwing a dart at the dartboard, as things were changing weekly. Michelle continued that the Lansing Center was able to achieve a positive bottom line with a margin of 11%. Michelle pointed out the miscellaneous line, as it was talked about months ago, that LEPFA is writing off a lot of bad debt that has been moved to the long-term AR on the balance sheet. So, there is about $740k in miscellaneous that is bad debt. If we strip out the bad debt, the PP loan, and the strategic grant, the Lansing Center is still sitting at a positive 9% margin for the year. This is because we did not have the labor to cover the amount of revenue that was being brought in. Michelle Green gave a huge shout-out to the staff at the Lansing Center who made this happen, and she congratulated everyone for a good year.

Commissioner Hall asked a question about the bad debt. He asked, what time that debt started to accumulate. Michelle shared that it started between 2016 and 2017 and a majority of that was coming through Center Park Productions which is the Common Ground Music Festival. Commissioner Hall asked when the last Common Ground was, and Scott replied in 2019. There was one concert at the stadium, and it still was in conjunction with Center Park Productions. Commissioner Hall then asked for clarification that there was bad debt to be written off in conjunction with that as well, and Scott confirmed a little bit was. Commissioner Leatherwood reiterated that it is important that there is a strategy that will address questions so that people know the structure of what is going on. Scott stated, as addressed in the finance committee meeting, that they had prepared to write off this debt coming out of the pandemic knowing where they may be financially; so, they can start moving forward. The plan moving forward is to look at things differently and make sure that LEPFA is sitting in a better financial position moving forward.

2. July Financials: Michelle Green reported on the July financials for Jackson Field, Groesbeck Golf Course, and The Lansing Center.

    i. Jackson Field: For the month of July, LEPFA held back on expenses. Compared to the prior year, LEPFA has $3k compared to budget, and about $7k under budget. LEPFA did receive the full-year subsidy from the city, so the cash position for all three entities is looking positive for the beginning of July. As Michelle mentioned, looking at the June year-end financials, there is about $160k to come off the amount as it is being passed to the city immediately. Because of this, the amount will drop significantly in the next month's financials. Commissioner Leatherwood asked if LEPFA received any funding from the county. Scott stated no, it is still being worked on.
    ii. Groesbeck: Looking at prior comparison and budget, the course was down with rounds played compared to prior year and budget. For revenue per round, the course was significantly up from past trends, which is due to timing of leagues played. In July, leagues were able to play all month with no interruptions from weather; so, there was a pickup. For salaries and wages, again, July is high due to getting the greens back up to par from the irrigation issues. So, salaries and wages, as well as supplies of materials, increased to address those issues. Overall, when looking at budget for the month, the course did beat budget by a small margin, so July was a good month for Groesbeck.
    iii. Lansing Center: Michelle reported that July was one of the Lansing Center's slowest months, compared to budget, and the prior year; the Lansing Center was down. She pointed out that LEPFA was aggressive with the budget, but LEPFA is confident that LEPFA will make up anything they missed during the month of July as well as the coming months. Compared to budget, the Lansing Center was down by $29k overall. Looking at expenses, as well as salaries and wages; the Lansing Center is in good standing. For benefits, there are some savings. Overall, in all categories, there are savings as well. Michelle pointed out, that most of the categories tend to flux with revenue. So, for events, food, and beverage, or anything having to do with certain events; there will be saved if the Lansing Center does not have the revenue that is corresponding with it. Lastly, for the balance sheet, the only notable change is the removal of the long-term accounts receivable that LEPFA wrote off at the beginning of June.

    Scott added to Michelle's statement that the Lansing Center for the month of July is slow, as July is slow for all convention centers as the public goes on vacations and whatnot. Compared to a pre-pandemic, Scott reported that for July we are not far off with a $150-$250k range. He added people were traveling more, so business was flat. Moving forward, Scott stated that the CVB is focused on areas where we see business gaps. It is a big win that the National Horseshoe Pitchers Association will be held at the Lansing Center next year in July; so, our budget will be different. They are here for 2+ weeks staying in the city with their main events hosted at the Lansing Center. Mindy mentioned that with set up and with competition, they will be here basically the entire month of July. Commissioner Leatherwood asked if that was something Scott put together, Scott stated that the CVB's Sports Authority has been working on this for a couple of years having their staff members go to a site visit to get some insight on the event. Scott stated there could be issues with parking for this event as there could be a potential Lugnuts game during this time as well, so LEPFA will be busy next July.

Commissioner Leatherwood asked if it would be beneficial to have national advertising to get some national attention. Scott explained that this is on the CVB's sales team. They are out promoting not only sports for the city of Lansing but conferences and conventions as well. This week is ASAE: The American Association of the Associations in Nashville and the CVB's sales team is promoting Lansing. They also were at Destination International, which was held in Toronto to attract more pieces of business to come to Lansing.

The motion was made to accept the **financials** as presented for **Jackson Field, Groesbeck Golf Course, and the Lansing Center** for the period ending **July 31, 2022**.

MOTION: Commissioner Saxton **SECOND:** Commissioner Collins **MOTION CARRIED**

C. PERSONNEL COMMITTEE: Committee Chair Kenric Hall reported that he is the new incoming chair of the Personnel Committee, and he deferred over to Scott as he was not yet involved in the Cell Phone Reimbursement Policy:

1. Cell Phone Reimbursement Policy: Scott Keith deferred to Heidi Brown and Michelle Green to report on the topic but wanted to clarify to the Board that they could not get a committee meeting together, so this policy is presented to the full board for discussion and approval. He did state that this is just formalizing an internal function that LEPFA already has in place. He added that they need to update and formalize it. Heidi shared that the current policy is antiquated and out of date as it refers to pagers for instance. Scott also added that this is also something our fresh staff has asked about. So, they have put it in a formality explaining who gets what and why.

   Heidi Brown stated that Michelle Green noticed the discrepancies in terms of the stipend, so they formalized the plan and presented the policy. Scott added this has had our attorney's review. Michelle explained that the policy lays out what would qualify a staff member for a $30 stipend versus a $60 stipend. It also requires a staff member to fill out a form, along with approval from the staff member's VP, before it gets passed on to payroll for processing. Also, added to the policy, is that this can be revoked at any time or changed.

Commissioner Lenz asked what is considered "considered time," Scott explained, for example, the Groundskeeper at the golf course does not see much time at his desk. However, he will use his cell phone to communicate not just with staff, but with everyone at the course.

Commissioner Hall asked if this pertains to just salaried staff or hourly as well. Scott stated it is written for both, but it is solely on job function. So, the question asked is do you need the phone to perform your job function? One point he made is that staff will not be using this to get away from their desk. Staff cannot use it for convenience's sake. Michelle added also that this needs to be a requirement of the job, so if the staff member is required to be available for something where they would need to use their cell phone, that staff member may be eligible. Commissioner Hall stated that there are some guidelines regarding hourly employees working off the clock from home. He asked if that was taken into consideration, and how was that addressed to ensure if an hourly employee is asked to communicate off hours, that it would fall within those guidelines; to ensure that they are paid appropriately. Michelle explained, in general, LEPFA should not expect any hourly staff member to be available off the clock. She added, that if it were to happen, LEPFA would have to consider that to make sure they are paid for that time. Heidi added that therefore in the policy there is some grey area for some discretion that this is taken into consideration if any hourly employee is past their overtime threshold, they will get paid overtime for it. Michelle continued that it would just apply to a cellphone, if they are doing anything off the clock that they are compensated. Commissioner Hall stated that is something that is a challenge as it is difficult to monitor when they are away from the workplace. He added that this would be his only concern is that from an hourly perspective, LEPFA will need to make sure they are protecting that aspect of the guidelines.

The motion was made to accept the **New Cell Phone Policy** as presented.

MOTION: Commissioner Collins **SECOND**: Commissioner Lenz **MOTION CARRIED**

D. STRATEGIC PLANNING COMMITTEE: Committee Chair Danielle Lenz shared that the Strategic Committee did not meet so she deferred to Scott Keith who reported the following on behalf of the Committee.

1. Board Strategic Committee All Day Session with Dorothy Maxwell: Scott started by reminding the board and staff that the Board Strategic Planning Session with Dorothy Maxwell is the next Monday, August 29, 2022. This meeting is an all-day session that is going to be held at the Lansing Center and will be in the Governor's Room. There will be breaks and meals provided throughout the day. Scott expressed his appreciation to the board for taking the time out of their busy schedules to come to the session, as he believes this could be a huge benefit to LEPFA to move the organization forward. Because this session is bringing together the full board, this session is considered a board meeting under the open meetings act. This means there will be minutes taken, notice will be posted as well as the agenda. Scott mentioned that Lisa Hagen has

assured that the session must comply with all open meetings act guidelines. Dorothy and Scott will be meeting tomorrow to finalize the logistics of the meeting.

2. Groesbeck Plan: Scott shared that he and Danielle Lenz met via phone and the contract is not completed, as they want to address some changes. One of the changes Scott shared was, when talking about a practice area at Groesbeck, that it identified all options. They also asked them to do an irrigation analysis because of the irrigation issues that came up this past year, so that has been moved up to phase one being a high priority. Overall, there are a few things they want to address and change within the contract that they are in the process of writing. Scott shared they should have the contract back soon for signature.

Scott added we will support the Parks' Board, Parks Director, Mayor and Council's decision if they feel improvements to Groesbeck Golf Course is not needed.

Scott stated we will follow the process once we have something to bring forward, and at this time, we do not have anything to present.

He also shared he would like board members to be educated on the matter so that they can answer confidently and feel comfortable in answering any questions moving forward on these items.

E. PRESIDENT & CEO'S REPORT:

1. Commissioner Resigned: Scott shared that Commissioner Bowen has resigned from her position on the LEPFA board. He stated that we are currently collaborating with the Mayor and the CVB as there could be a potential CVB representative Scott and Julie Pingston have met and discussed it, and their board is taking it up and making a recommendation as to whether the Mayor will approve or not.

2. LEPFA/CVB Executive Board Committee Meetings: Scott reported that he and Julie Pingston discussed having the two executive committees of the two boards get back together. This has not been brought back since the pandemic, and they believe this is a suitable time to bring them back together for meetings. This can be so the two committees can discuss where things are moving and what is going on for each board.

3. Meeting invitations for Committee Meetings: Today, Scott stated that board members will be seeing meeting invites as he and Kasey McFadden will be putting together the meeting request for board committee meetings. He mentioned that they will also be working on committee goals for the year. He mentioned he has compiled a brief list for each committee and will take on any more goals the committee discusses to create a bigger list moving throughout the year. Commissioner Lenz asked if these goals will be coming out of the strategic planning session on Monday, to which Scott replied potentially yes. Commissioner Hall asked that for board members if they will receive a list of all board committee meeting dates and times so that if they want to join a certain meeting throughout the year they can. Scott stated they will be discussed at the executive committee to review, and then they will be sent out to all board members.

4. Scott's Goals: Scott shared his two main goals with the board. His first goal is to work on a secession plan for the CEO. He is not planning to leave any time soon, but from what the pandemic has though him, it is always good to have that plan in action for any situation. The second goal of his is to update the plan for employee/staff incentives.

5. Greens and Grains: Scott mentioned that the second half of Greens and Grains is September 16th. He stated that if anyone likes golf, beer, and food; to sign up. The max is fifty golfers for this event. Typically, this will sell out, so if anyone is interested, let Scott know. Commissioner Saxton asked when it starts, to which Mindy replied that shotgun is at 5 pm. Mindy added that the theme for this is Oktoberfest. Scott mentioned that even starting at 5 P.M it pushes with the time as it will get darker faster. Also, he added when you mix alcohol and food, things tend to slow down a bit. He did take this time to share a Kudo to the Groesbeck staff for getting the course back up in shape, as it looks great out on the course. Scot mentioned that the team had to work hard for it to get to where it is now.

6. Live Events: Scott shared that he has been focusing on reaching out and getting relationships going with live events to bring live events to Lansing. One is an immersive art experience called <u>Beyond Van Gough</u>. Scott shared that he has been focusing on reaching out and getting relationships going with live events to bring live events to Lansing. One is an immersive art experience called <u>Beyond Van Gough</u>. This was once at Huntington Place, and now it is in Grand Rapids.

Commissioner Leatherwood circled back to the secession plan that he discussed with Scott, and they just want to make sure that if it were to occur, the board can have a plan in place. Commissioner Mickens suggested that the easiest thing to do for a secession plan is to fill in a calendar and reflect on day-by-day functions over the year. Scott reported that when the last CEO had resigned, he had something similar for Scott, so he was truly fortunate as he was reminded when certain things are to be done or were due.

Commissioner Dobernick left the meeting at 9:05 a.m.

G. <u>VICE PRESIDENT/STAFF REPORTS:</u>

1. **Tristan Wright:**

    i. **Trane Agreement for Jackson Field and The Lansing Center:** Tristan started her report on the new business topic for the Jackson Field and Lansing Center Trane Agreement. She explained that Trane is an HVAC company. The point of this presentation is that this agreement is up for renewal this year, and they have given LEPFA options. The options are a one-year, two-year, or three-year contract. She recommends doing the three-year contract. Tristan reported that there was one component that is new to this agreement, which is that she asked them to add the cleaning of the coils at Jackson field, as that is important for the HVAC unit to be maintained. The agreement shows the pricing with the cleaning of the coils and one without. Tristan recommends the contract of three years with the cleaning of the coils so that it is one less thing that our maintenance team will have to worry about; knowing Trane has already taken care of it. Trane is also familiar with the units at Jackson Field as well as the Lansing Center.

Commissioner Lenz asked if there is a cost difference versus what we have now. Tristan shared that the cost has gone up. We currently have a one-year contract with Trane for last year, not knowing the direction LEPFA was going. Trane is the union house, as few HVAC companies are union house. But the price went up by $4k as last year the price was $24k for the whole contract, but it did not have the cleaning of the coil component. Adding the coil cleaning component will be important. Commissioner Lenz then asked if this could fit in the budget for LEPFA after reviewing the financials. Tristan mentioned that this piece LEPFA could be slightly off, but she believes by replacing these units, it will balance out that cost with the three-year service with Trane only needing their service in the summer months.

Commissioner Hall asked for clarification on last year's cost. Tristan reported that the cost of last year's one-year contract was about $24-$26k, and this year it could jump up to $30k. Scott shared that whenever we agree to a multi-year contract or an amount of a certain level, requires board approval. He stated that this piece is right on the edge of both, so he believed that it would be good for Tristan to present it.

Commissioner Saxton explained that, wisely, the coils need to be clean for these units to remain operating and maintained.

Commissioner Collins asked that, given the capital improvements, he asked if this contract was compatible with whatever resulted from that. Scott answered yes, as LEPFA is looking to discuss this later, and is replacing Trane with Trane. He added it would be compatible, as LEPFA would still need to have a service agreement. Tristan reiterated that this contract is not for one building, it is for Jackson Field and The Lansing Center.

Commissioner Saxton asked on page 17 of the presentation in the last section, she asked if that is a recap of every service that Trane offers or if is it the service that will be provided under this contract. Tristan said it is a combination of both.

Danielle Lenz left the meeting at 9:12 a.m.

The motion was made to accept the **Trane Agreement for Jackson Field and The Lansing Center** as presented.

MOTION: Commissioner Mickens **SECOND:** Commissioner Hall **Motion CARRIED**

ii. **Jackson Field:** Tristan continued with her report on Jackson Field. Tristan shared that the Lugnuts are towards the end of their season. This week, while they are on the road, D.C Byers are over at the stadium, finishing some work. Then she circled back to what

Scott had mentioned, phase two of the batting tunnel that will need to begin at Jackson Field. The goal is to have that start in October, in hopes to finish for the next season in April 2023. At the Lansing center, they are looking at getting the Riverside Balcony repaired. Once they hear back from the renovation place-making grant that LEPFA submitted through the City of Lansing, they will be able to move forward with it being repaired starting in the Fall. Operations and maintenance have been doing deep cleaning as well to get ready for our busier seasons.

Michelle Green Left the Meeting at 9:14 a.m.

2. **Heidi Brown:**

   i. **Hiring:** Heidi Brown shared that full-time hiring continues as HR has hired nineteen full-time positions. There are three positions that her team will be interviewing for next week and the week after. Currently, there are thirty-five full-time employees, compared to 2020 when they were forty-three full-time employees. Her team has hired a Box Office Coordinator since the last time the board met. She started on August 1.

   ii. **Collective Bargaining Agreements:** Heidi reported that collective bargaining agreements continue with negotiations, and with IATSE they are continuing to move forward with negotiations. UAW has ratified an agreement, so they are waiting for signatures on the copied contract and getting that executed.

   iii. **LEPFA U:** Heidi mentioned that LEPFU is gearing up with our speaker Lisa Fisher. She explained that this would be an in-service session for the staff. There is the main presentation and then there will be individual sessions. This session will be departmental based, with training for each department. The date they are hoping to have LEPFA U will be September 26.

   iv. **Employee Performance Evaluations:** Heidi continued her report by stating that employee performance evaluations will be starting soon, as they will be due in late September or early October.

   v. **Flu Shot Clinic:** Pre-pandemic, Heidi shared that LEPFA will usually host a free flu shot clinic for their staff as well as their dependents. So, her team is getting ready to plan that again for this year with PHP and Sparrow. The LEPFA health care committee will be meeting shortly to discuss benefits.

Michelle Green entered the meeting at 9:18 a.m.

3. **Paul Ntoko:**

   i. **Groesbeck Golf Course:** Paul started his report by highlighting the Greens and Grains event at Groesbeck Golf Course. He shared that they will be partnering up with Lansing Brewing Company for Oktoberfest. He stated that despite minor setbacks and challenges, Groesbeck is still having a good season and the team is doing a wonderful job. Furthermore, he also added that the course is looking great, and the leagues are all on track this year.

ii. **Lansing Center:** For the Lansing Center, Paul reported that they are in the process of getting ready for the Fall. Paul mentioned that they have resumed their contributions to the Greater Lansing Food Bank.

4. Mindy Biladeau:

i. **Sales:** Mindy reported on the monthly sales summary for rentals. For July, they were at $27,430, for rental they exceeded the budget by $81,930. For the current fiscal year, they are at 84% for rental compared to the protective budget. If they were to add in tentative events, which means that contracts are out to clients and will be coming in, that percentage increases to 90%. Mindy expressed that her team had a big win last week, as they signed a proposal with Baker College for their graduation and conference. This will be a 3-day event held in May with over $20,000 in rental and over three hundred hotel rooms. This event will have heavy Audio and Visual, so they will be collaborating with their partners at Art Craft. This will be a heavy event for food and beverage as well. Mindy added this is a big win for the Lansing Center in hopes of the event becoming an annual event.

ii. **Advertising/Social Media:** Mindy reported that she finished a trade agreement with Lansing Brewing Company. In the lower-level parking, there is a big ad on the glass when one enters the building, and then there is another ad on the north stairs leading to rotary park outside the building.

iii. **Silver Bells:** Mindy shared that things are well underway for Silver Bells In The City. She presented the Silver Bells event recap as well as the 5K recap for 2021. The 2022 event will be held on Friday, November 18, 2022, with the 5K the next day on Saturday, November 19, 2022. Mindy added that sponsorship and partnership recruitments are coming along. Parade applications are due September 2. She reported that parade participants who were not able to do their floats last year due to staffing were able to apply for this year's parade. Vendor applications are due September 30. They are putting the finishing touches on creative ornaments across the street on the gallery. She did state that they are bringing back Santa Claus, Ms. Claus, and the live Reindeer this year. It did not happen last year due to the pandemic. She shared that they are adding the fourth broadcast in from the success of Christmas Day last year. So not only will there be the live broadcast, but four replays as well with our partners at FOX47. Mindy mentioned that they are stepping up their game with attractions this year, by bringing back attractions that were there last year and more. For the 5K, Mindy stated that they are already ahead of sponsorships. Registration is open and for signups. She reported there are already participants who have signed up without any promotion of the event.

iv. **Press Release:** Mindy mentioned that there will be a press release with all LEPFA's new hires, staff certifications, along with board officers.

v. **New Business: Lansing Center Website Redesign:** Scott Keith started by stating that Commissioner Lenz would like to hold off on deciding on the Website until Monday's Strategic Board Session, as she wanted to have input and get some direction from the session. He stated she is supportive but would like to see what could come out of the board strategic planning session. Lisa Hagen asked if that will be included on the agenda as well, to which Scott replied that it would. Mindy continued by giving a summary that the Lansing Center website is outdated and old as it was built in 2011. Currently, the website was built on an old platform, which will be out of service come this November 2022. The site will not be supported or secured come this November. Because of this, there needs to be a complete rebuild of the site and update it with current design standards and functionality. Especially for mobile users as there is a 48% of monthly traffic use of the website is mobile with 50% desktop and 2% tablet. This is what is driving the idea of a new design. Mindy added that having the old platform change to the new platform requires a whole rebuilding of the site. She compared the cost to just moving the current site to the new platform, and not doing it in changes, is just as much as getting a new site with functionality and design. That is her recommendation, which is to move to a whole new complete rebuild using a word press platform so that upgrades can happen automatically, and it will not cost us to have to completely rebuild a site on a new platform.

VII. COMMISSIONERS AND STAFF COMMENTS: None.

VIII. OLD BUSINESS: No report**.**

IX. NEW BUSINESS:

A. Trane Agreement for Jackson Field and The Lansing Center:

Motion was made to accept the Trane Agreement for Jackson Field and The Lansing Center as presented.

MOTION: Commissioner Mickens SECOND: Commissioner Hall **MOTION CARRIED**

B. **The Lansing Center Website Design:** The motion to accept The Lansing Center Website Redesign will be discussed at the Board Strategic Planning Session held on Monday, August 29, 2022.

X. ADJOURNMENT: The motion was made to **adjourn the meeting**.

MOTION: Commissioner Hall **SECOND**: Commissioner Saxton **MOTION CARRIED**

At 9:28 a.m. the regular monthly meeting was adjourned.

THE NEXT BOARD MEETING IS SCHEDULED FOR:
Monday AUGUST 29, 2022
8:00 a.m.
LOCATION: Lansing Center- Governors Rooms

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, SEPTEMBER 27, 2022
8:00 a.m.

LOCATION: Lansing Center- Governors Rooms

Respectfully submitted,

Kasey McFadden, Recording Secretary