LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
February 27, 2024

At 8:07 a.m. Chairman Kenric Hall 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, Kenric Hall, Larry Leatherwood, Emily Linden (Ex-Officio), Charles Mickens, and Maureen McNulty-Saxton.

COMMISSIONERS ABSENT: Price Dobernick, Desiree Kirkland (Ex-Officio), Danielle Lenz, James Stajos, Eric Sudol, and Rawley Van Fossen.

OTHERS PRESENT: Heidi Brown, Kirby Doidge, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Joe Abood- Lansing City Attorney's Office; and Jack Alexander- Public.

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

IV. PUBLIC COMMENT: No comment was made.

V. APPROVAL OF THE JANUARY 30, 2024, MINUTES: Motion was made to approve the meeting minutes for the January 30, 2024, meeting as presented. **MOTION**: Commissioner Mickens **SECOND**: Commissioner Saxton. **MOTION CARRIED**

VI. REPORTS:

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

1. Financials Review: January 2024
2. 2023 Audit Review and Acceptance
3. 2024-2025 Draft Budget Review and Acceptance
4. Updates from the LEPFA Personnel Committee
5. Updates from the LEPFA Strategic Committee

Action Items: Chairman Hall noted items that require action. These items include:

1. Audit Acceptance
2. Nov-Jan Financial Acceptance
3. 2024-2025 Draft Budget Acceptance
4. Xerox Agreement Approval for new copiers
5. Christman Agreement: Balcony Project Approval
6. Christman Agreement: Amazon Grab N Go Café Approval

B. FINANCE COMMITTEE: Chairman Hall deferred the Finance Committee Report to Kirby Doidge to report on the 2023 Audit, November 2023- January 2024 Financials, and the 2024-2025 Draft Budget.

1. **2023 Audit:** Kirby reported back to last month's Board meeting that Tyler Baker with Maner Costerisan came and reviewed the 2023 LEPFA Audit to the Board along with the Audit Communications letter. Kirby provided a brief overview of the Audit to the Board and shared that the Audit was submitted on time to the City by December 2023.

Kirby Highlighted items to the Board by reviewing the two-page "Communication with Governance Letter," which is the communication of any findings, differences, disagreements, etc. that would be provided in this report; there were no items Kirby reported. Three items noted for improvement were the journal entries, timeliness of bank reconciliations, and Credit Card reconciliations; these were due to the change of staff in the Finance department and with the Finance department being understaffed. Overall, from the audit as of June 30, 2023, the LEPFA financials are in good standing.

APPROVAL OF THE 2023 AUDIT: Motion was made to accept the 2023 Audit as presented by Kirby Doidge based on the presentation from Tyler Baker, Manor Costerisan at the January 30, 2024, Board meeting. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Mickens. **MOTION CARRIED**

2. **November 2023-January 2024 Financials:**
   a. *November 2023/December 2023-* Kirby gave a brief overview of the November and December 2023 financials to the board as they were presented at last month's meeting. Kirby mentioned the BWL issue of an incorrect bill which took place in November for the Lansing Center. This issue was rectified.

   b. *January 2024-* Kirby provided the Board with an overview of the January 2024 financials.
      i. Lansing Center-
         1. *Revenue:* Reporting on the budget to actual for the Lansing Center, for January, building rental beat the budget by $5,476 with a year-to-date of $19,516.28. Food and Beverage for the month was down $66,647.15 and was also down with a year-to-date of $55,839.53. Kirby mentioned that February will be a busy month, so he is looking forward to seeing Food and Beverage bounce back. Equipment rental is up $14,196.48 for the month but is still down for the year-to-date with $175,666.67 which is due to the mixture of events. Kirby noted that in the miscellaneous line, once he had invoices posted for the month, he had to adjust to offset revenue. For January total operating revenue was $440,410.80 which is under the estimated budget of $46,958.20. Year to date, the Lansing Center is under revenue by $70,704.60.

         2. *Expenses:* Kirby highlighted that salaries and wages for January came in under budget by $46,539.44 this is because LEPFA is still understaffed; this is a trend that will continue as well as the fringe/benefits. For professional services, LEPFA is decreasing the need for accounting contractors, but they still need their assistance in updating LEPFA's systems, processes, and procedures. Year to date, for the Lansing Center $188,166.11 is over budget. Noting for utilities being under budget at $22,716.39, this is due to correcting the BWL issue that came up in November. Year-to-date for utilities is over $228,116.61. Kirby explained that this could be due to the allocation for the increase of utilities. Events are up for the month in expenses. However, the year-to-date for events is $94,075.89 under the anticipated budget. Food and Beverage is coming in under, due

to staffing, year-to-date it is under budget by $515,558.72. For the month, excess revenue over expenses for the Lansing Center was $113,730.93 positive with year-to-date being $98,806.85 positive.

Chairman Hall asked regarding professional services, that due to the staffing levels, the $33-35,000 looks like something that will be anticipated monthly to the end of the year. Kirby explained that he is trying to decrease this by giving them specific projects. But they are LEPFA's payroll provider currently. Chairman Hall also asked for a timeline on where the BWL issue stands. Kirby explained that the $56,000 that was over was sent back to BWL and they credited the account, but they still billed the amount. Then Kirby stated to BWL that the credit was not taken off of the bill; this should be back to normal.

ii. Groesbeck Golf Course

1. *Revenue*- Kirby reported on the budget-to-actual noting that there was not a lot of revenue for the month which was anticipated. For simulator fees, Groesbeck was down year-to-date by $15,202 for the simulator as the public has not been playing. Total revenue for the month is $1,316.58 which is behind by $1,574.10. Year-to-date the total revenue is down $12,507.59 which is due to the simulator.

2. *Expenses:* Expenses for the month are down. For maintenance of equipment, some maintenance is going on at Groesbeck currently. Kirby stated that bills are starting to come in, which he is allocating for the next year for pesticides and other items that help with the overall condition of the course. For the month, the total operating expenses, Groesbeck is at $46,739.70 which is over the budget by $1,311.12. Year-to-date, in operating expenses, Groesbeck is $44,210.67 under budget. Lastly, for Excess revenues over expenses, Groesbeck is under $37,391.21 which is anticipated but year-to-date, Groesbeck is over $80,586.13. Kirby noted that they will start to see more bills coming in along with some renewal of contracts that will increase Groesbeck's expenses; Groesbeck is doing well, and they will be reinvesting back into the course.

iii. Jackson Field

Kirby noted that salaries and fringes are expensed. He added that they will be continuing to see utilities under. The stadium is starting to de-winterize so they will start to see invoices/charges coming in that are associated with the de-winterizing of the stadium. For the month, Jackson Field was at $36,000 in expenses and under budget by $7,300; year-to-date, Jackson Field is under by $9,000 in expenses. Kirby mentioned that some items need to be upgraded, for example, HVAC units, roof leaks, etc. They will be reinvesting any overages back into the facility.

Motion was made to accept the November 2023, December 2023, and January 2024 financials as a single unit as presented. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Saxton. **MOTION CARRIED**

3. **2024-2025 Draft Budget:** Kirby first noted that the Budget will be going to the City Council next month so that the City Council can move forward in their process, there will need to be action taken on the budget by the LEPFA Board. Scott explained to the Board that LEPFA was tasked by the City to reduce the percentage amount for City contribution to 10%; LEPFA was able to bring the budget to an 11% City contribution. The two areas with the biggest strengths in reducing city contribution were the Lansing Center and Groesbeck. Scott highlighted that they have seen some increase in revenues at the Lansing Center. With these continuing to grow, they felt this could significantly help. Scott and Kirby do anticipate between utilities and salaries/wages to have some increased expenses; with the reduction of professional services in other areas, they could make these up.

   At Jackson Field, they have seen with the improvements that have been made with this current renovation, that utilities have increased. Scott also noted that in July, there are only eight home games in July, which is typically a high utility month in terms of usage. However, with fewer games, this will impact utilities on a positive note; this is also the same for August.

   At Groesbeck, the overall goal is to drive revenues and make improvements that help maintain the overall course.

   In addition to the reporting of Lansing Center, Groesbeck Golf Course, and Jackson Field, Scott announced to the Board a new item for reporting which will highlight Special Events. This new stand-alone category/budget will include items such as Silver Bells In The City/5k, Margarita Fest, and Grand Concert Series. These items have been moved out of the Lansing Center reports and will be a stand-alone budget category with zero budget (not to lose money or make money). Scott explained that the purpose of this is to help with cleaner reports/audits and to help move some of the expense categories into their own criteria. The reports for financials moving forward would have the Lansing Center, Groesbeck Golf Course, Jackson Field, and now, Special Events. Kirby added that for Special Events, he will also include the budget to actual for the financials each month.

Paul Ntoko exited the meeting at 8:30 a.m.

   a. *2024-2025 Budget Presentation-* Kirby reported that the City tasked LEPFA with decreasing the budget by 10%; the 2025 Budget was decreased by 11% total for City operating contribution. Lansing Center was cut by 12% ($154,000), Groesbeck was cut by 19% ($18,000), and Jackson Field was cut by 6% ($38,000) with a total cut of 11% ($211,000). This was done due to increasing revenues and better allocation of expenses across all three entities.

Paul Ntoko entered the meeting at 8:33 a.m.

      Commissioner Saxton wanted to clarify that the overall goal for Groesbeck Golf Course is to have 0% contribution from the City and asked if there was a year associated with this goal. Scott explained that this all plays into the fact that they recognize through the Master Plan process that amenities will need to be upgraded to generate revenue as well as experiences for players.

Tristan Wright exited the meeting at 8:36 a.m.

Commissioner Collins asked if the Master Plan process is included in the budget. Scott explained that the initial part was in the last two previous year's budget spread across. The next piece is included in the 2024-2025 budget. Any construction cost will come out of reserves or other funding options that could potentially come up in the future. The first part of the Master Plan focuses on irrigation and hole improvements.

Tristan Wright entered the meeting at 8:38 a.m.

Motion was made to accept the Fiscal Year 2024-2025 **Draft** Budget as presented. **MOTION**: Commissioner Collins **SECOND**: Commissioner Mickens. **MOTION CARRIED**

Commissioner Leatherwood took this time to commend Kirby and his team for their efforts this past year in getting the financials caught up, completing the Audit, and completing the draft Budget.

C. PERSONNEL COMMITTEE: Committee Chair Paul Collins reported the committee met and discussed the following items:

1. **Service Culture Report:** Commissioner Collins shared that the committee reviewed the draft report and will be discussing the report at their next meeting.

2. **Organizational Chart Changes:** The committee also reviewed and discussed the LEPFA Organizational Chart regarding changes to the "Sales and Services" Department to mirror potential changes to the Sales function of the Lansing Center.

3. **Personal Time Off: T**he committee also drafted language and reviewed changes to the "Personal Time Off" policy and will be presenting it to the Board for review for the Board's approval next month.

4. **Pay Grade Scale:** At the next Personnel Committee meeting, Commissioner Collins reported that the committee will be reviewing the Pay Grade Scale Reports.

5. **President/CEO Evaluation:** The Personnel Committee will also charge the Executive Committee for the President/CEO evaluation scheduled for April.

D. STRATEGIC PLANNING COMMITTEE: Committee Chair Larry Leatherwood reported that the committee met and discussed the following items:

1. **Lansing Center/Jackson Field Renovations:** Commissioner Leatherwood noted that the committee had an in-depth discussion on the improvements of the Lansing Center and Jackson Field. He added that the cost of these projects is currently being paid on an interim basis until the money is received from the State/City. Commissioner Leatherwood then deferred to Tristan Wright to discuss with the Board updates on these two properties.
    a. *Jackson Field*- Tristan reminded the Board that when the Lugnuts changed their affiliation from the Toronto Blue Jays to the Oakland A's, there were some criteria that the stadium needed to meet. Construction for these projects began November 6, 2023, that included, an additional batting tunnel, expansion of the Batter's Eye in the outfield, locker room renovations, netting and turf replacement, and anti-skid padding in the dugouts. The projects are coming along well, and construction will be done end of March before the Lugnuts take the field on April 1st. The first game is the Crosstown Showdown with MSU, and their official home opener will take place on April 9th.

b. *Lansing Center*- Tristan explained that the Lansing Center was awarded $5 million; Scott and Tristan put together a list of items that the Lansing Center needs in terms of upgrades. One item they have already started was the IT infrastructure upgrade which started back in November 2023; this is almost 100% complete. The next items up for renovation are the Riverside Balcony, the Fire Panel, and a few other various items.

2. **Naming Rights:** Commissioner Leatherwood deferred to Scott to discuss LEPFA'S Naming Rights. Scott shared that since the Board last met Scott had a meeting with Playfly Sports who do all the naming rights agreements for MSU and discussed if they would have any interest in the Lansing Center. Though there was a great conversation, they did decline. However, they did provide/suggest another entity that would be interested, and Scott met with them last week. The company is the Superlative Group based out of Clevland; this group is aligned with what Scott is looking for. The Superlative Group sent over a proposal yesterday. Scott will be reviewing the proposal and will be bringing it to the Finance Committee and/or Executive Committee to discuss options.

3. **Business Plans for Lansing Center/Groesbeck Golf Course:** Scott continued the report mentioning that this afternoon there is a meeting with M3 Group to discuss the next steps with the brand refresh and go over business plans for both the Lansing Center and Groesbeck Golf Course; the goal is to have the business plans updated by July 1, 2024.

4. **LEPFA Leads:** Commissioner Leatherwood deferred to Kasey to discuss the LEPFA leads. Kasey shared that in previous Board meetings, the Strategic Committee would like each Board member to provide at least three leads of potential business for all three of LEPFA's properties. These can be events, sponsorship opportunities, and potential marketing initiatives. Kasey will be sending out forms to the Board in the next upcoming weeks.

5. **LEPFA Mission Statement: DEI-** Commissioner Leatherwood deferred to Tristan to explain the DEI component of the Mission statement. Tristan explained that the Board approved the DEI statement in a previous meeting and now with the revamping of the new Lansing Center Website, once it gets launched, will house the LEPFA DEI statement. Scott added that in addition to the mission statements, in the Administration Office, Scott announced that Kasey has been tasked to revamp the mission statement plaque and the overall look of the space that sits on the wall when one enters the main office.

E. <u>PRESIDENT & CEO's REPORT:</u> Scott Keith reported the following:

1. **Choose Lansing/LEPFA Progress:** Scott shared that today is the Choose Lansing Annual meeting so some staff, including Mindy Biladeau, are in attendance as Silver Bells received an award as well as the Lansing Center receiving an award for their work for the National Horseshoes Pitchers Association event. For the Choose Lansing/LEPFA agreement, they are waiting on some items from Choose Lansing, and they will have a draft form from the Choose Lansing Board to the LEPFA Board for review.

2. **LC Website Update:** At next month's Board meeting Scott shared that the Board will get a sneak peek of the newly designed Lansing Center Website for review. With this, he added that the new website means there will be a new Board Portal. Kasey has been trained on the new portal and she will be adding Board members once the website is launched.
3. **Groesbeck Golf Course Opening Day:** Scott announced to the Board that Groesbeck Golf Course will be opened this weekend with the warm temperatures. They will be limited to *Walking Only* as this will be a soft open until the warmer temperatures are more consistent.

4. **July 4th Event:** Scott announced that for the upcoming baseball season, there will not be a 4th of July home baseball game. With there being no game, he has been working with the Lansing Lugnuts and Townsquare Media and is going to be bringing back the Taste of Country event. A country music concert with fireworks to celebrate the 4th of July for Lansing residents to be able to attend. There is a draft of an agreement in process and Scott will be bringing items to the next upcoming Board meetings for the Board's review.

5. **Silver Bells Recap:** In lieu of Mindy's absence, Scott shared with the Board the Silver Bells In The City recap.

Joe Abood exited the meeting at 9:05 a.m.

6. **Bills:** Scott shared that several bills are being addressed to the Legislature about changes to potential funding options for facilities such as the Lansing Center. These bills are trailered to the bill that has come out of Grand Rapids, which is still not completed, but these could impact the Lansing Center. There is also an amusement tax bill also being discussed which is coming out of Detroit.

Joe Abood entered the meeting at 9:07 a.m.

7. **Funds:** For the funding coming towards LEPFA, Scott mentioned that he signed an agreement with the DTMB for the stadium funds. The funds for the Lansing Center are coming through MEDC. The rap grant is also in progress but is a whole different process that Scott and Tristan are still learning through.

8. **Quorum:** Scott also noted that through discussion with the City Attorney's office, there have been challenges with quorum throughout many organizations. Scott discusses what sort of options could happen to help move business forward. One of the options proposed is to establish Board Attendance Policy Procedures to help keep LEPFA on task. This means that if there is no quorum, they can call special meetings, or if there is an attendance issue, then there could be changes to Board members based on the attendance policy. This is something that the Executive Committee will be reviewing and discussing.

9. **Sporting Events:** Scott lastly highlighted that recent events that the Lansing Center hosted were sporting events. The past three weekends the Lansing Center hosted a cheer event, a dance event, and a gymnastics event. Scott added that from a food and beverage standpoint, these events fluctuate when it comes to food service as the dance groups prefer more "tailgating" foodservice where they do not typically buy food, to where the cheer groups utilize the concession to the point where pizza slices were completely sold out. Scott did share that there was an issue with the Gymnastics event as there was an issue at the DoubleTree with their water, so they had to move all their guests to other surrounding hotels. This did impact foodservice for this event because attendees were not just walking across from the hotel, they were traveling so they stopped around for other options. There was also a power outage that occurred on Friday during this event.

   Chairman Hall commended Paul and his team when it comes to handling events such as the recent sporting events. This is a change from the typical seated corporate events that Foodservice is used to, and being able to pivot to the fast-food items for these sporting events is a different type of service.

Chairman Hall also asked on the Choose Lansing Agreement if there were any changes to the agreement. Scott explained that there were only a couple of items, one being two separate agreements one for sales/marketing and one for funding. This is something that occurred several years ago. However, both of these are tied together as sales and marketing do not function without funding. The other element is changing the language that Choose Lansing is in charge of the sales function, this then plays into the point that LEPFA will be changing one of their department's names and functions so that it reflects this. Other than these, the funding will stay the same with percentages. Another element is hiring another sales member to the team at the Lansing Center. Scott added that there might need to be dollars contributed for this potential position.

F. VICE PRESIDENT/STAFF REPORTS:

1. **Mindy Biladeau, Sales & Services:** Scott reported on behalf of Mindy's absence that the sales for the Lansing Center have many upcoming events as they are in the busy season for events and marketing. The website is almost completed and will be launched soon. The golf course is opening and there will be some new plans for the golf course coming soon.

2. **Heidi Brown, HR:**

   a. *Hiring:* Heidi reported that for HR full-time vacant positions one being the HR/Payroll Coordinator position; applications are currently being reviewed. Heidi announced that they have extended an offer to a Payable Accountant who has accepted and will be starting March 18. The Accounting Manager position has been reposted as the recent candidate declined the offer. Lastly, the Technologies Services Coordinator is also vacant, and they are reviewing the position. Since January, they have hired a Sous Chef who started January 3 and a full-time facility worker has come back. They are starting to hire at Groesbeck Golf Course for the on-call/part-time staff for the Pro shop/Carts. For the Grounds crew, all previous staff are coming back for the season.

   b. *Worker's Comp/FMLA/Referrals:* For monthly employee leave, there was one employee in January, and there was one worker's comp claim and an individual who also went on short-term disability/FMLA which is the same individual. For the employee referral program for 2023, 12 candidates were referred and 9 of the 12 referrals were paid for their referrals. Workers comp as of February 21st has 38 accident-free days. The OSHAA summary has been posted, and Heidi is collaborating with the Personnel Committee on the "Personal Time Off" policy.

   c. *LEPFA U:* LEPFA U has resumed for the committee, and they are looking into upcoming dates for the first session of 2024. Heidi noted that from the last session, there was an employee evaluation survey that was passed out; this survey is regarding all things LEPFA and what employees would like to see in terms of LEPFA U. The committee reviewed this survey and then it will be discussed in leadership.

3. **Paul Ntoko, Foodservice:**

   a. *Groesbeck Golf Course:* Paul reported by highlighting that Groesbeck Golf Course is kicking things into gear for the 2024 Golf Season. Paul and the team have secured their lease agreement for carts. The lease is changing the year of the carts from 2013 to 2020 carts, these come with more features that will bring a better experience for players and the Groesbeck staff as these carts have GSP features. These do come with higher fees, but they are optimistic because they can package these carts from a safety standpoint and golfers can communicate with the beverage cart more efficiently. Paul announced that they are finalizing the fees for the 2024 season, they wanted to make sure the carts were finalized but with the carts, they have chosen not to change prices regarding food service.

b. *Lansing Center:* Paul started his report for the Lansing Center by stating that he is pleased with his team's momentum year after year with the busy seasons. Even with the challenges of staffing his team comes in, does the work, and makes it fun. Paul is looking forward to the rest of the fiscal year.

Chairman Hall wanted to express to Paul his appreciation for Paul's team and to pass along his appreciation to every individual who contributed to the success of the food and beverage operations this year. Commissioner Leatherwood also agreed.

4. **Tristan Wright, Operations:** Tristan deferred to her report in the Administration Report as presented.

5. **Kirby Doidge, Finance:** Kirby thanked the Board for their approvals of today's items and upcoming items. Scott added that he and Kirby will be looking into updating some of the Finance policies within the next couple of months.

VII. **<u>COMMISSIONERS AND STAFF COMMENTS:</u>** No report.

VIII. **<u>OLD BUSINESS:</u>**

1. **November 28, 2023, Meeting Minutes Approval:**

Motion was made to accept the November 28, 2023, meeting minutes as presented. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Saxton. **<u>MOTION CARRIED</u>**

2. **Xerox Agreement:**

Motion was made to accept the Xerox Agreement for new copiers as presented in the last month's meeting. **MOTION**: Commissioner Saxton **SECOND**: Commissioner Leatherwood. **<u>MOTION CARRIED</u>**

Tristan added that LEPFA has been in contract with Xerox for many years and this renewal adds some reduction and savings with newer copier equipment. The length of the agreement is for another three years with an option to renew again with Xerox.

3. **Christman Contractors Agreement: Lansing Center Balcony:**

Motion was made to accept the Christman Contractors Agreement for the Lansing Center Balcony as presented in last month's meeting. **MOTION**: Commissioner Saxton **SECOND**: Commissioner Leatherwood. **<u>MOTION CARRIED</u>**

Tristan added that the Riverside Balcony has been out of service since 2018. The team has done its best to assess the situation, but they have continued to experience issues that have become a safety hazard. They did find a company to help solve these issues. The balcony is a big part of the Lansing Center's outdoor space which overlooks the gazebo area which has also been shut down since 2018. This company is ready to move forward and get this space repaired by late spring/early summer. Scott noted that this is what the Rap grant will assist with along with some additional funds from the State as well as reserves. The quote did come in significantly higher, but this is a space that needs to be repaired to bring in more space for attendees to utilize. This space is used for corporate associations, weddings, Grand Concert Series, Margarita Fest, and other social events during nice weather. Based on the development of the Lansing Shuffle and the rebuilding of the River Trail this will be utilized more. Tristan mentioned that this will also include revamping the Gazebo area with landscaping, lighting structure, etc.

4. **November/December 2023 Financials**
These were accepted earlier in the meeting with the January 2024 financials.

IX. <u>NEW BUSINESS:</u>

1. Christman Contractors Agreement: Amazon Grab N Go Café:
Motion was made to accept the Christman Contractors Agreement for the Amazon Grab N Go Café as presented. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Saxton.
<u>MOTION CARRIED</u>

Tristan explained to the Board the idea behind the Amazon Grab N Go Café and how the Lansing Center will benefit from placing one in the Lansing Center. The Grab N Go Café would be a place where one can go in and purchase food and beverage items and pay by either hand or phone. These are placed throughout the nation in airports, hospitals, and other convention centers. Tristan shared that the area they are looking to place the Grab N Go Café would be in the coat room. Tristan along with various individuals with Amazon and with Christman Contractors have presented a proposal for the overall design and implementation of the café. This does not include the Hall A concession space. This approval is for the build-out of $106,230 with equipment approval to follow in the next upcoming Board meetings. Scott added that this will be funded through the State's $5 million improvements to the Lansing Center.

Commissioner Saxton asked if the equipment is something that they will be leasing or if it will be equipment that will be in the ownership of LEPFA. Tristan stated that this is something that she is looking into if it is affordable, she is hoping for LEPFA to own the equipment.

Chairman Hall asked for a timeframe as to when this would be open and if it would be open to the public or just events. Scott and Tristan explained that this would be opened to the public and would be an additional revenue that could bring in new business. They are hoping to have this open to the public by late Fall 2024.

X. <u>ADJOURNMENT:</u> Motion was made to adjourn the LEPFA February 27, 2024, monthly Board of Commissioners Meeting. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Mickens.
<u>MOTION CARRIED</u>

At 9:36 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, April 23, 2024
8:00 a.m.
LOCATION: TBD

Respectfully submitted,

Kasey McFadden

Kasey McFadden, Recording Secretary