

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
June 11, 2024
MINUTES

At 8:02 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, Desiree Kirkland (Ex-Officio), Larry Leatherwood, Danielle Lenz, Charles Mickens, Maureen McNulty-Saxton, and Rawley Van Fossen.

COMMISSIONERS ABSENT: Price Dobernack, and James Stajos.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Kirby Doidge, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Sherrie Boak – Lansing City Council; Joe Abood - Lansing City Attorney's Office; Julie Pingston -Choose Lansing; and Jack Alexander- Public.

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

IV. PUBLIC COMMENT: Julie Pingston spoke on behalf of Choose Lansing to express a mid-year thanks to the LEPFA Board and staff. Julie added that her team at Choose Lansing has received positive feedback in terms of service at the Lansing Center from their clients who have held events during the first half of the year.

V. APPROVAL OF THE APRIL 23, 2024, MINUTES: Motion was made to approve the meeting. minutes for the April 23, 2024, meeting as presented.

MOTION: Commissioner Leatherwood. **SECOND:** Commissioner Mickens. **MOTION CARRIED**

VI. REPORTS:

A. CHAIRMAN'S REPORT: Chairman Kenric Hall reviewed discussion/action items as follows:

1. Financial Statement Review: April 2024 (**Action Item**)
2. Review & Acceptance of LEPFA's Budget for Fiscal Year 2025 (**Action Item**)
3. Review and Approval of Purchases (**Action Item**)

B. FINANCE COMMITTEE: Committee Chairwoman Danielle Lenz reported that the committee met and deferred to Kirby Doidge to report the April 2024 Financials as follows:

1. Lansing Center:

Revenue: Total Operating Revenue is at \$682,710.72 beating budget by \$213,387.72; Operating Revenue is ahead of budget for year-to-date by \$250,675.82. Building Rental is \$72,057.28 for year-to-date and Food and Beverage beat budget by \$57,893.52 and for year-to-date exceeds budget by \$31,682. Equipment Rental is behind budget by (\$24,956.76) year-to-date but beat budget by \$77,233.23 for April; the variation is credited to the mix of events.

Heidi Brown entered at 8:07 a.m.

Expenses: Salaries and Wages/Benefits are under budget by (\$183,645.56) due to vacant positions. Utilities were down in April due to outstanding credits; and for year-to-date we are beating budget by \$192,086.93. Expenses were under budget by (\$199,761.18) and for year-to-date, we were over budget by \$413,148.90.

Excess Revenue Over Expenses is over budget by \$418,435.11 for April and is \$644,235.06 for year to date. Excess revenues are being used for projects at the Lansing Center which will decrease the positive budget variance. Projects include \$49,448 for the main lobby roof, and

\$87,665 for HVAC unit repair. Two HVAC units required repairs in May at a cost of \$35,000; also, the air wall repair is included at approximately \$20,000; and the purchase of additional tables which will result in a savings in linen costs.

Kirby noted in comparison to the prior year, we are beating year-to-date revenue by approximately \$700,000.

2. Groesbeck Golf Course:

Revenue: Total Operating Revenue is \$63,274.53 compared to the budgeted amount of \$7,130.54 for a variance of \$56,143.99 for the month; and for year-to-date Operating Revenue is beating budget by \$58,003.65. Greens fees are at \$38,524.80 for April. Power Cart rental is \$14,793.00. Miscellaneous (made up of concessions, merchandise, etc.) is at \$9,956.73.

Expenses: Kirby noted that for Salary and Wages/Benefits we will continue to see an increase as the season is in full swing and we brought back staff for golf operations. For Supplies and Materials, we are investing back into the course to ensure the course is up to par. Total Operating Expenses beat budget by \$15,001.04. Total Operating Expenses are at \$76,691.45 and are beating budget by \$15,001.04; for year-to-date we are under budget at (\$66,318.02). Excess Revenues Over Expenses came in at (\$5,385.01) for a variance of \$41,174.86 for April and year-to-date we are over by \$124,640.77. Outstanding items to be paid include the Turfco Top Dresser at (\$23,500) and the step repairs at (\$23,000).

Commissioner Saxton asked for an explanation as to what occurred with the simulator. Kirby explained that there are many other competitors with simulators in surrounding areas. There were many leagues with Groesbeck's simulator, just not enough public play. Commissioner Lenz asked if the season passes have dropped significantly. Paul explained season passes have continued to drop since post-pandemic. However, the drop in season passes sold does not impact the overall revenue as they open up tee times for regular rates at prime-time tee times.

3. Jackson Field:

Revenue: There was no revenue to report for Jackson Field.

Expenses: April expenses are \$18,927.22 and are under budget at (\$124,628.69) for year-to-date because we did not know what utility projections would be, but this allows for allocations to be made toward projects at the stadium. Excess Revenues Over Expenses for April are \$32,104.53 and are \$133,527 for year to date. Kirby noted we will be utilizing the additional budgeted appropriations to complete projects and to fund larger projects to come, and to replenish reserves depleted during COVID.

Motion was made to accept the April 2024 Financials as presented for Groesbeck Golf Course, Jackson Field, and Lansing Center.

MOTION: Commissioner Saxton **SECOND:** Commissioner Lenz. MOTION CARRIED

4. **LEPFA's Draft Budget for Fiscal Year 2025:** Kirby presented the 2024-25 Draft Budget. The budget reflected the changes from the City in March. For the Lansing Center, the City contribution is \$800,000 with the proposed Total Operating Revenues- of \$6,191,000 and Total Operating Expenses- of \$7,891,000. Groesbeck Golf Course has a City contribution of \$78,000 with the proposed Total Operating Revenues of \$811,000 and Total Operating Expense of \$889,000. Jackson Field- City Contribution is \$574,000 with Total Operating Expenses of \$574,000, with no revenue.

Motion was made to accept the Draft Budget for Fiscal Year 2025 as presented. **MOTION:** Commissioner Leatherwood **SECOND:** Commissioner Colins **MOTION CARRIED.**

5. **Purchases – Recommendations/Approval:** Kirby Doidge reviewed the following information as shared in the distributed detailed packet:
 1. **Upgrade Table Inventory** – Lansing Center- The proposal consists of (30) 30'x'96' tables at \$9,900; (84) 18'x96' classroom tables at \$24,696; and (20) 60" round tables at \$8,160. Total proposal \$50,450.28. Mity-lite is the sole provider for our table inventory. Commissioner Lenz stated this is a positive purchase.
 2. **1932 Electric Scissor Lift** – Maintenance & Operations- (3) quotes for the lifts were presented; Morrison Industrial Equipment Snorkel 1932- \$13,250; MacAllister JLG ES1932- \$15,250; and another MacAllister Genie GS1932- \$15,650. The Maintenance and Operations team reviewed the quotes and selected Morrison Industrial Equipment for the purchase of the Snorkel 1932. Commissioner Lenz asked how long the current lift has lasted. Tristan Wright responded the genie is 30 years old and needs to be replaced. The new lift has the same lifespan.
 3. **DBI Furniture** – Lansing Center – Kirby explained that LEPFA has a trade with DBI, and their proposal is for the purchase of new furniture for the 2nd-floor concourse. The furniture is a revenue source as they are rented by clients. The quote included (2) tables, and (6) chairs for a total of \$15,009.24.
 4. **Elevator Repairs** – Lansing Center- Kirby explained that the proposed cost to repair/update the elevator is to bring them up to current code standards set forth by the State of Michigan. The quote is for 4 of the 6 elevators as follows: Food and Beverage Passenger Elevator (install date of 1986- \$89,500; Food and Beverage Freight Elevator (install date 1990's)- \$131,000; Service Hallway Elevator (install date of 1990s)- \$89,500; Dock A Freight Elevator (install date 1980's)- \$185,000; for a total cost for 4 of 6 elevators of \$495,000. Tristan explained that the current elevators will not be compliant come 2026. The quote does not cover the two passenger elevators on the main concourse as Ottis is still working on them; they will also need to be modernized. Kirby noted this will be coming out of the \$5 million state improvement grant.

Desiree Kirkland entered at 8:20 a.m.

Motion was made to accept the purchases as presented. **MOTION:** Commissioner Saxton **SECOND:** Commissioner Mickens **MOTION CARRIED**

- C. **PERSONNEL COMMITTEE:** Committee Chairman Paul Collins reported that the committee met on May 13 and discussed the potential impact of changes to the Fair Labor Standards Act. The committee will continue to monitor, and the staff will have a plan to prepare for any outcome.
- D. **STRATEGIC PLANNING COMMITTEE:** Committee Chairman Larry Leatherwood reported that the Strategic Committee met in May. There was no full committee meeting due to a lack of quorum. The committee discussed working with the Superlative Group regarding the renaming rights of the Lansing Center. The committee would like some closure on a decision as to whether or not they would like to work with the Superlative Group moving forward. The committee also discussed items for the \$5 million renovation to the Lansing Center and the \$1.5 million grant for Jackson Field.
- E. **INTERIM PRESIDENT & CEO's REPORT:** Tristan Wright reported that she, Chairman Kenric Hall, and Kirby Doidge attended the Committee of The Whole on May 20. There was discussion/questions about potentially selling of parcels that the City of Lansing owns which are managed by LEPFA (Lansing Center, Groesbeck Golf Course, and Jackson Field); no action was taken. Tristan, along with Chairman Kenric Hall met with Choose Lansing's Julie Pingston to

review the Choose Lansing/LEPFA agreement; it is still in progress. Concrete will be poured within the next two weeks for the Riverside balcony at the Lansing Center; it should be opened shortly after. Tristan thanked Christman Construction for their hard work in getting this task completed. Jackson Field's renovation is mostly complete for the necessary \$1.5 million renovation. The next phase will be replacing the turf for Jackson Field. This will take place in October 2024. Bids have been sent out and will be due tomorrow by 5 pm.

F. VICE PRESIDENT/STAFF REPORTS:

1. Mindy Biladeau- Sales & Services: Mindy Biladeau reviewed the April Sales Summary, Pace Report, and Marketing highlights. April Sales for rental was at \$122,316 and are \$109,940 ahead of budget at the end of April and are \$184,940 ahead of the previous year. At the end of June/Fiscal year, we will have hit over \$1 million in rental; this has not been done since fiscal year 2017-18. This will also be the 4th highest year in twelve years. Event Highlights- we hosted USA Taekwondo with the Lansing Sports Commission, which had over two thousand attendees a weekend regional quarter-final for the nationals in Texas; we also hosted BBC Broadcasting: World Questions. BBC Radio goes to a different country each month for their world questions program. They were at the Lansing Center to host a debate on issues leading into the Presidential Election. LEPFA did all of the marketing for this event with statewide press coverage and it was broadcast to a worldwide audience of 38 million people, the event was sold out; On Sunday, the annual Playmakers Fitness Foundation Michigan Mile was held at Jackson Field. Upcoming Events- Michigan Speed Cubing at the end of the month; and Capital City Comic Con in July. The event diagramming software transition is complete switching from Meeting Matrix to Amadeus. Training occurred on May 22. "Greens and Grains" will be hosted at Groesbeck Golf Course on Friday, June 21 with a shotgun start at 5 pm. Sponsorship recruitment has begun for the 40th annual Silver Bells in the City. The event was rewarded a \$9,000 grant from the Arts Council to support out-of-county marketing efforts. Band applications are available and are already half full. Other applications will be available on July 1st. Mindy is working with LAFCU on sponsoring a lactation pod for nursing mothers who attend events at the Lansing Center. The goal is to have this completed and installed by August. Lastly, the marketing team is working on the LEPFA brand refresh with M3 Group. They are working on a brand positioning statement, elevator pitch, and brand descriptors.
2. Heidi Brown- Administration: Heidi Brown reported the Accounts Payables position has been filled with a May 13 start date; and we have received notice Foodservice Coordinator, George Wills is retiring on July 1. Heidi reviewed the vacant full-time positions which include the HR/Payroll Coordinator; the Finance Manager, which remains posted; and the Technology Services Coordinator with interviews being scheduled. At Groesbeck, we filled the two vacant Assistant Pro positions; they started May 25. LEPFA U is still in the planning process and will take place in the Fall and the topic for the session is "Workplace Professional/Personal Development." Heidi is also working with Lisa Fisher on additional training topics for staff in conjunction with the Service Culture Committee. Planning is underway for a Flu Shot Clinic for full and part-time staff with UofM Health Sparrow Pharmacy Plus; the tentative date is September 26. Lastly, Heidi added to the Personnel Committee report on the Fair Labor Standard Act that noted changes to the FLSA have come to a halt, and based on discussions with LEPFA's attorney, leadership will continue to monitor and modify if needed.
3. Paul Ntoko- Foodservice: Paul Ntoko reported that Groesbeck Golf Course season is off to a strong start. There are twenty-three leagues, and they are going well; Spark Golf is the league gaining the most traction and they have added a second day with four tee times. Paul shared

that he has not received any negative feedback regarding the new carts at Groesbeck as in previous years. There are 65 carts total and with additional storage they hope to get more carts. Paul shared that "Greens and Grains" will only have one event this year; in the previous years we hosted one in the summer and one in the fall. The event will take place on Friday, June 21. At the Lansing Center, Paul noted that Foodservice is having the strongest quarter since fiscal year 2018. Lastly, Paul added to Heidi's report on George Wills' retirement. George has been with the Lansing Center since 2019 and he will be missed as he is a key member of the team.

4. Tristan Wright- Operations: Tristan Wright mentioned that the installation for the marquees will take place the week of June 17. This will replace the two marquees at Jackson Field (Cedar St /Larch St) as well as the marquees near Lot 55 and Lot 37. This came out of the \$5 million renovation funds.
5. Kirby Doidge-Finance: Kirby Doidge is training his new team member. Next, the Finance Department will be preparing for the audit.

VII. COMMISSIONERS AND STAFF COMMENTS:

Commissioner Paul Collins - Commissioner Paul Collins noted that there was a lot of wonderful new shared in today's meeting and wanted to share how much he appreciated the hard work everyone at LEPFA has done and continues to do. The Board unanimously agreed with Commissioner Collin's statement.

VIII. OLD BUSINESS: No report.

IX. NEW BUSINESS:

1. June 25 LEPFA Monthly Board Meeting: Discussion ensued regarding the next regular monthly scheduled Board meeting. Chairman Kenric Hall explained that the Executive Committee had received the proposed new Choose Lansing/LEPFA agreement—the Executive Committee, with help from Tristan Wright and Kirby Doidge, will get additional information. The committee will meet in the next few weeks to review the information and bring it back to the full Board for a full review of necessary actions. The next meeting will take place on Tuesday, June 25, 2024, at 8 am.

- X. AJOURNMENT:** At 8:48 a.m. the regular monthly meeting was adjourned. **MOTION:** Commissioner Collins **SECOND:** Commissioner Leatherwood **MOTION CARRIED**

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:

TUESDAY, JUNE 25, 2024

8:00 a.m.

LOCATION: Governor's Room

Respectfully submitted,



Kasey McFadden, Recording Secretary