LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING MINUTES
February 25, 2025

At 8:04 a.m. Chairwoman Maureen McNulty-Saxton called the monthly meeting of the LEPFA Board of Commissioners to order in the Governor's Room located at the Lansing Center; 333 East Michigan Avenue; Lansing, Michigan 48933.

COMMISSIONERS PRESENT: Paul Collins, Larry Leatherwood, Danielle Lenz, Charles Mickens, Charles Randall (Ex-Officio), and Maureen McNulty Saxton

COMMISSIONERS ABSENT: Kenric Hall, Dustin Howard, Desiree Kirkland (Ex-Officio), and Rawley Van Fossen (Ex-Officio).

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Kirby Doidge, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Joe Abood -Lansing City Attorney's Office; and Kristy Doak- Choose Lansing; Matt Woolman- LEPFA Staff; Mark Ellis- Lansing State Journal; Christian Corey- State News; Brandon Camarillo-Fox -WILX TV10; Ed Covey-WKAR; Jack Alexander, Josh Bonnet- Public.

I. CALL TO ORDER

A quorum was not present at the beginning of the meeting.
Chairwoman Maureen McNulty Saxton noted that the establishment of the agenda and the approval of the meeting minutes would be postponed until a quorum was established.

II. PUBLIC COMMENT: Kristy Doak, Director of Sales for the Lansing Center with Choose Lansing, provided an update on key sales developments. She announced that Danielle Simpson, Director of Sales and Marketing at DoubleTree Lansing, will partner in sales meetings and will be a valuable asset for collaboration across the skybridge. Doak highlighted recent multi-year contracts, including American Water Works (through 2030) and County Road Association (through 2032). Major event commitments include the 2027 Lutheran Women's Missionary Society Convention, bringing 1,600 overnight stays and $140,000 in revenue, and the 2025 Northern Nut Growers Association and Chesnut Growners of America annual meeting, contributing up to $60,000. The sales team continues to actively promote the Lansing Center at industry events. Looking ahead, the sales team is actively promoting the Lansing Center at industry events, including the Metro Detroit Meetings Marketplace and the MSAE Public Roundtable.

Joe Abood and Larry Leatherwood entered the meeting at 8:09 a.m.

------ Quorum was established at 8:09 after public comment- Sales Update by Kristy Doak ------- The Board went back into the order of the established agenda.

III. ESTABLISHMENT OF THE AGENDA: Chairwoman Maureen McNulty Saxton adjusted the agenda, moving Public Comments ahead of the Establishment of the Agenda until a quorum was reached. She also relocated the ASM Global discussion from the Chair's Report to Old Business.

Motion was made to approve the changes to the agenda **MOTION:** Commissioner Paul Collins **SECOND:** Commissioner Danielle Lenz MOTION CARRIED after Commissioner Larry Leatherwood arrived, establishing a quorum.

IV. APPROVAL OF THE JANUARY 17, 2025, AND JANUARY 21, 2025, MINUTES: Motion was made to approve the meeting minutes for the special Board meeting on January 17, 2025, and the regular Board meeting on January 21, 2025, meeting as presented. **MOTION**: Commissioner Paul Collins **SECOND**: Commissioner Mickens. MOTIONED CARRIED

V. REPORTS:

A. CHAIR'S REPORT: Chairwoman Maureen McNulty Saxton noted items for today's meeting

1. Financials Review: January 2025
2. Personnel Committee Updates
3. Strategic Committee Updates
4. Action Items: Review/Approve Quote for (4) Elevators at Jackson Field

Chairwoman Saxton announced to the Board the new City Council Representative, Brian T. Jackson for the LEPFA Board, due to a scheduling conflict he was unable to attend today's meeting.

B. FINANCE COMMITTEE- Committee Chair Paul Collins reported the committee met and he deferred the report to Kirby Doidge to report on the draft January 2025 Financials as follows:

1. Financial Review:
   i. *Lansing Center*- In January 2025, the Lansing Center generated $64,812 in building rental, with year-to-date revenue falling $19,629 short of the budgeted projection. Food and beverage revenue underperformed, trailing estimates by $204,048, while equipment rental revenue was $156,135 below expectations. Year to date, total revenue for the month came in $403,483 under budget and for the month of January it was $251,795 under the anticipated budget. Kirby noted that January was a lighter month for the Lansing Center. On the expense side, salaries were higher than anticipated due to overtime costs for the Martin Luther King Jr. holiday, and utilities exceeded projections by $44,212 due to extreme cold weather. Tristan noted that January was a cold month and noted the high increases from BWL. However, event-related expenses remained below budget, helping offset some losses. The Lansing Center reported a $253,619 operating loss for January, with a year-to-date shortfall of $198,398 after factoring in non-operating income. Lower-than-expected event bookings, particularly holiday parties, contributed to the revenue decline compared to prior years.

Brandon Camarillo-Fox entered the meeting at 8:19 a.m.

   ii. *Groesbeck Golf Course*- Groesbeck Golf Course showed strong financial performance in January, exceeding revenue expectations by $72,509. The golf simulator continues to perform well, with public play revenue surpassing last year's numbers, and league and lesson fees adding approximately $6,510 in additional income. The simulator's payoff timeline is ahead of schedule, now estimated at two to two and a half years instead of the originally projected three years. On the expense side, salaries exceeded budget by $41,357 due to increased hourly staffing to accommodate higher usage. While overall expenses were $53,353 above projections, revenue gains more than compensated, resulting in a positive financial position. After factoring in non-operating revenue, Groesbeck ended January $19,155 ahead of its anticipated financial position.

Joe Abood exited the meeting at 8:27 a.m.

iii. *Jackson Field-* At Jackson Field, ongoing expense allocation adjustments impacted reported figures, with utility costs exceeding budget by $36,604 for the year. Despite this, overall financials remained stable, with the facility finishing $42,608 ahead of its anticipated position due to non-operating revenue. These additional funds are being allocated toward HVAC and plumbing upgrades to ensure the facility remains in optimal condition as preparations for the upcoming season continue. Looking ahead, operating expenses are expected to increase as the facility becomes more active, but financial management efforts remain on track.

Commissioner Collins motioned to accept the January 2025 Financials as presented for Groesbeck Golf Course, Jackson Field, and Lansing Center. **MOTION**: Commissioner Paul Collins **SECOND**: Commissioner Maureen McNulty Saxton. MOTIONED CARRIED

2. Purchases/Approvals-
   i. **Otis Four (4) Elevator Upgrades at Jackson Field:** Kirby presented a quote from Otis Elevator, LEPFA's current provider for elevator maintenance and service, outlining the necessary upgrades for compliance with regulations that are set to take effect by 2028. These upgrades are required for four elevators located at Left Field, Right Field, Concourse 1, and Concourse 2, with a total cost of $94,000. These upgrades are not optional but necessary to ensure continued compliance. Funding for this project has been secured through a grant from the state of Michigan, which was facilitated through the efforts of Mr. Jack Alexander and Zac Clark of the Lansing Lugnuts, who met with Senator Anthony to present their case. The grant, totaling $1,000,000, will cover not only the elevator upgrades but also essential work on HVAC units and other infrastructure improvements at the stadium.

Motion was made to accept the quote for the upgrades for the four (4) elevators at Jackson Field as presented. MOTION: Commissioner Charles Mickens SECOND: Commissioner Paul Collins. MOTIONED CARRIED

C. PERSONNEL COMMITTEE- Committee Chair Larry Leatherwood reported the committee met and discussed the following items:

1. Earn Sick Time Act (ESTA)- Commissioner Leatherwood deferred to Tristan Wright to explain the significance of the potential changes to the Earn Sick Time Act. The Personnel Committee met in February to discuss the Earned Sick Time Act, which has now been signed into law. While we were previously in a holding pattern, recent amendments have clarified the guidelines. Tristan deferred to Heidi Brown to explain the changes to the Act. The act affects all employees, including full-time, part-time, and on-call staff, and mandates that employees accrue one hour of sick leave for every 30 hours worked. Heidi has been working closely with the team to update policies and provide guidance on the changes. She will go into further detail regarding the adjustments, particularly concerning accrual rates and the implementation of the new rules. LPEFA's legal counsel is reviewing the changes, and the Personnel Committee will revisit this in our next meeting.

2. LEPFA's New Interim Vice President of Operations: Tristan introduced the Board to Ryan Tess. Tristan shared that Ryan Tess has been appointed as LEPFA's new

Interim Vice President of Operations. Having been with the Authority for over 20 years, Ryan's journey began as a facility worker, and over the years, he has advanced through the ranks. His exceptional dedication and leadership became especially evident when he stepped up to take on additional responsibilities following the passing of the AV department manager. Ryan's deep understanding of the team, the facilities, and the operational side of LEPFA has made him an invaluable asset to the organization. His appointment to the Interim Vice President of Operations is a reflection of his continued growth and commitment to LEPFA's success.

Joe Abood entered the meeting at 8:37 a.m.

D. STRATEGIC COMMITTEE- Committee Chair Charles Mickens reported the committee met and had an extensive discussion about the ASM Global contract that was shared with the LEPFA Board and its counsel.

E. PRESIDENT & CEO REPORT- Tristan Wright, President & CEO, reported on the progress of Jackson Field in preparation for the upcoming season. With just 36 days until opening day, she highlighted that the final required MLB facility audit item—the outfield padding—was successfully installed, ensuring Jackson Field meets all necessary criteria. As a result, the stadium will retain its MLB compliance points. Tristan also noted that the maintenance team has started dewinterizing the stadium, with preparations well underway for the Crosstown Showdown on April 1 and official opening day on April 8.

Tristan highlighted her attendance at the Sparrow U of M Health Foundation Gala, which raised funds for the NICU, and also at the BWL Roundtable Managers Meeting, where the BWL strategic plan for 2026-2030 was discussed. She concluded by expressing her gratitude to the team for their unwavering dedication and exceptional work, acknowledging their continued efforts over the past few months.

F. VICE PRESIDENT/STAFF REPORTS

1. **Mindy Biladeau:** *Sales & Services-* Mindy reported that sales are on track, with 94% to budget between now and the end of June, and 71% of the 2025/26 fiscal year's budget already achieved, which is excellent progress. She noted that the goal for the next fiscal year is to reach at least 80% by August. Mindy also mentioned the loss of the Event Services Manager in January, with efforts now underway to fill the position. Additionally, the marketing team won four Addy Awards, including three golds and one silver, in partnership with Ciesa for the Silver Bells In The City 40th Anniversary campaigns. Regarding promotions, Mindy highlighted the success of the Valentine's Day weekend simulator promotion, which filled over 90% of available spots. Looking ahead, Mindy is preparing for the upcoming marketing campaigns for the 2025 Golf season and compiling the annual report for the whole organization for the board, which will be ready for review at the next meeting.
2. **Heidi Brown:** *Human Resources-* Heidi reported that there are currently five full-time vacancies, including two building engineer/maintenance positions, one of which was vacated in January and the other in February. Interviews are ongoing for these positions. The Event Services Manager position is also being filled, and there are 234 applicants for the receptionist position. Additionally, applications are being reviewed for part-time and seasonal positions, including food service and facility

worker roles. Heidi also shared that January saw a reset for short-term and long-term disability, FMLA, CDA coverage, and the employee referral program, with no claims reported. In terms of staff training, sessions with Lisa Fisher focused on crucial conversations and team development for leadership, with plans to extend this to management and regular staff in the coming months. Lastly, Heidi mentioned that Employee Appreciation Day will take place on March 7th, with small tokens of appreciation for all team members currently being coordinated.

3. **Paul Ntoko:** *Foodservice*- Paul reported that foodservice performance has been strong this year, particularly with simulator sales, thanks to effective promotional and marketing efforts by the team. One of the goals has been to fill gaps in scheduling, especially during slower periods, such as Monday through Thursday from 1:00 PM to 3:00 PM. He noted that while the winter season presents challenges, there is optimism for filling these gaps as spring approaches. At the Lansing Center, January was somewhat slower, but February has shown significant improvement, putting the foodservice team on track to potentially set a new revenue record. Paul also mentioned preparations for upcoming spring conferences and events, which are expected to contribute to a strong finish for the year.
4. **Ryan Tess:** *Operations*- Ryan provided an update on several key operational initiatives. The Lansing Center is expected to see significant aesthetic improvements by the end of May, pending the arrival of materials, such as new carpeting and other upgrades. Although Internet sales were slightly down in January due to fewer events compared to the previous year, February saw a strong recovery, and the team is optimistic moving forward. The simulator continues to perform well, with efforts to enhance its appeal. Additionally, the golf course superintendent has earned a Class A membership with the Golf Course Superintendents Association of America, ensuring continued expertise in turf management. Ryan also highlighted recent training, including Active Violent Incident (AVI) training, which is conducted periodically to ensure staff are well-prepared to handle emergencies, especially given the increasing number of global incidents.
5. **Kirby Doidge:** *Finance*- Kirby provided an update regarding the financial impact of the recent increase in the minimum wage to $12.48. This change will have a direct effect on the Pro Shop staff, particularly at Groesbeck, and is projected to result in an additional $14,000 in costs over the course of the year. While many positions are already at or above the new wage threshold, this increase will still impact the bottom line, particularly in areas with staff who were previously earning just below the new minimum wage. Kirby emphasized the need to account for this shift in staffing expenses moving forward.

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

VII. <u>OLD BUSINESS:</u>

A. ***ASM Global Agreement***- Chairwoman Maureen McNulty Saxton reported that the Board has received the ASM Global agreement, and as LEPFA is not equipped with contract attorneys, it has engaged legal counsel for review. The attorney has provided an initial assessment, which was shared with Tristan for further consideration. The Finance Committee, which includes members of the Executive Committee, has not yet met with the attorney but has scheduled a meeting in the coming week to continue discussions. The goal is to have clarity on the agreement and make a decision regarding the ASM Global agreement at the March Board meeting. Additionally, there are costs associated with the agreement, such as contract administration and insurance, that may not be covered. It is recommended that LEPFA's financial team assess the potential budgetary impact and prepare any necessary budget requests to the City of Lansing.

VIII. **<u>NEW BUSINESS:</u>** None

IX. **<u>AJOURNMENT:</u>** At 8:59 a.m. the regular monthly meeting was adjourned. MOTION: Commissioner Danielle Lenz SECOND: Commissioner Charles Mickens. MOTIONED CARRIED

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, March 18, 2025
8:00 a.m.
LOCATION: HALL B

Respectfully submitted,

Kasey McFadden, Recording Secretary