At 8:03 a.m. Chairman Price Dobernick called the meeting to order in the Conference Room of the Greater Lansing Convention and Visitors Bureau, located at 500 E. Michigan Avenue, Suite 180, Lansing, MI 48912.

**COMMISSIONERS PRESENT:** Price Dobernick, Larry Leatherwood, James Stajos, Tim Barron, James Butler, Cindy Bowen, and Charles Mickens.

**COMMISSIONERS EXCUSED:** Charles Janssen

**OTHERS PRESENT:** Heidi Brown, Ashley Proper, Tristan Wright, Scott Horgan, Scott Keith, Jennifer McFatridge, Paul Ntoko – Lansing Entertainment and Public Facility Authority; Jack Schripsema, Julie Pingston, David Buckenberger, Mike Price – Greater Lansing Convention and Visitors Bureau; Brian McGrain, Derrell Slaughter-Ingham County Commissioner, Eric Brewer, Jim Smiertka, Jeremy Garza – City of Lansing; Jack Alexander – Public; Ryan Johnson, Charlie Johnson – Johnson Consulting; Chad Nelson, Ryan Olszowy – Christman Company.

I. **ESTABLISHMENT OF THE AGENDA:** No changes.

II. **PUBLIC COMMENT:** No public comment.

III. **APPROVAL OF NOVEMBER 2019 MINUTES:** Chairman Dobernick requested a motion to approve the November 2019 minutes as published.

   Motion: Commissioner Leatherwood
   Second: Commissioner Butler
   Motion unanimously carried

Commissioner Bowen and Commissioner Mickens entered the meeting at 8:05 a.m.

IV. **REPORTS:**

A. **CHAIRMAN:** Chairman Dobernick stated he did not have anything to report at this time.

B. **FINANCE COMMITTEE:** Commissioner Leatherwood thanked the Finance team for reviewing all the documents thoroughly.

1. **December 2019 Finance Report:** Jennifer McFatridge, Vice President of Finance, reviewed the following:
a. Groesbeck Golf Course:
December operating revenue indicates the weather has allowed for traditional golf, as well as the simulator season kicking off with a positive performance. December revenue is up compared to last year and compared to budget for the month, as well as for year to date. December concession sales are up more than 100% compared to last year; with beer sales accounting for 59% of that number. Overall, operating expenses finished down compared to budget for the month as well as year to date. Categories providing the largest impact to the year to date budget include food and beverage, rents/leases, and marketing. In the category of food and beverage, the expense is related to concessions labor and the cost of goods purchased. In rents/leases, the variance to budget is attributed to the addition of the utility carts this year. The budget was set and adopted before this change in our annual lease with US Golf. Finally, in the category of marketing, the expense is related to the overall forms of advertising used to promote the course. At the end of December, excess revenue over expenses is ahead of budget.

b. Cooley Law Stadium:
Operating revenue at Cooley Law School Stadium typically comes from the ATM machine that located on the concourse. Revenue is down compared to budget for the month and for year to date as well. We have adjusted the fiscal year 2021 budget amount for the ATM, as ATM use is declining. Overall, operating expenses finished down compared to budget for the month and year to date as well. In the category of salaries/wages, the expense this year is greater than the prior year. We changed the allocation of Lansing Center labor to the Stadium to reflect positions that impact the Stadium operations. The category providing the largest impact to the year to date budget is utilities. When the fiscal year 2020 budget was created, we planned for a 20% increase in usage as events at the Stadium and use of The View has been increasing. We will continue to monitor this as the fiscal year continues, with a plan to adjust the utility budget to better reflect Smart Meter actual usage. Electric was down 3% ($295), Gas was up 83% ($1,339); while water was down 83% ($2,850) compared to last year. At the end of December, excess revenue over expenses is ahead of budget.

c. Lansing Center:
December year to date operating revenue increased over last year by $58,275 or 2%. December revenue is down compared to budget for the month; however, it is up when compared to the year to date budget. December events include Accident Fund, Midwest Reps, Vision Source and MYWAY Wrestling Tournament. Overall, there were six (6) events that occurred in December 2018 that were not re-booked December 2019 accounting for more than $126,000 in rent, food and beverage, and equipment rental. In December 2019, we have four (4) events that are new or extra events that did not occur in December 2018, capturing more than $89,000 in rent, food and beverage and equipment. Overall, operating expenses finished down compared to budget for the month; however, were up for year to date. Categories providing an impact to the December budget include utilities, marketing, and events. In regard to utilities, most of the excess is related to electric and steam. Electric was up more than 4% compared to last year, while steam was up more than 15% compared to last year. In the category of marketing, expenses are related to items for Silver Bells advertising (broadcast, print media, etc.) In event expenses, more than 68% of the expense is related to the rooftop lighting for Silver Bells. Finally, unearned revenue-advance rent has increased when compared to last month; and remains strong when compared to the last two (2) fiscal years. At the end of the sixth month of the fiscal year, the Lansing Center has captured 46% of the revenue budget and contained expenses to 51% of the budget.

Commissioner Bowen questioned the high steam expenses and asked if there is any way to lower the costs.
Scott Keith stated that we do our best to monitor steam usage and in his many discussions it has been eluded that there is a possibility in the future for the Board of Water of Light to reduce or eliminate steam.

Chairman Dobernick thanked Jennifer and the finance team. Mr. Dobernick requested a motion be made to accept the December 2019 Financial Statements for: Groesbeck Golf Course, Cooley Law School Stadium, and the Lansing Center be received as published; and further that the monthly expense for each entity be accepted as presented:

Motion: Commissioner Barron
Second: Commissioner Butler
Motion unanimously carried

2. **Overview of Draft Budgets for Fiscal Year 2021:** Scott Keith provided an update on the direction of LEPFA for this coming year. Our goal was to reduce our request of the City by 10%; currently we are looking at a 13% reduction. Currently we are on track due to Groesbeck revenue and the team understood the directive and we hope to see improvements in overall business next year.

C. **PERSONNEL COMMITTEE:** Scott Keith stated that the Personnel Committee reviewed the addendum to his contract, and he shared an update on personnel matters with the committee. LEPFA’s Employee of the Year, Natalie Glisson will attend the February Board of Commissioners meeting. The LEPFA U training which covered diversity and inclusion took place in January.

D. **STRATEGIC PLANNING COMMITTEE:** Committee Chair James Stajos stated that the committee met and reviewed the facility audit. Mr. Stajos turned the meeting over to Tristan Wright. Tristan Wright introduced Ryan and Charlie Johnson from Johnson and Johnson Consulting and noted they would present their audit report today.

Ryan Johnson began his presentation by explaining how the team completed the assessment of the building. Mr. Johnson stated that they worked closely with their partners as well as Christman Construction on the pricing for each component. The team completed an architectural review, a site review, and an AV/IT/Security review. They then reviewed the history of the building, funding strategies and finally pricing options. Johnson and Johnson felt that the following items need to be updated immediately:

- Lights
- Technology/ AV
- Storage
- Kitchen equipment
- Concrete/limestone repairs
- Fire Systems
- Security
- Signage around the building
Johnson and Johnson also stated that the whole building update will cost forty million eight hundred forty-five thousand fifty-nine dollars ($40,845,059.00). However, immediate needs total approximately fifteen million dollars ($15M).

Chairman Dobernick thanked Johnson and Johnson as well as Christman Construction for the report. Chairman Dobernick requested a motion to receive the report:

Motion: Commissioner Barron
Second: Commissioner Stajos
Motion unanimously carried.

E. PRESIDENT & CEO: Scott Keith, LEPFA President & CEO reported the following:

- **Articles of Incorporation** – The City approved the amendment to the LEPFA Articles of Incorporation. The amendment was to remove the City Market vendor representative from the LEPFA Board of Commissioners. It will now include a Greater Lansing Convention and Visitor’s Bureau Board member who may be required to go through the same approval process as all other Board members.

- **GLCVB Agreement** – Scott reminded those present that we have been working with the CVB and the City on the allocation of hotel bed tax funding to the Lansing Center. We have come to an agreement that will change how our funding and what it may be used on as there are limits to what can be spent on operations and what can be spent on capital improvements.

Chairman Dobernick requested a motion to approve the agreement between LEPFA and the GLCVB.

Motion: Commissioner Barron
Second: Commissioner Mickens
Motion unanimously carried.

Commissioner Dobernick thanked the CVB for their continued partnership.

- **Dr. ML King, Jr. Luncheon** – Scott reported on the MLK luncheon and that it was very well attended. The team did a wonderful job on service.

- **CEMA Training** – Scott stated that LEPFA participated in an active assailant training in January provided by CEMA. We were able to partner with some of our community partners and was a good discussion on how we can work together better as a team.

Derrell Slaughter exited the meeting at 8:51 a.m.

- **Waterfront Bar and Grill Update** – Scott reported he received notice last evening that Waterfront has agreed to a tentative settlement. They have a walk-in cooler left in the building and have 30-days to remove it, or it will become LEPFA property.

Commissioner Barron asked the Johnson team based on the overall condition of the Lansing Center how do we stack up against other Centers?
Ryan Johnson stated that we are in the 50% to the lower half due to the absence of dedicated funding, which is a common trend around the country.

F. VICE PRESIDENT & STAFF REPORTS:

1. **Scott Horgan, Vice-President of Sales & Marketing** – Scott Horgan reported the following:
   **Lansing Center** – On January 2, 2020 LEPFA’s Box Office Manager Laurel Winkel retired, which presented an opportunity to reconstruct the Box Office and Event Staff departments. Mindy Biladeau is the Director of Event Services and Programming and will assume responsibility for the Event team and an additional Event Coordinator will be hired. Scott Horgan distributed the Grand Concert Series Recap. He stated that over the next few months we will be looking at redoing our recaps. We really want the recaps to be sponsor focused instead of client focused.
   **Groesbeck Golf Course** – Almost 24,000 rounds of golf were played last year. Greg has developed a great working relationship with the Michigan High School Athletic Association. We are currently working on a partnership with the PGA of MI group. Customers continue to give us great feedback about the course improvements.

2. **Tristan Wright, Vice-President of Operations** – Tristan Wright thanked Johnson Consulting and Christman Construction for all of their work. Tristan thanked the CVB team who helped with providing input on our building. We have selected C2AE to assist us with our Riverside Balcony project. Moores Trosper will be the contracted company to repair our balcony in the spring. We also completed the replacement of the cooling tower over Hall-C. We are working with the Lugnuts on repairs needed before we open the Stadium in the spring.

Commissioner Barron exited the meeting at 9:06 a.m.

3. **Heidi Brown, Vice-President of Administration** - Heidi Brown reported that we currently have 72 workers comp claim free days. The administration team is working on updating and improving the employee manual. The team is also working through all employee job descriptions, postings, interview questions and are updating the information for on-call and part-time positions.

Johnson and Johnson, and Christman Consulting exited the meeting at 9:07 a.m.

4. **Paul Ntoko, Vice-President of Foodservice** - Paul Ntoko reported that the MLK lunch was a record for our building of largest single plated meal served ever. Last year we were able to contribute 22,000 pounds of food to food movers.

Brian McGrain exited the meeting at 9:09 a.m.

G. COMMISSIONERS COMMENTS: No comments.
V. **COMMISSIONER & STAFF COMMENTS:** Scott Keith congratulated Councilmen Garza on his re-appointment to the LEPFA Board.

VI. **OLD BUSINESS:** Approved amended October 2019 Minutes.

VII. **ADJOURNMENT:** At 9:12 a.m. Chairman Dobernick requested a motion for adjournment:

- Motion: Commissioner Bowen
- Second: Commissioner Stajos
- Motion unanimously carried

**THE NEXT MONTHLY MEETING IS SCHEDULED FOR:**

**FEBRUARY 25, 2020 – RADISSON HOTEL – CAPITOL III ROOM**

Respectfully Submitted,

Ashley Proper, Recording Secretary