

**LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
FEBRUARY 26, 2019  
MINUTES**

At 8:06 a.m. Chairwoman Cindy Bowen, called the meeting to order in the Conference Room of the Greater Lansing Convention & Visitor's Bureau, located at 500 E. Michigan Avenue; Lansing, Michigan 48933.

**COMMISSIONERS PRESENT:** Tim Barron, Cindy Bowen, Price Dobernick, Charles Janssen, Larry Leatherwood, Brian McGrain (Ex-Officio), and Charles Mickens.

**COMMISSIONERS EXCUSED:** Angela Bennett (Ex-Officio), Eric Brewer (Ex-Officio), James W. Butler III and James Stajos.

**OTHERS PRESENT:** Scott Keith, Jennifer McFatrige, Scott Horgan, Paul Ntoko, Tristan Wright, Heidi Brown, Shelly Busse, Mike Loomis - Lansing Entertainment & Public Facilities Authority; Heather Sumner – Lansing City Attorney's Office, Tiffany Dowling, Zack Krieger – M3 Group, and Jack Alexander.

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

**IV. PUBLIC COMMENT:** Jack Alexander asked Scott for an update on naming rights for Lansing Center, how much will be received, and what the money will be used for.

Scott stated LEPFA is working with M3 Group on naming rights for Lansing Center. How the money will be used will be up to the City with input from Scott; but will most likely go toward capital improvements and signage that will identify the sponsor. the money will be strictly used for Lansing Center.

**V. APPROVAL OF THE MINUTES OF January 22, 2019:**  
Chairwoman Bowen asked for a motion for approval of the minutes as published.

MOTION: Commissioner Janssen   SECOND: Commissioner Mickens  
Motion unanimously carried.

**VI. REPORTS:**

**A. CHAIRWOMAN:** Chairwoman Bowen asked Scott Keith to provide an overview of the Employee of the Year Program and then recognition of Mike Loomis, as LEPFA's first Employee of the Year award recipient.

Scott reviewed the Employee of the Year program, along with the meaning of it and who it was created in honor of. Scott stated 2018 is the first year the award was given and the recipient is Mike Loomis. Mike is the second Shift Facilities Foreperson.

Chairwoman Bowen reviewed Mike's employment background, presented him with a framed certificate and offered Mike congratulations. The LEPFA Board and all staff present, also offered congratulations.

**B. FINANCE COMMITTEE :**

**1. January 2019 Financial Information:** Jennifer McFatrige,  
Vice-President of Finance reported the following:

- a. Groesbeck Golf Course:** January Operating Revenue indicates traditional golf season has ended and the start of Simulator Golf season. Simulator League revenue is spread out over the time frame of their season. A year ago, we began operating Groesbeck and did not have revenue sources (concessions or simulator) at that time. January revenue is up to budget for the month as well as YTD. Switching to expenses, Operating Expenses finished down to budget for the month and YTD. Categories providing the largest impact to the overall budget include Fringe/related costs and Food and Beverage. In the category of Fringe/Related Costs adjustments to the FY20 budget were necessary as we reviewed our allocations in order to have a better target. In the category of Food and Beverage, menu options are being reviewed and the budget for FY20 has been adjusted.
- b. Lansing City Market:** While January Operating Revenue is up to budget for the month and YTD; we have received 2 payments out of the 8 months that have been invoiced. Building revenue has dropped by 12% and Operating revenue has dropped by 17% when compared to the prior year. Overall, Operating expenses finished up to budget for the month as well as YTD. The category providing the largest impact to the budget is Professional Services. In this category, 97% of the expense is legal fees. YTD our legal fees are \$53,296. We continue to review all anticipated expenses to determine when the City of Lansing subsidy we receive will be depleted and the market will need to close. We have \$10,175 remaining due to us for the remainder of the fiscal year.
- c. Cooley Law School Stadium:** Operating Revenue at Cooley Law School Stadium typically comes from the ATM machine that is positioned on the concourse. Revenue is down to budget for the month as well as YTD. Overall, Operating expenses finished down to budget for the month as well as YTD. The category providing the largest impact to the YTD budget was Maintenance of Facilities. While there weren't any repairs this month to report, we have discussed repairs in prior months (8/18 -Breaker repairs to Pepsi Porch/Chevy Terrace and 12/18-Trane repairs to HVAC).
- d. Lansing Center:** January Operating Revenue decreased from last year nearly \$13,000 or 2%. January revenue is up over budget for the month as well as YTD. There were 4 events that occurred in January 2018 that did not repeat in January of 2019. Of those that did not repeat, those events accounted for nearly \$95k in Food and Beverage, \$54k in Equipment rental and \$10k of rent. The flip side of this is we have 7 events that are in January 2019 that did not occur in January 2018, capturing \$10k among rent, \$91k in food and beverage and \$20k in Equipment rental. Some events that occurred in January include the

Legislative Luncheon for Governor Whitmer, Trinity Health, Michigan Agri-Business, Greater Lansing Area Holiday Commission, Michigan Veterinary Association and Michigan Nursery and Landscape Association. Overall, Operating Expenses finished up to budget for the month and YTD. Categories providing an impact to the January budget include Professional Services, Supplies/materials, and Events. In Professional Services, we had labor of \$2800 related to our server replacement. In Supplies/Materials, nearly \$11k or 61% is for the purchase of the server that was replaced. Finally, in Event expenses, 61% of the expense is carpeting and 12% is for microphones. Unearned Revenue-Advance rent has established the high point of the fiscal year; increased when compared to last month; remains strong when compared to last fiscal year. At the end of seven months of the fiscal year, the Lansing Center has captured 58% of the revenue budget and contained expenses to 58% of the budget.

Chairwoman Cindy Bowen, asked for a motion to accept the January 2019 financial statements for Groesbeck Golf Course, Lansing City Market, Cooley Law School Stadium, and the Lansing Center be received as published and further that the monthly expenses for each entity be accepted.

MOTION: Commissioner Leatherwood ACCEPT: Commissioner Mickens

\*Commissioner Barron entered the meeting at 8:17 a.m.

**2. Resolution for Common Ground Liquor License:**

Jennifer reported she is in the process of completing the Common Ground Liquor License application for Michigan Liquor Control Commission and a resolution by this Board is needed for completion. Jennifer asked for a motion to approve the Liquor License application as presented.

MOTION: Commissioner Leatherwood ACCEPT: Commissioner Dobernick

**C. PRESIDENT & CEO:** Scott Keith reported the following:

1. **PR Branding Update:** Scott introduced Tiffany Dowling of M3Group, and reviewed the project M3 Group is working on for LEPFA. Tiffany introduced Zach and reviewed what M3 has done so far for the PR Branding of LEPFA. Tiffany discussed the S.W.O.T. Analysis regarding all properties. Tiffany stated LEPFA has little brand recognition. People know what LEPFA is, but not what LEPFA does. The Analysis shows there are opportunities to grow, because people want entertainment in the area. There is confusion why Lansing Center receives a subsidy from the City. Tiffany reviewed threats to the brand and noted when people don't understand, that creates a problem with growing the Organization. An online poll was created about LEPFA and was distributed via social media. In addition Focus Groups were held to discuss LEPFA. These Focus groups included leadership staff, internal staff, LEPFA Board members, and one external public Focus group.

Zach reviewed the internal group and stated the group was a nice cross section of people from within LEPFA. Zach noted that it was interesting to understand both internal and external perceptions of LEPFA. LEPFA as an acronym doesn't translate well with public. The Public doesn't understand the contribution LEPFA makes to the City and its properties.

Tiffany explained who received the poll survey in the City.  
Commissioner Leatherwood recommend targeting diverse population.

Tiffany reviewed the next steps that M3 will take with the project. Data will analyzed and the positives and challenges will be reviewed to build an understandable brand. Tiffany stated a name for LEPFA is possible, so it is more understood. Promoting what LEPFA is and what LEPFA does will also allow for more community understanding of the brand. Once we are through this process, M3 would help create the collateral to help. M3 will also roll this information out and help support it. The survey indicates strongly that a name change is needed. The name change should be something simple, so people understand quickly, and recovery from negative experiences is quicker. Within the next four weeks M3 will present new naming options.

Scott stated he will provide electronic version of M3 results. As far as naming rights progress: we are working diligently with organizations in our community and beyond. There is great opportunity to nail down naming rights in the next 6 months to happen in 2020.

2. **Budget:** Scott reported the FY20 DRAFT Budget has been submitted to the City, and at this time we have not been given notice of any changes. Scott reviewed highlights for each property from the DRAFT Budget. The budget is up 2.5% - with a reduction due to City Market going away, but an increase at stadium due to Ignite. We were able to reduce Groesbeck contribution and still provide a resident discount at golf course.  
Commissioner Janssen asked if the stadium amount increased because Ignite was added. Also, where does revenue from Ignite go?  
Scott stated LEPFA won't see the revenue increase as all revenue goes to the City. Scott reported that we also asked for capital dollars. Minimal amount for Groesbeck (\$20,000) Stadium minimum of \$75,000 for a mixture of improvements), and Lansing Center needs a water treatment tower (\$70,000) and river side balcony repairs.
3. **Silver Bells:** The City has transferred operations to LEPFA. A full-time position for Director of Outside Events will be posted.
4. **Whiskey Warmer:** Scott reported the date has been changed to March 22nd. The date change was a weather related decision.
5. **Suite:** Lansing Ignite Opener suite reserved April 13<sup>th</sup>, for the Board.
6. **Common Ground:** The I Love the 90s tour is scheduled for June 7<sup>th</sup>. Tickets are selling well. We are also looking at the 8th for another artist. Common Ground dates are June 27th - June 30th. Scott reviewed Saturday Country Night schedule and noted Sunday night should be wrapped up this week; it will be a Hip Hop night. Work continues for Thursday and Friday. By moving the dates to June, the revenue and expenses will be in the current fiscal year

budget.

7. **Regional Funding:** Work continues with the City, County, and CVB for a different funding model for Lansing Center.
8. **Outdoor Life Show:** (Formerly known as Deer & Turkey show). We have tickets available if interested.

**D. PERSONNEL COMMITTEE:** Scott reported on behalf of Committee Chair James W. Butler III. The Committee met last Thursday. Discussion included Director of Outside Events full-time position. Researching a "Work from Home" policy, and F&B working on title changes in the department. The Separation Agreement with an AMTA member has been completed, and there were no issues. Education/discussions continue regarding the law for paid sick leave for part time staff. This goes into effect at the end of March. The OSHA annual report was discussed as well. Chairwoman Bowen asked if the paid medical leave will be fair with what is already established for full time staff.

\*Commissioner Leatherwood exited the meeting at 9:16 a.m.

**E. STRATEGIC PLANNING COMMITTEE:** No report.

**F. VICE-PRESIDENT & STAFF REPORTS:**

1. **Scott Horgan:** Scott reported the simulator at Groesbeck opened for business January 14th, but was closed from the 21st to the 24<sup>th</sup> due to poor weather. Scott reviewed usage and reservations for the simulator, along with a review of leagues and lessons. Scott stated the new rates gave been approved and all night time golf leagues are filled. Scott stated we are ahead of pace for outings and tournaments.
2. **Tristan Wright:** Tristan reported all CBAs expire in June, and we have been meeting internally to review and prepare for renewal. The Lansing Center Audit/Feasibility Study "Kick Off" is scheduled for April 10<sup>th</sup>. Tristan reviewed the agenda for the day.  
Tristan reported that de-winterizing of the stadium has started. Tristan reported there will be training for staff in April, for first aid mental health.
3. **Paul Ntoko:** Paul stated he is working to finalize an integration of a structured cancellation policy in our contracts.
4. **Heidi Brown:** Heidi stated the part-time accounting associate position has been filled. Currently, there is a Groundskeeper position open, along with on call positions also available. Heidi reviewed items that were on the Board Administrative report; noting there are no workers comp cases, or short term/long term cases. Training continues with individual departments on the Supervisor's manual.  
Heidi stated the paid medical leave time at is all-encompassing for her at moment. The Health Care Committee will start meeting to discuss renewals of dental, vision, and life insurance. Heidi stated work has begun on the next LEPFA U session.
5. **Scott Keith:** Scott provided updates on the Waterfront legal case as well as Shuto Con legal case.

**VII. COMMISSIONER AND STAFF COMMENTS:** No comments.

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

**IX. NEW BUSINESS:** No report.

**X. ADJOURNMENT:** At 9:32 a.m. the meeting was adjourned.

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

**APRIL 23, 2019  
LANSING CENTER  
GOVERNOR'S ROOM**

Respectfully submitted,  
Shelly Busse, Recording Secretary