

**LANSING ENTERTAINMENT AND PUBLIC FACILITIES AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MARCH 19, 2019  
MINUTES**

At 8:07 a.m. Chairwoman Cindy Bowen, called the meeting to order in Hall C of the Lansing Center, located at 333 E. Michigan Avenue; Lansing, Michigan 48933.

**COMMISSIONERS PRESENT:** Cindy Bowen, Eric Brewer, James W. Butler III, Price Dobernick, Charles Janssen, Brian McGrain (Ex-Officio), and Charles Mickens.

**COMMISSIONERS EXCUSED:** Tim Barron, Angela Bennett (Ex-Officio), and James Stajos.

**OTHERS PRESENT:** Scott Keith, Jennifer McFatrige, Scott Horgan, Paul Ntoko, Tristan Wright, Heidi Brown, Shelly Busse - Lansing Entertainment & Public Facilities Authority; Jim Smiertka – Lansing City Attorney's Office, and Jack Alexander.

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

**IV. PUBLIC COMMENT:** Jack Alexander asked Scott to provide an update on a practice facility for Lansing Ignite soccer, if he is aware of what is happening with a parcel of property located at the corner of Saginaw and Larch St., and what is the plan for the City Market once Waterfront has vacated the space.

Scott reported Lansing Ignite will practice on Lansing Catholic Central's turf field; long term plans for a practice location are being discussed. Scott stated he isn't sure what the plans for the empty parcel are at this time. Once the City Market is vacant, the building reverts back to the City and the City will determine what its use will be.

**V. APPROVAL OF FEBRUARY 26, 2019 MINUTES:**

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:** No report.

**B. FINANCE COMMITTEE :**

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

- a. Groesbeck Golf Course: February Operating Revenue is up to budget for the month and YTD. 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. There is a correcting entry to Green Fees revenue as this is the

amount of unredeemed gift cards.

The revenue will be allocated at the time of use, not the time of purchase. Switching to expense, Operating Expenses finished down to budget for the month and YTD, however, were up over last year. Categories providing the largest impact to the overall budget include Fringe/related costs, Communications, 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.

Communications expenses are related to the Phone and Fiber project with ACD that was completed in the Fall. Finally, in the category of Food and Beverage, menu options are being reviewed and the budget for FY20 has been adjusted.

- b. Lansing City Market: February Operating Revenue is up to budget for the month and YTD. 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 \$61k. We continue to review all anticipated expenses to determine when the City of Lansing subsidy we receive will be depleted. We have \$10,175 subsidy funds due to us for the remainder of the fiscal year.
- c. Cooley Law School Stadium: Operating Revenue at Cooley Law School Stadium 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). We will be repairing the elevators near the Pepsi Porch in March.
- d. Lansing Center: February Operating Revenue decreased from last year nearly \$297,000 or 7%. February revenue is down to budget for the month but is up YTD. There were 10 events that occurred in February 2018 that did not repeat in February of 2019. Of those that did not repeat, those events accounted for nearly \$57k in Food and Beverage, \$32k in Equipment rental and \$54k of rent. The flip side of this is we have 9 events that are in February 2019 that did not occur in February 2018, capturing \$30k in food and beverage, \$8k in Equipment, rental and \$26k among rent. Some events that occurred in February include Kohler Expos (Mid-Michigan Women's Expo), American Water Works Association, Arboriculture Society of Michigan, Michigan Farm Bureau and Munciana Volleyball Club. Overall, Operating Expenses finished up to budget for the month and YTD. Categories providing an impact to the February budget include Professional Services, Marketing, and Events. In Professional Services, we had labor of \$8900 related to our server replacement that was installed at the beginning of the month. In Marketing, nearly \$9k is for the services and projects that are ongoing

with M3. Finally, in Event expenses, 56% or \$35k of the expense is AV Supplies (laptops, projectors, etc.) and 7% or \$4546 is for microphones. Unearned Revenue-Advance rent has established the high point of the last three fiscal years; increased when compared to last month; remains strong when compared to last fiscal year. At the end of eight months of the fiscal year, the Lansing Center has captured 66% of the revenue budget and contained expenses to 67% of the budget.

2. **Budget Review:** Jennifer reported the fiscal year 2020 Budget was reviewed in Finance committee yesterday. LEPFA overall annual subsidy request is up 2.7% when compared to last year. The City Market subsidy has been eliminated. We were able to reduce Groesbeck subsidy by \$13,000 and we held the Lansing Center subsidy to the same amount as last year. We have increased the Stadium subsidy in preparation for the additional expense related to Lansing Ignite.

Chairwoman Cindy Bowen, asked for a motion to accept the February 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

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

1. **Whiskey Warmer:** The event is this Friday, from 6:00 p.m. until 9:00 p.m. Scott reviewed highlights of the event.
2. **Ignite:** April 13, 2019 is Opening Day for Lansing Ignite. The suite is available for the Board's use. Yesterday, the "kits" (jerseys) were unveiled. Scott noted it is important that we refer to Cooley Law School Stadium, as "stadium" and not "ballpark."
3. **Lugnuts:** Opening Day is April 6, 2019. The suite is reserved for the Board. If interested in attending either game, please let Shelly know.
4. **Common Ground:** Friday night line-up has been announced; headliner is Zedd. Scott stated he will forward the press release to everyone. A review of the scheduled performers was provided.
5. **Funding Model:** A lot of discussion has taken place, and another meeting is scheduled for April 17, 2019 that will include the CVB Executive Board, LEPFA's Executive Board, The Mayor, and several County Commissioners.
6. **Silver Bells:** We are working on the transission from DLI to LEPFA; more information will be provided during next month's meeting.
7. **Waterfront:** Scott distributed a memo from LEPFA's attorney that provides an update on the litigation.

At 8:26 a.m. the meeting went into CLOSED Session. Roll was taken and Commissioners present: Bowe, Butler, Dobernack, Janssen, and Mickens. Also present: Jim Smiertka, City Attorney.

At 8:36 a.m. the meeting resumed OPEN Session. Roll was taken and Commissioners present: Bowe, Butler, Janssen, and Mickens.

\*Commissioner Dobernick exited the meeting at 8:36 a.m.

8. Shuto Con: A debt settlement was reached through mediation that both parties have agreed to.
9. Vacation: Scott reported he will be on vacation next week.

**D. PERSONNEL COMMITTEE**: The Committee meets this Thursday.

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

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

1. Scott Horgan: Scott provided a review of the National Archery in Schools Tournament. The event was held last weekend and was very successful; with great attendance. Scott noted we are currently running a promo code for 20% room rental rate, in hopes the promotion will garner some short term filler business.  
Scott provided a review of Groesbeck preseason membership numbers; noting all leagues are full and a newly announced "couples league" will be incorporated into Friday night golfing. The course may open for walkers this weekend, depending on weather.  
Chairwoman Bowen stated it seems we could be doing more to promote the good work that LEPFA is doing with the golf course. Scott Horgan reviewed what we're doing and stated if anyone has ideas of what else can be done to promote LEPFA's work to let him know.
2. Tristan Wright: The In-House Security RFP was sent out for bids. A meeting to review the RFPs is scheduled for this week. Tristan reminded those attending the Johnson Consulting Kick-Off of the date, April 10, 2019. The Operations staff continues to prep the stadium for Opening Day.
3. Paul Ntoko: The State of MI per diem has been finalized and effective April 1, 2019 the beverage portion will be separated from the food portion. A new supervisory structure is in place and some titles will change in the F&B Department effective April 1, 2019.
4. Heidi Brown: Heidi review vacant positions and worker's comp claims; noting there were two new claims last month. Internal meetings continue to discuss upcoming CBA expirations. The Supervisor Manual and training has been completed. Work continues on updating job descriptions. The Paid Medical Leave Act and Minimum Wage increase are both effective at the end of March. FLSA changes will also be forthcoming.

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

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

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

**X. ADJOURNMENT:** At 8:55 a.m. the meeting was adjourned.

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

**MAY 21, 2019  
LANSING CENTER  
GOVERNOR'S ROOM**

Respectfully submitted,  
Shelly Busse, Recording Secretary