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


COMMISSIONERS EXCUSED: Angela Bennett (Ex-Officio) and Brian McGrain (Ex-Officio).

OTHERS PRESENT: Scott Keith, Jennifer McFatridge, Scott Horgan, Paul Ntoko, Tristan Wright, Heidi Brown, Shelly Busse, Mindy Biladeau - Lansing Entertainment & Public Facilities Authority; Heather Sumner – Lansing City Attorney's Office, and Jack Alexander.

III. ESTABLISHMENT OF THE AGENDA: No changes.

IV. PUBLIC COMMENT: No public comment.

V. APPROVAL OF MARCH 19, 2019 MINUTES:
Chairwoman Bowen asked for a motion for approval of the minutes as published.

Commissioner Mickens stated he would approve on condition the statement in Strategic Planning Report be changed to read "Did not have a meeting".

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

VI. REPORTS:

A. CHAIRWOMAN: No report.

B. FINANCE COMMITTEE:

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

a. Groesbeck Golf Course: March Operating Revenue is down to budget for the month but is up YTD. A year ago, we were in our third month of managing Groesbeck, the Simulator was not active at that time and revenue sources (concessions or green fees) were minimal at that time. Switching to expense, Operating Expenses finished down to budget for the month and YTD. 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: March Operating Revenue is up to budget for the month and YTD. Building revenue has dropped by 13% and Operating revenue has dropped by 18% when compared to the prior year. Overall, Operating expenses finished down to budget for the month, but are up YTD. The category providing the largest impact to the budget is Professional Services. In this category, 97% of the expense is legal fees. We continue to review all anticipated expenses to determine when the City of Lansing subsidy we receive will be depleted. We have received the final subsidy funds for 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 YTD. We will start to see revenue again, in April as Baseball and Soccer seasons have begun. Overall, Operating expenses finished up to budget for the month, however, it is down to budget YTD. The category providing the largest impact to the YTD budget was Maintenance of Facilities. In March we incurred repairs to a perimeter fence as well as HVAC repairs.

d. Lansing Center: March YTD Operating Revenue decreased from last year by more than $300,000 or 6%. March revenue is up to budget for the month as well as YTD. Some events that occurred in March include Michigan Outdoor Life (formerly known as Deer and Turkey) Michigan Municipal League, Michigan Association of Treatment Court Professionals and Michigan Milk Producers. There were 14 events that occurred in March 2018 that did not repeat in March of 2019. Of those that did not repeat, those events accounted for nearly $86k in Food and Beverage, $95k in Equipment rental and $68k of rent. In March of 2019, we have 8 events that are in March 2019 that did not occur in March 2018, capturing $105k in food and beverage, $38k in Equipment rental and $38k in rent. Overall, Operating Expenses finished up to budget for the month and YTD. Categories providing an impact to the March budget include Professional Services, Marketing, and Events. In Professional Services and Marketing, we have allocated expenses related to the Facility Audit. Finally, in Event expenses, 43% or $31k of the expense is AV Supplies (laptops, projectors, etc.) and 10% or $7K is for event supplies. Unearned Revenue-Advance rent has followed trend with the prior two fiscal years; decreased when compared to last month; remains on par to last fiscal year. At the end of nine months of the fiscal year, the Lansing Center has captured 79% of the revenue budget and contained expenses to 76% of the budget.
Secretary/Treasurer, Commissioner James Stajos commented on the revenue shortage and noted that expenses are below budget, so overall April was a great month.

Chairwoman Cindy Bowen, asked for a motion to accept the March 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 Butler    ACCEPT: Commissioner Barron 
Motion unanimously carried.

C. PRESIDENT & CEO: Scott Keith reported the following:
1. Lugnuts: Opening Day for Lugnuts baseball was greeted with beautiful weather; a perfect night for baseball.
2. Ignite: Opening night for the Ignite was a chilly night. Attendance was around 3,400 people. Scott compared the timelines of when the Lugnuts came to Lansing vs. when the Ignite team was announced and how little time was left to plan for the Ignite. Scott stated this is an educational experience and we are learning through the process of the new franchise.

Chairwoman Bowen asked if the use of social media could help educate the public on the soccer experience.
Scott stated that this may be a good opportunity for the Ignite to provide some public training on the sport.
3. Budget Presentation: LEPFA’s budget will be presented to City Council on Monday, April 29th. Scott stated he anticipates a good presentation with good questions.
4. Waterfront: There was a Court of Appeals hearing last month and a decision from the Court was received last week. The ruling is in LEPFA’s favor on all three counts.
5. Rotary Park: Currently the park is under construction to make improvements. LEPFA may be asked to work with the City to develop events for the park.
6. Common Ground: Thursday night’s opening act was announced last week. Scott reviewed the Lansing State Journal article that discussed Taste of Country not returning this year. Scott stated the article is inaccurate; noting there were dates available for the event.
Scott reviewed this year’s line-up and discussed the reduction in funding from the City. Further noted is Common Ground is now in this fiscal year and not next fiscal year.
7. Silver Bells: Scott stated a formal motion is needed to accept the transfer of Silver Bells from Downtown Lansing Inc. to LEPFA. There are no changes with Lansing Board of Water & Light involvement.
Commissioner Janssen asked how Silver Bells will help with revenue. Scott stated we will lose the sponsorship from the City and this is not a revenue generating event for LEPFA.

Commissioner Butler asked if the new position was in the budget. Scott stated it was partially in the budget and partially funded by the events that the position will oversee.

Commissioner Barron made a motion to accept the transfer of Silver Bells from Downtown Lansing Inc. to LEPFA.

MOTION: Commissioner Barron ACCEPT: Commissioner Stajos
Motion unanimously carried.

8. April Financials: A discussion was held yesterday during the Finance Committee meeting regarding April financials. Scott explained how there were various ill-timed school district Spring Breaks this year and the late date of Easter, no one was scheduling events during the month of April. Scott asked for support when discussing this legislation and proposing a set schedule for spring breaks and post Labor Day school start the community.

9. Golf Balls: Groesbeck logo golf balls are available for anyone today who would like a pack.

10. CAUW: Scott stated he has been elected to Chair this Board for the upcoming year.

11. Funding Model Meeting: This meeting was held last week with CVB, County, Mayor, Executive Boards. We hope to schedule another meeting soon. Scott stated the meeting started off rough, with the CVB not wanting to give up any of the tax funds to LEPFA. Chairwoman Bowen stated the two boards are working together to obtain funding. By the end of the meeting, everyone agreed Lansing Center is an asset to the community.

Commissioner Stajos stated he is disappointed with CVB’s position; noting it was clear that there were other entities that did not agree with the funding.

Commissioner Dobernick agreed with what was stated by Chairwoman Bowen and Commissioner Stajos; noting there is room for further discussion.

Commissioner Butler asked how the Mayor feels about the outcome? Scott stated the Mayor was clear that something has to happen. Proposed was a 2% change in the hotel tax

12. 2018 Annual Report: Distributed to everyone and will discuss at next meeting.

D. PERSONNEL COMMITTEE: Commissioner Butler reported the Committee met last Thursday, April 18th. Discussion items included CEO job description, upcoming CEO annual review, the Director of Outside events job description, and the minimum wage increase - which doesn't affect us. The CEO contract will also be refined.
E. STRATEGIC PLANNING COMMITTEE: No report.

F. VICE-PRESIDENT & STAFF REPORTS:
1. Heidi: Heidi stated she will reference her report that is in the Administrative Board Report. Currently, there are no monthly employee leaves this month, there were four employee referrals this month. We are 55 days accident free. Heidi stated the team is working on upcoming CBA expirations. As always, job descriptions are under review. We met with Brogan Reed to move all benefits to a Jan. 1 renewal. The Healthcare Committee will meet in September to discuss healthcare renewal. Heidi reminded everyone that tomorrow is Administrative Professionals Day.
2. Paul: We are modifying supervisory roles in F&B dept. and there are some challenges to work through. Recruitment for Margarita Fest are going well.
3. Tristan: Thanks to Board members who met for the Facility Audit Study. An RFP for Security service was sent out earlier and we will retain DK for another two years, with a small rate increase. All F/T staff will attend mental health training tomorrow.
4. Scott H.: Finished simulator golf season and lessons. Learned from it and where opportunities lie. Golf Course is open, March 27th. One day later than last year. Outings are up 36% to LY. Leagues will also see an increase. Lansing Center is running a spring business promo to draw business through end of the fiscal year. Next year’s pace is strong.

VII. COMMISSIONER AND STAFF COMMENTS: No comments.

VIII. OLD BUSINESS: No report.

IX. NEW BUSINESS: No report.

X. ADJOURNMENT: At 9:15 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