I. **Establishment of the Agenda:** No Changes.

II. **Public Comment:** No Public Comment.

III. **Approval of August Minutes:**
Chairman Price Dobernick requested a motion for approval of the minutes as published.

    Motion: Commissioner Barron
    Second: Commissioner Mickens

    Motion unanimously carried.

IV. **Reports:**
A. **Chairman:** Chairman Price Dobernick reported that his goal is to revamp the personnel process.

B. **Finance Committee:**

1. **August 2019 Finance Report:** Jennifer McFatridge, Vice President of Finance reported the following:
   
a. **Groesbeck Golf Course:** August operating revenue continues to have a positive performance. August revenue is up over last year and to budget for the month as well as year to date. Season passes and League funds were allocated and will finish up in September. Green fees and cart rentals continue to have positive growth being up more than 29% to last August. August concession sales are up 36% to last year with beer sales accounting for 56% of that number. Finally, in August there were more than 5,300 rounds of golf played at the course. Overall, operating expenses finished up to budget for the month as well as year to date. Categories providing the largest impact to the budget include: Food and Beverage, Maintenance of Equipment, and Maintenance of Facilities. In the category of food and beverage, the expense is related to concessions labor (21%), and the cost of goods purchased (31%). In maintenance of equipment, there were several repairs to small engines that are used to maintain the course. Finally, the maintenance of facilities expenses are related to maintaining the grounds (Harrells, Residex). At the end of August, 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 is positioned on the concourse. Revenue is down to budget for the month and year to date. We will review the fiscal year 2021 budget amount for the ATM as the use of debit/credit cards is greater than withdrawing cash from an ATM. Overall, operating expenses
finished down to budget for the month and year to date. 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 August budget
was utilities. When the fiscal year 2020 budget was created, we
planned for a 20% increase in usage with an unknown factor of
how the Ignite matches would impact utility usage. We will
continue to monitor this as the year progresses, with a plan to
increase the utility budget again as our plan isn't meeting actual
numbers. The installation of smart meters is providing accurate
utility usage. Electric was up 29% ($4410) to last year while water
was up 182% ($3410) to last year. There were seventeen (17)
scheduled home Lugnut games, two (2) scheduled Ignite matches,
in addition to scheduled use of The View and activities held at the
Stadium.

c. **Lansing Center:** August year to date operating revenue decreased
from last year by more than $230,000 or 40%. August revenue is
down to budget for the month and year to date. A few events that
occurred in August include: Michigan Association of Intermediate
Schools, Choice Schools Associates and Michigan Community
Service Commission. Overall, there were 10 events that occurred
in August 2018 that were not re-booked August of 2019
accounting for more than $220,000 in rent, food and beverage, and
equipment rental. In August of 2019, we have seven (7) events that
are new or extra events that did not occur in August 2018,
capturing more than $52,000 in rent, food and beverage and
equipment. Overall, operating expenses finished down to budget
for the month and year to date. Categories providing an impact to
the August budget include utilities, maintenance of equipment and
supplies/materials. In Utilities, the majority of the excess is related
to steam. Steam was up more than $15,000 to last year. This increase was noticed in our July financials as well. The maintenance team reviewed our meters and determined that one meter had radiate heat running on the Riverwalk concourse due to a cool space temperature along with two (2) roof top valves not closing. We also had two (2) meters with defective controllers that allowed heat convertors to overheat past the set point, therefore using extra steam. Unearned revenue-advance rent has increased when compared to last month; remains strong when compared to the last two fiscal years. At the end of the second month of the fiscal year, the Lansing Center has captured 6% of the revenue budget and contained expenses to 14% of the budget.

Commissioner Leatherwood stated he was satisfied with the August financials and is very impressed with Jennifer and her team.

Chairman Price Dobernick requested a motion to accept the August Financial Statements for: Lansing Center, Groesbeck Golf Course, and Cooley Law Stadium.

Motion: Commissioner Barron
Second: Commissioner Leatherwood

Motion unanimously carried.

C. **President & CEO:** Scott Keith, LEPFA President & CEO reported the following:

**Board Picture:** We’d like to start a new tradition of getting a picture of the Board. We would like to do it at the next board meeting. Please let us know if you will not be able to attend so we can plan a different day.
House Bill 4816: Representative Iden is putting the bill before the committee and we will have a determination later today. Our team wanted to know before they put the bill before the committee, because we suggested some changes and wanted to see if they made them or not. This bill could potentially generate a good amount of funding for us. We are planning on attending the hearing, but we are not sure if we will speak or not.

Commissioner Cindy Bowen and City Attorney Jim Smiertka entered the meeting at 8:15 a.m.

County Hotel Tax: Met with the county commissioners to make some changes on the current county hotel tax. The Mayor, Mr. McGrain, and Mr. Keith are working together to make changes and find ways to produce more funding.

Lansing Center: The team is working on the cooling tower in Hall C. We will be replacing it November – December when we will not need air conditioning. The team is also working with a firm in Chicago to review the facility audit that they completed. Mr. Keith did share if any of the Board members would like a copy, he does have one. Currently working through employee evaluations. This year we are looking at emphasizing on measured outcomes, and just outcomes.

Groesbeck Golf Course: We are continuing to make improvements at the golf course. We are upgrading the aeration systems. The team is currently getting bids for the asphalt repairs that need to be completed. We are still looking a budget to replace the pavilion.

Cooley Law Stadium: Mr. Keith reported that we are always trying to stay ahead of the safety curve. One thing we are looking at is adding netting around the whole stadium to help prevent injuries. We need to start putting “seed” money away for turf replacement. We have to replace the turf every 5-10 years and it does cost $100,000 - $150,000.

City Market/ Waterfront: The MI Supreme Court has denied the motion from Waterfront. Waterfront is not filing a motion to reapply. They have reached out
to our attorney to figure out a move out day. Scott said he is okay with a move out day of October 25, 2019 but we need to have documents in place.

**United Way:** The United Way is having their 100-year anniversary Gala. It will take place on October 19, 2019 at the Michigan History Museum.

**D. Personnel Committee:** Commissioner Janssen reported that the main task of this committee is to renew Mr. Keith’s contract. Commissioner Janssen shared a bit about Scott Keith. Scott started with LEPFA in 2001 he was the Operations Manager. In 2010, Mr. Keith was named interim President. In 2011 Scott Keith became the President & CEO for LEPFA. Since becoming the President & CEO he has operated under that same contract. Commissioner Janssen said that the team is looking at the many changes within the organization and the team would like to make some changes to the contract. The committee did do some research and looked at comparable salaries in the industry. Commissioner Janssen did share that he has a draft of the new contract. When the committee meets on October 17, they will review it and finalize it. The goal is to present it at the next board meeting.

Commissioner Barron asked how long is Mr. Keith’s contract? Commissioner Janssen replied that the contract is historically one year long, but they would like to make a change to a three (3) year contract.

**E. Strategic Planning Committee:** Scott Keith reported on behalf of Commissioner Stajos, the committee has rescheduled the meeting for after the facility audit on Thursday. The focus of the meeting will be on the facility audit.

**F. Vice-President & Staff Reports:**

1. **Jennifer McFatridge – Vice President of Finance:** Reported that the next board meeting is during audit week. Commissioner Bowen they will need to speak with you after the meeting.
2. **Scott Horgan – Vice President of Sales & Service:** Reported that the Golf Course is doing fantastic. We fell just short of exceeding our total rounds by 1,000. All the Leagues are wrapping up over the next couple weeks. We will be opening the simulator on October 18. Greg Webber and I will be presenting the simulator plans to Scott Keith next week. So far, we have had a lot of attraction to the simulator. A lot of people are very happy with our course and feel safe there. Many customers have said that they are very confident in what we do versus what other courses are doing. Our goal is to focus on finding a group that likes to golf early in the morning. One major compliment we have received is on the new entrance to the course. It has really helped with some of the speeding and traffic issues. In Sales we just launched our campaign for the holiday season. We have booked three Christmas parties in a week and a half. As a team we are going to be looking at how groups fall in rotation as well as a more strategic way to budget. We will be working alongside Finance on how we budget for large groups.

There was great discussion and dialogue on how booking looks in our system and how the financials currently work. There was also discussion on what would work and what some goals should be moving forward.

3. **Tristan Wright – Vice President of Operations:** Reported that The Lugnuts have completed their season. There is a Rugby match on the 27th at the ballpark. The Ignite has a match tonight. Once the Ignite finishes up their season the facilities team will continue with the winterization of the Stadium. As Mr. Keith mentioned one of our cooling towers in Hall C will be replaced in November - December. The challenge we had with this was finding an exact window of time where we didn’t have a completely full building, and when we wouldn’t need to have the air conditioning on. We are going to be working with C2AE on the replacement of the Riverside Balcony. A section of the balcony is failing, and we need to fix it. C2AE will be cutting open the
slab to look at what we need to fix, and we will go from there. This is something that happens over time with the weather, and the natural elements. For reference this will be like the work completed back in 2014-2015, just an expansion. We have closed off that section of the balcony, but it is accessible in case of an emergency.

4. **Paul Ntoko – Vice President of Food Service:** Reported that the food service department is having a fantastic September so far. We are having a hard time with the part-time on call workers due to the nature of the hours. We are finding it most difficult in the early parts of the day or in the later parts of the day. One thing the team is going to start doing is adding an extra cost to our services to cover any last-minute changes made. The Lansing Center has donated 12,000 pounds of food to the Food Bank. Chef is doing everything he can to make sure we waste as little as possible. Over the next few weeks the team will begin to reduce the inventory at Groesbeck, due to the season wrapping up.

5. **Heidi Brown – Vice President of Administration:** Reported that we are currently at 130 accident free days. Our current record is 296, and we are hoping to break that record! We have started the collective bargaining agreement renewal, but we had to put a hold on it due to the UAW/GM Strike. The final employee evaluations are underway. We are hosting the annual Flu Shot Clinic tomorrow for our staff that are covered by our PHP insurance. The annual United Way campaign is being reviewed and underway. Natalie Glisson and Jennifer McFatridge are partnering together to make this event very successful. The Health Care Committee will be meeting on October 7, at 2:00 P.M. with the goal of renewing our benefits. Natalie Glisson attended a job fair at MSU to try and recruit employees to help with the shortages we have.

V. **Commissioner & Staff Comments:**

1. Chairman Price Dobernick wanted to thank Brain McGrain, and Councilmen Garza for attending the meeting.
2. Commissioner Charles Janssen extended his thanks to the LEPFA staff for keeping the Board prepared and updated.

3. Tristan Wright informed the group that the Board Holiday Party planning has begun. The party will be on December 12 from 5:00 P.M. – 8:00 P.M. in the Riverstreet Pub (Lansing Center). Save the dates will be coming out soon, and the formal invite will follow.

VI. **Old Business:** None to report.

VII. **New Business:**
Commissioner Brian McGrain introduced Shelbi Frayer. Shelbi is the new Chief Strategy Office and is also acting as the interim Finance Director. This is her fifth official week with the City. Within those five weeks her role has shifted. Shelbi was with Michigan Department of Treasury before she came on board with the city.

VIII. **Adjournment:** At 8:46 A.M. Chairman Price Dobernick motioned for the meeting to be adjourned.

Motion: Commissioner Barron
Second: Commissioner Butler

Motion unanimously carried.

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

**OCTOBER 22, 2019**

8:00 A.M.

LANSING CENTER – GOVERNOR’S ROOM

Respectfully Submitted,

Ashley Proper, Recording Secretary