

**Meeting Minutes**  
**Saginaw County Building Authority**  
**Thursday September 5, 2024**  
**County of Saginaw Courthouse – Boardroom 200**  
**111 S. Michigan Avenue, Saginaw, MI 48602**

Present: Mary Catherine Hannah, Leon Turnwald, Tim Novak, Bill Smith  
Absent: AnnMarie Batkoski  
Others: Sam Struble (Spence), Kevin Murphy (The Dow Event Center), Jaime Ceja (Administrator's Office), Kelly Suppes (Purchasing/Risk Management), Tony DePelsMaeker (Maintenance), Koren Thurston (Finance), Sheldon Matthews (Board of Commissioners)

- I. **CALL TO ORDER:** Chair Hannah called the meeting to order at 10:33AM
- II. **PUBLIC COMMENT:** None
- III. **APPROVAL OF MEETING MINUTES OF AUGUST 1, 2024:** Member Novak made a motion to approve the meeting minutes with change to section VII.1 (name spelling) of August 1, 2024. Member Smith supported. Motion passed (4-0).
- IV. **OPEN ISSUES:**
- V. **THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT: SAM STRUBEL, PROJECT MANAGER, SPENCE BROTHERS:**
  - 1. **Parking Deck Signage** – No update at this time.
  - 2. **Potential Change Orders**
    - a. **PCCO#023**
      - i. **PCO#084 – Return phase one contingencies and allowances** – This will close out the 1<sup>st</sup> phase of the project. Kevin stated that the County Seal is still outstanding. Koren stated that we can close the project and use the millage funds for the seal cost. Cost **(\$11,304.73)**

Member Novak made a motion to approve PCO#084. Member Smith supported. Motion passed (vote 4-0).

- VI. **MEMORIAL CUP 2024: SAM STRUBLE, PROJECT MANAGER, SPENCE BROTHERS:**
  - 1. **Potential Change Orders**
    - a. **PCCO#019**
      - i. **PCO#090 - Return phase 2 allowances – Cost (\$8,367.56)**
      - ii. **PCO#091 – Mobile locker room design** – Sam stated that he neglected to include these costs in the original PCO. These are design costs for Kibbe. After this PCO the project can be closed. Member Turnwald stated that he believed the Spirt was going to allocate money to this project. Chair Hannah stated that unfortunately there was nothing captured in writing. We have identified in the budget where these monies will come from.

Member Smith made a motion to approve PCO#090 PCO#091. Member Novak supported. Motion passed (vote 4-0).

- 2. **Other:**
  - a. **Mobile Locker Room** – Member Smith asked if this would generate revenue and can it be tracked. Kevin stated that he cannot place a value on it but will track how often it is used.
  - b. **Theater** – Chair Hannah stated that there are two options for the Theater renovations. We can keep it as phase 3 of the original project or we could start a new project, the items

that are being discussed were part of the original project. Member Smith stated that the pro to going into phase 3 with the current contractor is that they are familiar with the project already. Koren stated that there are separate bond issues for each project so the financing can be set up to accommodate a phase 3, which would come from millage funds. Sam stated that a budget should be ready within 2 weeks.

#### **VII. THE DOW EVENT CENTER: KEVIN MURPHY, GENERAL MANAGER, THE DOW EVENT CENTER**

1. **Past Event Recap** – Aaron Lewis set a F&B record for the theater. Ice is down and there have been no issues.
2. **Event Preview** – Spirit held their BBQ outside and will host the season opener on September 25<sup>th</sup>.
3. **Operational Update** – Looking at the Evolve security system. Kevin has been invited to install and use it on September 26<sup>th</sup> and 27<sup>th</sup> at the Spirit home opener. Kevin will send info to Jaime, and she will distribute to Building Authority.
4. **New Bookings** – There is a Christmas Eve comedy show coming and an arena sports entertainment show coming.
5. **Other:**
  - a. **Ribbon** - Member Smith asked if we could use the ribbon to advertise non-Spirit related items. Kevin stated, yes, he can assist in arranging that. It could be used for “walk-in”, intermissions and “walk-out” portions of an event.
  - b. **Pizza Oven** – Member Smith asked if there is a contract with Jets. Kevin stated yes, it’s yearly with an exit clause.
  - c. **Market Style Concessions** – Sam stated that he looked a stand 5 with Ethan and Crystal. They are looking to renovate into a market style concession, a grab and go vs. line up style.
  - d. **Parking Deck** – Member Novak asked if the paint had been addressed. Sam will follow up.
  - e. **Vehicles** – Kelly Suppes stated that she received an email from Ethan regarding the truck at the Dow. It was serviced by Jeremy at Mosquito and deemed to be unsafe as there is a frame issue. Kevin stated that Kelly Studer asked for a vehicle to be placed on the Capital Improvement plan. Kelly Suppes stated that the County owns the vehicles, and she is looking at inventory to see if there are any other departments getting rid of their vehicles.
  - f. **Memorial Cup** – Chair Hannah stated that Kevin presented an update to the Board of Commissioners and Annie Rummel is also putting together a final economic impact report to report to the Spirt and the Board of Commissioners.

#### **I. NEW ISSUES/CONCERNS:**

1. **SCACC Grass** – Tony stated that the vendor was paid out and the contract is closed. At this point it is an operational issue and has been turned over to Director Horton.

**VIII. NEXT MEETING:** Thursday, October 3, 2024 at 10:30 a.m.

**IX. ADJOURNMENT:** The meeting was adjourned at 11:10AM.