

Meeting Minutes
Saginaw County Building Authority
Thursday June 6, 2024
County of Saginaw Courthouse – Boardroom 200
111 S. Michigan Avenue, Saginaw, MI 48602

Present: Mary Catherine Hannah, Tim Novak, Leon Turnwald, AnnMarie Batkoski, Bill Smith

Absent:

Others: Sam Struble (Spence), Cherie Armstrong (Granger), Greg Bator (WKA), Kevin Murphy (The Dow Event Center), Jaime Ceja (Administrator's Office), Kelly Suppes (Purchasing/Risk Management), Koren Thurston (Finance Director), Rachel Horton, (Animal Control), Tony DePelsMaeker (Maintenance)

- I. **CALL TO ORDER:** Chair Hannah called the meeting to order at 10:31 a.m.
- II. **PUBLIC COMMENT:** Chair Hannah welcomed Kevin Murphy, General Manager at the Dow Event Center. Kevin thanked everyone for the warm welcome.
- III. **APPROVAL OF MEETING MINUTES OF MAY 2, 2024:** Member Novak made a motion to approve the meeting minutes of May 2, 2024. Member Batkoski supported. Motion passed (5-0).
- IV. **OPEN ISSUES:**
 1. **DONATION AGREEMENT – GREAT LAKES BAY REGION CVB** – Chair Hannah stated Bill Smith forwarded her the agreement, she has looked it over and recommends to the Authority that it is approved and routed for signatures.
Member Novak made a motion to approve the agreement. Member Turnwald supported. Motion passed (5-0).
 2. **Memorial Cup Funding – Project Overage** – Chair Hannah stated that the County approved a specific amount of funding, then approved change orders that resulted in an overage. At the Budget/Audit Committee meeting today Chair Hannah will ask for approval of \$750,000 from the Dow Millage Fund and up to \$1.8 million from the Public Improvement Fund. This will cover all outstanding change orders including the mobile locker room.
 3. **Mobile Locker Room** – Kevin stated that the locker room is valuable in selling concerts as a dedicated VIP dressing room area. Member Smith asked if there is preventative maintenance that should be performed and security that should be addressed. Both Sam and Kevin will check and see what may be needed and schedule accordingly. Greg stated that there is no foundation so the winter months may pose an issue with freezing pipes. Chair Hannah asked that winterization be looked at as well.
- V. **THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT: SAM STRUBLE, PROJECT MANAGER, SPENCE BROTHERS:**
 1. **Potential Change Orders**
 - a. **PCO#083** – Move money in 10 Codes to maintain a positive balance.
Member Turnwald made a motion to approve PCO#083. Member Batkoski supported. Motion passed (5-0).
 2. **Parking Deck Signage** – Higher Image presented a quote for \$55,000. This is for 2 LED signs and a few aluminum sign panels. Chair Hannah stated that she met onsite with Jake, Sam, and Kevin and while signage is needed, the Dow naming rights contract is up this year and questions if it makes sense to hold off until that negotiation is complete. Sam stated that we have \$12,000 available. Member Batkoski stated that we only received 1 quote and thinks it wise to at least get 2 more. Sam stated that both Sign Image and Barret did not respond initially but he will

reach out again. Chair Hannah asked Koren to advise on what would happen to remaining funds, should the project be closed out. Koren stated that if we close the project, it will go towards debt service. Member Novak asked about painting the 3rd floor parking deck area looking out at the Dow, it looks horrendous, paint is peeling. Chair Hannah asked Kevin to do a walkthrough of the property and check for additional areas that could also be painted. Tim will send his picture of the 3rd floor area to Kevin and Sam.

VI. MEMORIAL CUP 2024: SAM STRUBLE, PROJECT MANAGER, SPENCE BROTHERS:

1. Potential Change Orders

a. PCO#075 – Reimbursables – Moving money to maintain positive balance.

b. PCO#076 – Locker Room Tie-In – East locker room, the existing sewer was 10ft off from what the drawings showed. Had to chip concrete. **\$1,533.93**

c. PCO#077 – Locker Room Exhaust Fan – Cost was less than estimated \$14,000 this is a credit for unused amount. **-\$6,296.00**

d. PCO#079 – Parking Deck Handrail Stairwell Paint – This should be invoiced to the first part of the project. **\$8,133.81**

e. PCO#080 – Purchase of Mobile Locker Room - \$147,336.87 Sam stated that if the County wanted to purchase directly from Willscott the savings on tax would be about \$15,000. Kelly stated that if there are construction costs those are not tax deductible. Chair Hannah stated that this is just the trailer itself.

f. PCO#081 – Mobile Locker Room Allowance – Adding \$100,000 to cover any overage of the \$300,000 allowance. Remaining amount will be credited. **\$105,300.00**

g. PCO#082 – East locker room addition of soffits and bulkheads - **\$4,644.18**

Member Smith made a motion to deny PCO#080. Member Batkoski supported. Motion passed (5-0).

Member Turnwald made a motion to approve PCO#075, PCO#076, PCO#077, PCO#079 invoiced to the original project, PCO#081, PCO#082. Member Batkoski supported. Motion passed (5-0).

Member Smith made a motion to approve PCO#080 with the County purchasing the trailer directly from Willscott. Member Novak supported. Motion passed (5-0).

2. Theater Renovations – Chair Hannah stated that there were project alternates that included the Theater restrooms, back of house and red room flooring totaling \$800,000. The question is should we budget these projects in 2025 and close this project or keep the project open under the current contract. If we close the contract the new job will need to be bid out. If we keep it open Spence will continue the work. Member Smith stated that there is a savings going through Spence however, what happens to the original estimates as we will not be doing the work immediately. Sam stated that they would need to be revised, but they will be bid out to local subs. Member Batkoski stated that the optics of not allowing other companies to bid future jobs may not look good. Member Turnwald stated that Spence’s work for the Memorial Cup was outstanding, they are familiar with the building. This would be a change order to the original job. Chair Hannah stated that around the County we are currently and have previously worked with other contractors, not just Spence. SCACCRC used Granger and Mosquito is using Hendrix, Courthouse HVAC is using Midstate. Kevin will be creating a list of priority projects, for instance the electrical which is old and with no replacement parts hard to repair. Bookings that come to the Theater currently must rent sound equipment or the Dow must rent it cutting into the bottom line.

VII. OTHER: n/a

VIII. SCACCRC: CHERIE ARMSTRONG, SENIOR PROJECT MANAGER, GRANGER CONSTRUCTION:

1. Data Center Diffusers – These are complete, and the inspection was passed.

2. **Other**

1. **Warranties** – All warranties started in August of last year upon hand over of the project. Tony has a binder with all the information.
2. **Lawn** – Tony stated that the lawn has never been taken care of by Murin, it is still all clover and weeds. Cherie stated that there is a 1-year warranty. Murin did supply a letter which stated they would be back in spring to do a weed spray, but per Tony they have not returned. Member Smith asked for pictures of the current lawn in case this needs to be escalated. Rachel will supply those. Member Smith advised Cherie to reach out to Murin and ask what they will be doing to rectify the situation and advised Tony to get a quote from another landscaping company to see what it would take to fix the issues.
3. **Oxygen Room** – Rachel stated that to meet fire code a fireproof room will need to be built in the receivables area. Once FY25 budget is finalized, we will look at how we can fit in the build out. Original scope of work was received from Kibbe. This included the original cost quote from Granger at \$27,000.

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

1. **Ice Plant Cooling Tower Repairs** – Repairs are complete and going forward preventative maintenance (PM) will need to be monitored. There was a contract with John E. Green which was not renewed so there has been no PM since then. The nozzles got clogged and blew a hole through the tank. Contract will be negotiated and in place going forward.
2. **Capital Requests/2025 Budget** – This is in line with the priority list the Authority has for.
3. **Event Bookings** – Jo Koy was announced. We are looking at utilizing our regional booking manager out of Grand Rapids more. She is aggressive and that is what we need. Chair Hannah stated that the Board of Commissioners has communicated that the theater and the Jolt CU outdoor theater have been grossly underused and they would like to see some local talent.
4. **Other**
 1. **WiFi** – Member Batkoski stated that the WiFi was horrendous during the Memorial Cup. Kevin stated that the CHL and TSN most likely took resources from the public for their set ups, they had no complaints about it. Kevin also stated that there are conversations with the current vendor as the County paid a premium to ensure great connectivity.
 2. **Corner Issues** – Chair Hannah asked if there were any corner issues as we were originally told that nobody could occupy those spaces. Kevin stated that he met with Craig Goslin and the Fire Marshall, and they were given permission to use those areas.
 3. **Suites** – Member Batkoski asked if the suites were sold out at each game. Kevin stated, they were.
 4. **Memorial Cup Review** – Member Smith asked if there will be documentation from ASM on attendance, F&B sales, general numbers. Kevin stated yes. Chair Hannah stated that it would be advisable to go to the County Services Committee with a presentation of those stats and in general with operational reports. Member Batkoski voiced her appreciation and thanks for a job well done by ASM. Chair Hannah echoed the same sentiment. Member Smith stated that the staff was amazing and acted at a concierge level of customer service.

I. **OTHER ISSUES/CONCERNS:**

- X. **NEXT MEETING:** July 11, 2024 at 10:30 a.m.
- XI. **ADJOURNMENT:** The meeting was adjourned at 11:32 a.m.