

Meeting Minutes
Saginaw County Building Authority
Thursday September 7, 2023
County of Saginaw Courthouse – Boardroom 200
111 S. Michigan Avenue, Saginaw, MI 48602

Present: Tim Novak, Bill Smith, Leon Turnwald, AnnMarie Batkoski

Absent:

Others: Jake Golden (Spence), Ben LeBlanc (Granger) Greg Bator (WKA), Steve St. John (The Dow Event Center), Chris S. Boyd (Board of Commissioners), Koren Thurston (Finance Director), Tony DePelsMaeker (Maintenance), Bonnie Kanicki (Animal Control), Jaime Ceja (Controller's Office), Kelly Suppes (Purchasing/Risk Management), Sheldon Matthews (Board of Commissioners)

- I. **CALL TO ORDER:** Chairman Novak called the meeting to order at 10:32 a.m.
- II. **PUBLIC COMMENT:** None
- III. **APPROVAL OF MEETING MINUTES OF AUGUST 3, 2023:** Member Turnwald moved to approve meeting minutes of August 3, 2023. Member Batkoski supported. Motion passed (4-0).
- IV. **THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT: JAKE GOLDEN, PROJECT MANAGER, SPENCE BROTHERS**
 1. **Chiller Status:** Waiting on the evaporator to come in, it is on schedule to be on site to have a Thanksgiving game on the new ice.
 2. **Remaining Budget –** Jake stated he spoke to Koren and we are at just under \$50,000 between contingency and reimbursables. There are additional areas that need repair and due to the bonding, this money can only be spent within this specific project. Spence is working with Steve to create a list of proposed projects to present to the Building Authority. Some list items are signage at the parking garage to direct people into the garage and pricing. Member Smith asked if the cost of reflective signs going down. Jake stated no. Steve stated that property bollards are in need of repair and/or replacement as well. Koren stated that these charges will be inline with the bond. Member Turnwald asked about the flooded corner in the parking garage and why it was not already complete. Jake stated that it was just discovered. Regarding the mechanical rooms on the 3rd deck Jake stated that those rooms are for mechanical equipment, there is no egress and due to fire codes, we could not occupy them. Member Smith confirmed there are 4 rooms that were demolished for no more than \$75,000. Jake stated yes.
- V. **MEMORIAL CUP 2024: JAKE GOLDEN, PROJECT MANAGER, PROJECT MANAGER, SPENCE BROTHERS**
 1. **Potential Change Orders:** Regarding the project budget, bid pack 5 has not been spent and there is a part of money in bid pack 4 to replace hollow metal doors and frames. There has been a large amount of scope added to this job and we will exhaust current monies in the allowance and contingencies. If more work is added, more money will need to be secured. If we stopped spending now, we would be within \$100,000-\$150,000 of the original budget. Within the next month Spence will present a more detailed list of job costs. Member Smith asked if \$8.5 million is the budget, can we get a list of outstanding

jobs so we can prioritize. Jake stated he would have something by the end of September he can present then or at the next Building Authority meeting. Chairman Novak asked if we could have the numbers as soon as Jake receives them.

- a. PCCO#008 includes PCO#021, PCO#022, PCO#023, PCO#024, PCO#025, PCO#026, PCO#027

Member Turnwald motioned to approve PCCO#008. Member Smith supported. Motion passed (4-0).

- b. PCCO#009 includes PCO#028, PCO#029

Member Smith motioned to approve PCCO#009. Member Turnwald supported. Motion passed (4-0).

- 2. Ribbon – Steve confirmed that the Memorial Cup project has no dollars allocated to the ribbon. Jake confirmed, correct. Jake stated that Spence is working with the ribbon supplier and the challenge has been getting specifications. Spence has asked for specific information and to date has not received the information. Sam has a call today. Chairman Novak asked for Sam to call him when the call is complete. Member Smith asked if the ribbon and artwork in the atrium falls under the ribbon project. Jake stated, yes, the ribbon is between Spence, the Spirit and the Dow.

VI. SCACC RESOURCE CENTER: BEN LEBLANC, SENIOR PROJECT MANAGER, GRANGER CONSTRUCTION

1. Potential Change Orders -

- a. **PCO#058 – Change Locks at Reception Windows** – Locks have been installed and are now functional. Cost \$239.00
- b. **PCO#059 – Corner Guards** – Adding corner guards at reception area. Cost \$1,087.00
- c. **PCO#060 - Generator Gas Pressure Regulator** – Load test determined pressure regulator was insufficient. Regulator was replaced. Chairman Novak confirmed this is in the IT Data Center and should be charged to their project. Koren confirmed. Cost \$1,812.00
- d. **PCO#061 – Exit Sign in Surrender Intake** – Install emergency Signage Cost \$767.00.
- e. **PCO#062 – Emergency Light in Storage** – Install emergency lighting in the pole barn storage room. Kochville Fire Chief directed. Cost \$708.00.

Member Smith stated that this is over the job budget. Chairman Novak advised that he and Koren had been looking at the numbers and determined we are \$700,000 over budget but there is money in Debt Service to cover about \$500,000. Without having the interest posted we will not know a final number and if we have a true deficit. It could zero it out or just reduce it. The debt service fund has enough cash to be redirected. We will know at year end October/November. Ben stated that the final bill should come in November and will be about \$75,000-\$100,000. Koren stated that we had not taken that amount into consideration. Member Turnwald asked how this transfer happens. Koren stated that she will recommend instead of putting money into the debt service it should be directed to the construction fund. The Building Authority can make this decision. Member Turnwald reiterated that if the Building Authority can avoid going back to the BOC's it would be preferable. Chairman Novak stated that we will have a more exact number in a few months. Member Smith thanked Granger for working with us.

Member Batkoski made a motion to approve PCO#058, PCO#059, PCO#061, PCO#062 to be applied against the construction fund and PCO#060 to be applied against the IT Data Center. Member Smith supported. Motion passed (4-0).

2. **Oxygen Storage Tanks** – Greg stated that he found an inside rated storage container that can store 2 H size tanks (9’x4’) that can be procured domestically. This option will allow staff to pull a tank when needed and replaced when surgery is complete. The 2nd option would be to pipe it into the room. Member Batkoski stated that there is no money to pipe it in. Ben stated the cost for storage would be \$4,000 vs. \$36,000 to build a room and pipe it in. Bonnie stated that they do roughly 4 surgeries a month and currently Dr. Kline uses his clinic in St. Charles. If he had oxygen, he could do these on site. Member Smith asked how long it would take to use that amount of gas. Ben stated quite a while. Ben also advised that the cage is something that the County can purchased directly. Chairman Novak directed Bonnie to speak to Dr. Kline and find out what his requirements would be and also directed Greg to find out what size tanks are available.
3. **Project Schedule Status** – The building is operational, and the marketing department is working on the soft (9/15/23) and grand opening (9/29/23). Jaime and Suzy are helping to organize. Member Smith asked if animals would be available to adopt. Bonnie stated, yes. Member Smith also asked how much land is unused? Greg stated he would get the number but believes 7 acres were purchased and 2-3 are unused. Ben stated that the road signage needs to be relocated and it’s scheduled for this week and will be onsite for the soft opening. Mr. Boyd stated that he was not aware of the 9/29/23 grand opening date and will be unavailable due to travel. Jaime responded that she would work with Suzy to see if another date would work.
4. **Grass** – Ben stated that they will spray in September. The grass is still not growing and is extremely weed filled.

VII. THE DOW EVENT CENTER: STEVE ST. JOHN, GENERAL MANAGER, THE DOW EVENT CENTER

1. **Cashless FOP** – Steve made an apology to the Board of Commissioners who did not know the Dow was adopting a cashless FOP. The box office will sell cards that can be used anywhere if all the monies are not used at the Dow Event Center. This is a security and labor issue and going cashless will alleviate the issue of a cash room, the temptation to steal. At the last event they did \$68,000 in sales and only \$2,000 was in cash. There will be no reverse ATM. Member Batkoski asked about the foreign exchange rate and how that will figure into the card sales. Steve stated he was unsure but will work to figure it out.
2. **Bag Policy** - Member Batkoski commented on the flyer, social media post sample, it says clear bag policy, but clutches are allowed. Advised changing it to bag policy. Steve stated you can bring a clutch, a gallon Ziploc bag or a clear bag. There will be 1 line for people with briefcases (media) and diaper bags. Those bags will have a colored band attached noting that they have been searched.
3. **Current Project FF&E Funding** – Suites will be finished for the home opener, but décor has not been purchased as there is no budget. Estimated that furniture will cost \$85,000 and F&B equipment \$150,000. We will need to purchase this in phases. This was part of the Memorial Cup budget, but the number was small, \$15,000. Because these items will be used for events other than the Memorial Cup they should not be applied to that budget. Recently the DAS agreement was signed allowing for roughly \$260,000 each time a new vendor sign’s on. There is also a credit that ASM applied for, the Employee

Retention credit. ASM also gave the County \$500,000 at the signing of the agreement. Koren stated that that money was specifically for capital improvements. At this time, we have roughly \$362,000 left. The Dow Event Center has 3 funds, millage, project, and debt service. In Building Authority there is a separate fund for the \$500,000. DAS monies go to the millage fund. Mr. Boyd asked if the DAS money was usable anywhere else. He has commissioners asking questions about the Dow and the Memorial Cup. Member Smith asked if we could use the Employee Retention Credit. Koren stated that cannot be used for governmental funding. Member Turnwald stated that the Dow Event Center was always the taxpayer's venue, they own it. Koren stated that the bars have already been ordered and that will need to be moved to the \$362,000 remaining.

Member Turnwald made a motion to approve the purchase of suite items at a cost of \$150,000. Member Batkoski supported. The motion passed (4-0).

4. **2023-2024 Budget** – October 1st there is a budget loss of \$774,000 by year end we will be \$80,000 over budget. We will have more expenses regarding elevators, new systems, credit card fees and utilities. We have received comments about food service and have hired a chef.

Member Smith made a motion to approve the 2023-2024 budget. Member Turnwald supported. Motion passed (4-0).

5. **Forklift Update** – We have tested 2 and Kelly just presented Caterpillar as an option. We like the Unicarrier as that is what we have now. Warranty covers 2 years.

Member Smith made a motion to approve the purchase of the Unicarrier Forklift at \$37,295 to come out of millage funds. Member Turnwald supported. Motion passed (4-0).

6. **Wall Removable for Consumers Energy** – Wall was put up by Consumers, they want to remove it and put in new equipment to change out an electrical switch and replace.

Member Smith made a motion to approve the removal of wall by Consumers Energy. Member Turnwald Batkoski supported. Motion passed (4-0).

7. **Parking Ramp Mural** – Request received from Kayla Pionk, Event Manager, to have an artist paint a mural on the side of the parking garage on the corner of Washington and Johnson. Member Smith asked who would be responsible for repairs, maintenance? Steve stated he believes the Spirit would maintain the mural. Member Smith asked him to obtain it in writing.

Member Batkoski made a motion to approve the mural request, contingent on receiving a letter that the Spirit would be responsible for repairs and maintenance. Member Turnwald supported. Motion passed (4-0).

8. **Parking Garage** – Mr. Boyd stated that he was contacted by the company developing 2nd National Bank that was interested in leasing spaces in the garage. They did send a proposal and will waive the security provision. Saginaw Future is not optimistic that the development company would be able to develop the bank. Member Batkoski asked if we knew what other parking garages were charging. Steve said he would do some research and find out.

9. **Pizza Oven** – Frank from Jets is looking at other options.

VIII. Event Booking – Handout received.

IX. OTHER ISSUES/CONCERNS:

1. **618 Cass** –

a. **Hot Water/Plastic Pipes** - Jake stated that he is still working with Spicer and is in a holding pattern.

b. **Basement Water Leaks** – No update

2. **HVAC Project** – Kelly stated that she is unsure where we are with MacMillian. She will reach out. Member Turnwald stated that we need to move because the federal claw back of ARPA funds is already happening.

3. **Mosquito Control** – Mr. Boyd stated that he has had multiple conversations with the Mosquito Control board, has asked them to provide additional proposals about location and moving and to date they have not. Saginaw City Schools proposed Towerline but had no deed. We have settled on a cash sale and the option to purchase Towerline property. Is it appropriate for the Building Authority to oversee the Mosquito Control project? Member Turnwald stated that the Building Authority would handle the bonding but through the commissioners. Could Saginaw Future assist with Brownfield? Member Smith stated that the BA was designed to take direction, but we need very specific direction from the Board of Commissioners. Chairman Novak asked Mr. Boyd to get board approval and then the Building Authority could step in.

X. NEXT MEETING: October 5, 2023 at 10:30 a.m.

XI. ADJOURNMENT: Member Smith moved to adjourn the meeting; supported by Member Turnwald. The meeting was adjourned at 1:00 p.m.