

Meeting Minutes
Saginaw County Building Authority
Thursday, November 3, 2022
County of Saginaw Courthouse – Boardroom 200
111 S. Michigan Avenue, Saginaw, MI 48602

Present: Robert V. Belleman, Tim Novak, Ann-Marie Batkoski, Bill Smith, Leon Turnwald
Absent:
Others: Carl Ruth, (BOC Chairman) Jake Golden (Spence), Ben LeBlanc (Granger), Cherie Armstrong (Granger), Jon Block (Dow Event Center), Tony DePelsmaeker (Maintenance Director), Norm Bamberger (MMIA), Krystal Irvine, (MMIA) Kelly Suppes (Purchasing/Risk) Jaime Ceja (Controller's Office)

- I. **CALL TO ORDER:** Chairman Belleman called the meeting to order at 10:30a.m.
- II. **PUBLIC COMMENT:** None
- III. **APPROVAL OF MINUTES OF October 6, 2022:** Member Turnwald moved to approve October 6, 2022 meeting minutes, seconded by Member Batkoski. Motion passed.
- IV. **THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT: JAKE GOLDEN: SPENCE BROTHERS**
 1. **Elevator Shaft Window Replacement** – Currently there are no leaks in the elevator shafts. Jake met with Jon Block and discussed removing and replacing the current window panels with insulated window panels. Since the current windows are not leaking Jake does not recommend incurring the cost. Jake proposed that to redo caulking and seal the windows would be a cost of about \$12,000. Jon stated that the Building Authority is investing a lot of money into this project and allowing the elements to create a problem later is irresponsible. Member Turnwald stated that the garage looks dilapidated, would it make sense to have a painting contractor come in and paint the garage and address the windows? Jake stated that a painting contractor would not address the windows. Jake stated that he would recommend painting the stairwells and handrails at a minimum. Member Novak asked if we could do this in 2-3 years. Jake stated, yes. Member Batkoski stated that there is a large art movement in Saginaw, could we engage some artists to come in and paint? The Building Authority asked Jake if he would secure 2 bids, one for painting the stairwells and rails and another bid to paint the deck. Contingency after approval would be \$203,000.
Member Smith made a motion to approve exterior caulking not to exceed \$12,000. Member Novak Supported. The motion passed (5-0)
 2. **Potential Change Orders:**
 - a. **PCO #047– Additional Personnel and GC's due to Elevators** – Anticipated additional personnel because the elevator changed design and space has to be constructed. Currently waiting on confirmed delivery date, first car to tentatively arrive on January 31, second car February 14. There is a 5 week install per side. Looking at the end of April for completion. Member Turnwald pointed out that turnover was supposed to be in June, then July and the deck was not done until September. The dates keep getting pushed back and more and more money is being spent. Jake stated that he would incur a month of

costs, but he needs 7 months of office staff and condition costs. Member Smith clarified that these costs would be for actual time worked. If no-one is on site, then the Building Authority would not be charged. Jake stated that was correct. Member Smith asked if any of this work would affect patrons and if there were any issues so far? Jon stated that there was a gate arm issue but that it was an operation issue and has been fixed.

Member Smith made a motion to approve PCO #047 not to exceed 30 weeks and billing broken out by weeks of actual time worked. Member Novak supported. The motion passed (5-0).

3. **Project Update -**

a. **Pullman Credit** – This credit should be received in December and will be added back into contingency. Jake expects \$30,000.

b. **Chiller** – Nearing the end of the mediation and arbitration is set. Mediation is currently addressing getting the chiller fixed, warranty information and 30-60 days running time test before the warranty will start. To date there is no final report. Jon stated that Spence has been handling the situation very well. A compressor did have to be replaced on the temporary chiller but it was done efficiently. Member Smith asked when the Chiller is complete will there be a maintenance plan to follow? Jon stated that the maintenance plan will be part of the final agreement. John E. Green has the service contract and will be maintaining the new chiller. Chiller will be added to agenda at every meeting until completion of project.

c. **Roof** – Water testing started yesterday and will continue into next week due to an equipment issue. Smaller areas continue to leak and Spence is unsure if it is the mortar, caulking, joints or flashing. Roofing contractor believes that the caulk joints are where the leaks are. Jake wants to complete the water test. Member Turnwald and Chairman Belleman asked why the flashing was not removed when the roof was completed and why this was not caught at the beginning of the project? Jake responded that the contractor only looked at the roof, not the walls/flashing. Jake stated that the water test will be completed this week and we may need to re-caulk the joints. Jake will get a quote for re-caulking the roof joints.

d. **Rock bed Weeds** – Jake stated this has been taken care of.

V. **SCACC RESOURCE CENTER: BEN LEBLANC: GRANGER**

1. **Potential Change Orders:**

a. **PCO #027– Storage Building Insulation** – Cost to insulate the storage building. \$12,444.00

Member Novak made a motion to approve PCO #027. Member Batkoski supported. The motion passed (5-0).

b. **PCO #030– Bulletin #5** - Addition of 3 wireless access points, 2” conduit from IT room #134 to data center #002 and add third data drop to specified data receptacle location. Building Authority asked if this was related to SCACC or IT specifically and should this have been caught at the beginning of the project? Ben responded that it was for both SCACC and IT. Cost is \$38,400.

Member Novak made a motion to approve with a revised bid that separately splits the costs accordingly to the SCACC project and IT project. Member Batkoski supported. The motion passed (5-0).

- c. **PCO #032 – Roof Hydrant Drains** - The plumber noticed that there are 3 hydrant locations with no roof drains. These drains were never on the drawings. Hose bibs need to drain internally and not on the roof. Tony stated that we need water on the roof for coil cleaning. The Building Authority asked if this is something the architect should be paying for since they overlooked it? Approving this cost will leave contingency at \$1,300. Cost is \$2571.20

Member Batkoski made a motion to approve PCO #030. Member Novak supported. The motion passed (5-0).

2. **Medical Gas Equipment** – Granger submitted this, and it is in the contract with Ecker. If it is in the contract with Ecker, we want them to provide the equipment and the County will supply the gas. Chairman Belleman stated that the County does not want to install something that was in the Specs, and we want to avoid having multiple people touching this part of the project.
3. **HVAC Update** – 11 units on order and expected arrival: 2-mid January, 8-end of March, 1-end of April. Ben did meet with Kochville Township and asked what would be needed to get temporary occupancy. The single unit that will arrive in April serves a small portion of the building. Bonnie is looking to have employee training in March and all units but 1 would be operational. Looking to move animals at the end of April and go live in May. Ben stated that when the units arrive, they will need 1 week from arrival to operational. We could do a balance of existing units and then rebalance when the last one is installed, testing for proper CFM rates. Basically, balance the first 10 units and then rebalance when the last unit is in. This will work because they each serve such specific and smaller zones. Occupancy in May 2023.
4. **Furniture** – Kelly stated that furniture was ordered and is in, Pinnacle has been storing. Can we advise Pinnacle when the furniture can be installed? Ben stated mid January/February. In January we would have 2 HVAC units operational and climate control should not be an issue.
5. **Security** – Tony stated that cost for cameras and proximity readers were not in the original bid. Cable on the interior needs to be completed and the project will take about 8 weeks. Some of the readers are in stock and areas have been prepped but cameras are not in stock and there was no prep done for them. Member Smith asked if this would be tied into the existing system. Tony stated it will be. Chairman Belleman stated that we will need to look at SCACC fund balance for this cost. Cost is \$193,252.47.

Member Turnwald made a motion to approve the cameras. Member Smith supported. The motion passed (5-0).

6. **Project Update** – Grass – With occupancy in May we will have time to make sure the grass is well established before moving in. Topsoil is in and seed going in on Monday. Dog park fence will go in on Monday, duct work will be done next week. Asphalt is complete striping and signage will start November 16th. SMU block fill is 90% complete. Painting starts next week, flooring starts 1st week of December and drywall will be done in 2 weeks. Equipment install starts December 15th. Windows and doors are installed minus the front doors. Utilities are scheduled for early December along with temporary electrical and heat. Member Batkoski asked if there will be additional costs with opening

being delayed by so much? Ben stated, no Granger will absorb costs. There is a lighting control issue and electrical engineer stated there are some control deficiencies.

VI. DOW EVENT CENTER – JON BLOCK, GENERAL MANAGER

1. **Budget 2022-2023 Operations Budget** – The budget is \$4,000 higher than normal. \$256,000 for increased staff and retention. This is due to increased employee benefits and wages. Long term employees need an increase. Year has started out strong with January – March 2023 looking like normal strong months. Budget allows for 3 additional full time and 1 part time staffing. Chairman Belleman asked if it recognized additional resources to top management? Jon stated that it recognizes Food and Beverage as a revenue department that needs more people, but that Jon was directed to not spell out which positions are needed. Jon stated that he did point out to Rich that people are getting burned out. Member Turnwald asked if the County has enough controls in place or is the County being too restrictive. Jon stated that he thinks the County has a good balance and is not being restrictive at all. Jon stated that there will be more projects to come, the building is old, and it will come down to how much money the County wants to invest. Over the years capital investments have changed, some have stayed the same, ASM and the General Managers direct where they think the County should invest and determine where the money should go, so it comes down to what is important to them. Member Turnwald asked if the County is in a place to dictate who we should be attracting? Jon stated that ASM is doing a great job given the resources available. The POS system has been installed and started off with some WIFI/Data issues. There have been no self-serve situations yet. People are getting used to them quite easily. The Building Authority recognized that this would be Jon’s last meeting and thanked him for his service and dedication. When asked if he had any parting words, Jon stated, “Stack up the little wins”.

Member Turnwald motioned to approve the FY2023 Operations Budget. Member Batkoski supported. The motion passed. (5-0)

VII. NEXT MEETING – December 1, 2022 at 10:30 a.m.

VIII. ADJOURNMENT: Member Novak moved to adjourn the meeting; supported by Member Turnwald. The meeting was adjourned at 12:03 p.m.