

**Meeting Minutes**  
**Saginaw County Building Authority**  
**Thursday March 7, 2024**  
**County of Saginaw Courthouse – Boardroom 200**  
**111 S. Michigan Avenue, Saginaw, MI 48602**

Present: Mary Catherine Hannah, Tim Novak  
Absent: Leon Turnwald, AnnMarie Batkoski, Bill Smith  
Others: Jake Golden (Spence), San Struble (Spence), Ben LeBlanc (Granger), Cherie Armstrong (Granger), Greg Bator (WKA), Steve St. John (The Dow Event Center), Bill McKay (ASM), Koren Thurston (Finance Director), Rachel Horton (Animal Control), Jaime Ceja (Administrator's Office), Kelly Suppes (Purchasing/Risk Management), Tony DePelsMaeker (Maintenance), Sheldon Matthews (Board of Commissioners)

- I. CALL TO ORDER:** Chair Hannah called the meeting to order at 10:32 a.m.
- II. PUBLIC COMMENT:**
- III. APPROVAL OF MEETING MINUTES OF FEBRUARY 1, 2023:** With no quorum, minutes were unable to be approved and will be on the April meeting agenda for approval.
- IV. THE DOW EVENT CENTER CAPITAL IMPROVEMENT PROJECT: JAKE GOLDEN, PROJECT MANAGER, SPENCE BROTHERS**
  1. **Parking Deck Signage** – Higher Image has proposed a signage package. There is roughly \$21,000 left to go towards signage. Chair Hannah asked if we have considered permanent signage vs. temporary. Jake stated that the cost would be comparable, and the recommendation would be to use \$20,000 towards the signage as proposed.
- V. MEMORIAL CUP 2024: SAM STRUBEL, PROJECT MANAGER, & JAKE GOLDEN, PROJECT MANAGER, SPENCE BROTHERS**
  1. **Potential Change Orders**
    - a. PCO#057 – Reconcile Reimbursables
    - b. PCO#058 – Elevator Wireless Gateway
    - c. PCO#059 – Kone Overtime
    - d. PCO#060 – BP#4 Exterior Doors & GT – Work was approved, change order is for allowance holder in the budget when project is complete on a time and materials basis.
    - e. PCO#061 – Elevator Return Inspection
    - f. PCO#062 – BP#4 – Bulletin #6
    - g. PCO#064 - Additional Design Cost
    - h. PCO#065 – Change order is for a \$300,000 allowance to complete the temporary locker room, in order to get vendors paid. If Spence goes over the \$300K those expenses will come in a change order. Chair Hannah asked if purchasing the trailer was still on the table. Sam stated he will engage vendor to see what the cost to purchase is. Chair Hannah stated that she recommends that we look at purchasing.
  2. **Project Schedule** – The Visitor's locker room is almost done. The partition and paint are being completed; however, the space is useable.
  3. **Mobile Locker Room** – Steel should be here next week.

- VI. SCACC RESOURCE CENTER: CHERIE ARTMSTRONG, SENIOR PROJECT MANAGER, GRANGER CONSTRUCTION**
1. **Potential Change Orders**
    - a. **PCO#070 – Diffusers – Data Center** – Presented PCO pointing out expedited and non-expedited shipping.
  2. **Generator** – Scheduled for a start up test Friday and will be operational by end of the day.
  3. **Swivel Feeders** – The repair is complete, and dogs are no longer escaping. Rachel stated that she did have an employee cut their finger because the feeder was hard to push open but that it is an operational issue that she has addressed.
  4. **Change Log** – Presented in packet, requested at last meeting.
- VII. THE DOW EVENT CENTER: STEVE ST. JOHN, GENERAL MANAGER, THE DOW EVENT CENTER**
1. Introduction to Bill McKay, ASM Project Manager. Bill will be present during the Memorial Cup and will handle a lot of project items. He will be meeting with Spence soon.
  2. Pizza Oven – Steve – Was able to find a new electric double oven at a cost of \$37,000 installed. There is an 8-week lead time, and if we order now, it will be installed the first week of May. The old oven will go to scrap. Member Novak asked if Steve as Operations Manager can purchase without Building Authority approval, the funding is operational. Chair Hannah stated that it is a capital purchase, the question is it a fixture or is it equipment. Kelly asked if this would come out of millage funds? Koren stated, yes.
  3. Event Bookings – Shane Gillis sold out. Great month of shows.
  4. ROI Tracking – Reporting was requested by the Board of Commissioners. Member Novak thanked Steve and his staff for taking excellent service both days of the event. Events were great, concessions, were great and staff was great. He heard glowing reviews of how the entire event was run. Heard comments from players who said they felt like they were playing at college.
- VIII. OTHER ISSUES/CONCERNS:**
1. **Liquor License** – Kelly Suppes stated that she has filled out paperwork to apply for a temporary liquor license for the roadway that will be closed off during the Memorial Cup.
  2. **SCACCRC Farmland** – Kelly presented a preliminary agreement between the County and Ed Meisel to farm the land at no cost behind SCACCRC. Chair Hannah advised Kelly to have civil counsel draw up a contract. Kelly stated that if the County incurred taxes we would pass that onto Mr. Meisel.
  3. **Jail Drainage Issues** – Tony –Spoke to Brian Wendling and asked if he could assist with this project in any way, he proposed rain gardens. Jail would be more visually pleasing. City of Saginaw seems ok with this plan and if we can get some drawings together, we can submit. Hendrix proposed an original plan at a cost of \$36,000. Wobig also submitted proposed cost, substantially less at \$20,000. Wobig plans were a bit less extensive than Hendrix. Jake stated that GGA recalls that the city said we cannot have an underground retention.
  4. **Jail Pump Issues** – Tony – Pumps are ordered, we are trying to coordinate shut down time. Originally it was a three-day process but we adjusted to a new plan and shut down will take 3 hours. We will have an electrician on site this week with pumps delivered next week.
- IX. NEXT MEETING:** April 4 2024 at 10:30 a.m.
- X. ADJOURNMENT:** The meeting was adjourned at 11:11 a.m.