

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JANUARY 20, 2021 AT 9:00 A.M.

A meeting of the Vigo County Capital Improvement Board of Managers was held on the above date and time. Pursuant to State of Indiana Executive Order 20-09 (the "Order"), members of the Board and staff participated in the meeting in person at the Vigo County Commissioners' Conference Room or by telephonic or electronic means. In accordance with the Indiana Open Door Law and the Order, members of the public and media were encouraged to observe the meeting electronically by ZOOM® call participation according to the electronic notice posted on the Vigo County website and forwarded electronically to members of the media.

2. Oath of Office (newly appointed/reappointed members only) – Auditor James Bramble administered the oath of office to all newly appointed and reappointed members. New members are:

Gary Morris	2021-2023
Chris Switzer	2021-2023
Emily Crapo	2021-2023

Those members being reappointed are:

Jon Marvel	2021-2023
Steve Witt	2021-2023
Dave Patterson	2021-2023.

3. Roll Call:

Members Present Via Zoom or In Person at the County Annex: Jon Marvel - President, Duke Bennett – Vice President, Steve Witt – Treasurer, Dave Patterson – Member, Gary Morris – Member, Chris Switzer – Member, Emily Crapo – Member.

Others Present Via Zoom or In Person at the County Annex: James Bramble-Controller for the CIB, Brian Bosma, Brian Kooistra, Steve Bauer, Jason Semlar, Chris Nations, members of RJL Solutions, and various members of the public.

4. 2021 Annual Meeting

4.1. Election of President. President Marvel opened the meeting and stated with this being the first meeting of the year, it was time for the annual election of officers. Brian Bosma reviewed the procedures for election of officers and voting. Duke Bennett made a motion to nominate Jon Marvel as President. Dave Patterson seconded the motion. Dave Patterson moved to close the nominations. Duke Bennett seconded the motion. Upon a roll call vote of 7-0, nominations were closed. Duke Bennett made a motion to acclimate. Dave Patterson seconded the motion. Upon a roll call vote of 7-0, Jon Marvel was elected President.

4.2. Election of Vice President. Dave Patterson made a motion to nominate Duke Bennett as Vice President. Steve Witt seconded the motion. Dave Patterson moved to close the nominations. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, nominations were closed. Chris Switzer made a motion to acclimate. Dave Patterson seconded the motion. Upon a roll call vote of 7-0, Duke Bennett was elected as Vice President.

4.3 Election of Secretary. Dave Patterson made a motion to nominate Steve Witt for Secretary. Duke Bennett seconded the motion. Dave Patterson moved to close the nominations. Duke Bennett seconded the motion. Upon a roll call vote of 7-0, nominations were closed. Gary Morris made a

motion to acclimate. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, Steve Witt was elected as Secretary.

4.4. Election of Treasurer. Steve Witt made a motion to nominate Chris Switzer for Treasurer. Duke Bennett seconded the motion. Steve Witt moved to close the nominations. Duke Bennett seconded the motion. Upon a roll call vote of 7-0, nominations were closed. Steve Witt made a motion to acclimate. Emily Crapo seconded the motion. Upon a roll call vote of 7-0, Chris Switzer was elected as Treasurer.

4.5. Adoption of Schedule of Regular Meetings for 2021. A schedule of meetings for 2021 was then discussed. It was decided that the meetings would continue to be held on the third Wednesday of each month at 9:00 a.m. Duke Bennett made a motion to adopt the schedule of meetings for 2021. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, the motion unanimously passed. At this time, the new members (Chris Switzer, Emily Crapo and Gary Morris) introduced themselves to the Board.

5. Additions or Revisions to the Agenda. There were no changes.

6. Approval of Minutes. Minutes for the December 16, 2020 meeting had been circulated via email to all members. Dave Patterson moved to approve the minutes as presented. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, the motion was unanimously passed and the minutes were approved.

7. Old Business.

7.1. Update on Construction Progress – Garmong Construction Services. President Marvel asked Brian Kooistra of Garmong Construction, and Chris Nations and Steve Bauer of Nations Group, to give a brief summary of the project from inception for the benefit of the new members of the group to help them get acclimated and up to speed. A condensed history was then given with some additional background added by Brian Bosma and Dave Patterson. Brian Kooistra then stated that the current GMP (Guaranteed Maximum Price) stands at \$26,325,510. The project remains on schedule and, actually, even slightly ahead of schedule. Substantial completion date stands at April 27, 2022. Foundation work is nearing completion. Structural steel work has begun. Underslab MEP (mechanical, electrical and plumbing work) has begun in the Convention Center. A mock-up is being built. A mock-up is just a portion of the exterior façade. It is being constructed on-site and is a representation of what the finished product will look like. It's an opportunity for the architect to come and look. It is basically the last chance to make any changes to the exterior façade and it's a way to establish quality standards going forward. Delivery and installation of the garage precast is scheduled for the first week of February. Completion of the structural steel framing, joists, and decking will take place over the next 4-6 weeks. Underslab plumbing will continue. It is hoped that concrete slab installations on the Convention Center will begin on January 29. Building of the exterior walls on the Convention Center should start in early February. A photo presentation of the site was then given.

7.2. Update on Property Transfer – Kroger Gardis & Regas, LLP. Mr. Bosma gave a short history of the property acquisitions/transfers that have taken place. Items that remain to be completed are the transfer of the Vigo County School property to the Terre Haute Redevelopment Commission. Steve Witt stated that a RDC meeting was scheduled for later today. Appraisals have been completed and things are moving along. The CIB is retaining a couple of obligations with regard to that property despite the transfer to Redevelopment Commission. There is a lease to the School Corporation of the building through September 1 of this year and a lease of a portion of the parking property to Crossroad Parking Partners. Both of those leases contain an obligation for substitute parking. The CIB is providing parking at the Sky Garden parking garage for 50 parking spaces for the school corporation. That is in existence already and will continue as a CIB obligation despite the transfer of the property

and lease to the Redevelopment Commission. The Redevelopment Commission has also asked that the CIB retain an obligation (that is very unlikely to happen) to provide substitute parking for the Hilton Garden Inn if the School Corporation property should be condemned. There is also an obligation to keep the property clear of snow and ice by the CIB if Crossroads Parking Partners does not clear the parking. The only other property issues that exist have to do with access to the Convention Center site and some of the easements discovered during property acquisition that are either outdated, misplaced or ineffective when they were first recorded.

7.3. Update on Convention Center Management Agreement – Kroger Gardis & Regas, LLP. Everything is done. Documents should be signed today or tomorrow with the date shown effective as of October 1, 2020.

7.4. Update on RFP Process – Nations Group. Steve Bauer stated that there are absolutely three, and possibly four, RFP's that need to be issued to the public for services and equipment. The first goes out today for all exterior signage and selected interior signage for the convention center. The project plans included code signage for egress requirements, restroom and storage room identification, etc. but it also included adding of exterior identification signs including a monument sign that will have a message board on Wabash Avenue. Those are not in Garmong's contract. Mr. Bosma has drafted a RFP for solicitation of those signage services. The next RFP that is critical is for operation equipment. That includes floor scrubbers, equipment to maintain the Convention Center, including the gates and operational equipment for the parking garage. It is necessary to get the RFP issued sometime within the next 30 days. The third RFP is for furniture. Specifications have been provided by CSO and their consultants. That RFP needs to be issued in May or June of this year. The final RFP is for audio and video. Garmong included audio/video systems designed in the construction documents with price estimates. That price is in the GMP. At the time this was done, a reservation of rights was retained in the event it was decided not to use the pricing quoted by Garmong. There are still matters to be resolved to be sure that everything meets with the approval of Spectra. At this stage, it may or may not be necessary to issue this particular RFP but that has not been finally determined at this time.

8. New Business

8.1. Resolution 2021 – 01 Establishment of Committees - Kroger Gardis & Regas, LLP. Brian Bosma presented this resolution to the members. The By-Laws indicate that it is necessary to formally adopt committees. The Executive Committee has recommended four committees: the Executive Committee takes care of intermittent items in between meetings; a Construction Committee which is charged with working with the Owner's Representative, Construction Manager over site issues on the project; Finance Investment Committee which is operated as the fiscal committee for the CIB on invoices and works closely with Baker Tilley and Jason Semler; and a Communications Committee. Dave Patterson made a motion to adopt Resolution No. 2021-01. Duke Bennett seconded the motion. Upon a roll call vote of 7-0, the motion unanimously passed.

8.2. Announcement of Committee Appointments – CIB President. President Marvel then announced committee appointments. The below list reflects revisions made during the meeting and following the meeting by President Marvel:

Executive Committee
Jon Marvel, Chairman
Duke Bennett
Steve Witt

Construction Committee
Duke Bennett, Chairman
Steve Witt
Emily Crapo

Finance and Investment Committee
Dave Patterson, Chairman
Gary Morris
Chris Switzer

Communications Committee
Steve Witt, Chairman
Duke Bennett
Chris Switzer

Mr. Bosma noted that when we get back to a normal schedule, it is typical for the Finance Committee to meet at 8:30 a.m. before the monthly meetings.

8.3. Resolution 2021 – 02 Presentation and Approval of Updated Project Budget - Nations Group and Baker Tilley. The construction budget that was attached to the proposed Resolution was discussed. The Approved Budget, Adjustments, Adjusted Budget and Actual Costs to Date were reviewed line-by-line. It was noted that there had been some increases on line items but there was also a significant savings on several line items. The project remains on budget. Going forward, this will be added to the monthly agenda for review. Duke Bennett made a motion to adopt Resolution 2021-02 as presented. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, the motion unanimously passed.

8.4 Compensation Matters – Kroger Gardis & Regas LLP. Brian Bosma reminded everyone that this matter had been previously discussed regarding compensation for Tammy York-Allen's efforts and responsibilities that she has undertaken for the CIB. Mr. Bosma has been working with County Attorney Michael Wright and they have prepared a job description for a part-time individual which includes coordinating meetings, distribution, notices, things that she has been doing. Mr. Bosma and Mr. Wright will provide the Commissioners the proposed upgrade for Tammy's job description and a step-up in compensation in accordance with the County's compensation schedule for the Commissioner's consideration. This is not yet complete. There is no action that needs to be taken on this today but just an update on where things stand.

9. Other Business. There was none.

9.1. Questions and Comments from CIB Members. There were none.

9.2 The next Board meeting will take place on February 17, 2021.

10. Adjournment. Chris Switzer moved to adjourn the meeting. Gary Morris seconded the motion. Upon a roll call vote of 7-0, the motion passed and the meeting was adjourned at 10:40 a.m.

Executive Session. There was no Executive Session today.

CERTIFICATION

I certify under the penalties of perjury that the foregoing members of the Vigo County Capital Improvement Board of Managers were in attendance at the meeting either in person, by electronic or telephonic means and that all votes were taken by roll call observable by the public. I further certify that no final action was taken or other matters discussed at the Executive Session.

A handwritten signature in black ink, appearing to read "Jon Marvel", is written over a horizontal line.

Jon Marvel, President