

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF MARCH 17, 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.

1. Call to Order. President Jon Marvel called the meeting to order at 9:00.

2. Oath of Office (New Member Appointment) – Auditor Bramble. Mr. Bramble swore in Terri Conley as the newest member of the Board.

3. Call of the Roll:

Members Present Via Zoom, Telephone or In Person at the County Annex: Jon Marvel - President, Duke Bennett – Vice President, Chris Switzer – Treasurer, Steve Witt – Secretary, Dave Patterson – Member, Emily Crapo – Member, Terri Conley - 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, Shelly King, and various members of the public.

4. Revised Committee Announcement – President Marvel announced a change to the committee assignments by adding Terri Conley to the Communications Committee along with Mayor Bennett (Chair) and Chris Switzer. The other change was to the Finance & Investment Committee which is as follows: Chris Switzer (Chair), Steve Witt and Dave Patterson. The revised Committee Appointments are attached to these minutes.

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

6. Approval of Minutes. Minutes for the February 17, 2021 meeting had been circulated via email to all members. Dave Patterson moved to approve the minutes as presented. Duke Bennett 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. Brian Kooistra stated that the current GMP (Guaranteed Maximum Price) stands at \$26,325,510 which is unchanged from the last month. The project continues to be on schedule. Substantial completion date remains as April 27, 2022. Recent progress includes precast installation on the parking garage is about 50% complete. Interior framing and sheathing around the Convention Center is also about half way to completion. All of the main level floor slabs have now been poured at the Convention Center. Stairs have also been installed. Upcoming, precast concrete installation will continue and should be concluded in about a month. A lot of new trades will be starting at the Convention Center. Roofing materials have been delivered, interior framing has begun, masonry work will begin next week. Above-ceiling mechanical, electrical and plumbing work is underway. Exterior framing and sheathing will continue. Pouring of concrete for the second floor was scheduled to be done today but weather is going to push that until Monday of next week. A slide presentation showing the progress since last month was then given. The question was raised as to the completion date for the parking garage. Contractually, it is to be

complete the same date as the Convention Center but the question had also been raised as to whether it could be completed earlier. That is being studied.

7.2. Update on Property Transfer – Kroger Gardis & Regas, LLP. Mr. Bosma announced that the documents had been executed to transfer the school corporation property at 686 Wabash to Terre Haute Redevelopment Commission and are in the process of being recorded. The Assignment and Assumption Agreement of the two leases was also executed with the RDC taking over the lease of the building to the school corporation and the parking lots to Crossroads Parking Partners LLC. The CIB retained certain obligations under those two leases having to do with the continued replacement parking spots for the school corporation at the Skywalk Garage through September and the contingent liability in the event something happens to the parking area for Crossroads. The school corporation property now belongs to the RDC. They will begin work with a developer. Steve Witt stated that the intention is for the RDC to only own it for however long it takes to go through the process to transfer it to their hotel developer for eventual development of a Courtyard by Marriott. The question was raised as to when the hotel project might start. Mr. Witt stated that it is probably about two years away but is really undefined at the moment. A lot depends on how the market responds but the developer is very anxious to get going on the project.

7.3. Update on Convention Center Management Agreement – Kroger Gardis & Regas, LLP. Steve Bauer with Nations Group said that Nations Group had been in regular contact with Spectra. They are currently interviewing candidates for general manager and are hopeful to be able to present a candidate to the Board next month. That will, of course, be dependent upon completion of vetting all the candidates interested in this position. They anticipate a fairly large group of interested candidates. Any updates will be provided as soon as they have them, even if it is before next month's meeting. The Board will have final approval. They have also been working with Spectra on the signage package that will be discussed later in this meeting and the two RFP's for furniture and operational equipment for which bids will be due on March 25.

7.4. Update on RFP Process – Nations Group. Steve Bauer indicated that two RFP's are still out with bids being due on March 25. They anticipate having several responses regarding the furniture. They have been in contact with some vendors regarding the parking garage and those bids will also be due on March 25. Regarding the furniture, there will be an opportunity for an "equal alternate response" for other brands of furniture than those called for in the RFP that the manufacturers deem as an equal alternate. Those will be reviewed with Spectra and the design team to make sure that they are, in fact, equal in order to consider those for acquisition for the Convention Center.

7.5. Update on Project Budget – Baker Tilley. Jason Semlar presented a monthly schedule showing the current budget and allocation among the various components and comparison to the actual expenses incurred. Mr. Semlar then discussed the cash flow analysis he had prepared. There was a short discussion.

7.6. Update on Memorabilia Consultant – President Marvel. President Marvel and Mayor Bennett interviewed and chose the independent contractor for this position and introduced Shelly Keen to the meeting. A short synopsis of the scope of her duties was discussed. This has now evolved into a sort of rush schedule. Hilferty has contacted Steve Bauer and are urging to be notified of what is going to be involved so the design team can begin the design process and inform Garmong and the interior finishes can be put in motion. There was a discussion about some things they would like to see happen. It was noted that Ms. Keen should have, for timekeeping purposes, invoices that are itemized in as much detail as possible. Mr. Bosma will work with Ms. Keen on this process.

8. New Business

8.1. Presentation on Convention Center Signage Plans and RFP Results – Nations Group. Steve Bauer gave a presentation of the Convention Center signage requirements and plans and the RFP results. Renderings of the various signs provided by ISF, one of the bidders, were also a part of the presentation. There was discussion about video boards.

8.2. Resolution 2021 – 05 Approving RFP Response for Signage Services – Nations Group. Brian Bosma introduced Resolution 2021-05 which acknowledges the RFP process that the Board approved in January. There were two responses, one from ISF (as just explained by Mr. Bauer) and one from Signworks. The ISF bid was \$257,240.00 and the Signworks bid was \$311,00.00, about \$54,000.00 more than ISF. Both meet the bid requirements. It is being recommended that the Board accept the response of ISF and this is what Resolution 2021-05 does. The question was raised that if the change in the resolution of the video board was made, would we need to do this resolution again. Mr. Bosma responded that it would not be this resolution but the change would probably need to be reviewed by the Board and that change approved. There was also discussion about how the bids compared to each other (i.e. comparing apples to apples, so to speak). Mr. Bauer stated that yes, the bids had specific specifications for the signage and both bids were based on the same criteria. The comment was made that one bid included sales tax while the other did not and would that be the price difference in the two bids and should both bids include sales tax. It was noted that if sales tax were figured in on the bid from ISF, it would bring the bids a little closer but not enough to make Signworks the lowest possible bidder. It was noted that two local sign contractors had been contacted and provided with specifications. One of them indicated that the level needed was beyond his capabilities. The local companies chose not to respond. Dave Patterson made a motion to approve Resolution No. 2021-05 as presented. Duke Bennett seconded the motion. Upon a roll call vote of 7-0, the motion unanimously passed.

9. Other Business.

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

9.2 The next Board meeting will take place on April 21, 2021. President Marvel stated that he would like to begin having public meetings again at the Annex. There was a brief discussion.

10. Adjournment. President Marvel stated that if there was no further business, the meeting was adjourned at 10:05 a.m.

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 any Executive Session.



Jon Marvel, President

Vigo County Capital Improvement Board of Managers

Committee Appointments 2021

Each committee is charged with doing the work needed to ensure its key areas are reviewed prior to monthly CIB meetings. If significant events are addressed, Committees will report to the full CIB at the next scheduled public meeting.

- Executive Committee: Members are charged with working with the CIB General Counsel on issues related to the Project, CIB governance and matters requiring action between meetings of the Board.
- Construction Committee: Members are charged with working with the Owner's Representative and the Construction Manager to provide consultation and oversight on the Project.
- Finance and Investment Committee: Members are charged with approval of Project and general CIB invoices and working with the CIB's financial advisor to monitor and update the Project budget and Operating budget.
- Communications Committee: Members are charged with working with the CIB's Communication Consultant on Project updates and overseeing website and social media programs.

Executive Committee:

Jon Marvel, Chair
Mayor Bennett
Steve Witt

Construction Committee:

Mayor Bennett, Chair
Steve Witt
Emily Crapo Morris

Finance & Investment Committee

Chris Switzer, Chair
Steve Witt
David Patterson

Communications Committee

Mayor Bennett, Chair
Chris Switzer
Terri Conley