

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF APRIL 21, 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 Council Chambers or by telephonic or electronic means. In accordance with the Indiana Open Door Law and the Order, members of the public and media may observe the meeting in person or 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. 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:** Brian Bosma, Brian Kooistra, Steve Bauer, Jason Semlar, Shelly Keen, and various members of the public.

**3. Additions or Revisions to the Agenda.** There were no changes.

**4. Approval of Minutes.** Minutes for the March 17, 2021 meeting had been circulated via email to all members. Duke Bennett moved to approve the minutes as presented. Dave Patterson seconded the motion. Upon a roll call vote of 7-0, the motion was unanimously passed and the minutes were approved.

**6. Old Business.**

**6.1. Update on Construction Progress – Garmong Construction Services.** Brian Kooistra advised that construction progress for the month of April has been extensive. With any luck, today the last panel will be set on the parking garage, which is a major milestone. Hopefully tomorrow the crane will start being dismantled. The goal is to reopen 9<sup>th</sup> Street by the end of business Friday. The exterior framing and sheathing is nearing 75% complete on the Convention Center. The concrete has been poured in the stairs, making those accessible. All the interior masonry walls have been completed. Exterior masonry is underway. MEP (mechanical, electrical and plumbing) overhead installations are about half complete. Interior framing of the walls is about 75% complete. Upcoming activities include pouring concrete slabs on all four levels of the parking garage. Roofing should be complete this week on the Convention Center. Interior framing will continue. Exterior framing and sheathing will be nearing completion. EIFS (exterior insulation finish system), which resembles stucco, is just beginning. Exterior masonry and limestone work will continue. Above-ceiling MEP work will continue. Installation of the four skylights began earlier this week. A slide presentation was then shown to view the progress. The GMP (Guaranteed Maximum Price) amount remained the same from January through March. There was a change order this period (Change Order No. 9) which really accounted for a handful of design revisions issued over the past 3-4 months. There were some additions along with some reductions. Change Order No. 9 totals \$67,000 which brings the current GMP amount to \$26,392,000. The project continues to be on schedule. Substantial completion date remains as April 27, 2022. Dave Patterson asked if there was any estimate on how long the Hilton Garden Inn connector would take. Mr. Kooistra said they had scheduled about three months to do that and elaborated a little on the timing/scheduling same with Hilton Garden Inn. Chris Switzer asked about exterior lighting on the parking garage. Mr. Kooistra said he would investigate and get back

with information at a later time. Emily Crapo asked if there had been any issues in obtaining materials for the project. Mr. Kooistra stated that so far, the only issue had been with some insulation for the interior but a suitable substitute had been found and work continued. At the stage the construction is in, they really do not anticipate any further delays although that is not guaranteed.

**6.2. Update on Convention Center Management – Spectra Venue Management.** Dave Anderson with Spectra was present via Zoom. Mr. Anderson noted that they had reviewed several candidate for the General Manager position for the Convention Center and after several interviews would like to submit Tennille Wanner as their top candidate for this position. She is highly qualified with much experience. Jon Marvel noted that he, Dave Patterson and Steve Witt had had the opportunity to meet with Ms. Wanner and all were very impressed with her and her qualifications. Mr. Anderson noted that they are also working with Nations Group regarding the parking equipment for the east garage, furniture which will be purchased in the coming months, office space layouts and the general flow of the building. Things are running smoothly. He elaborated on how things will occur in the future. Brian Bosma asked who is considered to be Ms. Wanner's employer. Mr. Anderson stated that she would be an employee of Spectra. Mr. Bosma then asked if Board action would be required for that and Mr. Anderson responded in the affirmative. This will be addressed under New Business.

**6.3. Update on RFP Process – Nations Group.** Steve Bauer indicated there is a Resolution that will be introduced under New Business in today's meeting concerning one of the RFP's. There were three responses to the Furniture RFP: a full response from Commercial Office Environments from Indianapolis, a full response from RJE Business Interiors from Indianapolis, and a partial response from Thiemann Office Products of Terre Haute. Those responses are in the hands of SPECTRA for review, which is still ongoing. It is hoped to have a recommendation for the purchase of furniture in May. There were no responses to the Building & Operations Equipment RFP. They have reached out to three different parking garage equipment suppliers in Indiana. They had hoped to have them in hand for this meeting but that did not happen. They do expect to receive them shortly. Therefore the need for the Resolution that will be acted upon under New Business.

**6.4. 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.

**6.5. Update on Memorabilia Cataloging – Shelly Keen.** Shelly Keen was present to update this process. She advised that she had been able to complete the needed workshops to get a better feel of what is needed. She has access to the cataloging system that will be used and is familiarizing herself with it. Dave Patterson advised that he had contact information for two people with items that might be of interest (and he has reviewed the items himself) that he would like to give to her.

**6.6. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Brian Bosma advised that contracting had been completed with ISF for the signage for the Convention Center. The change that had been approved by the Board of Managers at a prior meeting was made for an additional increase of \$6,200.00. Still working on payment and performance bonds. The RFP registry has been completed and forwarded along with the signed contract to Jim Bramble so that they can be put on Gateway. Under Indiana law, if no responses are received to an RFP, a purchase can be negotiated as is set forth in Resolution 2021-06 which will be addressed under New Business and which allows Nations Group to proceed with negotiations and then present a recommended vendor, hopefully, at next months' meeting. An easement with Duke Energy has been prepared for movement of the electrical hookup. The easements with Hilton Garden Inn and the State Office Building for ingress/egress are still outstanding and will be squared away in the near future. They are putting together a purchasing policy

for the Board and Spectra's consideration for the purchasing requirements for the Manager. Certain things have to be publicly bid.

**7. New Business**

**7.1. Resolution 2021 – 06 Declaring Special Purchase of Operating Equipment – Kroger Gardis & Regas, LLP.** This resolution was discussed earlier in the meeting. Duke Bennett made a motion to approve Resolution No. 2021-06 as presented. Chris Switzer seconded the motion. Upon a roll call vote of 7-0, the motion unanimously passed. As also discussed earlier in the meeting, with regard to the hiring of Tennille Wanner as General Manager, Dave Patterson made a motion to approve the hiring by Spectra of Tennille Wanner as General Manager of the Convention Center. Chris Switzer seconded the motion. It was clarified before the vote that Ms. Wanner would be an employee of Spectra. Upon a roll call vote of 7-0, the motion unanimously passed.

**8. Other Business.**

**8.1. Questions and Comments from CIB Members.** There were none

**8.2** The next Board meeting will take place on May 19, 2021.

**8. Adjournment.** President Marvel stated that if there was no further business, the meeting was adjourned at 9:45 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

  
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Jon Marvel, President