

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JUNE 16, 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: Jon Marvel - President, Chris Switzer – Treasurer, Steve Witt – Secretary, Dave Patterson – Member, Terri Conley - Member. Mayor Bennett and Emily Crapo were not present at today's meeting.

Others Present: Brian Bosma, James Bramble, Cheryl Loudermilk, Brian Kooistra, Todd Shaffer, Jason Semlar, Tennille Wanner, Dave Anderson, Rachel Leslie, Vicki Weger, Mike Morris, Howard Greninger, Channel 10 News, Channel 2 News, and various members of the public.

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

4. Approval of Minutes. Minutes for the May 19, 2021 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Chris Switzer seconded the motion. Upon a roll call vote of 5-0, the motion was unanimously approved.

5. Special Order of Business.

5.1. Discussion of CIB Operating Budget Process. Brian Bosma explained that it has been confirmed with the State Board of Accounts that the CIB will be considered a beneficial component unit of the County. That means you're part of the County but you're also separate from the County. You will be adopting a budget separately from the County but it must be submitted to the County Council for review, approval or rejection. That submittal has to occur by September 1. The budget will be made next month and approved the following month. Dave Anderson of Spectra, Jim Bramble, Jason Semlar and select members of the Board will work together to put that draft budget in a form that is satisfactory and present it at the July meeting. Mr. Bramble noted that DLGF has a representative that serves this area and generally during the summer, she will take appointments and meet with various units of government and assist them with their budget and answer questions. Mr. Bosma noted that as a new entity, he suspected there may be some conflicting opinions about your role. There was some discussion about individuals to be involved in the ad hoc group.

6. Old Business.

6.1. Update on Construction Progress – Garmong Construction Services. Brian Kooistra reported that the current GMP is \$26,392,808 and that amount is unchanged from last month but there is a change order pending in the amount of \$142,301 that includes a number of different things that have been modified in the last month or two, about half of which is the addition of a parking garage storage room. The project is moving forward on schedule with a substantial completion date of April 27, 2022 but they are forecasting a completion date at least a month or two ahead of that. There has been a lot

of recent progress. Exterior masonry is complete on three sides; 2 or 3 days of limestone work left on front of the building; the EIFS work is complete on the west elevation; the window framing is installed along Wabash; glass gets delivered today; the movable walls trackwork is complete; the monumental stair is complete; bulkhead framing and drywall installation progressing. The concrete topping slabs are now being poured on the parking garage. Rooftop level will be completed today. It takes about a week to do each level, with the rooftop being level 5. Upcoming work includes EIFS work will continue down Wabash Avenue and turn to the east elevation; limestone veneer should be complete later this week. Elevator installation should begin later this week. Glass is going in today. Window framing will take place on the north and east elevations. Drywall hanging is beginning and will continue throughout as the building gets sealed up. Expecting to start exterior hardscape and the Hilton Garden Inn connector in July. Concrete slab work will continue on the parking garage and elevator work will begin next month. A photo presentation of recent progress was shown.

6.2. Update on Convention Center Management – Spectra Venue Management. Tennille Wanner advised that she is now in town permanently and is operating out of an office located at Garmong Construction. She is in the process of scheduling interviews for the Director of Operations. She has met with several community members to get a general understanding of the business community and what is needed and what expectations are. She is working on a market analysis of the region for comparison of services and pricing to make sure the facility here will be in line competitively. She is preparing preliminary rates and pricing so that proposals can be created for groups, working on sales and marketing, and working with RJL on a logo and potential new website for the facility.

6.3. Update on RFP Process – Nations Group. Todd Shaffer advised that Nations Group had been working with Spectra to solicit and receive proposals for furniture. Three proposals were received. They were studied thoroughly and compared for pricing. One local vendor had submitted a quote for a portion of the bid but, unfortunately, their pricing was substantially higher than the other quotes and they were not selected. The recommendation being submitted today is for Commercial Office Environments. Since no bids were received for parking and equipment proposals, bids were solicited and studied and Nations Group is recommending Signature Control Systems.

6.4. Update on Project Budget – Baker Tilley. Jason Semlar went through the updated monthly budget and cash flow estimate he had recently sent out. The construction budget overall has not changed. Jon Marvel stated that he had asked Nations Group to pass along that the design should be where it's at. He has instructed that if there are any further design costs that they should contact Mr. Marvel or the Board and they will make a decision whether or not to make any change. Brian Kooistra noted that the design process is probably 99% complete. Mr. Kooistra stated that this is probably a better question for Nations Group but he assumes that the construction administration component of the design firm's contract is set, i.e. if Mr. Kooistra would ask a question, it would not result in an additional bill. But, he is speculating. After a lengthy discussion, Todd Shaffer of Nations Group explained there would be additional charges coming out of the design fee category for the monthly administration expenses up to the limit of their contract. Discussion continued. It was decided that Mr. Bosma and Mr. Shaffer would research data and come up with a figure that is left after expenses so they will know where the money stands. There was some additional discussion. The design, consultant fees and construction for the museum is all in the budget of \$1.5. That is part of the construction budget.

6.5. Update on Memorabilia Cataloging – Shelly Keen (absent this month). Shelly Keen was on vacation this week and there was no update.

6.6. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma spoke briefly about Resolution 2021-08 regarding office furniture. Resolution 2021-09 is slightly different because

originally there were no responses to the RFP. Resolution 2021-06 allowed Nations Group to solicit negotiated quotes with entities and 2021-09 authorizes a special purchase as set out in the Indiana Code. Mr. Bosma also had all the board packets for each member of the Board. He briefly summarized each section of the packet. The only other pending legal matter is still buttoning up of easement issues with the Copper Bar, with HGI and with the State Office Building. Those will be addressed now that other pressing matters have been attended to.

7. New Business

7.1. Resolution 2021 – 08 Approving Response to Furniture and Furnishings RFP. Mr. Bosma noted this had been explained earlier. The only thing he did not have with him today is a Register of Proposals that will need to be kept in the CIB records for audit purposes. This will only have to be done for the furniture proposals since there were no proposals received for the Operating Equipment for the Convention Center Garage. Chris Switzer made a motion to approve Resolution No. 2021-08 as presented. Dave Patterson seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

7.2. Resolution 2021 – 09 Selecting Vendor for Special Purchase of Operating Equipment for Convention Center Parking Garage. This Resolution, too, had been explained thoroughly earlier. Dave Patterson made a motion to approve Resolution No. 2021-09 as presented. Chris Switzer seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

8. Other Business.


8.1. Questions and Comments from CIB Members. Jon Marvel asked about the resolution approved last year about the Executive Committee being able to conduct business between meetings without a special board meeting. Mr. Marvel stated that he would like to have the chairperson of each Committee be involved if an issue should arise. It was determined that with the exception of Mr. Switzer, those are the individuals who make up the Executive Committee. It was decided that they would consult with Mr. Switzer, too, should the need arise.

8.2 The next Board meeting will take place on July 21, 2021.

8. Adjournment. President Marvel stated that if there was no further business, the meeting was adjourned at 10:00 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