

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF AUGUST 18, 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 the Board's Remote Meeting Policy, members of the Board and staff participated in the meeting in person at the Vigo County Council Chambers or by telephonic or electronic means.

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, Duke Bennett – Vice President, Steve Witt – Secretary, Chris Switzer – Treasurer, Emily Crapo – Member. Terri Conley and Dave Patterson were not present at today's meeting.

Others Present: Doug Kowalski, James Bramble, Brian Kooistra, Todd Shaffer, Jason Semlar, Tennille Wanner, Pat Ralston, 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 July 21, 2021 meeting had been circulated via email to all members. Duke Bennett 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. Presentation of CIB Operating Budget – Finance Chairman Switzer/Baker Tilley. Chris Switzer presented a proposed operating budget for the CIB for review. President Marvel noted that for clarity, the Board will have to approve a budget and it will then be presented to the County Council for final approval. Mr. Switzer noted that the Budget Committee was going to have a special meeting so that this could be approved or rejected. Since there had been no prior budget to work from, this was a big task to complete and thanks were extended to Doug Kowalski, Brian Bosma, Jim Bramble, Jon Marvel, Jason Semlar and his partner on all the time put in on pulling this together.

6. Old Business.

6.1. Update on Construction Progress – Garmong Construction Services. Brian Kooistra reported that the current GMP is \$26,958,850. It has been reported the last few months that the project is moving ahead of schedule and they finally feel comfortable in projecting a new completion date of March 1, 2022. Recent progress includes: drywall finishing taking place, some inside painting will begin today, the EIFS work is beginning on the east elevation which is the last area to be completed. Almost all of the glass has been installed, gutters and downspouts are being installed, soffits are going up. Some remaining site utilities are underway. Steel erection for the connector started this morning. The kitchen exhaust hood has been installed. Parking garage progress includes: electrical work is taking place and conduits are being run through the facility. The slab on grade should be starting next week. The ground floor of the parking garage is all that remains to be poured. The stair handrails are being installed. The front and rear entrance doors are being installed. Drywall and drywall finish will be completed in the east half of the building. Exterior hardscape, i.e. finish grade, sidewalks, pavers, asphalt paving, curbs will be taking place in the next few weeks. The goal is to finish the outside by the end of October/early November. The limestone sign installation at the main entrance is underway.

In the parking garage, the slab will be poured, roofs over the stairs and elevator will be installed and elevator installation will begin this month. A photo presentation of recent progress was shown. There was some discussion about target dates for when certain areas would be completed.

6.2. Update on Convention Center Management – Spectra Venue Management. Tennille Wanner reported that they have their first new hire that will be starting August 30. Brady Kearns will be the Director of Operations. They have recently opened positions for Sales Manager and Director of Finance. She is continuing to meet with vendors about products going into the facility and is continuing going through the FF&E list to make sure that they have the best pricing that can be obtained before placing the order. They are getting ready to start configuring their booking software and it should be ready to go in about 30 days. She is continuing to meet with folks in the community to discuss partnering with them on events. Their temporary website is up and running (terrehautecc.com). They have already received a lead through the website. Google Business is also set up. She is working on five possible future events taking place in 2023 and 2024. It is planned to have some type of event every day. They will book as many events as possible leaving enough time in between to reset the room. Conventions are the most desirable because they use the largest number of rooms with meetings, banquets, receptions, etc. filling in the rest. She is also working with various hotels in the community to handle overflow when needed.

6.3. Update on Larry Bird Museum Design – Nations Group. Todd Shaffer reported that the concept plan is being reviewed and will present their comments in the next week or so. The concept plan can then be updated and hopefully finalized in the next month or so. There was a short discussion about cataloging of the items.

6.4. Update on Equipment Purchases – Nations Group. Mr. Shaffer advised that they are going through the lists with the vendors to finalize selections and find the best pricing. That should take about a month or so. They will get a final contract price together, which will be lower than initially presented to the Board. They are doing the same thing with the parking garage. They are looking to add a few cameras and equipment that was needed for some additional security and are waiting on pricing. That will take about 1-2 more weeks. The totals will still be less than what was approved by the Board earlier. There was discussion about the time frame and if it would be here in time for the anticipated completion date.

6.5. Update on Project Budget – Baker Tilley. Jason Semlar emailed a comparison of the budget expenses and the actual expenses for review. He did include some unbudgeted costs at the bottom of the sheet. These had been in discussion for about a month so he did want to include these with the budget to see how they would fit overall. If these costs come to fruition and are approved by the Board, it will leave about \$38,000 in contingencies. Based upon the current cost estimates, there is about \$13.7 million dollars left to be spent for the project.

6.6. Update on Memorabilia Cataloging – Shelly Keen. There was no update this month.

6.7. Update on Legal Matters – Kroger Gardis & Regas, LLP. Doug Kowalski reported that they are still working through the process regarding easements. They are currently looking at RFP for sponsorship which will be talked about under New Business. Also, they are reviewing license agreements that Spectra has provided to make sure they meet CIB's needs. Everything is proceeding smoothly.

7. New Business

7.1. Adoption of 2022 Convention Center Operating Budget. With the proposed budget being presented and discussed earlier in the meeting, Chris Switzer made a motion to approve the proposed budget for 2022. Duke Bennett seconded the motion. Upon a voice vote, the motion

was unanimously passed. Again, this is subject now to the approval of the County Council.

7.2. Authorization to Proceed with RFP for Sponsorships and Naming Rights. Doug Kowalski advised that Spectra has a couple of vendors they have looked at for having sponsorship rights for both the main hall and the office room up on the second floor and then the front signage. This will be focused towards banks, who will also provide an ATM inside the convention center. Given the dollar amount that Spectra believes this would get, it should have an RFP. He is asking that the Executive Committee be given the authority to issue such an RFP, with the results to come back to the full CIB for the final decision. This is just to give approval for the Executive Committee to develop the RFP. Chris Switzer made a motion to approve the Executive Committee to work on the RFP process and bring their findings to the full board. Emily Crapo seconded the motion. Upon a voice vote, the motion was unanimously passed. Pat Ralston of First Financial Bank was present and stated that his bank would like to be considered in the process and would like to have a proposal sent to them.

8. Other Business.

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

8.2 The next regular Board meeting will take place on September 15, 2021.

8. Adjournment. President Marvel stated that if there was no further business, the meeting was adjourned at 9:40 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