

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF SEPTEMBER 15, 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, Dave Patterson – Member, Emily Crapo – Member, Terri Conley - Member.
Others Present: Brian Bosma, James Bramble, Brian Kooistra, Chris Nations, Todd Shaffer, Alex Ortiz, Jason Semlar, Tennille Wanner, Shelly Keen, Pat Ralston, Rachel Leslie, 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 August 18, 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 7-0, the motion was unanimously approved.

5. Old Business.

5.1. Update on Construction Progress – Garmong Construction Services. Brian Kooistra reported that the current GMP is \$26,996,859. This reflects Change Order #12 in the amount of \$38,009.00 which was a design modification in the parking garage. With the initial completion date of April 2022 being moved to March 1, 2022, the project remains on schedule. There were a couple of challenges this past month but both have been overcome and work is progressing on the connector. Progress inside the building includes: drywall installation inside the building is nearing completion and is complete through 90% of the building; drywall finishing is complete in nearly 50% of the building; the entire pre-function hallway is painted; about 1/3 of the ballroom is painted and should be completely finished by the end of next week; drywall finishing should be completed on the east half of the building and painting will be taking place. The structural steel of the connector will be completed today; aluminum linear soffits on the bottom side of canopies is complete; sign foundations installed and support steel is in place; retaining walls, parking garage stairs, dumpster enclosures have been installed; and the limestone sign wall in front of the main entrance is also complete. The last concrete slab was poured last week in the parking garage. Glass installation at the corner of 9th & Cherry is finished and has moved over to the southwest area of the garage. Upcoming work is completing drywall finishing on the east half of the building; completing the interior painting in the ballroom; installation of ceiling grid in the pre-function and ballroom areas which will allow for lights and HVAC diffusers to be installed; connector roof decking and exterior wall framing. The roof coping arrived yesterday and installation begins today. Last shipment of limestone should be arriving around the 25th for installation. Curbs and sidewalks along Wabash Avenue should start going in this week. The cooler and freezer arrives September 21 for installation in the kitchen. They are pouring curb islands at the main entrance of the parking garage today. Pipe bollards are being installed to protect certain areas of the structure and then glass installation can be completed on the southwest corner. A photo presentation of recent progress was shown. Signage was briefly discussed and when asked about when the sidewalks would be completed, he hoped that would be by the end of the month.

5.2. Update on Convention Center Management – Spectra Venue Management. Tennille Wanner introduced Brady Kearns, new Director of Operations. They are almost at the end of their Sales Manager applications interview process. She is getting ready to start the interview process for Director of Finance. Mr. Kearns has been continuing to go through the FF&E list to make sure that they have the best pricing that can be obtained before placing the order and making sure they have everything they need. She is in the process of setting up the booking system and has moved their calendar up from May 1 to April 1. She continues to meet with the local hotels to find out information so that she can put together information packets that she can send to meeting planners. She is reaching out to local and regional coffee roasters. They would like to offer local or regional items in the Convention Center and she is trying to get pricing and information so that they can offer something that is more Indiana-specific rather than Starbucks and other name brands. She met with the President and a group of individuals from ISU to explore ways to benefit the Convention Center and ISU working together. She has five events on the calendar with about \$250,000 in potential revenue and a couple more proposals she is working on for inquiries from the past week. The question was raised about the number of employees that would ultimately be employed. Ms. Wanner stated that there would be roughly 10-12 full time employees with most of them coming on closer to the time the building will open and briefly ran through the positions. Part time help will be hired closer to opening. She will email a work chart that she has prepared to the members.

5.3. Update on Larry Bird Museum Design – Nations Group. Todd Shaffer, Nations Group, introduced Alex Ortiz, Vice President of Construction Services, who has joined their group and will also be working on this project. They have submitted a concept plan to the museum committees and have been working with them to come up with a unified concept plan. Once they do, everything can begin moving forward with Hilferty and Shelly Keen.

5.4. Update on Equipment Purchases – Nations Group. Mr. Shaffer advised that they have contracted for Signature Controls for the parking equipment in the amount of \$165,010. This is less than what had originally been presented to the Board (\$205,000), so there was a significant savings. Also working with Spectra to get them the most efficient and best operating system for the area that they wanted. The company they were working with was able to quote a good price that is better than what was originally quoted. That contract will be coming through for review soon. They need one more month on the furniture. They anticipate a savings from the original quote as well. He will bring the signage package next month since the building is taking shape and it would be good to see it again.

5.5. Update on Project Budget – Baker Tilley. Jason Semlar had emailed an updated report to the members. He noted that it had been tweaked a bit from last month. A new column had been added showing budget adjustments. He briefly reviewed the report. Total costs are about \$165,000 under budget based upon current contract costs. A couple of extra line items were added that is comprised of some additional FF&E costs and equipment requested by Spectra needed for the opening of the facility and some additional cameras for the parking garage. As discussed last month, there should still be enough to cover these additional costs with the strong showings from Food & Beverage. Costs paid to date is about \$22.9 million leaving just under \$12 million of costs remaining to be paid based on the current budget. There was a brief discussion about contingencies. Chris Switzer explained about the camera package that had been added. Besides the original cameras at the ingress/egress areas, pay booths and things like that of the parking garage, it was decided that additional cameras should be added to all floors of the parking garage for liability purposes. Thus the \$75,000 increase.

5.6. Update on Memorabilia Cataloging – Shelly Keen. Ms. Keen reported that a local site has been selected to relocate the bulk of the collection to which would allow easier access for her. A few modifications are necessary for security reasons and should be completed within 1-2 weeks. Once

everything has been moved to that location, she will begin the cataloging process. She obtained some pictures of some of the memorabilia and will forward it to the members

5.7. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma reported that they had issued this morning the exclusive bank sponsorship request for proposals. Responses will come to Spectra and Mr. Bosma and he hopes to present a recommendation for an exclusive bank sponsor soon. That entity will have some marketing and visual opportunities both at the Convention Center (including an ATM machine) and also on the website. They will also serve as the depository of the operating account. He explained how that operating account would work with Spectra paying operating expenses from this account. He did note that they were putting together a “purchasing policy” that will come to the Board from Spectra to determine if something can be spent outside of the budget, a capital improvement, what they have the authority do to, what the Board has to approve, etc. Mr. Bosma will put something together for the Finance Committee to approve and then bring it to the full Board to be sure everyone is comfortable with it so that the process will run smoothly. Mr. Bosma also noted that they were in process of trademarking the logo approved at a prior meeting. He has reviewed and submitted back to Spectra some standard contracts that they will be using to operate the facility. Preparation of a manager’s contract was underway and will be submitted to the Board in the future for approval. They received an access to public records request last week from a vendor that was not selected for something and that was completed last week. They are still working on easement issues. There was discussion about the operating account making sure that it was approved by the State Board of Accounts. There was also a brief discussion about the easements.

6. New Business

6.1. None.

7. Other Business.

7.1. Questions and Comments from CIB Members. Chris Switzer advised that he had presented the proposed budget for 2022 to the Annual Budget Committee of the Vigo County Council. The first reading took place the prior evening, September 14, and should be adopted at the October meeting of the Council.

7.2 The next regular Board meeting will take place on October 20, 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.



Jon Marvel, President