

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF DECEMBER 17, 2019 AT 9:00 A.M.**

Location:

Vigo County Council Chambers

Vigo County Annex

Terre Haute, Indiana

**Roll Call:**

**Present:** Jon Marvel-President, Mayor Duke Bennett-Vice President, Judy Anderson-Secretary, David Patterson-Member, Brad Anderson-Member, James Bramble-Controller for the CIB

**Absent:** Barbara Boo Lloyd-Member, Steve Witt-Treasurer

**Others Present:** Brian Bosma, Steve Bauer, Brian Kooistra, Jason Simler, Pat Ralston, Michael Wright, Rachel Leslie, Hannah Pruitt, Tammy Allen, Cheryl Loudermilk, Howard Greninger, Jon Swaner.

**Additions or Revisions to the Agenda.** There were none. **Motion: Action:** Approved. **Moved by:** Judy Anderson. **Seconded by:** Dave Patterson. **Passed:** all ayes.

**Approval of Minutes.** President Jon Marvel presented the minutes dated 10/16/2019. **Motion: Action:** Approved. **Moved by:** David Patterson. **Seconded by:** Judy Anderson. **Passed:** all ayes.

**Old Business.**

**Report on Convention Center Financing-Baker Tilly Virchow Krause, LLP.** Jason Semler of Baker Tilly reported that they did have a bond sale on November 20. Bonds closed on December 6. With the rates that they got, they were very close in their estimate. With a year's worth of revenues now in the books, they have received over \$2.3 million. So if the revenue coming in continues at the same rate, the CIB should have about \$1.7 million left over each year to cover operating costs.

**Update on Design of Convention Center and Site Preparation-Nations Group.** Steve Bauer with Nations Group reported on pre-construction activities and design services for the Hilton Garden Inn property. Designs have been completed and costs are in line. They are awaiting completion of property transfer and a notice to proceed. They will provide Garmoning with similar notice once they have a completed property transaction.

**Update on Property Acquisition- Kroger, Gardis & Regas LLP.** Brian Bosma explained the delay in receiving the final signed contract. The Penske acquisition of Hulman & Company slowed things down until the acquisition was complete. After that, Hulman & Company has been very timely. Although early access to the three properties had been requested, that is not going to happen. Closing on the three properties should be happening prior to the next CIB meeting, probably in mid-January. Everything is still on track. We still have our alternate parking mechanism to put into place. The costs of that ended up being a little more than originally contemplated. All these details are being worked through and everything should be in place prior to the next meeting.

## New Business

**Approval of Publication of Request for Proposals for Convention Center Operator-Nations Group.** Steve Bauer with Nations Group presented a draft of a Request for Proposals for Management, Operation, Maintenance and Marketing Services which will be given to possible operators who would run the facility, book conventions, as well as market and promote the facility and act as operator and manager of the day-to-day operations of the facility. He told the Board at least six potential operators have voiced interest in running the convention center.

President Marvel asked Mr. Bauer to explain how long it takes an operator to get up and running and start getting things booked in to a convention center that isn't even out of the ground yet. Once the operator gets comfortable with the construction schedule and the delivery, they will then be able to book events almost immediately. Mr. Bauer also said this project is well-known among potential operators and there's plenty of interest. He would expect that once an operator is on board in mid- to late February and their contract is executed, events could be booked possibly as early as summer. Mr. Bosma also commented that the operator selected will have pre-operating responsibilities to assist in construction for ease of operation of the facility. Mr. Bosma wanted to know how the major national operators were going to find out about this. Mr. Bauer indicated that they have been regularly contacted by all of the major operators of arenas, stadiums and convention centers, both that they have and have not worked with in the past. This facility is on the radar. He has a list of operators that they will distribute the RFP to directly. He does not know of other ways to get this out on a national web at this time but he will look into how to do this and get it accomplished.

Mr. Bosma suggested that there be a motion that the CIB approved the request for proposal, putting it out on the street and whatever process the Board wants for the appointment of a committee to participate in the selection process.

Judy Anderson asked if this shouldn't be put out to more than just six people. Mr. Bauer advised that he will look into it.

Mr. Bosma also commented that they, at the request of one of the property sellers, have separated the management of the garage and management of the facility as a possibility. So an offeror can give a response to operation of one or both facilities.

President Marvel advised that the Board's attorney had looked over the RFP and it is above board as far as the legal status. **Motion to approve the RFP: Action:** Approved. **Moved by:** Brad Anderson. **Seconded by:** David Patterson. **Passed:** all ayes.

President Marvel then stated that he had asked Mayor Duke Bennett if he would serve on the panel. He had also spoken to Judy Anderson who indicated that Brad Anderson would serve on the panel. So, the operator panel will consist of Mayor Bennett and Brad Anderson along with the representative from the Nations Group.

**Approval of Final Acceptance of Amendment to GMP Proposal Exhibit A.** Brian Bosma indicated that he had added this because he CIB has twice given direction to Garmong with a caveat not to spend more than \$1 million on the first one, and don't spend more than \$2.5 million on the second. Technically, that has come off with the closing of the bonds but Mr. Bosma thought it would be appropriate for the Board to have final approval of the Garmong pricing proposal and acknowledge that there are no limits on

it now that the bond has closed. **Motion: Action:** Approved. **Moved by:** Judy Anderson. **Seconded by:** David Patterson. **Passed:** all ayes.

President Marvel asked Brian Kooistra, a Garmong representative, to give a status report. Mr. Kooistra advised that Garmong was ready to go as soon as they received clearance. They should be ready to start within a week of receipt of clearance. He also advised that they had already been getting everything in order in preparation for an immediate start.

**Next Board Meeting- January 15, 2020.**

**Other Business** There was none.

**Adjournment. Motion:** to adjourn. **Action:** Adjourned. **Moved by:** Brad Anderson. **Seconded by:** Duke Bennett. **Passed:** all ayes.

Jon Marvel Jon Marvel

Brad Anderson Brad Anderson

Judy Anderson Judith A. Anderson

Duke Bennett Duke Bennett

Steve Witt \_\_\_\_\_

Barbara Boo Lloyd Barbara Lloyd

David Patterson \_\_\_\_\_