

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF MAY 25, 2022 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 Terre Haute Convention Center Executive Board Room 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: Jon Marvel – President, Present; Duke Bennett – Vice President, Present; Emily Crapo – Secretary, Present; Chris Switzer – Treasurer, Present; Dave Patterson – Member, Absent; Terri Conley – Member, Present.

Others Present: James Bramble, Brian Bosma, Tennille Wanner, Martell Lewis, Shelly Keen, Brian Kooistra, Howard Greninger, Jon Swaner, and Channel 2 News.

3. Additions or Revisions to the Agenda. There were none.

4. Approval of Minutes. Minutes for the April 27, 2022 meeting had been circulated via email to all members. Chris Switzer made a motion to accept the minutes as presented. Terri Conley seconded the motion. Upon a roll call vote of 5-0, the motion was unanimously approved.

5. Old Business.

5.1. Update on Construction Completion – Garmong Construction Services. Brian Kooistra presented the members with a copy of an Open Items List of things left to complete for the Convention Center. He reviewed each item on the list and explained the need for the change. There were a total of 12 items, 5 of which are already complete. The remaining items are either under way or waiting on delivery of the items for installation. He estimated the list would be complete in 2-3 weeks.

5.2. Update on Convention Center Management – Spectra Venue Management. Tenille Wanner gave a summary for the month of April which was the first month of operations. Gross revenue was approximately \$25,000. She gave a brief rundown of each event held. Going forward, she will continue to provide a monthly rundown of events and the revenue that was generated. 13 new events were booked during the month of April. They have had many short term events (meaning events that are booked via telephone within a week or two of the event taking place). They currently have 20 firm events booked for 2022, which will total about \$78,000 in revenue. Ms. Wanner also gave statistics for booked and prospective events for 2022, 2023 and 2024. On-site tours continue and she reviewed companies that had already completed an on-site tour. Several bookings have generated from these tours. Training is still ongoing. Operation of the website has now been turned over to them by RJL Solutions. They have received lots of good media coverage. She updated employment progress for various positions along with outstanding items that have been ordered but not yet received. The Department of Homeland Security completed their inspection and gave her a list of items to accomplish. They will return on June 6 for re-inspection. One of the items on the list was "occupancy" signs for each room. They are currently obtaining pricing and she will give that to the Board once it has been received. In the meantime, they have come up with a temporary fix that will satisfy the Department of Homeland Security until receipt of the permanent signage. She also talked about their inventory system (Micromain) and how it catalogs everything for inventory and compiles information. It will also keep track of food and beverage inventory and assist with maintaining their inventory.

5.3. Update on Project & Operating Budget – Baker Tilly. Jason Semlar was unable to attend today's meeting so Chris Switzer gave a brief update. The number of invoices to be approved by the Finance Committee gets smaller each month. The budget is healthy and the project is nearly complete. Food & Beverage tax collections place Terre Haute among the top 3 in the State of Indiana. Nothing else has changed much.

5.4. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley gave the members a 1-page update on the design. Hilferty had put together a cost estimate broken down by areas of the museum. The grand total at this time is just under \$900,000 which is close to the budget. It does include a dollar amount in line item 68 for media acquisition although obviously they do not know at this time what that cost is going to be but Ms. Conley felt there needed to be a figure put in as a placeholder. That number is subject to change. At this point, everything is very fluid so, on behalf of the Museum Committee, she asked that everyone review the estimate and give her their opinions during the coming month. She hoped to have a motion at next month's meeting to approve the design. Obviously, the design will need to be approved before RFP's can be sent. Shelly Keen said that she had taken the design team to view the items in the collection that are available for use. They are in the process of narrowing down the items to be used. Terri Conley said she has asked Mark Mederski for an estimated timeline for completion once they get started but has not yet heard from him. Brian Kooistra said that if Garmong's change order request is approved at this meeting, he thinks it would probably be July before they can start their part of the build out which will take approximately 3-4 months to complete, or around the end of October. There was discussion about the many steps that would then have to take place once the space has been turned over to Hilferty. A guesstimate would be that it would take about a year for completion. Terri Conley is going to ask Baker Tilly to work on a budget for the museum money. She believes there would be about \$850,000 remaining for the design budget which places Hilferty very close to that number with the cost estimate presented at the meeting. However, that does not take into consideration Hilferty's design fee and design services. She hopes to get the design approved at next month's meeting so things can move forward. At that point, discussion turned to the change order being requested by Garmong Construction. It was pointed out that a resolution was not needed for this change order since it was not coming out of Food & Beverage. It technically is approved by the Executive Committee but it can be brought before the full Board for approval. [A copy of the items on the Change Request is attached to these minutes.] There will just need to be a motion to approve the change order. Terri Conley briefly went through the list of items on the change order for those that were not present at the Executive Committee meeting and there was a brief discussion about the items.

5.5. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma reported that Nations Group work is done and they have officially been closed out with their last payment. Insurance coverage has been finalized and confirmed. He is still working with Spectra legal to finalize the management contract that has been in the works. He believes the final draft has cleared up all the issues that have been under discussion. He will be working with Spectra legal and hopes to have a signed contract by next month. The service mark logo has been finalized and is now protected. There is still a vacancy on the Board. Mayor Bennett will be making that appointment. The easement issue is still outstanding and Mr. Bosma will continue to work on that for finalization. Mr. Bosma will also coordinate with Hilferty when the time comes to issue RFP's to be sure that all protocols are followed. Mr. Bosma also said that he thought the assets of the Convention Center should be included on the County's annual inventory for the State Board of Accounts. There was a short discussion about that.

6. New Business.

6.1. Possible Change Order Request Discussion and Approval. Mayor Duke Bennett reviewed the change request briefly. He said he would like to get this going as soon as possible in order to move forward. Mayor Bennett then made a motion to approve Change Order Request 125 in the amount of

\$346,152 so the project can move ahead. Terri Conley seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed. Brian Bosma clarified, in order to alleviate some confusion, that the meeting yesterday was a meeting of the Executive Committee, not an Executive Session of the board. Brian Kooistra then explained that Garmong would prepare the change order for signature (as had previously been done by Nations Group) and would then present it to Jon Marvel and Brian Bosma. Mr. Bosma noted that passage of this motion gives Mr. Marvel authority to go ahead and execute the formal Change Order Request once it has been received.

7. Other Business.

7.1. Questions and Comments from CIB Members. Chris Switzer said that he is going to be preparing a proposed budget for approval by the Vigo County Council as had been done last year. He will be working with Jason Semlar, Jim Bramble, Tennille Wanner and Martell Lewis to get this accomplished. Discussion then took place about components that would need to be included in this budget. Tennille said that she and Martell Lewis were already working on assembling information that will need to be included. Mr. Bosma reminded everyone that Spectra’s operating agreement also includes a financial incentive of 20% of gross revenue excluding gross food and beverage over a set benchmark. There is no way to figure that at this point.

Jim Bramble talked to the Board about an Association of Indiana Counties (“AIC”) award that is given at their annual conference for inter-governmental cooperation. He felt this group perfectly fit the criteria and thought that an application should be submitted. It was felt that this was a good idea. Brian Bosma said that he would be happy to write a letter of support. The deadline for submission is June 8.

7.2 The next regular Board meeting will take place on June 22, 2022 in the Terre Haute Convention Center Executive Board Room.

8. Adjournment. Jon Marvel stated that if there was no further business, the meeting was adjourned at 10:10 a.m.

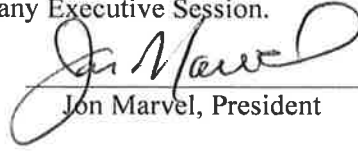
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 22nd day of June, 2022, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Jon Marvel, President	<input checked="" type="checkbox"/> <u> </u> Aye Nay	Chris Switzer, Treasurer	<input checked="" type="checkbox"/> <u> </u> Aye Nay
Mayor Duke Bennett, Vice President	<input checked="" type="checkbox"/> <u> </u> Aye Nay	David Patterson, Member	<input checked="" type="checkbox"/> <u> </u> Aye Nay
Emily Morris, Secretary	<input checked="" type="checkbox"/> <u> </u> Aye Nay	Terri Conley, Member	<input checked="" type="checkbox"/> <u> </u> Aye Nay
_____, Member	<u> </u> <u> </u> Aye Nay		

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