

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF DECEMBER 16, 2020 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 Commissioners' Conference Room or by telephonic or electronic means. In accordance with the Indiana Open Door Law and the Order, members of the public and media were encouraged to observe the meeting electronically by ZOOM[®] call participation according to the electronic notice posted on the Vigo County website and forwarded electronically to members of the media.

2. Roll Call:

Members Present Via Zoom: Jon Marvel - President, Duke Bennett – Vice President, Steve Witt – Treasurer, Brad Anderson – Member, Dave Patterson – Member, Barbara Boo Lloyd – Member.

Others Present Via Zoom: James Bramble-Controller for the CIB, Brian Bosma, Brian Kooistra, Steve Bauer, Jason Semlar, Chris Nations, members of RJL Solutions, Katie Porco with Spectra, and various members of the public.

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

4. Approval of Minutes. Minutes for the November 18, 2020 meeting had been circulated via email to all members. Dave Patterson moved to approve the minutes as presented. Duke Bennett seconded the motion. Upon a roll call vote, the voting was as follows: Jon Marvel – aye; Duke Bennett – aye; Steve Witt – aye; Barbara Boo Lloyd – aye; Dave Patterson – aye; Brad Anderson abstained. The minutes were approved.

5. Old Business.

5.1. Update on Construction Progress – Garmong Construction Services. Brian Kooistra stated that the project remains on schedule and within budget. There has been a lot of progress since the last meeting. The Convention Center foundations were completed as of late last week. The concrete crews have moved to the northeast garage site. Steel erection began on Monday of this week. Mr. Kooistra had slides showing the progress. The pile caps are in place. Pilings are 35 feet deep and the pile caps are placed on top of them. There are 3 pilings under each cap. The structural steel attaches to anchor bolts on top of the concrete. Convention Center foundation work was completed on December 11. Structural steel erection began December 14. The northeast garage foundation work should be completed by January 30, 2021. Precast deliveries for the northeast garage will be delivered February 1, 2021. Structural steel Convention Center completion should be February 9, 2021. Jon Marvel commented that it was exciting to see the structural steel going up and progressing so quickly.

5.2. Update on Property Acquisition/Transfer – Kroger Gardis & Regas, LLP. Mr. Bosma advised that all property acquisitions had closed and were complete. There are two property issues still outstanding which include the transfer of the school corporation property to Terre Haute Redevelopment Commission (which has already been approved). The lease with the school corporation requires the CIB to provide 50 replacement parking spaces (which is being done). The president of the Redevelopment Commission expressed reservations about undertaking this responsibility. Mr. Bosma suggested that the CIB, as the facilitator of this transfer of property, will continue to provide those parking spaces through the September 1 conclusion date or it will terminate earlier if the school corporation should leave the building before that date. This all can be accomplished by resolutions that have already been approved allowing action to take any necessary

measures unless the Board has an issue with extending the provision of the parking spaces through September 1. There had also been some discussion about who would be responsible for snow removal since the CIB was now the landowner. The landowner (the CIB) is technically responsible for snow removal but as landlord of the lease with the Crossroads Parking Partners, LLC (“Crossroads”), this responsibility has been transferred to the tenant (Crossroads) to keep the parking lot clear. The other outstanding item is the easement issue between the Convention Center and the Copper Bar for outdoor dining and the access easement to the west to 7th Street. It is a faulty easement and negotiations continue with HGI regarding recording an accurate easement.

5.3. Update on Convention Center Management Agreement – Kroger Gardis & Regas, LLP and

5.4. Introduction and Update from Spectra Venue Management. Brian Bosma stated that these items will be discussed together. He has diligently tried to have a signed agreement by the date of this meeting but although that could not be accomplished, it is imminent. Spectra is functioning and operational. In October the Board began paying Spectra the \$5,000 per month pre-opening budget. Steve Bauer stated that Spectra has been fully engaged since October in their pre-opening tasks. Everything is now locked down on design. Katie Porco, with Spectra, then introduced herself and spoke about all that has been accomplished to date. Spectra will continue to provide updates as we move forward.

5.5. Other Old Business. The only item of old business was presented at last month’s meeting by a member not in attendance today and concerned a stipend that had been brought up to be paid to Tammy Allen. Tammy performs many extra duties for the Board and is called upon for some duties in the evenings and on weekends. Mr. Marvel would like to have that matter added to next month’s agenda for discussion and/or approval. Mr. Bosma also commented on the scope of duties being performed by Mrs. Allen and thought it would be appropriate to bring this matter up for approval. He did point out that there might be some issues but he would work through those with the County Attorney Michael Wright. Mr. Bosma noted that it will be put on the next meeting’s agenda.

6. New Business

6.1. Resolution 2020 – 12 Authorizing Request for Proposal Process for Equipment Acquisition – Kroger Gardis & Regas, LLP. Brian Bosma presented this resolution to the members. Nations Group has recommended that an RFP process be utilized for (i) exterior and select interior signage; (ii) audio and visual technology components of the Project; and (iii) furniture and fixtures for the Project. On all three RFP’s, Spectra has been involved with specifications review. This should provide the best value for the CIB. This will authorize the president to go through with the three requests for proposal in early 2021. Dave Patterson noted he would like to receive the signage list. Steve Bauer will provide all packets to the board members for review. They have already been contacted by several providers who are excited to receive and bid. Duke Bennett made a motion to adopt Resolution No. 2020-12 Authorizing Request for Proposal Process for Equipment Acquisition. Dave Patterson seconded the motion. Upon a roll call vote of 6-0, the motion unanimously passed.

6.2. Resolution 2020 – 13 Authorizing Amendment to Owner’s Representative Agreement – Kroger Gardis & Regas, LLP. It was discovered that there were a couple of anomalies in the existing engagement agreement with Nations Group. Due to various circumstances, the start of the Project was delayed causing various completion dates to change. The initial completion date would have been June of 2020 which would also result in the completion of services by Nations Group. Revisions have been made to the document with most of the document remaining intact. Adoption of this resolution will continue the engagement of Nations Group for the project and revise the fees of Nations Group through the anticipated completion of the Project. A discussion ensued with Chris Nations speaking on behalf of Nations Group with additional comments being made by Jon Marvel, Duke Bennett, Steve

Witt and Steve Bauer. Duke Bennett made a motion to adopt Resolution 2020-13. Dave Patterson seconded the motion. Upon a roll call vote of 6-0, the motion unanimously passed.

6.3. Resolution 2020 – 14 Authorizing Engagement of CSL International to Prepare Convention Center Economic Impact Study – Nations Group. Chris Nations advised that an economic impact study is commonly done at this point in a project. CSL is a national firm that does many types of studies across the country. They performed a feasibility study for this project back in 2013 or 2014. This economic impact study looks at construction and the impact it's going to have on the community, it looks at Spectra and their ability to book and looks at the long term economic impact on the community. This is a very good tool to have and explain what has happened in other communities. A study of this type will also help new/incoming members of the Board who are not as familiar with the project and its history. This Resolution will authorize and empower the President to take all action necessary to enter into this Professional Services Agreement and authorize the Auditor to pay the monthly expenses in an amount up to \$34,500.00 plus reasonable out of pocket expenses on a monthly basis as directed and approved by the President or the Finance Committee of the Board. It was pointed out that there was a line item in the budget for this type of study to be done. Steve Witt asked if this study would be a benefit to other areas of our local economy. Chris Nations advised that it definitely would. Steve Witt made a motion to adopt Resolution 2020-14. Brad Anderson seconded the motion. Upon a roll call vote of 6-0, the motion unanimously passed.

7. Other Business.

7.1. The only other business to be discussed was the fact that this would be the last meeting for Brad Anderson and Barbara Boo Lloyd under their current term appointment. A hearty thank you was extended to both of them for their service to the Board and the community. The next Board meeting will take place on January 20, 2021.

8. Adjournment. The President adjourned the meeting at 9:50 a.m.

Executive Session. There was no Executive Session today.

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 the Executive Session.

Jon Marvel, President