

## McConnell Center Oversight Committee

**Friday, January 20, 2006 8:15 AM McConnell Center Site Supt. office**

Present: Otis Perry, Bob Carrier, Don Andolina, Paul Mauceri, Gary Gilmore

Staff Present: Steve Stancel, Christopher Parker, Jack Steiner (Martini Northern)

Meeting began at 8:11 am

1. Introductions - Perry
  - a. Thanks were given to Gary Gilmore for all his work with the previous Oversight Committee as well as the former Reuse Committee
  - b. An overview of the project was given detailing the project to date
    - i. Oversight activities
      1. Tenant Identification
      2. Construction Manager selection
    - ii. Tentative timeline
      1. Completion of core building renovations by September 2006
    - iii. Overall project budget is approximately \$5.8 Million including City fit-out.
  - c. Tentative meeting set up with CATA Thursday, January 26<sup>th</sup>, 2006 at 4 pm
2. Lease Negotiation Update - Parker
  - a. Update and explanation of spreadsheets and other information handed out to committee
    - i. Floor plans – showing tenant allocation
    - ii. Financial Model
    - iii. Tenant rental and square footage numbers
      1. i and ii to be emailed to Andolina
  - b. Perry requested that a cash flow spreadsheet be generated and handed out as needed
3. Construction Manager Update – Steiner
  - a. Overview of project schedule
  - b. Overview of sign in/building safety procedures
    - i. Visitors to the building need to sign into Martini's visitor log for insurance purposes.
4. Subcommittee creation – Perry
  - a. Tenant Liason
    - i. To connect with tenants and keep up communication about project
    - ii. Members
      1. Gilmore
      2. Jack Buckley
  - b. Lease Negotiations
    - i. To work with City Manager to determine lease parameters
    - ii. Members
      1. Dede
      2. Andolina

3. Gilmore
  - c. Construction
    - i. To review requisitions and work with Martini Northern
    - ii. Members
      1. Perry
      2. Mauceri
      3. Ken Latchaw
  - d. Governance
    - i. To develop operation model for building
    - ii. Members
      1. Carrier
      2. Gilmore
  - e. Kitchen
    - i. To review the needs of tenants for a kitchen facility
    - ii. Members
      1. Mauceri
      2. Gilmore
    - iii. Parker to email tenants and request scope of kitchen usage
    - iv. Parker to request that Lassel Arch attend 1/27/06 meeting
    - v. Carrier has a food provider contact if needed
    - vi. Mauceri/Gilmore to contact SAU food
5. Other Business
  - a. Meetings will be weekly as needed
    - i. Subcommittees shall meet and act as needed
    - ii. Minutes shall be distributed via email by Tuesday after meeting
    - iii. Located in Site Superintendent's office
  - b. Parker to act as liaison between Martini's weekly owner meeting and the committee
6. Adjournment
  - a. 9:30 am
7. Tour of Facility - Steiner led
  - a. Members went to view areas of demolition