

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JANUARY 24, 2024 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.** Vice President Chris Switzer called the meeting to order at 9:00.
- 2. Call of the Roll:** Chris Switzer - Present; Jon Marvel - Present; Mayor Brandon Sakbun - Present; Emily Crapo – Absent; Dave Patterson – Present via face time/telephone; Terri Conley – Present; Bernice Helman – Member, Absent.
Others Present: James Bramble, Brian Bosma, Tennille Wanner, Martell Lewis, Shelly Keen, Brian Kooistra, Jordan Marvel, and several members of the public.
- 3. Additions or Revisions to the Agenda.** Brian Bosma noted that he had revised the agenda on Tuesday to add the Resolution regarding memorabilia insurance.
- 4. Special Order of Business – Oath of Office for New Members and Reappointments.** Auditor James Bramble administered the oath of office to Chris Switzer and Mayor Brandon Sakbun.
- 5. Special Order of Business – Annual Meeting and Election of Officers**
 - 5.1. President.** The floor was opened for nominations for President. Jon Marvel nominated Chris Switzer for President. Dave Patterson seconded the motion. There were no further nominations. Jon Marvel made a motion to close nominations. Dave Patterson seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed. Jon Marvel made a motion to elect Chris Switzer as President. Terri Conley seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed. Chris Switzer took charge of the meeting as the new President.
 - 5.2. Vice-President.** President Switzer called for nominations for Vice President. Dave Patterson nominated Terri Conley for Vice President. Brandon Sakbun seconded the motion. With no further nominations, and upon a roll call vote of 5-0, nominations were closed. Chris Switzer moved to accept Terri Conley as vice president. Brandon Sakbun seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed.
 - 5.3. Secretary.** President Switzer then called for nominations for Secretary. Terri Conley nominated Emily Crapo for Secretary. Dave Patterson seconded the motion. With no further nominations, and upon a roll call vote of 5-0, nominations were closed. Terri Conley moved to accept Emily Crapo as secretary. Jon Marvel seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed.
 - 5.4. Treasurer.** Lastly, nominations were opened for Treasurer. Terri Conley nominated Brandon Sakbun for Treasurer. Jon Marvel seconded the motion. With no further nominations, and upon a roll call vote of 5-0, nominations were closed. Jon Marvel moved to accept Brandon Sakbun as treasurer. Terri Conley seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed.
- 6. Approval of Minutes.** Minutes for the December 27, 2023 meeting had been circulated via email to all members. Jon Marvel made a motion to accept the minutes as presented. Terri Conley seconded the motion. Upon a voice vote of 5-0, the motion was unanimously approved.

7. Old Business.

7.1. Update on Convention Center Management – Spectra Venue Management. Tennille Wanner provided a summary for the month of December. A total of 21 events took place generating approximately \$164,403 in gross revenue. She briefly reviewed the events and December statistics. It was a very busy month for all of the staff. A lot of holiday parties and larger parties that were had this past year have already started rebooking for the coming year. New Year's Eve was another very successful event and they received a lot of great feedback. There were a few safety incidents during December. A guest entering the parking garage drove into the stop arm before it was completely raised. Guests entering after this incident were unable to pull a ticket which resulted in a revenue loss. The individual doing the damage was identified and an invoice has been forwarded to his insurance company for repair reimbursement. The arm was able to be repaired instead of replaced. On December 18, a fire alarm went off but it was determined to be a false alarm. On January 1, an intoxicated driver (who had not been at the Convention Center New Year's Eve function) crossed over Cherry Street and drove over the evergreen trees just west of the Convention Center entrance. She is in process of getting quotes to repair the irrigation that was damaged and cost of replacement of the trees that were damaged and will submit them for restitution to City Court when the young man appears in Court. Future contracted events and tentative leads were discussed. Site tours, community involvement, and promotion and advertising were briefly discussed. Digital and other forms of advertising were discussed in depth along with what types of future campaigns are being planned. It was noted that lack of hotel space did make it hard to book larger events. There was also discussion about meeting specials, etc. that the Convention Center runs during the slower periods to generate income and to target every type of group possible. Ms. Wanner makes every effort possible to accommodate groups and, if the Convention Center is unable to handle it, she tries to refer/assist them in finding another location here in the City in order to keep the business in Terre Haute.

7.2. Update on Operating Budget and Cash Flow – Baker Tilly. Terri Conley briefly updated the cash flow report. She noted that Food & Beverage was just over 7% higher than last year. \$276,240 was collected through December. With the events currently scheduled for 2024, a 4% conservative increase has been budgeted. Chris Switzer said he had asked Baker Tilly to create a new line item of \$150,000 for operational fees for the Indiana Theater.

7.3. Update on Larry Bird Museum – Jon Marvel & Executive Committee. Jon Marvel said that the museum was really starting to take shape. They are getting all the interactives up and running. March Madness is still the hoped-for time frame for a soft opening of the facility. Terri Conley said we are still at least six weeks out. There are some little things that need to be done, artifacts that need some restoration work. Ravenswood has been on site and working closely with Tennille. Mark Mederski along with David and Sam from Hilferty were in attendance at today's meeting and following up on a few matters. Dave Patterson asked that he be advised of the soft opening date when it was a firm time. The Convention & Visitors Bureau would like to fund a social mixer of sorts in the ballroom in conjunction with the museum opening.

7.4. Update on Indiana Theater. Chris Switzer said that Brian Kooistra had joined him and the other Commissioners recently for a meeting with a sign company along with several others for a walk-through at the theater. Former owner Rob Lundstrom took everyone through and pointed out all the good and all the bad points of the facility. There is a lot of bad. There are a lot of things that need to be disposed of that will necessitate having some dumpsters placed along Ohio Street. They have been working with the sign company and trying to get a quote on replacing the roof on the canopy in front of the theater. We did get the okay from the Indiana Landmarks on removing the old sign and putting up a new digital sign and replacing the bulbs underneath with LED's. The structure on the canopy needs to be opened up to see how deteriorated it is. That should be the next move. Mr. Switzer would like to work with RJL Solutions and either the Indiana Destination Development Corporation or

Community Development Block Grant to find a way to get our money back for the feasibility study that the CIB has paid. Payment for that will come out of this year's budget. It seems like either one of those divisions of Indiana will qualify us to find a grant and at least get some of our money back and possibly more moving forward with the theater. Early estimates for the roof replacement are \$700,000-\$1,000,000. The CIB has identified this as most likely the next project we are going to try to take on to get people in seats. It is hoped to host on February 15 the theatre consultants that StudioAxis is using to work with the Indiana theater and stakeholders, i.e. the Terre Haute Symphony Orchestra, the Vigo County School Corporation, Tim & Kelly Drake from The Mill. We want all of those people to be in those stakeholder meetings and tell us what they expect to see in the Indiana Theater, whether it's a comedy show, a dinner event, a wedding, whatever it could be. We want to make sure they're all in the room telling the theater consultant what they are expecting it to be. Specifics are being worked on. The feasibility study should be completed in June or July. There was also discussion about there being some commercial space that could be utilized for income. It was noted that there would be opportunities for local contractors to be able to bid on some of the work to be done. It was also pointed out that the original sign for the theater will be going to the Historical Museum.

7.5. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said the contract with StudioAxis had been executed in put in place. He continues to coordinate with Hilferty & Associates and Mark Mederski on pricing and change orders on the museum. He thanked Hilferty for agreeing to a fee reduction in order to help with the movement of the theme ring. The agreement is in process of being executed. The memorabilia has been appraised and the next step is getting it insured so the items that need to be restored can be accomplished. Restorers will not touch it unless it is insured. Quotes had been obtained and three different companies were presented to the Board to make a selection. The museum committee is recommending Chubb with their \$5,000 deductible for an annual premium of \$19,909. While a significant amount, it is better than the \$45,000 initially expected. Mr. Bosma has secured all of the closing documents for the Indiana Theater and is preparing a searchable transcript which will be forwarded in digital form to the Vigo County Auditor. Similarly, the transcript for the acquisition of the property for the Convention Center has not yet been completed. There were 5 different transactions involved in that. He is working with Hendrich Abstract to finalize that and it should be finished soon. It will also be transmitted digitally to the Auditor. Once committees have been determined, along with a few other things, Mr. Bosma will have board packets prepared again that will include the scheduled meetings, officers, terms of offices, contacts information, and a multitude of other documents for easy reference. He also noted that with regard to using portions of the theater for commercial use, there will be no tax exempt bonding restrictions which will make it easier to lease space. There is a process to follow since it will be a publicly owned space.

8. New Business.

8.1. Resolution 2024-01 Approving Chubb Insurance Quote for Memorabilia – KGR. Mr. Bosma had prepared Resolution 2024-01 which would approve the Committee's recommendation to go with the Chubb policy with the \$19,909 annual premium. A chart with all three quotes had been distributed. The recommended Chubb policy covers the value of those artifacts that will be transported to Prism Restoration in Indianapolis, which has a value of \$1.5 million, and will cover both the transit and possession of that for a 2-week period or longer if needed. If adopted, the insurance will be put in place later today. Jon Marvel made a motion to approve Resolution 2024-01. Terri Conley seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

8.2. Setting of Dates for 2024 Monthly Meetings. We currently meet on the fourth Wednesday of every month with the Finance Committee meeting at 8:30 and the full Board meeting at 9:00. However, Mr. Switzer would like to move the February 28 meeting to a different day due to a conflict with the Vigo County Commissioners County Update being scheduled for that date. After a brief

discussion, it was decided to hold the February meeting to Wednesday, February 21. Terri Conley made a motion to approve the February meeting to be held on February 21 and each successive monthly meeting to be on the fourth Wednesday of each month. Dave Patterson seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed.

8.2. Appointment of Committees – TBD. Chris Switzer said he would reach out to everyone individually and talk about committee appointments. Mr. Bosma said he would send a list from last year and he thought maybe a committee should be set up for the theater.

9. Other Business.

9.1. Questions and Comments from CIB Members. Chris Switzer extended a thank you to Brian Kooistra for volunteering his time. Dave Patterson said he will have his office send out a highlight of events for this year to all CIB members. Mr. Bosma asked about the current appointees for the board because the alcoholic beverage permit (which is in process) will have to be amended and will require Mayor Sakbun's information.

9.2 The next regular Board meeting will take place on February 21, 2024 in the Terre Haute Convention Center Executive Board Room.

10. Adjournment. Terri Conley made a motion to adjourn the meeting. After unanimous approval, the meeting was adjourned at 10:15 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 21st day of February, 2024, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer, President	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Jon Marvel, Member	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
Terri Conley, Vice President	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	David Patterson, Member	<input type="checkbox"/> Aye <input type="checkbox"/> Nay
Emily Morris, Secretary	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Bernice Helman, Member	<input type="checkbox"/> Aye <input type="checkbox"/> Nay
Mayor Brandon Sakbun, Treasurer	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> 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


Chris Switzer, President