

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF OCTOBER 25, 2023 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 or by telephonic or electronic means.

**1. Call to Order.** President Duke Bennett called the meeting to order at 9:00.

**2. Call of the Roll:** Duke Bennett – President, Present; Chris Switzer – Vice President, Absent; Emily Crapo – Secretary, Present; Terri Conley – Treasurer - Present; Jon Marvel – Member – Present; Dave Patterson – Member - Present; Bernice Helman – Member, arrived later.

**Others Present:** Doug Kowalski, Tenille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Kristin Craig, Jordan Marvel, and several members of the public.

**3. Additions or Revisions to the Agenda.** None.

**4. Approval of Minutes.** Minutes for the September 27, 2023 meeting had been circulated via email to all members. Emily Crapo made a motion to accept the minutes as presented. Jon Marvel seconded the motion. Upon a voice vote of 5-0, the motion was unanimously approved.

**5. Old Business.**

**5.1. Update on Convention Center Management – Spectra Venue Management.** Tennille Wanner provided a summary for the month of September. A total of 9 events took place generating approximately \$71,119 in gross revenue and parking. Parking garage revenue was \$2,247. She briefly reviewed the events and September statistics. Along with other events, the B&B Food Show took place for the second time in as many years and they have decided to continue holding that event here annually in the future. The Church of the Nazarene Convention has booked through 2025. Food and beverage revenue, operations, sales and marketing, and community involvement for the past month were updated. Corporate rolled out Daily Pay, which is a third party company that can offer daily pay based on time worked and averages so employees can have pay sooner which has helped in getting temporary employees to show up for work. There is no cost to the employee or the facility. November is shaping up to be a very busy month. The electrical upgrade is in progress and should be completed in about another week. Camera additions will also be starting soon. The video wall was installed in the Larry Bird museum and carpet and flooring installations are expected to begin next week barring any delays.

**5.2. Update on Operating Budget and Cash Flow – Baker Tilly.** Jason Semlar was unable to attend today but had sent updated cash flow information to Board members. A short discussion was initiated by Dave Patterson regarding an email from Mr. Semlar about May and June Food & Beverage payment. Mayor Bennett said he would follow up with the Auditor's Office about this matter. It was also noted that Food & Beverage revenue continues to go up.

**5.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee.** There should be quite a bit of activity in November. There had been a slight delay in some of the electronics but it is moving along. Shelly Keen briefly updated what she had been doing. A copy of drafts and sketches on how to display the artifacts was given to the board members.

**5.4. Update on Indiana Theatre – Executive Committee.** Mayor Bennett said that he and Chris Switzer had briefly toured the building last week. There's a lot of stuff in the building. There are also a couple of minor physical plant things that need to be addressed, along with a broken window on one of the doors. More updates to come soon.

**5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Doug Kowalski said they had completed

and submitted documentation for the funds seized by U.S. Customs and it is in process on how the money will be received. With regard to the Bird Museum, he has received two quotes on memorabilia appraisals. One is from a local appraiser and one from a nationally recognized appraiser. The Committee will be evaluating those in the near future. The license from Larry Bird is complete so he is now able to register the Larry Bird Museum as a trademark of the CIB and also as an assumed business name. He advised that it is time to renew the alcohol permit again and had sent all members an email to confirm there were no changes on the application information since last time. It will need to be submitted in December. He said the permit will also cover the Larry Bird Museum if desired.

**6. New Business.** Mayor Bennett said they were going to reverse the order of discussion for New Business due to a possible time conflict for one of the Board members.

**6.2. Discussion of Operating Revenue Benchmark and Incentive Fee Process for OVG360 – Tenille Wanner.** Tenille Wanner explained the spreadsheet she had prepared to help make a decision with regard to deciding on a benchmark for the financial incentive fee process. Terri Conley said she felt that what Tenille had presented was fair. Her only recommendation was to put more of a range/scale on the form and gave examples of what she was suggesting. The initial benchmark should be a weighted average of the past two years and then be re-evaluated in three years. There was discussion about this. This will be added as an agenda item for next month for possible action.

**6.1. Consideration of CIB Resolution 2023-08 Authorizing Advance Payments of Recurring Expenses – Kroger Gardis & Regas, LLP.** Doug Kowalski explained that Chris Switzer had requested this resolution in order to obtain the ability to pay items, such as utilities, for the Indiana Theater that come due prior to being able to receive Board approval. This resolution would allow the County Auditor to pay utilities and certain recurring expenses listed in the resolution prior to Board approval, with the Board approving the expense after prepayment in order to pay the bills timely. This method is approved by the State Board of Accounts. Dave Patterson made a motion to approve Resolution 2023-08. Bernice Helman seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

## **7. Other Business.**

**7.1. Questions and Comments from CIB Members.** Emily Crapo asked about an update for signage in the City. Mayor Bennett said approval was somewhere in between Engineering reviewing the plans and making the recommendation to the Board of Works. Jon Marvel thanked Tennille for a great job with regard to finding a humidity readout fob with an app that can be used in the museum to keep track of the temperature and humidity and allow adjustments to be made in order to keep both within an acceptable range to preserve the artifacts in the cases.

**7.2** Although the next regular Board meeting is scheduled for November 22, 2023, it was suggested that it might be a good idea to move it back a week since the 22<sup>nd</sup> will be the day before Thanksgiving. Everyone was in agreement, so the next meeting will take place on November 29, 2023 in the Terre Haute Convention Center.

**8. Adjournment.** Jon Marvel made a motion to adjourn the meeting. Dave Patterson seconded the motion. Upon a voice vote of 6-0, the meeting was adjourned at 9:43 a.m.

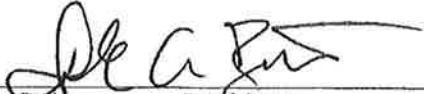
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 29<sup>th</sup> day of November, 2023, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

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

  
\_\_\_\_\_  
Duke Bennett, President