

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF FEBRUARY 21, 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. President Chris Switzer called the meeting to order at 9:00.

2. Call of the Roll: Chris Switzer – President, Present; Terri Conley – Vice President, Present; Emily Crapo – Secretary, Present; Mayor Brandon Sakbun – Treasurer - Present; Jon Marvel – Member – Present; Dave Patterson – Member - Abent; Bernice Helman – Member, arrived later. **Others Present:** James Bramble, Brian Bosma, Jason Semlar, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Jordan Marvel, Danielle Isbell, Ashley Poff, Mark Clinkenbeard, and David Kronke.

3. Additions or Revisions to the Agenda. Brian Bosma said he would like to add an 8.2 concerning a bid presented by Tenille Wanner for the museum.

4. Approval of Minutes. Minutes for the January 24, 2024 meeting had been circulated via email to all members. Jon Marvel made a motion to accept the minutes as presented. Emily Crapo 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. Tenille Wanner provided a summary for the month of January. A total of 10 events took place generating approximately \$32,476 in gross revenue and parking. She briefly reviewed the events and January statistics. A shortfall in attendance at the Combat Veterans' Motorcycle Association State meeting resulted in 30 pounds of extra food. The Association asked that a non-profit organization that helps veterans, Reach Services, receive the extra food donation. Regular monthly inspections were performed along with a complete facility inventory. Camera installation in the parking garage and kitchen was completed. The Prosecutor's Office requested an invoice for the damage that took place last year when an individual in the parking garage drove through the arm. They are recouping costs from some of the damages that have taken place. She briefly reviewed contracted events for 2024 along with tentative leads and repeat business that were being followed up on. Site tours continue. The Center remains involved with community functions. There was discussion about exploring business possibilities with groups that are coming to town for other event purposes. Plans for the eclipse were also discussed.

7.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar briefly discussed the updated cash flow that was sent out Monday to the board members. Overall, revenue from Food & Beverage for the first two months of the year are similar to the first two months of last year. Chris Switzer said that he had Jason put in the placeholder number of \$150,000 for the Indiana Theatre in the event of a large or unexpected expense. Mr. Semlar said he would put another line item for utilities and capital for the theatre.

7.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee. Jon Marvel said he and Terri Conley were still attending weekly meetings on Tuesdays about the museum. Last Tuesday, they talked about the electrical outlets that had been designed by Hilferty to be put in the floor. A

graphic was placed over two of the four outlets in the front, which absolutely ruined the whole graphic. Brian is working on a remedy with the floor graphic installer. There had also been discussion about integrating the fire alarm into the system. Sycamore Engineering is working to determine what needs to be done. It is too soon for Georgia Carpet to repair any loose carpet tiles. Quotes are being sought for the ADA buttons for the front door. Terri Conley said we're getting closer but it just takes a little time to make sure all the small items are getting taken care of. All the contractors are working to get things completed and we're getting close to the finish line. There was a short discussion about things left to be done. Chris Switzer noted that with regard to the opening, it has been discovered that Larry Bird will not be available for the opening until May which will help with getting everything finished up and ready to go.

7.4. Update on Indiana Theatre – Executive Committee. Chris Switzer gave an update on the status of where things stand. Kevin Cooper of Studioaxis was at the theatre right now working. Digital scans will be forwarded as inspections are completed. He also said that the stakeholder meetings held recently went great. Everybody had positive comments. Mr. Cooper met with the Historical Society when he was last in town and will be visiting the library to gather more information and history on the theatre. He will be giving regular updates. Mr. Switzer said he would like to open the theatre up 3 or 4 times over the next 3 or 4 months, maybe once a month, to allow the community to tour it. His most asked questions are: (1) how bad a shape is the theatre in, and (2) why can't we go through and see it. He thought maybe the theatre could be opened up for a couple of hours a night and let people walk around and view it. Of course, there would be some taped off areas that are deemed unsafe. This could prove helpful when the time comes to do a funding ask in some capacity. He has received one quote for the roof that was close to \$1 million. That is just the top roof and does not include the canopy. If opening the theatre to the public meets with board approval, he will arrange to have a couple of dumpsters placed outside the theatre in order to get rid of some of the stuff stored in there from the prior owner. Mr. Switzer also noted that there had been a water leak in the building which resulted in a higher than normal water bill the past month. That has been fixed. There are also some gates that were blown apart during the last snow and quotes are being obtained for replacement. Rob Lundstrum, one of the prior owners, has been more than helpful in this transition. He has no official capacity but he has just been willing to offer his help. There was a short discussion about capital planning.

7.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said there is a lot going on. He has been working closely with Terri Conley and Jon Marvel in getting the museum wrapped up. At the end of the project, you have cost allocation issues. Terri and Jon are pretty adamant that the CIB isn't going to pay for errors that need to be resolved. They are all working through that right now. There will be an RFP discussed under New Business which was not discussed at last month's meeting. In order to keep things moving, the President had instructed to proceed with an RFP for the marquee renovation. Once it was determined that would likely be over \$150,000, that changed the trajectory of how this could be done to be most advantageous to the CIB. The RFP process was completed. Resolution 2024-02 will both ratify and select Green Sign Company as the provider. We contracted with Studioaxis last month. The alcoholic beverage permit was renewed and is good through 2025. The renewal process on that will be started in October so as to not waste any time. Mr. Bosma is hoping to have everything resolved by the time of the next meeting on the parcels of real estate making up this location for the Convention Center. It has been a very complicated process. Eventually the State Board of Accounts is going to want to see everything. Working with Hendrich Abstract, he is putting all the 4,000-5,000 documents in a searchable transcript so that a final title policy can be issued. He will share a link with all members. Due to circumstances beyond his control, he was unable to prepare the board packet book for the Mayor and Mr. Bramble. He will get that completed in the coming month. He did supply everyone with a supplement to their book which contains contractor contact information. It also contains an index of all resolutions and a list of

appointments and their term. The schedule of regular meetings has not been included because he realized that the November meeting is the day before Thanksgiving and the December meeting would fall on Christmas Day. Both of those meetings will take place the Wednesday before where they would normally fall. He will supply the list once it has been revised.

8. New Business.

8.1. Resolution 2024-02 Approving RFP Response for Marquee Restoration – Kroger Gardis & Regas, LLP. Chris Switzer gave a brief background on this Resolution and the need for the RFP for the marquee restoration. The CVB has graciously agreed to fund the money for this project. Bernice Helman commented that she wanted to be sure that we would be working with the historical tax credits on that building. Discussion took place about the signage on the building. The current sign is not the original one but is the third variation of the same sign. So far, everything is good to go. They have worked through some of the issues. Green Sign Company has pretty much disavowed any responsibility for complying with historical requirements. Everyone has finally agreed to cooperate with whoever is going to be in charge. The sign that is removed will be given to the Historical Society. The steps to replace it were set out and discussed. Bernice Helman made a motion to approve Resolution 2024-02 contingent upon receiving something in writing that nothing will be done to violate our position with historical tax credits. Mayor Brandon Sakbun seconded the motion. Upon a roll call vote, voting was as follows: Terri Conley – aye; Mayor Sakbun – aye; Emily Crapo – aye; Chris Switzer – aye; Jon Marvel – aye; and Bernice Helman – aye. With a vote of 6-0, the motion unanimously passed.

8.2. Approval of Bid for Shades. Brian Bosma said normally this would be in Tenille's purchasing authority but there is a base bid and a maintenance contract that is being considered here. He wanted that information noted in the event the lowest bid was not the one picked. Tenille Wanner said there were two bids, one from a local company and the other is from Indianapolis. She explained that these shades are needed due to the amount of sunlight that comes in through the morning hours and something is needed to block that. She gave a description of the shades being considered. The two bids are very similar both in price, quality, and warranty. There is only a difference of \$620 between the two companies with the Indianapolis company being slightly less expensive than the local company. However, when considering the warranties and the cost of having the company come in to service or repair any issues, the price differential for travel and response time makes it more cost effective to go with the local company. The cost of these shades will come out of the museum budget. Jon Marvel made a motion that while both bids are responsive and responsible, but taking into consideration the long term maintenance, the local bid is the most advantageous choice and moved to go with it. Mayor Brandon Sakbun seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

9. Other Business.

9.1. Questions and Comments from CIB Members. Terri Conley asked about the wayfinding signage that had been discussed in the past. She would like to have an update at the next meeting of where that stands since the Indiana Theatre and the Larry Bird Museum are imminent and with the anticipated number of people coming to town for the total eclipse event and the air show, signage would be helpful. There was discussion about who/what entity was involved with this. Brian Bosma said Resolution 2021-10 was approved on October 20, 2021 dealing with signage. Mr. Bosma said he would locate the Resolution and would email specifics to the Board. Mayor Sakbun said that signage was in the City's 2024 budget but there was another issue connected with signage that they are waiting to receive information about in order not to duplicate some efforts. The City is trying to get this resolved by April but he will look into it further.

9.2 The next regular Board meeting will take place on March 27, 2024 in the Terre Haute Convention

Center Executive Board Room.

10. Adjournment. Jon Marvel made a motion to adjourn the meeting. Mayor Sakbun seconded the motion. Upon a voice vote of 6-0, the meeting was adjourned at 10:05 a.m.

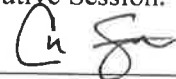
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 27th day of March, 2024, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

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