

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF FEBRUARY 22, 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 Executive Board Room 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, Present; Emily Crapo – Secretary, Present; Terri Conley – Treasurer - Present; Jon Marvel – Member – Present; Dave Patterson – Member - Present; Bernice Helman – Member, arrived later.

Others Present: James Bramble, Brian Bosma, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Tim Drake, and Howard Greninger.

3. Additions or Revisions to the Agenda. There were none. Chris Switzer asked if the bid opening minutes should be approved at this meeting. It was decided they should be addressed/approved in a committee meeting.

4. Approval of Minutes. Minutes for the February 1, 2023 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Chris Switzer seconded the motion. Upon a voice vote of 6-0, the motion was unanimously approved.

5. Old Business.

5.1. Update on Convention Center Management – Spectra Venue Management. Tenille Wanner provided a summary for the month of January. A total of 11 events took place generating approximately \$21,391 in gross revenue and parking. Parking garage revenue was \$3,153. She briefly reviewed the events and January statistics. Inventory of kitchen and catering items took place; they worked on putting together wedding packages and menus; and worked with their food vendors to get some better pricing on products to help with rising food costs. They started accepting service agreement bids for elevator service; painted over some graffiti in the parking garage stairwells; installed a countertop in the kitchen behind the chef's desk; ISF Signs installed the tablet outside the board room, and replaced/repaired some lighting on signage; checked with Trane to see if the temperatures in cooler and freezer could be monitored and notification sent via message alert if temperatures should increase when the building is dark since they had been having intermittent issues with that. They are still working with Duke Energy and Kone on the elevator issues that had been discussed at the last meeting. They are working through details and trying to figure out how to ensure this doesn't happen again. She reviewed the business they already have booked and the business they are working on. They continue with site tours. She also talked about promotions and advertising they are doing and their community involvement. Terre Haute Living did a nice article on the Convention Center and featured their female staff.

5.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar was unable to attend today's meeting. He had emailed the current cash flow update reports to the members prior to the meeting. He also indicated in an email to Chris Switzer that they planned to increase the museum budget a little each month to allow for additional professional fees. He will also show a placement order for capital projects for replacements for 2023 from the information received from Martell Wilson.

5.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley said after receiving the RFP's, the Museum Committee interviewed two highly qualified fabrication companies, those being Design Display and Ravenswood Studios. She thanked all involved for all the help they generously provided. The Museum Committee has selected Ravenswood Studios as the best fabrication partner and recommends engaging with them. The contract will need to be finalized to move forward. It includes fabrication, testing and installation of the exhibits for the museum. Ravenswood is located in Chicago and has been in business since 1988. Their substantial experience in building museum exhibits includes the Chicago Sports Museum, Harley Davidson Experience Gallery, and Moonshot Museum. Jon Marvel said that Ravenswood was more expensive but they have much to offer, including information and contacts to get things done quickly. He did note that audio visual would be the next thing coming and it would be quite expensive.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma noted that the proposal amount for Ravenswood was not within the budget. He had prepared a substitute resolution that preliminarily selects Ravenswood Studios and directs the Committee to go back and negotiate the scope of services and contract to come within the budget. There are some areas that can be explored to reduce expenses. The resolution authorizes the Committee to do that and then for the President or Vice President to sign it. He also had updated material for the member's handbooks now that committees have been finalized, which includes the 2023 meeting schedule and some special meeting dates that need to be remembered concerning the budget. He also has the new appointments and terms designations for a couple of members whose appointments were up in January. The new Committee appointments for 2023 are also included. They haven't changed much. Terri Conley, as elected Treasurer, will be Finance Committee Chairperson. Jon Marvel will replace her as the Chair of the Museum Committee but she will still be on the Committee as a member. He also provided a new consultant contact list that drops some names, adds others and updates information. There is also a new Index of adopted Resolutions. He has been working during the past month very closely with the Museum Committee on the RFP process and selections, continuing to work with Tenille on the elevator incident, and working with the Auditor on some loss recovery. He said there were two financial events that need to happen, and they may have already happened and he is just unaware. The first is that Spectra 360 needs to make the capital contribution to the CIB for use by the CIB at their discretion. Tenille Wanner said the contribution has not yet happened and there was a brief discussion about the amounts due and the time frame. Spectra 360 is also now eligible for a qualitative incentive fee with a maximum of \$25,000 based on quality of services. The Finance Committee or the Executive Committee should make a recommendation to the Board on the amount. Ms. Wanner said she had sent a memo to the members yesterday about the amount they felt might be appropriate for the Board to consider. This can be addressed at next month's meeting.

6. New Business.

6.1. Consideration of CIB Resolution 2023-02 Approving Selection of Display Vendor for Larry Bird Museum – Kroger Gardis & Regas, LLP. This had been discussed earlier in the Museum Committee update. Terri Conley noted that Ravenswood did have some cost saving engineering that they were going to work on to help get them within the budget. This is what the Committee will be working on in the next 10 days. However, if we do plan to engage with Ravenswood, per their contract, it will need to begin by March 10. Bernice Helman made a motion to approve Resolution 2023-02. Dave Patterson seconded the motion. Upon a voice vote of 7-0, the motion unanimously passed.

7. Other Business.

7.2. Questions and Comments from CIB Members. Mayor Bennett talked about the donation of the Indiana Theatre announced yesterday. There will be some items on next month's agenda in regard to this in order to move ahead. Brian Bosma advised that this should be treated like a purchase and due diligence should be done such as an environmental survey to insure that the CIB will not be

responsible for any existing conditions, title work, etc. He also suggested starting with a Resolution of Interest as if the property were being purchased. There will be a lot of work to be done both before and after obtaining the property. David Patterson said that the Convention & Visitors Board would be receptive to making a sizable contribution towards this. Mayor Bennett said that the City is looking to do the same thing. Chris Switzer said that the County is also receptive to making a contribution. Bernice Helman had several positive comments about getting the IDBC involved and the assistance that they can provide.

David Patterson said that the cover of the Indiana State Travel Guide this year would be featuring a bicyclist at the Griffin Bike Park. There was a short discussion.

Mayor Bennett also gave an update to the feasibility study for the athletic complex/water park. The public feedback portion by way of a survey was released this week. Surrounding competitors in up to a 3-hour distance are being looked at for comparisons. The company is still on track to complete this study in May and do a presentation at the May meeting of their findings.

Chris Switzer said he attended the Indianapolis Boat, Sport & Travel show this past weekend and the Vigo County Parks and Recreation Department display was cleaned out in the first four hours. The Griffin Bike Park is a huge attraction nationwide.

7.2 The next regular Board meeting will take place on February 22, 2023 in the Terre Haute Convention Center Executive Board Room.

8. Adjournment. The meeting was adjourned at 9:45 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 22nd day of March, 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"/> Aye <input type="checkbox"/> Nay	Emily Crapo, Secretary	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
Chris Switzer, Vice President	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Terri Conley, Treasurer	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
David Patterson, Member	<input 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.



 Duke Bennett, President