

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF MARCH 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 - Absent; Bernice Helman – Member, present.

Others Present: James Bramble, Doug Kowalski, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Vittoria Meyer, Howard Greninger, and Jon Swaner.

3. Additions or Revisions to the Agenda. There were none.

4. Approval of Minutes. Minutes for the February 22, 2023 meeting had been circulated via email to all members. Jon Marvel 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 February. A total of 12 events took place generating approximately \$50,000 in gross revenue and parking. Parking garage revenue was \$3,700 which is the best month to date. She briefly reviewed the events and February statistics. There several new things being implemented in food and beverage, including working with a local vegetable farm to help provide them with any food waste they had for composting at the Farm. Regarding Operations, she talked about various training going on, including cross training of staff. The annual fire safety inspection had been completed along with the semi-annual hood system inspection and fire extinguisher inspection. They experienced a few issues during the past month, including a parking garage customer driving through the parking arm after being unable to work the machine. The arm has been replaced and a couple of extra ones ordered in case this happens in the future. The individual will be appearing in Court soon and it is anticipated that she will be required to reimburse the cost of replacement. An issue arose with a transient during an event and police had to be called when he became uncooperative and combative. They also experienced theft of plants around the Convention Center. The person was caught and some of the plants were recovered. She also reviewed events booked and others that are tentative. They do plan to have the Mother's Day Brunch again this year and ticket sales have already started.

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. Terri Conley said that actual food and beverage tax collected for February was \$282,914 compared to last February at \$242,000. That trend remained in March with tax collected at \$286,000. March of last year was \$220,000. She noted that there was a placeholder in the projections for the museum since when the original budget was done, it didn't really include audio visual and there will be an expense for that.

5.3. Update on Larry Bird Museum – Jon Marvel & Executive Committee. Jon Marvel said

things were going well with the museum and gave a brief update on Ravenswood's progress. They are staying pretty true to the timeline. RFP's were advertised on March 17 and will appear again on March 24. He hopes to have a resolution ready for adoption by the April meeting for the audio visual portion of the museum. Terri Conley pointed out the contract with Shelly Keen expired March 15. She said her recommendation would be to extend the contract from March 15 to May 15 and any time worked after that would be paid hourly based on the same rates. She asked Doug Kowalski if this could be accomplished today without a written contract. Mr. Kowalski suggested that a motion be made to authorize the President of the CIB, along with legal counsel, to extend the current contract for sixty days. Mayor Bennett asked how much longer the cataloging would take. There was a short discussion with Shelly Keen about what was left to be done. There was additional discussion about how long to extend the contract. Terri Conley made a motion to extend the contract by 60 days. Jon Marvel seconded the motion. Upon a voice vote of 6-0, the motion was unanimously approved. Doug Kowalski said he would get the extension drafted and ready for signature. Jon Marvel said 4 companies had requested the RFP's. At least 2 of the 4 companies that have reached out have done work with the NBA.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Doug Kowalski said that the museum update had been covered pretty extensively. Ravenswood is officially under contract. He said they are still waiting on the executed easements that have been pending for some time.

6. New Business.

6.1. Consideration of CIB Resolution 2023-03 Expressing Interest in Acquisition of Property – Kroger Gardis & Regas, LLP. This Resolution is the first step in allowing the President and Vice President to move forward with action necessary for the acquisition of the Indiana Theatre. Doug Kowalski said there has been interest expressed in donating the Indiana Theatre. Part of the statutory process for purchasing anything over \$25,000 requires the Board to express interest in the property. He understands this is a donation but there can be expenses related to property that could exceed \$25,000. So this resolution to express interest will allow the Mayor and counsel to do their due diligence process, check title work, environmental, and an engineering report on the building so that, once that process is complete, the Board understands the condition of the building and property and we can further negotiate a commission. This just sets up that legal process. Bernice Helman made a motion to approve Resolution 2023-03. Emily Crapo seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed. Mayor Bennett said this will now allow things to move forward. There will be some documents for legal review with that process starting immediately. We will need to identify an expert who is familiar with these kinds of buildings and who has the expertise in restoring these types of facilities. The Mayor said he had received some positive feedback from the public on this but the question had been raised regarding who would be paying for the renovations. He said that the City, the County and the CVB will bear the vast majority of funding required to remodel this building, not the CIB. It will be owned by the CIB but it will be the same type scenario as it was in constructing the Convention Center. There was a short discussion. It was hoped that the legal process would be completed by the next meeting so things could move forward. Discussion continued about use of the facility once it was completed.

6.2. Consideration of CIB Resolution 2023-04 Approving 2022 Qualitative Incentive Fee for OVG 360 – Kroger Gardis & Regas, LLP. Doug Kowalski explained that this Resolution dealt with the annual qualitative incentive fee for OVG360 per the operating agreement in an amount up to \$25,000. Exhibit A is the proposal and report on the fee and the recommendation of Tenille Wanner, the general manager. Exhibit B was left blank so that the amount decided upon can be inserted. Ms. Wanner gave a short presentation of operations for the past year and how she came up with the proposed amount of \$15,000. Emily Crapo made a motion to approve Resolution 2023-04. Bernice Helman seconded the motion. Before a vote was taken, Doug Kowalski said a figure would need to

be decided upon and included in the motion before a vote was taken. Terri Conley suggested that a matrix to work from annually be prepared for use in the future. Jon Marvel said that Tenille and her staff had worked really hard and he would like to recommend that the incentive fee be increased to \$20,000. Several board members agreed. Emily Crapo withdrew her motion. There was a short discussion about how to proceed with the motion. Emily Crapo made a motion to approve Resolution 2023-04 adding a dollar amount to Exhibit B of \$20,000 for the qualitative incentive fee. Terri Conley 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.

Chris Switzer made the suggestion that moving forward, beginning in May, it might be smart to move the meetings back to the Vigo County Government Center which would provide more seating for those attending the meeting. It would also make it easier for the people doing the paperwork since their offices are in the Government Center. There was discussion among the board members. It was decided to wait until next month to make a decision.

Mayor Bennett had an update from Pros Consulting. There were 1600 responses to the survey, with 1,055 actually completing it in full. Pros Consulting still plans to come to the May meeting and share their findings.

7.2 The next regular Board meeting will take place on April 26, 2023 in the Terre Haute Convention Center Executive Board Room.

8. Adjournment. Jon Marvel made a motion to adjourn the meeting. Chris Switzer seconded the motion. Upon a voice vote of 6-0, the meeting was adjourned at 9:50 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 26th day of April, 2023, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Mayor Duke Bennett,
President

Aye Nay

Emily Crapo, Secretary

Aye Nay

Chris Switzer,
Vice President

Aye Nay

Terri Conley, Treasurer

Aye Nay

David Patterson, Member

Aye Nay

Jon Marvel, Member

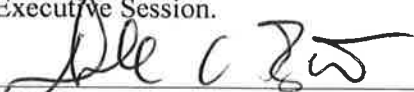
Aye Nay

Bernice Helman, Member

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