

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF MARCH 27, 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, Absent; Emily Crapo – Secretary, Present; Mayor Brandon Sakbun – Treasurer - Present; Jon Marvel – Member – Present; Dave Patterson – Member – Present via Facetime; Bernice Helman – Member, Present.

Others Present: James Bramble, Brian Bosma, Jason Semlar, Tennille Wanner, Martell Wilson.

3. Additions or Revisions to the Agenda.

4. Approval of Minutes. Minutes for the February 21, 2024 meeting had been circulated via email to all members. Jon Marvel made a motion to accept the minutes as presented. Bernice Helman seconded the motion. Upon a voice vote of 6-0, 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 February. A total of 12 events took place generating approximately \$57,941 in gross revenue and parking. It was noted that the gross revenue for January reporting for December 23 had been updated to \$195,032. She briefly reviewed the February events and statistics. She said they are the sole food and beverage provider for the Convention Center and only do in-house food and beverage. However, when they book an event that is truly ethnic or a cuisine that is hard for them to replicate, they will make an exception and allow an outside caterer for a cultural event. They have a package set up to accommodate that. A booking for the India Association required this exception, which has resulted in a couple of wedding leads as future bookings. She did meet with the ATC Excise officer to ensure they are being compliant and ask questions. They are also working on some additional self-produced events to be added this year. She also updated regular maintenance and safety inspections that took place during February throughout the building. They have been working on getting internet access in the garage and adding some handheld credit card readers to make exiting the parking garage after an event go smoother and quicker. In February, 21 definite events were contracted and they are working on 38 tentative leads and repeat business. Site tours continue along with community involvement. Google reviews and event statistics were also briefly reviewed.

7.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar briefly discussed the updated cash flow that had been sent out to the board members. A theatre utility cost line item and a museum operating cost line item has been added this month. Operating account transfers have also been updated with some different information that has been received.

7.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee. Jon Marvel said the museum project has become quite a bit more than it was originally thought it would be with all the artifacts that have come to light. Mark Medersky has been instrumental in creating the story/development of the museum. Mr. Medersky outlined how the project developed and how all the

different teams worked to assemble everything. A video that will run in the museum highlighting Larry Bird's life and career was previewed for the Board. Mr. Marvel said the video is still in production and some additional footage will be added. Dave Patterson made several comments. He asked if the CVB could provide some appetizers or some sort in a staging area outside of the museum at the opening due to the fact that he anticipates the crowds will be large and lines long to get in to view the museum. Mr. Bosma said there were some provisions in the agreement prohibiting events promoting any other person or product. An event that promotes the museum is not prohibited. There is nothing that prevents an open house that promotes the museum at which appetizers, etc. are served as long as it just promotes the museum. The details will be worked out with Tennille Wanner. Mr. Marvel also said that in order to get Magic Johnson to say anything about Larry, he had to be guaranteed that he would be advised of when the opening would take place so that he could be here for it. There was also discussion about traffic control and Mayor Sakbun said they had already started discussions about how to handle it.

7.4. Update on Indiana Theatre – Executive Committee. Chris Switzer said he had talked with Green Sign Company. They have given two dates they could remove the Indiana Theatre sign, those being April 8-10 or April 22. It was pointed out that April 8 was the Solar Eclipse and would not be good. There will probably have to be a lane closure on the south lane of Ohio Street and potentially on 7th Street for a couple of hours. Kevin Cooper of StudioAxis will be giving a presentation at the April 24 meeting. President Switzer had also procured approval from Indiana Landmarks on replacement of the existing sign with the new digital sign. Getting the theatre cleaned out is still a work in progress. There will also need to be a conversation soon about replacement of the roof. As they remove the sign and prepare for the new one, the contractor from Green Sign Company and Kevin Cooper of StudioAxis have suggested that the roof be opened up to see any further damage and to find out to what extent the damage is and replaced that portion of the roof at that time. The cost of that would be \$64,000 of the \$100,000-\$150,000 currently set aside for the expenses. It was clarified that was for the roof where the marquee is being replaced. It was also clarified that Green Sign Company will be coming on the 21st to remove the sign from the structure and get it placed somewhere in storage for the Historical Society. Further decisions will be made after the presentation at next month's meeting. Lengthy discussion took place.

7.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said he continues to work with Mark Medersky, Jon Marvel and Terri Conley regarding the performance of the consultants on the museum. Problem resolution is being worked on. Hilferty has expressed some concern about BPI's production costs. Mr. Bosma and Mr. Medersky will be meeting about this later. An amendment to OVG 360's management agreement regarding their incentive fees has been circulated. It has already been approved by this Board and is in the process of being approved by OVG 360. Materials sent by Tennille Wanner about the \$25,000 maximum incentive fee has also been circulated to the members. Resolution 2024-03 is being presented asking the Board to determine what portion of the \$25,000 quantitative fee they would like to award and that figure will be inserted into the Resolution. Tennille explained about the incentive and the factors involved in reaching an amount. Jon Marvel said he would like to see the Finance Committee weigh in on this and given an opinion next month. There was a short discussion. Mayor Sakbun asked that another tracking line be added to the graph Tennille had prepared. Mayor Sakbun made a motion to move Resolution 2024-03 to the Finance Committee in order for them to provide a recommendation at the next CIB Board meeting. Bernice Helman seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

8. New Business.

8.1. Resolution 2024-03 Approving OVG360 Qualitative and Financial Incentive Fees – Kroger Gardis & Regas, LLP. This had been acted on during the prior discussion on Legal Matters.

9. Other Business.

9.1. Questions and Comments from CIB Members. Mayor Sakbun said he would like the Finance Committee to be provided with a copy of all professional services contracts to be reviewed and reported on in the month of May. He also advised that the City is going to move forward with a direct designated outdoor refreshment area. The State legislators have made this legal. This will basically allow an alcoholic beverage outdoors in a designated area and will be implemented in some areas of downtown Terre Haute. This will affect the Convention Center during outdoor festivals that take place downtown and allow them to participate. There will be a meeting with the downtown business owners to discuss this and Excise officers will be there to give information. Chris Switzer clarified that the money being used for the Indiana Theatre is not all Food & Beverage tax money. The CVB will also be contributing. President Switzer expressed gratitude to Dave Patterson for all his services while on this Board since Mr. Patterson has announced his retirement from the CVB and this will be his last meeting.

9.2 The next regular Board meeting will take place on April 24, 2024 in the Terre Haute Convention Center Executive Board Room.

10. Adjournment. Bernice Helman 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 24th day of April, 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"/> <u> </u> Aye <u> </u> Nay	Emily Crapo, Secretary	<input checked="" type="checkbox"/> <u> </u> Aye <u> </u> Nay
Terri Conley, Vice President	<input checked="" type="checkbox"/> <u> </u> Aye <u> </u> Nay	Mayor Brandon Sakbun, Treasurer	<input checked="" type="checkbox"/> <u> </u> Aye <u> </u> Nay
David Patterson , Member Karen Dyer	<input checked="" type="checkbox"/> <u> </u> Aye <u> </u> Nay	Jon Marvel, Member	<input checked="" type="checkbox"/> <u> </u> Aye <u> </u> Nay
Bernice Helman, Member	<u> </u> <u> </u> Aye <u> </u> 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