

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF APRIL 26, 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, present.

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

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

**4. Approval of Minutes.** Minutes for the March 22, 2023 meeting had been circulated via email to all members. Chris Switzer made a motion to accept the minutes as presented. Dave Patterson seconded the motion. Upon a voice vote of 7-0, 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 March. A total of 11 events took place generating approximately \$51,020 in gross revenue and parking. Parking garage revenue was \$1,312. She briefly reviewed the events and March statistics. They have been working on creating menus for wedding packages. They will be going to an all-inclusive wedding package where people can come in and just pick what they want for one package price rather than having everything a la carte. Tickets for the upcoming Mothers' Day Brunch are being sold. So far they have sold 170 tickets which is up from last year. They are also looking at new wines to carry on the bars. They continue to work with Edible Oils for sustainability purposes. Operations for the past month were reviewed. 11 events were contracted during March totaling over \$48,658 in estimated future revenue. They have 45 proposals currently out for 2023 and future years totaling \$381,295 in potential revenue and 1,898 estimated hotel room nights. Site tours continue

**5.2. Update on Operating Budget and Cash Flow – Baker Tilly.** Jason Semlar had sent cash flow information out last week. Revenue for Food & Beverage for April was \$254,000 compared to April of last year of \$236,000. Food and beverage continues to increase each month. In the first four months of this year, \$1,076,000 has been received compared to last year which was \$948,000. This is a 13% increase. A capital expense line item has been added. Mr. Bramble had asked the Vigo County Health Department, who was amending their Food Protection Ordinance, if they could add some language to assist in making sure the requirements for all vendors to pay their Food and Beverage tax was being met. He wanted to be sure the micro markets and festival vendors were meeting their requirements. The Health Department is looking into adding an amendment to the ordinance. There was a short discussion. Creation of a capital plan was briefly discussed.

**5.3. Update on Larry Bird Museum – Jon Marvel & Executive Committee.** Jon Marvel said they had received three proposals from highly qualified companies in response to the audio visual RFP. After reviewing the proposals and conducting interviews, the Museum Committee recommends

engaging Boston Productions, Inc. from south Boston as their choice. Terri Conley, on behalf of the Museum Committee, stated the Committee recommends the CIB to approve Resolution 2023-05 which will allow engagement and negotiation of the final contract with Boston Productions. She said that Boston Productions has worked with Hilferty and Ravenswood (our design company and fabrication company) on past projects. Jon Marvel said they will also be subcontracting with an integrator out of Indianapolis. Terri Conley said that the timeline still remains of having this finished by the end of the year.

**5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Doug Kowalski said that the museum update had pretty well covered Resolution 2023-05. Everything else pending with legal matters is on hold waiting on feedback from outside parties.

## **6. New Business.**

**6.1. Consideration of CIB Resolution 2023-05 Selecting Vendor for Audio Media Production, integration and Related Services for the Larry Bird Museum – Kroger Gardis & Regas, LLP.** Terri Conley made a motion to approve Resolution 2023-05. Bernice Helman seconded the motion. Before the vote was taken, Mayor Bennett said the resolution allows the President and Vice President to finalize the negotiations and sign off on the contract. Doug Kowalski confirmed this and said that Exhibit A showed that the base bid amount is not to exceed the amount paid out of Food and Beverage as approved from time to time by the Finance Committee. He also pointed out that the Public Works Law allows for adjustments/change orders up to 20%. Section 4 authorizes the President and Vice President to approve those change orders up to 20% and then report back to the full CIB. This will allow the timeline to be kept on track. Upon a voice vote of 7-0, the motion unanimously passed.

## **7. Other Business.**

### **7.1. Questions and Comments from CIB Members.**

Mayor Bennett said that he believes it is in the best interest of the CIB and the consultants working on the sports facility that the presentation be moved to the June meeting in order to give the consultants plenty of time to work through all the responses to the survey that had been conducted. They did not ask for an extension but Mayor Bennett offered the extra time. He felt that he would rather they have plenty of time to complete their review and have time to present a good product than be rushed to complete the project.

Mayor Bennett said that the final document for the Convention Center was nearly complete. They are waiting on the architect to sign off. He anticipates having it in hand before the next monthly meeting. Terri Conley said the Finance Committee had approved the final payment today.

**7.2** The next regular Board meeting is scheduled for May 24, 2023 in the Terre Haute Convention Center Executive Board Room. Discussion took place about whether to schedule the May meeting at the Convention Center or somewhere else due to several events being scheduled for that same time. It was suggested to move the meeting up a week. Moving the location for the June meeting was also mentioned since it was anticipated that there would be a larger number of people in attendance for the presentation regarding the sports complex than could fit into the Boardroom. It was decided to schedule the next meeting for May 17 to be held at this location and the location of the June meeting could be decided at that time. There was discussion about all the information that would be included in the presentation regarding the sports complex.

Dave Patterson gave a short review of all the activities/tournaments that were taking place and are upcoming in Terre Haute. Tourism is growing at a record pace.

**8. Adjournment.** Jon Marvel made a motion to adjourn the meeting. Chris Switzer seconded the motion. Upon a voice vote of 7-0, the meeting was adjourned at 9:36 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 17<sup>th</sup> day of May, 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.

  
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Duke Bennett, President