

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF APRIL 27, 2022 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 Jon Marvel called the meeting to order at 9:00.

2. Call of the Roll: Jon Marvel – President, Present; Duke Bennett – Vice President, Present; Emily Crapo – Secretary, Absent; Chris Switzer – Treasurer, Present; Dave Patterson – Present; Steve Witt – Absent; Terri Conley – Member, Present. James Bramble noted that Steve Witt had tendered his resignation. President Marvel said that Mr. Witt had emailed him on April 11, 2022 with his resignation, effective immediately, and read same to the Board. He noted that Mr. Witt had been an appointment of Mayor Bennett and that the Mayor will be making a new appointment soon. Mr. Marvel said that Mr. Witt had been serving on the Museum Committee and he would like to take his place on that committee if agreeable with the rest of the Board, which was agreeable.

Others Present: James Bramble, Ted Nolting, Jason Semlar, Tennille Wanner, Martell Lewis, Mark Mederski, Mark Merrill, John Rawlins, and Howard Greninger.

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

4. Approval of Minutes. Minutes for the March 16, 2022 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 roll call vote of 5-0, the motion was unanimously approved.

5. Old Business.

5.1. Update on Construction Progress – Garmong Construction Services. Mark Merrill reported that there wasn't much left to report. They were down to two items on the punch list. They had just received the closeout documents back from CSO yesterday and there were a couple of revisions that needed to be made. The documents should be ready for turnover within a couple of weeks.

5.2. Update on Convention Center Management – Spectra Venue Management. Jon Marvel expressed appreciation on behalf of the Board for the success of the events that had been held so far to Tennille Wanner and her team. Ms. Wanner gave a slide presentation of the public grand opening and the stakeholders' dinner that had taken place during the past month. She reviewed some of the activities offered/shown to the public at the grand opening. The grand opening dinner took place on April 23 and the keynote speaker was Elaine Beadle who spoke about tourism in Indiana. There were approximately 286 guests in attendance that night. Staff training continued throughout March along with interviews for new employees. They have had the local fire departments on site and the SWAT team to allow them to become familiar with the layout of the building in the event it ever becomes necessary. They have filled the Executive Chef, Banquet Manager and Sales Manager positions. A lot of leads have been received since the grand opening. Interviews will continue for the positions left to be filled. They currently have 7 full time and 19 part time employees. Payroll is now being paid directly from the operating account. She also reviewed the various vendors they have been utilizing. They are very happy with the outstanding service received locally from B&B Foods and Gordon Food Service and have been using them more than US Foods. She talked about the smallware and equipment

that had been received and summarized what equipment was still left to be received. She also reviewed the advertising that had been utilized in the past month and marketing being used in other nearby cities. They recently hosted a breakfast for Garmong Construction in appreciation of their services. She has also met with representatives of various local agencies to try to develop some partnership opportunities for the future. They continue with site tours with various organizations to develop future business opportunities. She also reviewed the number of firm contracts now held and tentative contracts out for review and the revenue possibilities. They currently have the possibility of over \$550,000 in business over the next three years and they will continue to grow that number. Chris Switzer noted that he had received questions about how to get to the parking garage and asked Mayor Bennett if some type of signage with arrows could be erected to assist people in locating the entrance. Mayor Bennett thought that could be arranged and that he would get with the Way Finding signage people to get an update on that project. Ms. Wanner also asked if it would be possible to get a 1-way sign across the street from the exit of the garage to assist people so they will not drive the wrong way on the 1-way street at the exit. Mayor Bennett said he will work on that, too.

5.3. Update on Project Budget – Baker Tilly. Jason Semlar reviewed the monthly schedule that had been emailed to the Board. There is \$3.6 million left in the budget that hasn't been spent yet but that will be drastically reduced in the next couple of months. Nothing else has changed much. Food and Beverage are still coming in strong. There has been an approximately 21% increase in money being spent for food and beverage.

5.4. Update on Project Closeout – Nations Group. John Rawlins gave a brief update. The project has nearly come to a close. They continue to review the invoices and then turn them over for approval and payment.

5.5. Update on Larry Bird Museum – Terri Conley. Terri Conley said that the Committee had conducted several meetings. Mark Medersky was also present at today's meeting. There had been a meeting with Hilferty Group on April 22. The Committee has received preliminary designs and budgets for exhibits. Everything is in very early stages but they at least have something to start work with. They will be reporting back to the full board for approvals as they work through the design. Items have arrived from French Lick. Some items will need restorative work. Mark Medersky is working on a letter request asking for material and trademarks as far as granting access to the CIB for the museum. Mark Medersky advised that the letter is done and they are hoping for Mr. Gibson to deliver it to the proper authorities for NBA rights. Ms. Conley met with Mark Merrill as far as insuring the items for protection. They are looking at protective film for the museum windows. They have requests out for bids. There was a discussion about the film for the windows for UV protection and the fact that use of it may void the warranty of the glass. Garmong is looking into the matter. Ms. Conley advised that there is a small change to the layout that needs to be discussed. President Marvel said that after an update on the legal matters he would like for the group to go downstairs to the museum area to discuss the layout change and also to view another area where it is felt that a railing needs to be erected for safety.

5.6. Update on Legal Matters – Kroger Gardis & Regas, LLP. Ted Nolting reported that the easements that had been pending have now been drafted and are being circulated.

6. New Business.

6.1. Resolution No. 2022-06 Approving Expenditure of Food & Beverage Tax Funds. President Marvel explained that this Resolution is to comply with the decision previously made that any change orders needed to be approved by the full Board if they were to be paid for by the Food & Beverage fund. This resolution contemplates use of the Food & Beverage fund to pay for the railing for safety previously mentioned and the small design change to the layout of the museum. At this point, the

group went down to the museum to view the proposed changes/request. After viewing/discussing the proposed slight design change to the museum and the area where a railing was being requested for safety purposes, the meeting resumed on the Board room. Mayor Bennett conducted the balance of the meeting since Jon Marvel's voice was starting to fail him due to bronchitis. Mayor Bennett then reviewed the Resolution that had been introduced before visiting the museum and back area of the Convention Center allowing for the use of the Food & Beverage Tax to pay for the design change and safety railing. Use of the contingency money left from Garmong was discussed and, although there is not an exact number, it was determined that there wouldn't be much left. Whatever is left will be applied to these changes but the bulk will need to come from Food & Beverage. Chris Switzer made a motion to approve Resolution 2022-06. Terri Conley seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed.

7. Other Business.

7.1. Questions and Comments from CIB Members. Chris Switzer asked about the contract with Shelly Keen, noting that her current contract had expired on March 15. The Finance Committee had approved half of her salary for March but the other half had not been approved pending the outcome of an extension of her employment contract. Ted Nolting was asked how they should proceed and he advised that the term of the existing contract could be amended to extend the term to March 15, 2023 and he would draw up an amendment. Jon Marvel made a motion to approve amending the employment contract for Shelly Keen to March 15, 2023. Chris Switzer seconded the motion. Upon a voice vote of 5-0, the motion unanimously passed. The two members of the Finance Committee then approved payment of the balance of the April salary for Ms. Keen. Mayor Bennett, Dave Patterson and Chris Switzer all expressed their appreciation and happiness to the Spectra team for the way everything has been handled, the success of the opening and appreciation for all the use of local businesses as much as possible. There was a brief discussion about local labor.

7.2 The next regular Board meeting will take place on May 25, 2022 in the Board Room at the Convention Center.

8. Adjournment. Mayor Bennett stated that if there was no further business, the meeting was adjourned at 10:00 a.m.

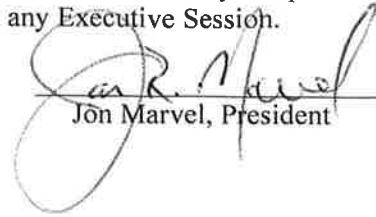
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 25th day of May, 2022, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Jon Marvel, President	<input checked="" type="checkbox"/> <u> </u> Aye Nay	Chris Switzer, Treasurer	<input checked="" type="checkbox"/> <u> </u> Aye Nay
Mayor Duke Bennett, Vice President	<input checked="" type="checkbox"/> <u> </u> Aye Nay	David Patterson, Member	<u> </u> <u> </u> Aye Nay
Emily Morris, Secretary	<input checked="" type="checkbox"/> <u> </u> Aye Nay	Terri Conley, Member	<input checked="" type="checkbox"/> <u> </u> Aye Nay
_____, Member	<u> </u> <u> </u> 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.


Jon Marvel, President