

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF AUGUST 24, 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. Mayor Duke Bennett then introduced Bernice Helman as the newest member of the Board to fill Steve Witt's position and welcomed her to the Board.

2. Swearing in of New Member – Auditor James Bramble administered the Oath of Office to Bernice Helman.

3. Call of the Roll: Jon Marvel – President, Present; Duke Bennett – Vice President, Present; Emily Crapo – Secretary, Present; Chris Switzer – Treasurer, Present; Dave Patterson – Member, Present; Terri Conley – Member, Present; Bernice Helman – Member, Present..

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

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

5. Announcement of Committee Assignments. Jon Marvel then announced the members of the Larry Bird Museum Committee: Terri Conley – Chair; Chris Switzer, Duke Bennett, and Bernice Helman.

6. Approval of Minutes. Minutes for the July 27, 2022 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Duke Bennett seconded the motion. Upon a voice vote of 7-0, 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 July. July was a slow month, which is not unusual since there are typically a lot of vacations taken in that time period. A total of 5 events and 2 tastings took place generating approximately \$11,000 in revenue. Parking garage revenue was \$352. She briefly reviewed each event and July statistics. She is currently conducting final interviews for Director of Food & Beverage and for the second Event Manager. She hopes to extend offers of employment for both positions by Friday. With school back in session, they are struggling to fill part time positions. They are trying some new things to attract part-time help. This is an on-going issue with many businesses right now. They have been using this slower month to work on menus, do price comparisons, and prepare production sheets to help streamline things when events take place. Operations for the month were reviewed (i.e. active shooter training was conducted for staff, mechanical issues that he been experienced, etc.). Sales and marketing for the month of July were enumerated along with proposals for future business along with a brief rundown of promotions and advertising currently going on. Brian Bosma asked if they had contacted municipal groups who conducted annual meetings for bookings. Tenille said they had reached out to some but would welcome any other contact information. Mr. Bosma said he would send her a list of organizations that he is aware of.

7.2. Update on Project & Operating Budget – Baker Tilly. Jason Semlar was unable to make today's meeting but Chris Switzer gave an update in his absence. Mr. Switzer said as far as he is concerned, from a finance perspective, the Convention Center is done. All that is left is the completion of the Larry Bird Museum. With the approval of payment of a large bill this morning, he doesn't believe there is much left to be paid. It is his thinking that any amounts left to be spent can be pushed in with the Larry Bird Museum. The budget hasn't changed much in the last three months. He recommended that we let Baker Tilly back off on preparing this full monthly document for the Convention Center and let them continue giving a comparison budget for the museum. The remaining balances would be moved to the museum budget and Baker Tilly will just continue to prepare a cash flow budget. Food & Beverage tax revenue continues to rise significantly each month. This month's report shows \$312,000 revenue. It was noted that there is a lag in the reporting so the report for this month was probably actually revenue for the month of May. Each reporting month continues to grow beyond expectations. Mr. Bramble said he would like for Baker Tilly's cash flow report to include an operations fund that they manage. There was a brief discussion about this for clarification purposes. Dave Patterson noted that with regard to the Food & Beverage tax reporting, you really needed to look at a 16-month period to come up with the best overall way to see it. Mr. Bosma also said that Food & Beverage tax needed to be watched closely because the legislature nearly repealed the tax last year. It could come up again in the next legislative session for repeal. That would be devastating to the CIB and to convention and tourism. Mr. Switzer suggested that there should be a discussion about hiring a contractual service to prepare the bills for the CIB. It is quite a lot of additional work and time for his administrative assistant and she receives no compensation. There was a brief discussion.

7.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Brian Kooistra with Garmong Construction, gave a brief review of the work in progress. Everything is on track to wrap up in late October. Terri Conley noted that some of the work they are doing is actually part of the design work. Mr. Kooistra explained what it would look like when they were finished and ready for the design team to take over. Shelly Keen said that she was still working with restoration services on some of the items. She has also been in contact with a photographer who will be assisting with some of the images. Ms. Conley said that Brian Bosma is also working on some loan agreements for various items. They would like to have Hilferty finish up the final design and send out RFP's within the next 60 days. Ms. Conley added that the design was fabulous and would be very much a great attraction for this city.

7.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma has been working with Terri Conley and the Hilferty Group. He has also been working on getting rights to certain images which can be a lengthy process in some cases. He explained that it can get very involved and gave an example how it can get very complicated and involve many parties. He is also still working on the easement issue. We need to both extend and receive easements. It's just a matter of getting everyone to complete the process instead of procrastinating. Fortunately, the other parties are also seeking a property agreement which Mr. Bosma will not bring before this Board until the easements have been completed. Mr. Bosma reminded everyone that he does maintain a complete set of all documents pertaining to this Board in the event something is needed. He has updated the index of all resolutions adopted by the CIB, the Committee list, and the terms of all members and provided everyone with a copy of these documents.

8. New Business.

8.1. Approval to Proceed with RFP Process for Feasibility Study for Proposed Athletic/Water Park Project – Mayor Bennett. Mayor Bennett had provided everyone with a copy of this proposal. He gave a brief summation of how this came about. In talking with people about their wish lists for the City, an athletic facility and a water park were always high on everyone's list. This type of project fits the criteria needed for a READI grant project. The Regional Development Authority for our

County area included this proposal and the IEDC approved it. They provided \$50,000 for the CIB. It will run through the CIB because it will be a city/county tourism-related project. The CIB is the perfect place to start. Following the requirements of the IEDC, there has to be a feasibility study. RJL Solutions will prepare a RFP that will be targeted to groups that specifically design athletic facilities and/or a separate one, or if we can find one that does both, for waterparks. The New Project Committee has never met before so meetings will begin soon in order to move this project to the next step. It is now time to think beyond the Convention Center as to what comes next from a CIB perspective. Mayor Bennett recommended that RJL would develop the RFP for us and then market the RFP. The New Projects Committee would review those RFP's and bring them back to the Board. The only action the Mayor was looking for at this meeting is to approve moving forward with the process. When the RFP is completed and there is a more formal timeline, the Board will need to approve the RFP itself and then go to work getting responses back and selecting a potential vendor. There is a 2-1 match for the \$50,000. There will be no cost to the CIB at this point. There would only be a cost when you pay a consultant to do the actual feasibility study. If we're able to get the all projects ready and moving along and get private funding, there may be no cost to the CIB because of the way the matches work. The total cost is expected to be about \$50,000-\$60,000. That could fluctuate a little either way. There will be another round of READI grants in the next legislative session. Everything done today to get this moving with the current READI grant proposals will help get additional funding in the next round. We want to be in a good position to ask for additional funding in the next round for a potential project if the feasibility study shows that this is the right thing to do. Bernice Helman asked for an explanation about the funding side of READI. Mayor Bennett explained how the matches work. Jon Marvel wanted to be sure this fits within the CIB's guidelines and Mr. Bosma confirmed that it did. Chris Switzer made a motion to proceed with the RFP process. Emily Crapo seconded the motion. By a voice vote of 7-0, the motion unanimously passed. Mr. Bosma said he had forgotten to mention that Hilferty is going to be proposing an RFP at some point for AV production purposes. Mr. Bosma and Terri Conley elaborated on how this will work.

9. Other Business.

9.1. Questions and Comments from CIB Members. Mayor Duke Bennett said that last October, the Board had approved funds for the wayfinding project. He has now received an invoice that needs to be paid. It has taken a while to work through logistics and where the signs will be placed. They are getting ready to go to the Board of Public Works to approve the locations. It's pre-approved but will be officially approved by the Board of Works. The check for the invoice will need to be cut at the amount approved earlier by the Board. If there is any difference in the amount, the Mayor said the City will make up the difference.

9.2 The next regular Board meeting will take place on September 28, 2022 in the Terre Haute Convention Center Executive Board Room.

10. Adjournment. The meeting was adjourned at 10:00 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 26th day of October, 2022, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Jon Marvel, President

Aye
Nay

Chris Switzer, Treasurer

Aye
Nay

Mayor Duke Bennett,
Vice President

Aye
Nay

David Patterson, Member

Aye
Nay

Emily Morris, Secretary

Aye
Nay

Terri Conley, 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.



Jon Marvel, President