

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF AUGUST 30, 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 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, absent.

**Others Present:** Brian Bosma, Jason Semlar, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Vittoria Meyer, and several members of the public.

**3. Additions or Revisions to the Agenda.** Chris Switzer said he would like to add a Section 5.5 to Old Business for an update on the Indiana Theater.

**4. Approval of Minutes.** Minutes for the July 26, 2023 meeting had been circulated via email to all members. Emily Crapo made a motion to accept the minutes as presented. Dave Patterson 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.** Tennille Wanner provided a summary for the month of July. A total of 7 events took place generating approximately \$67,943 in gross revenue and parking. Parking garage revenue was \$2,657. She briefly reviewed the events and June statistics. One event she mentioned in particular they hosted was for the Nazarene Church Convention that was held on a Sunday through Tuesday. It generated over 600 people. She is currently working on a multi-year agreement with them. \$48,000 of the total gross revenue for the month was for food and beverage. They donated about 90 pounds of food to local charities. Their community garden generated about 20 pounds of tomatoes that were also donated. The garden was created and is taken care of by staff members who have donated their time. They previously had some freezer issues. Central Restaurant had not hooked up the defrost. B&B Foods repaired the problem, which then created some water issues. They are currently working with Central Restaurants to take care of the repair costs. The Convention Center is featured in this month's Terre Haute Living magazine. An update on operations and landscaping was also provided, along with sales, marketing and community involvement. Bids for electrical upgrades in the ballroom and additional security cameras were sent out this past month and bids have been received.

**5.2. Update on Operating Budget and Cash Flow – Baker Tilly.** Jason Semlar said updated cash flow information had been e-mailed to Board members a couple of days ago. Nothing much has changed in the structures or numbers. Food and beverage for August was about \$20,000 higher than last year at the same time. Revenue is running about 8% higher than last year.

**5.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee.** Jon Marvel said the weekly production meetings are continuing and are very productive. The project is still moving along fine. It still appears that the museum will be finished mid-November. They will probably do a soft opening but have the grand opening take place the first of next year after the holidays. Shelly Keen reported that everything that could be used for the museum has been photographed and cataloged. There will need to be cleaning done for a large amount of the items since they have been stored in various places for varying periods of time. Fabrication for the exhibits is going well

**5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Brian Bosma said he is continuing to

work with the museum committee. The Executive Committee extended the consultant's (Shelly Keen) contract through the end of the year. He has also worked with Tennille Wanner getting a quotation form prepared for the request for electrical work and cameras. Mr. Bosma had also executed, at the direction of Jon Marvel since no one was available to act, documents for a Getty Images account. Legislation has recently been passed authorizing government entities to make payments, with certain restrictions, in advance for goods and services instead of waiting until the job was completely finished. Resolution 2023-07 will be voted on later to give the Board that capability. He did add one extra caveat that a lesser amount than what was established by the legislature to be paid could be established by the Chair of the Finance Committee on a case by case basis.

**5.5. Update on Indiana Theater.** Chris Switzer announced that the closing on the acquisition of the Indiana Theater had officially taken place a week or so ago. The building is insured through USI. Brian Kooistra had assisted with the changeover in utilities. Everything went very smoothly. Chris Switzer had possession of the keys to the building. RJL Solutions is pursuing opportunities for outside investments and from the State. They will be getting an architectural firm to help in moving forward.

## **6. New Business.**

**6.1. Consideration of CIB Resolution 2023-07 Authorizing Advance Payments for Goods and Services.** This had been thoroughly discussed earlier in the meeting. Dave Patterson made a motion to approve Resolution 2023-07. Terri Conley seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

**6.2. Approval of Quotes for Cameras and Wiring – Tennille Wanner OVG 360.** Tennille Wanner said she had received two quotes for additional cameras in the parking garage, stairwells and exteriors. They would also like to add cameras in the kitchen, freezer and walk-in cooler. She had received a quote from Sycamore Engineering for \$57,900 and EnvelopiQ for \$25,979.42 for a total of \$83,879.42 for the cameras and one from Crown Electric, Inc. for \$78,500. Sycamore Engineering works with EnvelopiQ so those two amounts are one quote totaling \$83,879.42. Brian Bosma said that they are required to go with the lowest quote unless there were circumstances that made going with a higher quote the best option. In that case, it could be classified as a special purpose. Upon further review of the quote from Sycamore, there was an alternate option which would deduct \$9,500 from the proposed price which would actually make the proposal from Sycamore/EnvelopiQ the lowest pricing. After some discussion, it was also felt the Board would like to go with Sycamore/EnvelopiQ because Sycamore was familiar with the building and might have a better handle on how things were originally installed. Chris Switzer made a motion to approve the Sycamore Engineering/EnvelopiQ proposal using the alternate option from Sycamore Engineering. Dave Patterson seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed. Next, the electrical upgrade for the ballroom was a little more complex. Tennille had enlisted assistance from Mark Merrill of Garmong to talking with the companies about the project to make sure the companies making proposals understood the scope of the job. The three bids received were: NRK for \$70,325.00; Sycamore Engineering for \$109,975.00; and Crown Electric for \$80,931.00. Mr. Bosma again reminded that the lowest bid would need to be accepted unless there were issues/circumstances. It was discussed and felt that all three companies were qualified to do the work and they all had essentially the same time frame available to do the work. Chris Switzer made a motion to accept the proposal of NRK. Emily Crapo seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed. Tennille said that Mark Merrill had also offered to look through the contract submitted to make sure that everything was in order. Brian Bosma said he would have the contract ready next week.

## **7. Other Business.**

**7.1. Questions and Comments from CIB Members.** Mayor Bennett said the presentation for the sports complex would take place next month.

**7.2** The next regular Board meeting is scheduled for September 27, 2023 in the Terre Haute Convention Center.

**8. Adjournment.** Chris Switzer made a motion to adjourn the meeting. Jon Marvel seconded the motion. Upon a voice vote of 6-0, the meeting was adjourned at 9:35 a.m.

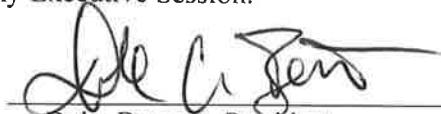
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 20<sup>th</sup> day of September, 2023, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

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

  
\_\_\_\_\_  
Duke Bennett, President