

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF SEPTEMBER 28, 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, Present; Chris Switzer – Treasurer - Absent; Dave Patterson – Member, Present; Terri Conley – Member, Present; Bernice Helman – Member, Absent.

Others Present: James Bramble, Brian Bosma, Jason Semlar, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Vittoria Meyer, and David Kronke.

3. Additions or Revisions to the Agenda. President Marvel said that he is pulling Resolution 2022-10 for Approval of Parking Agreement concerning parking for the State Office Building from today's agenda.

4. Approval of Minutes. Minutes for the August 24, 2022 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Mayor Duke Bennett seconded the motion. Upon a voice vote of 5-0, 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 August. August has been their best month to date. A total of 16 events and 2 tastings took place generating approximately \$90,000 in gross revenue. Parking garage revenue was \$3,133. She briefly reviewed each event and August statistics. She is currently conducting final interviews for Director of Food & Beverage. Delilah Rixner has been hired to fill the position of second Event Manager. She is currently hiring, and hiring will be ongoing, for part time line cooks, dishwashers, banquet servers, operations set up and housekeeping crews. Operations for the month, Finance and HR, Food & Beverage and Sales & Marketing were reviewed. She did note that new credit card readers had been ordered for their bars due to some issues with connectivity. They have worked with Joink on the problem and everything seems to be working well now. She also said that she is looking at purchasing a cutlery polisher (at a cost of \$3,700) and a glass polisher (at a cost of \$1,400) due to the amount of time it takes to accomplish these tasks by hand and the fact that they have a time/labor challenge to get this done. Comparing the cost of the equipment to the man hours it takes to do the same tasks, the equipment should pay for itself within a year. There was a short discussion about this. She briefly reviewed the building/equipment/operational issues that had required attention during the month and were covered under warranties. There had been a problem with graffiti in the parking garage elevators. Although a sealant had been applied to the outer structure and they had cameras both outside and inside the parking garage, they did not have cameras inside the elevators. They are getting quotes to have a camera installed in the two parking garage elevators and the interior Convention Center elevator along with a quote from Sycamore for wiring. They are also obtaining pricing on fabric barrier for weed control and pricing for the project to be completed by a third party versus the price of the fabric and completing the job using staff. The price of new mulch was also being quoted. They are also have a problem, mainly with vendors, parking in a no parking area at the north entrance. She wondered if the City or County might have some type of parking bolsters that could be installed

there to help prevent illegal parking. Mayor Bennett said the city did not keep extra ones but would be happy to install them at no charge if they were purchased. Discussion continued regarding upcoming events and staffing challenges.

5.2. Update on Project & Operating Budget – Baker Tilly. Jason Semlar had emailed the project cash flow through the end of the year. Through the first nine months of 2022, the Food & Beverage revenue was \$2,292,000 which is a little more than a 50% increase since the same time period last year. Mayor Bennett reminded all that there is still talk by the legislature of elimination of the Food and Beverage tax and lodging tax which would be devastating to the CIB and tourism. Terri Conley asked when next year's cash flow projections would be started. Mr. Semlar said it would be in the next couple of months.

5.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley said Hilferty has finished the design and they are ready to start submitting RFP's. They hope to have RFP's sent out and submitted by year's end and then they can start fabrication and installation by the end of January but that timeline is not definite. Licensing was briefly discussed. Hilferty does have digital media in their budget and that would include licensing for that. Brian Kooistra with Garmong Construction, gave a brief review of the work in progress. Everything is moving along smoothly.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said they had found a way to communicate with Larry Bird's agent and reviewed their progress so far. There was a slight hitch but that was being worked out. He has also worked with RJL on the RFQ for the sports and water complex. Still working on the parking arrangements with the State Office Building, the resolution for which was postponed today. Mr. Bosma noted that it might be a good idea for the Board to extend the parking passes currently being provided to the building's employees until the matter is concluded. It was decided that it would probably be best to extend the passes through the end of the year so they will not have to be reissued if it takes longer than a month.

6. New Business.

6.1. Resolution No. 2022-10 Approving Parking Agreement. This item was pulled from the Agenda for this month.

6.2. Resolution No. 2022-11 Approving Sports Complex Feasibility RFQ. Mayor Duke Bennett reminded everyone that they had received a \$50,000 READI Grant to do a feasibility study on a sports complex. He would like the Board to take this step to have RJL Solutions send out the RFQ prepared by RJL on behalf of the CIB today. Responses will be due on or before October 31. The New Projects Committee of this Board will then meet and review the proposals and decide who to interview. The time frame has already been selected. The New Projects Committee would then make a recommendation to the Board at the November 23 meeting and that would also have to be approved at that time. Today's approval would be the beginning of that process. Mayor Bennett has already been contacted by several parties who have experience in these type of projects who are very interested in this. This is why they need a feasibility study done to see if it makes sense to move ahead with this type of project. Brian Bosma reminded everyone that the New Projects Committee consisted of Mayor Bennett, Emily Crapo and Dave Patterson and reminded them not to forget notice requirements if meetings were scheduled. There was a short discussion of what the complex would consist of and the need for certain phases to be accomplished as soon as possible. Mayor Bennett said if this moves forward, they will be asking for additional READI funds. It was also noted that additional phases could be added down the road if desired. Terri Conley made a motion to approve Resolution No. 2022-11. Emily Crapo seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

7. Other Business.

7.1. Questions and Comments from CIB Members. Jon Marvel said that Mary Cramer had requested for some assistance from the CIB in the Turn to the River Project. She would like to come in and address the Board. Mayor Bennett said Phase 1 of 5 of the Project has now been completed. The City contributed about 45% of the project costs for that Phase, so they will step back since they made such a significant contribution to the first Phase. Ms. Cramer is ready to move on to Phases 2 and 3 and is seeking assistance to get them going. Phases 4 and 5 will come later. It was decided to invite her to next month's meeting to speak.

Thanks were extended to Mr. Bosma and his firm for their recommendation letter to the Association of Indiana Counties pertaining to the nomination for an award for collaboration between county/city governments and the public. RJL Solutions put the nomination in play and the AIC made the award to Vigo County last week at the annual conference. The plaque will be placed in an area to be chosen in the Convention Center. There were two signs, one for the City and one for the County, and the location to erect them is in discussion. Chris Switzer and Jim Bramble were also thanked for their roles in making this happen.

7.2 The next regular Board meeting will take place on October 26, 2022 in the Terre Haute Convention Center Executive Board Room.

8. Adjournment. The meeting was adjourned at 10:05 a.m.

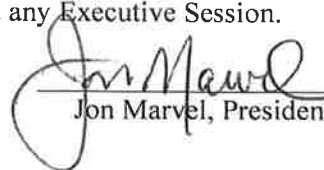
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 26th day of October, 2022, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Jon Marvel, President	<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 type="checkbox"/> <u> </u> Aye Nay	David Patterson, Member	<input type="checkbox"/> <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
Bernice Helman, Member	<input type="checkbox"/> <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