

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JULY 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 Council Chambers 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 via telephone; Emily Crapo – Secretary, Absent; Chris Switzer – Treasurer, Present; Dave Patterson – Member, Present via telephone; Terri Conley – Member, Present.

Others Present: James Bramble, Brian Bosma, 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 June 22, 2022 meeting had been circulated via email to all members. Terri Conley made a motion to accept the minutes as presented. Chris Switzer 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 June. A total of 14 events took place. Gross revenue was approximately \$54,000. Parking garage revenue was \$1,821. She briefly reviewed each event for the month. She also spoke about on-site tours that had taken place for possible future bookings. In particular, she talked about the on-site tour with the Indiana Association of County Commissioners. They customarily hold their meeting in Indianapolis but are looking to change locations. They not only toured the Convention Center but Tenille took them to several local businesses so they could see what was available for entertainment/eating establishments that meeting participants could utilize during their stay. They hope to be able to book this event, if not this year, then at some point in the future. Sales and Marketing continue to contract future events and work on leads and repeat business. She reviewed their promotions and advertising. She also talked about their social media presence and news coverage. An employment update, operation of the facility, and food and beverage status was given. Summer is generally a slower time in this industry with vacations and July is typically the slowest month. June was actually very busy and with August approaching, they anticipate activity picking up.

5.2. Update on Project & Operating Budget – Baker Tilly. Jason Semler was unable to make today's meeting but Terri Conley gave an update in his absence. Not much changed since last month. As far as what is remaining to be spent, taking out construction costs, there is just over \$400,000. Some of that (probably \$50,000-\$100,00) will be used for bills remaining to come in but we did come in considerably under budget. There was approximately \$360,000 of unbudgeted expenses for the project that had already been approved and paid. She did note that Baker Tilly had been asked to prepare a similar report for the budget for the museum going forward. She reported that Food & Beverage tax income for July was \$312,711 which, by far, is the largest they have ever had for any month.

5.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley had

provided preliminary designs last month for review along with a cost estimate. That cost is within the budget for the museum. She did not receive any corrections or changes from any CIB members. She reported that a museum committee meeting (consisting of Shelly Keen, Mark Medersky, Terri Conley, Jon Marvel, and representatives from Hilferty) took place on July 14. Shelly is coordinating the rest of the items to get cataloged for Hilferty for their designs. The design layout is completed. The next plan is getting images, copyrights, etc. so that Hilferty can complete the final design. Garmong is still on track to complete the build-out of the shell between Covered Bridge and Halloween in October. Brian Kooistra of Garmong Construction gave a brief update on progress.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said that they have clarified that the Indiana Department of Revenue does require this facility to collect food and beverage tax on sales here at the Convention Center, which is ironic, since it all comes back to run the facility. There has been an outstanding governance policy for some time but Resolutions 2022-07 and 2022-08 will address those issues and implement a capital asset program and a control policy, both of which are required for a separate political subdivision. While the Capital Improvement Board is a component unit of the county, it is a separate subdivision according to the State Board of Accounts, so you need to have these policies in your own annual financial report that is coordinated with the Auditor. They mirror the County's policies with slight revisions so they will be consistent with the Auditor to work with. Mr. Bosma asked that the CIB meetings be posted on the County's calendar consistently. Resolution 2022-09 deals with some of the fixtures and design elements on display at the Larry Bird Museum and he will be working with them to put together the structure to be sure the statutory requirements are met. The management agreement is almost entirely cleaned up. One element remains that will get cleaned up next year regarding the incentive fees and he reviewed what those were. There are still some real estate items that he will get finished shortly.

6. New Business.

6.1. Resolution No. 2022-07 Approving Capital Asset Policy. This had been explained earlier and was discussed again briefly. Chris Switzer made a motion to approve Resolution 2022-07. Terri Conley seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

6.2. Resolution No. 2022-08 Approving Internal Control Policy. This, too, had been explained earlier. Terri Conley made a motion to pass Resolution 2022-08. Chris Switzer seconded the motion. Upon a roll call vote of 5-0, the motion unanimously passed.

6.3. Resolution 2022-09 Approving Revised Museum Budget. Mr. Bosma reviewed events regarding the budget for the benefit of newer members who were not on the Board at the inception. There had been a great deal of confusion regarding the \$1.5 million budget that had been established for the museum. An amendment had been made indicating that the amount was not just for the exhibit budget, which is an attachment to this Resolution. He believes that Hilferty may want to change their compensation amount and this Resolution will give the Board the ability to enter into another amendment when the time comes. Terri Conley clarified that they are not approving a new budget but are approving the preliminary design. There are estimated costs for the exhibits only and it still falls under the umbrella of \$1.5 million. There was brief discussion about some of the finer points covered under the budget and a future amendment. Chris Switzer made a motion to approve Resolution 2022-09. Terri Conley 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. There were none.

7.2 The next regular Board meeting will take place on August 24, 2022 in the Terre Haute Convention Center Executive Board Room.

8. **Adjournment.** The meeting was adjourned at 9:49 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 24th day of August, 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

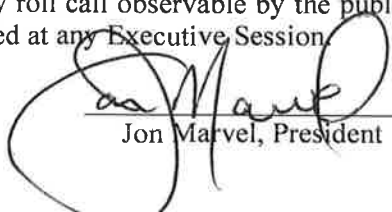
Aye Nay

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