

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JANUARY 22, 2025 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 Chris Switzer called the meeting to order at 9AM.
2. **Oath of Office.** Eddie Felling administered the oath of office to Tony Brewer, Brian Kooistra, and Jon Marvel
3. **Call of the Roll- Auditor Hutchings** County Auditor Larry Hutchings performed the call of the roll. Chris Switzer – Present; Jon Marvel – Present; Karen Dyer – Present; Brandon Sakbun – Present; Tony Brewer – Present; Brian Kooistra – Present; Emily Crapo – Absent.

Others Present: Tennille Wanner, Martell Lewis, and several members of the public. Kyle Carlson was present remotely.
4. **Nomination of Officers**
 - 4.1 **President.** The floor was opened for nomination for President. Brandon Sakbun nominated Chris Switzer for President. Jon Marvel seconded the nomination. There were no further nominations. Upon a voice vote of 6-0, the motion unanimously passed. Chris Switzer took charge of the meeting as the President.
 - 4.2 **Treasurer.** President Switzer called for nominations for Treasurer. Jon Marvel nominated Mayor Brandon Sakbun for Treasurer. Karen Dyer seconded the motion. There were no further nominations. Upon, a voice vote of 6-0 the motion unanimously passed.
 - 4.3 **Secretary.** President Switzer then called for nominations for Secretary. Brandon Sakbun nominated Jon Marvel for Secretary. Karen Dyer seconded the motion. With no further nominations, and a voice vote of 6-0 the motion passed.
5. **Additions or Revisions to the Agenda** No additions or revisions to the agenda for this session.
6. **Approval of Minutes.** Brandon made a motion to accept the minutes for the December meeting. Brandon Sakbun made a motion to accept the minutes. Karen Dyer seconded the motion. Upon a voice vote of 6-0, the motion was unanimously approved.
7. **Old Business**
 - 7.1 **Update on Convention Center Management – Oak View Group** Tennille Wanner provided a summary for the month of December. A total of 22 events took place generating over \$168,007. She briefly reviewed the events and December statistics. December is one of the busier months for the Convention Center. “Breakfast with a Grinch” was held and was popular with kids who attended. “Breakfast was Santa” had a 138 people attend. Tennille said they will continue to hold these events while dates are available. The “Boots and Bling” New Year’s event had a slow start with ticket sales due to competition this year, but 250 total attended. She said there was a large amount of positive feedback for this event. Sycamore has started work in the mechanical room for a washer and dryer. The Convention Center met with Jerry Wampler from Raydia/B&B Foods. They were informed the B&B physical store will be moved to the Raydia’s northern office. The drivers and sales reps in Terre Haute will remain. The Convention Center will continue to work with B&B Foods, Tennille citing B&B is one of their best providers when it comes to service, dependability, and pricing. Limestone was

replaced in the columns in the Wabash pre-function area. New blocks had to be purchased from a quarry, which took four months to obtain. A local installer was used and the blocks and installation are being billed to the client responsible for the damage. During the month of December the sales team contracted 16 definite events totaling \$110,181 in estimated future revenue. The team is currently working on 31 tentative leads and repeat business for 2025 and the future totaling more than \$365,000 in potential revenue and 616 estimated hotel room nights. The center will be partnering with WTWO-TV for a comedy show called "Scriptless in Seattle." WTWO is a sponsor of the show so they are helping with the advertising of the event. Tennille went over the 2025, 2026, 2027 event statuses. She says the convention center is starting 2025 stronger than 2024. There are 25 tentative events on the calendar at the time of the meeting. She says work is continually being done for 2026 and 2027. Tennille then gave an update on the Larry Bird Museum. The year to date attendance was 7,859 at the time of the meeting. Tennille then opened the floor to questions. Brandon Sakbun asked if B&B moving part of their operation out of the city would cause future issues. She said GFS would be the next choice or Sysco, but for specialty items reputable stores like Baesler's would be used on occasion. She mentioned price would be a little higher from other locations. Karen Dyer asked what it would take to get more conventions and trade shows at the center. Tennille said the convention center is new and the launching of a new website will help advertise Terre Haute. Utilizing the Hulman Center for events alongside the Convention Center to work with the Convention center's smaller size was briefly discussed. The inability to give groups rates for hotels longer than a year out was briefly discussed.

7.2 Update on Budget and Cash Flow – Baker Tilley Kyle Carlson with Baker Tilley briefly explained the assistance Baker Tilley provides to the committee. He then briefly updated the cash flow report. Carlson pointed out January Food and Beverage was higher at \$265,301 compared to the \$252,151 collected in December. He also noted that professional services was written at \$11,000 for each month in 2025. He then opened the floor to any questions. Brandon Sakbun said that "miscellaneous expenses" was marked at \$51,000 for January 2025. He explained that USI insurance was paid in December, this amount was marked as a placeholder. He wanted to confirm the schedule for USI insurance payments in the future to assist with the 2026 budget. He also wanted to check the utility cost for the Indiana Theater from January to March and compare it to now. Sakbun wanted to be certain there were no leaks in the building. Switzer confirmed the Theater was checked every week and with the very low temperatures at the time of the meeting the electric and gas bill at the building would be higher. Switzer briefly explained the primary source of income for the CIB is the food and Beverage tax and projects funded by the tax collection.

7.3 Indiana Theater Update – Chris Switzer Chris Switzer said work has been slow on the Theater due to very low temperatures at the time of the meeting. Chris Switzer said there is a new project committee and tried to take the brunt of the Indiana Theater Work himself but it was hard. He said he would need some help going forward. He said he would like to come up with what to do with the Indiana Theater building by the end of the first quarter of 2025. He said there was cash available that could be used for the building. He noted the community wanted to see the investment into the building. Chris said people had been reaching out to him who want to use the building for events like performances even without updates done to the theater. He said he was considering working with RJL Solutions and Studioaxis the next month to try to make a plan for a first phase of work on the Theater and what a PR campaign could look like. He said work on current contracts for the Theater would begin when temperatures consistently stayed above 30 degrees. Brandon Sakbun said he wanted to see the report from RJL and Studioaxis a week prior to determine what needed to be paid for in cash vs. bonded out. He acknowledged the board would eventually be charged with a conversation about financing the upcoming sports complex. He noted there would be a number of government entities involved with the complex alongside entities from the private sector. He

said Chris Switzer was doing a good job of informing the public that upgrades to the Indian Theater would stay in the realm of what the board could afford. Switzer mentioned there were a couple of families in the community willing to help with funding for the Indian Theater. Switzer said for between \$2,000,000 and \$4,000,000 they could get the roof, ADA accessibility, a ramp repaired, most of the bathroom fixtures, and some HVAC work done. He said this would be enough to get people in the building and hold some events. Setting a deadline for the opening of the Indiana Theater was briefly discussed.

7.4 Update on Legal Matters – Eddie Felling There were no updates on legal matters.

8. New Business

8.1 Receive Bids for Theater Seats Eddie Felling said one bid was received for the Theater Seats from Pruitt Properties on January 16th 2025 for \$1,925. Brandon Sakbun made a motion to accept the bid from Pruitt Properties and Tony Brewer seconded the motion. A voice vote of 6-0 was held. The motion unanimously passed. There was brief discussion about the logistics of removing the seats.

8.2 Establish 2025 Meeting Dates Chris Switzer opened the floor to discussion about 2025 Capital Improvement Board meeting dates. Switzer noted there was discussion about moving the meetings to quarterly meeting times, but he didn't believe this to be possible with the amount of projects in the works for 2025. Brandon Sakbun made a motion to change the June meeting date from June 25th, 2025, to June 18th, 2025 due to a conflict with National Guard training. A vocal vote of 6-0 was held. The motion passed unanimously. Brandon Sakbun then made a motion to approve the Capital Improvement Board of Managers meeting dates for 2025 on the fourth Wednesday of each month at 9AM, aside from the June revision, and to include the Capital Improvement Finance Committee at 8:30AM. A vocal vote was held. The motion passed unanimously. The contract for the parking garage was briefly discussed. Eddie Felling suggested to the board to authorize Chris Switzer to execute any necessary contracts a permit excess parking in the parking garage due to the Hilton losing parking with the demolition for the old school corporation building. Karen Dyer made a motion to authorize Chris Switzer to execute the necessary contracts for excess parking. Brian Kooistra seconded the motion. Upon a vocal vote 6-0 the motion passed unanimously.

9. Questions and Comments from CIB Members

9.1 Chris Switzer then opened the floor to questions. Tony Brewer asked about the sports facility. Chris Switzer explained there were several factors that did not go in the boards favor, including not receiving much funding from a READI grant. Brandon Sakbun pointed out the new governor has said there will not be a READI 3.0 grant. Switzer briefly explained he and Mayor Brandon Sakbun are working together to make the project more feasible for the community. Brian Kooistra noted Chris Switzer brought up the New Projects Committee earlier in the meeting. He said he would welcome the opportunity to serve with the committee. Karen Dyer noted sports events are the main driver for tourism in the community and briefly explained developing the ability to host sports will help drive community tourism numbers.

9.2 Next Regular Board Meeting February 26th, 2025 at 9:00am. The next regular board meeting will take place in the Terre Haute convention Center Executive Board Room.

10. Adjournment. Brandon Sakbun made a motion to adjourn the meeting. After unanimous approval, the Meeting was adjourned at 9:48AM.

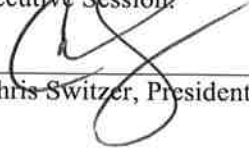
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 26th Day of February, 2025, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer, President	<u> X </u> Aye Nay	Jon Marvel, Secretary	<u> X </u> Aye Nay
Brian Kooistra, Member	<u> X </u> Aye Nay	Karen Dyer, Member	<u> X </u> Aye Nay
Tony Brewer, Member	<u> X </u> Aye Nay	Emily Crapo, Member	<u> X </u> Aye Nay
Mayor Brandon Sakbun, Treasurer	<u> X </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.



Chris Switzer, President