

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS MEETING
MINUTES OF NOVEMBER 19, 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 Boards Remote Meeting Policy, members of the Board and staff participated in the meeting in person at the Vigo County Annex Council Chamber Room or by telephonic or electronic means.

1. **Call to Order.** President Chris Switzer called the meeting to order at 9:00AM.

2. **Call of the Roll:**

Present- Chris Switzer, Jon Marvel, Karen Dyer, Tony Brewer, Brian Kooistra, Emily Crapo

Absent- Brandon Sakbun

3. **Additions or Revisions to the Agenda**

There were none.

4. **Approval of Minutes**

Minutes for the October 22, 2025 meeting were distributed all the members for approval. Karen Dyer made a motion to approve the minutes as presented. Emily Crapo seconded the motion. With a voice vote of 7-0, the motion was unanimously passed.

5. **Old Business**

5.1 Update on Convention Center Management Tennille Wanner provided a summary for the month of September. A total of 24 event days took place generating almost \$250,000 in gross revenue. She noted this was a very successful month for the Convention Center with several multi-day conferences. When discussing operations, she said HVAC Filters were changed and coils were cleaned by B & S Plumbing. She also said the parking garage needed to be serviced by TIBA due to machines not recognizing prox cards. Tennille also said the overhead dock door fell out of the track and was wedged and the original installer was called and it was fixed within the hour. She noted there was a safety incident during a Eugene V. Debs event. Tennille said a guest drove through the Cherry Street garage entrance gate. She said THPD ticketed the person and the convention center will be ordering two new gates to have on hand and will attempt to bill the individual responsible. She said the convention center had contracted 9 events totaling \$45,000 in October. Tennille said there were still 23 definite contracts totaling \$184,119 in revenue for the rest of the year and 20 definite contracts for 2026 totaling \$313,644 in revenue. Tennille provided a brief overview of 2025 event statistics and a brief update of Larry Bird Museum attendance tracking. Brian Kooistra about the Crosley Radio Players event. Tennille said the event had approximately 200 in attendance with involvement from an area school. There was brief discussion on upcoming holiday events at the Convention Center.

5.2 Update on Operating Budget and Cash Flow Kyle Carlson with Baker Tilly provided the Board with information on cash flow for November. He said the Food & Beverage Tax disbursed to the Board in November 2025 was \$280,000 compared to the \$278,000 in November 2024. He said there was still 3.4% growth of distributions in 2025 compared to 2024. Kyle noted there were insurance

premiums that were paid. Kyle told the Board the cash balance at the end of October was just over \$4.9 million, but this amount would be dropping toward the end of the year due to an upcoming bond payment, the art spaces READI match and Theatre Capital Costs. He said this balance would be dropping with an upcoming bond payment. Brandon Sakbun instructed Kyle to move the placeholder for theatre capital costs to March, April, and May 2026. Brandon also noted he would like to discuss the capital expense plan at another time with Kyle and Tennille. He said he would like to discuss the opportunity to do a transfer between capital expense and theater capital costs. Brandon noted despite the 3.4% growth in distributions in 2025, budgeting for 2026 remained flat out of caution.

5.3 Update on Legal Maters There were none.

5.4 Update on Larry Bird Museum Graphics Mark, a representative for the CIB in charge of discovering vendors to fabricate graphics for the Museum gave a brief presentation to the Board detailing the history of the graphic installation, and the timeline of the recurring issues with the graphics, outlined the history of communication with Ravenswood – the vendor responsible for the graphic installation, and steps to correct the problems. He detailed a different material to adhere the graphics to that would withstand changes in conditions far better than the current material. He said work had been done to what it would take to replace the four graphics most in need. He said a price had been obtained for manufacturing the four panels in Texas, and there was a firm in Indianapolis that would remove the panels and put up the new ones. He said the panel manufacturer was about \$8,800 shipped to Terre Haute, and the installation quote from one company to install the new graphics was about \$8,100. He noted it was Ravenswood’s process of applying the graphics which may have created the issues in the first place. Brandon Sakbun suggested these repairs be paid from the “capital expenses” line item. Eddie Felling suggested the CIB obtain one more quote and then authorize President Chris Switzer to execute the contract for these repairs based on the vendor with the lowest costs and expert recommendation. Brandon Sakbun made a motion to authorize attorney Eddie Felling a demand letter to Ravenswood as well as Mark and Chris to get an additional quote and use the lowest price and approve the \$8,800 needed to pay for the new panels themselves. Jon Marvel seconded the motion. The motion passed with a 7-0 vocal vote.

6. New Business

6.1 Indiana Theatre Fund – Wabash Valley Community Foundation Karen Dyer said that the CIB was approached by the Crosley Radio Players to do fundraising for the Indiana Theatre and they wanted to give money to the community foundation for the theatre. She said they had received a fiscal sponsorship for the Theatre previously and upon legal consultation they saw no reason to not proceed with it. She said others would donate money to the project and it would be held by the community foundation with a fee. She said the fee would come from any proceeds of earnings from money on the gifts that were given. Karen said the CIB would need to permission to proceed with the agreement. Karen Dyer made a motion to allow herself to execute the documents for the agreements. Brian Kooistra seconded the motion. The motion passed 7-0 with a vocal vote.

6.2 Parking Waiver Request – Miracle Brandon Sakbun explained the miracle parade group approached the CIB with a request to waive parking in the CVB’s parking garage. He acknowledged there had been multiple events at the convention center that had paid for parking and they need to have their parking spots they paid for. So he suggested not taking action on this item at this meeting.

6.3 Swope Art Museum Request Update Anthony Dinkel gave a brief review of the request the museum presented to the Board at the September Meeting. He gave a brief update on the status of the ongoing renovations to the Swope Art Museum building. Anthony said he believed the museum was on track to receive \$40,000 in façade grant funding from the city. He said the revised request for the CIB was \$150,000. He said between this ask, the grant awards and outstanding asks from donors the funding shortfall for renovations could be solved. Brandon Sakbun suggested tabling this request until the following year. He detailed \$37,000 already budgeted without a project. Due to the smaller amount than requested, Brandon suggested looking at funding at the end of the year and actual costs for professional services, miscellaneous expenses, maintenance, and theatre utility costs and try to find a way to add this to the \$37,000 budgeted. There was brief discussion about focusing the Board's efforts on improving the Indiana Theatre in the following budget year. Karen Dyer expressed her desire to improve the security situation at the Indiana Theatre. No action was taken on this request at this meeting.

7. Other Business

7.2 Next Regular Board Meeting – December 17, 2025

Chris Switzer said he would like to move to 7.2 on the agenda first.

The Board made the decision to hold a December meeting for the CIB after a brief discussion.

7.1 Questions and Comments from CIB Members Chris Switzer noted this was his last CIB meeting as a member of the Board. He said the Commissioners would be appointing someone different to the Board in 2026.

8. Adjournment Brandon Sakbun made a motion to adjourn. Jon Marvel seconded the motion. The meeting was adjourned at 9:40 a.m.

[Signature Page to Follow]

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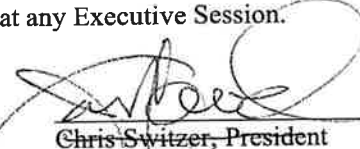
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 17th Day of December, 2025, with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer, President	_____	_____	Jon Marvel, Vice President	<u> X </u>	_____
	Aye	Nay		Aye	Nay
 Brian Kooistra, Secretary	<u> X </u>	_____	Karen Dyer, Member	_____	_____
	Aye	Nay		Aye	Nay
 Tony Brewer, Member	_____	_____	Emily Crapo, Member	<u> X </u>	_____
	Aye	Nay		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
 Jon Marvel Vice President