

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF NOVEMBER 20, 2024 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 9:00.

**2. Call of the Roll:** Chris Switzer – President, Present; Terri Conley – Vice President, Present; Emily Crapo – Secretary, Present; Mayor Brandon Sakbun – Treasurer - Present; Jon Marvel – Member – Present; Karen Dyer – Member, Present; Bernice Helman – Member, absent.

**Others Present:** James Bramble, Eddie Felling, Kyle Carlson via telephone, Tennille Wanner, Martell Lewis, and several members of the public.

**3. Additions or Revisions to the Agenda.** The Update on Operating Budget and Cash Flow will be moved to the first item under Old Business because Mr. Carlson has another commitment and will need to leave the meeting early.

**4. Approval of Minutes.** Minutes for the October 30 2024 meeting had been circulated via email to all members. Jon Marvel made a motion to accept the minutes as presented. Karen Dyer seconded the motion. Upon a voice vote of 6-0, the motion was unanimously approved.

**5. Old Business.**

**5.2. Update on Operating Budget and Cash Flow – Baker Tilly.** Kyle Carlson briefly updated current figures and statistics. He gave a comparison of Food & Beverage tax collected through November with 2024 bringing in \$278,000 compared to \$255,000 in 2023. The City has paid their \$250,000 and the Vigo County CVB also paid their \$125,000 contributions. The Larry Bird Museum line item has been removed from the 2025 projections. Terri Conley noted that the owner's rep, Mark Medersky, will be making a final trip to do some touch ups to the labels that are inside the glass enclosures. That should be the final expense for the museum. Mayor Sakbun volunteered to reach out to USI to see if any of the insurance costs could be lowered next year due to some safety items/procedures that have been put in place.

**5.1. Update on Convention Center Management – Spectra Venue Management.** Tennille Wanner reviewed the month of October. A total of 14 events took place in October accounting for 24 event days which generated approximately \$165,031 in gross revenue and parking. She gave a brief synopsis of the October events. She did note that the Rose Hulman Institute of Technology 50<sup>th</sup> anniversary gala had taken place and was the largest event to date and turned out really well. Reviewing operations, they have had freezer issues of ice build-up since opening. B&B Foods came in and serviced the freezer, found the cause of the issue, and fixed it. B&B continues to be a great partner to work with and always responds quickly when there is a problem. B&B will also be installing a sprayer on the single-bay sink to make cleaning dishes quicker during large events. Standard monthly inspections were also performed with no problems. 6 definite events were contracted in October totaling \$52,550 in estimated future revenue. They are currently working on 43 tentative leads and repeat business for 2024 and future years. They also currently have 19 firm events totaling more than \$214,000 in revenue with an estimated 487 hotel room nights. She also gave a brief rundown of their sales and marketing initiatives as well as their social media presence, including their Boots and Bling New Year's Eve event and upcoming Breakfast with the Grinch and Breakfast with Santa. (The Grinch is more popular than Santa.) There was a brief review of the Larry Bird Museum statistics. Karen Dyer of the Convention & Visitors Bureau distributed information about the Hoops Heritage Tour that is available for bookings. Tennille also advised that the reporter from Evansville Living magazine had visited the museum and the article has actually now been published in their November/December issue. The article can be seen by going to [EvansvilleLiving.com](http://EvansvilleLiving.com).

**5.3. Update on Indiana Theatre – Chris Switzer.** Chris Switzer said that StudioAxis and Garmong have worked well together on this matter. He reviewed the phased approach and the cost of the various phases. The interior leaks appear to have stopped after cleaning up some of the areas on the roof and washing out the gutters and everything seems to be draining okay. The seats that had been donated a few months ago that are in the vestibule are not going to be used by the CIB and they are going to get some quotes on them and try to sell them. Mayor Sakbun said that with some of the grant opportunities no longer being there, he believed that it might be realistic to consider doing Phase I and getting the building shorn up and then writing an RFP to look for a buyer to take this off our hands. It would be preferable to get this out to the private sector. The total numbers on the project are not feasible but the Phase I cost to get it shored up could be a realistic goal to get it ready to sell. There was additional discussion about all options available.

**5.4. Update on Legal Matters – Lind & Felling.** Eddie Felling said he would prepare a Resolution for next month to declare those theatre seats surplus property and then put them out for sealed bid sometime in January. There was a question last month about remote participation in meetings. It is allowed, however, he cautioned anyone from doing so unless it was an emergency. He suggested contacting him to set up the procedure if it became necessary to fully participate remotely. With regard to changing the meetings to quarterly, he thinks that should be addressed in the January reorganizational meeting where all meeting dates for 2025 can be established and publish for the year. If a meeting was necessary in between, a special call can also be scheduled. Terri Conley suggested presenting dates for the quarterly meetings at the December meeting. She thought there was an attendance requirement and she wanted to make sure it was appropriately addressed if we switched to quarterly meetings.

## **6. New Business.**

**6.1. Updates from Art Spaces, Inc. – Ally Midgley, Executive Director.** Mr. Felling had contacted Ally Midgley after last month's meeting for an update on the project. Ally Midgley, Executive Director of Art Spaces, summarized this project. It started well over a decade ago. Phase I was completed and dedicated in 2022 and was comprised of the space between the Court House and City Hall and includes the fountain. They are working on Phase II, which itself has been broken down into two phases, Phase IIa and Phase IIb. She distributed a packet that shows what each phase will consist of and explained the purposes and location of each phase. These were separated into phases because of funding. Section IIa went out to bid in the Fall through the City and is currently under construction. It is technically a 45-day construction contract but is weather dependent. Phase II has been separated into IIa and IIb because of funding. The \$450,000 that the CIB has pledged acts as a match for their READI 1 award (which was \$150,000). It is a 3-to-1 match for non profits. The cost of Phase IIa is about \$350,000 and Phase IIb is over \$2 million. They currently have funding for Phase II of over \$1 million total but they do not have enough yet to fund Phase IIb. Phase IIa is funded with \$125,000 from the City of Terre Haute, \$66,000 remaining from READI 1 which will have to be spent sooner rather than later, and then the remaining balance would be around \$60,000. She asked if the CIB would like to be invoiced this year for that amount out of the \$450,000 or if would be the wish of the CIB for the entire \$450,000 to be used toward Phase IIb. They are currently about \$1 million short of having enough money to finish Phase IIb. It is the hope to begin construction on Phase IIb in 2026. There was lengthy discussion about funding, including what they have and what is needed. Terri Conley said it was her preference to provide the pledged \$450,000 in the same year towards IIb. Jon Marvel asked if there was some advantage to doing it all in one year. Emily Crapo said she would prefer not to pay it until it was needed. It was also determined that there was no timeline for the use of the funds.

## **7. Other Business.**

**7.1. Questions and Comments from CIB Members.** Chris Switzer said a large amount of money had been given to Pros Consulting for the feasibility study for a sports complex. That is still out there. Mayor Sakbun and Mr. Switzer have met with RJL Solutions to talk to Pros Consulting to take that large project that was proposed and reduce it down to something that this community could potentially afford with the CIB or CVB taking the lead on that. Envoy, a land management firm out east, has also been contacted. That idea is still out there. They are trying to find something this community is willing to participate in

with regard to either a sports district TIF or funding that through the CIB, CVB, or in partnership with the City/County or even regional partners from Clay, Vermillion and Parke that would be willing to participate in this regional effort. Mr. Switzer asked everyone to keep that in mind for 2025. There was a brief discussion.

7.2 The December meeting will take place on December 18, 2024 in the Terre Haute Convention Center Executive Board Room.

8. **Adjournment.** Jon Marvel made a motion to adjourn the meeting at 9:50 a.m. Emily Crapo seconded the motion. By a unanimous voice vote of aye, the meeting was adjourned.

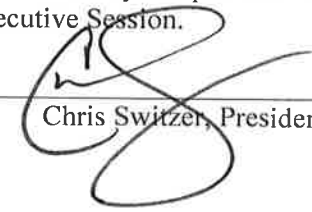
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 18<sup>th</sup> day of December, 2024, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

Chris Switzer, President	<input checked="" type="checkbox"/> <u>    </u> Aye    Nay	Emily Crapo, Secretary	<input checked="" type="checkbox"/> <u>    </u> Aye    Nay
Terri Conley, Vice President	<input checked="" type="checkbox"/> <u>    </u> Aye    Nay	Mayor Brandon Sakbun, Treasurer	<input checked="" type="checkbox"/> <u>    </u> Aye    Nay
Karen Dyer, 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.

  
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Chris Switzer, President