

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF NOVEMBER 23, 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, Absent; Chris Switzer – Treasurer - Present; Dave Patterson – Member - Absent; Terri Conley – Member, Present; Bernice Helman – Member, Present. President Marvel noted that Mayor Bennett and Mr. Patterson were both unable to attend because of a medical situation concerning their wives and Ms. Helman was out of State.

**Others Present:** James Bramble, Doug Kowalski, Jason Semlar, Tennille Wanner, Shelly Keen, Brian Kooistra, Vittoria Meyer, and Howard Greninger.

**3. Additions or Revisions to the Agenda.** There were none.

**4. Approval of Minutes.** Minutes for the October 26, 2022 meeting had been circulated via email to all members. Chris Switzer made a motion to accept the minutes as presented. Terri Conley 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 introduced Bill Hawkins, the new Director of Food & Beverage. Mr. Hawkins briefly reviewed his background and experience. Ms. Wanner then provided a summary for the month of October. A total of 12 events took place generating approximately \$103,970 in gross revenue. Parking garage revenue was \$2,774. She briefly reviewed each event and October statistics. They have introduced a seasonal fall menu for events taking place through the winter. Hiring of part time employees is ongoing. Operations for the month, Finance and HR, Food & Beverage and Sales & Marketing were reviewed. There had been a few issues during the month involving graffiti, a low-pressure gas issue which ultimately required replacement of a bad valve, triggering of a smoke alarm that was determined to be a false alarm., the irrigation system had been winterized and management of the audio system in the ballroom. They have also requested quotes for additional cameras in the garage to help with the graffiti problem. Elevator cameras are scheduled to be installed soon. The cameras were part of the original specs but had been overlooked in the install. Some lighting issues had been addressed. The ADA door opener on the garage doors has been installed but is not yet operable. Discussion continued regarding upcoming events. Eventbrite sales for the New Year's Eve Masquerade has been launched. They will be sponsoring a blood drive on December 13.

**5.2. Update on Project & Operating Budget – Baker Tilly.** Jason Semlar had emailed the cash flow report to the members before the meeting. Everything is still going strong. The money collected from Food & Beverage in November is the second highest month of the year. Through November, \$2,785,000 has been collected, which is about \$40,000 more than last year. He noted that the CVB had submitted their semi-annual contribution this month for the period through the end of the year in the amount of \$125,000. There was a brief discussion about the time frames being reported for Food and Beverage.

**5.3. Update on Larry Bird Museum – Terri Conley & Executive Committee.** Terri Conley said there was no update this month.

**5.4. Update on RFQ for Sports Complex – RJL Solutions.** This was to be covered under New Business.

**5.5. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Doug Kowalski advised that there are no updates on the easements. The alcohol permit for the Convention Center expires in March but it is required that you must reapply 3 months in advance of expiration. The application will be submitted by December 16. It is a much more streamlined process to re-apply than the initial application. This is a Convention Center license and is owned by the CIB and is a 3-way permit.

## **6. New Business.**

**6.1. Discussion and Presentation regarding Back to the River Project – Mayor Bennett.** Mayor Bennett introduced Mary Kramer, Ally Midgley and Brian Dyer of Art Spaces and the Turn to the River project. Turn to the River Phase I, which is the area between City Hall and the Court House, has been completed. They are seeking funds for the future phases. There are 4-5 total phases. One of the components the CIB is able to fund is arts-related projects. Ms. Kramer, Ms. Midgley and Mr. Dyer gave a powerpoint presentation to the group. They reviewed their mission and projects they had been involved with. They explained the areas this project takes in and talked about the different phases of the project as a whole. They talked about where their funding came from for Phase I and their partnerships with various groups and community engagement. Design development for Phase II is ready to begin with a cost of about \$112,500. The early estimates for the spaces themselves for construction are \$1.4 million and \$349,000. Total construction is \$1,776,000. Those are pre-design development estimates. They have received \$150,000 of Redi funds and \$60,000 from the Oakley Foundation which is going towards design development. The Redi funds do require a match of 3-1 which is tough on a non-profit but they are working hard to reach that goal. They are asking the Capital Improvement Board for \$1.5 million which would allow them to move forward and complete the project. \$450,000 of that amount would satisfy the Redi match. They would have to raise another \$200,000 but they are confident they could do that. They are working hard to come up with the Redi match of \$450,000 by December. The funds don't have to be distributed that early but they need a commitment by that time in order to finalize the Redi fund. A concept of the finished Phase and future Phases was shown and discussed for potential uses. This will be turned over to the New Project Committee for discussion. It was reiterated that funding would like to be secured by the end of December for at least the match for the Redi funds.

**6.2. Consideration of CIB Resolution 2022-12 Selecting a Professional for the Preparation of a Feasibility Study for Sports Complex Project – Kroger Gardis & Regas, LLP.** President Marvel turned the meeting over to Mayor Bennett to talk about the interviews conducted by the New Projects Committee regarding selection of a professional for a feasibility study for a sports complex project. Mayor Bennett then gave a review of the interviews. Four companies had submitted RFQ's: Pros Consulting, Hotel & Leisure Advisers, Sports Facilities, and Victus Advisers. Interviews had been conducted by the RJL team, the CIB New Projects Committee consisting of Mayor Bennett, Dave Patterson, Emily Morris, and Doug Kowalski as legal representation. All four companies were excellent and could do the job but they ultimately decided on Pros Consulting Group which includes Context Design and Williams Architects. He gave a brief rundown of their qualifications and experience. The New Projects Committee is asking the Board today to agree with their recommendation. If that is accomplished, the next step is to move into the negotiating phase to develop the specific contract and hopefully have it for next month's CIB meeting for approval. They would like the company to get started as soon as possible. Mayor Bennett reminded that Redi funds in the amount of \$50,000 had been received to assist with this study. Doug Kowalski explained that

Resolution 2022-12 being presented today authorizes the President to negotiate the terms of the contract with help from legal counsel. Mr. Kowalski had emailed a copy of the proposal to all members and said that all proposals are being kept confidential at this point. If negotiations fail, then the Board would have the ability to go back and negotiate with the other proposals. Adoption of Resolution 2022-12 today would allow for a feasibility study. The resolution states: Resolution 2022-12 is a resolution of the Vigo County Capital Improvement Board Managers approving a professional services provider to perform a feasibility study. Mayor Bennett made a motion to approve Resolution 2022-12. Bernice Helman seconded the motion. Upon a voice vote of 5-0, the motion was unanimously passed. The New Project Committee will hopefully come back in December with a contract for approval. The timeline was briefly discussed.

**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 December 28, 2022 in the Terre Haute Convention Center Executive Board Room. President Marvel did note that the County IT department would no longer be live-streaming the meeting. He will talk with the IT individual and find out how to go forward with this by the Board.

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

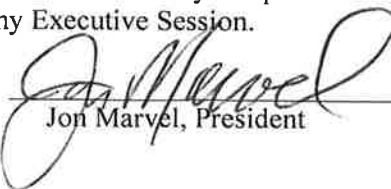
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 28<sup>th</sup> day of December, 2022, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

Jon Marvel, President	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Chris Switzer, Treasurer	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
Mayor Duke Bennett, Vice President	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	David Patterson, Member	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
Emily Morris, Secretary	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay	Terri Conley, Member	<input checked="" type="checkbox"/> Aye <input type="checkbox"/> Nay
Bernice Helman, Member	<input type="checkbox"/> Aye <input type="checkbox"/> 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