

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS MEETING
MINUTES OF DECEMBER 17, 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.** The meeting was called to order at 9:00AM.

2. **Call of the Roll:**

Present- Jon Marvel, Brian Kooistra, Emily Crapo, Brandon Sakbun

Absent- Chris Switzer, Tony Brewer, Karen Dyer

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

Brandon Sakbun noted he would be adding 6.1: "Theatre Improvements" during new business.

4. **Approval of Minutes**

Minutes for the November 19, 2025 meeting were distributed all the members for approval. Brian Kooistra made a motion to approve the minutes as presented. Jon Marvel seconded the motion. With a voice vote of 4-0, the motion was unanimously passed.

5. **Old Business**

5.1 Update on Convention Center Management Tennille Wanner provided a summary for the month of November. A total of 14 event days took place generating almost \$97,206 in gross revenue. She noted the CVB would be attending an industry conference in 2026 to solicit more events for the year. Tennille said the "Breakfast with Santa" event had to be cancelled due to extreme cold and hazardous weather conditions. Tennille reported 40 definite contracts for 2026 with \$403,669 in revenue. She noted the Larry Bird Museum had counted 16,014 visitors since opening. There was brief discussion on the difference in data being reported between two graphs presented to the Board. Brandon Sakbun asked for an update on a New Year's Eve event. Tennille noted attendance difficulties for New Year's Eve parties due to the amount of competition in the market. Tennille gave an overview of what the Convention Center was offering for New Year's Eve. Brandon then asked if there was a part of the year where there were more events scheduled or if they were spread across the year. Tennille confirmed they were spread throughout the coming year.

5.2 Update on Operating Budget and Cash Flow Kyle Carlson with Baker Tilly provided the Board with information on cash flow for December. He said the Food & Beverage Tax disbursed to the Board in December 2025 was \$289,895 compared to the \$280,000 in December 2024. He said there was still 3.4% growth of distributions in 2025 compared to 2024. Kyle noted the CIB received a distribution from the CVB in November as expected. Kyle said the cash balance at the end of November was just over \$5.3 million. He noted this balance would be dropping with the December bond payment and other material expenses expected. Brandon said he wanted to point out the Theatre Utility Costs, Professional Services, Maintenance, and Miscellaneous Expense line items. He said across these line

items, the difference between what was budgeted and what the 2025 costs was \$134,000. Brandon said he had developed a plan using these unexpended funds to take action on bricks that had been falling off the Theater into the alley on 7th Street. Brian Kooistra asked if receipts from the City of Terre Haute, Vigo County, and the CVB would continue into 2026. Kyle said that these units contributions would fall off at various times. He said the County's contributions would fall off partially in 2027, and the CVB and City of Terre Haute's contributions would continue through 2028. There was brief discussion about the process and state of the CIB bond payments. There was more brief discussion on the cash balance at the beginning of 2025 versus 2026 and the expected expenditures that may impact this.

5.3 Update on Legal Maters Jeff Lind reported that a demand letter was sent to Ravenswood three weeks prior to this meeting. He said an executive session could be called to discuss further options.

5.4 Update on Larry Bird Museum Graphics Jon Marvel said negotiations were still ongoing to change at least two graphics and the materials used for these graphics would not be vulnerable to the atmospheric conditions in the building.

6. New Business

6.1 Theatre Improvements Brandon Sakbun said that bricks had been falling from the Indiana Theatre building into an alley on 7th Street. He said precautions had been taken to ensure the safety of the surrounding area. Brandon said vendors had been reached out to for emergency repairs. He presented a plan to use the unexpended \$134,000 discussed earlier in the meeting to facilitate these emergency repairs. Brandon recommended the Board pursue a "not-to-exceed" contract of \$100,000 to make the necessary repairs. Brandon noted replacement bricks would likely match in color, but would not be "historic bricks" found elsewhere on the building. Brian Kooistra noted when pursuing a contract to make sure it was a "time and material contract with a cap" to ensure the work costs stayed within the \$100,000 allotted for these repairs. There was brief discussion about the nature of repairs needed. Brandon gave a brief update on the status of the Theatre roof repair project. He said Chris Switzer had signed a contract with Moisture Management for \$26,000. He said they would create the documents needed to bid the really bad portions of the roof that needed fixed. Brian Kooistra made a motion with approval from legal counsel that the CIB Treasurer has the authority to accept one of the two quotes and contract with for emergency brick repair not to exceed \$100,000. Jon Marvel seconded the motion. The motion passed with a 4-0 vocal vote.

7. Other Business

7.1 Questions and Comments from Other Board Members Brian Kooistra congratulated Commissioners Administrator Tammy York-Allen on a recent award.

7.2 Next Regular Board Meeting January 28, 2026 at 9:00 a.m.

Adjournment Jon Marvel a motion to adjourn. Brian Kooistra seconded the motion. The meeting was adjourned at 9:28 a.m.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS MEETING
MINUTES OF DECEMBER 17, 2025 AT 9:00 A.M.


Adopted and approved by the Vigo County Capital Improvement Board of Managers this 28th Day of January, 2026, with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer, President	<u> X </u> _____ Aye Nay	Jon Marvel, Vice President	<u> X </u> _____ Aye Nay
Brian Kooistra, Secretary	<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
 Brandon Sakbun
 Elected @ 1/28/26 Meeting