

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF DECEMBER 27, 2023 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 or by telephonic or electronic means.

1. Call to Order. President Duke Bennett called the meeting to order at 9:00.

2. Call of the Roll: Duke Bennett – President, Present; Chris Switzer – Vice President, Present; Emily Crapo – Secretary, Present; Terri Conley – Treasurer - Present; Jon Marvel – Member – Present; Dave Patterson – Absent; Bernice Helman – Member, arrived at approximately 9:10 a.m.

Others Present: Doug Kowalski, Tenille Wanner, Martell Wilson, Brian Kooistra, Kevin Cooper, and several members of the public.

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

4. Approval of Minutes. Minutes for the November 29, 2023 meeting had been circulated via email to all members. Terri Conley made a motion to accept the minutes as presented. Emily Crapo 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. Tennille Wanner provided a summary for the month of November. A total of 17 events took place and accounted for 21 total event days and attendance was a little over 2,500 for the month. Financials are not yet completed but gross revenue should be in excess of \$130,000 which is the largest amount to date. She briefly reviewed the events and November statistics, along with operations. There had been a ventilation issue on the roof that was addressed by Garmong and B&S Plumbing and there should be no further issues in the future. A fire extinguisher was discharged on the roof and then stolen. After posting camera footage on social media, the person was identified and the extinguisher turned in to the police department. Graffiti was also discovered on the top floor of the parking garage. Video was turned in to the police department and also posted on social media for help in identifying the individuals. Operations painted over the graffiti within a couple of days of discovery. Future business and upcoming events were updated.

5.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar had sent updated cash flow information to Board members. Board members had no questions.

5.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee. Jon Marvel said the museum was coming along nicely. Terri Conley said there were just a few interviews remaining that the production company is working on. It is hoped to be able to get Larry Bird here sometime during the month of March and have the grand opening take place during March Madness.

5.4. Update on Indiana Theatre – Executive Committee. Chris Switzer gave a brief update on the status of the theater. There had been a break-in at the theater but the individual was apprehended quickly. Mr. Switzer had reached out to two glass companies for some glass replacement in some of the doors but neither company was interested in doing the work because the doors were so old. There is a roofing issue with water not draining correctly off the roof and that will be worked on after the first of the year. He has done a couple of walk-throughs with a few people. It had been hoped to possibly have a couple of Christmas movies shown during the holidays but that did not work out. The Terre Haute Convention & Visitors Bureau graciously donated a new marquee and that will be replaced in the near future.

5.5. Update on Legal Matters – Kroger Gardis & Regas, LLP. Doug Kowalski said the alcoholic

beverage permit had been renewed. He reminded everyone that next month would be the annual meeting and election of officers.

6. New Business.

6.1. Consideration of CIB Resolution 2023-10 Approving Engagement of Architect for Indiana Theatre Project – Chris Switzer. Chris Switzer said he had been in conversations with the DNR, which could be a potential entity for a historic preservation grant. The theater lines up perfectly with their mission and Mr. Switzer believes a substantial amount of money could be received from the DNR for that grant. He also noted that when it comes to receiving READI funding and applying for any other grants, it is necessary to have information and a plan in place. A feasibility study is being proposed in order to have this information ready to apply for funding. Mr. Switzer said he had done a walk-through with Kevin Cooper, a Terre Haute native, of StudioAxis Architecture & Planning and one other company. Mr. Cooper's group is outstanding and can offer much more than the other group. Mr. Cooper gave a brief background on his company's projects and qualifications/experience and talked about what his feasibility study would entail. This would also be an assessment on how to use the facility and potential uses. They will identify the building's current condition and look at ways to use the facility. It will identify the good and bad things about the building. It will also initiate/propose improvements to the building that will support the uses. He believes the report could also be used to solicit operators that can support and manage a facility of this type. Conceptual plans/drawings would also be a part of this and could be used to apply for grants. This would be a 3-step process. Step 1 would be information gathering; Step 2 would be programming and project definition; and Step 3 would be the report that will offer up all the suggestions for the facility, document any meetings held, identify the good and bad things about the facility and the proposed improvements. It will also take into account the costs of the improvements for planning purposes. Since this is a large undertaking, it was suggested that it be done in phases. The cost of the study would be \$114,100. There was a lengthy discussion. Mr. Cooper said it would take 2½ -3 months for the use assessment and then an additional 1-2 months after that. Chris Switzer made a motion to approve Resolution 2023-10. Bernice Helman seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

7. Other Business.

7.1. Questions and Comments from CIB Members. Jon Marvel advised that the Vigo County Historical Society would soon be launching a campaign to raise money to repair a wall of their building that will collapse without the needed repair. He thought an invitation should be extended to the director to come and talk about the project so that the CIB could possibly make a donation to help fund the project.

Emily Crapo then made a presentation, on behalf of the CIB, to Mayor Duke Bennett thanking him for his years of service on the Board. Mayor Bennett talked about the accomplishments over the past several years and expressed his appreciation in being allowed to be a part of all that had taken place.

7.2 The next regular Board meeting is scheduled for January 24, 2024, in the Terre Haute Convention Center.

8. Adjournment. Chris Switzer made a motion to adjourn the meeting. Jon Marvel seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed. Mayor Bennett adjourned the meeting at 9:38 a.m.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 24th day of January, 2024, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

<u>Chris Switzer, President</u> ✓ <u> </u> Aye Nay	Emily Crapo, Secretary <u> </u> <u> </u> Aye Nay
<u>Brandon Sakban, Treasurer</u> ✓ <u> </u> Aye Nay	Terri Conley, ^{Vice President} Treasurer ✓ <u> </u> Aye Nay
David Patterson, Member ✓ <u> </u> Aye Nay	Jon Marvel, Member ✓ <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.



President