

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF FEBRUARY 1, 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 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, Present; Chris Switzer – Treasurer - Present; Dave Patterson – Member - Present; Terri Conley – Member, Present; Bernice Helman – Member, Present.

Others Present: James Bramble, Doug Kowalski, Jason Semlar, Tennille Wanner, Martell Wilson, Shelly Keen, Vittoria Meyer, Tim Drake, Howard Greninger, Will Price and Jon Swaner.

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

4. Special Order of Business – Annual Meeting and Election of Officers

4.1. President. The floor was opened for nominations for President and Jon Marvel nominated Duke Bennett for President. Chris Switzer seconded the motion and thanked Mr. Marvel for his many years of service as President of the Board, with those same sentiments being expressed by other Board members. There were no further nominations and nominations were closed. Upon a roll call vote of 7-0, the motion unanimously passed and Mayor Bennett took charge of the meeting as the new President.

4.2. Vice-President. President Bennett called for nominations for Vice President. Dave Patterson nominated Chris Switzer for Vice President. Emily Crapo seconded the motion. With no further nominations, nominations were closed. Upon a roll call vote of 7-0, the motion unanimously passed.

4.3. Secretary. President Bennett then call for nominations for Secretary. Chris Switzer nominated Emily Crapo for Secretary. Terri Conley seconded the motion. With no further nominations, nominations were closed. Upon a roll call vote of 7-0, the motion unanimously passed.

4.4. Treasurer. Lastly, nominations were opened for Treasurer. Chris Switzer nominated Terri Conley for Treasurer. Dave Patterson seconded the motion. With no further nominations, nominations were closed. Upon a roll call vote of 7-0, the motion unanimously passed.

President Bennett said that he would like everybody to think about committee assignments, let him know preferences, and appointments will be made official at the next meeting.

5. Approval of Minutes. Minutes for the December 28, 2022 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Bernice Helman seconded the motion. Upon a voice vote of 7-0, the motion was unanimously approved.

6. Old Business.

6.1. Update on Convention Center Management – Spectra Venue Management. Tenille Wanner provided a summary for the month of December. A total of 16 events took place generating approximately \$159,082 in gross revenue. Parking garage revenue was \$2,681. They are working on rebooking some/most of the holiday party events for December of 2023. She briefly reviewed the

events and December statistics. Gross revenue for the eight months of 2022 operations was \$658,426. Operations for the month, Finance and HR, Food & Beverage and Sales & Marketing were discussed. With regard to the incident with the vandalism incident in the elevators with newly installed cameras discussed last month, she noted that all the young men had been identified and there had been conversations with the parents and there will be payments and restitution to replace the cameras, cleanup for the cost of the graffiti, and they will be performing community service as well. They had talked in December with Circle Design regarding an electrical upgrade but they have been unable to establish any communication with Circle Design since that initial contact. Consequently, they are now trying to find out if Sycamore Engineering has the ability to design the plan and prepare a quote. She briefly talked about their community involvement, promotions and advertising, and upcoming events that are scheduled. She reviewed their self-produced New Years' Eve Masquerade event. It was a great success, a lot of fun, and attendees and staff alike really enjoyed the evening. Gross revenue was about \$24,000 and had a profit margin of about \$8,000. They plan to make this an annual event with fresh, new themes each year. Terri Conley expressed the Board's appreciation for the great job the operating company is doing.

6.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar had emailed the current cash flow update reports to the members prior to the meeting. He briefly reviewed highlights for January. \$253,125 from Food & Beverage for January compared to \$249,718 last January. The trend is continuing to increase. There are a couple of new expenses included in the cash flow budget this month. Professional fees include \$30,000 in January for Prose Consulting with the rest divided over four months (\$72,750 for February through May which is the additional expense that had been agreed to). It was his understanding that \$50,000 of that will be reimbursed and that is shown as coming in for June. The Riverfront project that was approved last month is also shown as a place holder and coming out in October since he is not sure when that expense will be incurred. Projected ending cash balances are shown for each month through January 2024. A maintenance/capital projects line item should be included next month to show money set aside for ongoing maintenance of capital projects.

6.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley said the RFP submittals are due tomorrow. They met with approximately 12 companies for questions/answers. A few companies declined to submit but she is hoping that at least 8 will submit bids. The Museum Committee will meet next week to go over those submissions with the plan being to interview those companies the following week and make recommendations to the Board at the end of February. There was some testing on the lighting system by Sycamore Engineering last week but a report has not yet been received. The lighting is not part of the RFP and is being handled with the contractors.

6.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Doug Kowalski noted that something to keep on the radar is that the audio visual is separate from the current RFP and the timing of the audio visual RFP will affect somewhat the scope of the current RFP. He said we are waiting on licensing of video/audio clips which is being handled externally. The bid opening for the current RFP is scheduled for tomorrow with Auditor Jim Bramble handling the bid opening. The alcohol permit has been turned in and should be an automatic renewal so operations can continue without interruption. The feasibility contract with Prose has been signed.

7. New Business.

7.1. Consideration of CIB Resolution 2023-01 Approving Assignment of Section 179D Tax Credit to Garmong Construction Services – Kroger Gardis & Regas, LLP. Mr. Kowalski summarized this proposed resolution. Because the CIB is a government entity and does not pay taxes, the CIB cannot take this tax credit but can assign the credit to their contractors. Garmong has requested

that they be assigned these credits. This resolution assigns 100% of those credits allowing Garmong to file and see if they qualify to use them. Terri Conley made a motion to approve Resolution 2023-01. Bernice Helman seconded the motion. Upon a voice vote of 7-0, the motion unanimously passed.

8. Other Business.

8.1. Questions and Comments from CIB Members. Jon Marvel asked Tennille Wanner to talk about the power surge that had taken place in January. On January 5, Sycamore Engineering was transferring power to the Larry Bird Museum and asked the Center to power down some of their equipment. All the offices powered down their work stations to be sure they didn't have anything hit their computers and such. Sycamore handled the power transfer, shutting down breaker boxes to most of the building but not to the elevators. When they transferred the power, there was a power surge and it hit the interior elevator which resulted in three boards being fried. The elevator was out for about a week. Kone had to replace the mother boards and reprogram them. The cost was about \$9,700 with the majority probably being labor cost. Now, the question is, who pays for that bill. She feels it is not really a result of operating the building. She has talked with Sycamore, with Garmong involved in the conversation, and it was decided that Sycamore come in and do some power testing. They have received the report but do not know how to read/interpret it. It is suggested that another multi-party call be placed and include a representative from the CIB to try and figure out what to do with the bill. Mr. Kowalski asked Ms. Wanner to forward all the documentation she had about this matter. President Bennett said he would participate in the call.

Updating the special projects, President Bennett said that Prose Consulting got started last week and met with about 50 people involved in recreation, entertainment, etc. The next step will be to develop a public survey. They intend to complete their work by the end of April and deliver their finished product in May. Bernice Helman said that when she spoke with them, they requested a copy of the community plan and she shared a copy with them.

8.2 The next regular Board meeting will take place on February 22, 2023 in the Terre Haute Convention Center Executive Board Room. Committee assignments will be announced at that meeting and President Bennett asked each member to convey their preferences to him before that time.

9. Adjournment. The meeting was adjourned at 9:40 a.m.

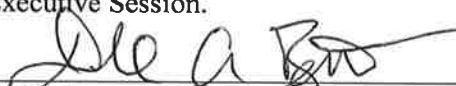
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 22nd day of February, 2023, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

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



Duke Bennett, President