

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF APRIL 24, 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. Special Order of Business – Oath of Office for New Member – Auditor Bramble swore in Karen Dyer, Executive Director of the Convention and Visitors Bureau, as the newest member of the Capital Improvement Board replacing Dave Patterson.

3. 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, Brian Bosma, Jason Semlar, Kyle Carlson, Tennille Wanner, Martell Wilson and several members of the public.

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

5. Approval of Minutes. Minutes for the March 27, 2024 meeting had been circulated via email to all members. Jon Marvel made a motion to accept the minutes as presented. Emily Crapo seconded the motion. Upon a voice vote of 6-0, 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 March. A total of 12 events took place generating approximately \$50,670 in gross revenue and parking. She briefly reviewed the March events and statistics highlighting a couple of events that stood out. Rural King held their vendor conference and the Indiana Vector Control Association held their education conference. These are the types of business they are going after and trying to find. The local health department passed the latest health inspection with no violations. They are also looking at having water softeners put on their coffee machines to combat hard water. The coffee machines are pretty expensive and this would help to prolong their life. A community garden plot has also been procured again this year. This is an all-volunteer project that was started last year among the employees, who really enjoyed doing it. Some of the produce is used in the kitchen and some is donated to charity. The parking garage was staffed through all of the ISU games. Their amusement and entertainment permit has been renewed and they will ask the inspector when he comes to look at the museum to make sure everything is in order so that nothing will have to be changed/moved later. One of their employees addressed a slight sagging problem with the retention barriers and tightened them up thus saving quite a bit of money. Brian Kooistra, when consulted, advised that as long as the cables are at 32 inches, they will be at Code. 13 events were contracted last month. 3 credit card readers that will allow for payment on the way in to the garage have been purchased to help with traffic flow in and out of the parking garage when there are events taking place. They are waiting on Joink to come and install extra Wi-Fi in the garage. Site tours continue along with community involvement. Google reviews and event statistics were in the monthly report. Ms. Wanner also talked about plans for some self-produced events for the coming year and there was a short discussion. Future business and current leads were also touched on.

6.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar introduced Kyle Carlson who is also with Baker Tilly. Mr. Carlson had emailed the cash flow chart for the month to the Board members. Mr. Semlar pointed out that the River Project Art Space, a line item in the cash flow section which is \$450,000 for a Redi-Match that the board agreed to last year, may be coming up in the near future that will need to be paid out. The Redi distribution had been received sometime in the last month or so. It is probably a few months out but he wanted to bring it to the attention of the Board. He also noted that the March Food and Beverage was a little down compared to last year but this month \$259,000 in Food and Beverage money was received, which was up compared to last year (\$254,000). So we are back on track. There was a short discussion about distribution of the Food and Beverage tax from the Indiana Department of Revenue and whether or not food trucks were paying the tax. Terri Conley commented that she appreciated the addition of the line item for the theatre to enable them to keep track of that budget.

6.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee. Jon Marvel said the museum project is coming right along and they will be wrapping it up as quickly as possible. There have been a few glitches. He thanked Tenille Wanner and Brady Kearns for all the help they have been providing. Terri Conley said they hoped to wind things up in the next 60 days. The new window shades have been installed to protect everything from sunlight damage. There was a discussion about signage about parking for people coming to the museum. It was noted that former Mayor Bennett had agreed to the City placing some specific signage on 9th Street and on the sidewalks near the Convention Center. Mayor Sakbun agreed to have that signage installed when a time is established that it needs to be erected. This led to a discussion about the money that had previously been paid to Arts Illiana for wayfinding signage back in 2022. It was decided to ask John Robeson, the President of Arts Illiana, to come to the May meeting and give an update to the Board. It was thought that the project was stalled due to some other issues. Mayor Sakbun said he can let Arts Illiana know that the City will withhold its \$30,000 arts grant to Arts Illiana until there is an explanation. Tennille Wanner mentioned that she would like to see the City put some more park benches around when the Larry Bird Museum opened because they anticipate having many people wanting to visit the museum and she didn't feel like there would be enough places for people to wait comfortably without some additional seating. Mayor Sakbun said he could provide two more benches. A website is being created that will list some of the attractions in the museum and the hours of operation. They are trying to create a way for people to sign up to visit because there will be a maximum capacity limit inside the museum. This should help cut down on wait time for people to get inside. Jon Marvel said he felt it would take at least 30 minutes for individuals or a group to go through and be able to see everything. The Convention Center will have a manned table set up to help people navigate and set up a scheduled time if need be.

6.4. Update on Indiana Theatre – Chris Switzer & StudioAxis Architects. Chris Switzer said Kevin Cooper was going to give a status update and then he would have some additional comments. Mr. Cooper said that as explained before, this was going to be a 3-step process and they are now at the end of Step 2. He talked about the team involved and their extensive experience. Step 1 started with stakeholder meetings and the success they had with them. They have also lidar scanned the building so that they have a rendering in 3D. They have done intensive research on the history. Both the interior and exterior of the building has been analyzed. A powerpoint presentation was given on the assessment of ways to utilize the theatre and recommendations on how to accomplish that, and an analysis of the condition of the building and what improvements need to happen. Step 3 will be discussed in June when the project is complete and the final report is presented. That will also include the level of costs for what the theatre uses will entail. There are certain things that will just have to be done and then there will be options for other uses. Mayor Sakbun asked if there could be some assurance that this will take place in June so that the possibility of applying for monies from the Lilly Endowment Fund could happen. There was a discussion about multi-uses and balancing. ADA

compliance was also discussed and challenges associated with it. President Switzer noted that today was the first day that the media would be seeing a rendering of the new Indiana Theatre sign. As can be seen, it is nearly identical except it has an LED board in it. The Convention & Visitors Bureau has graciously agreed to pay for the sign. President Switzer is trying to solicit two more bids for the roof canopy in order to make a decision next month on whether to replace it the same time as the new sign is erected. The sign will be coming down in the next couple of weeks. A decision is going to have to be made on whether to replace the roof canopy or not. President Switzer feels it should be done. He explained about funding possibilities that would be coming up. He feels that this project will line up in the top tier that the State of Indiana will invest in. He believes there will be a large sum of money coming either at the end of this year or the beginning of next year to invest in the Indiana Theatre. His goal is to continue to show progress. He has one bid in the \$60,000 range for the roof canopy replacement now. He hopes to bring a couple more next month. Some contractors have just flat out refused to make a bid. This will require a solicitation process to accomplish that. We do want to use local labor. Again, there was a discussion about combining the utility meters but it was a problem so far without a solution. President Switzer said he would welcome any help from any other Board members. President Switzer also said there would be a \$1,500 invoice coming in the next couple months to replace a fence that had been damaged by a storm. The adjacent property owner had made it clear that he did not want the replacement fence attached to his building as had the one prior.

6.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said most of the past month has been spent working with Terri and Jon on wrapping up matters and issues with the museum. All the legal fun seems to happen at the end of a project. Working on some issues with the vendors and allocation of some of the change order costs. In the contract with Green Sign Company (which the Board had given the President authority to negotiate/execute), a determination was made that the warranty bond was overpriced and would go with a standard 1-year warranty and then have local folks maintain it if anything has to be done. Also, a board book had been provided to Karen Dyer as a new member of the Board and updates will be provided to the rest of the Board members.

7. New Business.

7.1. Resolution 2024-04 Approving Independent Audit of OVG360's Convention Center Operations – Tennille Wanner and Finance Committee. The management agreement with OVG360 requires an annual independent audit which was conducted and results distributed to all members. It actually covered 2023 and the 7-month operating period of 2022. It was a very clean audit. This resolution acknowledges receipt and approves that audit. Mayor Sakbun made a motion to approve Resolution 2024-04. Jon Marvel seconded the motion. Upon a voice vote of 6-0, the motion unanimously passed.

8. Other Business.

8.1. Questions and Comments from CIB Members. There were none.

8.2 The next regular Board meeting will take place on May 22, 2024 in the Terre Haute Convention Center Executive Board Room.

9. Adjournment. The meeting was adjourned at 10:13 a.m.

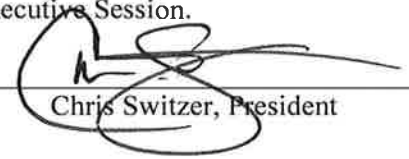
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 22nd day of May, 2024, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

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



Chris Switzer, President