

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**  
**MEETING MINUTES OF MAY 17, 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 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 – Member - Present; Bernice Helman – Member, present.

**Others Present:** James Bramble, Brian Bosma, Tennille Wanner, Martell Wilson, Shelly Keen, Brian Kooistra, Craig Morehead, Howard Greninger, Jon Swaner, and Shelby Riley.

**3. Additions or Revisions to the Agenda.** The capital plan will be discussed under New Business.

**4. Approval of Minutes.** Minutes for the April 26, 2023 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Terri Conley seconded the motion. Upon a voice vote of 7-0, 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 April. A total of 17 events took place generating approximately \$89,365 in gross revenue and parking. Parking garage revenue was \$4,780 which is the largest month's revenue to date. She briefly reviewed the events and April statistics. As always, if there is an abundance of food left over from an event that is salvageable, it is donated to local food groups such as Catholic Charities. They did replace a faucet in the kitchen restroom since there was an issue with a lack of hot water which is a requirement under the health department code. She met with the Finance Committee during the past month regarding their Capital Plan. They are in the process of getting bids for landscaping material, parking garage storage room and plumbing for the water room, power upgrades, and HVAC service. They continue to meet with Trane about ongoing issues with air conditioner sensors and are obtaining quotes for blinds for various windows in the building. She also reviewed miscellaneous issues with fire extinguishers, elevators, and a drain issue by the water softener. Signage regarding towing has also been added in the garage and by the back docks. Operations for the past month were reviewed. Their Mother's Day Brunch was a big success. 10 events were contracted during April totaling over \$30,103 in estimated future revenue. They have 56 tentative leads and repeat business for 2023 and future years totaling \$404,383 in potential revenue and 1,898 estimated hotel room nights. Site tours continue. They have added a second sales manager. She also provided the members with a proposed Capital Plan. This consists of major pieces of the building that will need replacement in the future and their estimate of when that will happen and the approximate cost of replacement. This should allow the Board to budget for these future expenses. She briefly reviewed the list and there was a short discussion. Dave Patterson felt that adding cameras to the blind spots and putting them in the stairwells were something that needed to be addressed now to eliminate the problems being experienced with graffiti, fire extinguishers, and just for general safety. The aesthetics such as landscaping could be worked on after that. There was discussion during which Terri Conley explained why they had placed that in the budget for the next fiscal year starting in January. It was decided to get quotes to add the additional cameras. Mr. Bosma noted that if the cost was between \$50,000 and \$150,000 they would have to go through a formal quotation process. Terri Conley said she felt that the landscaping with mulch or rock should take place this year due to the number of events and that the landscaping should reflect the quality of the facility. Chris Switzer asked if any official action needed to be taken. President Bennett said that he thought Tennille should just proceed with getting quotes on everything. Emily Crapo suggested doing a complete walk-around to make sure that everything that needed to be added would be

included now so that this would not have to be repeated next year and going forward. Mr. Bosma reiterated that if it's services, the operations manager takes care of it. If it's purchase under \$10,000, the Board does not need to be consulted. If it's between \$10,000-\$50,000, they still do not need to consult the Board but they need to get three quotes. If it's more than \$50,000, there will need to be a formal, statutory quotation process and the Board will have to approve it.

**5.2. Update on Operating Budget and Cash Flow – Baker Tilly.** Jason Semlar had emailed updated cash flow information to the Board members. He included in the disbursements a capital projects replacement line that actually contains around \$144,000. He will add a separate line item beginning next month for capital expenses for tracking purposes. He will also project out through 2024 beginning next month so that the Board can see and begin making some long-term decisions. Revenue for Food & Beverage for May was \$280,716. That is the third month this year for collecting over \$280,000. For the year, \$1,357,000 has been collected compared to the same time period last year when collections for \$1,188,000. Food and beverage continues to increase each month.

**5.3. Update on Larry Bird Museum – Jon Marvel & Executive Committee.** Jon Marvel said all groups involved would be doing a site survey today. The Committee will have much more of a presentation next month. The museum should now start to take shape.

**5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP.** Brian Bosma said all museum contracts had been finalized. He gave a list of contact information for all groups involved along with a cost estimate from each group. Scheduled completion date is to be determined due to delays that may be involved. Mr. Bosma reviewed the phases of fees pertaining to the audio visual media production and AV integration. He did warn that media rights were going to be expensive. With regard to the ongoing easement situation, those have finally been resolved and final documents are in process. Mr. Bosma also noted that sometime this year, the Board would need to come up with some type of performance benchmark for the managers' contract. The benchmark sets the amount upon which the percentage of revenues is paid to management. Emily Crapo asked about the standard for renewal of media rights in industry contracts. There was a short discussion.

## **6. New Business.**

**6.1. Discussion of Change Order Approvals for Museum Project – Kroger Gardis & Regas, LLP.** Brian Bosma said that the resolutions that had been passed authorizing the tracts for both Boston Productions and Ravenswood allowed the President and/or Vice President to increase the cost of those contracts up to 20% for change orders without full board approval. There are going to be change orders in the contracts that are non-financial. Mr. Bosma recommends that the Board, if it's a change order to the specifications that doesn't involve finances, give the Museum Committee (Terri Conley and Jon Marvel) authority for those approvals because those can't wait for thirty days. If it's financial, currently the Resolution gives authority to the President and/or Vice President to make that determination up to 20% of the contract. Dave Patterson made a motion to give the Museum Committee authority to decide non-financial change orders and if an increase in contract price, the Committee recommends the President of the Board can approve up to 20% without full Board approval. Bernice Helman seconded the motion. Upon a voice vote of 7-0, the motion unanimously passed.

## **7. Other Business.**

### **7.1. Questions and Comments from CIB Members.**

Terri Conley said capital expenditures are being budgeted on a monthly basis by Jason Semlar and will be found there on his monthly cash flow report. At the end of this year, we'll have the numbers for what is planned for next year. It will show what is available cash after this restricted amount. It will just be designated as a portion of the operating account. This will be a bookkeeping entry separate from the operating account. There was a short discussion for clarification purposes.

Chris Switzer asked if the June meeting location was going to be in a different location. Tennille Wanner

said she had scheduled it for the ballroom downstairs.

Mr. Switzer then made a suggestion about temporary free parking. A mural that had been started on the east side of the Terminal last year is going to be finished in the very near future and will require them to close their parking lot. He thought it would be a good gesture to offer free parking in the parking garage while their lot was closed. It was his opinion that most people would look for parking on the street but at least the offer would be there. Jon Marvel said there will be another issue soon when one of the companies working on the museum brings in a 53 foot trailer to operate from that will need to be parked nearby. There was discussion of ideas on what to do including some type of voucher to be validated by local businesses; using this situation to capitalize on bringing people downtown; and using this as a summer promotion of free parking from 11:00 a.m. to 1:00 p.m. to get people into the habit of using the parking garage. Tennille Wanner pointed out that there may be some confusion with people attending meetings in the Convention Center who are paying to park and those who are using the garage during the promotional hours who are not.

7.2 The next regular Board meeting is scheduled for June 28, 2023 in the Terre Haute Convention Center.

8. **Adjournment.** Dave Patterson made a motion to adjourn the meeting. Upon a voice vote of 7-0, the meeting was adjourned at 10:02 a.m.

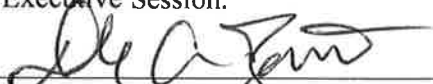
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 28<sup>th</sup> day of June, 2023, by roll call vote with the member votes indicated below.

**VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS**

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

  
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Duke Bennett, President