

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF MAY 22, 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. 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, Present.

Others Present: James Bramble, Brian Bosma, Jason Semlar via Zoom, Tennille Wanner, Martell Lewis, Danielle Isbell, Brian Kooistra, and several members of the public.

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

4. Approval of Minutes. Minutes for the April 24, 2024 meeting had been circulated via email to all members. Emily Crapo 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.

5. Old Business.

5.1. Update on Convention Center Management – Spectra Venue Management. Tenille Wanner provided a summary for the month of April. A total of 20 events took place generating approximately \$109,454 in gross revenue and parking. She briefly reviewed the April events. They participated in the Eclipse Festival downtown and offered concessions. Sales were good and they sold 300 lemon shake ups. Several bookings in April were repeat business with several others indicating they were very pleased with their experience and would be back. Operations were reviewed. They did have an event guest hang from some of the limestone in the pre-function area and his weight pulled the bricks down. The client will be taking care of the cost of the damage/repairs. An outdoor sign was kicked in by a passerby but was too far away to be identified by the security cameras. She believes it can be repaired by one of their employees. A fire extinguisher was stolen from the garage and the perpetrator was quickly identified by the photos captured by their security camera. A police report was filed. 17 events were contracted in April with 16 being during 2024 and one for 2025. They are currently working on 43 tentative leads and repeat business. Site tours continue along with community involvement. Google reviews and event statistics were in the monthly report. The number of people attending the Mothers' Day event nearly doubled from last year. Statistics were also briefly reviewed. On June 20, they are organizing a familiarization tour with folks who are qualified meeting planners. This is all about bringing events here. The CVB will give a presentation about Terre Haute and what it has to offer. The Chamber of Commerce will also be involved and she invited Mayor Sakbun to speak to the group if he so chose. They will start with breakfast at the Convention Center and then do a walking tour of some downtown highlights. They will then shuttle to different locations around town that would be of interest (i.e. local parks, the casino, etc). They will create a profile highlighting various interests that would appeal to different groups. This can help generate convention business. The goal is to do two of these events this year along with one in Indianapolis.

5.2. Update on Operating Budget and Cash Flow – Baker Tilly. Jason Semlar said he had sent the updated cash flow to the Board members yesterday. Mayor Sakbun said that the Finance Committee

had worked with Baker Tilly during the past month in order to calculate the CIB's true bonding capacity mostly revolving around the theatre. There was conversation about submitting an RFP later this Fall for a public/private partnership. Based off the last couple of years, the projected revenue along with the projected expense of the museum falling off, it is thought around \$250,000 a year for a bond payment could be accomplished. He believes that in a couple of months, the Finance Committee can provide a firm number of what the CIB will be able to provide.

5.3. Update on Larry Bird Museum – Jon Marvel & Museum Committee. Terri Conley said the museum will be open to the public on May 31. Larry will be here on May 30 and will be speaking outside at the museum. It will be free of charge to the public although spots to tour the museum will need to be reserved. A few things are being finished up this week and there will be some fine tuning next week before the opening. People have been inquiring about the opening for the past two years. People will be coming from all over. Gratitude was expressed to Tenille and her crew for all the invaluable help and work they have contributed towards this project. There was a short discussion about some of the locations people were coming from for this event. Tenille said she had been contacted by someone from Ontario, Canada that called on the day of the press release and made reservations to go through the museum.

5.4. Update on Indiana Theatre – Chris Switzer & StudioAxis Architects. Chris Switzer said he had sent the Board an email about a meeting had on the 13th of this month. The sign has been removed and is sitting on the stage of the theatre while the History Museum decides what they want to do with it. StudioAxis is bringing their engineers and electricians and architects to look at the canopy to see what all an RFP might entail to get the roof on the canopy replaced. StudioAxis continues to meet with the community and is further evaluating the inside of the theatre for community expectations. Mr. Switzer believes the timing is going to line up perfectly with a round of grant funding. He believes probably 2/3 of this project can be off the ground before the CIB has to match it. He thinks it will be in the teens millions to make the theatre what it used to be. It is hoped that StudioAxis will be completely done by the June or July meeting and present their final update. That narrative can then be taken to pursue funding. Things are going good. It was noted that there was a water leak a couple of months ago that has now been fixed.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said it had been very rewarding to be a part of this project. The next hurdle will be working through the final payments with the consultants. There are several contested items that are being worked on. There is no way to tell when all will be completed but he hopes that June or July might be possible.

6. New Business.

Mayor Sakbun said that the City administration will be moving forward with legislation regarding food trucks complying with the food and beverage tax. He plans to share this with the County so that they can mirror what is being undertaken. He said he would ask the County Council and the Health Department considering doing a quarterly review of food and beverage tax numbers. They need to find and deal with businesses who have not been following through on the food and beverage tax.

Jim Bramble asked if anyone had checked the status on the wayfinding signage. Chris Switzer said that a representative was supposed to have been at the meeting today but had not shown up. Mayor Sakbun said a group had been meeting and he will reach out to them to get in here and meet with the Board.

7. Other Business.

7.1. Questions and Comments from CIB Members. Chris Switzer thanked Mayor Sakbun for the Convention Center signage that had been erected and the lane painting that had taken place.

7.2 The next regular Board meeting will take place on June 26, 2024 in the Terre Haute Convention Center Executive Board Room. Chris Switzer also said that Dave Patterson was going to be in town on May 31 and the CIB had something to give him for his service. He would like for the Board to be at the Convention Center at 10:00 a.m. to present the gift.

8. **Adjournment.** Mayor Sakbun made a motion to adjourn the meeting at 9:40 a.m. Chris Switzer seconded the motion. By a unanimous voice vote of aye, the meeting was adjourned.


Adopted and approved by the Vigo County Capital Improvement Board of Managers this ~~26th~~ day of ~~June~~, 2024, by roll call vote with the member votes indicated below.
24th July

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

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



Chris Switzer, President