

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF AUGUST 28, 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, Kyle Carlson via telephone, Pam Chamberlain, Martell Lewis, Brian Kooistra, and several members of the public.

3. Additions or Revisions to the Agenda. Brian Bosma said he had been asked to remove the update on the Larry Bird Museum going forward.

4. Approval of Minutes. Minutes for the July 24, 2024 meeting had been circulated via email to all members. Jon Marvel 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. Pam Chamberlain provided a summary for the month of July. A total of 8 events took place in July generating approximately \$40,506 in gross revenue and parking. She briefly reviewed the July events. Their Coffee & Connections takes place the first Friday of every month. They have offered sponsorships to help provide the coffee and pastries offered and they are booked through the end of the year. Reviewing operations, they are getting quotes for a washer and dryer to put in the mechanical room. Irrigation boxes were stolen but have been replaced. They have implemented a new booking system called Infor that went live beginning in August. There should be a cost savings of approximately \$10,000 annually. This system will also allow them to produce their own tickets for events. Getting pricing to add an additional sprayer on the single bay sink in the kitchen to create better efficiency during large events. Standard monthly inspections were also performed with no problems. Contracted 14 definite events in July totaling \$56,729 in estimated future revenue. They are currently working on tentative leads and repeat business for 2024 and future years. They also currently have 15 firm events totaling more than \$146,112 in revenue with an estimated 172 hotel room nights. She also gave a brief rundown of their sales and marketing initiatives as well as their social media presence. There were 1,411 visitors to the Larry Bird Museum in July, with an additional 400 walk-ins. The website had almost 7,000 views.

5.2. Update on Operating Budget and Cash Flow – Baker Tilly. Kyle Carlson, who was present via telephone, gave a brief update on the budget and cash flow projections. He gave a comparison of the Food & Beverage collection as compared to 2023 so far. The numbers that came in are very similar so far with the exception of March. The numbers are pretty much dead even through August. The cash flow has been estimated through 2028 now. This month, he has combined the museum operating costs with the operating account. He also talked about the budget OVG had provided for 2025. The cash flow document will continue to be updated in real time. 10% inflation has been incorporated starting in 2024 due to inflation. Food & Beverage tax has been left level. The way the cash flow is looking now, it hopefully is really conservative just because of that. Mayor Sakbun said the Finance Committee had looked at the Convention Center's proposed budget for 2025 and provided a couple of recommendations: adjust the insurance to 8% increase rather than 5%; look at the security officer as being part time instead of full time; and changing museum expenses back to about \$253,000 instead of \$283,000. They are seeking some new positions for next year and the Committee is supportive. Overall revenue increasing for food and beverage and of course,

for event revenue. Brian Bosma asked Kyle about the project cash flow. For 2024 there were three \$250,000 payments from Terre Haute. He asked if one of them was a make up. Kyle said the first one was late so it was actually a 2023 payment. Mayor Sakbun said the City would be presenting a new Ordinance for passage to the City Council that states if you are a food truck, you have to provide proof of registration with the County. This should better insure that the food and beverage tax is addressed. He will provide a copy of the Ordinance to Chris Switzer. Mr. Bramble thought that if checking on registration would be made a part of the inspection by the Health Department, it would check everybody.

5.3. Update on Larry Bird Museum – Jon Marvel. Jon Marvel said this project was much more involved than even building the Convention Center. He thanked Terri Conley and Brian Bosma for their expert help along with the Convention Center staff. Pam Chamberlain said they do get quite a few walk-ins. Mayor Sakbun gave a brief update on the wayfinding project that the CIB participated in. The project is moving forward. There are 3 designs being put on ISU's campus, downtown, down Ohio Boulevard, up towards 3rd Street highlighting the Larry Bird Museum and other museums in our community. The QR code has been the holdup because so much stuff has been added to downtown. They want to make sure the code is good and it works.

5.4. Update on Indiana Theatre – Chris Switzer. Mr. Switzer said he, Terri and Tenille had participated in a Zoom conference recently and had a good conversation. He is getting some data together to compare the Indiana Theatre to other small theatres across the State of Indiana and the country to see what type of revenues we could potentially have in the future when/if we make the investment into the theatre. Chris and the Mayor are continuing conversations about the letter of intent to apply for grant funding for the theatre. We can potentially receive anywhere from \$5 to \$10 Million Dollars. It would require a 1-1 match. Conversations continue. The Finance Committee did approve today the invoice that Rob Lundstrom had finally submitted for repair of the water leak back in April or May of this year. They have seen an outline of the signage for the theatre. Karen Dyer has made a payment on that sign and will be making a second payment soon. Green Sign Company is ordering the sign but there is still the issue of the roof/canopy of the building. They had obtained an estimate earlier for \$60,000 to repair the roof and some other things on the canopy. So, at some point, the CIB is going to have to invest in a roof to get the sign installed that we are under contract to do. The question for the Board is: how do you want to approach that? Mr. Bosma said it would be necessary to get three quotes before making a decision. Chris would like to get this on the agenda for next month. It was noted the canopy repair/replacement is a separate issue from the whole roof. There was a short discussion on what all this would entail. Mayor Sakbun said that while the Lilly grant is part of the entire package, he does not believe the CIB can support a \$27 million dollar expense, or \$22 million if the grant was received. He can support working with StudioAxis to really trim down that site design. We are going to pursue how much it would cost to open it as a movie style theatre with some stand-up shows and potentially some symphony shows. Ultimately, the Board will need to decide the dollar amount it could commit to. There are options on ways to finance that but at the end of the day, it is a huge cost and would require a big commitment. Terri Conley asked Kyle Carlson to change the cash flow to increase the item for the theatre for capital expenses as well as adjust 2025. He said he would do that and work with Terri and Chris on the matter. Mr. Switzer said he would be having a phone conference today with Mr. Cooper and would ask him to talk with RJJ Solutions and work on a phased approach to the theatre to create different scenarios and their cost. There was further discussion about the entities involved in the funding and timing of the grant application. Other grant opportunities were briefly discussed and the requirements that go along with them.

5.5. Update on Legal Matters – Kroger Gardis & Regas, LLP. Brian Bosma said that working with Jon Marvel and Terri Conley on the museum project had been a joy and they and the whole board had done an outstanding job. Most of the past month was spent on close-out with Contractors. Ravenswood and Boston Productions have been successfully closed. The Hilferty matter was negotiated and an invoice was approved today. There should be one follow up payment which would be for the management fee for the increased construction costs. The change order on the ring movement for \$6,110 is still in negotiation. The only thing pending is starting the process next month for renewal of the alcoholic beverage permit. All

members are listed on the permit and he will be obtaining signatures from everyone on that.

6. New Business.

6.1. Presentation and Approval of 2025 Budget Proposal. The Finance Committee discussed the proposed budget for 2025 today and had a couple of amendments. Mayor Sakbun said there were three lines being adjusted: insurance increases from 5% to 8%; reducing a full time security officer to part time; and decreasing the museum expenses from \$283,000 to \$253,000. Terri Conley added that the theatre expense will also be adjusted to \$100,000. There was a short discussion. Jon Marvel made a motion to approve the proposed 2025 budget for submission to the Vigo County Council with the amendments of: insurance increases from 5% to 8%; reducing a full time security officer to part time; and decreasing the museum expenses from \$283,000 to \$253,000; and theatre expense to \$100,000. 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. There were none

7.2 The next regular Board meeting will take place on September 25, 2024 in the Terre Haute Convention Center Executive Board Room.

8. Adjournment. Brandon Sakbun made a motion to adjourn the meeting at 9:55 a.m. Terri Conley 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 25th day of September, 2024, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer,
President

Aye Nay

Emily Crapo, Secretary

Aye Nay

Terri Conley,
Vice President

Aye Nay

Mayor Brandon Sakbun,
Treasurer

Aye Nay

Karen Dyer, Member

Aye Nay

Jon Marvel, Member

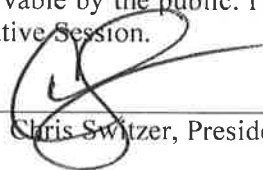
Aye Nay

Bernice Helman, Member

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