

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS
MEETING MINUTES OF JUNE 22, 2022 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 Council Chambers in the Vigo County Government Center 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.

Others Present: James Bramble, Brian Bosma, Tennille Wanner, Martell Lewis, Shelly Keen, Howard Greninger, and Jon Swaner.

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

4. Approval of Minutes. Minutes for the May 25, 2022 meeting had been circulated via email to all members. Dave Patterson made a motion to accept the minutes as presented. Duke Bennett seconded the motion. Upon a roll call vote of 6-0, 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 May. A total of 13 events took place in May. Gross revenue was approximately \$34,000. Operation of the parking garage began in May and parking revenue was \$2,211. She gave a brief rundown of each event held during May. One of the highlights of the events held in May was the job fair held by WTHI. Emily Crapo added that she understood over 150 people were hired for the workforce that day. Ms. Wanner said that she believed another job fair is going to be conducted again soon. 14 events were contracted during May, 6 of which were held in the month of May and 7 that will be held in June. They have 42 tentative leads and repeat business for 2022 and future years. They have 15 firm events booked/contracted out which will total \$159,325 in revenue and 841 hotel room nights. She reported on site tours continue to take place with potential clients. They have been actively involved in community events. She then reviewed their promotions and advertising currently going on and their social media presence. She updated employment progress for various positions. She noted that their Director of Food & Beverage, Rhonda Rowe, is leaving and they are currently getting ready to post that position. She also reviewed outstanding equipment that are on order and have been paid for but have not yet been received. They did have Joink come in during the past month and install more switches so that they could have computers and TV's utilizing hard line data instead of Wi-Fi. Operation of the parking garage started in early May and they are now in the process of working out a few issues that had arisen. It has also been decided that they will "man" the garage on days when there are events that will have more than 100 people in order to keep things moving smoothly during exit time. Their annual event inspection was applied for and received on June 6. Department of Homeland Security, who issues the permit, had a few issues they wanted fixed which were addressed. Homeland Security returned on June 6 to re-inspect after the issues were fixed and issued the event permit. They are going to need permanent signage for the rooms and she has a signage packet that she will get to the Board so that can be addressed. Elevator ownership has been transferred to the CIB. The garage has been re-stripped and the exterior lights have been installed on the garage. The remaining office furniture has been received and installed. Dave Patterson asked if

she had any update on the electrical upgrade and she did not. They are in the process of fine-tuning processes to create efficiencies and reduce costs with food and beverage and streamline what works and what doesn't for them. The Banquet Manager, Ian Penwell, has taken over staffing schedules for all the part-time and temporary labor. Mr. Penwell is a Terre Haute native and formerly worked in French Lick. He has done an amazing job since he became the Banquet Manager. After July, when things pick up, they will start looking at filling the second event manager position. She reviewed their food and beverage operations. There have been a few equipment issues, all of which have been covered under warranties. Chris Switzer extended thanks to Ms. Wanner and her team and Dave Patterson. The Indiana Association of County Commissioners are considering moving their event to Terre Haute for the first time from Indianapolis, where they have been for 15 years. Mayor Bennett said that he was working on the Indiana Conference for Mayors for next year to be here also. Several other events were touched upon.

5.2. Update on Project & Operating Budget – Baker Tilly. Jason Semlar referred to the annual budget report he had emailed the board members earlier. He said the only thing different is that a couple of things had been added to the project costs that had been unbudgeted, those being the retaining wall (\$785,000) and lights (\$2,331). A few invoices are still trickling in. Most of the construction invoices are complete but there may be a few more in the next couple of months. There is about \$2.2 million remaining to be paid if you spend 100% of the budget and most of that is related to the museum. Things are moving forward as planned. He had put together a cash flow analysis through end of January 2023. That's an important date because that's the next bond payment and end of the calendar year. If you spend 100% of the budget for the project, you'll still be ending the year with about a \$2 million balance. That's assuming that you spend the entire Larry Bird Museum budget this year, which is probably a little aggressive but, again, trying to think worst case scenario, most conservative. Food and beverage is still coming in strong. Receipts for June was \$260,000 compared to last June which was \$229,000. The first six months of 2022 compared to the first six months of 2021 shows an extra \$215,000 was collected reflecting about a 17% increase from last year. Chris Switzer asked if, after the casino is built, if they will be paying into Food and Beverage. That is affirmative and should increase revenue dramatically.

5.3. Update on Larry Bird Museum – Terri Conley & Executive Committee. Terri Conley reported that a museum committee meeting took place on May 12. The collection was discussed. Hilferty and Mark Medersky are working to narrow down the items to be used. They will prepare a history of each item for a storyboard to be placed with the item. Shelly Keen is working through what needs to be restored and cataloging the items. Final design and budgets were discussed. There were no questions/comments from the Board regarding the design presented last month, so the Committee will be working with Hilferty to get that finalized. They viewed the window tint previously discussed. Garmong should be finished up this fall and are currently working on moving some electrical components so as much space as possible can be utilized and some of the hard lighting fixtures that will be part of the design. She has asked for a timeline from October on from Hilferty.

5.4. Update on Legal Matters – Kroger Gardis & Regas, LLP. Doug Kowalski reported that they have worked through the amendment on the agreement with Oak Valley Group and are still working on the easements with the property owners. They are currently waiting to hear back from the property owners' attorneys. Mayor Bennett asked if the easements were close to being finalized. Mr. Bosma has been pushing but it is hard to estimate when they will receive a response.

6. New Business. There was none.

7. Other Business.

7.1. Questions and Comments from CIB Members. Chris Switzer reported that he had met with

Churchill Downs on Tuesday and reiterated the concerns of the Board about the size and capacity of the ballroom they will be constructing. Initially, it was to be able to hold up to 500 people but after talking with Jon Marvel, they reduced the size to 300. During yesterday's conversation, they have now reduced the size to 200. They also discussed shuttle services from the Convention Center to the casino and they are willing to work with the Board on that. Mr. Switzer said he would continue to keep on top of this but it appears that they will be a great neighbor and will be happy to work with the CIB, the Convention Center and the Convention & Visitors Bureau.

7.2 The next regular Board meeting will take place on July 27, 2022 in the Terre Haute Convention Center Executive Board Room.

8. **Adjournment.** Jon Marvel stated that if there was no further business, the meeting was adjourned at 9:41 a.m.

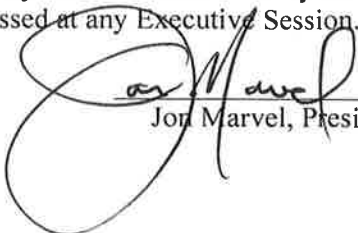
Adopted and approved by the Vigo County Capital Improvement Board of Managers this 27th day of July, 2022, by roll call vote with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

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



 Jon Marvel, President