

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS MEETING
MINUTES OF MAY 28, 2025 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 Boards 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 9:00AM.

2. **Call of the Roll:**

Present- Chris Switzer, Jon Marvel, Karen Dyer, Brandon Sakbun, Tony Brewer, Brian Kooistra

Absent- Emily Crapo

3. **Additions or Revisions to the Agenda**

Board Attorney Eddie Felling asked for a new agenda item to be added to discuss action taken in the Financial Committee meeting regarding OVG incentives. Chris Switzer said this agenda item would be added as "6.2" in New Business.

4. **Approval of Minutes**

Minutes for the March 26, 2025 meeting were distributed all the members for approval. Karen Dyer made a motion to approve the minutes as presented. Brandon Sakbun seconded the motion. With a voice vote of 6-0, the motion was unanimously approved.

5. **Old Business**

5.1 Update on Convention Center Management – Oak View Group Tennille Wanner provided a summary for the month of April. A total of 14 events took place generating a little over \$56,000 in gross revenue and parking. She said many of these were repeat business and annual events. She said Citywide Solutions did a deep cleaning in the carpet of the ballroom and the Wabash Pre-Function area. Shelving was added to museum storage. A heater pump was replaced on one of the water heaters. She said there were a couple of incidents. Tennille said someone a hotel guest tried to bring a boat through the tucking arm in the parking area and the arm dropped between the truck and the boat and ripped the arm off. The arm had to be replaced and Tennille said there was a spare arm purchased a couple of years previous and they needed to purchase a new arm to replace the spare. She said there some vandals that discharged fire extinguishers in the parking garage and the security footage had been handed over to the police department. She said the sales team had secured 12 future events that would be about \$131,000 in revenue. She said from this point in the year to the end there were still 53 events that are contracted totaling over \$500,000 in revenue. She said in the next couple of months the sales team will need to shift focus to securing 2026 events. Tennille said there have been over 10,000 visitors to the Larry Bird Museum since opening. She said two billboards advertising the museum had gone up: one eastbound from Effingham in the Montrose area, and one on the other side of Indianapolis where

drivers are coming into the city. Brian Kooistra asked about the potential for the Terre Haute Casino Resort competing with the Convention Center. Tennille said she had not seen a noticeable revenue impact from the Casino aside from self-produced events like their Mother's Day event. Brandon Sakbun noted the difference in atmosphere at both venues would help when it comes to avoiding competition. There was discussion about keeping the Larry Bird Museum open late for Special Olympics. Karen Dyer asked about the anniversary of the Convention center's opening and related plans. Tennille said there was no budget for anniversary events. Chris Switzer asked about capturing traffic from tour busses and how this has changed since the pandemic. There was a brief discussion about the logistics of attempting to secure tour bus visits.

5.2 Update on Operating Budget and Cash Flow Kyle Carlson went over cash flow data presented to the Board. He said expenditures in April were really low at about \$9,900. He said the ending cash balance in April was just over \$4 million. He said Food and Beverage tax collection in May was \$299,000, up from May 2024's \$285,000 collection. He said Food and Beverage tax collection so far in 2025 is up close to 4%. He said the CIB received both County distributions in May totaling close to \$500,000 and the Convention and Visitor's Bureau May distribution of totaling near \$125,000. He said the city's distribution would be in June. Brandon Sakbun said the Board had done a good job keeping an amount each year for capital expenses. He said the Board usually keeps this in a "Capital Expense" line. Brandon said he would like to move a portion of these funds to "Theatre Capital Expense" with the support of the Board. He said since there is only half the year remaining, any unexpected capital expenses could be posted for next year's budget and this would give Chris Switzer more wiggle room for Indiana Theatre project expenses. There was discussion about what amount to approve moving to the Theatre Capital Expense line item. Chris Switzer suggested moving \$300,000 to Theatre Capital Costs. There was some brief discussion on the bidding process for a potential roofing project for the Indiana Theatre. Brandon Sakbun made a motion to allow Chris Switzer to put out bid specifications for the Indiana Theatre Roof. Jon Marvel seconded the motion. The motion passed with a 6-0 vocal vote. Tony Brewer made a motion to move \$300,000 from Capital Project line item to the Theatre Capital Costs line item. Brian Kooistra seconded the motion. Upon a 6-0 vocal vote, the motion passed.

5.3 Update on Indiana Theater Chris Switzer provided an update on the Indiana Theater. He said a new sign for the canopy was being worked on and he was waiting for Studioaxis approval on Theatre improvement projects. Chris apologized for the time taken on these improvement projects. Brandon noted the process for improvement projects on any near 100-year-old building will take more time. The homeless population near the theatre was discussed and the logistics of assistance to these groups.

5.4 Larry Bird Museum Graphics Issues Jon Marvel gave an update on the graphical issues with the Larry Bird Museum. Tennille said one of the problem graphics had self-corrected somewhat. Jon said he would know about the repair process in the July meeting. Eddie Felling said the vendor's attorney had responded to a letter sent by the Board. Brian Kooistra asked if a planned visit by the owner was indicative of the level of attention this problem has received by the vendor. Eddie said the vendor's attorney had not provided a large amount of additional information.

5.5 Update on Legal Matters There were none.

6. New Business

6.1 Officer and Committee Appointments There were none.

6.2 Oak View Group Incentive Fees Brandon Sakbun explained Oak View Group had two incentives, a qualitative incentive fee up to \$25,000 and a financial incentive fee of \$21,677.73. Brandon said the qualitative incentive fee takes into account the economic impact, achievement of annual events, community stakeholder involvement, repairs/maintenance, capital planning, customer satisfaction and more. He said the financial incentive fee uses a formula that takes into account food and beverage revenue, gross total revenue. Brandon Sakbun said he felt the convention center's increase in tracked hotel room nights, increase in gross revenue, annual events, and management of funds qualified OVG for the qualitative incentive fee. He said the Financial Committee recommended the Board approve both. Brian Kooistra said he supported the financial incentive fee, but he said he had trepidation about approving the qualitative incentive fee. He said in his research of facilities of similar size, he felt the convention center's expenses were a bit higher. Brian suggested tabling the qualitative incentive fee. There was brief discussion about the criteria for the qualitative incentive fee and how they were created. Karen Dyer suggested waiting for more information before approving the qualitative incentive fee. Brian Kooistra made a motion to approve the Oak View Group \$21,677.73 Financial Incentive Fee. Jon Marvel seconded the motion. The motion passed with a 6-0 vocal vote. Brandon Sakbun made a motion to table approval of the \$25,000 Qualitative Incentive Fee. Brian Kooistra seconded the motion. The motion passed with a 6-0 vocal vote.

7. Other Business

7.1 Questions and Comments from CIB Members Brandon Sakbun said he would not be at the June Meeting. Karen Dyer also said she would not be at the June Meeting. Chris Switzer and Brandon Sakbun discussed getting people inside to see the Indiana Theatre and logistics about a clean-up project and soliciting volunteers for said project. Chris Switzer suggested moving Capital Improvement Board meetings back to the Vigo County Government Center Council Chambers. He said the facility was equipped for livestreaming to comply with Indiana law. He said the July 23rd meeting would be at the new venue. Kyle Carlson noted the June meeting would be June 18th, 2025.

8. Adjournment Chris Switzer made a motion to adjourn the meeting. Tony Brewer seconded the motion. Upon a voice vote of 6-0 the meeting was adjourned at 9:54 a.m.

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MINUTES OF MAY 28, 2025 AT 9:00 A.M.

Adopted and approved by the Vigo County Capital Improvement Board of Managers this 23th Day of July, 2025, with the member votes indicated below.

VIGO COUNTY CAPITAL IMPROVEMENT BOARD OF MANAGERS

Chris Switzer,	<u> X </u> <u> </u>	Jon Marvel, Vice President	<u> X </u> <u> </u>
President	Aye Nay		Aye Nay

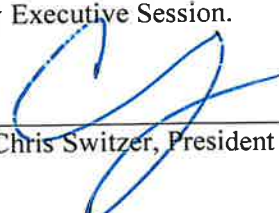
Brian Kooistra, Secretary	<u> X </u> <u> </u>	Karen Dyer, Member	<u> X </u> <u> </u>
	Aye Nay		Aye Nay

Tony Brewer, Member	<u> X </u> <u> </u>	Emily Crapo, Member	<u> </u> <u> </u>
	Aye Nay		Aye Nay

Mayor Brandon Sakbun,	<u> X </u> <u> </u>
Treasurer	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