

Kosciusko County Convention, Recreation & Visitors Commission January 18, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 18, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer - Absent

John Hall - Absent

Mark Skibowski

David Gustafson - Absent

Jo Paczkowski

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of Swearing in of Member:

Wes Stouder was sworn in as a 2017 KCCRVC member.

In the Matter of 2017 Election of Officers:

Kristi Plikerd requested nominations for the 2017 Election of Officers. Wes Stouder made a motion to retain the same officers that were elected in 2016. Those elections were as follows:

President – Kristi Plikerd

Vice-President – Jo Paczkowski

Treasurer – Mark Skibowski

Secretary – Tammy Kratzer

Motion: Wes Stouder

Second: Mark Skibowski

Ayes: 4 Nays: 0

Unanimous

To: Approve the following 2017 officers:

President – Kristi Plikerd, Vice-President – Jo Paczkowski, Treasurer – Mark Skibowski and Secretary – Tammy Kratzer

In the Matter of Nate Bosch – Center for Lakes & Streams Grant:

Nate Bosch, Director of Center for Lakes and Streams, came before the Commission to request \$10,000 for the Northern Indiana Lakes Festival. Bosch stated this festival provides a free, fun weekend full of engaging activities and entertainment designed to celebrate and promote our local lakes and streams. The festival also has the distinct benefit of raising awareness and appreciation for these waterways while providing education on how to protect them for future generations. The festival has been moved to Memorial Day weekend.

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 4 Nays: 0

Unanimous

To: Approve the grant request in the amount of \$10,000 for the Northern Indiana Lakes Festival by the Center for Lakes & Streams

In the Matter of Nate Bosch – Promotional Lake Viewbooks:

Nate Bosch, Director of Center for Lakes and Streams, presented a request for \$24,461.25 at the November 9, 2016 meeting for a Promotional Lake Viewbook. Bosch stated the Commission requested he re-visit the distribution and intended use of the viewbook as they felt the requested amount was high. Bosch resubmitted the request for the amount of \$19,583.03.

Bosch stated the \$19,583.03 will cover the cost of printing an additional 1,700 viewbooks, which will be distributed to hotels, marinas, resorts, and the Visitors Center as well as publication design costs. Bosch stated donations from lake residents will cover staff time to collect and analyze content, costs for printing of viewbooks to be distributed to the lake residents, as well as postage and travel costs for distribution.

Mark Skibowski stated he feels the Lake Viewbook is a great piece, but feels \$19,583.03 is higher than an amount he feels comfortable with. Skibowski feels Bosch could work with the CVB and see what synergies they can work together on for distribution and mailing. Skibowski further stated he doesn't feel comfortable funding the entire project. Wes Stouder agreed with Skibowski and made a motion to approve \$15,000 for the Lake Viewbook instead of the requested amount of \$19,583.03. Jo Paczkowski stated she feels the Commission has the funds available to grant the entire requested amount of \$19,583.03 and could take funding from the reserve account if needed. Paczkowski made a motion to approve the amount requested of \$19,583.03. Bosch stated he does not anticipate reprinting these books for several years. Skibowski stated he feels \$15,000 is a reasonable amount for this grant. Stouder made a motion in the amount of \$15,000.

Motion: Wes Stouder

Second: Mark Skibowski

Ayes: 4

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$15,000 for the printing and distribution of the Lake Viewbooks.

In the Matter of C Paddle Club – Watershed Stewardship Campaign Grant:

Ed Roberts, P4C Paddle Club President, presented a grant request in the amount of \$7,000.

Roberts stated the Watershed Stewardship Campaign is part of an ongoing stewardship initiative that will continue to decrease the amount of litter, debris and hazardous materials in our area's rivers and lakes. The initiative will also continue to remove log jams from the Tippecanoe River which hinder the ability to freely float the river without obstruction as well as hinders the health of the river bottoms and other riverine factors. Roberts stated that by removing the debris that is currently in the water, they can someday concentrate on maintaining the waterways, reducing the need for large-scale cleanups. They are hoping to have 3-4 river cleanup events each year and engaging as many community volunteers as possible in cleanups that educate and make an immediate difference on the health of our watershed.

Roberts stated this project will be on-going and the funding from this grant will be used to purchase equipment such as canoes, kayaks and tools to allow the projects to be self-sufficient as time goes on. Nate Bosch was in complete support of the P4C Paddle Club efforts and initiatives.

Motion: Wes Stouder

Second: Jo Paczkowski

Ayes: 4

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$7,000 for the Watershed Stewardship Campaign.

In the Matter of Pierceton Publicity Grant Requests:

Alicia Elder, Pierceton Chamber of Commerce and Pierceton Fire Department, came before the Commission to request \$500.00 each for the following Publicity Grants:

- Heirloom Tomato Festival
- Agricultural Art Show
- Tomato Festival 5K Walk/Run
- General Advertising
- Pierceton Farmer's Market
- Primitive Show
- Vintage Motorcycle Show – 10th Annual

Mark Skibowski stated he reviewed all the grant requests that were submitted and made a motion to approve all seven (7) grants for a total of \$3,500 (\$500 each).

Motion: Mark Skibowski

Second: Jo Paczkowski

Ayes: 4

Nays: 0

Unanimous

To: Approve the all seven (7) publicity grants for a total of \$3,500 (\$500 each) for the following events: Heirloom Tomato Festival, Agricultural Art Show, Tomato Festival 5K Walk/Run, General Advertising, Pierceton Farmer's Market, Primitive Show and Vintage Motorcycle Show -10th Annual.

In the Matter of Syracuse-Wawasee Trails – Winter Warm-up 5K Grant:

Megan McClellan, Executive Director, came before the Commission and requested \$742.54 for the Winter Warm-Up 5K. McClellan stated the grant would be used for paying Epic Race Timing to time the Winter Warm-up 5K run. The race will run in conjunction with the Wawasee Winter Carnival. Epic Timing will manually time runners on a tablet along with providing cones, course direction signage, mile markers, inflatable finish arch with blower, digital finish clock with remote, sound system and generator. McClellan is hopeful to have between 30-50 runners signed up for this race.

Motion: Wes Stouder

Second: Jo Paczkowski

Ayes: 4

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$742.54 for the Winter Warm-Up 5K run.

In the Matter of Syracuse-Wawasee Trails – Conklin Bay Boardwalk Construction:

Megan McClellan, Executive Director, came before the Commission and requested \$200,000 for the Conklin Bay Boardwalk Construction. McClellan stated the grant would be used for the construction phase of a boardwalk over the Conklin Bay wetlands and a trail connecting the boardwalk to existing trails on property owned by the Wawasee Area Conservancy Foundation (WACF). McClellan stated the entire project is projected to be \$1.7M.

The Conklin Bay Boardwalk is a phase of a larger trail plan to connect Lake Wawasee, which is approximately 15 miles. McClellan stated this is a significant portion of the larger plan since it will connect the Town of Syracuse to the west side of Lake Wawasee.

McClellan stated they have secured the following funding for the \$1.7M project.

- Harkless Family Foundation \$10,000
- Miller Family Foundation \$100,000
- Wawasee Property Owners Association \$5,500
- Private Donations \$100,259

McClellan stated they have contacted or will contact the following foundations/organizations for the remaining funds needed.

- KCCRVC \$200,000 (submitted request)
- Dekko Foundation \$400,000 (submitted request)
- KC Community Foundation \$10,000 (future request)
- K21 Foundation \$400,000 (future request)
- Greenways Foundation \$5,000 (future request)
- Other private Donations \$129,241
- Regional Cities Initiative \$340,000 (The construction project has already been approved a one of the Regional Cities Initiative projects. McClellan stated once they secure sixty (60) percent of their funding then the Regional Cities Initiative will contribute their twenty (20) percent.)

McClellan stated this project may or may not happen this year as it depends on how long it takes them to raise the \$1.7M. McClellan asked if the Commission would be willing to write a letter stating how much they are willing to donate to the project. McClellan stated she can then use the letter to show other contributors how much they have secured for the project. The Commission agreed that they can write a letter stating they are committed to helping fund the project, but cannot give an amount they will contribute at this time. The Commission stated they cannot spend or allocate funds for future years.

Mark Skibowski stated he is not comfortable with contributing a set amount at this time. Skibowski would like to see how much additional funding McClellan can secure from other foundations. Wes Stouder agreed with Skibowski and made a suggestion to table the grant request till the July 2017 meeting. Stouder suggested that McClellan return at the July meeting and give an update on the secured contributions at that time.

The Commission agreed to table the Conklin Bay Boardwalk Construction grant request till the July 2017 meeting.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for January 2017. Swihart started by thanking the Commission for their generous contribution toward the purchase of the property from RR Donnelley's. Swihart stated they were able to secure another grant for \$175,000 from the K21 Foundation and \$1,000 from Paragon Medical. They are still working with Parkview on the remainder of the funds needed to purchase the

property and repairs. Swihart stated they are \$61,000 short for their funding, but hopes to hear back from Parkview by the end of February.

Swihart stated they have completed all the softball/baseball tournament schedules for 2017. The schedules are very comparable to previous years, including the return of the BPA World Series and a couple of new events that should bring in very good numbers. They have begun working with the hotels in the County to secure rooms for the teams and umpires.

Swihart shared they have received many sign-ups for the indoor youth basketball and soccer leagues. These two programs started on January 14th, with both of these programs showing an increase in numbers. They will also be running corn hole, pickle ball, cricket, and volleyball and renting out tunnels for baseball/softball teams. Swihart stated they started their first indoor adult soccer program that will conclude on February 8, 2017, but will be offering another session.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for January 2017. Boggs shared the following financial information: bank statement balance as of January 18, 2017 is \$123,000 with \$23,000 of outstanding checks and unpaid bills on hand that total \$5,100 and open invoices due to the CVB is roughly \$4,000.

Boggs shared the following updates:

- They are hoping to launch the website this week. They will start with a soft launch and then work into a full launch.
- Requested permission to pay an invoice in the amount of \$2,400 for consulting fees, quick books training, e-filing of tax forms, and accounting review. Mark Skibowski agreed that Boggs should pay the invoice as it would be considered normal operational expenses.
- Accounting is not completely in-house yet, but the accountant is working on getting everything set up and ready. They can now run most reports in-house and will be able to provide updates as requested.
- Boggs requested the Commission to let her know what reports they would like ran for each meeting. Skibowski and Boggs will work together to see what will work best for the Commission.
- April 2016 to December 2016 there were 1,100 calls into the Visitor's Center, 960 walk-ins that were strictly visitor services related. Boggs stated they do not have a good average to go by till they get a full year of totals. Stouder questioned the walk-in visitors and Boggs stated they are mostly in county residents requesting local information.
- Boggs will work with President, Kristi Plikerd, on the Joint meeting that will occur in February.
- Boggs stated they are hiring an attorney for collections of an outstanding balance by previous Executive director.
- Tina Keaffaber, Sales Manager, will be attending the Heartland Travel Showcase on March 3rd-5th in Pigeon Forge, TN. Boggs felt this would be a very beneficial trip as there will be over 300 tour bus operators present.
- 2017 Visitor Guide books went to the printer last week. Quantity ordered was 63,000, which is 4,000 lower than last year. Ordered 3,000 maps for 2017, which is 3,000 lower

than last year due to the high quantity left over from 2016. Distribution is scheduled for the first week of February.

- Paczkowski requested a special flyer be distributed for the weekend of the Northern Indiana Lakes Festival that would include other activities and event happenings within our county that weekend. The flyer could also include dining establishments and shopping. Boggs agreed and stated they had already been throwing around ideas.
- Skibowski stated the CVB will start receiving \$85,000 quarterly disbursements once the 2017 budget has been approved by the State, which should be in February. The CVB will receive three (3) disbursements of \$85,000 each and then in December of 2017 a checks and balance will be conducted to determine what the final disbursement for 2017 should be.
- Skibowski stated the CVB will need to come before the Commission with any big ticket items and request funding through the grant process.
- Paczkowski questioned Boggs on the traveling trailer for brochures and flyers that was discussed in 2016. Boggs thought the idea for the trailer was not something the Commission wanted to pursue. Paczkowski and the Commission requested Boggs to revisit the cost that would be associated with the traveling trailer and bring suggestions, costs and ideas before the Commission.

In the Matter of November 9, 2016 Minutes Approval:

Minutes from the November 9, 2016 meeting were reviewed and approved as presented.

Motion: Jo Paczkowski

To: Approve the November 9, 2016 meeting minutes as presented.

Second: Wes Stouder

Ayes: 4

Nays: 0

Unanimous

In the Matter of Finances:

Mark Skibowski stated the final receipts for 2016 was \$588,960.45, which is a slight increase over 2015 by roughly \$8,000. The cash balance as of December 31, 2016 is \$744,880.02.

Skibowski stated the Commission needs to stay mindful of the funds they are disbursing through the grant process and ensuring they are funds that will be used in the year they are awarding them.

In the Matter of 2017 Inter-Local Agreement:

Michelle Puckett, County Auditor, presented the 2017 Inter-Local Agreement between the County Commissioners and County Council that allows the County Auditor's office to the controller for the KCCRVC Commission. The County Council approved it on December 8, 2016 and the County Commissioners approved it on December 13, 2016.

Motion: Jo Paczkowski

To: Approve the 2017 Inter-Local Agreement as presented.

Second: Mark Skibowski

Ayes: 4

Nays: 0

Unanimous

In the Matter of Tourism Sponsorship Grant:

Kristi Plikerd, President, requested input from the Commission on any changes they feel need to be made to the current Tourism Sponsorship Grant. Skibowski stated a section discussing the grant application should be requested and the invoices for payment submitted within the current

year or the next calendar year. Skibowski stated this needs to be added so the organization requesting the grant is not surprised on how the funding works. Skibowski stated the Commission needs to reach out to the organizations that have not submitted invoices for payment on any 2016 approved grants as this funding will not be available after December 31, 2017 unless they return to the Commission for re-approval. Skibowski will supply Paczkowski with the updated language to be added to the grants. Paczkowski will have the changes made for the March 2017 KCCRVC meeting for review.

In the Matter of 2018 Budget Calendar timeline:

Mark Skibowski explained to the Commission that the KCCRVC budget review needs to be updated to ensure they are on the same review schedule as the County budget review process. Skibowski stated this means the KCCRVC will need to review the budget at their May 2017 meeting and have their 2018 budget request to the County Auditor no later than June 30, 2017 if not sooner. Michelle Puckett, County Auditor, stated this would allow her to advertise in July to meet the required guidelines. Skibowski stated if the KCCRVC aligns to the County budget timeline they will not need to have a special appropriation done at the January meeting. The funds would then be approved by the DLGF in January.

Being no further business to come before the Commission, the meeting was adjourned.

Kosciusko County Convention, Recreation & Visitors Commission March 8, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on March 8, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder- Absent

Tammy Kratzer - Absent

John Hall - Absent

Mark Skibowski

David Gustafson

Jo Paczkowski

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of Chuck McLaughlin – Lake City Skiers Bleachers Grant Phase II:

Chuck McLaughlin, Lake City Skiers Vice President, came before the Commission with a grant request in the amount of \$39,444 for phase II of the bleachers. McLaughlin stated by replacing the bleachers it will increase the seating capacity that will allow The Lake City Skiers to host larger tournaments such as Division 1 Show Ski Nationals and The World Show Ski Tournament. The estimated economic impact of the Division 1 National Tournament is \$2 million and the estimated economic impact of the World Tournament is \$4 million. McLaughlin

stated The Lake City Skiers are hosting events that are filling hotel rooms and generating room tax revenue for the city of Warsaw. McLaughlin stated the new seating will help them win bids for not only the two larger tournaments but will help them in continuing to hold the Central Region and Division 2 National Tournaments. The additional seating will also allow a larger capacity for the weekly shows, which will make it better for the spectator's experience. McLaughlin stated they will be posting a sign on the back of the bleachers reading "Bleachers Provided by Kosciusko County Convention, Recreation and Visitors Commission". The Commission advised McLaughlin they would like to discuss what they would like the sign to say and would get back with him. McLaughlin stated they will do a press release to a one hundred and fifty (150) mile radius. The press release will also be posted to the team's Facebook page and announcements at the shows. McLaughlin stated the pricing quote that is being provided in the amount of \$39,444 will only be honored through March 31, 2017. If the Commission does not approve the grant prior to March 31, 2017 the quote will increase by \$5,000. McLaughlin stated the first show of the season will be on June 4, 2017 and they have a total of twenty-six (26) shows on their 2017 schedule.

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 4

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$39,444 for the purchase of Phase II for bleachers.

In the Matter of Alicia Elder – Pierceton Chamber of Commerce Wine Tasting Publicity Grant:

Alicia Elder, Pierceton Chamber of Commerce, came before the Commission to request \$500 for a Wine Tasting event. The event is to raise awareness to both the Pierceton Chamber of Commerce and Lifeline Youth-Pierceton Woods Academy division. Elder stated the event would highlight the Pierceton Chamber of Commerce and its local businesses, as well as raising awareness for the Pierceton Woods Academy and all that they do and bring to the community. Elder stated a portion of the funds will be given to the Pierceton Woods Academy, but at this time it has not been determined what that amount would be. The Commission discussed and agreed that it is not their position to grant funds that would be used and given to a charitable organization. The Commission also stated that the funds they grant are from tax payers and should not be used in that capacity. The Commission was in agreement to deny the request.

In the Matter of Alternative Name for the KCCRVC:

Kristi Plikerd, KCCRVC President, stated she would like to see if an alternative name could be used in place of the Kosciusko County Convention, Recreation, and Visitor Commission. Plikerd made the suggestion to use "Tourism Commission". Plikerd stated she is not suggesting the name be changed but used as an alternative name to make it easier for people to recognize who the KCCRVC is. The Commission was in agreement that an alternative name would be a great idea, but the Commission could not agree on what that name would be. The Commission left this topic open to be discussed at a later date.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for March 2017. Swihart stated their 2017 season will be kicking off in three (3) weeks. They have been able to get a lot of outside work completed due to the nice weather. Swihart shared

they had purchased a new painter that will allow them to mark the fields in a premiere manner. Swihart stated they are looking forward to closing on the Donnelley's property by the end of March. Swihart stated they are still working on the balance of \$61,000 for the purchase of the property. They have sent out several requests for funding, but have not heard back from them yet. Swihart is scheduled to meet with Parkview on March 9th, but it appears they are looking at another venue in the region to support. Swihart stated they placed an article in the paper and were contacted by KCH and their CEO reached out and are very interested in contributing. Swihart is supposed to meet with KCH next week for further discussion. Swihart is still very hopeful they will be able to close by the end of March.

Swihart stated all their tournaments have been set, and several teams are signing up for these tournaments. They already have two (2) baseball tournaments completely filled, and a few more are very close to being full. Swihart stated he looks for another good year of attendance in all the events.

Swihart stated they are working with REMC and seeing if they will supply the poles for the lights to complete the Volleyball courts.

In the Matter of City of Warsaw – Alley Activation Grant:

Justin Taylor, City of Warsaw, came before the Commission with a grant request in the amount of \$10,000 for the Alley Activation project. Taylor also distributed graphics of what they would like the finished project to look like. Taylor stated they are working to inspire the community through place making in downtown Warsaw by planning an Alley Activation project in the heart of downtown. Taylor explained that Alley Activation is the process of taking an often forgotten urban space and transforming it into a functional cultural space for the community. Alleyways in cities around the world have historically provided a functional purpose, such as access for service vehicles, trash collection, deliveries for businesses, access for employees, as well as, electric, water and sewer utilities. Alleys are typically located behind or alongside buildings to keep these service functions hidden from view and out of the street. When located in an urban center alleyways offer an integrated system of pedestrian and vehicle linkages that connect streets and districts. Taylor stated often alleys are forgotten spaces because they are not typically considered part of the main streetscape. Taylor cited they tend to be poorly lit, utilitarian spaces, hidden from view and do not attract visitors other than service providers. Taylor shared that alleys provide opportunities to create unique urban spaces. In urban settings, alleys provide intimate corridors for pedestrians, and allow for convenient shortcuts adjoining streets and destinations. Encouraging activity to spill out from adjacent buildings into alleys can strengthen retail, provide additional space for outdoor dining and special events, and expand the pedestrian and bicycle network linking many different areas. Taylor stated public investment designed to improve the aesthetics of alleys and passages, such as paving upgrades, the addition of furniture, lighting or landscaping, will attract people to these spaces, and will have revitalization benefits in the downtown area.

Taylor stressed the impact this project will have on the community by strengthening the sense of place, creating connections between the members and visitors of the community and the downtown area. Downtown Warsaw is becoming a great place to enjoy art, to meet with friends, shop, dine, and experience new things. Enhancing public space will add to the

downtown's appeal to visitors as well as for future investment. Taylor stated that other alleys may be considered at a later date, depending on how successful this project is. The projected seating capacity will be for approximately 24-30 people at one time and will have public Wi-Fi available as well. The Commission felt this seating area would be a great space for the First Friday events that occur downtown each month.

Taylor stated they foresee minimal on-going cost once it is in place. During the winter months the sun shades, planters, and seating will be relocated and stored off site. Taylor also stated that the upkeep will fall back onto the city or the potential vendors that might be holding an event in that location.

Taylor stated they will have a fundraising event that will start around April 3rd and go through May 5th. Taylor stated they are working with Patronicity, which is an organization that matches community members' support for civic and social projects with matching grants from their sponsoring partners. They will help create advertising and create the platform in which the fundraising will use. Taylor stated they have been approved by IHCDH to receive a matching grant of \$50,000 if the Crowd funding raises \$50,000. Taylor stated they have already received several commitments for funding and feels very confident they will reach their \$50,000 goal if the KCCRVC commits to the \$10,000 being requested. Taylor stated if the Commission approves the request for \$10,000 these funds will need to be disbursed during the fundraising thirty (30) day window.

Jill Boggs, CVB Director, stated she supports the open public seating concept. Boggs also stated she has researched this concept and confirmed it is huge in several cities across the state. Boggs feels this public seating will be big for daily visitors that come to our downtown area.

The Commission was excited about this opportunity and feels it will be very beneficial to the community in a number of positive ways. The Commission would like to see other alleys be converted as well. David Gustafson abstained from voting due to the location of his business.

Motion: Mark Skibowski

To: Approve the Alley Activation grant request in the amount of \$10,000.

Second: Jo Paczkowski

Ayes: 3

Nays: 0

David Gustafson abstained

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for January and February. Boggs gave the following updates:

- Visitors Guide has been printed and disbursed and they are receiving positive feedback and comments.
- They attended the Heartland Travel Show, which focuses on Group Travel Tours. They confirmed seventeen (17) bookings for 2018 and gave out several complete packets to six (6) more potential groups.
- They will be placing inserts in flyers for a show that will be in Florida instead of attending the show. Boggs stated she feels the flyers will be a better use of time and money than actually attending the show.

- Boggs stated they are researching a show in Wisconsin for 2018 to see if it might be a valuable show for them to attend.
- They have twelve (12) Group Tours scheduled for 2017 with a goal of twenty (20).
- Boggs will be attending the Indiana Tourism Association Conference at Purdue the week of March 13th. Boggs stated there will be a lot of breakout sessions on digital marketing, which she feels will be very beneficial to the marketing strategies she would like to pursue.
- Boggs will be attending the Media Market Place in Indianapolis and will focus specifically on Tourism and Travel via the media.
- The CVB will be hosting a volunteer appreciation brunch for their thirty-two (32) volunteers who help stuff the welcome bags for various events such as CCAC tournaments and group tours.
- They will be doing a Group Tour Initiative on April 27th and May 4th. This event will teach the eighty (80) – ninety (90) Group Tour Tourism Partners in the county how the CVB deals with the Group Tours that come into the county and what they can do to improve the experience for these groups. This will take place at Grace College and Boggs is working on a \$500 sponsor for this initiative.
- National Tourism week is the week of May 7-13 and Boggs is currently working on an event for this week.
- Boggs questioned when the CVB's budget projection for 2018 is due to the Commission. Mark Skibowski stated they would appreciate receiving their budget projection as soon as possible as the Commission will be reviewing their projected budget at the May 2017 meeting.
- Jo Paczkowski questioned Boggs on the travel trailer for the CVB. Boggs stated she thought the project was off the table, but Paczkowski stated the Commission would still like to see the travel trailer happen. Boggs stated she will continue to pursue and research this project further and provide information to the Commission in the near future.
- Mark Skibowski stated to the Commission that he has requested Boggs to submit summaries only to the group, but to submit the complete details to him. Skibowski stated that if the Group has any questions while reviewing the summaries provided by Boggs to contact him for the details. Skibowski stated the CVB has now moved their financials in-house with Quickbooks and that there will be a learning curve and an adjustment period where some figures might not look correct, but Skibowski assured the group that as time goes on these summaries will make more sense and balance out. Skibowski stated there might be some overlap due to the old accounting figures that need to be resolved, but this will take time to research and verify. Skibowski stated the Balance Sheet showing the total liabilities and equity of \$439,129 needs to be corrected to show the true amount. Skibowski isn't sure how that correction needs to be made. Boggs stated she will get with her finance team and figure the correction out and provide the correction to Skibowski to see if it meets their expectations. Boggs will begin providing detail by account on the credit card amounts so the Commission can see who and what the charges were for to eliminate any questions or concerns.

In the Matter of Fine Art Museum for the Lakeland Art Association – David Taylor:

David Taylor, member of the Lakeland Art Association, came before the Commission and stated they are working on a project to convert the Old City Hall into a Fine Art Museum. Taylor stated they have already had several people/groups offer to pledge funding towards this project

prior to any fundraising campaigns being put in place. Lakeland Art Association has moved five different times over the past several years and has spent over \$100k in renovating these multiple facilities. Taylor stated they have outgrown their current location in less than a year. Taylor stated they have made a proposal to the city to give them a \$1.00 per year for the use of the building and the Lakeland Art Association will pay for all the renovations to the building. Taylor stated to have contractors come in and renovate the entire building will cost roughly \$200k, but they have individuals that are willing to help with the renovations that will lower the renovation cost significantly. Taylor stated that have several groups that have already stated they would like to partner with them. A few of these are Cardinal Services, The Animal Welfare League, Adult Education for the County and Local Community Schools for the Arts Department. Taylor stated an article ran in the local paper and they have had individuals come forward stating they would loan their collections to the museum, including someone who has a Picasso piece. They are planning on having a room solely dedicated to art from Kosciusko County along with other rooms dedicated to specific art styles.

Taylor stated the Lakeland Art Association is requesting support and funding from the Commission in the amount of \$25k per year for a total of five (5) years to cover the operating expenses. Taylor stated their goal is to become self-funding by donations within the five (5) years. Taylor stated the City of Warsaw, the City Planner and Mayor Thallemer would all like to see this project happen. The Mayor is requesting a letter from the Commission that they are willing to help fund this project. Taylor stated he currently does not have the required grant paperwork, but will provide that at a later date. Taylor thanked the Commission for their time and consideration of funding.

In the Matter of Visitor Sponsorship and Publicity Grant Forms:

Kristi Plikerd, President, requested the Commission review the Visitor Sponsorship and Publicity Grant. Jo Paczkowski passed out updated grant forms to the Commission from input that was discussed at a previous meeting. Paczkowski reviewed the updates which included:

- Requested reimbursement must be received within twelve (12) months of grant approval (under distribution of grant funds)
- Updated contact information (under contact information)
- Name updated from Tourism Sponsorship Grant to Visitor Sponsorship Grant (first page of grant form)
- Removed any year dates so the form did not have to be updated yearly (throughout grant form)
- Applications need to be submitted at least one (1) week prior to the Commissions scheduled meeting dates (under application completion and deadlines)
- Removed section stating the Commission would be notifying the organization of when the next meeting is as this information will be available on the County website - The wording on the Publicity grant needs to be updated to reflect the same wording as on the Visitor Sponsorship grant (under application evaluation and review process)
- Updated Visitor Sponsorship Grant to read “should” be linked on the home page and not “must” be linked on the home page (under uses of grant monies)
- The Auditor’s office will supply an email address to be included on the form
- Paczkowski will update the forms and provide the updated versions to the Commission and the Auditor’s office to be posted to the website

In the Matter of Syracuse-Wawasee Park Foundation 2015 Conklin Bay Phase 1 Grant**Request:**

Paczkowski stated the Syracuse-Wawasee Park Foundation submitted a claim for funds that were awarded to them in 2015. Paczkowski advised the Commission that they would need to approve the use of the funds not used in 2015 for the 2017 budget. The Commission agreed to accept the previously submitted grant request from 2015 to approve the remaining grant amount of \$5,985.95 for the 2017 budget year.

Motion: Mark Skibowski

To: Approve the \$5,985.95 grant funds

Second: Jo Paczkowski

remaining from the 2015 grant for Phase 1 of

Ayes: 4 Nays: 0

the Conklin Bay Grant to be used in 2017, but

Unanimous

with 2017 funds.

In the Matter of January 18, 2017 Minutes Approval:

Minutes from the January 18, 2017 meeting were reviewed and approved as presented.

Motion: Mark Skibowski

To: Approve the January 18, 2017 meeting

Second: Jo Paczkowski

minutes as presented.

Ayes: 3 Nays: 0

Unanimous

David Gustafson abstained from voting as he was not present for the January 18, 2017 meeting

In the Matter of Finances:

Mark Skibowski stated the total collections for 2017 thus far are slightly higher than what was reported in 2016. The total cash on hand is \$822,217.69 as of February 28, 2017, but this total does not reflect the 1st quarter disbursement that was just made to the CVB in the amount of \$85,000. Paczkowski stated she has concerns with the funds that were disbursed in December of 2016 that were to be used for operating expenses in 2017. Paczkowski feels the disbursement amount needs to be discussed further, but at a later date when she has all her documentation available. Skibowski stated there will another request at the first of April for the 2nd disbursement to the CVB. The first disbursement was disbursed late in the 1st quarter due to the timing of when the KCCRVC budget was approved. Skibowski questioned the rentals and the number of rentals that have not submitted their remittance forms. Puckett stated most of the ones that have not submitted remittance forms are the ones that don't start renting till May or June. Puckett also assured the Commission that between the Auditor's office and Treasurer's office contact is made with each entity that falls several months behind. Skibowski stated there are not a lot of funds left to be disbursed out of the 2017 budget for grant requests. The starting balance for the grant budget was \$219,000 and prior to today's meeting a total of \$112,242 has been committed from the 2017 budget with a remaining balance to be awarded of \$106,757. Skibowski stated he feels the grants that are being approved are worthy projects for the Commission to be supporting and is glad to see the different organizations approaching them for funding.

In the Matter of 2018 Budget Calendar timeline:

Michelle Puckett, County Auditor, stated the August 16, 2017 Budget meeting date was removed and the May 10, 2017 meeting is now the Budget review date.

In the Matter of changing the meeting time:

Kristi Plikerd, President, asked the Commission how they would feel about moving the meeting time to 9:30am instead of 9:00am. The Commission had mixed feelings about changing the time of the meeting as it is understood by so many that the meetings are to start at 9:00am. The Commission felt this decision should be tabled till the May meeting.

Being no further business to come before the Commission, the meeting was adjourned.

Kosciusko County Convention, Recreation & Visitors Commission May 10, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on May 10, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder- Absent

Tammy Kratzer - Absent

John Hall

Mark Skibowski - Absent

David Gustafson

Jo Paczkowski

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of Swearing in of Member – John Hall:

John Hall was sworn in by County Auditor, Michelle Puckett, as a 2017 KCCRVC member,

In the Matter of Winona Lake Limitless Park Restroom Grant:

Craig Allebach, Winona Lake Town manager, came before the Commission with a grant to request \$25,000.00. Allebach started by sharing the vision of Winona Lake Limitless Park and stating it is being created as a place that embraces the natural beauty of the surrounding environment and engages everyone in “limitless” play. The plan utilizes universally accessible equipment and infrastructure that goes beyond minimal ADA guidelines to inclusive recreation for people of all abilities. Allebach stated they plan to exceed ADA guidelines by incorporating the universal design concept in areas applicable and provide access to the greatest extent possible to everyone, regardless of age, ability, or status in life.

Allebach stated the purpose of Winona Lake Limitless Park is to revitalize the community by allowing those who have been previously sidelined in Kosciusko County to enjoy accessible play

at no cost, embark on a healthy lifestyle, while providing a destination location for those from surrounding municipalities.

Allebach stated the detailed design calls for a splash pad, a universally accessible playground, family restrooms, trailhead, landscaping, concrete paths, signage, and infrastructure modifications necessary to accommodate all park goers.

Allebach stated there will be four phases to the project:

- Phase I – Universally Accessible Water play
- Phase II – Universally Accessible Playground
- Phase III – Additional Accessible Parking Lot
- Phase IV – Inclusive Summer Programming and Special Needs K-12

Allebach shared that the KCCRVC committed \$50,000 in 2015 for the restrooms and the current grant request is for an additional \$25,000. A \$5,000 grant has been applied for through the Kosciusko Community Foundation's REMC Operation Roundup program. Allebach stated they will also seek funding in the amount of \$50,000 from the Dane & Mary Louise Foundation. The Town of Winona Lake will supply the additional \$15,000 or whatever is needed to make up any difference to complete the project.

The restroom project will have four (4) separate units for family restrooms. The units will have shower accessibility on the outside.

Michelle Puckett, County Auditor, addressed the \$50,000 that was committed back in 2015 by the KCCRVC for the Limitless restroom project. Puckett stated those funds will need to be re-appropriated for use in 2017 as the time has ran out for use of the \$50,000 that was committed back in 2015. The KCCRVC Commission agreed to approve a grant in the amount of \$75,000 for the Limitless Restroom project. The KCCRVC will go to the County Council for an additional appropriation.

Motion: Jo Paczkowski

Second: John Hall

Ayes: 4

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$25,000 and the additional \$50,000 that was originally committed back in 2015 for the Limitless Restroom project.

In the Matter of Dixie Day Festival & Artisan Fair– July 29, 2017:

Martha Stoelting, North Webster-Tippecanoe Township Chamber of Commerce, came before the Commission with a grant request in the amount of \$500. Stoelting stated the Dixie Day Festival and Artisan Fair will be a one day event held on July 29, 2017 from 10am-4pm. The festival's purpose is to make the public more aware of the activities, shopping and dining options that North Webster has to offer. Stoelting stated a sanctioned 5K highlighting the town and lake views will start this event followed by a juried artisan show, open air market, antique fair and food vendors that will line SR 13 in downtown North Webster. The downtown merchants will host special sales and the parks department will have special games for the family to take place in the afternoon. Stoelting stated there have been two (2) Dixie cruises added to the three that were already scheduled. The Dixie sternwheel paddle boat brings more than 13,000 rides to Webster Lake during the summer months.

Motion: Jo Paczkowski

Second: John Hall

Ayes: 4

Nays: 0

To: Approve the \$500 grant request for the Dixie Day Festival & Artisan Fair.

In the Matter of Motorboats & Merlot Boat Show – The Watershed Foundation:

Eileen Oaks, The Watershed Foundation (TWF), came before the Commission with a grant request in the amount of \$500. Oaks stated the TWF was approached by the Tippy Creek Winery and ProWake Watersports with a proposal that they would hold a summer kickoff event to celebrate the counties lakes, boating, art, food and drinks. The purpose of the event is to attract visitors to view top-of-the-line watercrafts and drink local wines while learning about the importance of protecting our lakes for our community, families and businesses. Oaks stated there will be request for a \$1 donation to enter the winery with the proceeds going towards TWF's education and outreach programs for visitors and the community. The expected attendance is 1,000 or more from our county and surrounding communities. The event will be held on Saturday, May 20, 2017 beginning at noon and will conclude at 8pm. They will also be offering hour long cruises by ProWake on Tippecanoe Lake.

John Hall stated he abstained from voting due to his son's involvement with The Watershed Foundation.

Motion: Dave Gustafson

Second: Jo Paczkowski

Ayes: 3

Nays: 0

John Hall abstained from voting

To: Approve the \$500 grant request for the Motorboats & Merlot boat show.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for May 2017. Swihart stated they have been very fortunate to get their scheduled tournaments in so far even with all the rain.

Swihart stated they are working on the remaining balance of \$36,000 for the purchase of the Donnelley's property. A grant in the amount of \$25,000 was received from the Dane and Mary Louise Miller Foundation to be used toward the property purchase. Swihart stated they are still short \$36,000 and have had a couple of meetings with KCH, whose is working on a proposal now. Swihart stated they are working very hard on securing the remaining \$36,000 as Donnelley's are eager to get the closing done by the end of May.

Swihart stated they are moving forward with the expansion of the Multi-Sport Building, to encompass spectator seating. A previous grant of \$20,000 from the Dekko Foundation will be used for this project. The quote submitted was just under \$20,000 and the funding is currently available so the project is moving forward and will be completed by the end of May.

Jo Paczkowski stated she would like for the Commission to consider funding the remaining \$36,000 to purchase the Donnelley's property. Paczkowski stated she would hate to see Donnelley's pull out of the agreement and the CCAC lose the opportunity to purchase the property. Swihart stated they will be able to apply for more grants and do more events if they own the property due to liability issues and constraints. Swihart shared they will hopefully be

able to become self-sufficient with the purchase of the property. The Commission further discussed Paczkowski's recommendation and agreed to fund the remaining \$36,000.

Motion: Jo Paczkowski

To: Approve the \$36,000 to fund the

Second: John Hall

remaining amount needed to purchase the property from Donnelley's.

Ayes: 4

Nays: 0

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for April. Boggs stated the Visitor's center is picking up and becoming more active as summer approaches. Boggs stated they are receiving several inquiries about festivals and car shows. They have twelve (12) group tours scheduled for the summer so far. Boggs attended the Indiana Tourism Media Market Place on April 12th. Boggs stated she did have a few organizations contact her to obtain additional information on Kosciusko County. Boggs shared the Visitor Centers open house will be on Thursday, May 11th and invited the Commission to attend and see a few of the changes that have taken place at the center.

Boggs stated a window decal was created and will be distributed to stores throughout the county. The hope is to have the stores place these decals in their storefront windows to drive visitors and residents to the Visitor Bureau's website. The hope is to get the community and visitors involved in the website and share local events, festivals and activities that are happening throughout the county.

In the Matter of March 8, 2017 Minutes Approval:

Minutes from the March 8, 2017 meeting were reviewed and approved as presented.

Motion: Jo Paczkowski

To: Approve the March 8, 2017 meeting minutes as presented.

Second: David Gustafson

Ayes: 3

Nays: 0

Unanimous

John Hall abstained from voting as he was not present for the March 8, 2017 meeting.

In the Matter of Finances:

Kristi Plikerd, President, presented the monthly financials to the Commission. Paczkowski will check with the County Treasurer, Rhonda Helser, on possibly investing money into a CD.

In the Matter of 2018 Budget request for CVB:

Jill Boggs, CVB Director, came before the Commission with an original request of \$352,000 for their 2018 budget. Boggs stated there are two (2) additional expenses in the 2018 budget request. One is \$7,200 for equipment due to possibly needing a new server for the phone lines and internet service. Boggs stated they have a conference call set up with Comcast to discuss options that will best serve their needs. Boggs stated this figure could possibly be lower, but will not know till after their meeting with Comcast. The second increase was \$5,000 that will be set aside as "Capital" that will allow them to build up a reserve for any major expenses for repairs, such as a new furnace or roof. Boggs stated the CVB Board met and they do not feel it is in the best interest for the CVB to move buildings right now, unless an opportunity presents itself.

Plikerd stated she has an issue with allowing the CVB to have a \$5,000 reserve (capital) account. The Commission agreed with Plikerd and stated the CVB would need to come to the Commission and request funds for any big expenses that may occur.

Boggs stated she will remove the Capital expense of \$5,000 from her 2018 budget request, which will lower her total request for 2018 to \$347,000.

In the Matter of Tour des Lakes Bike Ride Grant Request:

Jo Paczkowski presented the Commission with a grant request from the Tour des Lakes organization for the Tour des Lakes Bike Ride. Paczkowski stated presentation for the grant request was supposed to be given by Tyler McLead, but McLead was not available. Paczkowski spoke with Megan McClellan via phone to discuss the grant request. The Commission agreed to approve the request for \$500 to help with the advertising of the event. The Commission did not approve the \$2,000 for the BMX Show as after further review of the financials it appears the Tour des Lakes has excess money in their bank account that would cover the \$2,000 expense.

Motion: John Hall

To: Approve the Tour des Lakes Bike Ride in the amount of \$500 for advertising of the event.

Second: David Gustafson

Ayes: 4

Nays: 0

Unanimous

In the Matter of KCCRVC 2018 Budget:

Plikerd presented the budget information for Mark Skibowski as he was not able to attend the meeting. Plikerd suggested the Commission review each line item and determine if the amount listed is sufficient. The Commission discussed each line item and determined the 2018 budget they will present to the Council will be for a total of \$614,750. The breakdown for each category is as follows:

- **Administration \$12,000**
- **NFP Grants \$255,750**
 - CCAC \$40,000
 - Biking/Walking Trails \$27,000
 - Festivals \$37,000
 - Development \$79,000
 - Grace Lakes/Streams \$31,500
 - Marketing \$15,000
 - Misc Grants \$23,250
- **Promotional CVB \$347,000**

In the Matter of CVB Budget yearend reconciliation:

Paczowski stated she wanted it in the minutes that the last quarterly disbursement for the CVB needs to be looked at very closely. Paczkowski shared it was explained to her that the last disbursement in 2016 was supposed to be for the expenses of January and February of 2017. Paczkowski would like to ensure the funding for the fourth quarter disbursement take into consideration the funding that was given at the end of 2016 for 2017.

In the Matter of the grant application electronic forms:

Paczkowski stated she is still making the final changes that were requested by the Commission and will get them done as quickly as possible. Paczkowski will forward to the Auditor's office once completed so they can be uploaded to the KCCRVC website.

In the Matter of Abbreviated Name for the Commission:

David Gustafson will send out an email to the KCCRVC to begin conversations on what the abbreviated name for the Commission should be. This will be discussed at the next meeting once input is given.

Being no further business to come before the Commission, the meeting was adjourned.

Kosciusko County Convention, Recreation & Visitors Commission July 19, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on July 19, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Mark Skibowski

Wes Stouder - Absent

David Gustafson - Absent

Tammy Kratzer

Jo Paczkowski

John Hall

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of KCCRVC Logo:

Kristi Plikerd, President, introduced Aaron Winey from Blue Note Design. Winey shared he has worked with local orthopedic company's such as; Depuy and Biomet as well as Mud Love, One Ten Craft, Seymour Midwest and many others. Winey stated they specialize in design and brand identity and would like the opportunity to design the logo for the KCCRVC. The KCCRVC thanked Winey for his presentation and will be in contact with him at a later date.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for July 2017. Swihart thanked the Commission for their continued support and stated CCAC closed on the property on June 28, 2017 and became new owners of the CCAC. Swihart stated this is something they have been working towards for many years and appreciates the support and backing from the KCCRVC. Swihart stated they will begin working on the bathrooms on the east side to expand them as they are too small for the size of the tournaments that are held at the park.

Swihart stated they hosted several tournaments that were very successful and filled the hotels both weekends. The month of July will be busy with the Adult State Tournament, the Girl's College Showcase Tournament and the Baseball World Series.

The spectator seating section has been expanded in the indoor facility. The addition allows for three (3) sets of bleachers to be installed. This will resolve the issue of spectators not having a safe place to observe the youth indoor programs.

Mark Skibowski requested Swihart to provide a brief financial break down of expenses to be presented at each meeting. Swihart will submit this to the Auditor's office with his monthly activities report.

Swihart stated they are looking at having a "ribbon cutting" ceremony on August 9, 2017 from 4-6pm at the CCAC. Swihart will send out invitations once all the details have been worked out.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for July. Boggs stated they now have a full board and all positions have been filled. Boggs passed out an updated Board of Directors Roster.

Boggs reported the following information:

- Bank balance as of July 19, 2017 was \$124,000.00
- July 5 & 6 the 2016 Audit was completed, but does not have the results yet
- Facility work will include concrete work on the ramp, roof repairs and tree trimming
- Working with INDOT on the mowing along the fence row
- Invested in new Visitor Center signs
- Boggs is serving on a Legislative Committee for Indiana Tourism Association
- Awarded to host the Summer Legislative Event in Kosciusko County on July 19, 2017 on the SS Lilly Pad
- Taco Wars had 184 nominations with the top 10 moving on for 2 weeks of voting and then moving onto Regionals
- Motor Coach day trip from Toledo Ohio
- Group tour training initiative conducted
- Visitor Guide Request are still coming in
- Working on the 2018 Visitor Guide and trying to reduce the page count
- Boggs does not feel the traveling trailer with brochures is a good fit for them to manage. Boggs is concerned on how her staff will manage the trailer and move it from location to location. Mark Skibowski stated he would rather see the funds be used for digital marketing to direct people to the web.
- Paczkowski questioned Boggs on a state site that list events for different counties. Boggs stated she passes that information along to the towns so they can post the information about their events and festivals, but she does not do it for them. Boggs stated she gives them the instructions and assured Paczkowski that it is very easy to post the information.

In the Matter of Alley Grant allocation of funds:

Chad Zartman came before the Commission and asked for an explanation as to how they determined funding the Alley Grant project would bring non-residents to Kosciusko County. President, Kristi Plikerd, stated anytime you beautify or improve the appearance of a town it is bound to draw non-residents to the community. Mark Skibowski agreed with Plikerd and added that having a vibrant downtown is critical to the overall tourism in the county.

Zartman questioned where the Commission receives their funding from. It was explained to Zartman that the funding comes from the Innkeepers tax that the local hotels collect when someone stays at their facility, which is usually tax dollars from individuals outside the county. Zartman also questioned the rules for voting and it was explained that a quorum is needed and on the day the Alley Grant was approved there were four (4) members present, but only three (3) voted as David Gustafson abstained from voting due to the location of his business with respect to the location of the alley project.

In the Matter of May 10, 2017 Minutes Approval:

Minutes from the May 10, 2017 meeting were reviewed and approved as presented.

Motion: Jo Paczkowski

To: Approve the May 10, 2017 meeting minutes as presented.

Second: John Hall

Ayes: 4

Nays: 0

Motion Carried

In the Matter of Finances:

Mark Skibowski, Treasurer, recapped the budget request that will be presented to the Council for the 2018 budget. The total amount being requested is \$614,750.00. Skibowski stated the ending cash balance as of June 30, 2017 is \$474,856.00 and the remaining balance left in the grant budget for 2017 is \$38,827.00. The total amount committed to grants for 2017 currently is \$280,172.00. The outstanding balance for the 2016 grants is \$12,421.00.

Skibowski stated the Innkeeper tax collections have gone up significantly since 2009. In 2009 the total amount collected was \$371,904.00 and in 2016 that amount increased to \$588,960.00. Currently to date \$319,316.00 has been collected.

Skibowski advised Jill Boggs, CVB Director, to be prepared at the September 13, 2017 meeting to discuss any big ticket items that will need to be paid out in the last quarter disbursement.

In the Matter of Vendor Claims:

Mark Skibowski, Treasurer, discussed the concern with vendor's submitting invoices to receive payment on the grants that were approved. The Commission decided that when the grant is approved they will stress to the requestor that it is their responsibility to submit the invoices for payment and that the Commission will not track them down to obtain the invoices. The decision on how multiple disbursements will be delivered will be discussed and agreed upon at the time the grant is approved and awarded.

In the Matter of Abbreviated Name for the Commission:

Kristi Plikerd, President, discussed with the Commission their opinion on an abbreviated name for their organization. The Commission agreed that they need something that will distinguish them from the CVB and have their own individual logo. Jo Paczkowski will gather quotes and Tammy Kratzer will start an email chain between the members to gather ideas and opinions on what the logo should say and look like.

In the Matter of Grant Application Form:

Kristi Plikerd, President, questioned Jo Paczkowski on the updated grant application form. Paczkowski stated the form is updated and she will email it to Michelle Puckett, County Auditor, to have it placed on the KCCRVC web site.

In the Matter of Syracuse-Wawasee Park Foundation:

Megan McClellan, Executive Director, came before the Commission to give a brief update on their projects. McClellan stated the Tour de Lakes bike ride was a huge success and had a record number of 320 riders. McClellan shared they have a Car Show at Oakwood Resort on August 6th and a Benefit Concert at the South Shore Golf Course on August 19th. McClellan stated they will be starting the Syracuse-Webster Rd trail and will most likely be returning with a grant request for funding.

Being no further business to come before the Commission, the meeting was adjourned.

Kosciusko County Convention, Recreation & Visitors Commission September 13, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on September 13, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer

John Hall

Mark Skibowski

David Gustafson

Jo Paczkowski

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of Ratify Vote for Alley Project:

Jo Paczkowski, came before the Commission and stated at the March 8, 2017 meeting a motion was made to approve the Alley Activation Grant that was presented by the City of Warsaw. Paczkowski stated only four (4) members were present at that meeting and she would like to have the full Board Commission to ratify that vote.

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 5 Nays: 1

Motion Carried

David Gustafson abstained

Wes Stouder opposed

To: Approve the ratified vote for approving the \$10,000 Alley Activation Project to the City of Warsaw.

In the Matter of Nate Bosch – 2017 Lakes Festival Update:

Nate Bosch, Grace College Lakes and Streams Director, came before the Commission and gave a brief update on the 2017 Lakes Festival. Bosch stated the festival sponsors are recognized in many ways depending on their level of support. Bosch advised the Commission that with their \$10,000 support they receive the following: name will be mentioned in the announcement at the festival, name/logo on all promotional materials, logo printed on day-of-festival signs, and all the benefits of sponsor levels below the Lakes Partner sponsorship level. Bosch thanked the Commission for their continued support and stated the event this year was another success.

Bosch introduced the new Assistant Director, Alex Hall. Hall will be helping with a lot of the internal processes such as reports, presentations and other daily functions.

In the Matter of Nate Bosch – 2018 Northern Indiana Lakes Festival Grant Request:

Nate Bosch, Grace College Lakes and Streams Director, came before the Commission and requested \$10,000 for the 2018 Northern Indiana Lakes Festival. Bosch stated the festival is to provide a free, fun weekend full of engaging and entertainment designed to celebrate and promote our local lakes and streams. The festival also has the distinct benefit of raising awareness and appreciation for the waterways while providing education on how to protect them for future generations. Bosch stated the 2018 festival will be the tenth (10) year anniversary and will be adding a parade, a 5K run and a larger fireworks display. The event will be held on Memorial Day weekend.

Motion: John Hall

Second: Jo Paczkowski

Ayes: 7 Nays: 0

Motion Carried

To: Approve the 2018 Northern Lakes Festival request in the amount of \$10,000.

In the Matter of Nate Bosch – 2018 Lilly Center for Lakes & Streams Operating Support Grant Request:

Nate Bosch, Grace College Lakes and Streams Director, came before the Commission and requested \$30,000 for the 2018 Lilly Center for Lakes & Streams Operating Support. Bosch stated he understands the Commission has stressed they would like to see the request for supporting the operating expense go away. Bosch made a recommendation to the Commission to have this expense phased out over the next five (5) years. Bosch stated they are requesting \$30,000 for 2018 and will then decrease the amount to \$25,000 for 2019 and by \$5,000 every year after. The Commission discussed if this request needs to be made in quarterly disbursements or in one lump sum. Paczkowski stated her motion would be to have the \$30,000 be disbursed in one lump sum payment on March 1, 2018.

Motion: Jo Paczkowski

Second: John Hall

To: Approve the 2018 Operating Expense request in the amount of \$30,000 to be

Ayes: 7

Nays: 0

disbursed in one lump sum payment on March 1, 2018.

Motion Carried

In the Matter of Nate Bosch – Lilly Center for Lakes & Streams Billboard Campaign

Grant Request:

Nate Bosch, Grace College Lakes and Streams Director, came before the Commission and requested \$18,756 for their billboard campaign. Bosch stated one of the goals for this campaign is to establish Kosciusko County as a destination for non-residents, visitors, and other travelers through imparting pride in local lakes. Bosch stated they would also like to remind residents of the value of county lakes and of the part resident's play in keeping lakes clean for the benefit of our visitors, current residents, business owners and the economy in general. Bosch stated the campaign name is "Clearly Kosciusko County". The Commission agreed to table their decision until the November 8, 2017 meeting.

In the Matter of Lake City Skiers Grant Request:

Chuck McLaughlin, Vice President of Lake City Skiers, came before the Commission with a grant request in the amount of \$11,102.44 for equipment purchases. McLaughlin started by thanking the Commission for their past support on the purchase of the new bleachers. McLaughlin stated they have never had the amount of spectators show up at the beginning of the year as they did this year. McLaughlin has received a lot of positive feedback on the bleachers and feels it has made a huge difference in the number of attendees to the shows.

McLaughlin stated by purchasing additional equipment it will allow us to put more people in the show, which means bigger shows to draw in more spectators. McLaughlin stated this season they had record crowds and an all-time record crowd of 1,500 spectators for the Labor Day show.

Motion: Wes Stouder

To: Approve the Lake City Skiers request for

Second: Mark Skibowski

\$11,102.44 for the purchase of equipment.

Ayes: 7

Nays: 0

Motion Carried

In the Matter of Lakeland Art Association Grant Request:

Melodie Koher, President of Lakeland Art Association, came before the Commission with a publicity grant request in the amount of \$500 for the Artisan Holiday Boutique. Koher stated this is the first year for this event with the expectation of making this an annual event. The event is to offer quality art and products to the public for Christmas and to familiarize the public with the Lakeland Art Association and what it has to offer. David Gustafson stated he will make a motion stating the \$500 must be used solely for advertising the event.

Motion: David Gustafson

To: Approve the Lakeland Art Association

Second: Wes Stouder

\$500 publicity grant.

Ayes: 7

Nays: 0

Motion Carried

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for September 2017. Swihart stated they have completed the 2017/2018 Tournament schedule. The schedules have been posted and have begun entering teams into the tournaments. The

tournaments are very comparable to the previous years, with a couple of added events. Swihart stated they will be hosting the Baseball Super State and the World Series again in 2018. They will also be hosting the fast pitch State tournaments, along with several other events.

Swihart stated they are finishing up the outdoor season with some fall events and leagues. They will continue with youth tumbling, corn hole, pickleball and preparing for the indoor soccer and basketball programs. Swihart stated they are looking into some other programs for the winter.

Swihart stated they were able to have an open house, after the purchase of the property, and was very pleased with the attendance. They are currently working on a permanent recognition monument that will name all the donors and will be located at the entrance of the park.

In the Matter of 2018 NCCAA Division 1 Men's & Women's Basketball Championships Grant Request:

Chad Briscoe, Director of Athletics Grace College, came before the Commission with a request in the amount of \$6,000 for the 2018 NCCAA Division I Men's & Women's Basketball Championships grant request. Briscoe stated this upcoming March 2018 will be the 10th year to host the women's national championship and it will be the 7th year to host the men's national championship. Grace has secured another bid to host both tournaments from 2018 through 2020. The tournament will be held March 14-17, 2018. Briscoe stated the grant request will be used to help sponsor tournament expenses. Briscoe stated they will continue to make public announcements through the four (4) day tournament recognizing the KCCRVC. They will also publicize the support of the KCCRVC at the tournament banquet and also in the Times Union special insert section.

Motion: Mark Skibowski

Second: Wes Stouder

Ayes: 7

Nays: 0

Motion Carried

To: Approve the 2018 NCCAA Division I Men's and Women's Basketball

Championships grant request in the amount of \$6,000.

In the Matter of 2018 NCCAA National Track & Field Championship Grant Request:

Chad Briscoe, Director of Athletics Grace College, came before the Commission with a request in the amount of \$8,000 for the 2018 NCCAA National Track & Field Championship grant request. Briscoe stated 2018 will be the 1st year hosted by Grace College. This championship is secured in a two (2) year bid process. The on-going funding is needed each year to assist with covering yearly expenses to bring a championship of this magnitude to our community. The championship will be held May 10-11, 2018 at the Bernard and Linnie Key Track and Field Complex on the campus of Grace College. Briscoe stated the \$8,000 will be used to help promote this new event in our county. Briscoe stated the grant request will be used to help sponsor tournament expenses. Briscoe stated they will continue to make public announcements through the four (4) day tournament recognizing the KCCRVC. They will also publicize the support of the KCCRVC at the tournament banquet and also in the Times Union special insert section.

Motion: Wes Stouder

Second: Mark Skibowski

Ayes: 7

Nays: 1

To: Approve the 2018 NCCAA National Track & Field Championship grant request in the amount of \$8,000.

Motion Carried

Jo Paczkowski opposed

Jo Paczkowski left the meeting at this time

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for August.

Boggs reported the following information:

- CVB invested in new directional signs
- New fiber has been ran to the building and should be live September 28th
- Working on repairs that were listed in the building inspection report
- Submitted for the full amount of \$85,000 for the 4th Quarter disbursement – per Mark Skibowski and the other board members it was agreed to give the full \$85,000 for the 4th Quarter disbursement. Skibowski and President, Kristi Plikerd stated they will get the invoice signed and submitted to the Auditor's office for payment.

In the Matter of July 19, 2017 Minutes Approval:

Minutes from the July 19, 2017 meeting were reviewed and approved as presented.

Motion: Mark Skibowski

To: Approve the July 19, 2017 meeting minutes as presented.

Second: John Hall

Ayes: 5

Nays: 0

Motion Carried

Wes Stouder abstained

In the Matter of Finances:

Mark Skibowski, Treasurer, stated the remaining balance left in the grant budget for 2017 is \$27,225.07. Skibowski stated the approved \$11,602.44 in grants today so the remaining grant balance for the 2017 will be \$15,622.63.

Skibowski stated the Innkeeper tax collections are currently to date at \$470,368.60 which is an increase of \$64,000 from 2016.

Skibowski stated the cash balance as of September 1, 2017 is \$687,342.66.

In the Matter of new logo for the KCCRVC:

The Commission discussed if it is necessary to have a separate logo for the KCCRVC. The Commission decided there was not a need for a separate logo, but they need to discuss the option of combining or using the same logo as the CVB. Plikerd stated they will table this discussion till the November meeting. Tammy Kratzer will send out an email to the Commission to continue the discussion with the expectation of having a decision made at the November meeting.

In the Matter of Grant Application Form:

Kristi Plikerd, President, stated she will work with Paczkowski to make updates to the grant application so it can be posted no later than the end of 2017.

Being no further business to come before the Commission, the meeting was adjourned.

Kosciusko County Convention, Recreation & Visitors Commission, November 8, 2017

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on November 28, 2017 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer

John Hall - Absent

Mark Skibowski

David Gustafson

Jo Paczkowski

Also present were Karl Swihart, CCAC Director and Jill Boggs, CVB Director.

The meeting was called to order by President Kristi Plikerd.

In the Matter of KCCRVC Financials:

Mark Skibowski, Treasurer, stated the original approved grant budget for 2017 was \$219,000 and a one-time additional appropriation in the amount of \$100,000 for a total of \$319,000. The additional \$100,000 was to help the CCAC purchase the property they are currently using.

Skibowski stated the approved grant budget for 2018 is \$255,750 with a commitment of \$54,000 already. Skibowski stated the Commission needs to be aware that for 2018 there is \$200,000 left for grant approvals.

Skibowski stated the KCCRVC has a large balance in their account currently of approximately \$600,000. Skibowski stated they can distribute some of those funds if the need arises for a cause or project that warrants the use of those funds.

Skibowski stated the receipts for the Innkeepers tax is significantly higher than last year. Skibowski stated the increase is partially due to the out of town contractors staying in our county.

In the Matter of Susie McEntire Concert:

Mike Loher, Leesburg United Methodist Church, came before the Commission to request \$500 to help advertise the Susie McEntire County Christmas concert. Jo Paczkowski opposed.

Motion: Mark Skibowski

*To: Approve the \$500 advertising request for
the Susie McEntire County Christmas Concert.*

Second: Wes Stouder

Ayes: 5

Nays: 1

Motion Carried

In the Matter of Nate Bosch – Lilly Center for Lakes & Streams Billboard Campaign Grant Request:

Nate Bosch, Grace College Lakes and Streams Director, came before the Commission and requested \$12,391 for their billboard campaign. Bosch stated one of the goals for this campaign is to establish Kosciusko County as a destination for non-residents, visitors, and other travelers through imparting prided in local lakes. Bosch stated they would also like to remind residents of the value of county lakes and of the part resident's play in keeping lakes clean for the benefit of our visitors, current residents, business owners and the economy in general. Bosch stated the campaign name is "Clearly Kosciusko County". Bosch stated the request is for five billboard placements to begin in May 2018. The Commission talked about the location of the billboards and the dollar amount. Bosch stated they only have confirmed four placements and suggested the Commission approve the amount for the confirmed four placements at the amount of \$9,815. The Commission agreed with this compromise.

Motion: Tammy Kratzer

To: Approve the request in the amount of \$9,815 for the placement of four billboards.

Second: Jo Paczkowski

Ayes: 6

Nays: 0

Motion Carried

In the Matter of Watershed Foundation Grant Request:

Lyn Crighton, Watershed Foundation, came before the Commission to request \$21,333 for the Healthy Shorelines project. Crighton stated The Watershed Foundation (TWF) has protected and improved water quality in the lakes and streams of the Upper Tippecanoe River Watershed. Their water-monitoring programs have indicated that their work is making a direct impact. Crighton stated TWF would like to address the water quality problem in our lakes, by proposing the implementation of three projects.

- TWF would like to expand the healthy shorelines initiative with priority being given to Center, Chapman, Pike and Winona Lake. The initiative will include an awareness campaign, educational workshop, and cost-share/grant program to engage residents in installing healthy shorelines.
- Webster Lake – Kline Island, is experiencing sever erosion problems and is estimated to have lost more than 25 feet of land into the lake in the last five years. Epworth Forest Camp & Conference Center, IDNR, Webster Lake Conservation Assn, and TWF are partnering together to save Kline Island.
- Island Park neighborhood on Chapman Lake owns two islands. TWF is working with Island Park to slow the erosion of this special common space.

Skibowski stated his concerns with the Commission funding a project that would in essence help the landowner increase the value of their property. Skibowski feels the project is needed to help with erosion, but not at the expense for the homeowners to benefit from it. Skibowski stated he feels this project is out of the scope of what the Commission should be approving.

David Gustafson stated he agrees with Skibowski and suggested to approve the \$2,000 for eight buoys to help protect the shorelines.

Tammy Kratzer stated she would like to give more to help protect these shorelines.

Jo Paczkowski stated she would like for the Commission to visit the amount of support they are giving to the Lakes. She feels the Commission needs to ensure they are not giving too much to the lakes.

Motion: David Gustafson

To: Approve the grant request in the amount of \$2,000 for the purchase of eight buoys.

Second: Mark Skibowski

Ayes: 6

Nays: 0

Motion Carried

In the Matter of the Fat & Skinny Tire Fest (FSTF) Grant Request:

Mike Cusick, FSTF Treasurer, came before the Commission to request \$107,140 for the 2018 Fat & Skinny Tire Fest. Cusick stated this is the fifteenth year for this three day event promoting the benefits of cycling in our community. FSTF is an annual event that has continued to grow in participation and spectators. This grant request is to expand the promotional reach and would be required in future years to continue event growth with regional, multi-state participants and spectators. Cusick and other members of the KCV Cycling Club stated the FSTF draws both participants and spectators from a six state region (IN, KY, IL, WI, OH, MI), but has included participants from California as well. In 2016 approximately 700 registered participants were from out of the county. The estimated total attendance for this event is 6,000, which a large portion require overnight accommodations. The breakdown of the \$107,410 is \$17,640 for Marketing, \$16,000 for streaming internet video, and \$73,500 for tent anchors.

The Commission discussed the streaming piece and feels this is not a necessary expense for the Commission to fund at this time. They discussed the tent anchors and will address at a later date. The Commission feels this expense should be funded by multiple groups that will benefit from the anchors. The FSTF will return to the Commission at a later date if they can obtain funding from other sources as well.

Jo Paczkowski opposed.

Motion: Mark Skibowski

To: Approve the Fat & Skinny Tire Fest grant in the amount of \$17,640 for marketing.

Second: David Gustafson

Ayes: 5

Nays: 1

Motion Carried

In the Matter of the Syracuse-Wawasee Trails – 2017 Outreach Grant Request:

Megan McClellan, Executive Director Syracuse-Wawasee Trails, came before the Commission with a request for a 2017 Outreach project in the amount of \$2,994. McClellan stated the Syracuse-Wawasee Trail Committee is dedicated to connecting to the communities by providing safe and attractive non-motorized transportation routes to parks, lakes, schools, neighborhoods and businesses. This grant request will be used for printing and mailing the fall newsletter. The newsletter is to help draw non-residents to our county by advertising our trail system and the many opportunities along it.

The Commission voted to not approve the 2017 Outreach Grant Request.

In the Matter of the Syracuse-Wawasee Trails – 5K Timer Grant Request:

Megan McClellan, Executive Director Syracuse-Wawasee Trails, came before the Commission with a request for a 5K Timer in the amount of \$1,297. McClellan stated this is the second year for this 5K and is hopeful the participation will increase as they improve the race and advertise more. Skibowski and Kristi Plikerd stated they support funding this event due to there are not a lot of 5K events happening at that time of the year and it would be a great opportunity to draw visitors to the county.

Jo Paczkowski opposed.

Motion: Tammy Kratzer

To: Approve the 5k Time Grant request in the amount of \$1,297.

Second: Mark Skibowski

Ayes: 5 Nays: 1

Motion Carried

In the Matter of the Syracuse-Wawasee Trails – Conklin Bay Boardwalk Construction Grant Request:

Megan McClellan, Executive Director Syracuse-Wawasee Trails, came before the Commission with a request for the Conklin Bay Boardwalk Construction in the amount of \$100,000.

McClellan stated this is a phase of a larger trail plan to connect around Lake Wawasee, which is approximately 15 miles. This grant application is for the construction phase of a boardwalk over the Conklin Bay wetlands and a trail connecting the boardwalk to existing trails on property owned by the Wawasee Area Conservancy Foundation (WACF). Money received from this grant will be leveraged 1 to 1 towards a matching grant from the Indiana Office of Tourism Development.

The Commission was not comfortable with approving \$100,000, which would be half of their 2018 budget. The Commission determined they would approve the \$100,000 and then submit an additional appropriation in the amount of \$100,000 to Council at their January 2018 meeting.

Motion: Jo Paczkowski

To: Approve the Conklin Bay Boardwalk

Second: Tammy Kratzer

Construction Project in the amount of

Ayes: 6 Nays: 0

\$100,000, but will go to the January Council meeting to request a \$100,000 additional appropriation.

Motion Carried

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for November 2017. Swihart stated they returned from the National Convention for softball and baseball, where the CCAC was awarded the National Park of the Year award. Swihart stated they brought back many great ideas from the convention that will help them in the coming years with participation and attendance at our NSA and BPA tournaments. They are also developing their own ideas in order to continue growth. Swihart is currently working on a five year plan for the park. While at the convention Swihart stated they were able to secure all the tournaments they requested for 2018. Swihart also stated they are working with sponsors to help with awarding scholarships through some grants.

Swihart stated they have completed all outdoor activities for 2017, and have shut the water down within the park, with the exception of the main building. This will allow them to continue to be a year round facility, offering indoor activities throughout the winter months.

Swihart stated they are looking forward to 2018. They will be using an online company, Room Roster, to help coordinate the scheduling of hotel stays for the tournaments and with advertising events.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for November.

Boggs reported the following information:

- CVB will be having some officer changes for 2018
- Facebook efforts have increased significantly
- Drive individuals to list their events on the CVB website
- 2017 Visitors guide remaining balance is 120 guides
- 2018 sales increased by only \$1,000 in Ad sales over 2017
- Motor Coach bookings for 2017 - sold 13 with 4 cancellations, bookings are down from 2016. The 9 motor coach bookings resulted in approximately 400 people with 8 overnight stays. Total economic impact for the 9 bookings was \$33,900, which included passenger spending on shopping, overnight rooms, meals and entertainment. They are currently working on 9 for 2018.
- Working on the strategic destination planning
- Attending 2 motor coach shows
- Few repairs made to the CVB building – entrance and electrically

In the Matter of July 19, 2017 Minutes Approval:

Minutes from the September 13, 2017 meeting were reviewed and one correction was requested. In the matter of Ratify Vote for the Alley Project there were actually four members present, but David Gustafson abstained from voting.

Motion: Jo Paczkowski

To: Approve the September 13, 2017 meeting minutes with correction.

Second: Wes Stouder

Ayes: 6

Nays: 0

Motion Carried

In the Matter of 2018 Meeting Dates:

The Commission reviewed the 2018 meeting dates. The dates are as follows:

January 17, March 7, May 9 (budget review), July 18, September 12 & November 7

Motion: Wes Stouder

To: Approve the 2018 meeting dates as listed above.

Second: Mark Skibowski

Ayes: 6

Nays: 0

Motion Carried

In the Matter of the KCCRVC Logo:

Kristi Plikerd, President, asked for input/discussion on the KCCRVC logo, but there was none.

In the Matter of the Grant Application:

Kristi Plikerd, President, stated she has been working with the Auditors office in getting the Publicity grant and the Sponsorship grant uploaded to the KCCRVC county website page.

Being no further business to come before the Commission, the meeting was adjourned.