

## **Kosciusko County Convention, Recreation & Visitors Commission January 14, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 14, 2015 at 9:00 A.M. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President

Carl Hill

Wes Stouder

David Taylor

Linda Zimmerman - Absent

Kristi Plikerd

John Hall - Absent

Also present were Karl Swihart, CCAC Director and Mary Kittrell, CVB Director.

The meeting was called to order by President Jo Paczkowski.

### **In the Matter of CCAC Update:**

Karl Swihart, Executive Director, came before the Commission to present the January 2015 activities. Swihart is still working on getting quotes for the expansion and the Kiosks. The expansion will include a restroom and seating for spectators, which will help support, the additional events that are already being held there.

Swihart stated they still have two commission vacancies on the board. Paczkowski nominated Rick Paczkowski and Terry Hines to fill the open positions on the board. Paczkowski continued by stating these two individuals both have sports background and are very familiar with what is involved and would be very committed to the task at hand.

*Motion: David Taylor*

*To: Approve the appointments of Rick*

*Second: Carl Hill*

*Paczkowski and Terry Hines to the CCAC*

*Ayes: 5*

*Nays: 0*

*Board.*

*Unanimous*

Swihart stated he has mentioned in the past of the difficulties and issues surrounding the current website they have. Swihart was excited to announce they are switching to a new website and are currently working with a local individual on the design and layout of the new website. Swihart stated this individual is sports minded and has a great deal of knowledge. The cost is \$3,500 for the design fee and then \$248 per month. Swihart stated the old costs were \$5,000 for the design fee and \$500 for the monthly fee. There will be unlimited access on everything and they will be switching to pay pal, which has a lower fee. Also included is Facebook and all other social media updates. Swihart is very excited about the new website.

Swihart stated they have a meeting this month with RR Donnelly's to discuss the interest in selling or donating the property to CCAC. CCAC currently leases this land from RR Donnelly's. Swihart stated this could change things in a positive way for the future of CCAC.

Swihart stated he has been offered a position at a new Sports Complex in Evansville. Swihart stated they are still in negotiations, but at this time does not anticipate it turning into anything. Swihart will keep the Commission posted on this offer.

**In the Matter of Swearing in of Members:**

Kosciusko County Auditor Michelle Puckett swore in the appointed 2015 KCCRVC members – Wes Stouder and Carl Hill. Puckett stated she will need to swear in John Hall at the next meeting.

**In the Matter of the Warsaw Air Show:**

Nick King, Executive Director, Warsaw Air Show, came before the Commission to recap the 2014 Air Show and expand on the upcoming show. King stated the 2014 Air show was the 2<sup>nd</sup> annual show and the attendance surpassed the expected total again. The total attendance for 2014 was approximately 15,000 and was the only air show held in the state of Indiana at this caliber in 2014 due to weather cancelled the other shows. The Warsaw show has the potential in the future to be considered a Regional show, but there is a lot of planning to do to make this happen. King stated they are working on putting together a Board of Directors that will consist of 5-7 people. The tentative date for the 2015 show is August 25<sup>th</sup>. The date was moved back to help market the event to the children. King stated they want to get with the schools to pass information out in hopes the children will take the information home to their parents. King stated they are really focusing on the kids and this year's theme will be World War II as it marks the 80<sup>th</sup> Anniversary to the end of WWII. King stated they will be going to a paid ticket this year, but a cost has not been established. King continued by stating children and active military will be able to stay free and veterans and seniors will be offered a discounted rate. King touched on the acts from the 2014 show and how they are working on an even more dynamic show for 2015 and are already looking out to 2017.

**In the Matter of Wagon Wheel:**

Will Dawson, Executive Director, Wagon Wheel, came before the Commission and gave a brief overview of the new and upcoming changes for the Wagon Wheel Theatre. Dawson stated they have begun working on a capital campaign for renovations on the existing building and the construction of a new facility. Dawson stated they are excited about the positive support the community has given to this project and their excitement to the new opportunities this will open up. Dawson stated they strive to involve all the community members in all aspects of the theatre as well as educate and improve cultural awareness through the theatre arts. They offer a chance for newcomers to learn new skills and test their wings. They encourage individuals to share their best talents with others both on and off stage. They aim to provide their audience with quality performances suitable for families to enjoy. They are a company of volunteers who recognize the demands placed on them and respect the time they have to offer. Dawson stated these are their core values and the philosophy they follow. Dawson continued by stating they have a lot of work ahead of them and are looking forward to all the upcoming challenges and changes that will be occurring.

**In the Matter of November 12, 2014 Minutes Approval:**

Minutes from the September 10, 2014 meeting were reviewed and approved as presented.

*Motion: Carl Hill*

*To: Approve the November 12, 2014 meeting minutes as presented.*

*Second: David Taylor*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of Finances:**

Jo Paczkowski, President, stated the ending cash balance as of 12/31/2014 was \$444,538.10, which included a \$30,000 CD investment. Paczkowski stated they are holding \$55,000 worth of funds that have been approved through the Commission for grants, but have not been paid out to date. Paczkowski recommended the Commission invest additional money into another CD. The Commission agreed to invest an additional \$60,000 for 6 months. Michelle Puckett, County Auditor, will place bids for this investment and advise the Commission once the bids are received back. Paczkowski stated the ending balance for the Innkeeper tax collections was \$543,247 which is a 9.6% increase from 2013.

*Motion: Wes Stouder*

*To: Approve financial reports as presented and to invest another \$60,000 into a CD investment.*

*Second: Carl Hill*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of Election of 2015 Officers President:**

David Taylor made the following motion for the 2015 Officers: Jo Paczkowski for President.

*Motion David Taylor*

*To: Nominate Jo Paczkowski as President, for 2015.*

*Second: Carl Hill*

*Ayes: 4 Nays: 0 Abstain: 1*

*Unanimous*

**In the Matter of Election of 2015 Officers Treasurer, Vice-President and Secretary:**

Jo Paczkowski made the following motion for the 2015 Officers: John Hall for Treasurer, Linda Zimmerman for Secretary and Kristi Plikerd for Vice-President for 2015.

*Motion Jo Paczkowski*

*To: Nominate John Hall for Treasurer, Linda Zimmerman for Secretary and Kristi Plikerd*

*Second: Wes Stouder*

*Ayes: 5 Nays: 0 Abstain: 0 for Vice-President for 2015.*

*Unanimous*

**In the Matter of CVB update:**

Mary Kittrell, CVB Director, and Anthony Turner, Chairman of the CVB Board, presented the CVB Activity Report and Financials for December 2014. Kittrell started by addressing questions Carl Hill had in reference to their vendor choice for the redesigning of the website. Kittrell submitted a listing of all the vendors who submitted bids for the website project so the Commission could review the comparison. The following vendors were called in for an interview based on their bids, 212 Media, Pathfinders, Ripfish and Digital Hill. Kittrell stated the major factors listed on the RFP were: Search Engine Optimization, Copywriting, API Integration, Responsive Design, WordPress Platform and Coupon Program. The time frame for the web design will take approximately three months to complete.

Kittrell stated the committee chose 212 Media as the vendor of choice with a bid amount of \$32,000. David Taylor questioned Kittrell on why the committee chose 212 Media. Kittrell stated the deciding factors for choosing 212 Media over Ripfish was that 212 Media has a group of individuals where Ripfish is one person and 212 Media gave input on the things the current website has that is not working. The committee felt 212 Media could provide more collective energies with a group of individuals as opposed to one individual. Kittrell stated that 212 Media will create the website design and then train the CVB staff on updating and maintaining the site.

212 Media will update the CVB every 3-6 months on any upcoming technology they feel might be beneficial to the website and allow CVB to decide at that point if they would want 212 Media to help implement the updates or changes. The Commission continued their discussion on the pros and cons of choosing 212 Media over Ripfish due to the fact that Ripfish consist of one individual and 212 Media is multiple individuals. The discussion consisted of whether or not the collaboration of the 212 Media team is needed in order to meet the requirements that the CVB are looking for to complete their website redesign.

The Commission agreed the CVB did what they were asked to do by bidding the website design out to local vendors and comparing them to out of town/state vendors. The difference between using 212 Media over Ripfish was \$14,810, which was a concern for several of the Commission members. Wes Stouder stated he felt as a Commission they charged the CVB to stay with a local vendor, which is what they did and he supported the CVB's decision to use 212 Media. Carl Hill, Kristi Plikerd and David Taylor stated they felt the decision to use 212 Media over Ripfish was not justified due to the \$14,810 difference and they felt that Ripfish could still accomplish what the CVB was asking of them even though they are a one man show. Turner suggested to the Commission to place someone on the CVB Board so for future projects the Commission would have representation at the meetings. Turner stated he feels it would be beneficial for all parties involved. Turner continued by stating the bids were reviewed by all eleven marketing board members and it was a unanimous decision to pick 212 Media. The Executive Board approved the recommendation made by the marketing board members.

Bob Sanders, Council President, was present and spoke to the Commission on their responsibility to the CVB in regards to how they should approach the funding for the website resign project and other funds the CVB will need for 2015. Sanders stated the Commission cannot tell the CVB that they cannot proceed with the website redesign, but they can determine how much money the Commission will approve for the project. The Commission could not come to an agreement on the amount of funding to allocate for the website redesign project. President, Jo Paczkowski, suggested they table the discussion.

Turner presented the bank account information that was requested by the Commission. The report shows three different accounts and one being for the advanced deposits for the Visitors Guide, which totals \$44,329.50 to date. The advanced deposits represent 50% of the fees charged to advertise in the Visitor's Guide. Kittrell did state not all vendors have sent in their 50% down payment for 2015. Paczkowski questioned Kittrell on when the expense for the Visitor's guide will be processed and Kittrell stated end of February or first of March. Kittrell continued by stating the Visitor's Guide will be delivered at the same time. Turner continued by stating the Operating account balance as of January 6, 2015 was \$10,598.70. The Marketing account balance as of January 6, 2015 was \$99,959.53. The Advance Deposits account balance as of January 6, 2015 is \$44,329.50. The grand total for all 3 accounts is \$154,887.73, which the Commission was in agreement with.

Paczowski stated the Council and Commissioners requested the CVB reduce their bank account and maintain an account balance that would allow them to sustain themselves between disbursements and not hold a large balance. Council President, Bob Sanders, stated that the CVB along with all county expenses are being monitored with greater scrutiny to ensure and protect everyone involved.

Turner stated to the Commission that Kittrell is working on an itemized list of all the monthly expenses they incur. The list will include vendor name, due date and amount. Turner stated that once this report is completed it will be forwarded onto the Commission for their review. Turner will be looking at ways to reduce their monthly spending.

Paczkowski presented a “DRAFT” of procedures the CVB will need to follow when requesting disbursement of funds from the Commission:

- The CVB may seek reimbursement of spent funds when the combined cash balance in its bank accounts total \$75,000 or less
- The required documentation is to be submitted to the Auditor’s office in advance of the regularly scheduled Commission meetings in January, March, May, July, September and November
- *Documentation to be provided”*
  - Copies of paid invoices
  - Copies of paid credit card statements and supporting documentation
  - Copy of “payroll summary reports” generated through Quick books or a similar report
  - Balance sheet
  - Financial statement
  - Sequential check detail report
  - Bank statements
- During regularly scheduled Commission meetings, the Commission will review documentation and approve qualified expenses
- The Kosciusko County vendor claim form will be signed by two Commission members and submitted to the County Auditor
- The vendor claim form will be reviewed by the County Commissioners, and a reimbursement check will be issued by the County Auditor
- Any remaining Grant funds at the end of the calendar year will revert to the KCCRVC
- KCCRVC reserves the right to add or delete items from this list

Turner was concerned about the CVB running out of funds prior to the next KCCRVC meeting in March. Council President, Bob Sanders, stated that in an emergency an exception will be made by the Council and the Commissioners to disburse additional funds to the CVB. Sanders continued by stating the CVB would immediately submit their invoice to the Commission. The Commission will then contact the Auditor’s office and the Auditor will then contact the Commissioners for approval to disburse the funds immediately to the CVB. Sanders assured Turner that the Commission will not allow the CVB to go without funds.

Paczkowski stated a “DRAFT” for the General Procedures for Disbursement of Grant Funds:

- Grant funds will be disbursed upon presentation of documentation that meets the criteria of the specific grant awarded
- Required documentation is to be submitted to the Auditor’s office in advance of regularly scheduled Commission meetings in January, March, May, July September, and November

- Documentation required will be determined by the monetary size of the grant. To be provided at the minimum:
  - Copies of paid invoices
  - Copies of checks issued
- The Commission will review the documentation at a regularly scheduled Commission meeting.
- The Kosciusko County vendor claim form will be reviewed by the County Commissioners, and a reimbursement check will normally be issued by the Auditor's office within a week of submittal
- Funds will only be disbursed in the amount of qualified invoices. Any remainder grant funds will revert to the KCCRVC
- If a grant is awarded in the amount of \$50,000 or more, the Commission reserves the right to ask for an audit of the organization. The audit would be conducted at the Commission's expense
- KCCRVC reserves the right to add or delete items on this list

The Commission made a remark in reference to the Visitor's Center being a pet friendly building, but this does not pertain to employee's pets. The center welcomes visitors to enter with their pets, but employees should refrain from bringing their pets to the workplace.

Council President, Bob Sanders, spoke in reference to training expenses being claimed by the CVB. Sanders stated to Kittrell and Turner that no personal training expenses will be paid with the money collected from the Innkeepers tax. Sanders stated they are not saying CVB employees cannot pursue training, but the expense will need to be paid by the CVB Board, not KCCRVC.

The Commission agreed to support the website redesign for the amount of \$23,000.

*Motion: David Taylor*

*To: Approve \$23,000 for the CVB to re-design their website.*

*Second: Kristi Plikerd*

*Ayes: 5                      Nays: 0              Abstain: 0*

*Unanimous*

**In the Matter of 2015 Inter-local Agreement:**

Michelle Puckett, County Auditor, presented the 2015 Inter-local Agreement for approval. The Inter-local Agreement allows the Auditor to be controller for the KCCRVC. The Commission signed and approved the agreement.

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

## **Kosciusko County Convention, Recreation & Visitors Commission March 11, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) were scheduled to meet for a regular meeting on March 11, 2015 at 9:00 A.M. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President  
Wes Stouder  
David Taylor

Carl Hill - Absent  
Linda Zimmerman – Absent  
John Hall - Absent  
Kristi Plikerd - Absent

There are no minutes for this meeting due to there being no quorum.

## **Kosciusko County Convention, Recreation & Visitors Commission May 13, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on May 13, 2015 at 9:00 A.M. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President  
Wes Stouder  
Tammy Kratzer  
John Hall

Carl Hill  
David Taylor  
Kristi Plikerd

Also present were Karl Swihart, CCAC Director, Mary Kittrell, CVB Director, Erin Rowland Jones, CVB Board member, Bernadene Boggs, Pierceton Chamber, Laurie Schotz, Pierceton Chamber / Warsaw Performing Arts Center, Erin Porter, Winona Lake Limitless Park, Craig Allebach, Town of Winona Lake, and Megan McClellan, Syracuse-Wawasee Trails.

The meeting was called to order by President Jo Paczkowski.

### **In the Matter of Welcoming Tammy Kratzer as a New Member:**

Paczkowski began the meeting by welcoming their newest member, Tammy Kratzer. Kratzer is full-filling Linda Zimmerman's position for the remainder of the year. Paczkowski stated Kratzer is very involved in the Syracuse area and brings a lot of experience.

### **In the Matter of Swearing in of Members:**

Kosciusko County Auditor Michelle Puckett swore in KCCRVC members John Hall and Tammy Kratzer.

**In the Matter of Pierceton 7<sup>th</sup> Annual Vintage Motorcycle Rally:**

Laurie Schotz, Pierceton Chamber of Commerce, stated the 7<sup>th</sup> Annual Vintage Motorcycle Rally in Pierceton is run by Jim Townsend and Schotz serves on the committee. It is a free event for anyone who wants to come. Schotz stated a motorcycle club helps facilitate this event which is held on May 23<sup>rd</sup>, and this year is in conjunction with the Stefan Baby Tent Sale. Schotz stated there are usually 300-500 people who walk through this festival. There is an entry fee to have a motorcycle in the show and that money goes toward purchasing trophies. The merchants provide door prizes for people who attend the event. Paczkowski noted this event was funded by the Commission last year.

*Motion:* John Hall

*To: Approve funding \$500 of Publicity Grant for the 7<sup>th</sup> Annual Motorcycle Festival in Pierceton.*

*Second:* Tammy Kratzer

*Ayes:* 7      *Nays:* 0

*Unanimous*

**In the Matter of Pierceton Agricultural Art Show:**

Laurie Schotz stated this will be the 3<sup>rd</sup> Annual Agricultural Art Show. In the past, this has been a one day affair with 15 to 20 entries. This year, it will be a month long art show held at the Lakeland Art Gallery. The purpose of this show is to promote more agricultural artists to participate in the festival. The art show starts the first Wednesday of August and will be in conjunction with the Heirloom Tomato Festival which is on August 23<sup>rd</sup>. There are artists from all over that come and participate which helps move people through the town of Pierceton.

*Motion* Wes Stouder

*To: Approve funding \$500 of Publicity Grant for Pierceton's Agricultural Art Show.*

*Second:* Carl Hill

*Ayes:* 7      *Nays:* 0

*Unanimous*

**In the Matter of Pierceton 5K Run / 2Mile Walk:**

Laurie Schotz stated last year was the first year for the 5K Run / 2Mile Walk, and there were 25 participants. Participants came from as far away as New Hampshire and New York. This event takes place the morning of the Heirloom Tomato Festival. Bernadene Boggs, Pierceton Chamber of Commerce, stated the 5K Run / 2Mile Walk blended well with the Tomato Festival and brings another population to the festival that may not otherwise come. Schotz stated the event was minimally advertised last year with the Tomato Festival as well as on some running websites. The Pierceton Chamber of Commerce is seeking funds to help get the word out a little further this year in hopes of getting more participants.

*Motion* Carl Hill

*To: Approve funding \$500 of Publicity Grant for the Pierceton 5K Run / 2Mile Walk.*

*Second:* Tammy Kratzer

*Ayes:* 7      *Nays:* 0

*Unanimous*

**In the Matter of Pierceton Heirloom Tomato Festival:**

Laurie Schotz stated the Heirloom Tomato Festival is Pierceton's big festival with the other events attached to it. Over 150 heirloom tomatoes are displayed at the festival. Schotz stated there is free taste testing, a free salsa competition, and free tomato pie competition at this event. There are also guest speakers who talk about topics such as bees, apple trees, and composting. Bernadene Boggs stated last year there were 25-30 people listening to these educational



speakers. There are also crafters, artists and produce vendors at this event. Food served at the event includes homemade ice cream, fried green tomatoes, and pickled green tomatoes. Schotz and Boggs noted there were approximately 50 vendors present last year and around 1000 people who attended. Paczkowski commented that the Commission provided funding for this event last year.

*Motion Tammy Kratzer*

*To: Approve funding \$500 of Publicity Grant for Pierceton's Heirloom Tomato Festival.*

*Second: John Hall*

*Ayes: 7 Nays: 0*

*Unanimous*

### **In the Matter of Pierceton Market:**

Laurie Schotz stated the Pierceton Market runs from May 15<sup>th</sup> through October. This is the 3<sup>rd</sup> season for the market. Several local Pierceton people attend the market. The Pierceton Market takes place on Friday afternoons from 4-7PM. Schotz stated along with people selling produce there are also artists, antiques, a flea market, and crafters present. There are anywhere from 6-25 vendors. The cost for vendors is \$50 to come all year long or \$5 for a day, and the money goes into advertising for the event as well as purchasing gas cards to get people to keep attending.

*Motion Wes Stouder*

*To: Approve funding \$500 of Publicity Grant for the Pierceton Market.*

*Second: Kristi Plikerd*

*Ayes: 7 Nays: 0*

*Unanimous*

### **In the Matter of Pierceton Primitive Show:**

Laurie Schotz stated the Primitive Show is run by Sally Reuter and is one of the biggest events that Pierceton has. The Primitive Show will be held at Pierceton Elementary School on December 5, 2015. Schotz stated approximately 1200 people attended this event last year. Admission for the event is free. The event consists of antiques, sleigh rides, carolers and much more.

*Motion Wes Stouder*

*To: Approve funding \$500 of Publicity Grant for Pierceton's Primitive Show.*

*Second: John Hall*

*Ayes: 7 Nays: 0*

*Unanimous*

### **In the Matter of Facelift to 2 Pierceton Billboards:**

Laurie Schotz stated there are two billboards, one on the East side of Pierceton and one on the West side of Pierceton, that are in need of a facelift. The Pierceton Chamber of Commerce owns one of the billboards and the other one is rented from Vandermark by the town merchants who fund the rental. Schotz stated they would like to make the billboards more general and applicable to what the town of Pierceton has to offer. It was decided they would go with 2 new wraps instead of paint because the wraps are cheaper. The estimated cost of 2 new wraps is \$800. John Hall made a motion to fund \$500 toward the facelift of the billboards. Wes Stouder, Carl Hill, and Jo Paczkowski opposed the motion.

*Motion John Hall*

*To: Approve funding \$500 of Publicity Grant for a facelift of two Pierceton billboards.*

*Second: David Taylor*

*Ayes: 4 Nays: 3*

*Not Unanimous*

**In the Matter of Pierceton General Advertising:**

Laurie Schotz stated the town of Pierceton creates a rack card each year which lists all the events that will be happening in Pierceton throughout the year. The cards are made in small amounts throughout the year so changes can be made to them as needed. Schotz stated they are also reaching out to magazines such as Midwest and REMC to advertise what the town of Pierceton has to offer.

*Motion*      *Carl Hill*

*To: Approve to fund \$500 of Publicity Grant for General Advertising of Pierceton events.*

*Second:*      *Tammy Kratzer*

*Ayes:*      7      *Nays:*      0

*Unanimous*

**In the Matter of Warsaw Performing Arts Center - Re-Enactor Mr. Edgar Allen Poe:**

Laurie Schotz, from the Warsaw Performing Arts Center, stated Re-enactor Mr. Edgar Allen Poe is an educational event and costs less than previous events they have held in the past. Mr. Poe will do a day and a night performance and bring to life an American poet, author, short story teller and much more. The performer will come in either September or November this year. A specific date has not been set yet. Schotz stated she would like to keep this program going by bringing events that enrich and educate the community but don't cost a lot. The funding from the Commission will help advertise this performer coming to our area.

*Motion*      *Carl Hill*

*To: Approve funding \$500 of Publicity Grant for Warsaw Performing Art Center Re-enactor Mr. Edgar Allen Poe Performance.*

*Second:*      *David Taylor*

*Ayes:*      7      *Nays:*      0

*Unanimous*

**In the Matter of Syracuse - Wawasee Trail Trailheads – Brooklyn Street & Cornelius Street:**

Megan McClellan, Executive Director of Syracuse-Wawasee Trails Committee, thanked the Commission for their support in funding a five mile loop of trail around Syracuse Lake. McClellan stated there is about 12 miles of trail in the Syracuse area with 10 more miles planned. The trailheads will include vehicle parking, bike racks, toilet facilities, benches, trash cans, and a kiosk. There are only two of these locations in need of bike racks and kiosks in which McClellan is requesting funding for. McClellan stated they wish to also put up trail signs indicating the direction of the trailheads. The Boy Scouts will be making the kiosks for Eagle Scout projects and their labor will be free. The cost of materials is \$1,790.00 for each trailhead location for a total of \$3,580.00.

*Motion*      *David Taylor*

*To: Approve funding \$3,580.00 for bike racks, kiosks and trail signs at two trailhead locations for Syracuse – Wawasee Trails.*

*Second:*      *Tammy Kratzer*

*Ayes:*      7      *Nays:*      0

*Unanimous*

**In the Matter of Syracuse – Wawasee Trail Conklin Bay Phase 1 - Boardwalk:**

Megan McClellan, Executive Director of Syracuse-Wawasee Trails Committee, stated there is a section of trail that should be completed by Memorial Day that will connect places such as Oakwood Resort and The Frog. McClellan stated the Syracuse-Wawasee Trail Committee wishes to build a boardwalk through the Conklin Bay Wetlands which will connect the Town of Syracuse to the west side of Lake Wawasee. The boardwalk will also connect the trail system to

WACF's (Wawasee Area Conservatory Foundation) education center as well as WACF's rustic trails. McClellan stated the Trails Committee decided to go with the cheapest proposal from Earth Source. The Trails Committee is requesting \$25,000 from the Commission to help get the design of the boardwalk started. McClellan stated they are also seeking help from the Harkless Foundation, Nipsco, K21, and several private donors and community organizations. They already have \$100,000 allotted for the construction of the boardwalk.

*Motion David Taylor*

*To: Approve funding \$25,000 for the*

*Second: Wes Stouder*

*Syracuse-Wawasee Trail Conklin Bay*

*Ayes: 7 Nays: 0*

*Boardwalk Phase 1.*

*Unanimous*

**In the Matter of Winona Lake Limitless Park:**

Erin Porter, Project Coordinator, announced that on May 15<sup>th</sup> the K21 Splash Pad will be open as part of the Fat & Skinny Tire Festival. Porter is requesting \$50,000 toward the Winona Lake Trailhead year-round restroom facility built perpendicular to the pump house and the splash pad. The total estimate for the building is \$150,000. The committee has requested \$100,000 from Depuy to cover the rest of the cost. The facility will include 2 family restrooms with shower facilities. This facility will act as a hub and connect to the Market Street Corridor, the Heritage Greenway, as well as other places. This building will complete Phase 1 of the Limitless Park.

*Motion Wes Stouder*

*To: Approve funding \$50,000 toward a*

*Second: John Hall*

*restroom facility for Winona Lake Limitless*

*Ayes: 7 Nays: 0*

*Park.*

*Unanimous*

**In the Matter of Hoosier Muskie Hunters Grant:**

Jo Paczkowski spoke on behalf of Jeremy Sivis about the Hoosier Muskie Hunters Grant. Paczkowski stated there are currently 75 teams with 4 members each already signed up and they are expecting even more. Team members come from all over the country. They are requesting \$500 toward advertising for this event.

*Motion Wes Stouder*

*To: Approve funding \$500 toward advertising*

*Second: David Taylor*

*for the Hoosier Muskie Hunters event.*

*Ayes: 7 Nays: 0*

*Unanimous*

**In the Matter of January 14, 2015 Minutes Approval:**

Minutes from the January 14, 2015 meeting were reviewed and approved with corrections.

Paczkowski stated there are two corrections she would like to see made to the minutes.

*Motion: Carl Hill*

*To: Approve the January 14, 2015 meeting*

*Second: David Taylor*

*minutes with corrections.*

*Ayes: 7 Nays: 0*

*Unanimous*

**In the Matter of Finances:**

John Hall, Treasurer, stated the ending cash balance as of 4/30/15 was \$471,887.50. Hall stated there are 3 or 4 grants that have been approved but not yet dispersed totaling \$13,960.00. Hall also noted everyone was up-to-date on the Innkeeper tax collections. The ending cash balance

for the Innkeepers tax collections as of May was \$173,935.50 which is about \$12,000.00 more than what they had last year at this time.

*Motion: Carl Hill*

*To: Approve financial reports as presented.*

*Second: David Taylor*

*Ayes: 7*

*Nays: 0*

*Unanimous*

### **In the Matter of CCAC Update:**

Karl Swihart, Executive Director, came before the Commission to give an update on the CCAC. Swihart stated their numbers are up significantly this year. They have held 6 tournaments so far and team attendance is up by 20. The county teams are up by 6, and state teams are up by 4. The total attendance is up by 1,106. Swihart stated they average almost 1,500 visitors per weekend. There is an adult tournament happening this weekend with 20-24 teams, and next weekend is a baseball tournament with 61 teams. There are currently 364 teams signed up for travel baseball tournaments, without including the World Series. They are estimating around 60 teams for the World Series. Swihart stated last year, they had 338 teams, including the World Series. There were 249 teams for Girls Fast Pitch last year but this year they have 280 teams signed up.

They are working with the City of Warsaw to have the World Series hosted downtown at First Friday in order to get the teams and families in the downtown area with the businesses. Swihart stated they are on pace for a record year which will surpass the 2013 record year. Swihart also noted that the new website is almost complete. They are trying to work out issues with transferring the domain to the new provider. The new company is getting this all worked out. Swihart stated the website should be up and running by the end of this week.

The CCAC is in the process of working with Donnelley's on purchasing their property. Donnelley's is interested in selling the property, and the CCAC is ready to approach Donnelley's and make an offer on the property. Donnelley's owns about 66 acres which is leased by the City of Warsaw. The City of Warsaw writes it up for the CCAC. Swihart stated ownership of the property would allow more leverage for obtaining grants. Anytime they want to apply for a license, they have to get approval from Donnelley's and the City of the Warsaw first which makes the process longer.

Swihart stated they are working on a list of improvements, one being the Multi-Sport Building expansion. They have finally received one estimate for the project which Swihart stated seems reasonable. They are hoping to get one more quote and will begin writing grants. The expansion will include bleachers, restroom facilities and concessions. They are also looking into putting in some golf simulators which will increase revenue throughout the winter. Another future project is to expand the east concession side which is in need of more toilet facilities. There is currently only 1 toilet each for both men and women. Swihart stated there is fence repair being done due to the hard winter freeze and they are discussing safety netting which has always been a concern. Swihart noted there is a 3 person crew out working everyday on the fields.

Swihart stated the baseball tournaments have been maxed out this year. They had to turn away about 40 teams. They are looking into the possibility of putting in more ball diamonds. Swihart stated he believes they have the room to add more. If they add one more time slot to the morning

soccer schedule and one extra time slot to the night soccer schedule, they could have all soccer games on one set of fields. This would allow them to add 2 or 3 more baseball fields which would accommodate about another 30-40 teams.

### **In the Matter of CVB Update:**

Mary Kittrell, CVB Director, introduced Erin Rowland Jones who is a CVB Board Member. Kittrell presented the CVB Activity Report and Financials for April. Kittrell stated they participated in National Tourism week this year which was a success. Kittrell added that Syracuse was one of the most visited towns in our county this year which in the past has been one of the least visited towns. Kittrell visited with each community to learn about the reasons people visit each community and why they want people to visit their community. Kittrell also stated that Pizza Wars has started. After the preliminary round, they have the top 8 and that promotion will kick off on Friday on the website for people to vote for their favorite pizza in the county. This runs with 6 other counties in Northern Indiana and the winner from our county will compete with the other county winners.

Kittrell addressed concerns that Paczkowski and Taylor had with the communities being aware of her visit. Kittrell stated she contacted all of the communities by phone or email a couple of days before to confirm that they were all aware. Kittrell stated she contacted the Chambers of Commerce of each community if they had one or someone who represented the community. Kittrell addressed Taylor's question about the \$2,000 photography retainer. Kittrell stated the retainer is for purchasing photos for brochures and cover photos. They are able to get a lot of good photos for free from armature photographers, but sometimes they have to pay for photos. They do not have a specific photographer on retainer. If a photo is going to be on the cover of the visitors guide, they require exclusive rights for 2 years. That way, no one else can use the photo for another publication.

Kittrell also addressed Taylor's question about the \$500 camera purchase. Kittrell stated the CVB purchased a Go Pro Video Camera. Kittrell explained they will have people such as the Lake City Skiers and bikers wear the camera during performances to get video to use on social media and their website showing people doing something. Their hope is to increase the number of viewers by adding video to their site. Kittrell stated this was cheaper than hiring someone to do the videoing for them.

Taylor brought up concerns about a \$500 meal expenditure catered from Cerulean's. Kittrell stated this was not a board meeting meal, it was for the Grace College Research Presentation. Taylor stated it seemed like an extravagant amount for a meal. Jim Moyer, Council member, stated he attended a CVB Board meeting where the board was made aware of these concerns already.

Taylor asked about a sailboat the Commission had bought several years ago. The boat was to be kept at the CVB, but Taylor discovered that the boat is no longer there. Kittrell believes that boat was raffled off as a fundraiser for the Symphony of the Lakes. Kittrell stated the CVB didn't raffle off the boat, but the Symphony of the Lakes did for one of their fundraising projects. Kittrell said she would have to check on this to be sure.

**In the Matter of CVB Issues:**

Paczkowski stated she has concerns with non-profit organizations like the CVB paying for lunches. Chad Miner, County Attorney, stated most non-profits don't usually pay for lunches. Miner stated he serves on non-profit boards that do not provide lunches. Taylor stated he feels the meal expenditures for the CVB are excessive. The non-profits he belongs to don't buy his lunch. Taylor stated he is not happy with how the CVB has spent some of their money. Wes Stouder stated he didn't see anything extravagant in the meal expenses. Stouder believes the people who serve on the CVB board serve diligently, and if a lunch meeting gets them all together it seems appropriate. Kristi Plikerd agreed that some of the meal expenses seem a little expensive but she doesn't have a problem with having lunch at a board meeting. Plikerd stated they could try for a year or two to not have the meals and see if there are any changes or issues that arise, but she doesn't know if the Commission should take issue with this or not. Tammy Kratzer stated the total amount seems to be a lot of money, and the dates show there is a lot of meetings going on a little too frequently. Plikerd suggested putting a cap on the amount of money the CVB can spend per meeting. Stouder stated they could reduce this in their line item budget request, but doesn't see this as big issue. Carl Hill stated the Commission doesn't run the CVB board, they just provide their funding. John Hall stated this was all in their budget that they presented to the Commission last year, and the Commission already approved that budget. Hall stated he doesn't know how they can go back at this time and say they don't approve of it. Paczkowski stated she feels it demonstrates a lack of respect for the funds. Moyer suggested from a Council stand point that they should wait to address this issue at budget time. Moyer stated there are other things this Commission needs to be addressing with promoting tourism. Moyer doesn't believe the Commission needs to be addressing all of the CVB issues. Stouder commented that they already reduced the CVB budget request from \$350,000 to \$335,000. Miner questioned if they had considered appointing one of the directors to the CVB board. Miner stated having a voice on the board may help with some of these issues. Moyer questioned if this would be conflict of interest, and Miner stated he doesn't believe so. Stouder stated the Commission members are welcome to attend any of the CVB board meetings.

Miner suggested placing things in their Bylaws to deal with some of the issues they have discussed. Paczkowski stated they requested a copy of the Bylaws and have reviewed it. Miner stated the Dissolution Clause is a fairly standard type of dissolution clause. The Dissolution Clause states that they will distribute out to any other non-profit that the board of directors sees fit to distribute to. Miner stated that since their funding comes from the Commission, he understands that the Commission would want their assets to come back if the CVB dissolves. This change can be made to the Bylaws as well as the Articles of Incorporation. Miner stated that if the Commission wants the CVB to make changes to their Bylaws, they would need to have them sign an agreement stating once they make those changes the Commission would have to agree to those changes.

Miner stated that the CVB presently owns the building that was originally purchased with County funds. Miner stated the Commission can request that the real estate be transferred into the County's name. This can be done with a Deed. Miner suggested making a list of the things they are concerned about and how they would like to fix them and then have that discussion with the CVB Board to figure it out. Stouder stated it would be good to have this in place before the budget cycle in August.

Larry Techtmeyer, Council member, stated that agrees some of the amounts are excessive. He appreciates what the Commission is doing investing in the community and seeing the value of this money as well as showing concern that the money is being used appropriately and wisely. Techtmeyer stated he believes budget time is a good time to bring these issues up.

Paczkowski stated the CVB was looking at some property to join up with the Chamber of Commerce. Mark Dobson, Chamber President, called Paczkowski to see if she wanted to see the space they were considering moving into. Paczkowski stated she walked the area and personally did not consider it to be a good location or a good office space for the CVB. Paczkowski wanted to make her position clear that she was not pushing the CVB's decision. Paczkowski stated it was a CVB decision not her decision.

Paczkowski stated there is still some confusion about the 4<sup>th</sup> quarter fund for 2014. Bob Sanders and Ron Truex had met with some of the Commission member to make sure they understood how diligent it was for them to take care of the money. They weren't happy there was a stock pile of \$200,000.00 in the account the last few years. It was made clear by Council they wanted the money in the savings account reduced. The Council's position is for the excess money to be held in their bank account, not the CVB bank account.

Paczkowski stated an employee that resigned from the CVB prepared a 4 page report documenting instances of interactions with Kittrell and presented it to a Commission member. Paczkowski stated she was concerned about the possibility of a harassment charge, and she consulted an HR manager. Paczkowski attempted to arrange a meeting with the CVB to make them aware of this issue, but there were scheduling conflicts and the February CVB meeting was cancelled. Paczkowski stated they have been told the individual has filed a claim with the ACLU. Paczkowski talked with Miner to make sure the Commission was protected from this issue. Miner confirmed that this would be a CVB issue not a Commission issue.

Moyer again stated the Commission needs to discuss their concerns at the budget meeting with the CVB Board and at that time decide how they want to continue funding them. Moyer stated the Commission needs to make a determination on whether the value of the service that the CVB provides to the Commission and the taxpayers warrants the amount of money given to them. Moyer believes if the Commission has a person on the CVB Board it would be helpful in addressing any issues and concerns they may have.

Moyer stated the CVB Board feels an audit has been completed enough and is appropriate. They feel funds have been appropriately spent. Paczkowski stated that Dahms and Yarian was doing the audit several years ago but were dismissed because they were slow. Paczkowski was troubled by this, and she was told they were dismissed because they had found irregularities in the audit. Paczkowski stated that even though the Commission provided funding for the CVB audit she was still unable to review it because the CVB paid for it. Paczkowski stated she is still concerned about the audit.

Paczkowski decided they would have a meeting in June to discuss issues with the visitor's guide.

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

## **Kosciusko County Convention, Recreation & Visitors Commission June 17, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on June 17, 2015 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President

Wes Stouder

Tammy Kratzer

John Hall

Carl Hill - Absent

David Taylor

Kristi Plikerd

Also present were Michelle Puckett, County Auditor; Chad Miner, County Attorney; Dr. Patrick Kavanaugh, Masterworks Festival; and Tim Dombrosky, Assistant City Planner for Warsaw / Kosciusko Disc Golf.

The meeting was called to order by President Jo Paczkowski.

### **In the Matter of Masterworks Festival:**

Dr. Patrick Kavanaugh, came before the Commission and played a short video about the Masterworks Festival. Kavanaugh stated the Masterworks Festival started over 19 years ago in New York where he received a call from some people in Winona Lake asking him to bring the festival there. All of the concerts are free, and there are over 12,000 people in the audiences. Kavanaugh stated within the last year, they have lost their #1 and #3 donors which is over a \$100,000 loss of their \$700,000 budget. Kavanaugh wants to keep the Masterworks Festival here but said they have had some tremendous financial struggles in the past year. Kavanaugh noted the Masterworks Festival brings hundreds of people into our hotels every year, and they come from all over the United States. There are over 200 students and 100 faculties that participate in the Masterworks Festival, and some of their students come from China, Honduras, Eastern Europe, South America, and most of the other continents. Kavanaugh noted the first Orchestra concert will be this Friday with Rachel Barton Smith, one of the greatest violinists in the world. Kavanaugh informed the Commission they had to cut ballet this year because of funding. He asked the Commission to do what they could to help, but stated he knows they can't do it all. Kavanaugh stated they used to get matching money, but unfortunately they no longer do. He explained if they begin charging for their concerts then they would be required to pay all of the union teachers union wages which would quickly cause them to go bankrupt. If they charge a high amount to cover the cost of the wages, they fear people will not come.

### **In the Matter of Bike Map Update and Grant Request:**

Tim Dombrosky, Assistant City Planner for Warsaw, came before the Commission to give an update on the bike maps. Dombrosky stated the bike maps the Commission helped fund last year were finished last Spring, and there are only about a quarter of them left. Dombrosky noted several of the maps were handed out at the Fat and Skinny Tire Festival, the Parks Department has distributed some of them, and Dombrosky has also handed out many of them. Dombrosky stated the maps provide a more comprehensive mapping of bike routes in the County. It not only includes where all the bike trails are, but each street in town is also rated for bicycle friendliness



so riders know which roads they should stay away from. Dombrosky stated this is a great project and they will most likely update the maps this winter and print more for next year.

Dombrosky, who is also the founder of Kosciusko Disc Golf, informed the Commission that Little Bighorn Golf Course has closed which was the only 18 hole golf course within 30 miles. Dombrosky said the Disc Golf Club was started with an interest in developing more disc golf courses in the area. Dombrosky has already presented this to the Parks Board and has worked with them to find a place in the City to put a disc golf course. A large 18 hole course takes up about 28 acres and a small 9 hole course takes up about 8 acres. Dombrosky referred to a survey conducted by the Warsaw Parks Department which found that many people are interested in having a disc golf course in the County. Dombrosky stated there are 12 acres at Lucerne Park where they could develop a disc golf course. He met with a guy who designed 3 of the 5 disc golf courses in Fort Wayne, and they designed a 9 hole course lay-out. The course lay-out was presented to the Parks Board, and they were interested in receiving more information. Dombrosky stated the Parks Board is interested in taking on the maintenance of the course but didn't have the initial funds to design the course. It will cost \$4800 for a 9 hole course, and the majority of that cost is for the baskets. Dombrosky received a quote from a manufacturer in Denver, IN who makes the baskets.

Dombrosky shared his discs with the Commission and stated the game has potential to draw visitors to the community by having disc golf tournaments. However, there must be an 18 hole course to host tournaments. Dombrosky stated there are 6 courses in the South Bend and Mishawaka area and 5 courses in Fort Wayne. Dombrosky also stated there is a 9 hole course in existence at Harrison Elementary School, but it is limited to after school hours. It's a low cost to play because all you need is one disc which can cost as little as \$10. Dombrosky stated it takes approximately 45 minutes to play a 9 hole course. The Disc Golf Club will attempt to organize events, activities, and fundraising tournaments. After developing the first 9 holes, the plan is to hold fundraising tournaments to raise funds for the back 9 holes in order to eventually have an 18 hole course. Dombrosky added the Parks Board would like to see a 9 hole course first and then after seeing how the course is used, they may decide to add 9 more holes to make an 18 hole course. Dombrosky believes Lucerne Park will be a great place for a disc golf course, and he informed the Commission the name of the course will be called Lucerne Disc Golf because of the history of the name Lucerne. Dombrosky stated it will be a beginner's course, but the hills and water at Lucerne Park will provide a few obstacles on the course. After developing the first 9 holes, the Parks Board wants to wait at least one year before adding more holes to see how the course is used and if they encounter any problems with it.

David Taylor, KCCRVC member, stated people from Colorado and Louisiana would come to the Lucerne Park events just because it was Lucerne, and he thinks this is a great opportunity to attract visitors. Paczkowski informed Dombrosky if they ever need more funding to make the course a little nicer, such as adding signage, the Commission would be willing to help out. Paczkowski stated they want the course to be first-class in order to draw people to tournaments. Taylor stated they are always conscious of bringing national events to our community.

*Motion: David Taylor*

*Second: John Hall*

*Ayes: 6*

*Unanimous*

*Nays: 0*

*To: Approve grant request of \$4800 to*

*develop a disc golf course at Lucerne Park in Warsaw.*

**In the Matter of Center for Lakes and Streams:**

Jo Paczkowski, President, spoke on behalf of Dr. Nate Bosch, Center for Lakes and Streams, stating he is requesting more funds to finish the clean-up and logjam removal on the Tippecanoe River. This will complete the rest of the logjam removal project.

*Motion: John Hall*

*To: Approve grant request to of \$6,000 to fund the Tippecanoe River Logjam Removal Project.*

*Second: David Taylor*

*Ayes: 6*

*Nays: 0*

*Unanimous*

**In the Matter of Canoe Delivery Service on Tippecanoe River:**

Jo Paczkowski, President, stated KLA designed a business plan for a canoe delivery service which will allow people to rent canoes and kayaks by the bridge by CCAC. They could go south on the river and then get picked up and transported back. The business plan includes all of the costs and everything needed to begin the service as well as how the business would eventually pay for itself after a period of time. Paczkowski stated there will be a kickoff meeting with Grace College's Business Department as well as the individuals who wrote the business plan. Paczkowski stated this could be a student-run activity during the summer to help students learn entrepreneurial skills.

**In the Matter of May 13, 2015 Minutes Approval:**

Minutes from the May 13, 2015 meeting were reviewed and approved as presented.

*Motion: John Hall*

*To: Approve the May 13, 2015 meeting minutes as presented.*

*Second: David Taylor*

*Ayes: 6*

*Nays: 0*

*Unanimous*

**In the Matter of CVB:**

Taylor stated he had several questions for the CVB, but now two main people are gone and he feels these questions will never get answered. Paczkowski stated Mary Kittrell, the Director of the CVB has resigned as of May 22<sup>nd</sup> and Kathy Boyt, Chairman of the CVB resigned this past Monday. Taylor feels they will never really have closure on the issues they have had. Paczkowski stated the Commissioners are asking for an exit audit before hiring someone new, and she suggested that Dahms and Yarian, Inc. conduct the audit because they already know what to look for and are already familiar with the organization. Dahms and Yarian, Inc. would also be able to show if there has been any improvement since the last audit they conducted. Paczkowski would like Dahms and Yarian, Inc. to be contracted to the Commission since they are paying for the audit and to ensure they receive the full report. Chad Miner, County Attorney agreed this would be a good idea. Stouder questioned if it would affect their relationship with the CVB by ordering an audit on their books. Paczkowski stated the statute allows for the Commission to ask the CVB for financial reports because they are funded by them. Stouder stated there is a difference in asking for and pursuing. Stouder just wants to make sure they Commission doesn't end up running the CVB board.

Miner stated they initially wanted to have the CVB deed the property back to the County at this point in time. However, it may be more preferable to have the Articles of Incorporation and the Bylaws state that upon the CVB's dissolution, the real estate and any other assets would come

back to either the County or the Commission. The other issue is to sign a private agreement to deal with issues such as representation on the CVB board, what the Commission is looking for in terms of auditing, financial records as well as notices of meetings and the ability to attend meetings. Miner stated the CVB needs to know what the Commission wants changed in their Articles and Bylaws, and then there needs to be something in place to prevent the CVB from changing it back again. Miner suggested the Commission tell the CVB what they need to change before giving them anymore funding. Paczkowski stated the 1<sup>st</sup> Chair, Mary Mills, has moved up to Chair and is in charge at this point. Paczkowski also stated the CVB has been made aware of the dissolution since March so they know it is coming. Paczkowski suggested the Commission member who sits on the CVB board not be a voting member to ensure there are no implications. Miner said this would be a good way to keep tabs on things.

Paczkowski stated she has suggestions for changes to the CVB's bylaws. The CVB needs to comply with what their bylaws state. Miner stated other things could be added to their bylaws if necessary. Paczkowski stated the CVB was supposed to have a meeting in February, but it got cancelled. Instead of rescheduling it, they waited until their next meeting which was two months away because they meet every other month. Since the CVB didn't have a meeting in February, they did an election by email and there are some board members that weren't comfortable with how it was handled. Taylor commented that email doesn't allow for discussion or debate about different subjects. Taylor stated they need to have more tourism people on the CVB's Executive Board. He believes they need more diversity on the CVB board.

Miner feels he knows the direction the Commission wants to head in and will put drafts together for them to review next week. Taylor questioned if the Commission would get to approve the final decision on the hiring of the new CVB Director. Paczkowski believes the CVB should want to share with the Commission the decisions they make, but stated they are not mandated to do so. Paczkowski stated she would approve if the CVB's bylaws follow the Commission's statute. Currently, the CVB's bylaws state 40% of their membership constitutes a quorum and the majority of that quorum can perform action. Paczkowski believes this should be a simple majority because when you do the math, only 3 people could run the whole show. Miner stated a simple majority would be the norm. Paczkowski likes the idea of having something recorded because both groups are always changing, and she feels it will provide more consistently.

#### **In the Matter of Northern Indiana Lakes Guide:**

Jo Paczkowski, President, stated the Northern Kosciusko Lakes Guide consists of 20 lakes in the northern part of the County. This guide is printed by The Papers who sells the ads and then prints the guide. Paczkowski stated the guide doesn't have a picture of the whole County so it's hard to know where the lakes actually are. There is also no County map at the beginning of the guide. Paczkowski stated she feels it would be beneficial to add festivals and attractions to the guide to show the fishermen and other people who look at the guide other things to do besides fishing. In order to do this, another page or two would have to be added to the guide.

Paczkowski called The Papers to get the cost of adding a map and another page to list attractions and festivals. She was informed it costs about \$1,000 a page. Paczkowski also noted Grace College and Dr. Nate Bosch believe they could make a much better guide that includes all the lakes in the County. Dr. Bosch has already made one for Chapman Lake which includes information about the health of the lake. Paczkowski stated this is a nice looking and well done

piece, and these are also printed by The Papers. The Commission agreed it would be good to pursue this.

### **In the Matter of Visitor's Guide:**

Tammy Kratzer, KCCRVC member, stated she has owned a couple of businesses over the years, and when she travels, she relies on the visitor guides to find things to do and places to go. Kratzer stated she was disappointed when the Kosciusko County Visitor's Guide came out. Kratzer doesn't believe the guide represents the towns well because it doesn't include what all they have to offer. Kratzer used Syracuse as an example, and stated the guide doesn't represent all of the restaurants and shops in Syracuse. Kristi Plikerd, KCCRVC member, stated the guide makes the town of Syracuse look very small. Kratzer pointed out if someone is staying in Warsaw, the guide doesn't give them a reason to make the drive to Syracuse or Pierceton because it doesn't show a lot going on in the smaller towns. Kratzer believes all of the businesses should be included in the guide whether they buy a big ad or not. Kratzer thinks they should include a list of all the restaurants and shops in each town in the guide to give visitors a reason to travel to the small towns.

Paczkowski stated this topic has been brought up several times, and the answer they get is the guide is a pay-to-play magazine. Some people who put an ad in the guide feel it dilutes the magazine if you include businesses that don't pay. Kratzer believes if a business wants their ad to stand out, they will pay for a big colorful ad. Kratzer stated the places that can't afford a big ad should still be included in the guide somewhere. Kratzer believes all businesses have the right to be represented in some way whether they can afford a big ad or not.

Plikerd made a point the CVB board will be worried about the guide not being as much of a money maker if this change were to happen because some businesses will settle for the small ads. Plikerd thinks, however, some of the businesses who want the bigger ad will still pay for the bigger ad. If it happens to be less of a money maker for the CVB, Plikerd suggested the Commission could make up the difference. She feels this would be worth it. Paczkowski stated they don't want freebie people in the magazine. Kratzer suggested they could charge businesses \$10 to be listed in the guide. Paczkowski stated this guide is the only piece for our County so it should be the best it can be. Paczkowski noted the guide doesn't even highlight the lakes we have which are an important aspect of our County. Plikerd thinks the CVB would be willing to change the guide as long as the Commission makes up the difference financially. Plikerd noted this is one way the CVB sustains their own money, and it wouldn't be fair to take that away from them. Paczkowski states the CVB claims to make \$9,000 on creating this guide, but that doesn't factor in any labor. According to Paczkowski, when you factor in the labor, the CVB doesn't make any money on it even though it shows they do on their income. Paczkowski said if the CVB is not willing to change it, then the Commission will hire someone to make their own guide. Taylor believes the Commission needs to work with the CVB and the guide they already have. Taylor stated they need to give the CVB the tools needed to make the guide the way they want it.

Plikerd suggested the Commission send a letter to the CVB before they create their budget stating what they would like to see the CVB do each year, and ask them to make their budget reflect their requests. If these things don't happen, the Commission could choose to not fund the CVB. Plikerd stated they would have to be very specific about the things they request.

Paczkowski stated Jim Moyer, Councilman, has said the Commission needs to tell the CVB what they expect to see and want to happen instead of the CVB telling the Commission what they want to do.

Taylor stated the Commission used to give the CVB guidelines on what they wanted, and the CVB would honor their requests. The CVB would choose how they wanted to pursue the task and then report back to the Commission to get their feedback. However, over the years, this has changed. Paczkowski stated the boards are always changing from year to year depending on who's in the group and how involved they are. Kratzer stated she feels the CVB should go to each town and get a list of their restaurants and shops to make the Visitor's Guide more inclusive. Stouder stated since the Commission provides the CVB's funding, they should have the right to tell them what they want, and if they don't do it, they don't get funded. Stouder stated they must maintain a balance between funding the CVB and running the CVB. The Commission doesn't want to run the CVB.

Plikerd suggested each Commission member think of a couple of things they would like to see the CVB do next year. The Commission could then discuss these things and vote on them before giving them to the CVB. The CVB could then consider them before presenting their budget to the Commission.

Taylor stated he would like to volunteer to be the person from the Commission who sits on the CVB board as a non-voting member. He knows several people on the board and already has relationships with them. Taylor stated he would allow them to do what they want, but act as an advisor. Paczkowski asked if anyone else would be interested in this position. Plikerd suggested having a different member from the Commission serve each year on the CVB board. Paczkowski commented that each person could rotate and take turns sitting on the board to get a feel for how things work as well as get to know the people.

#### **In the Matter of Convention Center:**

Jo Paczkowski, President, stated there are 3 KLA papers discussing the need for a Convention Center in Warsaw. The Orthopedic Capital Center is not meeting everyone's needs. Paczkowski suggested they designate some of their money to a convention account so if a piece of property becomes available, they would have some funds to contribute to the project. Paczkowski believes they should start planning for this type of building because the need for a Convention Center in our County is great. Without having a Convention Center, Warsaw does not get Convention business coming in and some of the businesses here have to go somewhere else because we don't have a location they can use. John Hall, KCCRVC member, stated the Wagon Wheel and Fair Association are both looking into establishing something like this. There are many people who would like to see it happen. Taylor stated the amount of money the County loses because of not having a Convention Center is huge. Paczkowski stated the Chamber of Commerce believes there is a need and most likely Orthoworx thinks there is a need. Paczkowski stated the Chamber would like to get people together to find funding to support this effort.

**In the Matter of Further Business:**

Paczkowski stated each Commission member needs to come up with ideas for the Visitor's Guide and what they expect from the CVB. Paczkowski also stated they need to think about a new, big attraction for the County.

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

## **Kosciusko County Convention, Recreation & Visitors Commission July 8, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on July 8, 2015 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President

Carl Hill - Absent

Wes Stouder - Absent

David Taylor

Tammy Kratzer

Kristi Plikerd

John Hall

Also present were Michelle Puckett, County Auditor; Nick King, Warsaw Airport Manager; Karl Swihart, CCAC Executive Director; Erin Rowland, President of CVB board; Brian Hartman, CVB Treasurer; Tina Keaffaber, CVB Sales Manager; Mary Mills, CVB Executive Committee; and Laurie Schotz, Pierceton Chamber of Commerce.

The meeting was called to order by President Jo Paczkowski.

**In the Matter of Warsaw Air Show:**

Nick King, Warsaw Airport Manager, came before the Commission to request sponsorship for this year's Air Show. King announced the theme of this year's show will be the 70<sup>th</sup> Anniversary of the end of World War II. They will be specifically honoring WWII Veterans. King spoke about some of the aircrafts that will be at the show as well as some of the special events that are being planned such as comedy acts, aerobatic acts, a glider demonstration, a crop duster demonstration and friendly handshakes where motorcycles and airplanes shake hands while going down the runway side-by-side. King stated the Air Show will be a 3 day event this year on August 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>. There will be a night show on Friday night, the actual Air Show is scheduled for Saturday and an Air Show competition will be held on Sunday. King noted if rain causes the show to be cancelled on Saturday, the events will take place on Sunday instead. King is requesting \$15,000 from the KCCRVC in hopes they will be one of the two biggest sponsors of the Air Show. King explained this amount will fund one of the two main acts that will take place at the Air Show.

King stated they will be charging admission for the Air Show this year. They have partnered with Martin's Super Market who is pre-selling the tickets at 23 different locations. King said they want to bring people to the show from outside of our County. King explained tickets

purchased at the gate will be \$10 on Friday night, \$15 on Saturday, and \$5 on Sunday. There will also be wristbands available to purchase on Friday and Saturday which allow free admittance on Sunday. Pre-sold tickets will cost \$10 for the Saturday show or \$20 for a weekend pass. Children 12 years and younger will be admitted for free, and any child with a student ID (high school or college) will be charged \$5. All Veterans will be charged \$5. Parking will be free.

King stated it was estimated 3,000 – 4,000 people attended on Friday night last year and 15,000 – 16,000 people attended on Saturday last year. This year, they are hoping for a minimum of 1,000 paid guests on Friday night and a minimum of 5,000 paid guests on Saturday. King stated they don't know how many people to expect on Sunday since it is a new part of the show, but are hoping for 1,000 – 2,000 people to attend. Their current expenses for the Air Show are around \$115,000 for the performers they currently have lined up. King hopes to get the support of the Commission and the City of Warsaw as well as some other sponsors to help with these expenses. King stated the hotels did not want to donate rooms this year because they sold out last year, and they want to have rooms available at full price for out-of-town visitors. King stated they will be sending out a survey to area businesses after the show this year to determine if there is an increase in business on this particular weekend because of the Air Show. King stated they will have better counts on how many people attend this year because of the ticket sales. They will also know which Martin's store sells the most tickets so they know which areas to specifically target next year.

King stated they want the County and the City of Warsaw to be the two big sponsors for the Air Show. King noted, as of now, this is the only Air Show scheduled for Indiana. There will be vendors at the show who are charged a flat rate to be there. King explained this will be a small source of income. They are also working with local organizations such as churches and philanthropy groups to do fundraising activities.

King explained the Commission would get to choose which act they want to sponsor. They could sponsor the Canadian Harvard Aerobatic Team or Dacy Air Shows which consists of 3 different aircraft performances. King stated Dacy Air Shows is bringing an official announcer to the Air Show this year.

*Motion: David Taylor*

*To: Approve funding request of \$15,000 for the Warsaw Air Show.*

*Second: Tammy Kratzer*

*Ayes: 5                      Nays: 0*

*Unanimous*

*Motion: Tammy Kratzer*

*To: Approve sponsoring the Dacy Air Shows Act with the \$15,000 approved to fund the Air Show.*

*Second: John Hall*

*Ayes: 5                      Nays: 0*

*Unanimous*

#### **In the Matter of June 17, 2015 Minutes Approval:**

Minutes from the June 17, 2015 meeting were reviewed and approved as presented.

*Motion: Kristi Plikerd*

*To: Approve the June 17, 2015 meeting minutes as presented.*

*Second: David Taylor*

*Ayes: 5                      Nays: 0*

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*Unanimous*

**In the Matter of Finances:**

John Hall, Treasurer, stated the ending cash balance for the Innkeepers tax collections as of June was \$262,579.96 which is around \$11,000.00 more than what they had last year at this time. Hall stated the ending cash balance of the KCCRVC fund as of 06/30/15 was \$555,322.12. Hall stated they have \$107,840.00 of approved grants that have not been paid yet. Hall requested a list of accounts payable to be prepared before each meeting so the Commission knows how much money they have out-standing.

*Motion: David Taylor*

*To: Approve financial reports as presented.*

*Second: Tammy Kratzer*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of CCAC Update:**

Karl Swihart, Executive Director, came before the Commission to give an update on the CCAC. Swihart stated they are up 60 teams from this time last year and believes this will be another record setting year even though the number of spectators is down from what it has been in the past. Swihart announced there is a Girls Fast Pitch Tournament taking place this weekend which will bring 46 teams, and the following week, the Baseball World Series will begin. They are hoping to have about 60 teams participate in the World Series this year. In the past, the World Series Opening Ceremony has taken place at Grace College, however, this year, it will take place downtown around the Courthouse on July 14<sup>th</sup>. The roads will be blocked off, and the teams will parade around the Courthouse. The Baseball Coach from Purdue will be conducting the Opening Ceremony and speaking to the kids. The rest of the events will be held at the CCAC. Swihart feels it will be beneficial to get people downtown for this event to help the businesses.

Swihart stated they are still working with Donnelley's on acquiring the property that Donnelley's owns. Swihart stated everything on the property is owned by the CCAC, but since Donnelley's owns the land, it is more difficult for the CCAC to receive grants and limits them on expansion. Donnelley's informed the CCAC if they were given a fair proposal, they would consider it. The CCAC already has an appraisal of the property so the next step will be to make Donnelley's a reasonable offer. Swihart hopes by the end of the year, they will have something set in stone. Swihart stated the appraisal on the property came in around \$4,000/acre. The property is 66 acres.

Swihart stated they had a third person submit a quote on the expansion project they have planned. The plan is to double the size of the indoor facility which will allow seating for spectators to watch the youth events inside. It will also give them more space to hold additional events in the building. The expansion includes restrooms and a concession stand inside the building. Swihart noted the current building has no restrooms inside. Swihart stated there will be room to put in a couple of golf simulators for an indoor activity in the winter. Swihart stated the biggest complaint has been spectator seating because there is no room for parents to sit and watch the youth events. Swihart stated they have not started working on an entry gate at the facility yet but will begin looking into this.



Swihart stated the weather has been a big issue this year, but fortunately they haven't had to cancel any tournaments. However, about 5 of the tournaments have been shortened in length because of the weather. Swihart stated this has been the wettest year he can remember. Swihart informed the Commission they closed down the pro shop and are no longer in the sporting goods business. All they have now are awards and uniforms. Swihart stated they don't charge for parking, but do have a gate fee for spectators to watch youth events, some adult tournaments, and post season events such as World Series.

**In the Matter of CVB Update:**

Erin Rowland, President of the CVB board, and Brian Hartman, CVB Treasurer, came before the Commission to give an update on the CVB. Rowland stated the CVB board does not have an Executive Director at this point so the Executive team is currently going over all of the bills and finances and signing the checks. Rowland stated they have received some resumes for the Executive Director position and 2 interviews have already been scheduled. Rowland stated they are contemplating hiring a consultant to work at the CVB part-time. This would be a retired former Executive Director from another Convention and Visitors Bureau. This position would assist the CVB with the day-to-day functioning, assist in the hiring process, and help to prepare the budget. Rowland stated they are optimistic about moving forward and are focused on filling the Executive Director position.

Rowland requested the 1<sup>st</sup> and 2<sup>nd</sup> quarterly payments for the CVB. Paczkowski stated there was a payment made in April which was the 1<sup>st</sup> quarter payment for 2015. Rowland stated she thought this was 4<sup>th</sup> quarter payment for 2014. Paczkowski explained that last year the Council and Commissioners decided they didn't want there to be \$200,000 in the CVB account all the time. The CVB was asked to bring this amount down, therefore, they were not given a 4<sup>th</sup> quarter payment in 2014. Hartman stated their cash balance now is down to about \$48,000. Paczkowski stated the KCCRVC was encouraged to request invoices and check detail from the CVB so they knew where the money was being spent. Paczkowski requested invoices and check detail beginning January 1, 2015 through April 30, 2015 because they have not yet received them.

Paczowski stated the Commissioners have requested an audit of the CVB funds. Paczkowski said Dahms and Yarian, Inc. have done an audit before for the CVB, and they would like to use them again. The Commission will pay for the audit.

Tina Keaffaber, CVB Sales Manager, came before the Commission to give an update on what events the CVB has planned this year. Keaffaber stated her job is to promote Kosciusko County as a destination. The first part of the year, January through June, Keaffaber promotes the County at trade shows, and the last part of the year, July through December, she works on a Visitor's Guide for Kosciusko County. Keaffaber stated her main focus is on bus trips because there is no Convention Center in our County to focus on conventions. Keaffaber informed the Commission of the bus trips she has planned for the remainder of the year. Keaffaber explained the CVB makes \$1 per person at each place the bus stops in our County.

Keaffaber stated the CVB has 3 volunteer opportunities which include being a bus guide, sitting at a booth at the CCAC or at the NCCAA at Grace College, or stuffing bags at the convention

center. Keaffaber stated it is difficult to get people to volunteer to be a bus guide and feels this should possibly be a paid position because there is a lot of responsibility with it.

Keaffaber shared a brief overview about her experience at the 3 day Heartland Travel Showcase in Chicago, Illinois in which she attended in February. Keaffaber had a vendor booth at the show and Motor Coach Operators come to visit the booth. Kosciusko County partnered with Oakwood Resort to get a better rate and help each other out. At the show, Keaffaber distributed K&K Soy chapstick that are made at Goshert Farms in Mentone. Keaffaber explained she had 6 minutes to talk to the bus operators to tell them about all the great things they can see and do when they bring a bus tour to our County. Keaffaber stated this convention allowed her to book some bus tours for Kosciusko County.

Keaffaber also discussed her trip to the 10 day Indianapolis Boat Show in February. Keaffaber stated this show covers 5 states including Indiana, Michigan, Ohio, Kentucky and Illinois. At the show, Keaffaber was able to give away donated prizes including Lake City scuba diving lessons, a Dixie Boat Ride, a Yogi Bear State Park camping pass, Lee's Kayak Tours kayaking experience, Penrod & Reel fishing trip, and Up in the Air Watersports flyboarding experience.

Rowland stated the CVB board will be voting on attending the Hartland Travel Showcase and the Indianapolis Boat Show in 2016. Keaffaber reviewed the July Booking Production Detail Report with the Commission and explained she has not had the proper training on the software yet. Keaffaber agreed with the Commission the reports are confusing. Rowland stated they hope to hire an Executive Director who already has training with this software program. Paczkowski suggested if they have to be trained on the program, there may be an easier one out there they could learn instead. Rowland stated they would have to analyze the cost of new software and how easy it would be to transfer all of their data to a new software program. Rowland believes the current program can work if the staff has proper training on it. Rowland stated she understands the importance of showing the financial impact and outcomes of the bus tours to the Commission.

Rowland stated they will be voting on 2 more Executive Committee members to have a total of 5 members on the committee. Rowland believes there is room to fill-in some inactive and open CVB board positions, and there needs to be more work at the board level. Rowland stated she feels they need to have more outcomes on economic impact and more accurate numbers they can share them with the Commission. Rowland would like to have a strategic meeting once a new Executive Director is hired to come up with a strategic plan moving forward.

Rowland stated Keaffaber would like for the CVB to have a shuttle or some kind of larger vehicle available to transport groups. Keaffaber stated she does site visits and sometimes she has to split groups up into different vehicles and put them on speaker phone to communicate with them. Keaffaber stated she has lost business because they don't have a way to transport groups. David Taylor, Commission member, stated one of the car dealerships in town may be inclined to give the CVB a van to use. Paczkowski also mentioned the option of renting a van when one is needed.

Rowland stated she feels the CVB bylaws need to be updated once they have an Executive Director in place. This is something the Commission has mentioned at a previous meeting.

**In the Matter of the Visitors Guide:**

Paczkowski stated there were concerns with getting the Visitors Guide out sooner than April. Keaffaber stated her personal goal is to have the guide ready by December. Keaffaber would like to have them with her at the trade shows to give out. Paczkowski stated the Visitors Guide is not a money maker for the CVB when you factor in the amount of time and gas that is used to create it. Tammy Kratzer, Commission member, stated she would like to see more restaurants and shopping places listed for Syracuse. Keaffaber stated the past 2 years she has not been able to partake in the marketing of the book because she was not invited to the marketing meetings. Paczkowski stated she feels the book doesn't give a true sense of the County because not everything is listed in it. Paczkowski would like to see every bowling alley, every golf course and every attraction listed in the guide to show visitors there is a lot to do in our County. Paczkowski stated if the CVB isn't willing to add these things, the Commission will be forced to do it on their own. Paczkowski also mentioned that some towns were not consulted on their page, and they didn't have a say on what their page says about their town.

Paczkowski presented an agreement to the CVB from Chad Miner, County Attorney, about the Dissolution Clause being changed. The agreement was a 4 page draft for everyone to review. Paczkowski stated the Commissioners would like this agreement to be signed before the Commission gives any more money to the CVB. Rowland questioned who she should contact if she has any questions about the agreement. Paczkowski stated she would prefer Rowland to come to her first before going to Miner.

**In the Matter of Small Projects – Laurie Schotz:**

Paczkowski invited Laurie Schotz, Pierceton Chamber of Commerce, to come before the Commission. Paczkowski stated the Commission has several small projects in mind such as bulletin boards and more advertising. Paczkowski asked Schotz if she would be interested in taking on these small projects for the Commission. Schotz stated she would be interested in doing this. Schotz stated many of the things Paczkowski mentioned she has already done for other people so she already has some contacts. Paczkowski stated many of the Commission members don't have the time to do these small projects, and she feels Schotz would be very good at it with her marketing and promoting experience. The Commission agreed to allow Schotz to take on this role.

**In the Matter of the Gatke Building and a Convention Center:**

David Taylor, Commission member, stated he was asked to speak at the County Development group about the Gatke Building. Taylor believes the County needs this type of facility. Taylor has been given a time frame to talk to people to try and save part of the facility. Taylor wants to make the Commission aware that at some point they may need to consider investing money in the building. Taylor can see a direct return on investment for a facility like this because it is rented out for car shows, antique shows, and indoor concerts. Taylor stated in 2012 he had several people on board to restore the Gatke Building. The building has a character you can't get with constructing a new building. Paczkowski stated the building is set for demolition even though Taylor was given time to find another option. Paczkowski also stated the Wagon Wheel Theatre is interested in a Convention Center and she feels they may be approached by them for some funding for this project. The fairgrounds have been thinking about a Convention Center as well. Paczkowski asked the Commission to think about whether or not they are interested in

contributing money toward a Convention Center because it is something they will need to plan for during budget time.

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

## **Kosciusko County Convention, Recreation & Visitors Commission August 12, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on August 12, 2015 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President  
Wes Stouder  
Tammy Kratzer  
John Hall

Carl Hill - ABSENT  
David Taylor  
Kristi Plikerd - ABSENT

Also present were Michelle Puckett, County Auditor; Nick King, Warsaw Airport Manager; Ryan Serogy, Warsaw Air Show; Mark Skibowski; Dr. Nate Bosch, Director of Center for Lakes and Streams; Erin Rowland, President of CVB Board; and Tina Keaffaber, CVB Sales Manager.

The meeting was called to order by President Jo Paczkowski.

### **In the Matter of Warsaw Air Show:**

Nick King, Warsaw Airport Manager, introduced Ryan Serogy who helped with planning and coordinating the Air Show to the Commission. King stated Serogy was a tremendous help with preparing for the Air Show. King presented wristbands, parking passes, and weekend passes to the Commission members for helping to fund the Air Show. King also presented a few airplane ride opportunities for the Commission which include 4 rides with the Canadian Harvard Aerobatic Team, a Helicopter Ride for 4 and 2 rides for 4 in an open cockpit plane. King stated the Air Show is turning out to be a really great show, and he is very excited about it.

Serogy stated King has done a fantastic job this year with planning for the Air Show. Serogy stated they are excited to make this a great event and to showcase Kosciusko County and the City of Warsaw. Serogy said they are grateful for the contribution from the Commission to help make this a great event.

### **In the Matter of Resignation of Commission Member:**

Jo Paczkowski, President, informed the Commission that Carl Hill, Commission member, is resigning his position due to conflicts with his work schedule. Paczkowski stated Hill's work schedule is keeping him from attending KCCRVC meetings. Paczkowski introduced Mark Skibowski and stated she invited Skibowski to attend the meeting to see if he would be interested in serving on the Commission. Paczkowski said she thought Skibowski would be a great

candidate, but also asked for other ideas from the Commission. Skibowski stated he is a realtor, and he owns Remax Lakes in North Webster. Paczkowski stated she thought of Skibowski because he teaches finance at Ivy Tech and is on the board of realtors and has experience with easing financial difficulties. Paczkowski feels the Commission could use this help on the financial side. Paczkowski stated Skibowski is only a suggestion at this point. Paczkowski said it is on the next Commissioners meeting agenda which is on August 25<sup>th</sup> to appoint a new member to the KCCRVC board. Skibowski stated he has an undergrad degree in accounting and an MBA from Michigan State. Skibowski was president of Cadillac Coffee based out of Detroit which brought him to the Warsaw area in 2000. He left the corporate world in 2005 to pursue real estate. In 2013, Skibowski bought the Remax franchise in North Webster. He is on the water ski team in North Webster and skis with the Lake City skiers as well. Skibowski stated he is very involved with all the communities in our County.

**In the Matter of Center for Lakes and Streams:**

Dr. Nate Bosch, Director of Center for Lakes and Streams, stated he believes the primary driver for tourism in Kosciusko County is our lakes. Dr. Bosch stated he sees the Tippecanoe River as a new driver for tourism in the next couple of years. The Center for Lakes and Streams is doing research in the County to determine what needs solved to make the lakes and streams better to draw more tourism into the County. The Center for Lakes and Streams is researching emerging health threats in lakes and streams to keep them at bay as well as educating students in grades K-12 and the communities. Dr. Bosch shared an educational piece that they did for several lakes to inform people about what's in the lakes and to help promote the lakes.

Dr. Bosch stated they are working on an endowment project to establish their center permanently in Kosciusko County, and they are looking for organizations and individuals to help with the endowment funds. Dr. Bosch stated the Center for Lakes and Streams is also looking for annual operating support to allow them to continue what they are doing at the highest level. Dr. Bosch said the annual operating budget is \$400,000/year and their initial goal for the endowment project is \$1 million. Dr. Bosch noted they just received over \$500,000 committed toward their endowment project goal. Dr. Bosch stated the K21 Foundation has committed \$25,000/year toward annual operating support as well as the Dekko Foundation. Dr. Bosch also said the Toyota Corporation is giving \$15,000/year and the City of Warsaw, which gave \$5,000 last year for annual operating costs, has recently decided to increase that amount to \$10,000/year.

Dr. Bosch spoke about Grand Lake St. Marys in Ohio, which is the largest inland lake in Ohio. Dr. Bosch said this lake was once a great tourism industry, but as a result of problems with the lake, the lakefront property has sunk 50% in the last 3 years. There is no boating, fishing, or swimming allowed on the lake because it is completely closed. Bosch stated they have noticed some toxins in some of the lakes in Kosciusko County, and they want to make sure the same thing doesn't happen here. Dr. Bosch stated this consists of ongoing research and weekly sampling of the lakes. Dr. Bosch said they use government grants, corporate grants, private foundations and private donations to help with funding as well. However, they don't see grant funding as being sustainable because grants continue to be constricted each year, they're unreliable and it is unknown if they will get them every year. Dr. Bosch noted it also takes time to apply for and receive these grants which is time away from doing the research. Dr. Bosch asked the Commission to consider supporting the endowment project or the annual operating budget or both for the Center for Lakes and Streams.

Dr. Bosch stated their primary focus is on Kosciusko County. They have done research around Lake Erie because of all of the things that have happened there. Dr. Bosch said they can learn a lot of things from doing research there because it is similar to our lakes. Dr. Bosch stated he has talked with Ron Truex, Commissioner, about the Commissioners helping to fund the endowment project. Dr. Bosch said Truex feels the Center for Lakes and Streams would get lost in the non-profit budget requests that come before them and felt it would make more sense for the Center for Lakes and Streams to look at economic development and land planning since they relate more to the type of work the Center for Lakes and Streams does. David Taylor, Commission member, mentioned giving the Center for Lakes and Streams \$100,000 toward their endowment project and \$25,000/year for their annual operating budget. Taylor felt this would be a good starting point for discussion.

Dr. Bosch said the Center for Lakes and Streams is a department of Grace College, but they get 100% of the money that comes in to their center. The college does not use any of the money for an administrative fee. Paczkowski informed the Commission they do not have to make a decision on this funding request today but must keep it in mind for the next meeting when they will be discussing the budget.

Dr. Bosch stated he feels the endowment project funding is their most immediate need because it is the most strategic. The endowment will establish the Center for Lakes and Streams permanently, and this is his major goal as the Director. Dr. Bosch wants to make sure they will always be in Kosciusko County. The annual operating support is Dr. Bosch's second goal. Dr. Bosch said he received the Chandler-Misener Award for the 2<sup>nd</sup> time for the most notable paper published in the International Great Lakes Research Association's journal this past year. Tammy Kratzer, Commission member, stated she would like to give the Center for Lakes and Streams more than \$25,000/year because she feels it is very important to our County.

#### **In the Matter of Canoe Livery:**

Dr. Nate Bosch, Director of Center for Lakes and Streams, stated they have been working on cleaning up log jams in the Tippecanoe River. Dr. Bosch said there is 30 miles of river from Oswego down with 201 log jams which impedes water flow, increases the likelihood of flooding and makes it difficult to get a canoe or kayak down the river. Dr. Bosch stated the Tippecanoe River is one of the 8 most valuable rivers in the country for biodiversity. Dr. Bosch said they have cleared 145 of these log jams and are working on the other 56. This will open the river for paddling and flood litigation. Dr. Bosch pitched the idea to the Kosciusko Leadership Academy (KLA) to do a canoe livery on the river. A canoe livery would have the economic interest to keep the river open year after year. Dr. Bosch said KLA put together a business plan and the School of Business at Grace College was approached to see if they had any interest in running this business with their students in the summer. Dr. Bosch believes this idea is moving forward, but doesn't know exactly when it will happen. Dr. Bosch said they are working on putting all the pieces in place to establish a canoe livery on the Tippecanoe River within the next couple of years. Paczkowski stated the Commission would probably help with the first purchase of the canoes and kayaks, but the business should be self-sufficient after the initial start based on the business plan. Dr. Bosch stated he has been kayaking on the river, and it is absolutely beautiful because of the different plant species.

Dr. Bosch stated the Commission may also want to think about sponsoring the Lakes Festival. The Commission sponsored the Lakes Festival through the CVB four or five years ago but not since then. Dr. Bosch stated they have some fun, new ideas such as adding fireworks and a parade to get marching bands and school children more involved with the festival.

**In the Matter of 2016 CVB Budget Review:**

Erin Rowland, President of CVB Board, presented a packet of information for the Commission members. The packet includes the CVB 2016 budget request, the accountant's compilation report, job descriptions, and a list of the remaining board meetings. Rowland feels the CVB budget is fairly conservative. Rowland said they have an interim Executive Director working part-time for the CVB until they get someone hired. The interim Executive Director is Mike Wolfington, and he is the retired Executive Director of the Marshall County CVB. Rowland stated they are still conducting interviews and reviewing presentations from potential candidates and will be narrowing them down to do a final interview. Rowland noted they will be attending training in October for the computer program they use to better understand the system and how it works. The CVB would like the new Executive Director and two staff people to attend this training. Rowland referred to the 2016 budget request and said the Executive Director's salary is just a guess at this point until they get someone hired, but Rowland feels the salary is around average with what other CVB Executive Directors are being paid, and benefits will be included.

Rowland stated she wants to keep the Commission up-to-date on what the CVB is planning to do. Rowland informed the Commission of some things they want to review as a board such as looking into duplication of job performances and looking at the Visitor's Guide. Rowland said the board approved the exit audit that was suggested by the Commission, and this will be done as soon as they get a new Executive Director in place. The CVB is looking to simplify the budget but are asking for some patience since they don't currently have an Executive Director. Rowland stated they have many things planned once an Executive Director is in place. Rowland informed the Commission the board approved attending the Heartland Trade Show in 2016, and they are still looking into doing the boat show but are looking for partners first. Rowland said the board also approved the 2016 budget she presented to the Commission.

Rowland stated they have added to their board and nominated Bruce Shaffner from Wyndham Hotels and Stacy Young who is the Mayor's assistant onto the Executive Committee. The rest of the members on the Executive committee include Rowland, Brian Hartman, CVB Treasurer, who is with PNC Bank, and Mary Mills who is with Remax. Rowland said they are also working on putting new board members on. Rowland would like to have as many board members as they can according to the bylaws. Rowland's top two priorities are simplifying the accounting system and changing the bylaws once a new Executive Director is hired.

Rowland stated she thinks the CVB budget will be more inclusive than the format that was provided by the Commission, but said there won't be as many duplications in the line items as the previous budget had. Rowland believes the previous format of the budgets is too complicated and needs to be simplified. Rowland explained the budget she presented is similar to last year because they need to get the key people, such as the Executive Director and a full board, in place before making any big changes. They don't plan to reinvent anything in the coming year until they get these tasks accomplished. Rowland feels there will be new vision and new things happening in the future once things are more in place.

Rowland stated the CVB's total budget request for 2016 is \$405,541.00, but she doesn't believe this is what the CVB received last year. Rowland said the CVB requests the funding remain the same as last year. With the same funding, the CVB can continue doing what they have been doing, but once they get a new Executive Director, new vision, and possibly new conferences, there may be some changes to the budget request. Rowland believes what is being spent by the CVB is very conservative, and she has not seen any irresponsible spending since she has been on the board. Paczkowski noted the budget for meals has dropped. Rowland stated they are doing a "bring your own lunch" for their 12pm meetings to reduce the meals costs.

Rowland spoke about her experience being on the United Way board and understands the Commission wants to see economic impact and outcomes of the funding they give the CVB. Rowland believes the training in October will be very valuable in helping them learn how to show the economic impacts of what they are doing as well as the outcomes. Paczkowski stated she believes Rowland understands what the Commission is looking for and knows they want to see results and outcomes.

Rowland believes the largest part of the budget is for the staff, but feels this is where the investment needs to be because those are the people that get the results and make the contacts. Rowland believes with the training they should be able to do more monthly reports because there will be more result-oriented tracking. Rowland stated she believes partnerships are important for the CVB. Rowland explained there isn't a need to duplicate money if you can partner together with another program or organization to save some expenses.

Rowland stated it is the CVB's goal to have a new Executive Director in place by the end of September. Rowland explained some of the candidates are out-of-state but have connections with Kosciusko County. Rowland said depending on who is chosen, it may depend on when they can make the move. The CVB will be having more interviews tomorrow and will select the final candidates for final interviews. Paczkowski stated there is no deadline from the Commission because they want the CVB to pick the best candidate. The Commission thanked Rowland for doing so much work for the CVB. Paczkowski stated Rowland is bringing the results and openness to the Commission that was missing before.

Paczowski stated the Muskie Tournament has been held for 19 years in Kosciusko County, however, there is a scheduling conflict with the Champagne Jam so they have to look into staying somewhere else, and they are not happy with any of the other options they have in this County. Tina Keaffaber, CVB Sales Manager, stated she has been working with Scott and Jeremy, who are in charge of the Muskie Tournament, to help find them accommodations they will be happy with. The Champagne Jam is the place they have stayed for the past 18 years, but it is booked on the days of their tournament for next year. Keaffaber showed Scott and Jeremy Oakwood Resort as another option which they were impressed with but are hesitant about because they are not familiar with it. The quote to stay at Oakwood came back too high, and they don't have it in their budget to stay at Oakwood all 4 days of the tournament. They prefer to keep everything in one place as they have done in the past at Wyndham Gardens and Champagne Jam.



Paczkowski stated the Wagon Wheel will be requesting funding from the Commission for their idea of a convention center. Paczkowski said there is a shortage of full-service hotels because there are only two in the whole County. Rowland pointed out the relationships that Keaffaber builds with others who come to our County and the value of her building these relationships. Paczkowski presented the Commission with information about the money that has already been committed for this year but not yet dispersed. Paczkowski also presented the 2016 budget request to Council for \$527,000 which is a \$16,000 increase from last year.

Paczkowski asked for any other names of possible candidates to replace Hill to be submitted to her so she can present them to the Commissioners. David Taylor, Commission member, mentioned Dave Gustinson as a possible candidate. Taylor stated Gustinson has expressed interest in being involved with the Commission on some level. Gustinson is the owner of Oak and Alley in downtown Warsaw. Wes Stouder, Commission member, stated Skibowski has a great network in our County and the ski shows that take place. Stouder said he is fine with appointing Skibowski to the Commission. The rest of the Commission members agreed they fully supported appointing Skibowski. Paczkowski said she will attend the next Commissioners meeting on August 25, 2015 to suggest appointing Skibowski.

**In the Matter of July 8, 2015 Minutes Approval:**

Minutes from the July 8, 2015 meeting were reviewed and approved as presented.

*Motion: John Hall*

*To: Approve the July 8, 2015 meeting minutes as presented.*

*Second: David Taylor*

*Ayes: 5                      Nays: 0*

*Unanimous*

**In the Matter of Funding the Center for Lakes and Streams:**

Taylor stated he suggested giving \$100,000 to the Center for Lakes and Streams because they did not give the CVB their 4<sup>th</sup> quarter payment in 2014. Taylor feels this money could be given to the Center for Lakes and Streams instead. Stouder stated he has concerns with how the Center for Lakes and Streams connects to hotel revenue, which is the Commission's focus. Taylor stated they would like to expand the Lakes Festival and bring an Ironman Triathlon to this County as a national level competition which would bring people to our hotels. Paczkowski stated it is important to keep our lakes healthy because they are what we have. Stouder said he feels \$100,000 is a big number to give to the Center for Lakes and Streams. Tammy Kratzer, Commission member, stated she feels it is directly related to hotel revenue because when families have people visit them on the lake but cannot accommodate them staying, then those people will likely get a hotel for a night or two. Paczkowski stated she feels the Center for Lakes and Streams would be pleased with annual operating support of their budget.

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

## **Kosciusko County Convention, Recreation & Visitors Commission September 9, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on September 9, 2015 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President  
Wes Stouder  
Tammy Kratzer - ABSENT  
John Hall

Mark Skibowski - ABSENT  
David Taylor  
Kristi Plikerd

Also present were Michelle Puckett, County Auditor; Karl Swihart, CCAC Director; Erin Rowland, President of CVB Board; and Jill Boggs, CVB Executive Director.

The meeting was called to order by President Jo Paczkowski.

### **In the Matter of August 12, 2015 Minutes Approval:**

Minutes from the August 12, 2015 meeting were reviewed and approved as presented.

*Motion: John Hall*

*To: Approve the August 12, 2015 meeting minutes as presented.*

*Second: Wes Stouder*

*Ayes: 5                      Nays: 0*

*Unanimous*

### **In the Matter of Finances:**

John Hall, Treasurer, stated the ending cash balance as of 8/31/15 was \$474,505.99 plus a \$60,000 investment for a total of \$534,505.99. As of 8/31/15, the fund 4930 has a balance of \$72,799.00, but Hall stated he understands this amount is for grants that have already been approved but not yet dispersed. Paczkowski noted there are some errors on the 2015 Grants sheet that was provided because some of the amounts are pay outs from last year. Hall stated the innkeeper's tax collections total \$404,023.81 which is about \$18,000 ahead of where they were last year. Hall noted there are 4 accommodations that have not yet submitted their tax collections for July which were due by August 20, 2015.

*Motion: David Taylor*

*To: Approve financial reports as presented.*

*Second: Kristi Plikerd*

*Ayes: 5                      Nays: 0*

*Unanimous*

### **In the Matter of CCAC Update:**

Karl Swihart, CCAC Director, came before the Commission to give an update on the CCAC. Swihart stated the outdoor season will continue through the end of October, and there will be about another 100 teams coming to play. Swihart said this would put the CCAC close to their record, but he didn't think they would break the record this year. Swihart is working on the schedule for next year, and once the dates are set, they will be posted online. Swihart believes teams will be signing up quickly due to the fact they had to turn about 60 teams away this year.

Swihart stated they have submitted grants for the multi-sport building, and there's a good chance they will be receiving grants from the K21 Foundation as well as the Dekko Foundation. The contractor is planning to start the addition of the building around the first of November. Swihart explained the building will still be used as the contractor works on the addition. The wall connecting the old building to the new addition will be knocked down when the addition is complete. Swihart hopes to have the addition completed by the first part of January because this is when their busy season starts inside. Swihart said they have been working on maintenance on the property, and they will be putting up 3 new volleyball courts where the old batting cages were tore down. Swihart believes the quality of the facility will be very good which will attract visitors. Swihart stated there was an issue with the Fast Pitch Director during the state tournament because she shorted them on some fees totaling \$4,200.00. The attorney on the CCAC board will be filing charges on this matter. The Fast Pitch Director has since resigned her position, and Swihart was asked to fill the position which he has accepted. Swihart stated he will be in charge of placing tournaments around the state.

Swihart requested \$25,000 from the Commission to use toward the multi-sport building expansion. Swihart stated Skyline Builders will be conducting the work. The total cost of the expansion is estimated to be \$139,000. Swihart stated he is still looking for someone to put up a gate at the front entrance, but hasn't found anyone who is available to do it yet. Swihart is requesting \$40,000 for the 2016 budget which is the same amount as last year. Swihart stated he has requested \$31,000 from the City of Warsaw for 2016 which is also the same amount he requested from them last year. Swihart stated they are still working to get something set up with Donnelley's on purchasing the Donnelley's property that the CCAC currently uses.

#### **In the Matter of CVB Update:**

Erin Rowland, President of CVB Board, introduced Jill Boggs, the new Executive Director of the CVB. Rowland stated Boggs started her position last week, but Mike Wolfington is still assisting with the CVB part time to help Boggs get up to speed. Rowland requested the CVB 3<sup>rd</sup> quarter disbursement from the Commission. Rowland stated the CVB board has approved the independent audit and suggested the Commission contact Dahms & Yarian to let them know what they're wanting. Boggs will get them the materials they need. Rowland stated the training for their software program will be held at the end of October.

Boggs came before the Commission to tell them more about herself. Boggs stated she is very excited about this opportunity and chose to make a change in her career after being in Higher Education Marketing at Trine University for the past 9 years. Boggs stated she worked 13 years at Pokagon State Park and 6 years as the Angola Chamber Executive Director. Boggs has a Bachelor's degree in Social Work and a Master's degree in Management. Boggs stated she is passionate about not profit management, and her leadership style is to always do her best and try to empower others in the organization to perform at their best potential. Boggs stated she is happy to meet with anyone on the Commission so she can understand what they want going forward.

Rowland stated Boggs is a relationship builder who has already reached out to the CVB board members wanting to meet with each of them individually. Rowland believes relationships with members of the community are very important, and she feels Boggs will do well at this. Boggs stated her goal in the first 3 months is to meet new people and continue to learn more about the

organization. Rowland informed the Commission they are working on the Visitor's Guide and hope to have it out by the first of the year.

Boggs stated Mark Newman, the Director of the state's tourism, will be coming to the Visitor's Center on October 15<sup>th</sup> to meet with her. Rowland stated they are working on getting the Visitor's Center looking nice, and they are working on getting a new groundskeeper to clean up the property a little more. Boggs stated they will be putting up new flags at the Visitor's Center as well. Boggs said she would like to do some work in her office, noting there are holes and ripped wall paper. Boggs feels the office is in need of paint and carpet cleaning.

Rowland and Boggs would like to figure out a way to provide access to the Visitor's Center at all hours instead of having to lock the front door at night. Boggs stated they would be looking into this issue to figure something out.

Paczkowski informed Rowland the Commission would be paying for the audit, so that expense could be removed from the CVB budget. Paczkowski stated she would also like for the Commission to pay the \$5,000 Grace sponsorship as well. Rowland stated she thought the CVB was assisting Grace College with something else that wasn't part of the sponsorship. David Taylor explained Grace College requested money from both the CVB and the Commission for their tournament, but the Commission was not aware the CVB already gave them money. Therefore, it was a duplication of funds because they were both funding a specific event. Paczkowski believes all sponsorships should be addressed by the Commission so it is equal across the board.

Boggs stated another one of her goals is to update the Conflict of Interest Statement, Confidentiality Statement and bylaws, as well as create a right-to-know packet for board members to explain how the CVB and Commission work together. Paczkowski stated the Commission has had trouble in the past getting contact information for the CVB board members. Paczkowski feels it is important for the Commission to have contact with the board members. Rowland stated she would ask the board members if they would mind giving out their private contact information, but stated she could provide their names and the business they work for. Rowland mentioned some board members may prefer to be contacted through their business instead of their personal phone or email.

Rowland requested the Commission provide a list of their top concerns to the CVB so they are aware of what they need to work on. Rowland believes they need to know about all of the concerns that need to be addressed so they can have a fresh start with the new director.

Paczkowski mentioned the agreement between the Commission and the CVB. Rowland stated she has a few concerns with the agreement but does not have any issues with using specific language in the bylaws. Rowland stated at the next CVB board meeting they will vote on approving the agreement. Paczkowski requested Rowland talk to her about the concerns she has with the agreement.

Rowland questioned the Commission about the 4<sup>th</sup> quarter disbursement from 2014. Rowland stated the CVB board is concerned about whether they will be receiving this money. Paczkowski stated the County government had an issue with the CVB consistently having over \$200,000 in

their checking accounts. The County believed there wasn't good accountability on the money that wasn't being spent after it was approved for something. Paczkowski explained if the Commission gives the CVB their 4<sup>th</sup> quarter disbursement, they would be over the \$200,000 which is what the County doesn't want. Rowland asked if the CVB was welcome to come back to request more money if they need to. Rowland explained with the new director in place, there are a lot of things they want to work on, but she is concerned they may not have enough money in their budget. Wes Stouder feels Rowland has demonstrated significant responsibility, and the Commission can trust the CVB's accounting process. Stouder believes the money will be appropriately used under the new directorship and board's restructure.

Taylor questioned the amount spent at Mud Love for 40 cups for \$923.00. Rowland explained they ordered cups to sell in the CVB, and the Mud Love merchandise sells very well. Rowland stated these cups are only available at the CVB. Taylor stated he felt like this was an extreme amount to spend on cups. Rowland stated she believes the cups will all sell and they will get their money back if not more.

Paczkowski asked about the reimbursement from the previous CVB Director for college expenses. Rowland stated she and the board have attempted to contact the previous director but have been unsuccessful. Rowland will be sending her a letter of the amount she owes back to the CVB. If the amount is not paid, Rowland stated the board will move forward in other legal ways. Rowland didn't know the exact amount that is owed but said it is around \$4,000.

**In the Matter of New Commission Member – Mark Skibowski:**

Jo Paczkowski, President, stated the Commissioners have approved Mark Skibowski replacing Carl Hill on the Kosciusko County Convention, Recreation and Visitors Commission. Skibowski was unable to attend this meeting, but he will be present at the next KCCRVC meeting.

**In the Matter of the 2015 Air Show:**

Jo Paczkowski, President, stated the Air Show event ended up being \$23,000 short this year. There has been an ad submitted to the newspaper in hopes of getting more money to cover this cost. The Air Show was held on August 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>. Paczkowski stated part of the problem was the tickets sales because last year they only charged \$5 per car, and this year they were charging \$10 and \$15 per person. Paczkowski commented that people were finding ways to get into the show for free, or parking somewhere they could watch the show for free. Paczkowski stated the Commission has been asked about giving more money toward this event to cover the cost. The Commission previously approved giving \$15,000 for the Air Show at their July 8, 2015 meeting. Wes Stouder suggested giving \$5,000 more for the Air Show. The Commission agreed this was a learning curve for the people organizing the event and discussed how they need to have better management next year. Paczkowski stated the Commission was given the opportunity to participate in a free airplane ride, but no one took advantage of it.

*Motion: Wes Stouder*

*To: Approve giving \$5,000 more for the Air Show along with the previously approved \$15,000.*

*Second: John Hall*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of Contract for CVB Bylaws:**

Wes Stouder presented a contract for the change in bylaws of the CVB board in the event of dissolution which has been prepared by County Attorney Chad Miner. Stouder feels the contract addresses the needs of the Commission and is satisfied with the way it is written. The CVB board must approve this contract. Stouder stated he would like to authorize the President of the Commission to sign the contract or any amendment thereto that is approved by the County Attorney and Commission President. Paczkowski informed the CVB this contract must be signed and in place before the Commission gives the CVB any more funding.

*Motion: Wes Stouder*

*To: Approve contract for the change in bylaws of the CVB board.*

*Second: David Taylor*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of 2016 KCCRVC Budget:**

Jo Paczkowski, President, began the discussion of the KCCRVC 2016 budget request and presented a worksheet to the Commission showing the revenue received as of September 2015 to be \$404,000 and the estimated revenue from Oct. – Dec. 2015 to be \$156,000. Paczkowski stated based on those figures, the estimated revenue for 2016 is \$560,000 which is the figure that will be used for the KCCRVC 2016 budget request. The Commission discussed the various areas where they felt the money should be placed and the following comments were made:

- Paczkowski explained the County Attorney fees and the CVB audit will be paid out of the Administration budget. The logo will also be paid out of the Administration budget.
- Paczkowski said the Muskie Minnow Project consists of the Muskie group committing \$6,500 to the DNR to buy 15,000 pounds of fathead minnows to feed the Webster Lake holdover fish. This allows the Muskie to get fatter and bigger which draws more people to the Muskie tournaments. Paczkowski suggested the Commission funding the \$6,500 fee because she feels this is a benefit to our County, and it will solidify the Muskie group staying in our County for the tournament.
- Paczkowski informed the Commission the greenway signs on the trail at Pike Lake are in need of replacement. This is expected to cost around \$5,000.
- The Commission agreed to fund the CVB \$322,000 for 2016, which is less than last year, but mentioned the CVB could always come and ask for more funding if they need to.
- The Guide Book for Fishing is done by The Papers, but the Commission would like to add a page of festivals and what there is to do if it is raining. They would also like to include nicer maps and a nicer cover to the guide.

The Commission discussed supporting Grace College Center for Lakes & Streams annual operation costs. Wes Stouder suggested giving \$25,000 to the Center for Lakes & Streams. Paczkowski suggested giving \$30,000. The Commission agreed to provide \$30,000 to the Center for Lakes & Streams for annual support for 2016, but decided not to give any funding for their endowment.

*Motion: John Hall*

*To: Approve funding \$30,000 to Grace College Center for Lakes & Streams for annual operation support.*

*Second: David Taylor*

*Ayes: 5*

*Nays: 0*

*Unanimous*

The Commission approved \$560,000 as their 2016 KCCRVC budget request which will be presented at the October 8, 2015 Council meeting. The following is a breakdown of the budget request:

• Administration	\$13,500
• Grants to NFP	\$216,500
○ CCAC (\$40,000)	
○ Biking/Walking Trails (\$30,000)	
○ Festivals/Air Shows (\$30,000)	
○ Development Grants (\$45,000)	
○ CCAC - expansion/front gate (\$15,000)	
○ Grace Lakes & Streams (\$30,000)	
○ Muskie Minnow Project (\$6,500)	
○ Guide Book for Fishing (\$5,000)	
○ Greenway signs – Pike Lake (\$5,000)	
○ Sponsorship (\$10,000)	
• Promotional Programs – CVB	\$322,000
• Reserve	\$8,000
<b>Total:</b>	<b>\$560,000</b>

*Motion: John Hall*

*Second: David Taylor*

*Ayes: 5*

*Nays: 0*

*Unanimous*

*To: Approve \$560,000 for the 2016 KCCRVC budget with the following breakdown:*

*Administration - \$13,500, NFP Grants - \$216,500, Promotional Programs (CVB) - \$322,000 and Reserve - \$8,000.*

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

## **Kosciusko County Convention, Recreation & Visitors Commission November 18, 2015**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on November 18, 2015 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Jo Paczkowski - President

Wes Stouder

Tammy Kratzer

John Hall - ABSENT

Mark Skibowski

David Taylor

Kristi Plikerd

Also present were Jaime Ladd, Chief Deputy Auditor; Karl Swihart, CCAC Director; Jill Boggs, CVB Director; Chad Briscoe, Grace College Director of Athletics – NCCAA Basketball Tournament; Paulette Davis, Walk-n-Wander Coordinator; Tim Dombrosky, Assistant City

Planner for Warsaw / Founder of Kosciusko Disc Golf; Jeremy Sivis, Treasurer and Director of Indiana Muskie Classic; Andrew Amrhein, Hoosier Muskie Hunters Chapter 42 President; Will Dawson, Executive Director of Wagon Wheel Center for the Arts; and Jill Cervosic, Vice President of Wagon Wheel Center for the Arts.

The meeting was called to order by President Jo Paczkowski.

**In the Matter of 2016 NCCAA Basketball Tournament at Grace College:**

Chad Briscoe, Director of Athletics at Grace College, came before the Commission to request funding for the 2016 NCCAA Basketball Tournament at Grace College. Briscoe stated this event began in 2009, and 16 teams from all over come to participate in the national tournament. Briscoe explained the teams are required to provide a service project to the community to participate in the tournament which is a huge benefit to the community. The funding is used to assist with marketing to reach out to as many people as possible to bring them to the community for this event. The tournament lasts for almost an entire week, Monday through Saturday, which puts many “heads in beds” at the local hotels. Briscoe expects 700-950 room nights for the duration of the tournament. David Taylor made a point that the funding must be used for only certain things such as advertising and marketing, not things such as meals. Briscoe stated the funding will be used for what the Commission wants it to be used for, and he could provide receipts to show this to them. In the past, \$5,000 has been requested for this tournament; however, this year, Briscoe is requesting \$7,000. Wes Stouder made a motion to approve the full request.

*Motion:* Wes Stouder

*To: Approve grant request of \$7,000 for the*

*Second:* Mark Skibowski

*2016 NCCAA Basketball Tournament at Grace*

*Ayes:* 6      *Nays:* 0

*College.*

*Unanimous*

**In the Matter of Warsaw Public Arts Commission Walk-n-Wander 2016:**

Paulette Davis, Coordinator for Walk-n-Wander 2016, came before the Commission to request funding for the 2016 Walk-n-Wander statues. Davis stated Walk-n-Wander is part of the Warsaw Public Arts Commission that was established by Mayor Joe Thallemer in September of 2015. Davis thanked the Commission for their support in 2014 and sponsorship of the 2014 Seward Johnson statues. This was the first Walk-n-Wander for Warsaw which turned out to be a highly successful event. The 2016 Walk-n-Wander will be the first project of the Warsaw Public Arts Commission. Davis stated she would love to have 20 statues this year. Davis explained with the tourism that the 2014 statues brought to Warsaw, it is worth the investment to have more statues in 2016. Advertising for the Walk-n-Wander statues will reach Chicago, Indianapolis, Ohio and Michigan. Davis stated according to a survey taken after the 2014 statues, local businesses and hotels reported increases in out-of-state attendance to visit Walk-n-Wander 2014. David Taylor pointed out that it has been requested to have the statues put throughout the county instead of just in the City of Warsaw. Davis explained there are high security issues with the Seward Johnson Foundation placing the statues county-wide and making sure there is no damage to the statues. The insurance that it takes to provide this security would double the requested sponsorship amount. Davis stated the next projects of the Warsaw Public Arts Commission will reach out to the county-wide area, but statues for 2016 will be kept in the City of Warsaw for cost and security reasons. Davis stated the contract for the statues has not yet been signed. She is hoping to get certain statues brought here and wants to assure this before



signing the contract. Jo Paczkowski pointed out that last time it was \$3,000 to sponsor a statue; however, this time it is \$5,000 for a statue. This is to help start building a “kitty” for the Art Commission. Davis explained these funds will be used to continue with other projects in the county.

*Motion: Tammy Kratzer*

*To: Approve the grant request of \$5,000 for the Warsaw Public Arts Commission Walk-n-Wander 2016.*

*Second: Mark Skibowski*

*Ayes: 6 Nays: 0*

*Unanimous*

### **In the Matter of Kosciusko Disc Golf:**

Tim Dombrosky, Assistant City Planner for Warsaw and founder of Kosciusko Disc Golf, came before the Commission to give an update on the Lucerne Park Disc Golf Course that the Commission helped fund. Dombrosky stated they have seen incredible uses of the 9-hole course since it has been established. Dombrosky informed the Commission they will be moving forward with expanding the 9-hole course to a full 18-hole course. In order to complete an 18-hole course, there will have to be minor alterations of the forestry at the park. Jo Paczkowski made the comment that they want the course to be 18 holes so it will draw in tournaments from other communities. Dombrosky stated there is a growing group of disc golf players on Kosciusko Disc Golf on Facebook. Dombrosky also said Grace College has asked him to design a 9-hole disc golf course on their campus. Dombrosky plans on holding a disc golf tournament in the spring using the 9-hole course at Lucerne Park and the 9-hole course at Grace College to make an 18-hole tournament.

### **In the Matter of CCAC:**

Karl Swihart, CCAC Director, came before the Commission to give an update on the CCAC. Swihart stated last year they had to turn away 60 baseball teams because they didn't have enough room on the schedule for them. Swihart said they talked to Boggs Park to set up some dates to do overflow teams there. The CCAC received a \$75,000 grant from the K21 Foundation for the expansion of the multi-sport building. They have also requested grants from the CVB Commission, Community Foundation and Dekko Foundation. The grant request from the Community Foundation was turned down, and they are still waiting to hear back from the Dekko Foundation. Swihart said they recently put in a \$20,000 grant request with the Zimmer-Biomet Foundation and are waiting to hear back. Swihart stated they are waiting to get the building permit back from the state to start the expansion of the multi-sport building. Swihart said the team numbers were very good this year; however, spectator numbers were down. The tournament schedule is set for next year and another age group has been added to it. Swihart plans to do the opening ceremonies downtown around the Courthouse again next year because they had some great compliments on it.

Swihart stated he has been in contact with Donnelley's, and he is hoping to get together with them the first part of December. Swihart said the design of the multi-sport building is great and will double its size. There will be spectator seating in the middle so they can see both sides. There will be two new restroom facilities and concessions. Swihart stated this should double the size of their programs. Swihart requested a \$24,000 grant from the Commission to help with the expansion of the multi-sport building. The budget for the project is \$139,000. Swihart stated they awarded the bid to Skyline Builders.

*Motion: David Taylor*

*To: Approve \$24,000 grant request for the expansion of the multi-sport building at the CCAC.*

*Second: Kristi Plikerd*

*Ayes: 6 Nays: 0*

*Unanimous*

**In the Matter of Hoosier Muskie Hunters – Overwintering Forage Purchase Assistance for Indiana DNR Muskie Program:**

Jeremy Sivis, Treasurer and Director of Indiana Muskie Classic, and Andrew Amrhein, Chapter 42 President for Hoosier Muskie Hunters, came before the Commission with a \$6,500 grant request for overwintering forage purchase assistance for the Indiana DNR Muskie Program. Sivis explained the Hoosier Muskie Hunters are part of a national organization called Muskies Inc. Sivis thanked the Commission for their support last year. Amrhein stated Muskies Inc. is focused on improving the sport of Muskie fishing. The organization was founded in 1966, and all of the chapters make up about 6,000 members. The Hoosier Muskie Hunters focus on three areas: youth, fisheries, and research. The goal of the Hoosier Muskie Hunters is to maintain, enhance, and expand the muskie fisheries throughout the state of Indiana. Amrhein stated the Hoosier Muskie Hunters have a strong partnership with the DNR. Amrhein said muskies are typically stocked in lakes in the fall; however, this year, the DNR has decided to hold over approximately 2,000 muskies to stock in the spring. The Hoosier Muskie Hunters have committed \$6,500 to feeding these muskies that will be held over and stocked in Webster Lake in the spring.

Sivis explained the Hoosier Muskie Hunter's biggest fundraiser to pay for all the projects they do with the DNR is the Indiana Muskie Classic. Sivis stated this is the 20<sup>th</sup> year for the Indiana Muskie Classic, and it has always been held in Kosciusko County. This is the largest, non-cash muskie tournament in the Midwest. They are maxing at 90 teams for this event. The event is held annually in May on the weekend after Mother's Day, and consists of four days of scheduled activities. Sivis believes they will have 200-220 people participate in the 2016 tournament.

Sivis explained the DNR has realized that if they feed the muskie throughout the winter and stock them in the spring, they have a better chance of survival because they are a little bit bigger. Sivis stated the DNR put 9,446 muskies into Kosciusko County lakes about two weeks ago. They are on average 10 inches long. Sivis said all the fish are trying to eat right now to put on winter fat, and the small muskie that are being introduced to the lakes at this time are being eaten by other fish for food. By waiting until the spring, the muskie will be introduced to the lakes at a better time because they will be bigger, there will be more weeds to eat, and there is less aggression from the bigger fish because they aren't as hungry. The 2,000 muskie being held over this year will be fed with 2,000 pounds of fat head minnows. Sivis said the Indiana Muskie Classic requires a \$200 entry fee, and this includes a meal and being able to fish in the event.

*Motion: David Taylor*

*To: Approve \$6,500 grant request for overwintering forage purchase assistance for the Indiana DNR Muskie program.*

*Second: Mark Skibowski*

*Ayes: 6 Nays: 0*

*Unanimous*

**In the Matter of Hoosier Muskie Hunters – Publicity:**

Jo Paczkowski, President, stated the Commission gave the Hoosier Muskie Hunters \$500 for publicity the past two years. Paczkowski said the Commission could go ahead and approve this for next year so the Hoosier Muskie Hunters don't have to come back and ask for it again later.

*Motion:* David Taylor

*To: Approve \$500 grant request for publicity  
for the Hoosier Muskie Hunters.*

*Second:* Mark Skibowski

*Ayes:* 6      *Nays:* 0

*Unanimous*

**In the Matter of Wagon Wheel Center for the Arts – Capital Campaign:**

Will Dawson, Executive Director of the Wagon Wheel Center for the Arts, came before the Commission and introduced Board President, John Hand; Vice President, Jill Cervosic; and Treasurer, Peter Cristos who also attended the meeting. Dawson stated they are in the top 3 of the Regional Cities Initiative and are hoping to find out on December 15, 2015 if they are the winner. If they are awarded the funds from the Regional Cities Initiative, they will be looking for matching dollars. Dawson informed the Commission they are interested in increasing the innkeeper's tax from 5% to 6% to help with the cost of building a new facility. Dawson stated an increase in the innkeeper's tax will not burden the people in the county. Dawson said by increasing the tax from 5% to 6%, the county will receive about \$100,000 more per year.

Cervosic stated the Wagon Wheel brings significant new dollars to the community and most of those dollars stay in the community. One goal of the Wagon Wheel is to grow its audience younger. Cervosic stated the Wagon Wheel is good at attracting out-of-towners, and they want to improve as well as expand their facility. Cervosic noted 76,000 patrons attend the Wagon Wheel annually and 63% of these patrons are from outside of the Warsaw and Winona Lake areas. Cervosic explained that out-of-town patrons spend twice as much as people from the community because they often go out to dinner and may stay in a hotel for the night. The annual estimated economic impact to Kosciusko County is around \$4-\$5 million without any improvements to the facility. Cervosic stated the Wagon Wheel's annual expenses equal \$1.65 million and 73% of the expense dollars stay in the community.

Cervosic stated there were over 500 kids auditioning for 120 roles last year. They have created a Wagon Wheel Jr. program which has been very successful, and some shows have even sold out. They also bus in 6<sup>th</sup> graders in the county to see the annual holiday show at no charge. All students get a discount for coming to a holiday show as well. With a larger space, the Wagon Wheel could easily double what they offer to kids. Cervosic stated they are continuously trying to find ways to bring people in to our community and keep them here for the night or the weekend.

Cervosic stated the facility is in need of many improvements. Cervosic presented an outline of the Wagon Wheel's \$11 million capital campaign goals for a new facility. The Wagon Wheel already has a great location, but there needs to be easier access. The outline shows community rooms, art galleries, and artist studio spaces planned for the new facility. They are hoping to include an additional 25,000 square feet for programming. They need a new lobby, new concession, and new restrooms as well. Cervosic stated they may even have room for a museum in the new facility, and they have discussed the possibility of including the Visitor's Bureau in the facility.

Cervosic believes within the next 8 to 10 years, the Wagon Wheel can double the number of patrons and guests with their capital campaign plans. Cervosic explained they currently lose many events because they don't have the space to have them. Cervosic stated a new facility is a smart investment because they attract new dollars to the community and retain dollars locally. Future growth will come from growing a younger audience, but in order to fuel this growth, they need to update and expand their facility.

David Taylor questioned who determines what the innkeeper's tax is. Jo Paczkowski explained it would have to be brought before the County Council, and if approved, a representative and a senator would have to go to the state to get approval. Dawson said the hotels see it as a level playing field because every hotel will have the same amount of tax. Kristi Plikerd, commission member and hotel owner, said she doesn't like the idea of raising the innkeeper's tax. Plikerd explained her biggest competitors are located in Elkhart County, and they don't have that increase. Plikerd also pointed out she is the one who has to deal with people who get their hotel bill and see the percentage of tax they have to pay. Paczkowski stated a food and beverage tax has also been discussed, but this would impact the people in the county more so than increasing the innkeeper's tax.

Cervosic stated they are looking at a 15 year timeframe to complete the \$11 million campaign for the new facility. The silent phase will be kicked-off in 2016. Cervosic said they are hoping to get 20% of the \$11 million from the Regional Cities Initiative. Dawson stated they are hoping it will be around \$2 million and this amount will be matched. Paczkowski confirmed in order for them to get the \$2 million, they must first raise \$2 million locally. Cervosic stated they have just completed their feasibility study and are preparing for their silent phase, so they have not raised any funds yet. They are currently talking to expected lead donors and looking at their options. Cervosic and Dawson stated the new facility will be a multi-use facility with a convention center. Cervosic explained 600 people can fit at round tables in the new facility. The room can be split off into three different sections so they don't have to use the whole ballroom for smaller events. The Commission questioned what kind of accessibility there will be for the new facility and if heavy machines and equipment would have access into the building. Cervosic said they want to see what the needs and demands of the community are. They don't have things set in stone where they can't accommodate what the community needs.

Wes Stouder stated the average hotel room night is \$100 and if the tax is raised 1%, the difference is \$1. Stouder said the benefits of increasing the innkeeper's tax far outweigh the potential problems.

Cervosic stated the biggest competition they have for concerts are the free concerts at the park and at the fairgrounds. They plan on keeping the theatre in the round in the new facility but additional seating will be added around that. They plan to have a caterer contracted for some events such as weddings. Cervosic said there is an additional two acres behind their current parking lot that they will be purchasing for additional parking. This will help with accommodating multiple events at the same time. The City of Warsaw has already agreed to help connect the parking lot to Parker Street. Taylor had some concerns about how narrow Parker Street is and how it would accommodate the traffic.

Plikerd questioned if the convention center planned for this facility would meet the needs of what the Commission wants in a convention center. Paczkowski stated she has some reservations about it meeting the needs in regards to size, location, and access. Taylor agreed it would not meet their needs because they wouldn't be able to drive forklifts into the building to carry in and move equipment around. Cervosic stated they are open to making changes and addressing what the community needs to accommodate it in the new facility.

**In the Matter of CVB:**

Jill Boggs, CVB Director, came before the Commission to give an update on the CVB. Boggs stated Tina Keaffaber, CVB Sales Manager, has met her goal and sold over \$8,000 in ads. Last year, they sold \$7,800 in ads. They are hoping to have the Visitor's Guides to the printer by mid-December and delivered by February 1, 2016. Boggs stated it could cost around \$40,000 to print the guides and \$1,800 for photography for the guide.

Boggs gave an update on the Indiana Department of Environmental Management (IDEM) inspection. Boggs explained this is an unscheduled visit to the facility every five years. Once Boggs received the report from IDEM, she had 30 days to fix some issues. Boggs stated it has cost \$195 so far to fix the citations from the inspection.

Boggs stated there was a leak found in the basement of the facility, and there is evidence of water leakage around some pipes in the basement. Boggs stated she was told if it's from the well, it could be a big problem. Boggs had 3 different well companies look at it and they all think it's from surface water not the well. Boggs is concerned mold could develop in the basement as a result of this leak if it isn't fixed. It was suggested to Boggs to have plumbers come in and look at it. Boggs presented 3 quotes (\$350, \$800, and \$1600) from plumbers and asked for advice from the Commission. Taylor stated he would like to take a look at it because he has some experience with that sort of thing.

Paczkowski pointed out that most CVB's don't have a building that they own, which puts Kosciusko County's CVB in a unique position. Keeping up and maintaining the building takes a lot of time and money. Paczkowski stated before putting too much money into the building, perhaps the building needs to be checked out and evaluated to see if it's worth it. Some have questioned why the CVB doesn't lease space instead of owning a building. Paczkowski noted keeping up a building is not the intent of their money.

Boggs stated the CVB board approved the formation of a governance committee. The first order of business for the governance committee is board nominations and elections to fill two vacant seats. Election of new director's takes place at the December 8, 2015 CVB board meeting.

Boggs informed the Commission that she and two other CVB members attended Customer Relation Management (CRM) training. Boggs found out they have 5 hours of support per month through December 2016. Boggs wants to get the duplicate accounts cleaned up and create an internal process of who's responsible for what data entry. Boggs stated the software is phenomenal in being able to provide economic development reports and impacts.

Boggs stated she is working on a production schedule with 212 Media to complete the new website. This is a high priority on her list. Boggs also wants to implement and manage social media for the CVB. Boggs stated she is still learning how to use the software to track and show the investment into the organization.

Boggs has done some research and talked to the state tourism agency as well as other CVB Directors and has learned that she should not partner with the state's research for our overall county. Boggs wants to know the impact of the overall county and what different agencies and groups are doing for our county. The other CVB Directors and state tourism agency informed Boggs there are flaws when the state researches this information because the county is not getting measured properly because of its size. It was recommended to Boggs to use Certech every two years. Boggs stated the last research study done in our county was in 2010. Boggs feels the information from this research is very valuable to the Commission as well as the County Council and Commissioners. Ideally, Boggs would like this research to begin next year; however, she feels it may be better to wait until she has time to build her own marketing plan and become more embedded into the organization. Boggs stated she is trying to learn as much as she can and hopes one day the CVB will be accredited.

Boggs questioned if the CVB board needed to do anything more with dissolution agreement. Paczkowski stated the County Attorney, Chad Miner, drafted the dissolution agreement and the CVB board reviewed it and made some suggested changes to the agreement. Paczkowski had the changes reviewed by a County Commissioner and County Councilman. Paczkowski explained the Commissioner and Councilman wanted some things removed and wanted some additional words added for clarification. Paczkowski stated these two individuals do not want the redline stuff removed from the agreement. Paczkowski is waiting to hear back from Miner and will then contact Boggs. Paczkowski informed Boggs the CVB will not get a disbursement from the Commission until the Dissolution Agreement is finalized.

Boggs questioned the Commission about how she should plan for marketing and suggested getting together with some of the Commission members to better understand how they can work together. Paczkowski explained the CVB has three accounts and the total of all three accounts is the amount they have to spend. Paczkowski stated once the CVB reaches \$75,000 in their cash reserve then they could ask for reimbursement. Paczkowski stated she added the balances and there is \$82,000 in their accounts. Boggs stated she doesn't have access to the ledgers and doesn't have access to \$82,000. Skibowski questioned why there are three accounts. Boggs stated she wants to know what the Commission wants her to do financially.

Paczowski informed Boggs of the documents that Dahms and Yarian would like to review before discussing the schedule of the audit. Paczkowski stated the County officials want the Commission to secure and pay for the audit and auditor instead of having the CVB do it. This way, the Commission will get the full report. Paczkowski recommended Boggs get these documents to Dahms and Yarian as soon as possible. The Commission informed Boggs they feel she is doing an outstanding job as the CVB Director. Boggs said she appreciated the encouragement and wants a good, healthy organization.

**In the Matter of 2016 KCCRVC Meeting Dates:**

Jo Paczkowski, President, stated some of the CVB training that Jill Boggs would like to attend falls on the same days as the 2016 KCCRVC meetings. Kristi Plikerd suggested changing the August budget meeting to a week earlier or later because the 2<sup>nd</sup> week in August does not work for her. Paczkowski suggested looking to see if the meeting could be moved back a week. The Auditor's office will check on this.

**In the Matter of September 9, 2015 Minutes Approval:**

Minutes from the September 9, 2015 meeting were reviewed and approved as presented.

*Motion: David Taylor*

*To: Approve the September 9, 2015 meeting minutes as presented.*

*Second: Tammy Kratzer*

*Ayes: 6            Nays: 0*

*Unanimous*

**In the Matter of Finances:**

John Hall, Treasurer, was not present at the meeting to give a financial report. Jo Paczkowski, President, stated they are \$30,000 ahead of last year. Paczkowski stated they are already committed to \$95,000 to the grants that have been awarded this year. There is \$167,000 that has been committed to the CVB that has not yet been disbursed.

**In the Matter of Convention Center:**

Jo Paczkowski, President, mentioned it has been discussed if the KCCRVC should be allocating some their funds to put toward a convention center. Paczkowski stated the Commission has some money that could go toward this instead of raising the innkeeper's tax 1%. Kristi Plikerd stated she feels it is a good idea to have a couple of lean years to save up some money to put toward a convention center. Wes Stouder stated Jill Cervosic has an extensive background in orthopedics, and he believes she would be able to modify their plans to make the new Wagon Wheel facility meet the needs of the county for a convention center. Stouder stated he likes the parking, access to hotels, square footage, and highly visible location for a convention center. Stouder believes it would be wise to get them to tweak their plan to get the convention center our county needs and use the money in the KCCRVC reserve account to help fund it. Mark Skibowski pointed out there are many organizations and business who would like to have a convention center in our county and would be willing to pitch in to help fund it, especially the orthopedic companies. David Taylor questioned if the facility would be large enough for a convention center and wondered what the city would do about the street access. Taylor believes there are other locations that have better access for a larger facility and referenced the area out by the new Ivy Tech building.

**In the Matter of the CVB Building:**

Jo Paczkowski, President, stated they need to start thinking about what they should do with the CVB building. Wes Stouder stated he believes it is time to look for another place for the CVB to lease. This way, they wouldn't have to worry about the maintenance of the building and the grounds which would save them money. They could then sell the current CVB building instead of continuously putting money into it. Kristi Plikerd pointed out by saving money on building expenses, they would have more money to put toward the new Wagon Wheel facility.

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