

Kosciusko County Convention, Recreation & Visitors Commission January 8, 2020

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 8, 2020 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Mark Skibowski	Jo Paczkowski
David Gustafson	Kathy Ray
John Hall-ABSENT	Ron Robinson
Tammy Kratzer-ABSENT	

Also present were Michelle Puckett, County Auditor and Jill Boggs, CVB Director.

The meeting was called to order by 2019 President Mark Skibowski.

In the Matter of Swearing in of the 2020 appointed Members:

Mark Skibowski, Jo Paczkowski, Kathy Ray and Dave Gustafson were sworn in as 2020 KCCRVC members.

In the Matter of 2020 Election of Officers:

Mark Skibowski requested nominations for the 2020 Election of officers. The election of officers were presented as follows:

<u>Office:</u>	<u>Nomination:</u>	<u>Motion:</u>	<u>Second:</u>	<u>Ayes/Nays:</u>
President	Tammy Kratzer	Jo Paczkowski	Mark Skibowski	5-0
Vice-Pres	Jo Paczkowski	Mark Skibowski	Ron Robinson	5-0
Treasurer	John Hall	Ron Robinson	Mark Skibowski	5-0
Secretary	Dave Gustafson	Jo Paczkowski	Mark Skibowski	5-0

Motion: see above

Second: see above

Ayes: 5 Nays: 0

Motion Carried

To: Approve the election of 2020 officers as follows:

President-Tammy Kratzer

Vice-President-Jo Paczkowski

Treasurer-John Hall

Secretary-Mark Skibowski

Grant Requests

In the Matter of East Restroom Expansion-CCAC:

Eric Townsend, CCAC Deputy Director, presented a request in the amount of \$62,988, for restroom expansion on the east side of the facility. Townsend stated the current restrooms, consisting of 1 commode and 1 sink for women and 1 commode, 1 urinal and 1 sink for men are insufficient and the funds requested would allow the addition of 3 commodes and 1 sink for women and 2 commodes, 1 urinal and 1 sink for men.

Townsend confirmed the only quote he is aware of for the expansion is the one presented.

There was a brief discussion regarding available grant funding, previous CCAC investments and the possibility of obtaining additional quotes for the project.

The matter was tabled pending the submission of additional quotes.

In the Matter of Bird-Friendly Coffee-Tippecanoe Audubon Society:

Casey Jones, Tippecanoe Audubon Society, presented a request for \$500, stating funds would be used for a projector with remote to further support public presentations and the promotion of bird preservation. Jones stated the facility, which also provided media equipment, to host the annual meeting, has recently become unavailable. With the anticipation of future growth to include educational presentations, Jones continued, a projector would allow the flexibility of hosting events in various locations more relative to bird watching.

There was a brief discussion regarding the publicity grant requesting equipment.

Motion: Mark Skibowski

To: Approve \$500 for use to support the Audubon Society.

Second: Dave Gustafson

Ayes: 5 Nays: 0

Motion Carried

In the Matter of Winter Warm UP 5K-Syracuse Wawasee Trails:

Erlene Yentes, newly appointed Director, presented a request for \$1,690, stating the planned use of funding is for a timer, course markers and promotional hats for the 5K event, which is part of the Syracuse Winter Carnival. Yentes stated the event, which has been relocated due to closing of the elementary school, already had 17 participants registered at the time she accepted the director's position, therefore in an effort to avoid cancelling the event, the request for funding was submitted.

There was a brief discussion regarding the requested amount of funding versus the number of registered participants as well as the interest in continuing support of the trails.

Motion: Mark Skibowski

To: Approve \$500 for marketing apparel (hats) promoting the Syracuse Wawasee Trails to be distributed at the 5K event.

Second: Dave Gustafson

Ayes: 5 Nays: 0

Motion Carried

In the Matter of 11-11-11 Mural Festival:

Jill Boggs, CVB Director, presented a request for \$2,500 for participation in the 11-11-11 mural project, which is being facilitated by Northeast Indiana Partnership, to promote communities. The project, Boggs stated, is designed to support 11 murals within 11 counties in 11 days. Through the project, Boggs concluded, the county will obtain a mural painted by a national artist worth approximately \$20,000 when you add in promotions received.

Motion: Dave Gustafson

To: Approve \$2,500 for 11-11-11 Mural

Second: Mark Skibowski

Festival as presented.

Ayes: 5 Nays: 0

Motion Carried

In the Matter of CVB:

Jill Boggs, CVB Director, gave a presentation of the new CVB website, projected to officially launch January 16, 2020. Boggs showcased much of the content and explained some of the processes leading up to the changes, stating a press release along with online promotions will alert the public to the updated site and the many exciting features the new site has to offer.

In the Matter of November 6, 2019 Minutes Approval:

Minutes from the November 6, 2019 meeting were reviewed for approval.

Motion: Ron Robinson

To: Approve the November 6, 2019 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 4 Nays: 0

(Kathy Ray is newly appointed)

Motion Carried

In the Matter of KCCRVC Financials:

Mark Skibowski presented the financial report, stating December collections were down significantly and the 2019 ending cash balance was \$383,000 with \$500,000 in investments.

There was a brief discussion regarding the request for additional appropriation, which will be necessary to reimburse the \$100,000 awarded to the Syracuse Wawasee Trails in 2018, recently submitted for claims.

Kathy Ray stated the trending in inn keepers' collections has shown a decrease and is predicted to continue to decrease over the next couple of years, even with the addition of the new hotels.

Motion: Dave Gustafson

To: Approve the financial report as presented as well as approve the request of an additional appropriation in the amount of \$100,000 for the 2018 commitment to Syracuse Wawasee Trails.

Second: Ron Robinson

Ayes: 5 Nays: 0

Motion Carried

In the Matter of 2020 KCCRVC Inter-Local Agreement:

The Commission reviewed the 2020 Inter-Local Agreement, allowing the Auditor to continue as the controller for the board.

Motion: Mark Skibowski

To: Approve the 2020 Inter-Local Agreement as presented.

Second: Ron Robinson

Ayes: 5 Nays: 0

Motion Carried

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

Kosciusko County Convention, Recreation & Visitors Commission March 11, 2020

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on March 11, 2020 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Tammy Kratzer, President
Jo Paczkowski, Vice-President
David Gustafson, Absent
John Hall, Absent

Kathy Ray
Ron Robinson
Mark Skibowski

Also present were Michelle Puckett, County Auditor and Jill Boggs, CVB Director.

In the Matter of Swearing in of the 2020 appointed Members:

Tammy Kratzer was sworn in as a 2020 KCCRVC member.

The meeting was called to order by Tammy Kratzer.

In the Matter of Investment Renewals:

Rhonda Helser, County Treasurer, presented information regarding 2 CD's, which will come due for renewal in May, stating both are valued at \$250,000.

The Commission requested bids and asked Helser to submit them to Commission President, Tammy Kratzer, for instruction before they are due, which will be prior to the next meeting date.

In the Matter of Pierceton Chamber of Commerce Grant Requests:

Dave Taylor, presented the following publicity grant requests in the amount of \$500.00 each, stating the grant requests are each for separate events scheduled throughout the 2020 season.

- **General Advertising-Publicity**
- **Vintage Motorcycle Show-Publicity**
- **Heirloom Tomato Festival-Publicity**
- **Tomato Festival-5K Walk/Run-Publicity**
- **Agricultural Art Show-Publicity**
- **Primitive Show-Publicity**
- **Pierceton Days Festival-Publicity**
- **Culpepper & Merriweather Circus -Publicity**
- **Annual Motorcycle, Car & Truck Show -Publicity**

There was a brief discussion on the need for each event to have its own separate promotional materials with 5 of the events being held on 2 of the same weekends.

Motion: Jo Paczkowski
Second: Mark Skibowski

To: Approve the following requests (with events combined as indicated):

Ayes: 5 Nays: 0
Motion Carried

- 1)General Advertising
- 2)Vintage Motorcycle Show
- 3)Heirloom Tomato Festival
Agricultural Art Show
- 4)Tomato Festival-5K Walk/Run
- 5)Primitive Show
- 6)Pierceton Days Festival
Annual Motorcycle, Car & Truck Show
- 7)Culpepper & Merriweather Circus

In the Matter of Syracuse-Wawasee Trails Grant Request:

Erlene Yentes, Director, presented a request in the amount of \$2,500.00 for the 10th annual Tour De Lakes bike event, to be held July 18, 2020. The event, Yentes stated, includes 25K, 50K and 100K events throughout the County and the funds requested would help support the expansion of advertising to promote the event, which is used as a fund-raising opportunity for several non-profit organizations within the community.

There was a discussion regarding concerns on whether the policies of the Commission would be violated if grant dollars were to be distributed to other organizations through sponsorships.

The matter was considered for a \$500-publicity award and then, in agreement with Yentes, was tabled pending the re-submission of a grant request containing a detailed outline of plans for spending the grant funds requested.

In the Matter of Kosciusko Literacy Services (KLS) Grant Request:

Cynthia Cates, Executive Director and DeeAnna Muraski, Board Secretary, presented a request in the amount of \$49,000.00 in support of an estimated \$85,000.00 project aimed at bringing interactive art, literacy and literature to promote tourism throughout the county by working with local artists to construct a group of book themed benches, sponsored by local organizations, which will be displayed at various events and attractions throughout the year. The benches, Cates stated, will include a QR Code so that once scanned, the visitor can have the book read to them. Muraski stated the display of benches throughout the county is projected for one year and after that year, benches not retained by the sponsor, will be made available through auction with any proceeds going to the KLS.

Motion: Mark Skibowski
Second: Ron Robinson

Ayes: 5 Nays: 0
Motion Carried

To: Approve \$6,000 for support with advertising.

In the Matter of The Watershed Foundation Grant Request:

Lyn Crighton presented a request in the amount of \$500.00 to advertise the 2nd annual Dance Through the Decades fund-raising event, with proceeds going to support The Watershed Foundation.

Motion: Dave Gustafson

To: Approve \$500 for advertising of the

Second: Mark Skibowski

Dance Through the Decades event at the Tippy

Ayes: 5 Nays: 0

Ballroom.

Motion Carried

In the Matter of CCAC-East Restroom Expansion Grant Request:

Karl Swihart, Executive Director CCAC, presented a request in the amount of \$62,988.00, extending his apologies for being unavailable at the last meeting, where more information was requested. Swihart stated with the growth of the facility, the east restrooms have long become insufficient to support the amount of use needed for tournaments, which has made it necessary in the past to rent port-a-johns. Swihart continued, stating the cost of roughly \$51,000.00 over the past 8 years in rentals, is not cost effective and therefore requested consideration of the restroom expansion.

There was a brief discussion regarding the challenge of obtaining additional estimates as previously requested by the Commission due to the present availability of companies. Swihart stated 5 companies were approached but for various reasons, no other estimates could be obtained.

Motion: Mark Skibowski

To: Approve \$62,988 for the East Restroom

Second: Jo Paczkowski

Expansion project as presented.

Ayes: 5 Nays: 0

Motion Carried

The Commission briefly discussed the backlash received for the news media's incorrect reporting of the last meeting, which stated the grant request had been denied. It should be noted that the Commission had not denied the request but had tabled the issue, pending additional information as discussed today. (*Verified by meeting minutes of January 8, 2020*).

In the Matter of Other CCAC Business:

Karl Swihart, presented the following updates:

- In an effort to increase fast-pitch numbers, by attracting more participating teams, Swihart has offered discounts as well as made arrangements to donate the fees he receives personally as a state director, on behalf of the CCAC, to St. Jude's Hospital, in hopes of the CCAC gaining recognition for its support of causes shown to be of interest to a lot of the players
- The tournament, granted as a sponsorship grant, is scheduled for June and currently has 32 teams signed up to participate
- The Midget Wrestling fund-raiser was successful, raising just under \$6000.00 with 500 people in attendance

In the Matter of Kosciusko Chamber of Commerce Grant Request:

Tom Westerhof, Hooch and Nosh Blogger, presented a request in the amount of \$4000,00, to create a brand new self-hosted site, stating the way the blog is currently set up limits what he is able to do as far as advertising and promoting community attractions and events. By having the ability to reach audiences outside the county through more diverse advertising, Westerhof stated he could promote tourism throughout the community much more effectively.

Rob Parker, Kosciusko County Chamber of Commerce President and CEO, stated he is a very big fan of the blog and appreciates everything Hooch and Nosh does to promote businesses throughout the county.

Jill Boggs, CVB Director, also spoke in support of the promotion of local businesses through the blog.

Motion: Jo Paczkowski

To: Approve \$4000 for website for Hooch and Nosh as presented.

Second: Ron Robinson

Ayes: 5

Nays: 0

Motion Carried

In the Matter of Chautauqua Wawasee:

Mark Knecht and Mary Moretto, representing Chautauqua Wawasee, shared information about their organization as well as an update on the Christmas festival, which the Commission supported in 2019. Knecht and Moretto stated the following:

- Chautauqua is a cultural movement that began in the 1970's, which supports bringing culture into small communities through the four pillars of art, education, religion and recreation.
- Chautauqua Wawasee supports many entertaining as well as educational events throughout the community, typically at no charge to attend, with events generally held on weekends which encourages tourism.
- The Old Fashion Christmas Festival, which included a tree lighting ceremony, a live nativity, caroling and a scripture reading, at Oakwood was an enormous success, even with the bad weather experienced. While Chautauqua Wawasee is not affiliated with Oakwood, the non-profit organization does rent office space in the event center.

In the Matter of CVB:

Jill Boggs, CVB Director, presented an update stating the new website is proving to be successful in drawing visitors into the community and financially, Boggs continued, the year ended just a few dollars over budget.

In the Matter of January 16, 2020 Minutes Approval:

Minutes from the January 16, 2020 meeting were reviewed for approval.

Motion: Ron Robinson

To: Approve the January 16, 2020 meeting minutes as presented.

Second: Jo Paczkowski

Ayes: 5

Nays: 0

Motion Carried

In the Matter of KCCRVC Financials:

Mark Skibowski presented the financial report, stating collections continue to decline with a combined total of collections from January and February of \$72,000.

There was a discussion regarding the new hotels opening later this year and contributions anticipated through Air B&B collections, noting that a true comparison between 2018 and 2019's collections, accounting for adjustments and comparing 12 months to 12 months, taking into account funds reported in 2019 that were actually 2018 dollars as well as Air B&B dollars not collected, the difference is a decrease of roughly \$34,000.

With a cash balance of \$218,777 and investments totaling \$500,000, Skibowski stated, the total balance was at \$718,777 as of 2/29/20.

Motion: Ron Robinson

To: Approve the financial report as presented.

Second: Jo Paczkowski

Ayes: 5 Nays: 0

Motion Carried

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

Kosciusko County Convention, Recreation & Visitors Commission May 13, 2020

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on May 13, 2020 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Tammy Kratzer, President
Jo Paczkowski, Vice-President
David Gustafson
John Hall

Kathy Ray
Ron Robinson-Absent
Mark Skibowski

Also present were Michelle Puckett, County Auditor and Jill Boggs, CVB Director.

The meeting was called to order by Tammy Kratzer.

In the Matter of Oakwood Foundation-Chautauqua-Wawasee Grant Requests:

Mark Knecht presented a request in the amount of \$2,050 for the Women's Suffrage Centennial, stating funding would be used to support a series of programs celebrating the 100 year anniversary of women earning the right to vote. Two different speakers will give presentations and an ice cream social is planned.

Motion: David Gustafson

To: Approve the grant request in the amount

Second: Mark Skibowski
Ayes: 6 Nays: 0
Motion Carried

of \$2,050 in support of the Women's Suffrage Centennial celebration.

In addition, Mark Knecht presented publicity grant requests in the amount of \$500 each for the following:

- **Purdue Varsity Glee Club Performance**
- **Oakwood Fine Arts Festival**
- **Patriotic Pops Concert**

Motion: Mark Skibowski
Second: Kathy Ray
Ayes: 6 Nays: 0
Motion Carried

To: Approve \$500 publicity grants for each of the following:

- Purdue Varsity Glee Club Performance*
- Oakwood Fine Arts Festival*
- Patriotic Pops Concert*

In the Matter of Lilly Center for Lakes & Streams-Northern Indiana Lakes Festival Update:

Nate Bosch, Grace College Lakes and Streams Director, requested use of the \$15,000 grant funds awarded for the 2020 Northern Indiana Lakes Festival. Although the festival was cancelled last month, Bosch stated, some expenses incurred before the event was cancelled were losses and some are still being negotiated. In addition, Bosch stated some of the equipment purchased will be used for future events and some portions of the event are still planned as stand-alone events later this year, including a wetland expedition along the boardwalk and an eco-tour on Lake Wawasee.

There was a brief discussion regarding previously awarded funds and it was determined by the Board that no action was necessary, as the funds had been awarded without stipulation.

In the Matter of Tour des Lakes Festival Update:

This item, tabled at the last meeting, was revisited and determined to have been cancelled as a result of the COVID-19 pandemic.

In the Matter of CCAC Update:

Karl Swihart, Executive Director CCAC, presented the following updates:

- The impact of the COVID-19 pandemic has been significant
- June 14th has been selected as a projected best date to open. Plans are underway to host a one-day tournament, which will take the place of the girls fastpitch state tournament, which had been scheduled
- Many changes are being made to the season's schedule to try to offset some of the foreseeable losses in revenue
- Estimates continue to grow of the amount of overflow revenue the county may see, as a result of surrounding states not being able to accommodate schedules as restrictions lessen
- PPP benefits have been applied for and approved

- Construction, although delayed, is scheduled to begin in August on the restroom renovations
- Considerations for an enclosed facility are still being evaluated

In the Matter of CVB:

Jill Boggs, CVB Director, presented the following updates:

- Many steps have been taken to reduce the negative impact the COVID-19 pandemic has had on the current budget, including the elimination of 2 full-time positions
- A plan is being established to entice visitors and encourage tourism in hopes of helping to rebuild the local economy
- May 26th is the current target date for reopening the Visitor's Center, following the lift of travel bans on May 24th

There was a discussion regarding the impacts of the pandemic and anticipated 2021 budget adjustments.

In the Matter of KCCRVC Financials:

John Hall presented the financial report, stating collections at the end of April were at \$133,000, which is down from \$158,000 in 2019 and are expected to continue to plummet as a result of the pandemic. Hall concluded, stating the total cash balance at the end of April was \$637,000 and the remaining balance of 2019 approved grants was \$15,000.

Motion: Jo Paczkowski

To: Approve the financial report as presented.

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

In the Matter of March 11, 2020 Minutes Approval:

Minutes from the March 11, 2020 meeting were reviewed for approval.

Motion: Jo Paczkowski

To: Approve the March 11, 2020 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

In the Matter of 2021 Budget:

Considering the economic impact of the pandemic, Mark Skibowski suggested reducing the 2021 budget to \$600,000 from \$715,000 in 2020, stating a decline in collections is expected, however utilizing a portion of the \$500,000 in rainy day funds is a possibility to sustain funding. Estimating 60% of the budget is used for support of the CVB, \$360,000 was set aside. Administration would remain at \$12,000 and Grants NFP would be reduced to \$228,000 by leaving CCAC at \$40,000, by reducing Grace Lakes & Streams to \$15,000 as previously agreed upon, and by reducing Misc Grants to \$173,000.

There was a lengthy discussion regarding multiple facets of the budget process and the current status of the economy.

Motion: Tammy Kratzer

To: Approve the 2021 budget at \$500,000.

Second: No one

Ayes: 0 Nays: 0

Motion did not carry

David Gustafson suggested further reductions, stating current collections are projecting even further declines and recommended the following:

Administration	\$12,000
Grants NFP	\$231,000
CCAC	\$40,000
Grace	\$15,000
Misc	\$176,000
Promotional CVB	\$338,000
Total	<hr/> \$581,000

Motion: Jo Paczkowski

To: Approve the 2021 budget at \$581,000:

Second: Mark Skibowski

Administration- \$12,000

Ayes: 6 Nays: 0

Grants NFP- \$231,000

Motion Carried

CCAC- \$40,000

Grace- \$15,000

Misc- \$176,000

Promotional CVB \$338,000

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

Kosciusko County Convention, Recreation & Visitors Commission July 8, 2020

MEETING CANCELLED

Kosciusko County Convention, Recreation & Visitors Commission, September 9, 2020

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on September 9, 2020 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Tammy Kratzer, President

Jo Paczkowski, Vice-President

Kathy Ray-Absent

Ron Robinson

David Gustafson
John Hall

Mark Skibowski

Also present were Michelle Puckett, County Auditor and Jill Boggs, CVB Director.

The meeting was called to order by Tammy Kratzer.

In the Matter of KCCRVC Financials:

John Hall presented the financial report, stating the year to date collections are down approximately \$200,000 and no recovery is expected anytime soon. With a cash balance of \$334,000 and investments of \$250,000, the total balance was \$534,000 as of August 31, 2020.

There was a discussion regarding the 2021 budget and projections on recovery from the pandemic. With an estimated decline in collections of 40%, going forward, grant awards should be much more conservatively considered.

Motion: Mark Skibowski

To: Approve the financial report as presented.

Second: Jo Paczkowski

Ayes: 6 Nays: 0

Motion Carried

In the Matter of CCAC-2021 Annual Operating Expense Grant Request:

Karl Swihart, Executive Director CCAC, presented a request in the amount of \$40,000 for 2021 operating expenses, stating all activities through June 14, 2020 were cancelled and although a few recovery grants were awarded, approximately \$200,000 of revenue was lost. Since the shut-down, permits were granted to host a few events with limited occupancy, and currently, Swihart continued, staffing consists of just 2 office personnel and a maintenance person. Swihart concluded, stating all efforts are being made to schedule events to get through the end of the season.

Motion: Mark Skibowski

To: Approve \$40,000 for the 2021 Annual Operating Expenses.

Second: John Hall

Ayes: 6 Nays: 0

Motion Carried

In the Matter of Other CCAC Business:

Swihart presented the following updates:

- The restroom expansion project is expected to begin in October, once permits have been obtained from the State.
- There are several personal-injury claims currently pending with the insurance company
- Sidewalk repairs are necessary and are being evaluated-grants are being applied for to support the project-Karl will approach the City for assistance and return for review of grant request at the November 4, 2020 meeting per discussion

In the Matter of 2021 Fat & Skinny Tire Festival:

Nick Hauk, KCV Cycling Club Member, along with Kris Williams, KCV Cycling Club President, presented a request for \$22,900, for the 2021 Fat & Skinny Tire Festival. Hauk stated

although the 2020 event was cancelled due to the Covid pandemic, organizers are hopeful the event will be held and will continue to grow in 2021, as it has done for several years.

Motion: Jo Paczkowski

To: Approve \$15,000 for the 2021 Fat & Skinny Tire Festival.

Second: John Hall

Ayes: 6 Nays: 0

Motion Carried

In the Matter of Live Owls at Koinonia on Halloween Grant Request:

Casey Jones, Tippecanoe Audubon Society, presented a request in the amount of \$818.50 for the catering of the Live Owls at Koinonia on Halloween, which is this year's scheduled presentation for the annual dinner, held each year in the fall and typically hosts approximately 70 attendees.

Motion: Jo Paczkowski

To: Approve \$500 for the Live Owls at Koinonia on Halloween.

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

In the Matter of Motor Purchase Grant Request:

Chuck McLaughlin, Lake City Skiers, presented a request in the amount of \$30,000 for the purchase of boat motors, stating due to the pandemic, Evinrude, which has been a large sponsor in previous years, closed their doors and no longer honors sponsorships leaving the organization with no motors for their boats. Lake City Skiers, McLaughlin continued, took out a bank note in the amount of \$97,000 to purchase boat motors, which enabled them to continue the season, but with several events cancelled revenues were down.

Motion: Mark Skibowski

To: Approve \$7,000 toward the balance of the boat motor purchase.

Second: David Gustafson

Ayes: 6 Nays: 0

Motion Carried

In the Matter of CVB:

Jill Boggs, CVB Director, presented an update, which included the following:

- Introduced Bob Abel, Board of Directors Member
- Industry reports regarding the impact of Covid results are encouraging that people will continue to travel
- STAR, which monitors US hotel usage, as of August 29, 2020, reported a decline of 237,000 less room sales than the previous week. A separate report using the data from the STAR reports was presented showing monthly occupancy in our area is down 44% from last year, but expressed with non-reporting hotels not included on the reports used, Boggs estimated a slight variation to that percentage.
- A report of actual monthly tax dollars collected, less any arears, was presented, based on information obtained from the County Auditor, showing the trending, which over the past few months has shown a flattening, not necessarily a decline. There was a brief discussion regarding all of the outdoor activities our community offers, which can be assumed has been a large contributor of support in area.

- CVB's bank balance was \$90,438 as of 9/8/20
- Dahms & Yarian has completed the audit, and the report is expected soon
- Per the direction of Dahms & Yarian and the Board of Directors, the budget has been revised to include Covid recovery and at this time, 75.5% has been expended.
- Recent changes include the addition of board members James Baush, Alan Alderfer and Jennifer Carnes. Erin Rowland resigned due to a scheduling conflict with her obligations as CASA's Director.
- Marketing goals are being met and advertising is continually improving
- The mural project is underway
- A 2021 Visitor's Guide is planned
- There was a general discussion regarding the visitor's center and the future of the building

In the Matter of Northern Indiana Lakes Festival:

Jo Paczkowski gave an update regarding the distribution of grant funds awarded for the Lakes Festival, stating only \$3,000 of the \$15,000 award was approved for reimbursement under the stipulations of the grant agreement.

In the Matter of May 13, 2020 Minutes Approval:

Minutes from the May 13, 2020 meeting were reviewed for approval. (The July 8, 2020 meeting was cancelled.)

Motion: Jo Paczkowski

To: Approve the May 13, 2020 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

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

Kosciusko County Convention, Recreation & Visitors Commission, November 4, 2020

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on November 4, 2020 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Tammy Kratzer, President

Kathy Ray

Jo Paczkowski, Vice-President

Ron Robinson

David Gustafson

Mark Skibowski

John Hall

Also present were Michelle Puckett, County Auditor and Jill Boggs, CVB Director.

The meeting was called to order by Tammy Kratzer.

In the Matter of KCCRVC Financials:

John Hall presented the financial report, stating the year to date collections are down approximately 35%, from \$607,000 collected in 2019 to \$405,000 collected in 2020 and while there is the addition of innkeepers collections of \$122,000 in 2020, a true comparison cannot be established since 2019 collections of \$32,000 only began in September.

With a cash balance of \$374,000 and investments of \$250,000, the total balance was \$624,000 as of October 31, 2020.

There was a discussion regarding the investment. Rhonda Helser, County Treasurer, presented bids for re-investing, stating interest rates on CDs have dropped so significantly that moving the money back to the bank account, where it would generate .49% interest, which is above any of the CD rates at this time, would be her recommendation. Helser also recommended revisiting the rates every 3 months.

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 7 Nays: 0

Motion Carried

To: Not renew the investment of \$250,000 into a CD, but return it to the bank account.

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 7 Nays: 0

Motion Carried

To: Accept the financial report as presented.

Grant Requests**In the Matter of 2021 NCCAA DI Basketball Championships-Grace College:**

Karl Swihart, CCAC, on behalf of Chad Brisco, Grace College, presented the 2021 NCCAA Basketball Championship grant request in the amount of \$5,000, stating the tournament, which has been held at Grace College since 2009, is a 16-team tournament bringing teams from all over the country for the March 2021, 5 day, 4 night event.

There was a brief discussion regarding the event, which was awarded \$3,000 for the previous year's event, was reimbursed, and was later cancelled due to the Covid pandemic.

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 7 Nays: 0

Motion Carried

To: Table the request until January of 2021.

In the Matter of Oakwood Foundation-Chautauqua-Wawasee Grant Request- 2020 Old Fashioned Christmas:

Mark Knecht presented a request in the amount of \$1,100 to host the 2nd annual Dickens Old Fashion Christmas in Syracuse, stating more promotional avenues are planned this year.

Motion: David Gustafson
Second: John Hall
Ayes: 7 Nays: 0
Motion Carried

To: Approve the 2020 Old Fashioned Christmas grant request, for advertising, in the amount of \$500.

In the Matter of Syracuse-Wawasee Chamber of Commerce- 2020 Wawasee Winter Carnival Grant Request:

Renea Salyer presented a request in the amount of \$500 for marketing of the 2020 Wawasee Winter Carnival.

Motion: Mark Skibowski
Second: John Hall
Ayes: 7 Nays: 0
Motion Carried

To: Approve the 2020 Wawasee Winter Carnival grant request in the amount of \$500 for advertising.

In the Matter of Syracuse-Lakeland Youth Center- 2021 Wawasee Winter Carnival Grant Request:

Jessica Barger presented a request in the amount of \$4,900 for the 2020 Wawasee Winter Carnival, stating all events, including ice carvers, glass blowers, dog sleds, and chainsaw carving, are currently planned for outside, with warming stations available.

There was a brief discussion regarding additional funding options for the event, as the request submitted is for the full amount of the event.

Motion: David Gustafson
Second: John Hall
Ayes: 4 Nays: 3
Jo Paczkowski, Tammy Kratzer & Kathy Ray
opposed. Motion Carried

To: Approve the 2020 Wawasee Winter Carnival grant request in the amount of \$1,600 for partial costs of the event.

In the Matter of Wagon Wheel Center for the Arts- 2021 Season-65th Summer Season Marketing Grant Request:

Elisa Wise presented a request in the amount of \$75,000 for marketing of the Wagon Wheel Center for the Arts-2021 Season-65th Summer Season, stating the Wagon Wheel is one of the most unique tourist attractions in the area, which draws numerous out-of-town attendees annually. Suffering such a significant loss in ticket sales due to the Covid pandemic, has prompted the Wagon Wheel to seek alternative funding. As a major contributor to the promotion of tourism within the community, Wise stated, grant funding as requested would be a direct support of such an organization.

There was a lengthy discussion regarding the exact match of grant qualifications, the desire to support the organization, as well as the 2021 budget already established and the impact granting the full amount requested would have on the budget.

Motion: John Hall
Second: David Gustafson

To: Approve the Wagon Wheel Center for the Arts-2021 Season-65th Summer Season grant

Ayes: 3 Nays: 4
 Mark Skibowski, Jo Paczkowski, Kathy Ray
 and Ron Robinson opposed
 Motion Did Not Carry

request in the amount of \$37,500.

Motion: Kathy Ray
 Second: Mark Skibowski
 Ayes: 7 Nays: 0
 Motion Carried

To: Approve the Wagon Wheel Center for the
 Arts-2021 Season-65th Summer Season grant
 request in the amount of \$25,000.

In the Matter of Lilly Center for Lakes & Streams Grant Requests:

Nate Bosch presented the following 3 grant requests, stating understanding the effect Covid has had and will continue to have on the budgets of all organizations, the annual requests have all been reduced by nearly half in 2021.

- **2021 Clearly Kosciusko Campaign:**

The request is for \$9,840 in support of the continuation of the Clearly Kosciusko campaign, focusing on the most crucial part of marketing through social media and permanent signage through attachments to town welcoming signs.

There was a lengthy discussion regarding growth and successes of the investment over the past several years, as well as alternative avenues of funding.

Motion: Mark Skibowski
 Second: Jo Paczkowski
 Ayes: 7 Nays: 0
 Motion Carried

To: Approve the 2021 Clearly Kosciusko
 Campaign grant request in the amount of
 \$5,000.

- **2021 Operating Support:**

The request is for \$15,000, for 2021 Lilly Center for Lakes & Streams Operating Support. Bosch stated the amount requested has decreased by \$5,000 annually as the Commission requested.

Motion: Mark Skibowski
 Second: Jo Paczkowski
 Ayes: 7 Nays: 0
 Motion Carried

To: Approve the 2021 Lilly Center for Lakes &
 Streams Operating Support grant request in
 the amount of \$15,000 as presented.

- **2021 Northern Indiana Lakes Festival:**

The request is for \$9,000, in support of the 2021 Northern Indiana Lakes Festival, which Bosch stated will be partnered with the Warsaw Parks Department, as a combination of Lakes Festival and Blues Festival.

There was a brief discussion regarding some funding, which was awarded and lost during the covid pandemic of 2020, due to some contract agreements.

Motion: Mark Skibowski

To: Approve the 2021 Northern Lakes

Second: Ron Robinson

Ayes: 7 Nays: 0

Motion Carried

Festival in the amount of \$9,000, with the agreement that reimbursements will not apply if the event is cancelled due to covid.

In the Matter of CCAC-2021 Sidewalk/Parking Grant Request:

Karl Swihart, Executive Director CCAC, presented a grant request in the amount of \$75,000 for the repair and partial replacement of sidewalks and parking lot. Swihart stated the sidewalks are in bad shape and in need of repair, having had 4 people fall in 2020 due to cracks in the sidewalk. Estimates have been obtained at approximately \$70,000 and while City funding has changed, the matter needs further research.

Motion: John Hall

Second: Jo Paczkowski

Ayes: 7 Nays: 0

Motion Carried

To: Table the matter until more information can be obtained.

In the Matter of 2021 CVB Agreement:

Chad Miner, Attorney, presented the 2021 Agreement between the CVB and the KCCRVC, stating the only change from 2020 was the adjustment to the dollar amount.

Jo Paczkowski suggested a change in the wording, indicating that the CVB's budget be received 2 weeks in advance of the May meeting for review.

There was a lengthy discussion regarding the depreciation of the balance going forward and whether a clause should be included within the agreement, regarding the availability of funds to support the reserve of certain funds. Miner agreed to add a clause indicating the use of funds is solely up to the discretion of the Commission.

There was further discussion regarding authorizing the signature of one officer, where matters arise and require board approval, in that only one signature be necessary as opposed to requiring all board members signatures.

(Tammy Kratzer, excused herself from the meeting for a family matter.)

The Commission took no exception to the changes suggested. Chad Miner agreed to make the changes and resubmit the document for the Commissions signature.

In the Matter of CVB:

Jill Boggs, CVB Director, presented an update, which included the following:

- Presented copies of summary regarding travel statistics
- Star report indicated US hotel occupancy fell back below 50%, however Kosciusko County is seeing an uptick in occupancy
- Presented the tracking report of the actual month that tax is collected, which indicated summer vacation rentals in June at 25,685, just over 28,000 in July, and 25,000 in August
- The Bureau's Board of Directors took part in board development training in October, some of the board members are present at today's meeting

- Economic impact study was obtained and indicated an increase of 4.2% in visitor spending between 2017 and 2019, with lodging showing the most growth over the 2-year period
- Bank balance, as of yesterday, was \$109,000
- Continuing to remain conservative on spending, with the anticipation of a push in the area of marketing, once it appears the economy is heading in the right direction
- State grant funds were awarded in the amount of just over \$32,000, which are planned to help in the recovery of the local economy

There was a lengthy discussion regarding the grant awarded, as well as the policies and guidelines that were observed in obtaining the grant. A significant portion of the discussion surrounded concerns of the KCCRVC regarding transparency and possible overlapping of funding, which members of the CVB addressed.

In conclusion, parties agreed there had been a breakdown of communication throughout the process. Michelle Puckett, County Auditor, offered clarification regarding regulations of CARES Act funding, and the transparency issue was considered resolved.

In the Matter of September 9, 2020 Minutes Approval:

Minutes from the September 9, 2020 meeting were reviewed for approval.

Motion: Ron Robinson

To: Approve the September 9, 2020 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

In the Matter of 2021 Meeting Dates:

The following meeting dates were presented for approval, using the same second Wednesday of the month schedule, with the exception of November due to Veteran's Day:

- January 13, 2021
- March 10, 2021
- May 12, 2021 (Budget Review)
- July 14, 2021
- September 8, 2021
- November 10, 2021

Motion: Mark Skibowski

To: Approve the 2021 meeting dates as presented.

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

In the Matter of 2021 Inter-local Agreement:

The 2021 Inter-local Agreement between the KCCRVC and the Auditor's Office was reviewed, with no changes from 2020 other than the services that will be provided by the Auditor's office. County Auditor, Michelle Puckett, confirmed the responsibilities of the KCCRVC going

forward, which include but are not limited to materials, advertising, legal costs, and meeting minutes.

Motion: Mark Skibowski

To: Approve the 2021 meeting dates as presented.

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

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