

Kosciusko County Convention, Recreation & Visitors Commission January 13, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 13, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer

John Hall - ABSENT

Mark Skibowski

David Gustafson

Jo Paczkowski

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

The meeting was called to order by President Jo Paczkowski where she introduced the newest member to the board, David Gustafson. Gustafson stated he is a native to Warsaw and opened two businesses here in downtown Warsaw and was nominated by Mayor Thallemer to serve on the KCCRVC board and is excited to be a member to help establish and further grow the community.

In the Matter of Swearing in of Members:

Michelle Puckett, County Auditor, swore in the following 2016 members: Jo Paczkowski, David Gustafson, Kristi Plikerd and Tammy Kratzer.

In the Matter of 2016 Inter-Local Agreement:

Michelle Puckett, County Auditor, presented the 2016 Inter-Local Agreement between the County Commissioners and County Council that allows the County Auditor's office to the controller for the KCCRVC Commission. The County Council approved it on December 10, 2015 and the County Commissioners approved it on December 15, 2015.

Motion: Wes Stouder

*To: Approve the 2016 Inter-Local Agreement
as presented.*

Second: Jo Paczkowski

Ayes: 6

Nays: 0

Unanimous

In the Matter of Sheila Wieringa – City of Warsaw Paddleboard & Equipment Grant:

Sheila Wieringa, City of Warsaw Recreation Director, came before the Commission to request a grant in the amount of \$5,758.80. The grant monies will be used to purchase 10 paddleboards and paddles, which would enable the Park & Recreation Department to offer free community paddle boarding and low cost paddle board clinics throughout the season. Wieringa stated over the past 4 years they have been offering free community canoeing and have been able to track the home cities of the participants. They have been able to confirm that the program has in fact been reaching beyond Kosciusko County. Wieringa stated 2015 was the first year they offered the paddle board clinics, which they charged \$8.00 per participant, to pay the instructor to teach the clinic. They had a total of 54 participants, but all classes were full with a waiting list for cancellations. The community free canoeing event from 2012 – 2015 has had well over 200+

participants each year and is being well received by the community. Wieringa would like to purchase paddle boards so they can offer the same community free event. The participants are required to complete waivers before they can take part in either of the programs and the recreation department provides life jackets to each participant that must be worn while paddle boarding or canoeing. Wieringa continued by stating this project will not need any ongoing funding as the Parks & Recreation departments operating budget will cover the cost of the maintenance on all of the equipment. Support from the KCCRVC would be indicated in the annual Recreation Guide as long as the program is held. KCCRVC would also be given credit on the city website (www.warsaw.in.gov) with a link to the CVB website as well as in any press releases and information distributed about the community paddle board clinics.

Motion: Mark Skibowski

To: Approve the City of Warsaw request for \$5,758.80 to purchase 10 paddle boards and paddles for a community free program.

Second: David Gustafson

Ayes: 6

Nays: 0

Unanimous

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

Nate Bosch, Director of Center for Lakes and Streams, came before the Commission to request \$10,000 for the Northern Indiana Lakes Festival. Bosch stated this festival provides a free, fun weekend full of engaging activities and entertainment designed to celebrate and promote our local lakes and streams. The festival also has the distinct benefit of raising awareness and appreciation for these waterways while providing education on how to protect them for future generations. The attendance is expected to be in approximately 5,000.

Bosch stated they are changing the structure of the festival based on research and suggestions from their collaborators. They will be focusing their efforts in one location over a two-day period. The change will allow them to offer different activities over the two-day festival. Bosch stated they are also adding a fireworks display and an evening concert on Saturday night that will encourage visitors to stay overnight in our county. Bosch stated the budget for the fireworks display is \$20,000, which shows they are serious about making this a great festival to draw even more attendance to the event.

Bosch stated since the festival is free they rely on grants and sponsorships to fund the festival. Bosch continued by stating sponsors are recognized in many ways according to their level of support. Specifically, Lakes Partner sponsors (\$10,000 level) receive their name mentioned in announcements at the festival, their name/logo on all promotional materials, naming opportunity for select festival events if desired, logo on day-of-festival signs, in addition to all other sponsor levels.

Bosch stated the total budget for the festival is \$66,000.

Motion: Wes Stouder

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

Second: Mark Skibowski

Ayes: 6

Nays: 0

Unanimous

In the Matter of Nate Bosch – Update on Log Jam:

Nate Bosch, Director of Center for Lakes and Streams, stated the log jam project is almost completed and the remaining jams should be able to be finished up by volunteers. Bosch stated that one of the two volunteer groups that have been helping with the log jam removal project is considering forming a Non-For-Profit organization with the potential for a canoe livery. This would allow this organization to focus solely on the Tippecanoe River, which would be a huge step in the right direction to keep the river free of future jams.

In the Matter of Pierceton's New President for Pierceton Chamber of Commerce:

Laurie Schotz, Pierceton Chamber of Commerce, stated that she will be moving and Trina Hoy will be replacing her as the new President for the Pierceton Chamber of Commerce. The change will take effect over the next few months.

In the Matter of Pierceton General Advertising Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for General Advertising. Schotz stated this project is for Pierceton to advertise multiple events as a whole throughout the year. This is done by "rack cards" that are printed throughout the year which lists events that will be happening in Pierceton in 2016. The "rack cards" may also have press releases and other ads about town events such as the Market and Citizen of the Year or special events. Schotz continued by stating they have also printed monthly calendars, fliers, posters and email blast. In 2016 Pierceton will be celebrating their 150th birthday as well as 200th anniversary of the State of Indiana.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes:6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for General Advertising for the Town of Pierceton.

In the Matter of Pierceton 9th Annual Vintage Motorcycle Show Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for the Vintage Motorcycle Show. Schotz stated this show is for owners and enthusiasts to gather and share their interest along with begin a rest stop for the shoppers of Stephan Baby annual tent event along with the fat and skinny bike race. Schotz continued by stating this event is to draw a different demographic to our town that might not otherwise stop and once here will discover the treasures we have to offer. Schotz shared that the growth of the event has allowed to incorporating a swap section of the festival which seems to draw individuals from around the neighboring counties. They are hoping the growth of this event will lead to a two day event in the near future. This event will occur in May of 2016.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes:6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the Vintage Motorcycle Show for the Town of Pierceton.

In the Matter of Pierceton 4th "Annual Market Days Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for Pierceton Market Days. Schotz stated Market Days will serve the needs of local farmers, crafters, merchants and consumers while promoting businesses in town and closer to the

lakes. Schotz stated they aim to provide healthy, local food options, art, crafts and specialty items from our community. The market will strive to increase education, entertainment and positive social activity in Pierceton's Brower Park for people from all areas, ages and walks of life. The event continues to grow and they are hoping to establish a second Friday free concert night in the park. The event has 16 vendor commitments so far and more anticipated as time gets closer to the event date. This event will occur from May through October 2016 every Friday and the vendors can set up anytime on Friday.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes: 6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the 4th Annual Market Days for the Town of Pierceton.

In the Matter of Pierceton 9th Annual Heirloom Tomato Festival Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for 9th Annual Heirloom Tomato Festival. Schotz stated the Heirloom Festival takes the visitors back to a simpler time. This event is to bring together education, entertainment, exercise (health) with fun. There will be many educational activities throughout the day from salsa making to learning all about tomato pie and the ugliest tomato worm. Schotz stated there will be food demonstrations and hands on creating and informational speaker throughout the day. They are also working with the CVB on developing an agricultural tour that would include this festival to attract tour buses to the area during the festival. The date of the festival is August 26-28, 2016.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes: 6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the 9th Annual Heirloom Tomato Festival for the Town of Pierceton.

In the Matter of Pierceton Agricultural Art Show Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for Agricultural Art Show. Schotz stated the Agricultural Art Show is to further the visual arts in Kosciusko County by challenging the creative spirit of local artists and community residents. The show strives to nurture artists through opportunities for camaraderie, skill development, the sharing of creative endeavors, and public exhibit. The show will also strive to promote and support visual arts education and agriculture attached to our demographics in Kosciusko County. The event will occur in the month of August 2016.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes: 6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the Agricultural Art Show for the Town of Pierceton.

In the Matter of Pierceton 3rd Annual 5K/2Mile Walk Tomato Race Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for 3rd Annual 5K/2Mile Walk Tomato Race. Schotz stated this race has brought individuals from all over Indiana, Ohio and as far away as Massachusetts. The walk portion added last year was a huge success and will continue again for 2016. Schotz stated this year they are looking into doing a possible night glow walk/run in conjunction with the 2016 150th

birthday celebration. This event will occur on August 27, 2016 in conjunction with the Heirloom Tomato Festival.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes:6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the 3rd Annual 5K/2Mile Walk Tomato Race for the Town of Pierceton.

In the Matter of Pierceton Primitive Show Grant:

Laurie Schotz, Pierceton Chamber of Commerce, came before the Commission to request \$500.00 for Primitive Show. Schotz stated this is an annual event that brings approximately 800-1000 attendees to Pierceton. There are approximately 40+ vendors from all over the Northern Indiana Area. Schotz stated that this event is unique as it helps promote what the Town of Pierceton does on a daily basis. Schotz stated the event will be back at the Pierceton Elementary school this year, but there is a concern with parking. This event will occur on December 3, 2016.

Motion: Mark Skibowski

Second: Tammy Kratzer

Ayes:6

Nays: 0

Unanimous

To: Approve the grant request in the amount of \$500.00 for the Primitive Show for the Town of Pierceton.

In the Matter of Pierceton Pancake Breakfast:

Laurie Schotz, Pierceton Chamber of Commerce, invited the Commission to attend the Pancake breakfast for the town of Pierceton that will occur on Saturday, January 23, 2016 at United Methodist Church.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for January. Swihart stated they are preparing for the indoor winter activities. The activities include youth basketball and soccer, adult soccer, corn hole leagues and tournaments, batting tunnel rentals and adult volleyball. The youth soccer registrations are at 67 participants, youth basketball at 25, adult corn hole at 12 teams and still growing, along with adult soccer. They have also started a pickleball league, with several participants. There is also a 3 on 3 adult basketball tournament is scheduled for Saturday, January 23rd.

Swihart stated they have \$120,000.00 in approved grants for the expansion of the Multi-Sport Building. They are seeking other grants for the remaining \$20,000.00, but are prepared to finance the remaining balance if the grants are not approved. The drawings are being sent down to State, and setting up a variance hearing to avoid the sprinkler systems. This should all be completed in January and construction to begin in February. Swihart does not feel obtaining the variance for the sprinkler system will be an issue.

The 2016 tournament schedule is 100% complete, and Swihart stated it looks outstanding. They will be hosting the Girl's Fast Pitch State tournament again for 2016 along with the Boys Baseball Super State and the Baseball World Series for 3 age groups. Swihart stated they will also be hosting the Adult Silver and Bronze State and Coed World Series. These are in addition to their normally scheduled tournaments, plus they have added some more youth and adult tournaments. They currently have 53 fast pitch teams and 164 baseball teams signed up.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report from December 2015. Boggs stated she will be working on updating this reporting as she does not feel it accurately reflects the correct information. Boggs distributed a copy of the CVB Board meeting minutes. Boggs will keep an official meeting minutes document along with an “action item” document to insure all items needing action have something done with them and that nothing falls through the cracks. The “action item” document will give details on the status of each item. Boggs stated she does not have an updated report on the group bookings due to illnesses within the office. The report will be updated for February and the results given at that time.

Boggs addressed the Bi-Laws and stated she currently has 7 pages and is a continue work in progress. She has been tasked by her Board to re-do the Bi-Laws. There are several issues within the current Bi-Laws. Boggs is to have a rough draft to the Governance Committee by Monday, January 25, 2016. The Governance Committee and Boggs will have a recommendation to the Board so they can review at their February 9th annual retreat. Boggs has several changes she is recommending as changes in the Bi-Laws which include but not limited to the financial section, executive sessions, reporting of Board members, updating the dissolution with KCCRVC.

Boggs distributed a copy of the new 2016 visitor’s guide, which was delivered to the CVB on December 29, 2015. There is a plan for disbursing the guides and Boggs has tasked her team to look at new venues to place the visitor’s guide for distribution to the public. Boggs would like each of the Commission Board members to read and look through the Visitor’s Guide and give all feedback as she wants to continue to improve this piece each year.

Boggs provided the Commission with a listing of all the CVB Board members. There are currently 13 seats on the board as by law they can have no less than 9, but no more than 15. The December board meeting went from 12 to 13 and there is currently a full board. Boggs wants and encourages an active board and attendance to the meetings. The board meets 10 months of the year (no meetings in July or December).

Boggs presented the financial data as the following: Marketing Account is at a zero balance and would like to keep it at zero and close this account. Boggs stated this is not her decision but will make that recommendation to the finance committee for their final decision. The Ledger Bank Account holds all the money from the Visitor’s Guide and Boggs along with their PNC bank representative feel this account should remain intact. The ledger showed \$56,067 in collections and \$42,205 in printing costs, which leaves a balance of \$13,861 in the Ledger Account. Boggs stated they have \$29,100 worth of open invoices. The Operating Account they have \$67,760 and paid checks that totaled \$3,500 for a balance of \$64,260. The combined total cash balance is \$78,124. Boggs questioned the Commission on how they need to apply for their quarterly disbursement. Jo Paczkowski stated the President of the KCCRVC normally completes the claim forms for disbursement, but feels they need to sit down and discuss this further to ensure everyone is on the same page. It was agreed that Mark Skibowski, Jo Paczkowski, Jill Boggs and the CVB finance meet to discuss and work out all the details and the best way to accomplish this.

The Commission commended Boggs on her efforts to pull the CVB together and getting them back on the right track. The really like the direction Boggs is headed.

In the Matter of Dissolution of the CVB and KCCRVC:

Jo Paczkowski stated the updated Dissolution of the CVB and KCCRVC has been re-recorded with the correct legal description. Originally recorded on 12-9-2015 and re-recorded on 1-5-2016.

Recording document number 2016010045

As recorded in the office of the Kosciusko County Recorder

In the Matter of November 18, 2015 Minutes Approval:

Minutes from the November 18, 2015 meeting were reviewed and approved minutes with the following corrections made in the CVB section stating the goal was met of selling over \$80,000 in ads and in 2014 they sold \$78,000 in ads.

Motion: Mark Skibowski

Second: Kristi Plikerd

Ayes: 6

Nays: 0

Unanimous

To: Approve the November 18, 2015 meeting minutes with changes in the CVB section stating they goal was met of selling over \$80,000 in ads and in 2014 they sold \$78,000 in ads.

In the Matter of Finances:

Mark Skibowski questioned the Commission on if there is running total or listing of all the grants that have been awarded so they can easily see what how much funding they have left to offer. Jo Paczkowski stated there is a list available, but she did not have time to update it prior to this meeting.

Motion: Wes Stouder

Second: Mark Skibowski

Ayes: 6

Nays: 0

Unanimous

To: Approve the Finances as presented for the December and the Innkeeper Tax Remittances.

In the Matter of 2016 Election of Officers:

Jo Paczkowski requested a nomination for the 2016 Election of Officers. Paczkowski stated that an officer can only hold the same position for 2 years according to the Bi-Laws. The following nominations were made for 2016.

President – Kristi Plikerd

Vice-President – Jo Paczkowski

Treasurer – Mark Skibowski

Secretary – Tammy Kratzer

Motion: Jo Paczkowski

Second: Wes Stouder

Ayes: 6

Nays: 0

Unanimous

*To: Approve the following 2016 officers:
President – Kristi Plikerd, Vice-President – Jo Paczkowski, Treasurer – Mark Skibowski and Secretary – Tammy Kratzer*

In the Matter of Current CVB Building:

Jo Paczkowski stated she feels a committee needs to be formed in order to evaluate the upcoming repairs that are going to be needed on the current CVB building. Mark Skibowski stated the CVB owns the building and there are some maintenance issues coming up. The discussion has been whether it is cost effective to make the repairs and continue with the same building or to sell the building and lease at a new location. The Commission feels the CVB needs to be approached with their concerns. The Commission agreed this needs to be a subtle discussion and that this will not be an overnight process. The Commission felt this would span over a 2-3 year time frame. Jo Paczkowski and Mark Skibowski will bring the topic up at their meeting with Jill Boggs and the CVB finance when they meet.

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

Kosciusko County Convention, Recreation & Visitors Commission March 9, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on March 9, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Mark Skibowski

Wes Stouder - ABSENT

David Gustafson

Tammy Kratzer

Jo Paczkowski

John Hall - ABSENT

Also present was Jill Boggs, CVB Director

In the Matter of Beyer Farm Trail Signs for Kosciusko County Soil & Water grant:

Darci Zolman, Soil & Water Conservation District Program Administrator, came before the Commission and requested \$6,500.00 for signs on Beyer Farm Trails. Zolman stated they will be working in conjunction with the Center for Lakes & Streams at Grace College for this project. They will be replacing signage along the Beyer Farm Trail in Warsaw due to the condition of these signs. The signs are very outdated and rundown and the replacement of these signs will assist in educating the Warsaw community about local wetland ecosystems including plant life, wildlife, wetland soils and how wetlands affect local waterways. Zolman reference the signs will have an on-cell element, which will allow visitors to call a specified cell phone number and listen to additional pre-recorded educational information regarding the trails. A total of thirteen (13) signs will be installed along the trail, including one trailhead sign, four entrance signs and eight educational content signs. The project will be completed in Spring of 2016.

Motion: Jo Paczkowski

To: Approve the grant in the amount of

Second: Dave Gustafson

\$6,500.00 for signs for the Beyer Farm Trails.

Ayes: 5

Nays: 0

Unanimous

In the Matter of Bicentennial Festival Celebration:

Diane Wulliman, Committee Member, came before the Commission to request \$500.00 to help promote and advertise this once in a lifetime event and \$10,000.00 to help with the costs of the entertainment for the event that will be held on September 29 – October 1, 2016. Wulliman stated the Bicentennial Festival Celebration will be three days. The festival will start on Thursday morning with the statewide Bicentennial Torch Relay moving through the county from Silver Lake to Syracuse. There will be a small celebration in Silver Lake, Warsaw and Syracuse. Schools have been invited to bring their students and there will be activities throughout the morning in Central Park to engage students. Thursday evening there will be a musical event involving choirs and bands from schools and communities throughout the county, which will be held on the Grace College campus at the MOCC. Friday evening there will be events in Warsaw, similar to a First Friday, and events in Syracuse celebrating Wawasee's homecoming which is against Warsaw. They are looking at moving the monthly First Friday event up to coincide with this event. Saturday there will be events all day long at the county fairgrounds, with a pancake breakfast, parade, car show, quilt show, antique tractors, vendors, a concert in the grandstands and a fireworks show. This is also the opening weekend of the haunted house at the fairgrounds, which Wulliman stated they feel these events will work well together in bringing the residents out to the fairgrounds. Wulliman stated the main purpose of this once in a lifetime festival is to bring residents of all ages from every community in Kosciusko County and individuals from neighboring counties together to celebrate Indiana's Bicentennial. Wulliman stated the state caravan traveling with the Torch is spending one night in Warsaw which will be five to six rooms. They will be doing this twice, once this summer for a dry run and again September 28th. Wulliman stated this event will be advertised in several locations and on the multiple websites.

The Commission discussed the request and decided they would grant \$500.00 for the promotion of the event, but felt the committee for the event needed to see what other donations they received or potential fundraisers they could do to raise money for the \$10,000.00 being requested for the actual event. The Commission stated Wulliman could come back at a later date if they were still in need of additional funding.

Motion: Mark Skibowski

Second: Jo Paczkowski

Ayes: 5

Nays: 0

Unanimous

To: Approve the request for \$500.00 for the promotion of the Bicentennial festival.

Denied the request for the sponsorship of \$10,000.00 for the Bicentennial festival with the option to return at a later date if the funding is still needed.

In the Matter of Syracuse-Wawasee Trails Conklin Bay Phase 1:

Megan McClellan, Syracuse-Wawasee Trails Executive Director, came before the Commission and requested \$25,000.00 for the Conklin Bay Phase 1. McClellan stated this application will be used towards the first phase of a boardwalk over the Conklin Bay wetlands and a trail connecting the boardwalk to existing trails on property owned by the Wawasee Area Conservancy Foundation (WACF). This phase includes the initial design, planning and permitting of the boardwalk and trail. McClellan continued by stating with the addition of the Conklin Bay boardwalk and the adjacent trail through the Wawasee Area Conservancy, many more visitors will be attracted because of the trail aspects including birdwatching and nature trail enthusiasts.

McClellan stated these funds will be used mainly for obtaining permits for the planning aspect from: Indiana Department of Environmental Management, Indiana Department of Natural Resources, the Army Corps of Engineers and Indiana Department of Transportation. McClellan stated there is an extensive amount of planning and permitting involved due to the boardwalk being in the wetlands. Tammy Kratzer feels it is very important to keep up and continue with this project due to the amount of money that the KCCRVC has already invested. Mark Skibowski questioned McClellan on what the total design cost would be and if they would be coming back for additional funds for the planning portion at a later date. McClellan stated the total costs for design will be \$128,131.00 and are asking for a total of \$50,000.00 from the KCCRVC. McClellan stated they requested \$25,000.00 in 2015 for Design work and is now requesting another \$25,000.00 for the right of way engineering (planning), but would not be requesting any additional funds for the planning/design portion. Jo Paczkowski commented that she is willing to grant another \$25,000.00, which would bring the total to \$50,000.00 to keep in line with what was granted and approved for the Limitless Waterpark in Winona Lake.

Motion: Jo Paczkowski

To: Approve the request for \$25,000.00 for the planning/design work for Conklin Bay Phase 1.

Second: Tammy Kratzer

Ayes: 5

Nays: 0

Unanimous

In the Matter of the Syracuse-Wawasee Trails Outreach:

Megan McClellan, Syracuse-Wawasee Trails Executive Director, came before the Commission and requested \$8,693.00 for the Outreach program for the Syracuse-Wawasee Trails. McClellan stated this application is for designing, printing and mailing the newsletter, updating and printing of the brochure. McClellan stated three times per year the newsletter is mailed to their existing database of about 400 addresses compiled from their donor database and on-line registration form. McClellan also confirmed they purchase a mailing list of approximately 7,300 addresses and mail the newsletter to the entire list. The brochures are available in area hotels, restaurants, the Chamber of Commerce, bike shops and hiking supply shops in the surrounding counties. The brochures and newsletters are provided to all the participants in local bike and running races, such as Tour des Lakes and Wawasee Triathlon. Mark Skibowski stated he feels the addresses from the existing database of approximately 400 are current members and does not feel it is beneficial to mail the newsletter to them. He made the motion to reduce the grant request to \$7,500.00. Tammy Kratzer and Kristi Plikerd agreed with the motion made by Skibowski. Paczkowski stated she feels \$7,500.00 is too high for this project and has opted to vote no.

Motion: Mark Skibowski

To: Approve the request in the amount of \$7,500.00 for the Syracuse-Wawasee Trails Outreach project. Jo Paczkowski voted No to this grant request.

Second: Tammy Kratzer

Ayes: 4

Nays: 1

Unanimous

In the Matter of the Lake City Skiers – Publicity:

Chuck McLaughlin, Lake City Skiers VP, came before the Commission and requested four (4) different grants for the publicity of their upcoming events. McLaughlin explained to the Commission that the events consist of the following: The “regular” water ski shows that are held from June 5th through Labor Day 2016 (Tuesday and Sundays), the City of Lakes Ski Tournament held on June 18, 2016, the Central Region Show Ski Tournament held July 9-10, 2016, and the Division II Show Ski Nationals held August 6-7, 2016. McLaughlin stated the

promotion of these events is huge and brings 300+ overnight stays for Friday and Saturday for the Central Region and National shows. The City of Lakes Ski Tournament brings in roughly 80 overnight stays. McLaughlin continued by stating he would like to promote these events separate as they bring in different crowds, but he will promote them however he needs to if \$500.00 for each event is not granted. McLaughlin shared that they have used sponsors in the past to help out with this costs, but those sponsors are no longer able to help in funding those requests. They have used television ads in the past, press releases, radio and word of mouth. The ads need to be updated as they are outdated and old. McLaughlin stated they have done a good job thus far in promoting their events, but feels they could do a lot better with some additional funding to use towards their advertising efforts. They were just recently at the boat and travel show. Jo Paczkowski questioned if it would be possible to advertise some of the events together as they are all held fairly close together. McLaughlin stated he would advertise on what the Commission approves, but he could figure something out. Paczkowski requested it be notated that she approached the Lake City Skiers on the grants that were available to them, not Mark Skibowski. Skibowski stated he gave his input, but would abstain from voting on this due to his involvement with the Lake City Skiers. Gustafson made a motion to grant the four (4) separate publicity grants each for \$500.00 (\$2,000.00 total) as he feels there is value in promoting these events separately. Paczkowski made a motion to grant a total of \$1,000.00 for publicity for all 4 grants as she feels the promoting of these events could be combined. Plikerd agreed with Paczkowski that combining the publicity for the four (4) events made more sense as the date of the events were all close together.

Motion: Jo Paczkowski

Second: Tammy Kratzer

Ayes: 4

Nays: 0

Unanimous

To: Approve the publicity grants in the amount of \$1,000.00 to be used for all four events to be held by the Lake City Skiers.

In the Matter of the Lake City Skiers – Performance Platform:

Chuck McLaughlin, Lake City Skiers VP, came before the Commission and requested \$25,814.00 for a new performance platform. McLaughlin stated the project will replace the main starting platform that is required for all shows and tournaments as per the USA Water Ski/NSSA rule 9.08. The sponsor is to provide a performance platform for the use of all clubs. It is recommended that the performance platform be at the left edge of the show course and will generally be used as the starting platform for most acts. McLaughlin stated for the National, Regional and Class A tournaments that they sponsor, the recommended minimum size shall be 20 feet x 36 feet or 720 square feet, with the short dimension parallel to the shore and the surface 12 to 20 inches above the surface of the water. McLaughlin shared that the Lake City Skiers provide free, fun family entertainment from June through Labor Day each year. Shows are every Sunday and Tuesday evenings at 6:30 pm and last about 1 hour. These shows are unique as The Lake City Skiers are the only competitive show ski team in Indiana. The team holds 3 learn to ski clinics each year to inspire people to take up the sport of waterskiing. McLaughlin also shared that the team host the Camp Wack skiers with disabilities clinic each year. The team objective is not only to provide quality entertainment but also to promote safe boating practices and bring focus to the lakes area. McLaughlin stated that they are at risk of not being able to host their current tournaments due to the starting performance platform is not up to regulation with all the repairs that need to be completed. McLaughlin stated he had another quote for \$22,000.00, but it did not have the treated wood cap to protect the surface, delivery and set up was not

included. McLaughlin went with the \$25,814.00 quote due to the 15 year warranty and it included delivery and installation of the platform. Skibowski stated he would abstain from voting on this due to his involvement with the Lake City Skiers.

Motion: Jo Paczkowski

To: Approve the Lake City Skiers grant

Second: David Gustafson

request in the amount of \$25,814.00 for a

Ayes:4

Nays: 0

Performance Platform.

Unanimous

In the Matter of the Tour des Lakes:

Tyler McLead, Tour des Lakes Committee Member, came before the Commission to request \$2,500.00 for sponsorship of the July 9, 2016 event. McLead stated the Tour des Lakes Bike Ride was established in 2010 to provide a fun recreational opportunity for the community, feature the scenery in Kosciusko County and raise funds for local non-profit organizations. McLead stated their event offers three (3) different tours that guide cyclists around the lakes, countryside and quaint small towns of Kosciusko County. In addition to the bike tours, Tour des Lakes feature family friendly cycling attractions including professional BMX shows and a park scavenger hunt ride. McLead stated the participation for this event has grown substantially in recent years as they saw a record of 218 riders take a tour in 2015. McLead feels there is still room for significant growth and improvement. The primary goal for 2016 is to increase their marketing efforts to further promote their event to riders from outside the area. The proposed marketing plan would include a revitalized website, print and web advertisements, a promotional video and some additional printed materials. The Tour des Lakes is one of the few organized leisurely bike rides the county has to offer.

Motion: Mark Skibowski

To: Approve the Tour des Lakes grant

Second: Tammy Kratzer

request for sponsorship in the amount of

Ayes:5

Nays: 0

\$2,500.00.

Unanimous

In the Matter of the 28th Annual Cruise In – Syracuse-Wawasee Chamber of Commerce:

Tammy Cotton, Syracuse-Wawasee Chamber of Commerce, came before the Commission to request \$500.00 for sponsorship of the 28th Annual Cruise In to be held the weekend of May 13th. Cotton stated the event offers a weekend of fun for the entire family. Automobile collectors come from all over to share with the crowd their beautifully restored automobiles. Cotton continued by stating the event will also offer food trucks, games for the kids and a live band. The event will begin on Friday evening of May 13th, with a Cruise In, which will include the activities just mentioned. On Saturday, the following day, the cars are officially judged and collectors are awarded prizes. Following the awards ceremony, the cars are paraded around Syracuse Lake and through town, before leaving town and heading home.

Motion: Mark Skibowski

To: Approve the grant request in the amount

Second: Tammy Kratzer

of \$500.00 for the 28th Annual Cruise In by

Ayes:5

Nays: 0

the Syracuse-Wawasee Chamber of Commerce.

Unanimous

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, was not in attendance for the meeting, but did submit his March report. The Commission did not have any questions or concerns to discuss.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the CVB's monthly activities. Boggs stated Erin Rowland Jones was not available to attend this meeting, but submitted the Exit Package and Tuition reimbursement letter and plan for Mary Kittrell for their review and to please contact Erin directly if they have any questions.

Boggs supplied the Commission with the most recent bank ledgers for banking accounts. Boggs stated the Ledger (holding account) had a cash balance of \$15,350.00 as of March 8, 2016. The Operating account as of March 4, 2016 had a cash balance of \$44,102.24 but projected out till March 18, 2016 with payroll expenses will be \$41,227.57.

Boggs questioned the Commission on how and when she should make a request for a disbursement that should be paid in April. Skibowski stated the Commission has not had a chance to discuss this since his meeting with Boggs, but Skibowski assured Boggs the Commission would discuss the disbursement request and get her an answer.

Boggs stated there is approximately \$9,600.00 worth of open invoices as of February 2016, which are from 2016 visitor guide ads. These invoices were due in February and the CVB has been in contact with the vendors for payment.

Boggs stated she does not have the February finance report to share with the Commission at this time. Boggs stated and she is working with her finance board to work on a better way to communicate and report the monthly finances to everyone so it is easier to read and follow. Boggs stated she has been in contact with Skibowski from the Commission and he is well aware of this. Boggs gave the Commission a rough draft copy of what her and her finance board has been working on so they can get an idea of what format they are looking at presenting. Boggs stated they will be using Quick Books and bringing the accounting back in house to better streamline the process and will be able to print any report that may be necessary to track expenses. Some expenses, such as payroll, will still be done by an outside agency, but the day to day expenses will be done in house from now on. Boggs stated they will go back to January 1, 2016 and convert everything into the Quick Books.

Boggs will email the updated "By Laws" to the Commission once they have the final copy, which should be by Tuesday, March 15, 2016.

Boggs stated they hired a secretary, Stacy Young, which her main role will be to verify the meeting minutes that Boggs prepares for factual information.

Boggs stated the sales manager attended two (2) trade shows. One was the Heartland Travel Showcase that was held in Grand Rapids, Michigan on February 5-7, 2016 and the Indianapolis Boat Show that was in held in Indianapolis, Indiana on February 19-28, 2016. They are reviewing the costs and evaluating if these shows are beneficial to attend.

Boggs stated they are preparing for their first meeting of the 2017 Visitors guide. They will begin selling ads for the 2017 guide on June 1st. Boggs stated there is a lot to look at and organize for the guide.

In the Matter of January 13, 2016 Minutes Approval:

Minutes from the January 13, 2016 meeting were reviewed and approved minutes

Motion: Mark Skibowski

To: Approve the January 13, 2016 meeting minutes

Second: Tammy Kratzer

Ayes: 5

Nays: 0

Unanimous

In the Matter of Finances:

Mark Skibowski stated that he is pleased with the progress that Boggs is making with the CVB financial accounts and moving forward will operate out of one account. Skibowski stated the Commission needs to come to some understanding and agreement on when they will release disbursements to the CVB. Skibowski continued by stating there is no hard and fast rules and no regulatory body that dictates how and when the disbursements need to be made. Skibowski and Paczkowski agree that the quarterly expenses for the CVB range from \$50,000.00 to \$75,000.00. Skibowski addressed the Commission on how they would like to handle the disbursement to the CVB based on this information. Skibowski stated he would like to see the CVB start with a "petty cash" amount in their checking account and then use that cash balance to pay for their expenses and then the Commission reimburses the CVB back up to what the original starting "petty cash" amount was. Plikerd commented that she liked the solution that Skibowski had presented and stated she felt it would be a very easy and effective way to monitor the expenses of the CVB. Paczkowski stressed to the Commission that they have the ability and right to deny the reimbursements on expenses they feel are not acceptable that are submitted by the CVB. The Commission was all in agreement on that and felt with Boggs overseeing the financials for the CVB that this will not be an issue due to her desire to be very transparent on all expenses. The Commission determined that they need to see the final expense numbers from 2015 to get a better understanding of what the "petty cash" amount should truly be. Paczkowski stated she felt comfortable with starting out at \$65,000.00 and adjusting if needed after the Commission has the opportunity to review the final figures for 2015. The Commission was in agreement with this recommendation from Paczkowski.

Skibowski stated there are approximately \$70,555.00 in outstanding grants from 2015 that have not been disbursed. Skibowski reminded the Commission that these disbursements must be made by December of 2016 in order to use funds from the 2015 budget. Skibowski stressed the importance of making sure these grants are paid. Skibowski suggested that the grant form needs to be modified to include a deadline of when the invoices must be submitted in order to receive the funds that were requested. The suggestion was made on publicity grants for local festivals that there invoices be submitted within 90 days of the event. Plikerd requested that Paczkowski update the grant form and bring to the next Commission meeting for review. Skibowski stated the original amount allocated for grants was \$216,500.00 and currently the Commission has awarded \$74,952 with a balance of \$141,548.00 left.

Skibowski stated that Plikerd met with Michelle Puckett, County Auditor, and discussed the current financial reports that the Commission receives from the Auditors office. The decision was made to combine and update several of the reports and only have two reports that show all the grants and tie the total back to the original budget for the Commission. The format will be updated and presented at the next Commission meeting for review.

In the Matter of Wagon Wheel:

Kristi Plikerd stated she met with John Hand from Wagon Wheel in reference to the Convention Center project and if the Commission is willing to help fund this project. Plikerd stated Hand needs a decision on this as soon as possible as in order to move forward he will need to proceed with the filing of the paperwork. Plikerd stated the option was to raise the innkeepers tax by 1% or cut the amount of grant monies they allocate each year by the \$100,000.00 that the Wagon Wheel is requesting they commit to over the next fifteen (15) years. Plikerd was not impressed with either of the those options as she is not in favor of increasing the tax rate and she feels that cutting the grant monies by \$100,000.00 each year is limiting the diversity of grants they can offer to the county. Plikerd asked for the Commission to weigh in with their thoughts on whether they agree or disagree with moving forward on this request. Skibowski is opposed to the 1% tax increase and does not feel it is appropriate to commit to this 1% tax increase year after year especially since they are not certain on how much will be brought in year after year. The innkeeper's tax is not a guaranteed amount year after year. Gustafson stated he would like to know and learn more about the legislation and the rules and regulations that the Wagon Wheel are being held to. Plikerd stated that when Fort Wayne constructed their Convention Center they imposed the 1% tax increase on restaurants, which is an option the Wagon Wheel can use. Skibowski, Kratzer and Paczkowski all agreed that the Commission can help with publicity down the road, but does not want to move forward with the commitment of increasing the tax rate by 1%. Plikerd stated she would contact Hand and let him know the Commission is not willing to commit to those types of funds.

Skibowski stated the overall tax collections for 2016 are up by approximately \$5,000.00.

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

Kosciusko County Convention, Recreation & Visitors Commission May 11, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on May 11, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer

John Hall

Mark Skibowski - ABSENT

David Gustafson

Jo Paczkowski

Also present was Jill Boggs, CVB Director, Karl Swihart, CCAC Director, Nate Bosch, Grace College, Diane Wulliman, Chairperson for Indiana's Bicentennial, and Will Dawson, Executive Director Wagon Wheel

In the Matter of Celebration of Indiana's Bicentennial:

Diane Wulliman, Chairperson for Celebration of Indiana's Bicentennial, came before the Commission to request \$7,500 for the Festival to Celebrate Indiana's Bicentennial. Wulliman stated she came to the Commission at the March meeting for this same grant request, but has since been able to provide additional information on the event. The event will be a three day festival for Kosciusko County to celebrate Indiana's Bicentennial. The festival will start on Thursday morning with the statewide Bicentennial Torch Relay moving through the county from Silver Lake to Syracuse. There will be small celebrations in Warsaw and Syracuse. Schools have been invited to bring their students and there will be activities throughout the morning in Central Park to engage students. On Thursday night there will be a musical event involving choirs and bands from area schools as well as adult musicians and choirs. This will be held on the Grace College campus at the MOCC. Friday evening there will be events in Warsaw, similar to a First Friday, and events in Syracuse celebrating Wawasee's homecoming, which will be played against county rival Warsaw. Saturday there will be day-long events at the county fairgrounds. A pancake breakfast, parade, motorcycle ride, classic car cruise in, quilt show, antique tractors, bingo, food vendors, concert and a balloon glow are some of the activities scheduled. This is also the opening weekend of the haunted house at the fairgrounds.

The purpose of this once in a lifetime festival is to bring residents of all ages from every community in Kosciusko County and residents from our neighboring counties together to celebrate Indiana's Bicentennial.

Wulliman stated there will be a state caravan traveling with the Torch and will be spending at least one night in Warsaw which will be seven to ten rooms. They are doing this twice, once this summer as a test run of the Torch Route and again on September 28th. There have already been a few nights spent in Warsaw as people from the state planning committee have traveled the area and told us they have stayed in Warsaw. Some of our vendors on Saturday will be from out of the county and may stay a night at one of the local hotels.

Wulliman also stated from what they are hearing from the state and surrounding counties, Kosciusko County is planning the biggest Bicentennial Celebration in our area of the state. The planning of these Bicentennial events has led to Warsaw Community Schools and Grace College working to bring "Back to the Days of Kosciusko" back as an annual event for elementary schools and the public to enjoy this year and future years.

Wulliman told the board that support received from the KCCRVC will be recognized in their radio advertising and on the promotional materials and programs.

Motion: Wes Stouder

Second: John Hall

Ayes: 6

Unanimous

Nays: 0

To: Approve the Festival to Celebrate

Indiana's Bicentennial Grant in the amount of

\$7,500.00.

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

Nate Bosch, Director of Center for Lakes and Streams, came before the Commission to give an update on the Grace College Lakes & Streams projects. Bosch started with the Current Effects Clean Stormwater Art Project. The art students at Grace College created paintings at various

storm drains in Warsaw in hopes to educate the community about making daily decisions which protect our local waterways. There is a QR code on the brochure and at each of the storm drain paintings that when scanned connects to a website that offers more in-depth information about each of the storm drain paintings, the artists and interesting facts concerning our local water ways.

Bosch shared that the design for the Beyer Boardwalk signs are close to completion with only a few minor adjustments. Gray Craft signs will print the signs and be ready by this summer. Bosch stated they are planning on having a ribbon cutting ceremony, which the Commission will be invited to as a sponsor.

Bosch stated the Lakes Festival will be held on June 11th and 12th and passed out a few save the date cards. Bosch thanked the Commission for their donation and support of this event. Bosch shared that there will be fireworks at the festival this year and they will also have some family fun activities, food vendors, lake education and business expo booths along with music.

Bosch gave an update on the log jam project and shared that the Tippecanoe River has been named one of the ten most important rivers in the country. Bosch shared that 171 log jams have been removed out of the Tippecanoe River with 38 left to go. The goal is to have the remaining log jams removed by the end of the summer and once completed a ribbon cutting ceremony will happen. The Commission will be contacted to ensure they are present to see the final completion of this huge project. Bosch stated several people have already started canoeing and kayaking down the river and are giving great feedback and compliments. Bosch has been in contacted with a few interested parties that are looking to start a canoe livery on the Tippecanoe River, which would push the responsibility for removing any future log jams onto the canoe livery.

Bosch shared the results of the Economic Impact Study that the Commission helped fund with donations. Bosh stated that Kosciusko County Lakes contribute over \$313 million annually to our local economy due to the current quality of our lakes. Bosch referenced a chart that showed lake specific businesses (boat sales, boat manufacturing, marina...etc) contribute \$150,722 million, lake related businesses (auto & gas, food & dining, construction...etc) contribute \$147,661 million and property taxes contribute \$15,000 million. Bosch did state that some businesses chose not to participate in the survey, but could possibly be higher than what is reported. Bosch stated everyone needs to understand what is at stake with improvement and decline in lake quality. If everyone does their part to improve the lake quality, the economic value of our lakes could increase by 5% for an additional \$10,519 million each year. If we follow practices that degrade lake quality, the economic loss to the value of our lakes could be a devastating 40% loss of \$84,153 million less each year. Bosch finished by stating the importance of keeping our lakes healthy and clean is an investment for our future that will only benefit our community for generations to come.

In the Matter of Wagon Wheel :

Will Dawson, Executive Director, came before the Commission to give an update on the huge \$11 million investment capital campaign they are working on now. Dawson stated the Wagon Wheel Center for the Arts impacts the local economy. They bring significant NEW dollars to the community and are able to keep most of those dollars locally. They have learned how to attract a

younger audience and out-of-towners, but a new improved facility is needed in order to make the necessary updates and to expand their reach. The “off-season” programming has helped attract new patrons, created professional arts training for youth and is building a Symphony program. Dawson stated the expansion could double their size and have a significant impact on the local economy.

Dawson touched on how they attract new dollar to the community. The Wagon Wheel currently has 76,000 patrons annually and that number continues to grow each year. The Wagon Wheel patrons that are from outside the Warsaw/Winona Lake area are 63%, which is higher than national average of 31%. The annual estimated economic impact to Kosciusko County is between \$3.8 and \$5 million.

Dawson stated they are seeking help from the Commission with contributions towards their Capital Campaign and increasing the Local Inn Keeper’s Tax from 5% to 6%. Dawson stated he has already had conversations with County Council President, Bob Sanders, County Commissioner President, Ron Truex, State Senator, Ryan Mishler, and State Representatives, David Wolkins & Curt Nisly in reference to the increase in the Local Inn Keeper’s Tax and have their support. Commission President, Kristi Plikerd, stopped Dawson and stated the Commission has already taken the stance that they are not in favor of increasing the Inn Keeper’s Tax from 5% to 6% and dedicating such a large sum of money to one entity. Dawson stated they already have the support of Mishler, Wolkins and Nisly who have said they will have it written into legislation.

The Commission also had concerns with the size of the theater not increasing and currently the shows are not selling out. Dawson stated they feel they will increase the sale of tickets with the renovation to the building. The current building is collapsing around them as there are many updates that need to be made in order to have a safe theater for the actors/actresses to perform in.

The Commission decided to table the discussion on increasing the Inn Keeper Tax from 5% to 6% till they can meet with Council President, Bob Sanders and Commissioner President, Ron Truex.

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and gave a monthly update. Swihart stated the 2016 season has been slow due to spring break and the cancellation of one tournament. They are currently finishing the preparations for the Baseball World Series. They have secured authorization from the City to hold opening ceremonies downtown once again. They have secured a guest speaker from the South Bend Cubs organization. The adult softball programs are underway, with numbers consistent to last year. The spring session will finish in early June and then they will move right into the summer programs.

Swihart stated they have received the authorization from the State, on the expansion of the Multi-Sport Building. The contractor changed the original quote from \$139K to \$253K. Swihart has contacted Pacemaker for an additional quote and should be able to proceed with construction as Swihart feels they will be close to the original price of \$139K. Jo Paczkowski stated the Commission originally approved \$24,000 for this grant and Swihart has submitted an invoice for

a portion of the architect work. Paczkowski received approval from the Commission to process this invoice.

Swihart has been in contact with RR Donnelley's on the acquisition of the property. They are willing to sell and asked CCAC to make an offer. Swihart stated he suggested to the Board the price of \$5K per acre and is waiting to hear back from the Board on their approval.

Swihart also presented the Commission with a schedule of the 2016 tournaments.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the CVB's monthly activities. Boggs shared the Visitors Center community cookout and open house for National Tourism week held on May 4th was a success and they served over 170 people food and over 180 people registered to win a gift basket that was represented by every town.

Boggs stated they worked with George Robertson and Brad Bishop to gather information for the Indiana Regional Cities Initiatives. Boggs stated the initiative is helping communities across Indiana come together to transform their regions into nationally-recognized destinations to live, work and play. Boggs along with others had one day to gather their information to submit to be considered for part of the Northeast Indiana's strategic plans.

Fox 59 has picked Kosciusko County to be featured on the Lifestyle Show in Indy, which was part of the National Tourism week. Boggs is working with partners within the county to gather information and pictures in order to be prepared for her interview in June which will get national recognition for Kosciusko County.

Boggs continued by stating they are working with HGTV Lakefront Bargain House Hunt on an episode that is being filmed in our county. Boggs stated the show is filming a twenty year old couple in the Lake Tippecanoe area which has been working with a local real estate agent. Boggs will share with the Commission as soon as she knows when that episode will air.

Boggs distributed a Visitor Services Activity Report to share with the Commission. Boggs stated they have been working on this report to show the activities for "visitor's only". The report does not count "normal" daily functions the staff conducts. The report shows activities such as phone calls, walk-ins, Facebook data, Visitor Guide distribution numbers and various other things. Boggs stated they are working hard on the social media aspect to increase the buzz about Kosciusko County to draw visitors here to experience all the great things our county has to offer and ultimately get heads in beds.

Boggs stated the account balance as of May 11th was roughly \$24,000. They have 4 vendors with open invoices for visitor guides that they are working with to collect on. Boggs stated she has cut the cleaning expenses down by only having the Visitor's Center cleaned once per week for an annual savings of \$2,400. Boggs was able to negotiate the trash removal contract and have it reduced from \$94 per week to \$54 per week for an annual savings of over \$1,500.

Boggs stated they have additional funding requests outside their normal requests. The first request is for fabrication of new directional signs out on US 30 to the Visitor's Center. Currently there is a square rectangular blue and white info sign with an arrow. Boggs stated if you are east bound the sign is extremely close to the intersection, which does not allow people time to get over to turn into the Visitor's Center. Boggs would like to have a sign that actually says Kosciusko County Visitor's Center and have the sign moved back further away from the intersection, which would allow visitor's enough time to get in the left hand lane in order to turn into the Visitor's Center. Boggs stated they have questioned visitors and a large portion stated they did not see the sign till it was too late and had to turn around and come back. Boggs has been in contact with INDOT and the sign currently sits on the right away that belongs to INDOT. INDOT began three years ago using a contractor for the tourism directional signs. Boggs stated that if the signs are taken down they cannot have them put back up, but if you have new signs created to replace the current signs you then would need to pay for fabrication and then have an annual lease amount of \$828. Boggs stated they are asking for \$1368 for the first year to have two signs fabricated at \$540 and the annual fee of \$828. The costs for additional years would be the \$828 for the annual leasing fee. Boggs stated they have the ability to opt out of the lease but the signs would be removed and they would not be able to put them back up. Boggs stated they are hoping to include the \$828 as an annual expense and have it included in their own budget for future years to absorb the costs. Boggs stated a determining factor of the new signs is if the INDOT engineer does not approve the moving of the signs back away from the intersection then they will probably forgo the new signs and continue with what is currently posted.

Boggs stated the Commission was interested in having some form of Kiosk at the CCAC that would contain tourist brochures, maps and other pieces of information about our county for visitors. Boggs stated they felt a Mobile Visitors Information Trailer would be a better way to go as it would be beneficial to a wider range of groups, such as, the CVB, other partners, festivals and CCAC. Boggs stated they did a lot of research and went to Moore's Custom Trailers in Nappanee, IN and Nomanco Trailer in Roann, IN. Boggs stated they liked the trailer options from Moore's better and would like to use them. John Moore would like to be a partner and have his name and logo placed on the trailer and in doing so has reduced the cost of the trailer. The trailer would be a single axle trailer with two sides opening up. The custom trailer is already on the lot and they would just adapt it to fit the required specs. Boggs stated one side would have a window where someone could sit inside the trailer to be out of the weather and available to answer any questions the visitors may have. The other side would have doors that open that would have a wall accessible with flyers, maps and brochures of all the events happening in our county. The trailer allows the option for both sides to be used at the same time or individually. The original cost of the trailer was \$12,000, but if Moore has sponsorship on the trailer the cost drops down to \$5,200 for a 5 x 8 trailer or \$6,000 for a 6 x 10 trailer. Boggs feels the 6 x 10 trailer would be better for their needs as it would allow someone to comfortably stand in the trailer. The cost does not include the trailer being wrapped.

Boggs also requested approval for an interactive touch screen that would be mounted in the entry way at the Visitor's Center to access the CVB website after hours. Boggs has only obtained one quote so far, which was for \$3,000. The computer would be locked down and would only have access to the website for security reasons. Boggs stated this could evolve later with printable coupons or discounts from area partners. The computer would also be used during business

hours by the staff to help visitors as they come in. Boggs stated she would like to give the interactive touch screen a chance and monitor its usage and not fund it in the future if the usage is not there. David Gustafson stated he feels the breakdown of cost per usage seems high. Boggs stated she is looking for ways to utilize the entry way of the Visitor's Center in a more effective useful way. Boggs stated she can take the idea back to her board for additional discussion and suggestions and bring those ideas back to the Commission.

Paczkowski brought the request for the trailer back up and stated she does not want Moore's name on the trailer as a sponsor. Paczkowski stated she would rather pay the additional money and have it engulfed with pictures and sponsorship of businesses and events from our own county. Kristi Plikerd stated she is not against having Moore's logo as long as it doesn't take up a huge section of the trailer. Tammy Kratzer questioned if there will be vehicles available to pull the trailer to the events. Boggs stated Karl Swihart has offered his help in transporting the trailer as well as board members so transportation will not be an issue. Boggs will check on the insurance for the trailer and report back to the Commission. The Commission would like for Boggs to bring back samples of trailers with pictures of what the trailer would look like with a wrap and different trailer designs. The Commission is in agreement that this investment would be long term and wants it to be an eye catcher when it is traveling around. Boggs will do additional research and bring other options back to the Commission at a later date.

Plikerd brought the request for the fabrication of signs back up to obtain a consensus on the direction Boggs is to go. The Commission agreed to table the decision on the signs for the time being. Kratzer does not want to make a decision till she has time to go view the current signs. Boggs will take back to her board to see what suggestions or how they can work this expense into their budget.

In the Matter of March 9, 2016 Minutes Approval:

Minutes from the March 9, 2016 meeting were reviewed and approved with one correction to the amount that was approved for the Syracuse Cruise-in. The approved amount was listed in two sections but as different amounts. The correct approved amount for this grant was \$500 not \$2,500.

Motion: Jo Paczkowski

Second: Wes Stouder

Ayes: 6

Nays: 0

Unanimous

To: Approve the March 9, 2016 meeting minutes with one correction to show the approved grant amount for the Syracuse Cruise-in to be \$500.

In the Matter of Finances:

The Commission reviewed the April/May Finances and approved as presented.

Motion: Jo Paczkowski

Second: Wes Stouder

Ayes: 6

Nays: 0

Unanimous

To: Approve the April/May finances as presented.

In the Matter of KCCRVC Webpage:

Kristi Plikerd stated she would like to have the KCCRVC Website updated with more current and accurate information. Plikerd would like to have the grant application along with the grant

guidelines listed. Michelle Puckett, County Auditor, stated she would do some research on the KCCRVC link on the County Government page.

In the Matter of Vendor Claims:

Jo Paczkowski stated she spoke to Nate Bosch on the \$30,000 grant the Commission approved for operating expenses for the Lakes and Streams and he is fine with receiving quarterly disbursements. Bosch will be resubmitting an invoice for \$7,500. Paczkowski stated they may need to have Bosch provide financial documents for the uses of these funds.

Paczkowski also spoke to Bosch in reference to the invoice he submitted for the Northern Indiana Lakes Festival. Bosch will resubmit the invoice after the festival with all the supporting documentation.

In the Matter of Wagon Wheel Discussion:

John Hall stated the Commission owes the Wagon Wheel a decision on whether or not they are going to help support them on their project financially. Wes Stouder suggested the Commission makes a pledge to the project to help support the Wagon Wheel for a specific number of years. Stouder also expressed the time constraints that the Wagon Wheel is under. Paczkowski will coordinate the meeting between the Commission, Ron Truex and Bob Sanders.

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

Kosciusko County Convention, Recreation & Visitors Commission July 13, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on July 13, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd – President - Absent

Wes Stouder

Tammy Kratzer

John Hall

Mark Skibowski

David Gustafson - Absent

Jo Paczkowski

Also present was Jill Boggs, CVB, Director, Karl Swihart and John Hand and Deb Bishop from Wagon Wheel

In the Matter of CCAC Update:

Karl Swihart, CCAC Director, came before the Commission and gave a monthly update. Swihart stated they are in the middle of the busy part of the season. June has been very busy with the tournaments, and July will be just as busy. They are preparing for the baseball World Series, which will begin Tuesday, July 19th. Swihart stated all teams will compete in a skills competition during the day and that evening they will be released to the downtown area for a parade around the courthouse. The tournament begins on July 20th and runs through July 24th.

Swihart stated they have contacted another contractor to quote the Multi-Sport Building expansion, and should have the quote the last week of July. The contractor assured Swihart they could begin construction in early October, having the building ready for the winter programs. Swihart stated he felt confident the quote would be very close to the original quote and will be able to move forward.

Swihart stated they have been working with Donnelley's Corporation on purchasing the property. They are still negotiating cost, but are very close to reaching an agreement. Once the cost has been established, they will begin the fund raising projects. Swihart stated the price suggested right now by Donnelley's is \$6,250.00 per acre with 65 total acres. CCAC originally offered \$5,000.00 per acre and the talks are to split the difference for \$5,600.00 per acre. The Commission felt \$5,600.00 per acre was a very fair price for this property.

Mark Skibowski, KCCRVC Treasurer, stated to Swihart that they are working on 2017 budgets and wanted to know if Swihart is looking at requesting any additional funding for 2017. Skibowski requested Swihart get any additional funding request to them by August.

In the Matter of Finances, CVB Disbursement & 2017 Budget:

Mark Skibowski, Treasurer, presented the June/July finances to the Commission and stated the current cash balance is \$710,219. Skibowski referred to the outstanding grants and the process that is used to award the grants. Skibowski referenced there is approximately \$68,000 outstanding from 2015 that has not been paid out for grants that were approved for spending in 2015. Skibowski stated there needs to be a time limit on when the expenses for these grants need to be submitted for payment. Skibowski feels the KCCRVC needs to do a better job at promoting the money that is available for grants to promote travel to our county. The amount of money set aside for grants for 2016 was \$216,500 with \$118,835 spent to date with \$97,664 still available to date. The total amount of funds received for hotel stays from January – June 2016 is \$215,771 and the amount dispersed out to the CVB to date is \$137,923 with \$184,076 remaining of a \$322,000 budget.

Skibowski submitted a draft on guidelines for the CVB to follow when submitting for their quarterly reimbursement of spent funds to replenish their checking account to \$75,000. Skibowski stated he has shared this draft document with Jill Boggs, CVB Director, for her review and discussion. Skibowski also supplied a draft copy to the KCCRVC for their input on the guidelines for the CVB reimbursement of funds.

Skibowski stated he sent out an email in reference to grants for the 2017 budget. Skibowski had requested figures from Jill Boggs, CVB Director, and Karl Swihart, CCAC Director. Skibowski stated he also met with Nate Bosch, Center for Lakes and Streams, to see what he is projecting he will be requesting from the KCCRVC in 2017. Skibowski stated that if any of the KCCRVC members know of anyone that might be requesting funds for 2017 to get those figures to him so he can put the numbers together for the 2017 budget. Skibowski stated this is definitely not set in stone and will be used as a guideline as it has in the past. The group agreed that funds can be moved in the future if the need arises.

Motion: John Hall

Second: Tammy Kratzer

Ayes: 5

Nays: 0

Unanimous

To: Approve the June/July finances as presented.

In the Matter of CVB Update:

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the CVB's monthly activities. Boggs stated the new way of monitoring visitor's activities started in April of 2016. Boggs also wanted to bring to the attention of the Commission that one (1) Muskie Classic fishing tournament post on Facebook (FB) without boosting generated over 7,000 post views, 1,300 post clicks and 199 reactions. The FB likes has increased by 35, which are mostly from outside of Kosciusko County. Boggs has been having her staff trained on posting appropriate items to FB for the public to view and are trying to reach the events they feel with promote our county the best.

Boggs is getting nervous that they only have approximately 7,200 copies left of the visitor's guide. Boggs understands the requested numbers will decrease as fall/winter arrives, but she feels she will have no problem distributing the remaining 7,200.

Boggs stated the website page views is the number they focus on and the most viewed page is the events page. Boggs stated they are attempting to promote this page to their partners and giving them guidance on how to post an event to the page. Boggs and her staff are actively working to have as many events posted to this page as possible to enhance the experience to a wide range of individuals who either live here or are visiting our county.

Boggs stated the visitor guide sales for 2017 began last week and the price was kept the same as in 2016. Boggs stated they have three (3) open invoices from last year that totals roughly \$2,200. Boggs has sent reminder letters, made phones calls and has even sent final letters. Boggs stated with approval from her board she is sending each vendor a letter stating they will be charged a 2% late fee each month they are late. Boggs stated the contract for 2017 is being updated with the explanation of this added 2% late fee. The KCCRVC has suggested to Boggs to collect half of the payment up front for the placement of ads in the visitor's guide and the remaining half after the visitor's guide is printed. This process would ensure the CVB has sufficient funds to print the visitor's guide.

Boggs stated her and Sandy Seney attend a two (2) day training course for Quick Books. Boggs stated the CVB Board thinks it is a good idea to bring the accounting back in-house with the Quick Books program. Skibowski, KCCRVC Treasurer, also feels the accounting for the CVB needs to be brought back in house. Boggs stated they will be working with their current accountant and take over the accounting side as of January 1, 2017. The KCCRVC is in agreement that the transition should not take place midyear, but should be in house effective January 1, 2017.

Boggs just received June month end and presented it to the KCCRVC for their review.

Jo Paczkowski questioned Boggs on the status of the audit. Boggs stated they are currently working on a few things, but it is moving along. Skibowski stated he has requested Boggs to provide monthly bank statements as they are made available to the Auditor's office and himself. Skibowski stated he is working with Boggs on getting their financial overview down to a one page document for the KCCRVC to review.

Boggs stated she would like to move their data to the Cloud and use that as their back up of their data. Boggs shared that their server is eight (8) years old and feels something needs to be done to insure their data is not lost. Currently they are having issues with their partners receiving their emails or correspondence due to their old server. Boggs stated they have been working on gathering quotes on companies to use for backing up their server.

Jo Paczkowski stated the CVB Mortgage will be paid off next year and suggested they go ahead and pay the mortgage off early to free up these funds for their monthly expenses. The KCCRVC suggested the CVB request the final payoff of their mortgage and then submitted the information to the KCCRVC for final payment on the mortgage.

Motion: Mark Skibowski

To: Allow the CVB to request payoff of their mortgage and then submit to the KCCRVC for final payment.

Second: John Hall

Ayes: 5

Nays: 0

Unanimous

In the Matter of Wagon Wheel Grant:

John Hand, Wagon Wheel President, and Deb Bishop, Capital Campaign Chair, came before the KCCRVC to request \$25,000 for the Wagon Wheel Capital Campaign project. Bishop stated they are requesting a renewable grant of \$25,000 to help fund critical renovations to the aging Wagon Wheel Theatre. Hand referenced if the KCCRVC would be able to commit to \$25,000 over the next five (5) years. If awarded, grant funds from the KCCRVC will be used specifically to improve an array of guest amenities and services including restroom facilities, parking and traffic flow and the lobby. Enhancements will help bring the theatre into the 21st century. Skibowski questioned Michelle Puckett, County Auditor, if this was something they would be allowed to do. Puckett stated they have not done something like this in the past, but would recommend the KCCRVC seek council from the County Attorney, Chad Miner.

Bishop stated the source of income is projected to come from the following: City and County Contributions \$1.4M, Individual, Foundation and Corporate Contributions \$4.2M, and State Support (Regional Cities funding through IEDC via the Northeast Indiana RDA) \$1.4M for a total of \$7 M. The expenses associated with the Capital Campaign are as follows: Land Purchase \$950,500, Demolition/Site Prep \$550,000, Upgrades/Furnishing \$240,000, Construction \$4,384,500, Permits/Professional Fees \$775,000, and Contingency \$100,000 for a total of \$7M.

John Hall questioned what land they will be purchasing. Hand and Bishop stated they do not own any of the land currently, which is why they are trying to purchase this land.

Skibowski made a motion to accept the grant in the amount of \$25,000 as requested with further discussion on this amount being renewable over the next several years. Skibowski questioned if

the \$25,000 would be needed in 2016 or 2017. Bishop stated the \$25,000 would be nice to have for 2016 for any expenses that could possibly be incurred this year. Jo Paczkowski opposed the motion and voted nay. Paczkowski stated she does not feel the KCCRVC should give funding to a project that might not even happen.

Motion: Mark Skibowski

To: Approve the Wagon Wheel Capital

Second: John Hall

Campaign grant in the amount of \$25,000.

Ayes: 4

Nays: 1

In the Matter of New Rentals:

Skibowski brought up a concern he has with rental properties that are currently not paying the Innkeepers fee. Puckett stated to provide the names of these rental companies to the Auditor's office and a letter will be sent to them to confirm if they should be collecting and submitting the Innkeepers tax to the county. Puckett stated if they rent for 30 days or more at one consecutive time then they are not required to collect the Innkeepers tax, but anything less than 30 days they are required to collect the Innkeepers tax and submit monthly.

In the Matter of Updating Grant Application Form:

Skibowski requested to have the language added to the Grant Application Form that if funds are requested then the requestor needs to spend the funds by December 31st of the following year. Skibowski and other KCCRVC members do not feel these grants should be carried over for multiple years.

In the Matter of May 11, 2016 Minutes Approval:

Minutes from the May 11, 2016 meeting were reviewed and approved as presented.

Motion: John Hall

To: Approve the May 11, 2016 meeting minutes as presented.

Second: Wes Stouder

Ayes: 5

Nays: 0

Unanimous

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

Kosciusko County Convention, Recreation & Visitors Commission August 17, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on August 17, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Mark Skibowski

Wes Stouder

David Gustafson

Tammy Kratzer - Absent

Jo Paczkowski

John Hall

Also present was Jill Boggs, CVB Director

In the Matter of July 13, 2016 Minutes Approval:

Minutes from the July 13, 2016 meeting were reviewed and approved

Motion: Jo Paczkowski

To: Approve the July 13, 2016 meeting minutes as presented.

Second: John Hall

Ayes: 6

Nays: 0

Unanimous

In the Matter of 2017 CVB Budget Review:

Jill Boggs, CVB Director, came before the Commission to present the CVB's 2017 proposed budget. Boggs started by providing the Commission with copies of an Economic Impact Tourism and Travel Industry summary that was created for Kosciusko County for 2010 and 2015 data. Boggs stated the purpose of this study was to quantify the magnitude of the economic impact of the Kosciusko County tourism and travel industry in 2015 and show any changes since 2010. Economic benefits begin when a traveler to Kosciusko County, either an Indiana resident or an out-of-state visitor, spends money in the county. Boggs stated these expenditures create a ripple-like effect through the economy. The tourism and travel industry made a total contribution to Kosciusko County's economy of \$162.2 million in 2015 compared to \$122.8 million in 2010. After adjusting for inflation which occurred during the five years, the increase in spending is 4.1 percent annually. Boggs stated local government operations in Kosciusko County such as the cities and towns, county government and the Convention and Visitors Bureau also benefited from tourism in the county. County and municipal governments received over \$7.5 million in tax revenues in 2015 as a result of the tourism industry compared to \$5.7 million in 2010. Property tax, business taxes and the lodging room tax contributed to these local tax revenues. Boggs stated she would be more than happy to provide the summary to the Commission once she receives the entire report. Boggs stated she shared this information to show how much of an impact tourism has on the county.

Boggs stated the CVB is submitting a request for \$403,000 from the KCCRVC for their 2017 budget. Boggs stated they would like to focus largely on the marketing aspect for 2017. Boggs shared that her year with the CVB is coming up in September and as she continues to evaluate the day to day operating expenses she is hopeful to continue cutting some of those expenses as she already has in her first year. She is working with different vendors to have their contracts re-evaluated for better competitive pricing. The Commission asked Boggs to elaborate on her thoughts for their marketing strategy. Boggs stated she will be using a site called Destination analysis.com as they conduct amazing studies on tourism all the time and provide great feedback and results of their findings. Boggs feels these findings will only enhance her ability towards making her marketing plan effective. Boggs stated that the print version of the marketing is still a high priority, as more than fifty (50) % of travelers use a printed version when making their travel plans. Boggs shared her marketing plan has three (3) layers. Layer one (1) will for focusing efforts locally and continuing with the concept of attracting friends and families of our current county residents. Layer two (2) will be to focus on the regional visitors in states such as Illinois and Michigan. Boggs feels reaching out regionally will make a great impact on our tourism as those visitors will more than likely spend the night. Boggs stated the regional focus will be targeting group leisure travel as the economic impact will be more significant with those

types of groups visiting our county. Layer three (3) will focus on trade shows and how they can impact our tourism. Boggs stated she will continue to evaluate the shows they currently attend and get measurements on how effective they are in making an impact to our tourism. Boggs feels there are a few they are attending that are not beneficial for the amount of money they are spending, and would rather take that money and use it for their online digital services. Boggs shared her strategy on how she would like to use some of the marketing funds to enhance their digital services that would drive more visitors to their new website. Boggs had suggestions of having a series of videos developed and placed on the website to show actual live footage of what our county has available. A few suggestions were to have footage of fly overs of our lakes, festivals in the area and other big events with the county. Boggs stated surrounding visitors bureaus are already doing this and based on her research is having great success with them. Boggs also suggested having a blog writing website and post at least two (2) posts each week to keep them fresh and up to date on current events to bring awareness and hype. Boggs shared how important the presence of digital visibility is in today's technology world and only sees it growing over the next several years. Boggs stated this form of marketing is extremely measureable and reliable.

Boggs thanked the Commission for all of their patience and support with her as she moves forward with the 2017 plans.

In the Matter of Financials:

Mark Skibowski, Treasurer, stated he prepared a 2017 worksheet that compares what was approved for the 2016 budget and what he is proposing for the 2017 budget. Skibowski shared the following:

	2016	2017
Administration	\$13,500	\$10,000
Development Grants	\$51,500	\$75,000
Festivals/Events	\$40,000	\$35,000
Marketing	\$20,000	\$14,000
CCAC	\$40,000	\$40,000
Biking/Walking Trails	\$35,000	\$25,000
Grace Lakes & Streams	\$30,000	\$35,000
CVB	\$322,000	\$340,000
Reserve	\$8,000	\$8,000
Total Commission Budget	\$560,000	\$582,000

Skibowski stated the budget approved in 2016 was \$560,000 and the proposed budget for 2017 is \$582,000 due to the projected amount of receipts for 2016. The Commission began conversations on the proposed 2017 budget, which are listed below.

Administration – The amount was reduced to \$10,000 due to the lack of use of those funds. The Commission agreed that \$10,000 should cover any of their administration costs for 2017.

Grants for NFP – The Grant amount was increased to \$224,000 due to some big items that are being accounted for in the 2017 budget process. The Grants for NFP are broken down into

multiple categories to help manage the budget. The Commission discussed each of the categories to determine what the breakdown of funds should look like to start the 2017 budget with. The Festival and Events was reduced to \$35,000 due to the amount of funds granted in 2016 for these events and due to the fact that the funding of \$7,500 will not be needed in 2017 for the Bicentennial event. The Biking/Walking Trails was reduced from \$35,000 to \$25,000 for 2017. The Commission felt the reduction of \$10,000 was a good place to start as they all felt the bike/walking trails are a big part of the community. Development Grants was suggested to be increased from \$51,500 to \$75,000. Skibowski stated the increase was due to the additional requests he knows that will be coming to the Commission in 2017. Skibowski referenced the Lake City Skiers who will be submitting a grant to help purchase bleachers that will cost roughly \$60,000. The addition of the bleachers could potentially allow them the opportunity to hold the National ski tournaments in Kosciusko County every year instead of every other year according to the US Water Ski Board. Skibowski stated he was recommending the Commission help with half of the costs for the bleachers, but this would be discussed at a later date once the grant was presented to the Commission. Skibowski stated he also spoke to Ed Roberts from a kayaking group who may approach them in 2017 to help fund equipment to help maintain the log jams in the Tippy River in the amount of \$2,500. This would help promote the lakes and streams. Skibowski also stated he would prefer the CVB come to the Commission and request funds through the grant process for any large projects or purchases they feel the need to pursue. Skibowski stated through the grant process the CVB would need to report back to the KCCRVC with the results of the awarded grant and would be held more accountable. The Grace Lakes & Streams was suggested to be \$35,000, but after discussion the Commission agreed on \$30,000 with the expectation that Nate Bosch would be approaching the Commission for additional funding throughout the year. The Marketing dollars was suggested at \$14,000 which the Commission all agreed on. The CCAC dollars were discussed and it was agreed that they would not fund the CCAC more than what they did in 2016. The CCAC dollars will remain at \$40,000 for 2017 and if further monies are needed, the Commission will review it at that time. The CVB funding was discussed among the Commission and everyone was in agreement that Jill Boggs, CVB Director, was doing a great job of getting the expenses back in line with what the mission of the KCCRVC is. The funds were suggested to be \$340,000 for 2017 and after further discussion the Commission was in agreement with this amount. John Hall made a motion to accept the 2017 budget as presented, with the exception of reducing the Grace Lakes & Streams to \$30,000 for a total budget amount for 2017 of \$577,000.

Motion: John Hall

Second: Mark Skibowski

Ayes: 6

Nays: 0

Unanimous

To: Approve the 2017 budget as approved with the exception of Grace Lakes & Streams being reduced to \$30,000 for a total 2017 budget of \$577,000.

In the Matter of Quarterly Disbursements:

Mark Skibowski, stated there is still a struggle with the quarterly disbursements for the CVB. Skibowski stated the current system is leading to undue stress, which he feels could be reduced by going back to the four (4) quarterly disbursements based on the approved budget. Skibowski feels this will give the CVB the ability to spend the approved funds when they need to, but will still hold them to the same accountability. Jo Paczkowski stated she is in agreement, but feels the fourth disbursement needs to be based on an amount that will balance the true expenses out. Paczkowski stressed the importance of the CVB not having an excess amount of funds on their

cash books at the end of the year. The Commission agreed to have three (3) equal disbursements of \$85,000 and the fourth disbursement an amount that will balance the actual expenses out starting in 2017.

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

Kosciusko County Convention, Recreation & Visitors Commission September 14, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on September 14, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer - Absent

John Hall

Mark Skibowski

David Gustafson

Jo Paczkowski

In the Matter of the Warsaw Parks & Recreation 2016 Paddleboard update:

Shelia Wieringa, Warsaw Parks & Recreation Director, came before the Commission and presented a brief update on the paddleboard program that was held over the summer. Wieringa stated their mission is to provide accessible wholesome leisure opportunities that promote social, mental and physical well-being through effective services, diverse programming and quality park facilities. Wieringa shared there were a total of 5 clinics held in the months of June – August with a total of 39 participants and of these participants fifteen (15) % were from outside Kosciusko County. Wieringa stated they had 6 community days during the months of June – August with a total of 209 participants and of these participants twenty-nine (29) % were from outside Kosciusko County. The overall statistics were 248 total participants from ten (10) states and eleven (11) counties. Wieringa stated she felt with staffing and the amount of time involved she is considering reducing the number of clinics for next year. The Commission felt the clinics and community days should not be reduced until Wieringa gets a couple more years of data on actual participation for the program. Wieringa stated they will revisit this program to see how they can manage the same number of clinics and community days for the 2017 programs. Wieringa thanked the Commission for their support for this program and felt it turned out to be a great event for the community.

In the Matter of the Sponsorship Grant for the International Skate Camp:

Kristi Plikerd, President, requested input from the Commission on the Sponsorship Grant for the International Skate Camp that was submitted by Trace Hansen. Mark Skibowski stated that Hansen owns various roller skating rinks and has a huge passion for the roller sport. Skibowski stated he is unclear if this is a non-profit organization. Skibowski and David Gustafson both agree that the two hundred plus rooms per night is a great way to fill our hotels with overnight stays and generate additional revenue for the county, but if they are not a non-profit organization then this would not be the type of sponsorship they would want to set as a norm. The

Commission made a motion to table this discussion so they could contact Hansen to confirm what type of organization he is promoting. Hansen did reference the USA Rollersports, which is a Nebraska Non-Profit organization who works on growing and promoting all competitive aspects of roller sports within the United States. The Commission agreed to disapprove the grant as additional information is needed. Skibowski will contact Hansen and notify him of the decision that was made and advise Hansen he can resubmit if the additional information is provided.

Motion: John Hall

To: Disapprove the sponsorship grant

Second: Mark Skibowski

submitted by Trace Hansen for the Skate

Ayes: 6

Nays: 0

Camp due to additional information needed.

Unanimous

After reviewing the current grant application form the Commission confirmed that Hansen completed the form appropriately according to the “eligible applicants” section of the grant and has decided to re-open the application for discussion. The Commission agreed to approve the request. Paczkowski opposed.

Motion: Wes Stouder

To: Approve the sponsorship grant submitted

Second: David Gustafson

by Trace Hansen for the Skate Camp..

Ayes: 5

Nays: 1

Unanimous

In the Matter of August 17, 2016 Minutes Approval:

Minutes from the August 17, 2016 meeting were reviewed and approved

Motion: Jo Paczkowski

To: Approve the August 17, 2016 meeting

Second: Mark Skibowski

minutes as presented.

Ayes: 6

Nays: 0

Unanimous

In the Matter of Financials:

Mark Skibowski, Treasurer, stated there are not a lot of changes from last month. Skibowski stated the Innkeeper collections are in line with what was collected in 2015. Skibowski stated he found a few rentals to follow up on to see if they were in fact submitting the required Innkeeper collection fees. Michelle Puckett, County Auditor, stated her office has sent letters out to these individuals and will follow up accordingly. Puckett also stated the process for following up on late filings is to send letters and make phone calls and if no response is received then it is handed over to the Treasurer’s office for them to contact and possibly get the County Attorney involved. Skibowski reviewed the grant summary sheet and stated there are still some outstanding grants from 2015 that need to be resolved and followed up on. Skibowski stated the cash balance as of September 1st was \$736,062, which puts the Commission in a great position for funding additional requests. The Commission discussed briefly the expectations of when an organization should come before the group to request funding for their event and time constraints on when the organization should submit their invoices to be reimbursed.

Jo Paczkowski shared she would like to address the quarterly disbursements for the CCAC. Jo Paczkowski stated the KCCRVC Commission appointed her husband, Rick Paczkowski, to the

CVB Board due to his accounting background. Jo Paczkowski stated she was notified by her husband that they thought there might be some embezzlement going on due to the financial records showing they were \$40,000 short. Jo Paczkowski was pleased to report that after further investigation the error was due to a bookkeeping error and all the money has been accounted for. Jo Paczkowski stated she held up the 2nd and 3rd quarter disbursements to CCAC due to the investigation that was being conducted. Jo Paczkowski stated she will be submitting the invoices to pay the 2nd and 3rd quarter disbursements to CCAC today for a total of \$20,000. Jo Paczkowski stated she feels the Commission needs to hold CCAC more accountable for the funds they are receiving. Skibowski suggested having the CCAC submit quarterly financials to the Commission to help maintain accountability of the funds. The Commission agreed they would like to see monthly financials and Jo Paczkowski will speak to Karl Swihart, CCAC Director about this. Jo Paczkowski stated she spoke Swihart and the grant that was awarded for the Multi-purpose building has been placed on hold due to the purchase of land with RR Donnelley. Jo Paczkowski stated the remaining balance of that grant is roughly \$16,000, which will be given back to the KCCRVC and coming back to them for funding to help with the purchase of the land.

In the Matter of Grant Request Form:

Kristi Plikerd, President, stated she felt the Publicity and Tourism Sponsorship Grant forms needed to be reviewed and updated based on their current requirements as she feels there needs to be a few additions and/or subtractions from the current forms. Plikerd stated she would like to review the Publicity grant first and asked for the Commission to give their input. Listed below are the sections and the changes that were discussed:

Name of Grant:

- Remove the year and only have \$500 Publicity Grant

Purpose Section:

- Remove the exact dollar amount and year to a more generic reading, such as “funds in the budget for”
- Add that the grants can be used for social media advertising

Eligible Applicants Section:

- Paczkowski will research the wording of “Groups not currently organized as a not-for-profit may apply, if they gain the sponsorship of an organization that is a not-for-profit, such as a Chamber of Commerce.”
- This section needs to include wording that CVB is an exception to the rule

Application Completion and Deadlines Section:

- Add County Auditor’s email address

Application Evaluation and Review Process Section:

- Add where the meeting dates can be found on the county website

Distribution of Grant Funds Section:

- Change the grant funds will be distributed to the organization within 45 days following the receipt of the approved, paid invoice
- Add reimbursement request must be submitted within one (1) year from grant approval date

Contact Information Section:

- Update all contacts to the current KCCRVC members
- Paczkowski and Plikerd will work together to update the Publicity Grant form with the above suggestions and bring back to the Commission for final approval.

Plikerd stated they will discuss the Tourism Sponsorship Grant at their next meeting in November.

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

Kosciusko County Convention, Recreation & Visitors Commission November 9, 2016

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on November 9, 2016 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder - Absent

Tammy Kratzer

John Hall – Absent

Mark Skibowski

David Gustafson

Jo Paczkowski

In the Matter of Indiana's Bicentennial Recap:

Diane Wulliman, County Coordinator, came before the Commission to give a recap from the Kosciusko County's Indiana Bicentennial celebration. Wulliman stated the events started on Thursday, September 29th at Warsaw Community High School with the Torch Relay and concluded on Saturday, October 1st with a concert featuring Ty Herndon. Wulliman stated there were many positives that occurred over these three (3) days such as, the impression that was left on the State Department of Tourism and the exposure gained by Grace College and the revival of the Back to the Days of Kosciusko, which Warsaw Community Schools are already planning next year's event. Wulliman stated that even though the weather did not cooperate and some of the events were rained out the overall feedback from the event was enormously positive.

In the Matter of CCAC Update:

Rick Paczkowski, CCAC Board Treasurer, came before the Commission to give the November update. R. Paczkowski stated the softball and baseball tournaments for 2016 have all been completed and are finalizing the 2017 schedule to also include some larger State and National

tournaments. R. Paczkowski stated November thru February the slower months and their revenue slows down during this time. The registration has begun for the indoor winter activities for youth soccer and basketball. They are also running corn hole, pickle ball, cricket, volleyball and renting out the tunnels for baseball and softball teams.

R. Paczkowski stated the CCAC Board made the decision to remove Karl Swihart from the budgeting process. In the past Swihart would complete the budgeting process and then submit the budget to the CCAC Board for review and approval. R. Paczkowski stated the CCAC Board agreed it was in the best interest to have a finance committee conduct the budgeting process. R. Paczkowski stated they are working towards becoming self-sufficient, but stated it will take a couple of years to get everyone involved and working together to accomplish it.

In the Matter of CCAC Sponsorship Grant – Property Purchase:

Rick Paczkowski, CCAC Board Treasurer, came before the Commission and presented a Sponsorship Grant application requesting \$75,000 for the property purchase from RR Donnelley's and improvements. R. Paczkowski stated RR Donnelley's starting price per acreage was \$15,000 and CCAC's starting price was \$4,500. Negotiations were made and the final agreed cost per acreage was just under \$5,500 per acre for an estimated cost of \$360,000. R. Paczkowski stated K21 has agreed to take the \$75,000 grant that was originally awarded to be used for the indoor facility and hold this money till next year and ask for an additional \$75,000 which would be a total of \$150,000. R. Paczkowski stated the \$150,000 is all contingent on the additional grant of \$75,000 being awarded, but the process has started. Parkview Hospital has also been contacted and they are very excited about the opportunity to help, but they would rather see their funding be used towards the indoor facility expansion. R. Paczkowski stated Parkview Hospital knows that purchasing this property is a great opportunity for CCAC and feels the CCAC Board could go back to Parkview, if needed, and ask for a portion of the \$337,000 they are sponsoring be used for purchasing the property. R. Paczkowski stated the CCAC Board is requesting \$75,000 to be used for the purchase of the property, but if there is any way they could sponsor more it would be greatly appreciated as this would allow the Parkview funding to be used where they truly want it to go. The KCCRVC Board discussed the opportunities that CCAC brings to our community and how devastating it would be for the County and the residents of the county to possibly lose the facilities that the CCAC provides if they do not purchase this property.

Mark Skibowski questioned if this grant request for \$75,000 is in addition to the \$40,000 operational funding they have budgeted for the CCAC. R. Paczkowski stated they feel they will still need the \$40,000 operational funding for the next couple of years as he previously stated. R. Paczkowski stated they are unsure on what additional expenses there might be with the purchase of the property, such as any legal fees, property taxes, closing cost, etc. Skibowski confirmed that the \$75,000 being requested will be used for the purchase of the property and not improvements. Skibowski questioned R. Paczkowski what the timeframe and commitment looks like on the purchasing of the land. R. Paczkowski stated RR Donnelley's is currently looking for a commitment by the end of the year with a possible down payment and to close by April 2017 if not sooner.

Jo Paczkowski questioned R. Paczkowski on the quotes for the expansion building. R. Paczkowski stated the original verbal quote was extremely higher when they received the final written quote. The CCAC is requesting additional quotes for the work at this time, but has not received them back to date. Skibowski stated the KCCRVC approved a Development Grant in the amount of \$24,000 back on November 18, 2015 to be used in 2016. The KCCRVC has paid \$8,402 to date on this grant with a remaining balance of \$15,598. Skibowski stated the remaining balance of \$15,598 will be removed from the committed funds.

Kristi Plikerd, President, addressed the issue that there are not enough funds available in the approved 2016 budget to fund the entire \$75,000. Jo Paczkowski stated they have over \$800,000 in their total cash balance fund. Michelle Puckett, County Auditor, stated the KCCRVC would need to submit an Additional Appropriation to the County Council at their December 8, 2016 meeting to receive permission to spend the additional funds above and beyond their 2016 approved budget. Jo Paczkowski stated she feels the KCCRVC can afford to invest \$100,000 to help the CCAC purchase the property due to the impact it will have on the County as a whole. The KCCRVC was in agreement to support the recommendation made by Jo Paczkowski.

Motion: Jo Paczkowski

Second: Tammy Kratzer

Ayes: 5

Nays: 0

Unanimous

To: Approve the Sponsorship Grant for CCAC to fund \$100,000 towards the purchase of the RR Donnelley's property. The KCCRVC will submit an Additional Appropriation to Council at their December 8, 2016 Council meeting to request permission to spend the \$100,000 in funding.

In the Matter of the CVB Update:

Jill Boggs, CVB Executive Director, came before the Commission and presented the November update. Boggs stated they had three (3) seats being vacated on the board, Mary Mills, Bruce Shaffner and Chad Briscoe. These seats were filled with the following nominations: Kassi Rowland from Tom Farms, Bob Jackson from Grace College and James Hurley, General Manager of Wyndam Garden Hotel. Boggs stated the new officers for the 2017 year are as follows: Erin Rowland as Chair, Brian Hartman as Treasurer, Staci Young as Secretary and Matt Metzger as Vice Chair. Boggs distributed the 2017 CVB Board of Directors Meeting Schedule to the Commission for their review.

Boggs shared the 2017 budget breakdown that was presented to the CVB Board. Boggs touched on the projected revenues and shared that her goal is to have \$75,000 in sales for the Visitor's Guide. The 2017 guides should be printed in the 2-4 weeks and be ready for distribution at the beginning of 2017 or sooner. Boggs stated they are still getting requests for the 2016 guides, which is great, but they are still going to have some left over. Boggs has reduced the total amount for the 2017 print by 4,000 hoping it will bring them closer to a true number that is being distributed. Boggs stated other revenue will be generated from Group Tours, Visitor Center Sales, Visitor Center Partnership Sales, Interest Income and Miscellaneous, such as Tax Refunds and possible sponsorships.

Boggs stated the following:

- Bank statement balance as of Monday, November 7, 2016 was \$50,499.58
- Outstanding checks are \$5,658.51
- November 9, 2016 payroll and taxes thru November 23, 2016 is \$7,861.13
- Bills on hand is \$0.00
- Confirmed marketing commitments is \$2,451.75 (invoices not yet received)
- Open invoices (receivables) \$11,788.58

Large upcoming expenses:

- Visitors Guide printing of \$28,700, which needs to be paid in January 2017
- 4th Quarter payment to NITDC of \$10,812.50 which needs to be paid by end of 2016
- New website balance of \$16,000 is due at completion, which is getting close

Mark Skibowski advised Boggs to get with her finance committee and determine how much funding they will need for their 4th quarter disbursement. Skibowski stated Boggs needs to get this information submitted as soon as possible to ensure they have time to process the claim prior to the end of the year. Boggs will send the information to Skibowski.

Boggs shared an updated Visitor Services Activities Report with the Commission that shows the statistics for their Facebook page, Website traffic, Group Tours, Walk-ins and phone calls for the Visitors Center.

Boggs stated that the air conditioning unit went out at the Visitors Center and the Commission will be seeing the bills come through for that expense. Skibowski and Jo Paczkowski both questioned Boggs on where the CVB Board was in making a decision on the Visitors Centers building due to the age and the expenses that will be associated with the older building. Skibowski stated a decision needs to be made in the near future as this is not a five (5) year plan solution. Boggs and Rowland stated they felt there should be a meeting between the CVB Board and the KCCRVC to discuss what both parties would like to see happen. Boggs and Rowland will set up a meeting between the two parties to discuss during the first quarter of 2017.

Boggs stated the soft launch of the new website should happen in the very near future and she is working with a Grace College student on a launch communication plan. It was recommended to not roll out a new launch at this time of the year, but rather at the beginning of 2017.

Boggs stated they are working on internal controls and policy manuals, which will be an ongoing project as they review the current policies and procedures.

Jo Paczkowski requested that Boggs provide an activities report at the meetings showing what projects they are working on, events they are attending and any other training they have received. Boggs stated she would make note of this request and begin to provide the requested information beginning in 2017.

In the Matter of Lake City Skiers Sponsorship Grant – Bleacher Replacement:

Chuck McLaughlin, Lake City Skiers VP, came before the Commission to request \$39,444 for phase one of the bleacher replacement project. McLaughlin stated that replacing the bleachers

would increase the seating capacity, which would allow the Lake City Skiers to host larger tournaments such as Division 1 Show Ski Nationals and The Worlds Show Ski Tournament. McLaughlin continued by stating the larger seating will help them to continue hosting the Central Region and Division 2 National Tournament. In addition to the tournaments that create overnight stays, it will also give an increased seating capacity for their weekly shows making for a better overall spectator experience. McLaughlin stated over the past five (5) years the attendance at the home shows have grown immensely, to as many as 850 spectators coming from all over northern Indiana, Ohio and Michigan.

McLaughlin stated this would be considered a two (2) phase project. The total cost of the project is \$78,887. They are asking for the funding to replace one (1) section of bleachers in each phase at a cost of \$39,443.50 per phase and are based on a two (2) year project schedule. The current seating capacity is 450 and the new bleachers will increase that to 1,500.

Jo Paczkowski questioned McLaughlin on what happens to the equipment that is purchased for the Lake City Skiers if they were to dissolve. Jo Paczkowski stated she was concerned with the purchase of the bleachers being placed on property that the Lake City Skiers do not own. McLaughlin stated the property is owned by Randy and Tracey Patrick and assured the Commission that if the Patrick's sold the property they would still have possession and ownership of the bleachers. McLaughlin stated he would provide the Commission with a copy of their bi-laws and state guidelines for their 501C3 status. McLaughlin stated he will obtain a written document from Randy and Tracey Patrick that states anything the Lake City Skiers place on the property at Hidden Lake is in fact property of the Lake City Skiers. McLaughlin stated he does not see the Lake City Skiers dissolving anytime soon as they have projected out a five (5) and ten (10) year plan.

Tammy Kratzer questioned why they do not charge at least \$1.00 for admission to the weekly shows. McLaughlin explained they pass a hat for donations and have found that they receive more money by passing the hat than collecting an admission fee.

Michelle Puckett, County Auditor, stated if the McLaughlin gets an invoice from the vendor then we can pay the vendor directly and not have to use the Lake City Skiers as the middle man.

Jo Paczkowski made a motion to approve Phase 1 of the bleacher replacement project in the amount of \$39,444.

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 5

Nays: 0

Unanimous

*To: Approve Phase 1 of the Lake City Skiers
Bleacher Replacement grant in the amount of
\$39,444.*

In the Matter of IN Lincoln Highway Association (INLHA) Sponsorship Grant – BYWAY Signs:

Jeff Blair, INLHA Committee/Board Member, came before the Commission to request \$1,025 to purchase the 16 BYWAY signs and 9 directional arrow signs that have been placed or that will be placed within the county. Effectively it is to reimburse the INLHA for out of pocket

expenses they incurred to purchase the signs on behalf of the county. Blair stated they used an INDOT approved vendor, Hall Signs of Bloomington Indiana, for the construction of the signs.

Motion: Tammy Kratzer

To: Approve the request in the amount of

Second: Jo Paczkowski

\$1,025 for the purchase of 16 BYWAY and 9

Ayes: 5

Nays: 0

directional signs to be placed within

Unanimous

Kosciusko County.

In the Matter of 2016 Center for Lakes and Streams update:

Nate Bosch, Director of Center for Lakes and Streams, gave a brief update on the 2016 projects. Bosch stated the Commission supported the Lakes Festival, which was their biggest festival to date. The Commission helped fund the Economic Impact Study and was able to establish that \$314M comes into Kosciusko County each year solely due to the lakes in our county. The Commission also helped with the Tippecanoe Log Jam removal project, which has allowed for the possibility of a canoe livery being created with the help of KLA.

In the Matter of Center for Lakes and Streams Operating Support for 2017:

Nate Bosch, Director of Center for Lakes and Streams, thanked the Commission for their support of the Operating expenses for 2016 and would like to ask for that same support in 2017. Bosch stated the funds will be used for operational costs of the Center for Lakes & Streams at Grace College, including expenses such as research, education and collaboration. The Commission advised Bosch that the \$30,000 Operating Support has already been calculated in the budget that the Commission will be presenting to the Council for approval. Skibowski made a motion to approve the \$30,000 Operating Support for 2017 and the funds will come from the 2017 budget that will be presented to Council for approval in January of 2017. Skibowski stated he will make a motion to approve the \$30,000 grant request for the Operating Support for 2017 with the understanding that the long term goal is to have the request for funding of the Operating to go away.

Motion: Mark Skibowski

To: Approve the \$30,000 request for 2017

Second: Jo Paczkowski

Operating Support.

Ayes: 5

Nays: 0

Unanimous

In the Matter of Center for Lakes and Streams Grant for a Promotional Lake Viewbook:

Nate Bosch, Director of Center for Lakes and Streams, presented a request for \$24,461.25 for a Promotional Lake Viewbook. Bosch stated the project will market and showcase Kosciusko County lakes as historical, present-day, and future tourist destinations. Visitors are increasingly interested in their own family's health in relation to the environment around them. The Viewbooks will highlight the necessity for ongoing research on Kosciusko County lakes to preserve them as major economic drivers in the community.

Bosch stated approximately 3,240 viewbooks will be distributed to residents. Additional viewbooks will be distributed to organizations across the county for the purpose of showcasing studied lakes to non-residents. The viewbooks will highlight unique features of Kosciusko County and can provide information about the county for those viewing the reports online.

The Commission felt that granting funds to distribute these viewbooks to already existing residents would not be the correct use of the innkeeper tax collections. The Commission felt that this piece could be printed in a less expensive method and distributed in a much different way to reach new potential visitors. Bosch stated they wanted something printed that was substantial and that would be around for a while and used as a piece of history or a conversation piece.

The Commission was in agreement that the current intended use of the viewbook is not in the scope of what their funding should be spent on. The Commission agreed to table this grant for Bosch to re-visit the intended use and come back to the Commission at a later date if the need is still there.

In the Matter of Grace College Grant for NCCAA Division 1 Men's and Women's Basketball Championship:

Chad Briscoe, Grace College, came before the Commission to request \$6,000 for the NCCAA Division 1 Men's and Women's Basketball Championship. Skibowski made a motion to accept the grant. Jo Paczkowski stated the funds are to be used on advertising.

Motion: Mark Skibowski

Second: Jo Paczkowski

Ayes: 5

Nays: 0

Unanimous

To: Approve the NCCAA Division 1 Men's

and Women's Basketball Championship grant
in the amount of \$6,000.

In the Matter of September 14, 2016 Minutes Approval:

Minutes from the September 14, 2016 meeting were reviewed and approved

Motion: Jo Paczkowski

Second: Mark Skibowski

Ayes: 5

Nays: 0

Unanimous

To: Approve the September 14, 2016 meeting
minutes as presented.

In the Matter of Financials:

Mark Skibowski, Treasurer, stated the finances look good even with submitting a \$100,000 additional appropriation for the CCAC in the purchase of their property. The cash balance is well over \$800,000 and will be over what the Commission had last year. Skibowski stated with a cash balance of over \$800,000 the Commission needs to get the word out that they have money to use for grants and they need to do a better job of getting that word out.

Jo Paczkowski questioned the \$60,000 CD that is not showing on the financial reports. Michelle Puckett, County Auditor, stated the CD expired and was not re-invested due to the Treasurer wanted to do research on the interest for CD's. The funds have not been re-invested at this time. The Commission will follow up with the Treasurer at the beginning of next year.

In the Matter of 2017 KCCRVC Meeting Dates:

Kristi Plikerd, President, suggested the January and July meetings be moved back one week to allow all members to be present.

The tentative dates for 2017 are:

January 18

March 8

May 10

July 19

August 16

September 13

November 8

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