

# **Kosciusko County Convention, Recreation & Visitors Commission January 17, 2018**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 17, 2018 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Kristi Plikerd - President

Wes Stouder

Tammy Kratzer - Absent

John Hall - Absent

Mark Skibowski

David Gustafson

Jo Paczkowski

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

The meeting was called to order by President Kristi Plikerd.

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

Kristi Plikerd, Mark Skibowski and Jo Paczkowski were sworn in as a 2018 KCCRVC members.

## **In the Matter of 2018 Election of President:**

Kristi Plikerd requested nominations for the 2018 Election of Officers. Jo Paczkowski made a motion for Mark Skibowski to be elected as President for 2018.

*Motion: Jo Paczkowski*

*To: Approve the nomination of Mark*

*Second: David Gustafson*

*Skibowski for the 2018 KCCRVC President.*

*Ayes: 5*

*Nays: 0*

*Unanimous*

Mark Skibowski took office as President.

## **In the Matter of 2018 Election of Vice-President:**

Mark Skibowski requested nominations for the 2018 Election of Vice-President. Wes Stouder made a motion for David Gustafson to be elected as Vice-President for 2018.

*Motion: Wes Stouder*

*To: Approve the nomination of David*

*Second: Mark Skibowski*

*Gustafson for the 2018 KCCRVC Vice-*  
*President.*

*Ayes: 5*

*Nays: 0*

*Unanimous*

## **In the Matter of 2018 Election of Treasurer:**

Mark Skibowski requested nominations for the 2018 Election of Treasurer. Jo Paczkowski made a motion for Wes Stouder to be elected as Treasurer for 2018.

*Motion: Jo Paczkowski*

*To: Approve the nomination of Wes Stouder*  
*for the 2018 KCCRVC Treasurer.*

*Second: Kristi Plikerd*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of 2018 Election of Secretary:**

Mark Skibowski requested nominations for the 2018 Election of Secretary. Mark Skibowski made a motion for Jo Paczkowski to be elected as Secretary for 2018.

*Motion: Mark Skibowski*

*To: Approve the nomination of Jo Paczkowski for the 2018 KCCRVC Secretary.*

*Second: Kristi Plikerd*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of CVB Update:**

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for January 2018. Boggs handed out a 2018 updated roster, 2018 Activity Year-End Report, 2018 Final Budget and 2018 Revised Line Item Descriptions.

Boggs shared the following updates:

- House Bill 1056 had a first reading on January 3, 2018. This bill addresses the tax statute to include “tourist camps and overnight camp facilities” for purposes of innkeeper’s tax collection.
- Ended the year strong and in the black
- \$81,000 Visitor Guide Ads, but Dahms & Yarian’s direction was not to spend until 2018 when guide comes out due to accrual basis. This will allow funds to be available to pay for the printing of the visitors guide in March.
- Working with Bill Hunter with Dahms & Yarian on 2017 adjustments (minor). Will provide updated year-end financial reports and distribute when received.
- Strategic Destination Planning – reviewed the first draft and Don Anderson, Consultant, is coming to the CVB February 13<sup>th</sup> Board meeting to review. Working with Don on building out the marketing and business plan that will support the strategic destination plan.

**In the Matter of CCAC Update:**

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for January 2018. Swihart stated they have completed the 2018 tournament schedule. In addition to their normal tournaments they have been fortunate enough to secure the Baseball Super State and World Series again for 2018. They also received the Girl’s Fast Pitch State tournament, along with a couple of new events in August. Swihart stated they were awarded the Silver World Series for the adult tournament and should be a good size tournament for September.

They began the youth indoor soccer and basketball on January 13<sup>th</sup>, and the numbers appear to be better than the previous year. Swihart believes these programs will continue to grow, as they have added the spectator seating area, which has been a concern in the past.

Swihart stated they are working on many new things at the park that they feel will have a major impact on the economy and their future. Swihart stated they are in the early stages of the project and will be keeping this from the public until they get further along in the process.

**In the Matter of Lake City Skiers Update:**

Chuck McLaughlin, Lake City Skiers Vice President, came before the Commission with an update on the Lake City Skiers. McLaughlin stated the National competition that will be held during August 9-11, 2019 is expected to bring 13,000 people into the area with an expected \$4 million impact to the community.

McLaughlin credits the Commission's grant for the new bleachers as helping the Lake City Skiers secure the bid to host the competition. The Lake City Skiers will put at least another \$40,000 into improvements such as expanding the boat ramp, improving the starting docks and building a judges platform before the competition. McLaughlin stated once the competition gets closer they may need help with funding the repairs or replacement of the jump.

McLaughlin stated the community will start seeing an impact this year as teams travel to the waters on Hidden Lake. If the tournaments are run successfully they could possibly get the National competition every three years, which would be great for the community. This is the biggest event in show skiing and there will be people from all over the world coming to watch.

**In the Matter of Pierceton Publicity Grant Requests:**

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

- Heirloom Tomato Festival
- Agricultural Art Show
- Tomato Festival 5K Walk/Run
- General Advertising
- Pierceton Farmer's Market
- Primitive Show
- Vintage Motorcycle Show – 11<sup>th</sup> Annual

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

*Motion: Jo Paczkowski*

*Second: Wes Stouder*

*Ayes: 5*

*Nays: 0*

*Unanimous*

*To: Approve the all seven (7) publicity grants for a total of \$3,500 (\$500 each) for the following events: Heirloom Tomato Festival, Agricultural Art Show, Tomato Festival 5K Walk/Run, General Advertising, Pierceton Farmer's Market, Primitive Show and Vintage Motorcycle Show -11<sup>th</sup> Annual.*

**In the Matter of November 28, 2017 Minutes Approval:**

Minutes from the November 28, 2017 meeting were reviewed and approved as presented.

*Motion: Wes Stouder*

*Second: Mark Skibowski*

*Ayes: 5*

*Nays: 0*

*Unanimous*

*To: Approve the November 28, 2017 meeting minutes as presented.*

**In the Matter of the Professional Musky Tournament Trail (PMTT) Grant Request:**

Jo Paczkowski stated she confirmed the Professional Musky Tournament Trail (PMTT) is a “for-profit” organization and that they do not meet the guidelines to be funded by the KCCRVC grant request. The Commission advised Jill Boggs, CVB Director, to contact our local musky group and see if they have any issues with the PMTT holding tournaments in our area. Mark Skibowski suggested to Boggs to advise the PMTT to contact another “non-for profit” organization to possibly submit their request through them. The Commission denied the PMTT grant request at this time.

**In the Matter of Finances:**

Mark Skibowski stated the beginning cash balance for 2017 was \$744,880.02 and the ending cash balance for 2017 was \$721,431.96.

Skibowski stated the balance remaining in the 2017 budget for grants was only \$2,952, which is great. The budget amount approved for grants in 2018 is \$255,750. The amount committed to date for 2018 is \$163,815 with an additional \$3,500 awarded today, which increases the total amount to date as \$167,315. The remaining balance for the 2018 grants is \$91,935.

Skibowski stated the Commission is in great standings for 2018.

**In the Matter of Grant Applications:**

Mark Skibowski asked the Commission to review the grant applications that were posted on the County website to ensure they have all the correct updates.

**In the Matter of Lakeland Art Museum:**

Jo Paczkowski stated the Lakeland Art Museum has been mentioned in the media recently and Paczkowski shared the Commission was misrepresented by stating the Commission had awarded the Lakeland Art Museum \$25,000. Paczkowski stated she notified Dave Taylor, Lakeland Art Museum member, that the Commission had not approved supporting the Lakeland Art Museum in the amount of \$25,000.

**In the Matter of 2018 Inter-Local Agreement:**

Michelle Puckett, County Auditor, presented the 2018 Inter-Local Agreement between the County Commissioners and County Council that allows the County Auditor’s office to be the controller for the KCCRVC Commission. The County Council approved it on December 14, 2017 and the County Commissioners approved it on December 19, 2017.

*Motion: Jo Paczkowski*

*To: Approve the 2018 Inter-Local Agreement as presented.*

*Second: Wes Stouder*

*Ayes: 5*

*Nays: 0*

*Unanimous*

**In the Matter of \$100,000 Additional Appropriation:**

Jo Paczkowski stated the request for the additional appropriation in the amount of \$100,000 that was discussed at the November 2017 meeting will not be requested in January as the Commission originally discussed. Paczkowski stated the money will be used for the Syracuse-Wawasee Trails for the Conklin Bay Boardwalk Construction. Paczkowski stated the Syracuse-

Wawasee Trails still have to go through a series of approvals. Paczkowski and Skibowski spoke and agreed to hold on submitting the additional till a later date. The Commission agreed with this recommendation.

**In the Matter of March meeting:**

The March 7<sup>th</sup> meeting has been moved to March 14<sup>th</sup>.

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

## **Kosciusko County Convention, Recreation & Visitors Commission March 14, 2018**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on March 14, 2018 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

Mark Skibowski - President

Jo Paczkowski

David Gustafson – Vice President

Kristi Plikerd

John Hall - Absent

Wes Stouder - Absent

Tammy Kratzer

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

The meeting was called to order by President Mark Skibowski.

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

Tammy Kratzer was sworn in as a 2018 KCCRVC members by County Auditor, Michelle Puckett.

**In the Matter of WCDC Traveling Vietnam Wall Grant Request (\$3,500):**

Rob Parker, Executive Director of Warsaw Community Development Corporation (WCDC), came before the Commission with a grant request in the amount of \$3,500 for a Traveling Vietnam Wall. Parker stated through partnerships with the City of Warsaw and the Artfully Warsaw Fund, they will be bringing a traveling replica of the Vietnam Wall to the Courthouse lawn on May 31<sup>st</sup>-June 3<sup>rd</sup>. Parker sated they would like to honor those that have paid the highest price for our freedom and to recognize many veterans and their families for their service. The Traveling Wall is an 80% replica of the Vietnam Memorial Wall in Washington DC. There will be several events during these four days to connect those that served with the community, including First Friday, Opening Ceremonies, a Sunday church service, and a Saturday morning breakfast. Parker stated this will bring in visitors from across our county and region to see the Wall and to remember those who gave sacrificially. Parker stated the total cost will be \$9,150.

David Gustafson questioned where the Vietnam Wall will be placed. Parker stated they are working to have the wall on the sidewalk outside the Courthouse along Center Street and wrap around to Buffalo Street.

*Motion: JoPaczkowski*

*To: Approve the WCDC Traveling Vietnam Wall Grant in the amount of \$3,500.*

*Second: Tammy Kratzer*

*Ayes: 5*

*Nays: 0*

*Motion Carried*

**In the Matter of WCDC Permanent Anchors Grant Request (\$2,500):**

Rob Parker, Executive Director of Warsaw Community Development Corporation (WCDC), came before the Commission with a grant request in the amount of \$2,500 for permanent anchors. Parker stated they believe if there is an anchor system it would allow for more tents to be brought into the downtown area for events, bringing people to our community. One of the largest expenses of renting large tents, when staking in asphalt is not an option, is the use of large concrete blocks to secure the tents. The anchor system will allow for tents up to 40x60 to be secured without the use of temporary concrete blocks. Parker stated they will be purchasing fourteen (14) anchors as a trial run to see how they do and the response they receive back.

*Motion: Tammy Kratzer*

*To: Approve the WCDC grant request for permanent anchors in the amount of \$2,500.*

*Second: Jo Paczkowski*

*Ayes: 5*

*Nays: 0*

*Motion Carried*

**In the Matter of Syracuse-Wawasee Conklin Bay Boardwalk Construction Project :**

Mark Skibowski stated the grant request from Syracuse-Wawasee Trails Conklin Bay Boardwalk Construction project submitted back on November 8, 2017 in the amount of \$100,000 should be removed from the pending grant requests. Skibowski stated this grant was to be approved with the contingency that the Syracuse-Wawasee Trails would receive additional funding from another source. Syracuse-Wawasee advised Skibowski that they did not receive the additional funding and the \$100,000 request needs to be removed from the Grant Request spreadsheet.

**In the Matter of North Webster Mermaid Festival Grant Request (\$500):**

Alyssa Schmucker, North Webster Lions Club, came before the Commission with a grant request in the amount of \$500 for the North Webster Mermaid Festival. Schmucker stated the grant funds will be used to advertise the Mermaid Festival by way of bill boards, radio and newspaper ads in local and larger city newspapers. The Mermaid Festival will also have an events book which advertises all activities that will take place during the four (4) day festival. The book will also contain advertisements from the local businesses that sponsor the Mermaid Festival.

*Motion: Kristi Plikerd*

*To: Approve the \$500 advertising grant request for the North Webster Mermaid Festival.*

*Second: Jo Paczkowski*

*Ayes:*

*Nays: 0*

*Motion Carried*

**In the Matter of Watershed Foundation Health & Safety at Winona Lake Limitless Park Grant Request (\$10,000):**

Lyn Crighton, Watershed Foundation Director, came before the Commission with a grant request in the amount of \$10,000 for the Health & Safety at Winona lake Limitless Park. Crighton stated

the shoreline and landscape of the Winona Lake Limitless Park is contributing to poor water quality and creating health and safety hazards for the residents and park visitors. The shoreline is eroding, diminishing water quality by adding sediments and algae-inducing nutrients to the lake. Crighton continued by stating the park's turf grass along the shoreline is attracting an overpopulation of Canada Geese. The amount of goose droppings spread throughout the park's lawn, trails and splash pad, which presents a public health risk. The health hazard is particularly concerning for young visitors to Limitless Park who may already have a compromised immune system. Crighton stated they would like to implement the following solutions to these problems:

- Install a healthy shoreline with a mix of glacial stones and native plants
- Incorporate a plant buffer along the shoreline and landscaping throughout the park for a deterrent to the Canada Geese, but still attractive to visitors
- Renovate the detention basin adjacent to the Splash Pad parking lot for better runoff
- Implement public education for park visitors and residents
- Collaborate with the Town of Winona Lake and the Parks Department to develop and implement additional strategies for reducing waterfowl and their waste.

*Motion: Jo Paczkowski*

*To: Approve the Watershed Foundation grant*

*Second: David Gustafson*

*request in the amount of \$10,000 for the*

*Ayes: 5*

*Nays: 0*

*Health and Safety at Winona Lake Limitless*

*Motion Carried*

*Park.*

#### **In the Matter of First Friday Honor & Remembrance Grant Request (\$10,000):**

Paula Bowman and Ken Locke, First Friday Committee Member, came before the Commission with a grant request in the amount of \$10,000 for an Honor & Remembrance event. Bowman stated this is very long overdue "thank you" for our service men and women who served our country in the Vietnam War. Bowman also stated it is an opportunity and a huge testimony for the youth of our county to learn the sacrifice and history of the people in our county. Bowman stated they are searching for the Veterans who were part of the military troops from 1961-1975 and their family members. The majority of the cost is for the medallions that will be presented to the Veterans at the Recognition Ceremony on Friday night.

The Commission discussed the itemized listing of how the \$10,000 would be spent and felt the advertising and sponsorship of the concert was within their guidelines for disbursing funds. The Commission agreed to grant \$3,500 to be divided between advertising and the concert, with the commitment to advertise to the general public outside the Kosciusko County community.

Jo Paczkowski opposed

*Motion: David Gustafson*

*To: Approve \$3,500 to First Friday for the*

*Second: Mark Skibowski*

*Honor & Remembrance Grant.*

*Ayes: 4*

*Nays: 1*

*Motion Carried*

#### **In the Matter of Tour des Lakes Bike Ride Grant Request (\$500):**

Tyler McLead, Tour des Lakes Board Member, came before the Commission to request \$500 for advertising. McLead stated the Tour des Lakes bike ride was established to provide an enjoyable recreational opportunity for the community. The event offers three (3) different bike tours that guide cyclists around the lakes, countryside and small towns of Kosciusko County. The participation for this event continues to increase every year with having 340 riders in 2017.

Megan McClellan, Syracuse-Wawasee Trails, stated the fund request will be made through Syracuse-Wawasee Trails due to the funding can only be awarded to a Non-Profit Organization. McClellan stated these funds will go directly to the advertising of the Tour des Lakes bike ride

*Motion: David Gustafson*

*To: Approve \$500 to Syracuse-Wawasee*

*Second: Jo Paczkowski*

*Trails for the Tour des Lakes Bike Ride grant*

*Ayes: 5*

*Nays: 0*

*request for advertising.*

*Motion Carried*

**In the Matter of Syracuse-Wawasee Syracuse-Webster Road Connector Grant Request (\$50,000):**

Megan McClellan, Executive Director Syracuse-Wawasee Trails, came before the Commission with a grant request in the amount of \$50,000 for the Syracuse-Webster Road Connector project. McClellan stated this grant request will be used to pay for constructing .4 miles of a 5.5 foot wide cement sidewalk connecting Brooke Point Inn and approximately 125 homes to the existing 11 miles of trail, including Wawasee High School and Syracuse Elementary school. The Commission made a motion for \$25,000.

Kristi Plikerd abstained

*Motion: Jo Paczkowski*

*To: Approve \$25,000 to Syracuse-Wawasee*

*Second: Tammy Kratzer*

*Trails for the Tour des Lakes Bike Ride grant*

*Ayes: 4*

*Nays: 0*

*request for construction.*

*Motion Carried*

**In the Matter of Syracuse Wawasee Parks – 2016 Conklin Bay Phase 1 (\$6,367.42):**

Mark Skibowski, President, stated the final disbursement for the 2016 Conklin Bay project has been completed, but the necessary paperwork to have funds processed in 2016 were not completed timely. Per the Committee the agreement was made to allow the funds to be used from the 2018 budget,

*Motion: Mark Skibowski*

*To: Approve to pay the invoice in the amount*

*Second: Jo Paczkowski*

*of \$6,367.42 for the 2016 Conklin Bay Project*

*Ayes: 5*

*Nays: 0*

*Motion Carried*

**In the Matter of CCAC Update:**

Karl Swihart, CCAC Director, came before the Commission and presented the activities report for March. Swihart stated they are taking in team registrations for the 2018 tournament season. The tournaments are filling up quickly and it looks like it will be another great year.

Swihart stated they are working on a major project that will put them on track to become financially sound and contribute to the economic impact within our community. Fund raising efforts will begin soon. The capital project will include

- Expansion of east concession building – second story
- Increasing restroom facilities
- 440'x220' indoor facility to run events all year long
- Completion of the volleyball courts
- Parking lot cracks
- Irrigation for soccer field



Swihart stated the cost of the new facility is very high, but the income potential is even higher.

**In the Matter of CVB Update:**

Jill Boggs, CVB Director, came before the Commission and presented the Commission with the activities report for March 2018. Boggs shared they are gearing up for summer and getting the Visitor's Center ready. Boggs stated they have already seen an increase in foot traffic this year.

Boggs stated the CVB Board approved the strategic destination plan at their March 12<sup>th</sup> board meeting. Boggs will make arrangements to meet with each Commission member to review the plan and answer any questions at that time. The plan has 18 "intended" initiatives for 2018-2020. Boggs shared the research she feels will come out of the strategic plan

- As an economic development organization it is important that they continue conducting research on visitor spending as it pertains to tourism wealth in Kosciusko County. The 2017 results will be completed by the end of August and will share once finalized.
- It is important for the CVB to invest in visitor profile research. Boggs would like to do this year for the 2019 budget marketing efforts, but if not possible would do in 2019 for 2020 results.
- CVB has a service through Smith Travel Research (STR) that would conduct hotel occupancy research. Boggs stated it could help both the CVB and the tourism commission in their collective tourism development efforts as it can tell them occupancy, revenue, and flows after significant events or significant trends in the county. The service can also give monthly comparisons to other counties and trends in their occupancy levels.

A 10-day Breakfast Wars campaign was ran which included each community instead of running a nomination phase. The winner was American Table with Sheila's second and Creighton's Crazy Egg third. The region round for the seven county winners is March 16-26. The campaign has allowed great content and awareness for the county and its partners.

The outdoor Writers Association of America's annual conference will be in Ft Wayne in June. The CVB is offering a pre and post Muskie fishing trip in hopes of gaining media for the Muskie fishing. Boggs stated other counties are making offers so they chose to make theirs unique.

Boggs stated she is a participating member of a potential regional trail branding development initiative for MACOG (Michiana Area Council of Governments) that is a non-profit serving Elkhart, Kosciusko, Marshall, and St. Joseph Counties.

Boggs will submit the 2019 budget to Wes Stouder prior to the May 9<sup>th</sup> budget meeting to ensure the entire Commission has ample time to review the 2019 request prior to the meeting.

**In the Matter of January 18, 2018 Minutes Approval:**

Minutes from the January 18, 2018 meeting were reviewed and approved as presented.

*Motion: Jo Paczkowski*

*To: Approve the January 18, 2018 meeting minutes as presented.*

*Second: Mark Skibowski*

*Ayes: 4*

*Nays: 0*

*Unanimous*

**In the Matter of Financials:**

Mark Skibowski reviewed the monthly finances for Treasurer, Wes Stouder. Skibowski stated with the removal of the \$100,000 for the Conklin Bay Boardwalk Construction the Grant Budget is no longer in the “red”. Michelle Puckett, County Auditor, stated the remaining balance for the grant budget is \$96,567.5.

Skibowski stated the Innkeeper tax collections continue to increase over the past couple of years.

Skibowski reviewed the outstanding funds that were allocated for 2017 and stressed the importance of having the vendors submit reimbursement for these funds. Paczkowski will follow up with the outstanding vendors to verify where they stand on submitting their invoices.

Skibowski stated the case balance as of March 1, 2018 is \$745,564.38.

*Motion: Jo Paczkowski*

*To: Approve the Financials as presented.*

*Second: Kristi Plikerd*

*Ayes: 5*

*Nays: 0*

*Unanimous*

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