

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

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

Those present were:

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

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

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

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

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

## **In the Matter of 2020 Election of Officers:**

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

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

*Motion: see above*

*Second: see above*

*Ayes: 5      Nays: 0*

*Motion Carried*

*To: Approve the election of 2020 officers as follows:*

*President-Tammy Kratzer*

*Vice-President-Jo Paczkowski*

*Treasurer-John Hall*

*Secretary-Mark Skibowski*

## **Grant Requests**

### **In the Matter of East Restroom Expansion-CCAC:**

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

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

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

*The matter was tabled pending the submission of additional quotes.*

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

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

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

*Motion: Mark Skibowski*

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

*Second: Dave Gustafson*

*Ayes: 5 Nays: 0*

*Motion Carried*

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

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

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

*Motion: Mark Skibowski*

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

*Second: Dave Gustafson*

*Ayes: 5 Nays: 0*

*Motion Carried*

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

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

*Motion: Dave Gustafson*

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

*Second: Mark Skibowski*

*Festival as presented.*

*Ayes: 5 Nays: 0*

*Motion Carried*

**In the Matter of CVB:**

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

**In the Matter of November 6, 2019 Minutes Approval:**

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

*Motion: Ron Robinson*

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

*Second: Mark Skibowski*

*Ayes: 4 Nays: 0*

*(Kathy Ray is newly appointed)*

*Motion Carried*

**In the Matter of KCCRVC Financials:**

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

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

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

*Motion: Dave Gustafson*

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

*Second: Ron Robinson*

*Ayes: 5 Nays: 0*

*Motion Carried*

**In the Matter of 2020 KCCRVC Inter-Local Agreement:**

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

*Motion: Mark Skibowski*

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

*Second: Ron Robinson*

*Ayes: 5 Nays: 0*

*Motion Carried*

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

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

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

Those present were:

Tammy Kratzer, President	Kathy Ray
Jo Paczkowski, Vice-President	Ron Robinson
David Gustafson, Absent	Mark Skibowski
John Hall, Absent	

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

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

Tammy Kratzer was sworn in as a 2020 KCCRVC member.

The meeting was called to order by Tammy Kratzer.

### **In the Matter of Investment Renewals:**

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

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

### **In the Matter of Pierceton Chamber of Commerce Grant Requests:**

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

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

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

*Motion: Jo Paczkowski*  
*Second: Mark Skibowski*

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

Ayes: 5 Nays: 0  
 Motion Carried

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

**In the Matter of Syracuse-Wawasee Trails Grant Request:**

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

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

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

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

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

*Motion: Mark Skibowski*

*Second: Ron Robinson*

Ayes: 5 Nays: 0

*Motion Carried*

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

**In the Matter of The Watershed Foundation Grant Request:**

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

*Motion: Dave Gustafson*

*To: Approve \$500 for advertising of the*

*Second: Mark Skibowski*

*Dance Through the Decades event at the Tippy*

*Ayes: 5 Nays: 0*

*Ballroom.*

*Motion Carried*

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

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

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

*Motion: Mark Skibowski*

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

*Second: Jo Paczkowski*

*Expansion project as presented.*

*Ayes: 5 Nays: 0*

*Motion Carried*

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

**In the Matter of Other CCAC Business:**

Karl Swihart, presented the following updates:

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

**In the Matter of Kosciusko Chamber of Commerce Grant Request:**

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

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

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

*Motion: Jo Paczkowski*

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

*Second: Ron Robinson*

*Ayes: 5*

*Nays: 0*

*Motion Carried*

**In the Matter of Chautauqua Wawasee:**

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

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

**In the Matter of CVB:**

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

**In the Matter of January 16, 2020 Minutes Approval:**

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

*Motion: Ron Robinson*

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

*Second: Jo Paczkowski*

*Ayes: 5*

*Nays: 0*

*Motion Carried*

**In the Matter of KCCRVC Financials:**

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

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

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

*Motion: Ron Robinson*

*To: Approve the financial report as presented.*

*Second: Jo Paczkowski*

*Ayes: 5 Nays: 0*

*Motion Carried*

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