

Kosciusko County Convention, Recreation & Visitors Commission, January 12, 2022

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on January 12, 2022 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

David Gustafson

John Hall, Treasurer ABSENT

Jessica Harmon

Jessica Hartman

Kathy Ray, President

Ron Robinson

Mark Skibowski, Vice-President

Also present was Jill Boggs, CVB Director.

The meeting was called to order by Kathy Ray.

In the Matter of Swearing in of Member:

Jessica Harman, Jessica Hartman, Kathy Ray, and Mark Skibowski were sworn in as 2022 board members.

In the Matter of 2022 Election of Officers:

Kathy Ray requested nominations for the 2022 Election of officers. Ron Robinson made a motion for Kathy Ray to serve as President, Mark Skibowski as Vice-President, John Hall as Treasurer, and David Gustafson as Secretary.

Motion: Ron Robinson

Second: Mark Skibowski

Ayes: 7

Nays: 0

To: Approve the nomination of Kathy Ray as President, Mark Skibowski as Vice-President, John Hall as Treasurer, and David Gustafson as Secretary.

There was a brief discussion regarding secretarial duties and the changes which have occurred over the years. County Auditor, Michelle Puckett, stated she would be willing to assist with the duties of the secretarial roll, as has been done in the past. If requested, an amendment to the current interlocal agreement is all that would be required.

Motion: Mark Skibowski

Second: Dave Gustafson

Ayes: 7

Nays: 0

Motion Carried

To: Approve the amended motion to appoint Kathy Ray as President, Mark Skibowski as Vice-President, John Hall as Treasurer, and have the County Auditor act as Secretary upon approval of an amended interlocal agreement.

In the Matter of KCCRVC Financials:

Mark Skibowski presented the financial report, stating because we are in January, we will look at the year in review: the beginning balance on January 1, 2021 was \$642,000 and we ended the year with \$826,898, which was a good year overall.

Innkeepers tax collections were \$782,718, compared to \$476,000 in 2020, and \$705,000 in 2019. Increases can be accredited to the tax implemented for Airbnbs, which calculates to approximately half the hotel tax.

In addition, the budgeted amount for 2022 is \$598,000, with \$12,000 set aside for an audit. Grants are provided to nonprofits and of course there is the budget of \$348,140 for the CVB. \$15,818 has been awarded from the grant budget in 2022, leaving \$178,000 to disburse.

Motion: Ron Robinson

To: Approve the financial report as presented.

Second: Jessica Hartman

Ayes: 7 Nays: 0

Motion Carried

Grant Requests**In the Matter of Purdue Varsity Glee Club:**

Mark Knecht, Chautauqua Wawasee, presented a request for a publicity grant to support the Purdue Varsity Glee Club, stating the event is scheduled for April, 22 and although they have had to cancel the event for the last 2 years, due to Covid, they are hoping to be able to perform.

There was a brief discussion regarding the type of advertising planned. Knecht stated the majority of advertising will take place within the county.

In the Matter of Indiana Travel Guide:

In addition, Mark Knecht, presented a request for a publicity grant in support of a publication in the Indiana Travel Guide for Chautauqua Wawasee, which he stated is distributed to 75,000 people in Chicago, 30,000 in Cincinnati, 20,000 in Columbus OH and 30,000 in Saint Louis.

Jill Boggs, CVB, stated she has found great return in advertisements in this publication due to the vast distribution through various types of media.

Motion: Dave Gustafson

To: Approve the Indiana Travel Guide advertising request as presented, and table the Purdue Varsity Glee Club request until the March meeting, at which time additional information may be presented.

Second: Mark Skibowski

Ayes: 7 Nays: 0

Motion Carried

In the Matter of CCAC Update:

Following the introduction of Brandon Keaffaber, the newly appointed CCAC Board President, Mike Hagy, Executive Director of the CCAC, presented an update, which included the following:

- Recent board changes include new Vice-President, Mark Skibowski, and new Treasurer, Corbin Holtsberry. A new Secretary has not yet been selected
- Indoor soccer and indoor basketball have just started, with an estimated 120-130 participants
- A 10-week baseball clinic is a new program the CCAC will be hosting
- Mike Cox will be taking on some grant writing possibilities
- The spring and summer schedule is set from April 1 through August
- Schedules have been distributed to the local hotels and Hagy will follow up with any additional information as it becomes available

Brandon Keaffaber commended Hagy for a job well done thus far and stated the CCAC Board will have a committee working on a 1-3-5-year plan to be presented at the next meeting so all possibilities can be considered. In conclusion, Keaffaber extended appreciation for all the support over the past year.

In the Matter of CVB Update:

Jill Boggs, CVB Director, introduced the board members present at today's meeting as Doug Hanes, Board Chair; Jennifer Carnes, Treasurer; and Laura Rothhaar, Marketing Communications Manager/Team Member, and then presented an update, which included the following information:

- Changes in board members include, the addition of Stephanie Schaefer with Warsaw Parks & Recreation, and Jessica Harmon resigning to accept the appointment to this board
- Data from the January 3rd Destinations Analysts report, indicates the sentiment towards travel seems to be improving since the beginning of the coronavirus pandemic
- The occupancy report indicates a rise from 32% in 2020 to 44%
- The CVB Board of Directors has declined to have one of their members serve on the CCAC board, citing conflict of interest although they intend to support them in other capacities
- The 2022 budget will be made available within the next week
- A strategic plan has been updated (copies were distributed)
- As a new tool, data from the sports and events calculator will soon be available. As a reminder, a requirement of the program is for grant awardees to work with the CVB and provide information of events
- First edits of the Guide have been submitted
- January 25 will be celebrated as National Plan for a Vacation Day with a small campaign

There was a brief discussion regarding quarterly meetings with the CVB Board and hotel GM's, now that 3 are seated on this commission. County Auditor, Michelle Puckett, clarified

as long as no more than 3, which would exceed the majority of the KCCRVC Board, gather and do not discuss KCCRVC business, there should be no conflict.

In the Matter of November 10, 2021 Minutes Approval:

Minutes from the November 10, 2021 meeting were unavailable at this time. Approval had to be tabled until the next meeting

Any Further Business:

Sue Ann Mitchell, County Council President, addressed the commission, stating she feels we would be extremely remiss if we did not recognize 2 former board members for the time and hard work they put into this association. Jo (Paczkowski) had served 11 years and Tammy (Kratzer) had served 6 years, and only to meet statute requirement of having hoteliers and people involved in the tourism business serve on the board, were the changes made. Mitchell stated she appreciates everyone's time and willingness to serve and hopes this will be a successful forward move.

Mark Skibowski requested a discussion regarding grant approvals and reimbursements, stating currently there is a 2-signature requirement for any payments so what will the process look like going forward?

County Auditor, Michelle Puckett, stated historically, we have had procedures in place which required the grant awardee to send their requests for payment with their accompanying supporting documentation to the Auditor, who would then verify the expenses fit within the parameters of the grant award, and then forward those requests along with the documentation to the President and Vice-President, who would both review the information, and if they agreed, would sign off with the final approval. This seemed to work well in the past, Puckett stated, as the board and its members would evolve, the process remained consistent. If this is something the board is interested in, it could be written into the inter-local agreement as well. Once the 2022 inter-local agreement is amended and approved, any open or pending grant requests could be processed in this way, but it will take a little bit of reorganizing to make all the necessary changes. The board indicated unanimously to have these changes entered into the agreement.

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

**Kosciusko County Convention, Recreation & Visitors Commission,
March 9, 2022**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on March 9, 2022 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

David Gustafson ABSENT
John Hall, Treasurer

Kathy Ray, President
Ron Robinson ABSENT

Jessica Harmon
Jessica Hartman

Mark Skibowski, Vice-President

The meeting was called to order by Kathy Ray.

John Hall participated in the meeting through video conferencing. For clarity, each vote was made by roll call vote.

Grant Requests

In the Matter of CCAC 2022 Capital Expenses \$40,000:

Mike Hagy, CCAC Executive Director, presented a request to purchase a lawn groomer machine, stating they lost one of the two machines they had to a blown motor last year and in order to meet the requirements of contract, they are required to re-prepare the fields every 2 timeslots. The machine they are wanting to purchase will groom, re-crown, fertilize, edge and snow shovel. The savings of being able to do the required maintenance in-house instead of outsourcing the work will be significant.

Motion: Mark Skibowski

To: Approve \$40,000 for the purchase of a new field groomer machine as presented.

Second: Jessica Hartman

Ayes: 5 Nays: 0

Motion Carried

In the Matter of CCAC 2022 Operational Expenses \$80,000:

Hagy also requested an increase in the quarterly installments they already receive for operational expenses, from \$10,000 per quarter to \$20,000 per quarter, stating the Covid-19 pandemic had a huge impact and in addition, there are several small projects around the park that need to be addressed. Hagy stated with the implementation of some changes and cuts being made, the goal is to plan well enough with the requested increase to make it through the end of the year without requiring additional funding.

There was a brief discussion regarding the funding, which has not been increased in many years. Mark Skibowski, who sits on the CCAC Board as a representative of this commission to ensure proper spending of the funds and to see that the investment is paying off, stated he was probably the most vocal for trying to implement an increase in the funding for them because they need the increase to continue to operate. With CCAC holding an estimated 70% contribution to the occupancy of the hotels, it is a cycle that should continue to grow.

Motion: John Hall

To: Approve \$80,000 for the 2022 operational expenses of the CCAC as presented.

Second: Jessica Harmon

Ayes: 5 Nays: 0

Motion Carried

In the Matter of Chautauqua Wawasee An Encounter with Thomas Jefferson:

Mark Knecht, Chautauqua Wawasee President, requested a \$500 publicity grant for a Patriot's Day event, which will be held the weekend before the July 4th weekend. The event will include a performance by JD Sutton, a Thomas Jefferson impersonator, as well as a concert put on by the Patriotic Pops. Knecht said he anticipates 100+ people will attend the event and the requested funds will go toward the \$1250 costs for advertising in the Visit Indiana Newsletter.

In the Matter of Chautauqua Oakwood Fine Arts Festival:

Knecht also presented a request for a \$500 publicity grant for the Oakwood Fine Arts Festival, which will be held May 28, the Saturday of Memorial Day weekend, stating Taps Across the Water is planned for Sunday, in which 30 buglers on several different shores will play Taps at 9:08. Knecht stated this will be the 8th year for the event and it usually brings 300-400 people.

Motion: Mark Skibowski

Second: Kathy Ray

Ayes: 5 Nays: 0

Motion Carried

To: Approve both the Encounter with Thomas Jefferson and the Fine Arts Festival for a \$500 publicity grant per request, as presented.

In the Matter of Pierceton Chamber of Commerce Grant Requests:

Kelsea Degaetano, presented the following publicity grant requests in the amount of \$500.00 each, stating each grant request is for a separate event scheduled throughout the 2022 season. Degaetano gave a brief description of each event, stating many people as well as vendors come from outside the area and stay for the duration of the events.

- **General Advertising-Publicity**
- **Vintage Motorcycle Show-Publicity**
- **Heirloom Tomato Festival-Publicity**
- **Heirloom Tomato Festival Art Show & 5K Walk/Run-Publicity**
- **Spring Event & Silent Auction-Publicity**
- **Heritage Gatherings Primitive Show-Publicity**
- **Pierceton Days Festival-Publicity**
- **Car & Truck Show -Publicity**

There was a brief discussion regarding the advertising requirements to qualify for funding under this grant.

Motion: Mark Skibowski

Second: John Hall

Ayes: 5 Nays: 0

Motion Carried

To: Approve \$2,000 total for the use of general advertising outside of the county for Pierceton, which could be used for advertising any of the 8 events presented today.

In the Matter of Winona Lake Limitless Park-ADA Kayak/Canoe Launch:

Holly Hummitch, Director of the Winona Lake Limitless Park, presented a request in the amount of \$30,000 for an ADA canoe and kayak launch. Hummitch stated the desire is to give access to people of all ages regardless of their mobility barrier-free water access at the Winona Lake Limitless Park which would include wheelchair access.

Jim Molebash, Kiwanis Club President, stated the idea came about after sharing with club members what he had discovered when he visited a similar park while on vacation.

Joni Truex also spoke on behalf of the Kiwanis Club and said they are very excited to a part of the project, stating that the club has already pledged \$10,000, which is a significant amount for the club. Truex added that giving people access to the lake who might not otherwise be able to enjoy it in this way will surely bring people from outside the county to utilize the park. In addition to this request, much more fund raising will be necessary and is in the works as this is not an inexpensive project.

Hummitch stated the projected start date is May 1 and the ribbon cutting is planned for July 2, during the 4th of July Festival.

Suzie Light clarified the requested amount of \$30,000 is approximately ½ of the construction costs but the project has now expanded way beyond that thanks to Warsaw Kiwanis.

Motion: Mark Skibowski

Second: Jessica Hartman

Ayes: 5 Nays: 0

Motion Carried

To: Approve \$30,000 for use in the construction of the ADA Kayak/Canoe Launch at the Winona Lake Limitless Park as presented.

In the Matter of Lake City Skiers-Motor Purchase:

Chuck McLaughlin presented a request in the amount of \$7,703.28 for 2 quarterly payments on the motor purchase, stating this is an ongoing request that was started a year ago. In response to the request for a balance at the last meeting, McLaughlin reported the current balance as is \$74,568.26. The request for assistance with these payments is being made again because they are anticipating quite a few expenses this season especially with the significant increases in fuel prices already observed.

Motion: Mark Skibowski

Second: John Hall

Ayes: 5 Nays: 0

Motion Carried

To: Approve a total of \$7,703.28 for 2 quarterly boat motor payments as presented.

In the Matter of Lake City Skiers-Scorers Building:

McLaughlin also presented a request for \$6,500 for the materials to construct a scorers' building, stating they will most likely be hosting the Division 1 National Tournament in 2023 and then possibly become part of a 3-year rotation to host the tournament. A materials list was presented for reference, no labor costs will be incurred.

There was a brief discussion regarding the details of the project and it was agreed without further information including a site plan and additional supporting documentation, there was not sufficient enough information to review the request. McLaughlin agreed to return in May with more information.

In the Matter of Syracuse-Wawasee Tails-Tour des Lakes:

Erlene Yentes presented a request for \$2,292.96 for marketing of the Tour des Lakes bicycle ride around 8 lakes within the county where participants can enjoy either 30K, 55K or 100K rides with SAG stops along the way and lunch at the community center. This will be the 12th year for the event and it is a major fundraiser for the Trails, with 2021 having a record number of participants.

Motion: Mark Skibowski

To: Approve \$2,292.96 for marketing of the Tour des Lakes bicycle ride as presented.

Second: Jessica Harman

Ayes: 5 Nays: 0

Motion Carried

In the Matter of CVB Update:

Jennifer Carnes on behalf of the CVB, presented an update, which included the following information:

- Marketing director is promoting the 2022/23 digital visitor's guide, which is currently up on the website, although the guidebooks are delayed as a result of the current paper shortage
- Continuous updates are being made to the website
- Promoting the planning of overnight road trips focusing on outdoor recreation attractions
- 3 digital passport programs have been launched on the website so far, where residents and visitors can go to the homepage and participate in various challenges with the potential to earn prizes and savings
- The building's backdoor lock failed and has since been replaced
- The Executive Director search is well underway with an announcement of the selected candidate anticipated in the near future

In the Matter of November 10, 2021 Minutes Approval:

Minutes from the November 10, 2021 meeting were presented for approval by members who were present for the meeting.

Motion: John Hall

To: Approve the November 10, 2021 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 3 Nays: 0

Motion Carried

Jessica Harmon & Jessica Hartman were not members November 10, 2021.

In the Matter of January 12, 2022 Minutes Approval:

Minutes from the January 12, 2022 meeting were presented for approval.

Motion: Jessica Hartman

To: Approve the January 12, 2022 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 5 Nays: 0

Motion Carried

In the Matter of KCCRVC Financials:

Mark Skibowski presented the financial report, stating the ending cash balance for February was \$793,000. The receipts for January 2021 were \$21,000 and for January 2022 were \$39,000, and then for February 2021 were \$48,000 and we are currently at \$72,000.

The budget when we started today was \$237,930 with a previous award of \$60,000, and then the multiple requests presented today totaled \$170,000, which most were approved.

There was a discussion regarding options going forward in available remaining grant funds and possible changes in the budget process to be considered. Cash reserves are available so potential grant applicants should not be discouraged from applying.

Motion: Kathy Ray

To: Accept the financial report as presented.

Second: Jessica Harmon

Ayes: 5 Nays: 0

Motion Carried

In the Matter of 2022 Inter-Local Agreement Amendment:

Michelle Puckett presented an amended 2022 Inter-Local Agreement which was discussed in great length at the last meeting. At the recommendation of Council and the Commissioners, upon their review of the agreement, a change to add a fee of \$500 for reimbursement of office materials and any other expenses was made.

Motion: Mark Skibowski

To: Approve the 2022 Inter-Local Agreement Amendment as presented.

Second: John Hall

Ayes: 5 Nays: 0

Motion Carried

To process the transfer of the agreed upon \$500, Puckett will email the request and upon an emailed response, she will prepare and process the request.

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

Kosciusko County Convention, Recreation & Visitors Commission May 11, 2022

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on May 11, 2022 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

David Gustafson ABSENT

John Hall, Treasurer

Jessica Harmon

Jessica Hartman

Kathy Ray, President

Ron Robinson

Mark Skibowski, Vice-President

The meeting was called to order by Kathy Ray.

Grant Requests

In the Matter of Lake City Skiers-Scorers Building (tabled from 3-9-22):

Chuck McLaughlin returned to present additional information on a request for the materials to construct a 30 x 40, wood floor scorers' building, stating the amount requested is slightly higher than the original request due to the economy. The insulated building would also be used in winter months to store costumes and electronic equipment, items which are not currently stored in the best conditions. Tools and labor to construct the building will be provided at no charge and the revised amount requested is \$10,643.42.

There was a brief discussion amongst the Commission regarding the funding available for the remainder of this year.

In the Matter of Wagon Wheel Center for the Arts:

Lakesha Green, Executive Director, presented a request in the amount of \$95,000 for the housing of participants of this season's holiday show, and some much needed updates to the website.

Holly Lantz, Chief Operating Officer, stated \$80,000 is requested to cover the expenses of housing cast members of "The Sound of Music" in December. As one of the area's top three tourist attractions, 53% of annual attendees of the productions have historically been residents from outside the county and therefore have utilized the partnerships that exist with area hotels.

Elisa Wise, Development Director, stated \$15,000 is requested to update the wagon wheel website, which is a critical component of operations since 55% of ticket sales are purchased online by residents outside the county. The website needs significant updates and the long-term plan will be to work with a local company to make the updates and to promote the entire community and what the county has to offer.

There was a brief discussion regarding the inability to use the White Hill Manner this season for housing the production company due to roofing issues and water damage.

Emily Kosnik, Board President, stated the capital campaign has been put on hold. Although designs are prepared for 3 different options for bathroom expansion, theater updates, and additional classroom space and some of the money for the project has been raised, those funds are designated to that specific project. The Builder's Association and some local builders are assisting with some of the needed repairs at White Hill.

In the Matter of CVB Update:

Bob Jackson, past chair of the CVB, introduced Cori Humes as the new Executive Director and she presented an update, which included the following information:

- Although covid concerns are somewhat retreating, inflated gas prices and other expenses may slightly impact peoples travel plans in the upcoming season
- The current occupancy rates appear to be increasing from last year and STR is predicting the 2022 numbers will surpass the 2019 numbers
- A sports calculator is underway and an event calculator is also planned
- A quarterly hotels meeting will be held on May 26th at noon
- The paper shortage has been a major issue with the visitor guide but a delivery date is expected soon
- Seeing some great numbers in the Kosciusko Engage passes, with 348 sign ups
- Some video shots are currently in production

In the Matter of CCAC Update:

Mike Hagy, Executive Director CCAC, presented the following updates:

- The outdoor youth soccer program is underway
- Adult softball leagues are up and running, with 26 teams signed up
- Currently have 5 full-time staff members
- Hosted a 50-team youth baseball tournament 2 weeks ago
- 37 teams will be participating in a baseball event and 57 soccer games are scheduled for this upcoming weekend
- Hagy met with Cori Humes, had a great meeting, and he looks forward to working with her
- Hosted their first easter egg hunt and it went well
- Youth and adult programs are quickly filling up
- Thanks to the local hotels for working together to provide rooms during events two weeks ago. The hotels were so full in town, they had to put umpires and staff in hotels in Rochester
- Improvements and upgrades are being made and the park is looking great
- Outside grants are being pursued for some playground equipment and lighting

As a member of the CCAC's board, Mark Skibowski stated the fields were so busy he had to wait in line to enter the park for the past meeting and he extended his appreciation to Mike for his efforts to reach out and make improvements for the community.

In the Matter of March 9, 2022 Minutes Approval:

Minutes from the March 9, 2022 meeting were presented for approval by members who were present for the meeting.

Motion: Mark Skibowski

To: Approve the March 9, 2022 meeting minutes as presented.

Second: Jessica Hartman

Ayes: 5 Nays: 0

Motion Carried

(Ron Robinson was not present at the March 9, 2022 Meeting)

In the Matter of KCCRVC Financials:

John Hall presented the financial report, stating the balance of funds available appears to be around \$10,000 or \$12,000. The beginning cash balance for 2022 was \$826,000, and we're currently at \$746,000.

The tax collection data reflects the collection of innkeepers tax last year was \$150,000 and we're currently at \$186,000. In April last year the collections were \$30,000 and this year are \$50,000 but the state collected \$22,000 last year and only \$22,000 this year, which would indicate a reduction in the use of airbnb's and an increase in hotels.

Motion: Mark Skibowski

To: Accept the financial report as presented.

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

Mark Skibowski asked Auditor Michelle Puckett how funding in excess of the 2022 budget could be utilized and she advised they could request an additional appropriation. There was a general discussion regarding the amount to request.

Motion: Ron Robinson

To: Request an additional appropriation of \$150,000. (The Auditor/Controller will prepare and present the request for County Council)

Second: John Hall

Ayes: 6 Nays: 0

Motion Carried

In the Matter of 2023 Budget:

Mark Skibowski led the budget discussion, stating receipts have improved significantly and although a safety net in the cash balance should remain in place in case of an unexpected decline in the market, there is room at this time to expand the budget for 2023.

In looking at the three categories of the simplified budget, Skibowski proposed increasing CVB to \$375,000, Grants to \$254,000, and leaving Administration at the \$15,000 necessary to cover the annual audit expenses for a total of \$644,000. CVB's request for \$508,000, was discussed and determined to be too much of a jump at this time. \$500 Publicity grants, which had previously been moved to the CVB's budget, were also discussed and the Commission suggested submitting those requests individually, as this would provide the benefit of media publicity.

Further discussion led to the following:

Motion: John Hall

Second: Mark Skibowski

Ayes: 6 Nays: 0

Motion Carried

To: Approve budgeting \$420,000 for CVB in 2023.

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

To: Approve budgeting \$350,000 for Grants in 2023.

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

To: Approve budgeting \$15,000 for Administration in 2023, for a total budgeted amount of \$785,000 in 2023.

In the Matter of Lake City Skiers-Scorers Building (from the beginning of the meeting):

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

To: Approve \$10,643.42 for the materials to construct a scorers' building as presented.

In the Matter of Wagon Wheel Center for the Arts (from the beginning of the meeting):

Motion: Mark Skibowski

Second: Ron Robinson

Ayes: 6 Nays: 0

Motion Carried

To: Approve \$15,000 for website updates as presented, contingent on County Council's approval of the additional appropriation request referenced above.

All other items were tabled.

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

**Kosciusko County Convention, Recreation & Visitors Commission
July 13, 2022**

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on July 13, 2022 at 9:00a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

David Gustafson ABSENT
John Hall, Treasurer
Jessica Harmon
Jessica Hartman

Kathy Ray, President ABSENT
Ron Robinson
Mark Skibowski, Vice-President

The meeting was called to order by Mark Skibowski.

John Hall presented the CVB with a plaque the KCCRVC received for their contribution to the Limitless Park project, stating the CVB would be a suitable place to display it.

In the Matter of CVB Update:

Cori Humes, Executive Director, presented an update, which included the following information:

- Inflation is still affecting travelers although not nearly as much as was expected
- Data is showing travelers are more often visiting new areas than was previously observed
- The sports and events calculator is live, making more impact statistic data available
- 50,000 Visitor Guides arrived May 26, with 31,600 having already been distributed
- Approximately 230 people visited the Visitor's Center last month
- The digital visitor's guide has had roughly 1,400 views
- The passports program is successful, with prizes being redeemed and good feedback from participants
- Videos showcasing the county are currently in production

In the Matter of May 11, 2022 Minutes Approval:

Minutes from the May 11, 2022 meeting were presented for approval.

Motion: John Hall

Second: Ron Robinson

Ayes: 5 Nays: 0

Motion Carried

To: Approve the May 11, 2022 meeting minutes as presented.

In the Matter of KCCRVC Financials:

John Hall presented the financial report, stating the beginning cash balance for 2022 was \$826,898.50. We've paid out \$316,000 and received \$351,066, which is a balance of \$861,015.16, as of June 30th.

The beginning budget was \$387,930. We've awarded \$233,472.90, leaving a remaining budgeted of \$154,457.10 and it looks like that will all be paid out shortly.

The tax collection data reflects the collection of innkeepers tax at the end of June was at \$349,941.40 and last year was \$279,161.20. The state collected \$25,600 last year in June and only \$16,000 this year, which would indicate a reduction in the use of airbnb's.

Motion: Ron Robinson

To: Accept the financial report as presented.

Second: Jessica Hartman

Ayes: 5 Nays: 0

Motion Carried

In the Matter of Further Business:

Mike Hagy, Executive Director CCAC, gave a brief update which included the following information:

- Girls Fastpitch World Series just wrapped up. Of the 29 teams that participated, only 3 were from Indiana
- 28 teams will be participating in the Youth Baseball World Series, which begins tomorrow
- Work around the park continues
- The maintenance supervisor left his position and has not yet been replaced
- Joined the NFL flag football program which will be sponsored through the NFL for the youth to participate in

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

**Kosciusko County Convention, Recreation & Visitors Commission
September 14th, 2022**

Meeting canceled due to lack of quorum.

Kosciusko County Convention, Recreation & Visitors Commission November 9th, 2022

The Kosciusko County Convention, Recreation & Visitors Commission (KCCRVC) met for a regular meeting on November 9, 2022 at 9:00 a.m. in the Courtroom on the third floor of the Courthouse, 100 W. Center St., Warsaw, IN.

Those present were:

John Hall, Treasurer

Jessica Hartman

Kathy Ray, President

Mark Skibowski, Vice-President

The meeting was called to order by Kathy Ray.

IN THE MATTER OF KCCRVC FINANCIALS:

John Hall presented the financial report, stating that the beginning cash balance for 2022 was around \$826,000.00, and they have a little over \$1 Million, as of October 2022.

Tax Collections were at \$774,000.00, which is up from last year (\$654,000.00).

Home Share was 27 against 28.

Innkeepers Tax had an increase with 64 compared to 52 from last year. He presented that the numbers are all looking good.

Motion: Mark Skibowski

To: Accept the financial report, as presented.

Second: Jessica Hartman

Ayes: 4 Nays: 0

Motion Carried

Grant Requests

IN THE MATTER OF WAGON WHEEL: WHITE HILL MANOR HOUSING GRANT REQUEST:

Lakesha Green, Wagon Wheel Executive Director, presented a request in the amount of \$81,000.00, for the restoration of White Hill Manor. They would like to fix and preserve the structure for future generations, as currently, the manor is unusable for housing staff. Green also presented that the website underwent changes, which further encourage increased connection with other attractions throughout Kosciusko County.

Thomas Burnworth, Architect and Project Manager at Milestone Construction, Inc, presented that the roof will be completed by late November 2023. Parts of the roof are jutting out, which are causing water to pool and rot areas of the home. There will be reassembling, replacing, repair, and finally, cosmetic work.

Elisa Wise, Wagon Wheel Development Director, presented that the manor is a recognizable feature within our community's culture. Alan M. Stross, a famous regional architect well-known for the Ft. Wayne Coliseum, designed the manor-one of his only residential works.

Holly Lance, Wagon Wheel Finance Director, presented that the manor is an older home, which will result in higher restoration costs. They are currently spending \$25,000.00 on hotel lodging, which comes out of their operational budget.

Motion: Mark Skibowski
 Second: John Hall
 Ayes: 4 Nays: 0
 Motion Carried

To: Approve the grant request, in the amount of \$81,000.00, as presented, as money from 2022.

IN THE MATTER OF CCAC INDOOR FLOOR GRANT REQUEST:

Eric Lackey, Assistant Executive Director for the CCAC, presented a request in the amount of \$50,000.00, to replace the flooring in the indoor building. This would allow for the continuation of indoor programs throughout the winter.

Brandon Keaffaber, CCAC Board President, presented that they had laid the old flooring themselves, but now there are tears. Due to the trip hazards, the CCAC has lost the pickleball association. They are aiming to place three pickleball courts and one basketball court. The old rubber padding, if it can be saved, will be used in other areas of the building. They are excited for how this will open up new financial and recreational opportunities.

Motion: John Hall
 Second: Jessica Hartman
 Ayes: 4 Nays: 0
 Motion Carried

To: Approve the grant request, in the amount of \$50,000.00, as presented, as money from 2022.

IN THE MATTER OF CCAC UPDATE:

Brandon Keaffaber, CCAC Board President, presented the CCAC update, stating that they have had a good year, thanks to KCCRVC's support. Several successful new programs came about this year. They have obtained a small income, and will be applying for the grant in January 2023. They have an upcoming board election, and it was presented that the field groomer was received, and will be heavily used in the Spring.

IN THE MATTER OF WAWASEE OAKWOOD FINE ARTS PUBLICITY GRANTS REQUESTS:

Mark Knecht, President of Chautauqua-Wawasee, presented a request for a Publicity Grant, in the amount of \$500.00, for the Wawasee Oakwood Fine Arts Festival. He stated they want to implement a newsletter in the first half of 2023, to bring people to Kosciusko County. About 23% of the recipients of the newsletter come from Indiana, while the rest come from outside of the state. Mark mentioned that they operate on a very lean budget and offer most of their

programs for free. Their goal is to help raise awareness for Kosciusko County and the Syracuse area, and also encourage visitors to come back again, and again.

Mark presented a request for a second Publicity Grant, in the amount of \$500.00, for the “First Ladies, First,” performance. He stated that this event is family oriented, and that attendees may take photos with the actors. They specifically designed this year to have women presenters.

Motion: Mark Skibowski
 Second: Jessica Hartman
 Ayes: 4 Nays: 0
 Motion Carried

To: Approve both Publicity Grant requests, in the amounts of \$500.00, each, as presented, as money from 2023.

IN THE MATTER OF GRACE COLLEGE 2022/2023 SPONSORSHIP GRANT

REQUEST:

Chad Briscoe, Director of Athletics at Grace College, presented a Sponsorship Grant, in the amount of \$5,000.00, stating that they will host 16 college teams from across the nation. The consolation bracket will encourage the teams to stay an entire week in our area. Chad will once again be using an Economic Calculator, to obtain data, on the economic impact within our area. He thanked KCCRVC for their support since 2009. This opportunity has helped with marketing and the \$5,000.00 will go towards additional marketing efforts.

Motion: John Hall
 Second: Mike Skibowski
 Ayes: 4 Nays: 0
 Motion Carried

To: Approve the Sponsorship Grant request, in the amount of \$5,000.00, as presented, as money from 2023.

IN THE MATTER OF LAKE CITY SKIERS’ SPONSORSHIP GRANT REQUEST:

Chuck McLaughlin, Lake City Skiers Director, presented a Sponsorship Grant, in the amount of \$71,808.00. Chuck is requesting two additional sections of bleacher seating which will bring their total of bleacher capacity to 2,150. They will still have 150-200 spots for lawn chairs. They have had a great season this year. The All-Star show brought in around 2,300 people. Attendance has been high for each regular show, with an average of 1,800 attendees. Current seating capacity is at 1,678, with a couple hundred spots for lawn chairs, and additional standing only. Most of the tourists coming for the weekend, are from Southern Indiana, along with folks from Michigan, Ohio, and Illinois.

The Division Nationals this up-coming August is projected to bring in 16 teams, whom many desire practice time, which increases their stay in our community. Lake City Skiers will be hosting the Buck-Up Freestyle Pro Tour, and will bring in freestyle jumpers from all over the world. They expect a large crowd, and he presented that the interest in the tournaments is growing. They added five pro-skiers for 2023; having those extra bleachers would be a big help for the crowds. This is an attraction that is growing this community.

KCCRVC discussed possible opportunities for leasing, lead time, budget, and entry fees. Chuck was encouraged to come back to present again in March of 2023.

IN THE MATTER OF KCV CYCLING CLUB TOURISM SPONSORSHIP GRANT REQUEST:

Nick Hauck, Managing Director at the Village at Winona, presented a Tourism Sponsorship Grant, in the amount of \$22,950.00. He stated that this is the 18th year for the Tire Fest, and are looking for another successful year. Nick presented that each year, expenses increase due to the need for additional barricades and referees. They expect to once again, host 6,000 individuals from all over the nation.

Motion: John Hall

To: Approve the Tourism Sponsorship Grant request, in the amount of \$22,950.00, as presented, from 2023 money.

Second: Jessica Hartman

Ayes: 4 Nays: 0

Motion Carried

IN THE MATTER OF LILLY CENTER-CLEARLY KOSCIUSKO GRANT UPDATE:

Nate Bosch, Director of Lilly Center Lakes & Streams, presented that they have decided to pass off the operational management of the Clearly Kosciusko campaign to the CVB board. They have chosen to not create a promotional video for \$1,500.00, but instead, would like to ask permission to use the money for legal fees in the transfer of the trademark. He also presented figures from the 2021 and 2022 budget, and was encouraged to use up all monies in the correct year, so they do not lose the funding.

Motion: Mike Skibowski

To: Approve the movement of funds, as presented.

Second: Jon Hall

Ayes: 4 Nays: 0

Motion Carried

IN THE MATTER OF LILLY CENTER 2023 OPERATING GRANT REQUEST:

Nate Bosch, Director of Lilly Center for Lakes and Streams, presented a 2023 Operating Grant request, in the amount of \$5,000.00. He stated that this is the last year for the request.

Motion: Mike Skibowski

To: Approve the 2023 Operating Grant, in the amount of \$5,000.00, as presented.

Second: Jon Hall

Ayes: 4 Nays: 0

Motion Carried

IN THE MATTER OF CVB UPDATE:

Cori Humes, CVB Executive Director, presented an update.

Board Introductions:

- Stephanie Shaffer with the Warsaw Parks & Recreation
- Jennifer Carnes with The Heidi Group
- Michelle Landolt with Chestnut Bed & Breakfast

- Rachel Sauder with Tri-County Recreational Area DNR
- Mindi Truex with Creighton Egg Café and Farms

Cori stated that they are excited to represent and manage the Clearly Kosciusko brand, and are thankful for their support. She reported that Kosciusko County has had a great tourism year.

- Travel is looking healthy
- Holiday traveling is up this year
- Business travel is looking healthy
- Travel podcasts are popular
- June was biggest occupancy month
- The Engage Kosciusko Passport program has been successful
- Social media has increased on Facebook by 5%, growth around digital media
- Made in Kosciusko County video
- Visitor guide increased total viewers by 1,100 from last year

IN THE MATTER OF JULY 13, 2022 MINUTES APPROVAL:

Minutes from the July 13, 2022 meeting were presented for approval.

Motion: John Hall

To: Approve the July 13, 2022 meeting minutes as presented.

Second: Mark Skibowski

Ayes: 5 Nays: 0

Motion Carried

IN THE MATTER OF 2023 CVB AGREEMENT:

Michelle Puckett, County Auditor, presented the Annual CVB Agreement, stating that there were two edits: updating the date span, and financials, which were associated with the approved CVB budget for 2023.

Motion: John Hall

To: Approve the 2023 CVB Agreement and the KCCRVC Inter Local Agreement, as presented.

Second: Mark Skibowski

Ayes: 5 Nays: 0

Motion Carried

IN THE MATTER OF APPROVAL OF 2023 KCCRVC MEETING DATES:

Michelle Puckett, County Auditor, presented the 2023 KCCRVC meeting dates. Discussion was held regarding availability during the 2023 year. January's meeting date was moved to the 18th.

Motion: John Hall

To: Approve the 2023 Meeting Dates, with the change of January 18th, 2023.

Second: Jessica Hartman

Ayes: 5 Nays: 0

Motion Carried

IN THE MATTER OF FURTHER BUSINESS:

Michelle Puckett, County Auditor, presented that this is her last KCCRVC meeting as Auditor of Kosciusko County. She thanked everyone allowing her to serve and grow over the past eight years. She was thanked for her service.

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