

Convention and Visitor's Commission of Monroe County

Public Meeting

March 18, 2024

Convention Center, 302 S College Ave., Bloomington, IN

HYBRID MEETING IN PERSON and VIA TEAMS

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 283 834 971 54

Passcode: 3rzCWm

Full Link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2U1YTBIYWMtMzg3ZS00NWMYLWI5YWQtdkM2EzMDEzZDU4%40thread.v2/0?context=%7b%22Tid%22%3a%2249a60700-4c0c-4ece-b904-fb92c600e553%22%2c%22Oid%22%3a%22db83725f-c48f-476f-8894-d4bb087d29f8%22%7d

The public's video feed will be turned off by the Technical Services Department meeting administrator.

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

1. Call to Order
2. Minutes Review – November 28, 2023 minutes
3. Commission Financial Report & Monthly collections report – Dec, 2023, Jan & Feb 2024
4. Discussion of Interlocal
5. Visit Bloomington report
6. Downtown Blgn't. Inc. report
7. Claims approval –
 - General Fund - Visit Blgn't - \$492,313.00
 - General Fund - M Roach \$147.50 -
 - General Fund - DBI – \$100256.25
 - Capital Imp - \$14,500.00 – HFI
 - Capital Imp - \$7,350 - HFI
 - Debt Fund – Regions Bank \$159,000.00
7. New Business
8. Old Business
9. Public comment
10. Adjournment

CONVENTION AND VISITORS COMMISSION

Hybrid: In person and virtual

Convention Center, 302 College Ave., Bloomington, IN

12:00 pm

November 28, 2023

Commission Members Present:

Mike Campbell, Kirby Brown and Geoff McKim

Staff Members Present:

CVB – Mike McAfee, Laura Newton and Marcia Roach

DBI – Talisha Coppock and Jean Kautt

Guest: none

Commissioner Mike Campbell called the meeting to order at 12:00 p.m.

Approval of Minutes:

President Michael Campbell asked if everyone had a chance to review the August 30, 2023, meeting minutes and were there any questions. There were no questions or comments. Geoff McKim motioned to approve the minutes seconded by Kirby Brown.

Roll call to approve Aug 30, 2023, minutes as presented: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

Financial Report:

President Mike Campbell reviewed the Oct 2023 financial summary and monthly collections report noting each fund balance and stating there were sufficient funds to cover claims. He also noted that October receipts were the highest to date. He expects the trend of increased revenues to continue throughout the balance of the year. Kirby Brown motioned to approve the financials seconded by Geoff McKim. Roll call to approve the financials as presented: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

Visit Bloomington Report

Mike McAfee – see exhibit.

DBI Report:

Talisha Coppock reported on another successful canopy of lights on Nov. 24. She said the property leases to the south of the convention center had a termination date of 2024 and that those properties have requested a year notice if they are expected to vacate.

Jean Kaut sales report – see exhibit.

Claims Approval:

General Fund:

\$492,313.00 – VB 1st Qtr. 2024 operational funds. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown.

Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$147.50 - Marcia Roach 4th Qtr. 2023 Prof fees. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown-Yes, Geoff McKim-Yes

\$100,256.25 – DBI 1st Qtr. 2024 operational funds. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown–Yes, Geoff McKim-Yes
\$3373.00- DBI – incentive. Mike asked if there were any questions or comments. There were none. Kirby Brown motioned to approve seconded by Geoff McKim. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown–Yes, Geoff McKim-Yes

Debt Fund:

\$159,000.00 -1st qtr. 2024 Regions Bank loan payment. Mike asked if there were any questions or comments. There were none. Geoff McKim motioned to approve seconded by Kirby Brown. Roll call to approve claim: Michael Campbell-Yes, Kirby Brown–Yes, Geoff McKim-Yes

New Business:

Resolution to transfer funds in 2024. Mike explained the transfer from the general fund to the capital improvement and debt fund. Mike asked if there were any questions. There being none, Geoff McKim motioned to approve seconded by Kirby Brown. Roll call to approve the resolution: Michael Campbell-Yes, Kirby Brown–Yes, Geoff McKim-Yes

Geoff McKim introduced a funding request for the Karst Athletic fields project in the amount of \$500,000.00 to upgrade Karst Park soccer fields. He reported the estimated cost of this project to be approximately \$5 million and currently there are pledges of 4.5 million. Mike Campbell said there are obligations in claims presented today of around \$600,000.00 to be paid out in the first quarter 2024, and with the anticipated 4th quarter 2023 innkeeper’s revenues, he anticipated a general fund balance of around \$3 million and therefore thought the CVC could support this request. He said the CVC would need to go to the county council for approval. Mike McAfee said the upgrade of the Karst fields will give Visit Bloomington the ability to compete and bid for events that they presently can’t because the current fields are not competitive with other facilities in the state.

Kirby Brown questioned the additional amount of funds it would take to upgrade all the fields versus 2 fields as presented. Geoff McKim said to upgrade all the fields was not fiscally feasible at this time but the efforts to secure those upgrades would continue.

Geoff McKim motioned to request funding of Karst Park fields in the amount of \$500,000.00 seconded by Kirby Brown.

Roll call to approve request: Michael Campbell-Yes, Kirby Brown–Yes, Geoff McKim-Yes

Old business:

None

Other business:

Mike Campbell noted the Light up the Night on IU Campus.

Talisha Coppock brought up an HVAC unit that would need to be repaired at a cost of around \$16,000.

Public comments:

None

The meeting was adjourned at 1:20p.m.

Respectfully Submitted,

Marcia Roach

Acting Secretary

CONVENTION & VISITORS COMMISSION OF MONROE COUNTY, INC.
 Financial Summary
 Monroe County Auditor's Office
 December 31, 2023

GENERAL FUND STATUS

	Monthly		Y-T-D	Budget
2022 Carry-Over Balance		\$	2,510,894.75	

2023 Room Tax Receipts	\$ 270,575.23	\$	3,992,347.70	
Less:		\$	-	
2023 Transfer to Debt Service Fund	\$ 43,000.00	\$	516,000.00	\$ 516,000.00
2023 Transfer to Cap. Imp. Maint. Fund	\$ 4,166.66	\$	49,999.92	\$ 50,000.00
2023 Conv. & Visitors Bureau Claim Dist.	\$ -	\$	1,790,228.00	\$ 1,790,228.00
2023 Commissioners Expense	\$ -	\$	60,803.00	\$ 150,000.00
2023 Auditing/Legal Fees/Prof.	\$ -	\$	590.00	\$ 2,500.00
2023 Insurance	\$ -	\$	-	\$ -
2023 Maintenance	\$ -	\$	-	\$ -
2023 Downtown Bloomington Inc.	\$ -	\$	364,568.00	\$ 364,568.40
Total Expenses	\$ 47,166.66	\$	2,782,188.92	
 CURRENT GENERAL FUND BALANCE	 \$ 223,408.57	 \$	 3,721,053.53	

CAPITAL IMPROVEMENT FUND

2022 Carry-Over Balance		\$	228,641.48	
2023 Revenues	\$ 4,166.66	\$	49,999.92	\$ 50,000.00
2023 Expenses	\$ -	\$	67,579.49	\$ 100,000.00
 CURRENT CAP IMP.FUND BALANCE	 \$ 4,166.66	 \$	 211,061.91	

CONVENTION CENTER DEBT FUND

2022 Carryover Income		\$	310,538.58	
Innkeepers Tax	\$ 43,000.00		516,000.00	\$ 516,000.00
Net Rental Income	\$ -	\$	187,478.00	\$ 120,000.00
Total Income	\$ 43,000.00	\$	703,478.00	\$ 636,000.00
Expenses				
Loan Payments	\$ 159,000.00		636,000.00	\$ 636,000.00
Micellaneous	\$ -	\$	-	
Total Expenses	\$ 159,000.00	\$	636,000.00	\$ 636,000.00
 CURRENT CONV. CTR DEBT FUND	 \$ (116,000.00)	 \$	 378,016.58	

CONVENTION & VISITORS COMMISSION OF MONROE COUNTY, INC.
 Financial Summary
 Monroe County Auditor's Office
 January 31, 2024

GENERAL FUND STATUS

	Monthly		Y-T-D	Budget
2023 Carry-Over Balance		\$	3,721,053.53	

2024 Room Tax Receipts	\$ 246,345.66	\$	246,345.66	
Less:		\$	-	
2024 Transfer to Debt Service Fund	\$ 43,000.00	\$	43,000.00	\$ 516,000.00
2024 Transfer to Cap. Imp. Maint. Fund	\$ 4,166.66	\$	4,166.66	\$ 50,000.00
2024 Conv. & Visitors Bureau Claim Dist.	\$ 492,313.00	\$	492,313.00	\$ 1,969,252.00
2024 Commissioners Expense	\$ -	\$	-	\$ 150,000.00
2024 Auditing/Legal Fees/Prof.	\$ 147.50	\$	147.50	\$ 2,500.00
2024 Karst Athletic Fields Project	\$ -	\$	-	\$ 500,000.00
2024 Insurance	\$ -	\$	-	\$ -
2024 Maintenance	\$ -	\$	-	\$ -
2024 Downtown Bloomington Inc.	\$ 100,256.25	\$	100,256.25	\$ 401,025.00
Total Expenses	\$ 639,883.41	\$	639,883.41	
 CURRENT GENERAL FUND BALANCE	 \$ (393,537.75)	 \$	 3,327,515.78	

CAPITAL IMPROVEMENT FUND

2023 Carry-Over Balance		\$	211,061.91	
2024 Revenues	\$ 4,166.66	\$	4,166.66	\$ 50,000.00
2024 Expenses	\$ -	\$	-	\$ 100,000.00
 CURRENT CAP IMP.FUND BALANCE	 \$ 4,166.66	 \$	 215,228.57	

CONVENTION CENTER DEBT FUND

2023 Carryover		\$	378,016.58	
Income				
Innkeepers Tax	\$ 43,000.00		43,000.00	\$ 516,000.00
Net Rental Income	\$ -	\$	-	\$ 120,000.00
Total Income	\$ 43,000.00	\$	43,000.00	\$ 636,000.00
Expenses				
Loan Payments	\$ -	\$	-	\$ 636,000.00
Micellaneous	\$ -	\$	-	
Total Expenses	\$ -	\$	-	\$ 636,000.00
 CURRENT CONV. CTR DEBT FUND	 \$ 43,000.00	 \$	 421,016.58	

CONVENTION & VISITORS COMMISSION OF MONROE COUNTY, INC.
 Financial Summary
 Monroe County Auditor's Office
 February 29, 2024

GENERAL FUND STATUS

	Monthly		Y-T-D	Budget
2023 Carry-Over Balance		\$	3,721,053.53	

2024 Room Tax Receipts	\$ 163,717.58	\$	410,063.24	
Less:		\$	-	
2024 Transfer to Debt Service Fund	\$ 43,000.00	\$	86,000.00	\$ 516,000.00
2024 Transfer to Cap. Imp. Maint. Fund	\$ 4,166.66	\$	8,333.32	\$ 50,000.00
2024 Conv. & Visitors Bureau Claim Dist.	\$ -	\$	492,313.00	\$ 1,969,252.00
2024 Commissioners Expense	\$ -	\$	-	\$ 150,000.00
2024 Auditing/Legal Fees/Prof.	\$ -	\$	147.50	\$ 2,500.00
2024 Karst Athletic Fields Project	\$ -	\$	-	\$ 500,000.00
2024 Insurance	\$ -	\$	-	\$ -
2024 Maintenance	\$ -	\$	-	\$ -
2024 Downtown Bloomington Inc.	\$ -	\$	100,256.25	\$ 401,025.00
Total Expenses	\$ 47,166.66	\$	687,050.07	
 CURRENT GENERAL FUND BALANCE	 \$ 116,550.92	 \$	 3,444,066.70	

CAPITAL IMPROVEMENT FUND

2023 Carry-Over Balance		\$	211,061.91	
2024 Revenues	\$ 4,166.66	\$	8,333.32	\$ 50,000.00
2024 Expenses	\$ -	\$	-	\$ 100,000.00
 CURRENT CAP IMP.FUND BALANCE	 \$ 4,166.66	 \$	 219,395.23	

CONVENTION CENTER DEBT FUND

2023 Carryover Income		\$	378,016.58	
Innkeepers Tax	\$ 43,000.00	\$	86,000.00	\$ 516,000.00
Net Rental Income	\$ -	\$	-	\$ 120,000.00
Total Income	\$ 43,000.00	\$	86,000.00	\$ 636,000.00
Expenses				
Loan Payments	\$ -	\$	-	\$ 636,000.00
Micellaneous	\$ -	\$	-	
Total Expenses	\$ -	\$	-	\$ 636,000.00
 CURRENT CONV. CTR DEBT FUND	 \$ 43,000.00	 \$	 464,016.58	

BLOOMINGTON/MONROE COUNTY, INDIANA - ROOM TAX RECEIPTS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
January	\$165,438.58	\$159,767.29	\$207,588.43	\$121,488.43	\$105,704.44	\$198,154.14	\$251,199.02	\$246,345.66
February	\$117,813.11	\$119,782.45	\$135,795.31	\$168,802.23	\$83,601.33	\$103,195.03	\$216,509.85	\$163,717.58
March	\$196,508.03	\$185,823.93	\$179,149.61	\$227,850.92	\$140,641.26	\$244,969.47	\$248,535.83	
April	\$184,197.56	\$165,439.41	\$219,725.05	\$122,870.19	\$146,743.26	\$236,827.34	\$309,439.59	
May	\$195,208.17	\$233,711.22	\$185,625.86	\$56,671.07	\$174,457.18	\$301,273.92	\$315,819.65	
June	\$272,995.68	\$291,816.10	\$288,525.41	\$48,541.44	\$281,008.90	\$412,915.79	\$429,747.39	
July	\$223,501.08	\$237,716.06	\$258,384.12	\$105,223.52	\$208,117.26	\$304,380.60	\$331,178.98	
August	\$283,422.49	\$239,968.30	\$215,724.12	\$131,733.14	\$198,622.43	\$356,232.10	\$362,544.43	
September	\$301,396.30	\$306,264.54	\$296,945.75	\$223,531.17	\$382,923.26	\$344,564.13	\$390,296.91	
October	\$272,865.78	\$303,323.96	\$315,091.95	\$173,999.97	\$352,178.44	\$463,608.03	\$501,762.03	
November	\$266,703.34	\$241,513.05	\$212,171.19	\$132,546.23	\$330,971.93	\$289,078.00	\$364,738.79	
December	\$144,788.90	\$216,032.27	\$328,209.65	\$113,555.53	\$271,374.55	\$309,286.94	\$270,575.23	
TOTALS	\$2,624,839.02	\$2,701,158.58	\$2,842,936.45	\$1,626,813.84	\$2,676,344.24	\$3,564,485.49	\$3,992,347.70	\$410,063.24

Prior Year-to-Date \$467,708.87
% Change from Prior Year-To-Date (0.12)

CONVENTION & VISITORS BUREAU
 OF MONROE COUNTY, INC.
 2855 N. WALNUT ST.
 BLOOMINGTON, IN 47404

Invoice

Invoice Number
 4675

Invoice Date
 3/5/24

Sold To:

TREASURER OF MONROE COUNTY

Customer ID:
 TRE

Customer PO	Payment Terms Net 30 Days	Sales Rep ID	Due Date 4/4/24
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Description	Amount
2nd Qtr operational funds	492,313.00

	Subtotal	492,313.00
	Sales Tax	
	Total Invoice Amour	492,313.00
Check/Credit Memo No	Payment/Credit Applie	
	TOTAL	492,313.00

Marcia Roach
3975 S. Bushmill Drive
Bloomington, IN 47403

Invoice No. CVC 2024-1

INVOICE

Customer

Name Convention and Visitors Commission
Address _____
City _____ State _____ ZIP _____
Phone _____

Date 3/1/2024
PO No. 11152

Qty	Description		TOTAL
1	1st Qtr - Professional Services	\$147.50	\$147.50

Payment Details

-
-
-

SubTotal	\$147.50
Shipping & Handling	\$0.00
Taxes	_____
TOTAL	\$147.50

Office Use Only

Vendor # 11151 TID:304-60-3214

Thank You

ACCOUNTS PAYABLE VOUCHER

Department Name: _____
 Conv. Visitors Comm. _____
 Warrant Number: _____
 P.O. Number: _____

Vendor: HEI
PO Box 1998
Bloomington, IN 47402-1998

Grant Funds: _____
 (Pre-Fund or Reimb) _____
 Claim Number: _____
 Vendor Number: _____

An invoice or bill to be properly itemized must show kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Invoice Number	Invoice Date	DETAILED Description (Invoice & Packing Slip Must be Attached)	Fund-Account-Location	Qty	Unit Price	Total
W97093	11/29/2023	Replace HVAC Units	4909-38110-0000	1	\$14,500.00	\$14,500.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
TOTAL:						\$14,500.00

File Stamp

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and that the materials or services itemed thereon for which charge is made and were ordered and received.

Date: 3/6/2024 Printed Name: Jean Swapp

Title: Controller

Signature: [Handwritten Signature]

Grant Administrator Signature

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-11-10-2.
 Date: _____
 Monroe County Auditor



Mechanical & Building Solutions

2010 W. Fountain Drive; P.O. Box 1998, Bloomington, IN 47402-1998
812-339-2579 www.harrell-fish.com

INVOICE

Number:	W97093
Date:	Nov 29/23

Bill To: MONROE COUNTY CONVENTION CENTER
302 SOUTH COLLEGE AVENUE
BLOOMINGTON, IN
47403

Location: 302 SOUTH COLLEGE AVENUE
BLOOMINGTON, IN 47403

Work Order ID	P.O. Number	Date Complete	Terms	Called In By
23-0108891		Nov 29/23	NET 30	Talisha Coppock

DETAILS	QTY	PRICE	TOTAL
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WORK PERFORMED

Replacement of Units 30 and 37, per quote dated 2/22/23

MATERIALS

SUBTOTAL MATERIAL

0.00

LABOR

SUBTOTAL LABOR

0.00

EQUIPMENT

SUBTOTAL EQUIPMENT

0.00

NOTE: A 3% surcharge will be added to
the total invoice when paying by credit card

SUBTOTAL

14,500.00

SALES TAX

TOTAL INVOICE

14,500.00





HFI
Harrell Fish Incorporated
Mechanical & Building Solutions

March 5, 2024

Monroe County Convention Center
302 South College Avenue
Bloomington, IN 47403

Attn: Talisha Coppock

Re: Water Softener Replacement

Harrell-Fish, Inc. proposes the following scope of work.

Inclusions:

- Remove and dispose of existing water softener system.
- Furnish and install one (1) new water softener system including:
 - o Brine Tank Assembly
 - o SmartChoice Generation II 3.0 cubic foot Controller
 - o Resin Funnel
 - o Sofcheck Test Strips
 - o 500 pounds of solar salt
- Furnish and install all necessary material to complete the installation of the new softener system
- Leak Check.
- Startup.
- Cleanup.

Exclusions:

- Overtime/Shift Work.
- Sales Tax.

Total Project Investment – \$7,350.00

Client Acceptance Date

Due to increased volatility in the cost of raw materials, if the price of material significantly increases, this quote may be adjusted proportionately. Thank you for the opportunity to submit this proposal. Please contact me with any questions.

Sincerely,

Aaron Wagoner
Account Manager
awagoner@harrell-fish.com
812-360-4081

This proposal is subject to the accompanying HFI Standard Terms and Conditions

2010 Fountain Drive, P.O. Box 1998, Bloomington, IN 47402
812-339-2579 www.harrell-fish.com



REGIONS
CORPORATE TRUST

INVOICE

8182 Maryland Avenue, 12th Floor
Clayton, MO 63105
Phone (314) 615-3588

Date: February 20, 2024
Relationship Consultant: Kerry A. McFarland
Bond Issue #: 7626 & 7628
Advantage Account #: 5480005610
Invoice #: R762601

Monroe County Convention Center
Ms. Talisha Coppock
302 South College Avenue
Bloomington, Indiana 47403

Email to:
tcoppock@bloomingtonconvention.com

Re: Monroe County Convention Center Building Corporation Taxable
First Mortgage Note of 2016, Series A & B

Quarterly Installment of Rent Due: April 1, 2024

DESCRIPTION	AMOUNT
Quarterly Installment of Rent Due for BI #7626 & 7628	\$159,000.00
TOTAL	\$ 159,000.00

If you intend to transfer Federal Funds VIA Federal Reserve Bank Wire Transfer System, please direct your transfer using the instructions shown below no later than one (1) Business day prior to due date:

Wells Fargo Bank
ABA #121000248
Credit: SEI PRIVATE TR CO ACF REGIONS
A/C#: 2020050839788
F/F/C: CID5480005610 - Monroe County Convention Center 2016A/B
Attn: Kerry A. McFarland, 314-615-3588

If you intend to transfer Funds via ACH, please direct your transfer to the instructions shown below no later than three business days prior to payment date:

Wells Fargo Bank
ABA #026012881
FOR CREDIT TO: A/C #2020050839788, SEI Private TR CO ACF Regions Bank
F/F/C: CID5480005610 - Monroe County Convention Center 2016A/B
Attn: Kerry A. McFarland, 314-615-3588

If you intend to pay by check, it must arrive in our office no less than five (5) Business days prior to due date:

Regions Bank
Attn: Corporate Trust Services
8182 Maryland Avenue, 12th Floor
Clayton, MO 63105

For questions, please contact Kerry McFarland at (314) 615-3588