



Warrensburg Convention & Visitors Bureau
Visitor Center Committee Meeting Minutes
9 a.m. Wednesday, February 2, 2022 Via Zoom

A meeting of the Warrensburg Convention and Visitors Bureau Visitor Center Committee was held at via Zoom on Wednesday, February 2, 2022, at 9:05 a.m. Roll was called as follows:

Present: Dana Phelps; Diane Whitworth and Tom Koenigsfeld; exofficio member Danielle Dulin

Absent: exofficio member Jim Kushner

The adoption of the agenda was considered. Whitworth made a motion to adopt the agenda as presented. The motion was seconded by Koenigsfeld. Motion passed.

Minutes from the Wednesday, January 5, 2022, committee meeting were presented for approval.

Whitworth made a motion the minutes be approved as presented. The motion was seconded by Koenigsfeld. Motion passed.

The director provided an update on the maintenance and lease agreement at 407A East Russell Ave, Ste. 2. The vacant suite next to the Visitor Center has been leased. The new tenant will be securing both office spaces off the hallway and renovating into one suite as it was when the building was built. The WCVB no longer has an option to lease by month or do a 6-month lease.

The Visitor Center will relocate to our prior location in the Warrensburg Municipal Center, across from City Hall.

We have found ALL utilities are shared with the two office spaces split down the hallway in Suite 2. The landlord has put all the utility accounts in his name and will charge the WCVB our past average for utilities in the CAM charges we pay quarterly.

Signage for the property has been ordered. It is not expected to be placed until late spring (April/May). Due to the Visitor Center vacating the property May 30, it will not be placed on the sign. The new tenant

has secured the spot on the signs. The cost of \$1,700 will no longer be incurred for signage at the property.

The director provided an update on lease agreements, renovation project and maintenance at 205 N Holden Street. The apartment tenant vacated the property on Wednesday, Jan. 26. The office tenant is actively searching for a new location in Warrensburg. Two walk-throughs have been done with potential architects. William (Bill) Graves, City of Warrensburg Project Manager, has been assisting the WCVB with this project. Once the proposals are submitted, they will be reviewed, and the process will come before the Visitor Center Committee and Board.

The director noted the RFP for Property Management Services did not have any submissions. The WCVB staff will continue to manage the property internally with assistance on maintenance items. The time dedicated to this has been dramatically cut due to the apartment tenant relocating.

The director provided an update on Goal 1 (Visitor Center) on the WCVB strategic plan.

Meeting was adjourned.

DRAFT