



**FINANCE & ADMINISTRATION SUB-COMMITTEE  
MEETING MINUTES  
Wednesday, December 14, 2016 - 7:30 AM  
West Des Moines City Hall – 4200 Mills Civic Parkway  
Training Room, 2<sup>nd</sup> Floor**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Community and Economic Director Clyde Evans, Principal Engineer Jason Schlickbernd, Communications Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Ed Bittle, Resident – Item 1  
Bob Veenstra, Jr. – Veenstra & Kimm, Inc. – Item 1

Meeting was called to order at 7:30 AM

### **1. Thornwood Sewer System Maintenance**

Mr. Hadden brought forward a request from the Thornwood neighborhood asking the City to take over the maintenance of sewer pressure grinder pump stations installed several years ago. Mr. Trimble noted that the grinder pump stations were installed because the neighborhood thought this would be the solution to save the trees in their area instead of installing a gravity sewer system. The pump stations now are becoming costly and failing at a more rapid rate than expected. Mr. Trimble noted that Council approved their installation reluctantly and at the specific request of neighbors present at the public discussion, even though staff had not recommended this type of sewer system because of possible future maintenance issues.

Mr. Ed Bittle, a Thornwood resident at 3801 Green Branch Drive, spoke on behalf of several of the residents. He has asked the City to evaluate the sewer system and consider assuming the maintenance of the grinder pumps. He explained that Thornwood residents paid sewer fees just like any other resident on a gravity system – those residents are not responsible for maintenance of pump stations serving their neighborhoods he noted.

After discussion, it was decided that the following areas will be evaluated:

- Determine scope and cost of retrofitting the existing system with a gravity sewer system, including removal of the grinder sewer pumps. It was noted that trees will have to be removed to install the new sewer system
- Determine scope of maintaining gravity sewer system vs. projection of current grinder maintenance cost.

Mr. Veenstra mentioned because of the slopes in the neighborhood there will be difficulty with directional boring for a new system. In general terms, directional boring (versus open cut) is less intrusive in terms of cutting down trees.

Councilmembers recommended that staff research the above options and return to the next regular F&A meeting on January 11, 2017, for additional discussion.

## **2. Economic Development Agreement**

Mr. Evans presented an update to an October 28, 2016, discussion concerning IMT Insurance's proposed development of a new site for their insurance operations near 81<sup>st</sup> Street and Mills Civic Parkway. IMT is proposing to construct an 80,000-90,000 square foot building for their new operations valued at least \$17,000,000. Their application to the State of Iowa for High Quality Jobs Program was approved and as part of that application the City was the sponsor and agreed to provide a five-year sliding scale property tax rebate as the local match. Based upon a value of \$17,000,000, the five year sliding scale would amount to approximately \$899,081. In their application, IMT stated that they currently have 250 employees and will be adding over 50 jobs.

Mr. Evans explained that the project area is currently within the Jordan Creek Urban Renewal area. The District is scheduled to expire in approximately two years; it will be necessary to form a new Urban Renewal Area Plan. Staff is proposing to create a new Plan area, Coachlight Drive Urban Renewal District and wanted the Councilmembers to approve this concept. Since a portion of public improvements in this area (notably Mills Civic Parkway, Coachlight Drive, and a yet-to-be-named N/S roadway) are needed with the development, the company asked for the improvement cost to come out of the new TIF District from increment generated by IMT at an approximate cost of \$9.2 million.

Councilmembers supported the IMT Economic Development Agreement and recommend staff negotiate terms and bring to full City Council for approval at a future meeting.

## **3. Budget Amendment #4**

Mr. Stiles and Mr. Hamlett presented Budget Amendment #4 for FY 2016-2017. The budget amendment would be published December 30, 2016, and then presented to the Council on January 9, 2017. Highlights of the amendment are:

### **Revenues**

- Addition of \$377,434 to reflect an updated payment schedule for the Dallas County Jordan Creek 28E Agreement
- Increase to Metro Home Improvement Program payments from participating cities
- Increase from State for RISE Grants for road construction projects

### **Expenditures**

- Public Safety – increased building maintenance, computer monitors (iG Inspect System)
- Reorganization Expenses related to movement of Public Services and City Hall employees
- TIF Fund Expense for updated development agreement for Woodland Hills
- Debt Service Fund - increase premiums and interest related to new bond issues

- Capital Projects - funds added for the carryover of multiple projects from prior fiscal years

Councilmembers supported the amendment and recommended presentation at the January 9, 2017 City Council meeting.

#### **4. Staff Updates**

Mr. Evans requested scheduling a special F & A Subcommittee meeting to discuss a Request for Funding for DeIVoda. The group decided to have the special meeting via conference call on December 22, 2016, at 4:15pm.

#### **5. Other Matters**

Mr. Hadden brought forward discussion related to a complaint from Paradise Pointe of a sewer odor. Staff will be investigating the area - most likely it could be the grease traps from the surrounding restaurants.

Meeting was adjourned at 8:39 AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tim Stiles", written in a cursive style.

Tim Stiles  
Finance Director