



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, January 13, 2016 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Finance Director Tim Stiles, City Attorney Dick Scieszinski, Communications Specialist Lucinda Stephenson, Accounting Manager Becky Scott, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Mr. Dave Schwartz, WDM Chamber of Commerce
Ms. Mary Sheldahl, WDM Historical Society
Ms. Ann Schodde, WDM Historical Society

Meeting was called to order at 7:30 PM

1. Hotel/Motel Presentations

Prior to the December 21, 2015, deadline, nine (9) organizations completed applications for discretionary Hotel/Motel Tax funding for the upcoming fiscal year beginning July 1, 2016. Part of the application process includes a brief presentation by the applicant organization to the F&A committee. Mr. Stiles noted that these presentations are scheduled to occur over the course of the next three (3) meetings, with this meeting including the first round of presentations. Mr. Stiles introduced representatives of the presenting organizations:

A. WDM Chamber of Commerce / WDM Development Connection

Mr. Dave Schwartz, President of the Chamber of Commerce, noted that his organization is requesting a total of \$117,500, which includes \$77,500 equal to last year's award, plus an additional one-time \$40,000 intended to assist with the cost to relocate their offices from City Hall to West Glen in the spring of 2016.

Mr. Schwartz provided a summary of each organization. \$50,000 of the request would be granted to the WDM Development Connection, a program designed to promote economic development activities. Some of the functions of this organization include:

- Create a WDM Business Expo featuring national and local speakers.
- Work with Economic Development to originate a revitalized Annual Steak Fry.
- Create a visionary business strategy.
- Provide education and resources for small businesses in WDM
- Facilitate round-table discussion with 20 major employer CEO's and the Mayor.
- Supplement a portion of the cost to staff to administer programs.

Mr. Schwartz noted that the balance of their requested funding (\$27,500) would be for continued development of the WDM Chamber.

- Increase membership through various support services, promotion, brochures, and membership campaign.
- Additional efforts to allow members the opportunity to promote themselves through WDM Leadership Academy, New View Young Professionals Group, Business Owners Roundtable, Food 4 Thought Breakfast Series, and other programs.
- Equipment such as an LCD projector needed to facilitate effective presentations.
- Assist Chamber move to the new office location.
- A portion of the general operating costs.

Mr. Swartz noted that the Chamber plans to decrease their request for 2017-18 to a total of \$67,500, and that future requests would continue downward in \$10,000 increments in future years until the request is eliminated entirely. Councilmembers were appreciative of that aspect of their initiative.

B. Iowa Sports Foundation for the Iowa Senior Games

Iowa Sports Foundation Director Kevin Bourke, 1421 S. Bell Avenue, Suite 104, Ames, was not present at the meeting. Mr. Stiles noted that Mr. Bourke had misunderstood the timing of the meeting, and the Councilmembers agreed to discuss the application in his absence – in part due to familiarity with the organization, and in part due to their complete and detailed application.

Mr. Bourke had submitted the application with a summary of the organization, which conducts the Iowa Senior Games each year in West Des Moines. The organization is requesting a \$10,000 contribution which is consistent with the amount requested in previous years.

The application noted that the Iowa Senior Games promotes wellness and health living for adults 50 and above by annually hosting athletic, recreational, and socially interactive competitions in West Des Moines. The community has helped support and promote this event by hosting for over 30 years. The Iowa Senior Games brings over 1,000 athletes, their families, volunteers, officials and spectators to WDM. In 2015, the Games hosted 846 participants representing 73 Iowa Counties and 15 surrounding states.

The multi-sport event will be held in June of 2016 in West Des Moines. West Des Moines schools, city parks, and WDM private recreation facilities will be utilized.

C. WDM Historical Society

Ms. Mary Sheldahl, President of the WDM Historical Society, 2001 Fuller Road, West Des Moines, provided a summary of their organization. Ms. Sheldahl handed out a brochure packet for their support campaign. The organization is requesting a total of \$50,000 for FY 16-17. The previous year the organization was allocated \$25,000 for operations and another \$15,000 for capital improvements (FY 15-16 was the second year of a four year commitment).

Ms. Sheldahl explained that the WDM Historical Society provides significant learning experiences at two historic sites for hundreds of visitors and school children each year:

- The Jordan House is a pioneer homestead built by Mr. James C. Jordan. It's now a museum

and the oldest structure in Polk County. It is listed on National Register of Historic Places and the National Underground Railroad Network to Freedom. Jordan was dedicated to the abolition of slavery and offered shelter on his property for slaves seeking freedom.

- Bennett School is a vintage 1926 one-room country school house, one of the last one-room schools built in Iowa. With major renovation and restoration support from generous donors, the school was relocated from its original location to the east side of the Jordan Creek Elementary School on Fuller Road. Bennett School is visited most often by K-6 students studying Iowa history.

She noted that the funding, if received, would be used for the following:

- \$30,000 Capital Projects for Jordan House: gutter & downspout on SW corner, repair wood vent on south side, replace north side eave, remove and replace shingles and sheeting, prime and paint all new lumber.
- \$20,000 Capital Projects for Bennett School: repair/replacement of rotting sills and leaking windows

Ms. Sheldahl stated that other organizations contribute to the organization, including Bravo, Prairie Meadows, and Polk County. To date, the organization has raised a total of \$270,000 to complete renovation and maintenance work, including a \$65,000 private donation to complete a security and fire alarm system for the buildings.

After the presentations, the councilmembers thanked the organizations for their time and noted that the committee and staff will make a recommendation to the Council after all organizations have presented and been properly discussed and considered.

2. FY 14-15 Comprehensive Annual Financial Report (CAFR)

Mr. Stiles presented the FY 14-15 CAFR report, noting that this year's report contained no internal control weakness findings and no findings related to Federal reporting. Mr. Sandager noted that the report again contained a finding of the untimely approval of City Council meeting minutes, but it was agreed that this issue has been discussed in previous years and is understood by all parties

3. Other Matters / Staff Updates

None

Meeting was adjourned at 8:37 AM.

Respectfully Submitted,


Maureen Richmond
Administrative Secretary