



**FINANCE & ADMINISTRATION SUB-COMMITTEE  
MEETING MINUTES  
Wednesday, July 17, 2019 - 7:30 AM  
West Des Moines City Hall – 4200 Mills Civic Parkway  
Council Chambers**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, Deputy City Manager Jamie Letzring, City Attorney Dick Scieszinski, Finance Director Tim Stiles, Community and Economic Director Clyde Evans, Human Resources Director Jane Pauba Dodge, Fire Chief Craig Leu, Development Services Director Lynne Twedt, Chief Building Official Rod VanGenderen, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests:	Mr. Scott Hatfield, West Des Moines Historical Society	Item 1
	Ms. Gale Brubaker, West Des Moines Historical Society	Item 1
	Ms. Mary Sheldahl, West Des Moines Historical Society	Item 1
	Colonel John Perkins, Iowa National Guard	Item 2
	Mr. David Rogers, Iowa National Guard	Item 2
	Mr. Jim Miller, Historic Valley Junction Foundation	Item 4
	Mr. Brett Biggins, Martin's Flag	Item 4
	Mr. Nate Esser, The Iowa Clinic	Item 5

Meeting was called to order at 7:30 AM

**1. Contribution to West Des Moines Historical Society –  
Acquisition of History Center Property**

Mr. Hatfield, Ms. Sheldahl, and Ms. Brubaker, representing the West Des Moines Historical Society (WDMHS), presented information for a future History Center project. The History Center would provide educational and tourism opportunities through a variety of programming at all age levels. Currently the West Des Moines Library has a partnership helping WDMHS with various projects and programs due to lack of room at the Jordan House.

WDMHS has the opportunity to expand by purchasing three acres of property next to the Jordan House at 2001 Fuller Road. The Jordan family owned the property including the house and surrounding land, approximately 34 acres until 1947, when the land was sold to the Nazarene Church, who created a summer camp. They sold the land to Walnut Creek Church and the land is once again for sale. This gives the Society an opportunity to purchase three acres of land.

The current asking price for the land is \$108,000 per acre. WDMHS is currently working with Hubbell Realty to determine a potential value per acre then negotiate a purchase price.

WDMHS is requesting for the City's support and consideration to utilize Hotel/Motel Tax allocation to buy the property over 6-8 years by advancing several years of their "typical" allocation of funds.

Councilmember Trimble noted his concern with long term sustainability for future operations and maintenance of the History Center. Mr. Hatfield indicated that finances are strong due to recent grants and donations, including an inheritance donation from a Jordan family member

The Councilmembers supported the concept of using Hotel/Motel Tax advance funding to purchase up to three (3) acres of land for the future History Center. Any future awards of Hotel/Motel funding would need to be approved by full City Council.

## **2. Joint Training Facility with WDM Fire and Iowa National Guard**

Mr. Evans and Mr. Leu, along with the representatives from the Iowa National Guard, presented a proposal for an Iowa National Guard Readiness Center and a new Fire Department Training Center to share as a joint facility. The Guard had approached city staff with this concept and it has been refined collaboratively over the past few months.

As Council may be aware, Fire Department has identified a need for a new training facility to be located somewhere in the city. The existing training facility near Station 17 is at the end of its useful life and at one time, there were plans to include a training facility with the future public services center but it was not considered viable. In addition, the city has future plans for a fire station to be located south of the Raccoon River.

A 48.5 acre site on Maffitt Lake Road and Veterans Parkway that would meet both the Fire Department and the Guard's size and location requirements has been identified.

The Guard has \$15 million ear-marked at a Federal level for this new 60,000 square foot center and an appropriation from the State legislature of \$5 million as the State match for Federal funds is required by 2023. In order to access the Federal funds, the Guard by the end of the year must also either have a property under control through a purchase agreement or a long-term lease agreement. The Guard does not currently have the capability to purchase a 40-acre parcel.

Staff had discussions with the listing agents for the two property owners and the purchase price would be approximately \$5,197,579. These properties are within the Alluvion Urban Renewal Area and up to \$15 million has previously been designated in the Urban Renewal Plan for the purchase and construction of a public safety facility.

Staff recommends:

- The City have an appraisal conducted on the subject parcels
- The City purchase the properties
- The City and the Iowa National Guard enter into a development agreement where the City enter into a minimum of a 25-year lease for \$1 per year for the 40-acres of the proposed site to be used by the Guard.
- That as part of the agreement the Guard would grant to the City free use and access to the training/conference rooms, gym, and parking lot that the Guard will be constructing.
- Paving, detention, utilities, and other such infrastructure needed at the site would be the Guard's responsibility

After discussion, Councilmembers supported moving forward with negotiations and further talks with the Guard. It was acknowledged that many more steps in the process would need to occur.

### **3. Building Permit Fee Policy**

Ms. Twedt and Mr. VanGenderen presented a draft revised Administrative Policy related to the waiver of Building Permits and Related Fees. The updates include:

- Updated the responsible department from *Public Services to Development Services*
- Any staff recommendation to the potential waiver of building permit/related fees would be forwarded to *City Manager* for approval instead of *City Council*
- A waiver of building permit/related fees from “*will be*” to “*not be*” considered for other city, county, state, or federal governments, school districts, or for non-profit entities.  
**Language added:** *Special circumstances may be considered by the City Manager on a case by case basis.*

Councilmembers adjusted the changes to reflect a concept where any fees under \$1,000 could be approved administratively by the City Manager and later provided to Council as a receive and file item, but any fees \$1,000 or above should be brought to City Council for approval. Staff was directed to revise the draft with the recommended change and return the item to the next F & A meeting.

### **4. Round IV Property Improvement Fund (Previous Rejection of Funding) – Martin’s Flag**

Mr. Evans presented a re-allocation of previously approved funding for Brett Biggins (Martin’s Flag / Quill & Nib), which was an applicant during Round IV of the Valley Junction Redevelopment Funding Programs.

On December 10, 2018 City approved Brett Biggins of Martin’s Flag to receive funds under the Property Improvement Program (PIF). This applicant was approved for \$7,476.24. The applicant at that time informed staff that the project would not be undertaken due to lack of his own funding to complete the project.

On July 8, 2019, Mr. Biggins contacted the City to inform staff that he is now ready to undertake this project and requested the city again allocate the funds. He added that the property has added 7 full-time equivalent employees since the prior funds were rejected.

Mr. Evans added that the VJ program has unallocated funds available to fund this project.

Councilmembers supported the allocation of funds and recommended that it placed on the August 5, 2019 City Council meeting agenda for consideration and approval.

Councilman Sandager excused himself from the meeting following this item.

### **5. The Iowa Clinic Project**

Mr. Evans presented an adjusted development agreement request from The Iowa Clinic, 1620 59<sup>th</sup> Street. On April 1, 2019, the Council approved initiation of a development agreement between

the City and The Iowa Clinic West Lakes I, LLC, and The Iowa Clinic, P.C. for the development project which included:

- A stair-stepped Minimum Assessment Agreement (MAA) starting at \$45 million and maxing out at \$52 million over the lifetime of the MAA.
- The Clinic would agree to retain at least 600 full-time employees and create an additional 100 full-time employees.
- A 10-year 100% rebate of taxes at the TIF rate on the incremental increase in valuation due to this development, not to exceed \$11,000,000.

Mr. Esser described a proposed amendment to the current development agreement with the following requests for the City to consider:

- City pays for utility infrastructure improvements (cost of new power line to the building)
- City provides additional incentives (five-year sliding scale rebate) for any future phase II development
- City would agree to remove the requirement to create additional jobs
- If the assessor increases the value of the property above the minimum assessed value, then the maximum available rebate would increase in a similar fashion.

Councilmember Trimble noted that the previous agreement was negotiated in good faith and recommended that the City deny each of these requests.

#### **6. Staff Updates**

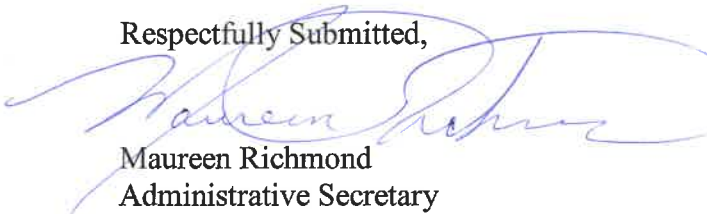
None

#### **7. Other Matters**

None

Meeting was adjourned at 9:10 AM.

Respectfully Submitted,



Maureen Richmond  
Administrative Secretary