



**FINANCE & ADMINISTRATION SUB-
COMMITTEE MEETING MINUTES**
Wednesday, November 20, 2019 - 7:30 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Council Chambers

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Finance Director Tim Stiles, Community and Economic Director Clyde Evans, Parks and Recreation Director Sally Ortgies, City Attorney Dick Scieszinski, Budget Analyst Chris Hamlett, Business Development Coordinator Katie Hernandez, Business Development Coordinator Rachel Wacker, and Administrative Secretary Jennifer Canaday.

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
	Mr. Steve Moseley, Hubbell Realty	Item 1

Meeting was called to order at 7:35 AM.

1. City Contribution to West Des Moines Historical Society (Acquisition of History Center Property)

Council Member Trimble welcomed members of the West Des Moines Historical Society. Mr. Hatfield outlined a cooperative proposal to purchase land adjacent to the Jordan House’s current site. As the owner wishes to sell all of their property at one time, WDM Historical Society will present a joint letter with Hubbell Real Estate to coordinate two separate offers. WDM Historical Society has been receiving City funding each year for capital improvements. At this time, they are requesting approval from the City for \$150,000 to \$325,000 to front fund the acquisition.

Council Members asked about the intended use of the larger parcel by Hubbell Real Estate. Mr. Moseley responded that the preliminary plan will be for single family housing, perhaps with 80-foot wide lots, as well as an age 55+ apartment building on the eastern side of the property and a possible second apartment building considered north of Jordan Creek. Development of the north side of the Creek would likely require additional acquisition of 2 more residential parcels. Hubbell’s offer will likely request at least a 180 day due diligence period; WDM Historical Society’s offer will request a 90 day due diligence period. Mr. Sandager commented on the self-sustainability of the project for the Historical Society.

There was a brief discussion regarding the owner’s asking price and actual land value, clean-up required, including removal of small accessory structures, handling of a private cemetery and nearby unmarked graves, and an existing large assembly structure.

Council Members were supportive of the project. Staff provided guidance regarding completion of paperwork to apply for the acquisition funding, and also to apply for a renewal of the capital improvement funds should the property acquisition not go through. This item will be placed on the December 2, 2019, Council Agenda for approval of front funding the WDM Historical Property acquisition with Hotel/Motel Tax Funding Allocation, contingent on successful acquisition of the property.

Council Member Trimble asked about previous allocations and Mr. Stiles provided historical allocations showing recent years have been approximately \$50,000 per year, including the current year.

Ms. Sheldahl expressed her sincere appreciation for Council's support of the WDM Historical Society over the past ten years which she has served on the board.

2. Allied Construction Project

a. Development Agreement

Ms. Wacker noted that Staff have been working with Allied Construction to relocate their offices to a site located in the Alluvion Urban Renewal area, which will require new access infrastructure. A development agreement is proposed, which will include a minimum assessed value.

Mr. Stiles informed that the City has available TIF funds in the Alluvion URA through previous borrowings for infrastructure in the URA. Therefore additional bonding will not be required from Allied Construction.

Council Member Trimble questioned whether the regional fair play agreement would be needed. Ms. Wacker responded that the City was approached by a realtor representing Allied Construction who stated they had been unable to find a suitable site in Des Moines, so staff believes this project is not in conflict with the fair play agreement.

Council Members supported the development agreement and the use of the existing TIF funds for this project. Once finalized, the development agreement will be presented to Council for approval.

b. Amendment to Alluvion Urban Renewal Plan

Ms. Wacker informed that the amendment to the Alluvion Urban Renewal Plan has been approved by Council to be placed on the public hearing agenda for December 16, 2019.

3. Staff Updates

a. Assignment of Jarcor, LLC Development Agreement

Ms. Hernandez explained that the City currently has a development agreement in place with Jarcor LLC for a 30,000 sq. ft. office building to be constructed at 1020 Office Park Road. She explained

that due to holdings limitations, Jarcor LLC will be renamed as JGC Holdings, LLC in this existing development agreement. The developer is also requesting to extend the completion date by one year. Council will be asked to approve the assignment at a future meeting.

b. Hotel Motel Tax Discretionary Funding (Central Iowa Shelter)

Mr. Hadden explained that Melissa O’Neil, Central Iowa Shelter CEO, will be presenting a request to the City of West Des Moines for operational funding. Mr. Hadden noted that the City provided capital improvement funds for the new facility building (total of \$60,000 over five years ending in 2018). Mr. Hadden was supportive of providing ongoing funding to the shelter; he believes homelessness is a regional problem and in addition to sheltering, the training provided for program recipients by the shelter is beneficial for long-term regional success.

Council Member Trimble expressed strong support for engaging in an area-wide effort to help with this need. Council Member Sandager agreed. No immediate action was needed and Mr. Hadden will advise Ms. O’Neil on next steps.

c. EMS Billing for Medicaid Transports

Mr. Stiles summarized an effort which was initially spearheaded by EMS Deputy Chief Mark McCulloch to improve the financial recovery of ambulance services for Medicaid patients. Currently, the City responds to approximately 10,000 ambulance calls per year with roughly 600 of those calls being Medicare patients. Current reimbursement rates are low, approximately \$150 per call and participation in the program will allow for full recovery of costs (approximately \$1,200). The overall increase to the City’s revenue will be \$350,000 annually. Mr. Stiles noted that the required cost modeling forms and application is burdensome, but well worth the extra investment of staff time.

Mr. Hamlett noted that the City will need to “front fund” these costs at 40% in December and again in March for 2021, but will be eligible for retroactive claim reimbursement for this year.

d. Unity Point Discussions

Mr. Hadden summarized recommendations stemming from a recent discussion with Unity Point including reducing 24 hour EMS shifts to 12 hour, providing EMTs at Unity Point locations and stationed at hospitals with ambulances, and increasing recruitment efforts.

4. Other Matters

a. DART Bus Stop Shelters

Council Member Trimble recommended that the City consider funding construction of DART bus stop shelters at a rate of three (3) per year. He suggested asking the Public Arts Commission to design the art components, possibly utilizing a contest approach similar to Art on the Campus.

b. Dog Licenses and Dog Permits

Mr. Stiles informed the Committee that that the Finance Department and Parks & Recreation are collaborating to streamline the process whereby residents can purchase a Dog License at the same time as a Dog Permit. Current practice requires residents to stop at both Finance department for a license and Parks & Recreation for a permit. Staff is suggesting that, in an effort to increase compliance, the City could offer an initial \$5.00 discount if both licenses were purchased at the same time. Council Members supported this initiative.

c. Readiness Center

Mr. Evans provided a brief status update on the negotiations for a proposed site for an Iowa National Guard/WDM Fire joint Readiness Center. Two parcels are under consideration, with one property owner in agreement and no response yet from the second owner.

Meeting was adjourned at 8:31 AM.

Respectfully Submitted,

Jennifer Canady

Jennifer Canaday
Recording Secretary