



MEETING MINUTES
FINANCE & ADMINISTRATION SUB-COMMITTEE
Wednesday, June 17, 2020 - 7:30 AM
Held via Microsoft Teams

Present: Councilmember Russ Trimble, Councilmember Greg Hudson, City Manager Tom Hadden, Deputy City Manager Jamie Letzring, Finance Director Tim Stiles, Budget Analyst Chris Hamlett, Community and Economic Director Clyde Evans, Business Development Coordinator Katie Hernandez, Business Development Coordinator Rachel Wacker, Communication Specialist Lucinda Stephenson, Human Resources Director Jane Dodge, and Secretary Katie Johnson

Meeting was called to order at 7:30 AM

1. Extension of ComPort, LLC Development Agreement Amendment

Ms. Hernandez presented an amendment to extend contract for one of the Valley Junction loan and grant program recipients - 214 5th Street (former bead store). The Developer, ComPort, LLC, is renovating the building from retail to office use. Due to construction delays, they have asked for an extension of the completion date (November 2020) as well as the agreement termination date.

Ms. Hernandez mentioned that staff will be building in a 6-month window on all future agreements to account for extenuating circumstances.

Councilmembers supported the extension and recommended placing on a future City Council Agenda.

2. Van Meter Annexation Moratorium

Mr. Evans stated that the City of Van Meter has been in contact regarding amending the annexation boundary line between the two cities. Two adjustments are being proposed to the line: (1) Van Meter would like to include all the site for the future proposed Westside water treatment plant within their city and (2) the land of one particular property owner is divided by the current annexation line and this owner would like all this land included in one of the cities (Van Meter).

The current annexation moratorium agreement expires on September 17, 2022, and staff feels that it makes more sense to draft a new agreement as opposed to an amendment.

Councilmembers supported the terms of the new annexation moratorium agreement and recommended placing on a future City Council Agenda.

3. Staff Updates

- Mr. Hadden gave an update on Central Iowa Shelter provided to him by Ms. Melissa O'Neal, related to their recent use of the Valley West Inn to house homeless individuals.

Central Iowa Shelter Services has attempted some negotiations towards acquiring the property to supplement their space. A preliminary plan was to give the building to the city after roughly 18 months of use. However, during discussions with owner, there is a significant difference in perceived market value. In addition, Ms. O'Neill expressed concern about some of their business and billing practices.

- Hadden stated that having some employees work from home has been successful and he credited departments for coming up with flexible, creative solutions during difficult times.
- Ms. Letzring stated that the City has continued to negotiate and make great progress on Project Peely.
- Mr. Stiles noted that Finance and IT have a final meeting on Friday for the team that has been designing and building a financial/budget transparency website for the city. The site will allow the public to access budget and financial information and view slices of data in a graphical, interactive, intuitive format. No individual employee pay information will be shared but the site allows users to drill down to specific line and vendor information for all expenditures over a period of years. Tyler Socrata is the vendor of the software and host of the site. Plans are to finalize work on the site by June 30 and then from there the CMO would decide how to market and present the site to the public.

4. Other Matters

None

Meeting was adjourned at 8:29 AM.

Respectfully Submitted,

Katie Johnson

Katie Johnson
Recording Secretary