



**MEETING MINUTES**  
**FINANCE & ADMINISTRATION SUB-COMMITTEE**  
**Wednesday, January 19, 2022 - 7:00 AM**  
**Held via Microsoft Teams**

Present: Councilmember Greg Hudson, Councilmember Doug Loots, 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 Rachel Wacker, Human Resources Director Jane Dodge, City Engineer Brian Hemesath, and Secretary Katie Johnson

Guests: Mr. Bob Baskerville, Tallgrass Theatre Company  
Ms. Arlene McAtee, Tallgrass Theatre Company  
Ms. Vicky Long-Hill, Eddie Davis Community Center  
Mr. Ryan Osborn, Junior Achievement  
Ms. Julie Burtnette, Des Moines Children's Museum  
Ms. Heidi Kroll, Community Hand Up

Meeting was called to order at 7:00 AM

**1. Hotel/Motel Tax Presentations**

Background -- Prior to the December 29, 2021, deadline, 13 organizations completed applications for discretionary Hotel/Motel Tax funding for the upcoming fiscal year beginning July 1, 2022. Part of the application process includes a brief presentation by the applicant organization for the F&A committee. Finance Director Stiles noted that these presentations are scheduled to occur over the course of three (3) meetings. Councilmembers will ultimately recommend funding after all 13 presentations are received and the recommendation will be included in the FY 2022-23 budget, which will be presented to City Council for approval.

**a. Tallgrass Theatre**

Mr. Bob Baskerville and Arlene McAtee of Tallgrass Theatre Company provided a summary and details of their plans for using this year's request of \$16,761. The organization received \$2,500 last year and those funds were used towards the purchase of cabinets and countertops for the new venue.

Tallgrass Theatre Company was founded in 2003 and moved to West Des Moines in 2005. Tallgrass provides cultural opportunities for residents of the City and the metro in general. Tallgrass is completely volunteer-driven and typically produces 3 shows per year. Also, there is a children's program, Seedlings, using West Des Parks and Recreation Valley Junction Activity Center.

This year's funds, if awarded, will be specifically used to help fully outfit the new venue including additional lighting, a safe, and storage items including shelving, rolling baskets, and lockers.

**b. Eddie Davis Community Center**

Dr. Vicky Long Hill, representative of Eddie Davis Community Center, 1312 Maple Street, provided a summary and details of their plans for using this year's request of \$20,000. The organization received \$3,750 last year. The funds were used for the administration, maintenance building improvements, and for the delivery of human, social, educational, health/fitness and community related programs.

Dr. Long Hill explained that The Eddie Davis Community Center serves as a cultural, recreational, and entertainment facility with wide-ranging programs ranging from educational programming to events and recreation, to a food pantry and clothes closet. Also, the Center provides space, maintenance, and a legal clinic that doesn't give legal advice but collaborates with Drake University Legal Clinic, Polk County Bar, and Legal Aide of Iowa. The medical clinic previously housed at the Eddie Davis Community Center moved to the West Des Moines Human Services building.

This year's funds, if awarded, will be used for the delivery and administration of the social, human, youth, cultural, health/fitness, and other related programs. It will also assist with maintenance, renovation, capital improvements. Dr. Long Hill specifically mentioned that the roof of the facility needed repairs.

**c. Junior Achievement**

Mr. Ryan Osborn, representing Junior Achievement of Central Iowa (JA), 6100 Grand Avenue, Des Moines, provided a summary and details of their plans for using this year's request of \$5,000. The organization received \$1,250 last year. Those funds were used to support JA BizTown programming, specifically maintenance of the area, salaries of staff, and utilities of the facility.

Junior Achievement is the nation's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. A large part of this program is to facilitate a standing display called JA BizTown and JA Finance Park. JA BizTown primarily serves students in 4th to 6th graders while JA Finance Park is the next level of experiential learning for 7th and 8th grade students. BizTown focuses on financial literacy, work readiness and entrepreneurship while Finance Park focuses on budgeting and spending choices. This year has been about adapting. They focused on transitioning to a digital strategy including some great programs.

Mr. Osborn mentioned that a total of 1,615 4<sup>th</sup> to 8<sup>th</sup> Grade students from schools located in the City of West Des Moines participated in either BizTown or Finance Park during the past year.

This year's funds, if awarded, will be used to support JA programs including BizTown and JA Finance Park.

**d. Des Moines Children's Museum**

Ms. Julie Burtnette, representative of Des Moines Children's Museum, 1551 Valley West Dr, provided a summary and details of their plans for using this year's request of \$20,000. The organization last received \$20,000 funding in FY20-21 that was used for exhibit improvements.

Des Moines Children's Museum was started as a traveling exhibit in the spring of 2017. In the fall of 2017, they expanded to a location in Valley West Mall. They were recently able to move from a 2,000 sq. ft space to a 10,000 sq. ft space. The City has provided a grant in previous years but did not request funds last year as they significantly closed down most of their operations due to the pandemic.

This year's funds, if awarded, will be used for funding to support regular operations, programming, and exhibit maintenance and improvements.

**e. Community Hand Up**

Ms. Heidi Kroll, founder of Community Hand Up, 2800 University Ave, provided a summary and details of their plans for using this year's request of \$7,800. This is the first year that the organization has requested funds.

Community Hand up was founded in 2018 with the emphasis to help working people with emergencies. All the clients must live or work within Polk County, over 18, and have a full-time job. They will be starting adult financial classes that will possibly prevent the need for emergency assistance.

This year's funds, if awarded, will be used to help provide funding resources for any expenses except rent/utilities. The funds will be used to assist in changing several residents current living situations.

**2. Use of American Rescue Plan Act (ARPA) Grant Funding**

Ms. Letzring presented a proposal for the use of the City's ARPA grant funding. The City has been awarded \$7,670,870 in total. We received the first half of the funds in May of 2021 and will receive the second half in May of 2022. Through the rule released from the US Dept. of Treasury, the City Digital Enterprise Conduit Project fits well within the criteria for use. Using the funds is very important to help get the project back on schedule and stay on schedule.

Councilmember Loots was curious if funds would need to be borrowed before the ARPA funds arrive and if the money was guaranteed. Mr. Stiles stated the cash flow of the project is such that the funds to come in 2022 come at the right time, and that these funds are guaranteed.

Councilmembers supported the proposed use of funding and placing on a future Council agenda.

**3. Staff Updates**

Mr. Stiles stated that Monday, January 24<sup>th</sup> would be a special meeting to set hearing dates related to actions around the Citywide Digital Enterprise Urban Renewal – the plan will need amended to allow \$60 million dollars of project costs and borrowing of additional GO Bonds will need to be authorized.

**4. Other Items**

None

Meeting was adjourned at 8:27 AM.

Respectfully Submitted,

*Katie Johnson*

Katie Johnson  
Recording Secretary