

**MEETING MINUTES**

**FINANCE & ADMINISTRATION SUB-COMMITTEE**

**Monday, June 10, 2022 - 7:00 AM**

**Training Room, Second Floor, City Hall**

Present: Councilmember Doug Loots, Councilmember Matt McKinney (alternate), 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 Brad Munford, Housing Planner Christine Gordon, Principal Engineer Brian Hemesath, and Secretary Katie Johnson

Guests: Emily Osweiler, Greater Des Moines Supportive Housing (Staff Update Item)

 Meredith Wells, President, Historic Valley Junction Foundation (Item 1)

Meeting was called to order at 7:00 AM

1. **VJ Property Improvement & Regulatory Compliance Programs - Review Funding**

**Recommendations of the Due Diligence Committee**

Mr. Evans began by summarizing that the funding round for the Property Improvement and Regulatory Compliance Programs have been completed. The City received a total of 10 applications across both programs. The Due Diligence Committee met to score the applications and the scores of those applications resulted in their award recommendations.

Mr. Evans summarized the results as follows:

* Commonwealth Properties was awarded 100% through both funds because they are a contributing building.
* Bix & Company and P.R.E.A.M received funding from the Property Improvement Program.
* Mark Gremler, BTC Investment, Cedar Land & Cattle Co., Lane Properties, WB Properties, Bix & Co., P.R.E.A.M., and Des Moines Culinary received funding from the Regulatory Compliance Program.

The total for all funds awarded was $600,324.75 of a total $720,000.00. The remaining $119,675.25 in surplus funds will be returned to the General Fund.

Councilmember Loots asked what happens if a project falls through. Mr. Evans stated that the money would be returned to the general fund.

Councilmembers are supportive of approving the funding and placing on a future council agenda for approval of the awards.

1. **Adjustments to Citywide Rates, Charges and Fees**

Mr. Stiles presented adjustments to Citywide rates, charges, and fees. These are brought to council once a year to try to keep everything up to date and keeping the City competitive. Mr. Stiles stated that years ago the Homebuilders Association and City Council jointly agreed to index building permit fees which is a large amount of this year’s changes.

Councilmember Loots expressed concerns with the large increase to the sanitary sewer hookups to South 60th. Mr. Hemesath stated that it was transferred incorrectly, and this is correcting that error. Councilmember McKinney questioned the rise in these fees because he stated that it was his understanding that Veenstra & Kimm was doing a study on how to lower the rates. Mr. Hemesath stated that the results of the study will be presented at the next F&A Committee, but they wouldn’t be ready before needing to present these changes to Council. Mr. Stiles mentioned that we could wait on an adjustment until a decision is reached.

Councilmembers were supportive of the proposed changes, except for the Sewer Connection Fees which will remain unchanged, and recommended placing on a future Council agenda for review and approval.

1. **Staff Updates**
* Ms. Gordon introduced Ms. Emily Osweiler. Ms. Osweiler is the CEO of Greater Des Moines Supportive Housing. That organization has the option to purchase Valley West Inn and turn it into 142 supportive permanent housing units. They will be going after funding from the County ARPA funds, National Housing Trust Funds, and our Workforce Rental Housing Program. They will need letters of support and confirmation of funds from the City.
* Mr. Stiles stated that the private placement agreement with R.W. Baird, which was discussed at the most recent committee meeting, was approved. Those bonds were sold for an interest rate of 2.79%.

**4. Other Items**

None

Meeting was adjourned at 7:49 AM.

Respectfully Submitted,

Katie Johnson

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Recording Secretary