

VETERANS MEMORIAL COMMISSION  
MONDAY, MARCH 14, 2022 AT 5:15 P.M.  
Drake Community Library

**Optional** - Join Zoom Meeting

<https://zoom.us/j/99464386841?pwd=QVR5c29kZU1vaDBlcvhMTjN2dzExQT09>

Meeting ID: 994 6438 6841

Passcode: 089585

Dial by your location

+1 312 626 6799 US (Chicago)

TENTATIVE AGENDA

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Roll Call:

Leo Lease \_\_\_\_\_ Gwen Rieck \_\_\_\_\_ Randall Hotchkin \_\_\_\_\_ Teresa Coon \_\_\_\_\_ Eric Hartz \_\_\_\_\_

1. Perfecting and Approval of Agenda
2. Approve minutes from Monday, Feb. 14, 2022
3. Monthly Budget Report
4. Greater Poweshiek Community Foundation (GPCF) Monthly Balance Report
5. Approve bills for payment
  - Alliant Energy                      \$40.44 (paid 2/18/22)
  - RDG INV #50023                      \$8226.55 (paid 3/7/22)
6. RDG Architects – Update
7. Marketing & Fundraising – Update
8. Inquiries:  
*(All inquiries or comments are limited to two minutes per person and those wishing to speak must be recognized by the chair before beginning – In addition, no action shall be taken).*
9. Adjournment:

Next Meeting: Apr. 11, 2022

VETERANS MEMORIAL COMMISSION  
MONDAY, FEBRUARY 14, 2022, AT 5:15 P.M.  
Drake Community Library  
And via Zoom

**MINUTES**

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Attendance: Present: Randy Hotchkin, Dr. Teresa Coon, Leo Lease; Absent: Gwen Rieck

1. **Perfecting Agenda:** MOTION to approve agenda by Lease, second by Hotchkin, all ayes, motion carried.
2. **Approve Minutes:** MOTION to approve January 10, 2022, minutes by Lease, second by Hotchkin, all ayes, motion carried.
3. **Monthly Budget Report:** Balance of \$173,464
4. **Greater Poweshiek Community Foundation:** Monthly balance report: \$1,947,347.51, balance includes donations, pledges, levy, and grants.
5. **Approval of bills:**
  - Alliant Energy                      \$53.94 (paid 1/19/22)MOTION to approve by Lease, second by Coon, all ayes, motion carried.
6. Fiscal Year 2022/23 proposed budget noted and reviewed.
7. **RDG Architects - Update:** Lacina reported that plans went out for bid Thursday, February 10 and bids will be due March 1. There will also be a pre-bid meeting 2/17 between RDG architect and city of Grinnell representatives.
8. **Marketing & Fundraising Update:** Extensive discussion focused on further marketing to “fill the gap” and decision made to wait until bids are received and the monies needed are defined before making or sending further marketing materials. Discussion also ensued between Lacina and commission members reviewing options to consider for recognizing donors – to include both the building fund and programming costs going forward. Lacina to present proposed plans at March meeting.
9. **Communications:** Notice received from Mayor Agnew of appointment of new commission member, Eric Hartz, (US Navy 1988-1992) to join at March meeting.
10. **Inquiries:** none
11. **Adjournment:** MOTION by Hotchkin, second by Lease, all ayes, motion carried.

Next meeting: March 14, 2022



**Veteran's Memorial Building YTD Budget Report  
Fiscal Year 2021 - 2022**

		2020-2021 ACTUAL	2021-2022 BUDGET	YTD ACTUAL	Proposed Bills list 04/04/22	2021-2022 REMAINING BUDGET
<b>Beginning Balance</b>		\$ 98,146	\$ 89,959	\$ 89,959		\$ -
Revenues:						
002-3.470.2.4461	VM - Grants Non-Govt	\$ -	\$ -	\$ -	\$ -	\$ -
002-3.470.2.4705	VM - Contribution Priv	-	-	-	-	-
002-3.470.2.4720	Vets Mem - Ins Collections	1,294	-	-	-	-
002-3.470.2.4780	Other Miscellaneous Revenue	-	-	-	-	-
002-3.470.4.4020	Vets Mem - Property Tax	153,660	122,864	86,410	-	-
002-3.470.4.4060	Vets Mem - Excise Tax	1,197	1,765	1,005	-	-
002-3.470.4.4300	Vets Mem - Interest Earned	644	1,000	672	-	-
002-3.470.4.4432	Vets Mem - Rollback Rep	5,291	5,337	2,669	-	-
<b>Total Revenues</b>		\$ 162,086	\$ 130,966	\$ 90,755		\$ -
Expenditures:						
002-4.470.2.6371	Utilities	418	1,600	433	-	1,167
002-4.470.2.6402	Ads & Legals	1,600	-	-	-	-
002-4.470.2.6409	General Insurance	1,825	1,916	-	-	1,916
002-4.470.2.6420	Consulting/Professional Fees	165,141	28,785	5,859	-	22,925
002-4.470.2.6428	Misc Cont Work i.e. Fundraising	1,289	900	900	-	-
002-4.470.2.6445	Refunds	-	-	-	-	-
002-4.470.2.6513	Misc Supplies & Materials	-	4,000	-	-	4,000
002-4.470.3.6570	Building Improvements	-	1,000	-	-	1,000
<b>Total Expenditures</b>		\$ 170,273	\$ 38,201	\$ 7,192	\$ -	\$ 31,009
002-4.910.5.6911	Transfers Out to Building Project	\$ -	\$ 63,160	\$ -	\$ -	\$ 63,160
<b>Total Transfers</b>		\$ -	\$ 63,160	\$ -	\$ -	\$ 63,160
<b>Total Expenditures and Transfers Out</b>		\$ 170,273	\$ 101,361	\$ 7,192	\$ -	\$ 94,169
<b>Ending Balance</b>		\$ 89,959	\$ 119,564	\$ 173,522		



**Veteran's Memorial Building YTD Budget Report  
Fiscal Year 2021 - 2022  
Building Renovation Fund**

	2020-2021 ACTUAL	2021-2022 BUDGET	YTD ACTUAL	Proposed Bills list 04/04/22	2021-2022 REMAINING BUDGET
<b>Beginning Balance</b>	\$ -	\$ -	\$ -		-
Revenues:					
311-3.750.2.4440 VM - State Grants	\$ -	\$ -	\$ -	\$ -	\$ -
311-3.750.2.4705 VM - Contribution Priv	-	-	-	-	-
311-3.750.2.4780 Other Miscellaneous Revenue	-	-	-	-	-
311-3.910.4.4830 Transfer in from Tax Levy & Hotel/Motel	-	88,160			
<b>Total Revenues</b>	\$ -	\$ 88,160	\$ -		\$ -
Expenditures:					
311-4.750.2.6420 Consulting/Professional Fees	-	38,160	8,227	-	29,933
311-4.750.2.6428 Misc Cont Work i.e. Fundraising	-	-	-	-	-
311-4.750.2.6445 Refunds	-	-	-	-	-
311-4.750.2.6513 Misc Supplies & Materials	-	-	-	-	-
311-4.750.3.6570 Building Improvements	-	50,000	-	-	50,000
<b>Total Expenditures</b>	\$ -	\$ 88,160	\$ 8,227	\$ -	\$ 79,933
311-4.910.5.6911 Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures and Transfers Out</b>	\$ -	\$ 88,160	\$ 8,227	\$ -	\$ 79,933
<b>Ending Balance</b>	\$ -	\$ -	\$ (8,227)		

February 22, 2022

Foundation Offices  
P.O. Box 284  
1510 Penrose St.  
Grinnell, IA 50112

All fund statements contain monthly and year to date information. Supplemental financial reports can be found in the files tab of your login portal. The following pages include an overview of each of the sections of the fund statement.

If you are having any trouble with or need help navigating the donor portal system, please reach out and we can set up some time to walk through the system. Please continue to review your information and reach out if you have any questions or find an error.

Thank you!

Shannon Fitzgerald, [shannon@ahrensfamilyfoundation.org](mailto:shannon@ahrensfamilyfoundation.org)  
Michelle Gruhn, [michelle@ahrensfamilyfoundation.org](mailto:michelle@ahrensfamilyfoundation.org).

### **What do the various sections mean?**

We start with a fund activity summary. It is broken into 3 columns. The first one is the name of the activity or balance. The second is the activity or balance for the statement period. The final one is the activity or balance for the year to date (since July 1<sup>st</sup>). So for example, if the statement was for November, the beginning balance would be as of November 1<sup>st</sup> and the year to date beginning balance would be the balance as of July 1<sup>st</sup>. Note that only one ending balance is shown because the ending balance is the same for both values.

Within that summary are two sections – the additions to fund and disbursements. Additions are activities that put money into the fund – donations, fundraising, investment returns, etc. Note that negative numbers are possible here and will be denoted by being enclosed in parentheses. A negative number represents money that was removed from the fund instead of added (for instance if the investment pool lost money instead of gaining).

Fund disbursements are activities that take money from the fund – grants, fees or other payment activity. Note that negative numbers are possible here and will be denoted by being enclosed in parentheses. A negative number represents money that was added to the fund instead of removed (for instance if there were grant refunds and no grants).

The next page is your fund financial information. This shows you the detail of where your fund's assets are being held or other assets in the fund (for instance outstanding pledges will show in pledges receivable). It also shows any current liabilities in the fund. The most common is

accounts payable, grants payable, and scholarships payable which means there are expenses, grants, or scholarships that have been recorded but not yet paid.

The final page(s) are an activity detail area where we list the details of donations and grants (including scholarships) awarded. Please note that grants awarded is only grants that were granted during the statement period. It is possible that other grant payments from previous commitments were made in the statement period or that some of the grant amount is due to be disbursed in the future. That means it is possible for your grant total to not equal the grants/scholarships paid in the activity summary.

**Statement of Activity**

**Grinnell Veterans Memorial Commission Building Campaign**

**January 01, 2022 through January 31, 2022**

**Fund Activity Summary**

	<u>Jan 2022</u>	<u>Jul 2021</u>
<b>Beginning Balance</b>	566,103.20	379,966.39

**Additions to Fund**

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Donations	0	87,809.35
Grant Revenue	0	2,000.00
Pledges	-50,000.00	53,998.00
<b>Totals</b>	<b>- 50,000.00</b>	<b>143,807.35</b>

**Disbursements**

<u>Activity</u>	<u>Period Total</u>	<u>YTD Total</u>
Administrative Fee Expense	7.70	7,628.54
Advertising & Marketing Expenses	0	25.20
Other Expenses	0	24.50
<b>Totals</b>	<b>7.70</b>	<b>7,678.24</b>

<b>Net Change</b>	<b>(\$50,007.70)</b>	<b>\$136,129.11</b>
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<b>Ending Balance</b>	<b>\$516,095.50</b>	<b>\$516,095.50</b>
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## Fund Financial Information

### Current Fund Assets

<u>Asset</u>	<u>Balance</u>
Cash, Checking, & Savings	377,698.94
Investments	200.00
Net Pledges Receivable	138,196.56
<b>Total</b>	<b>516,095.50</b>

### Outstanding Fund Liabilities

No outstanding liabilities for the fund



## Fund Activity Detail

### Donations

<u>Date</u>	<u>Donor Description</u>	<u>Amount</u>
1/10/2022	Behrens, Russell and Brua-Behrens, Nicole	84.00
1/25/2022	Menner, Bill and Tish, Barb	70.00
<b>Total Donations</b>		<b>154.00</b>

### Grants Awarded

No grants awarded in the statement period



Remit To:  
 RDG Planning & Design  
 301 Grand Avenue  
 Des Moines, Iowa 50309

Russ Behrens  
 City of Grinnell  
 520 4th Avenue  
 Grinnell, IA 50112

January 31, 2022  
 Project No: R3002.689.00  
 Invoice No: 50023

Project R3002.689.00 Grinnell, City of - Vets Memorial Bldg Renov  
Professional Services through January 31, 2022  
**Fee**

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Schematic Design	45,000.00	100.00	45,000.00	45,000.00	0.00
Design Development	45,000.00	100.00	45,000.00	45,000.00	0.00
Construction Documents	112,500.00	100.00	112,500.00	112,500.00	0.00
Bidding/Negotiation	15,000.00	100.00	15,000.00	6,776.50	8,223.50
Contract Administration	82,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>300,000.00</b>		<b>217,500.00</b>	<b>209,276.50</b>	<b>8,223.50</b>
<b>Total Fee</b>					<b>8,223.50</b>

**Reimbursable Expenses**

Printing					3.05
<b>Total Reimbursables</b>					<b>3.05</b>
<b>Total this Invoice</b>					<b>\$8,226.55</b>

311-4.750.2.6421  
 Vets Mem Bldg Renov  
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## Veterans' Building Schedule

Council Action to set Bid Date and Public Hearing	February 8, 2022
Notice to Bidders (release documents)	February 9, 2022
Notice of Public Hearing	March 7, 2022
Receive Bids	March 15, 2022
Public Hearing and Award of Project	March 21, 2022
Project Completion	Negotiated with Awarded Bidder