

VETERANS MEMORIAL COMMISSION  
MONDAY, MAY 11, 2020 AT 5:15 P.M.  
Via Zoom

Topic: Veterans Memorial Commission  
Time: May 11, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/91616576565>

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Meeting ID: 916 1657 6565  
Find your local number: <https://zoom.us/u/adxlhUxaZW>

**TENTATIVE AGENDA**

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Roll Call:

Terry Stringfellow \_\_\_\_\_ Leo Lease \_\_\_\_\_ Gwen Rieck \_\_\_\_\_ Randall Hotchkin \_\_\_\_\_ Teresa Coon \_\_\_\_\_

1. Perfecting and Approval of Agenda
2. Approve minutes from Monday, March 9, 2020
3. Monthly budget report
4. Greater Poweshiek Community Foundation Monthly Balance Report
5. Approve bills for payment
  - Alliant \$85.87 (paid 3/26/20)
  - Amperage INV 025588 \$7414.40 (paid 4/6/20)
  - RDG INV 46889 \$1507.81 (paid 4/6/20)
  - ICAP (annual insurance) \$800.00 (paid 3/20/20)
  - Amperage INV 025974 \$128.64 (paid 5/4/20)
  - Alliant \$103.98 (paid 4/24/20)
6. RDG Architects
  - a. Consider Building Inspection at cost of \$1950.00

7. Amperage Marketing

8. Fundraising Goals

9. 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).*

10. Adjournment:

Next Meeting: June 8, 2020

VETERANS MEMORIAL COMMISSION  
MONDAY, MARCH 9, 2020 AT 5:15 P.M.  
IN THE COMMUNITY ROOM  
DRAKE COMMUNITY LIBRARY

**MINUTES**

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Meeting was called to order at 5:15pm. Present: Leo Lease, Randy Hotchkin, Gwen Rieck, Dr. Teresa Coon Absent: Terry Stringfellow

1. **Perfecting Agenda:** Agenda approved.
2. **Approve Minutes:** Minutes from Monday, Feb. 10, 2020 approved as presented. MOTION by Hotchkin, second by Coon, all ayes, motion carried.
3. **Monthly Budget Report:** Balance of \$50,499.00. MOTION to approve by Coon, second by Rieck, all ayes, motion carried.
4. **Greater Poweshiek Community Foundation:** Behrens reported a balance of \$436,972.00 includes donations paid, pledges, and levy
5. **Approval of bills:**
  - Alliant \$102.97 (paid 2/21/20)
  - Amperage INV 025326 \$202.47 (paid 3/2/20)
  - RDG INV 46788 \$3606.96 (paid 3/2/20)
  - Total Choice INV 198285 \$2.18 (paid 3/2/2020)MOTION to approve by Rieck, second by Coon, all ayes, motion carried.
6. **Amperage Marketing & Fundraising Steering Committee:** Tom Lacina reported city-wide event will take place April 16, 2020 at city hall. Ron Collins and Teresa Coon will MC event. It will be a one hour program with video. Speakers are being sought. Lacina also shared an insert to be included in the Grinnell Herald Register and will be available for public distribution. Costs for printing of \$1600 brings current costs to \$3000 for the event. The total cost of the event is not to exceed \$30,000. MOTION to approve report by Hotchkin, second by Coon, all ayes, motion carried.
7. **RDG Architects Update:** Commission discussed spending \$1950 for a building inspection. Considering inspection was made at the onset of our campaign, the commission decided to not spend the money at this time.
8. **Consider Patriots Day Request:** Commission agreed to request City to designate April 16<sup>th</sup> as an official Patriots day.
9. **Veteran Walking Sticks Project – Update:** Lease reported the sticks are being distributed.
10. **Inquiries:**
  - Hotchkin reported the Army Band will perform on July 3, 2020.
  - Dale Lamb and Roberta See presented plans for a fundraiser to be held August 8, 2020. MOTION to go forward with plans by Hotchkin, second by Coon, all ayes motion carried.
11. **Adjournment:** MOTION by Coon, second by Hotchkin, all ayes, motion carried.

Next meeting: April 13, 2020 at the Drake Community Library, Community Room



**Veteran's Memorial Building YTD Budget Report  
Fiscal Year 2019 - 2020**

		2018-2019 ACTUAL	2019-2020 BUDGET	YTD ACTUAL	Proposed Bills list 06/01/20	2019-2020 REMAINING BUDGET
<b>Beginning Balance</b>		\$ (1,054)	\$ 45,367	\$ 45,367		-
Revenues:						
002-3.470.2.4461	VM - Grants Non-Govt	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -
002-3.470.2.4705	VM - Contribution Priv	13,067	-	-	-	-
002-3.470.2.4780	Other Miscellaneous Revenue	-	-	-	-	-
002-3.470.4.4020	Vets Mem - Property Tax	109,489	109,209	101,919	-	-
002-3.470.4.4060	Vets Mem - Excise Tax	1,084	1,674	1,149	-	-
002-3.470.4.4300	Vets Mem - Interest Earned	1,690	1,500	381	-	-
002-3.470.4.4432	Vets Mem - Rollback Rep	4,606	2,356	4,711	-	-
<b>Total Revenues</b>		\$ 129,936	\$ 115,939	\$ 109,360		\$ -
Expenditures:						
002-4.470.2.6371	Utilities	1,087	2,000	965	-	1,035
002-4.470.2.6409	General Insurance	1,267	800	800	-	-
002-4.470.2.6420	Consulting/Professional Fees	81,161	89,047	53,638	-	35,409
002-4.470.2.6428	Misc Cont Work i.e. Fundraising	-	-	-	-	-
002-4.470.2.6445	Refunds	-	-	-	-	-
002-4.470.2.6513	Misc Supplies & Materials	-	4,000	986	-	3,014
002-4.470.3.6570	Building Improvements	-	1,000	-	-	1,000
<b>Total Expenditures</b>		\$ 83,515	\$ 96,847	\$ 56,389	\$ -	\$ 40,458
002-4.910.5.6911	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures and Transfers Out</b>		\$ 83,515	\$ 96,847	\$ 56,389	\$ -	\$ 40,458
<b>Ending Balance</b>		\$ 45,367	\$ 64,459	\$ 98,338		

\*Note - Misc Contract and Building Imp budget amounts have been adjusted according to where expenses are incurred.

Fund Balance as of March 31st, 2020  
 Grinnell Veterans Memorial Commission Building Campaign - 0136

	Current Period	YTD
Gifts	11,747.00	37,457.00
Pledge Income	0.00	118,020.00
Investment Income (Loss)	0.00	55.05
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Total Revenues	11,747.00	155,532.05
Administrative Cost Share	587.35	6,775.10
Bank Charges/Online Donation Fees	0.00	2.69
Office Supplies	0.00	48.45
On-Site Meeting Expenses	0.00	282.86
Postage	0.00	53.49
Printing & Reproduction	126.99	894.90
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Total Expenses	714.34	8,057.49
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Net Income (Loss)	11,032.66	147,474.56
=====		
Beginning Fund Balance		80,149.90
Net Income (Loss)		147,474.56
Ending Fund Balance		227,624.46
Net Pledges Receivable		122,062.67

## Grinnell Veterans Memorial Commission Building Campaign - 0136

Type	Name	Date	Amount
Gift	Paul Levy	07/25/2019	1,000.00
Gift	Betty Hammond	08/07/2019	1,000.00
Gift	Clem and Leona Bodensteiner	08/27/2019	50.00
Gift	Dorothy W. Williams	09/26/2019	100.00
Gift	Rachel Bly and Bob Hamilton	09/30/2019	60.00
Gift	Michael Dalen	10/08/2019	100.00
Gift	Jo Ann Cogley-Hunter	10/08/2019	25.00
Gift	Eleanor Osland	10/10/2019	250.00
Gift	Nancy Hendrickson	10/15/2019	1,000.00
Gift	Darla Pearce	10/15/2019	10.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2019	15.00
Gift	Larry and Peggy Black	11/07/2019	1,000.00
Gift	Larry and Peggy Black	11/07/2019	1,000.00
Gift	Dan and JoAnn Becker	11/25/2019	10,000.00
Gift	Miscellaneous Receipts	11/25/2019	15.00
Gift	Rachel Bly and Bob Hamilton	12/31/2019	60.00
Gift	The Merlin and Verna Manatt Family Foundation	12/31/2019	10,000.00
Gift	Albert Munitz and Elissa Lett	02/11/2020	25.00
Gift	Janis Peak	03/10/2020	11,747.00
** Total Gifts			37,457.00
Pledge	Sarah Joan Baker	09/12/2019	30,000.00
Pledge	Bill Lannom	09/24/2019	750.00
Pledge	George and Sue Drake	10/01/2019	5,000.00
Pledge	John and Alice DeRooi	10/08/2019	1,500.00
Pledge	Bill Menner and Barb Tish	10/08/2019	2,520.00
Pledge	American Legion #53	12/16/2019	37,000.00
Pledge	Kent and Katherine McClelland	12/31/2019	25,000.00
Pledge	Raffety/Veldboom Family	12/31/2019	5,500.00
Pledge	George and JoAnn Britton	01/14/2020	1,500.00
Pledge	GreenState Credit Union	02/04/2020	10,000.00
** Total Pledges			118,770.00

011744-2.650  
Creative SCS  
Jew



**AMPERAGE**  
MOVE THE NEEDLE

**INVOICE**

Grinnell Veterans Memorial Commission  
520 4th Avenue West  
Grinnell, IA 50112

**Invoice Number :** 025588

**Date :** 3/7/2020

**Due :** 4/6/2020

**Page :** 1 of 1

**Reference:** Tom Lacina

**Client PO:**

**AE:** Justin Tolan

		<b>Current</b>
<b>Job:</b>	<b>011744 - GVMC - \$1.9 Million Capital Campaign</b>	
<b>Description:</b>	AMPERAGE Creative Services \$7,414.40 8th of 12 Installments	
	<b>Sub-Total</b>	<b>7,414.40</b>
	<b>Total for Job:</b>	<b>7,414.40</b>
<hr/>		
	<b>Sub-Total</b>	<b>7,414.40</b>
<b>Total</b>		<b>\$7,414.40</b>

**Please remit payment to:**

6711 Chancellor Drive  
Cedar Falls, Iowa 50613



**Billing inquires to:**

AMPbilling@amperagemarketing.com  
Unpaid balance at 15% per month

Vets Mem Bldg Renov  
 002-4.470.2.6420  
 Ace



February 29, 2020  
 Project No: R3002.689.00  
 Invoice No: 46889

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

Project R3002.689.00 Grinnell, City of - Vets Memorial Bldg Renov  
Professional Services through February 29, 2020  
 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	37.90	17,055.01	15,558.75	1,496.26
Construction Documents	112,500.00	0.00	0.00	0.00	0.00
Bidding/Negotiation	15,000.00	0.00	0.00	0.00	0.00
Contract Administration	82,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>300,000.00</b>		<b>62,055.01</b>	<b>60,558.75</b>	<b>1,496.26</b>
<b>Total Fee</b>					<b>1,496.26</b>

**Reimbursable Expenses**

Printing					11.55
<b>Total Reimbursables</b>					<b>11.55</b>

**Total this Invoice \$1,507.81**

**Outstanding Invoices**

Number	Date	Balance
46788	1/31/2020	3,606.96
<b>Total</b>		<b>3,606.96</b>



Creative SCS  
003-4.470.2.6420

AW



# AMPERAGE

MOVE THE NEEDLE

## INVOICE

Grinnell Veterans Memorial Commission  
520 4th Avenue West  
Grinnell, IA 50112

Invoice Number : 025974

Date : 4/14/2020

Due : 5/14/2020

Page : 1 of 1

Reference: Ann Wingerter

Client PO:

		Current
<b>Job:</b>	<b>011745 - GVMC - Monthly Expenses</b>	
<b>Description:</b>		
	AMPERAGE Creative Services \$128.64	
	Travel February/March 2020	
	<b>Sub-Total</b>	<b>128.64</b>
	<b>Total for Job:</b>	<b>128.64</b>

<b>Total</b>	<b>\$128.64</b>
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**Please remit payment to:**

6711 Chancellor Drive  
Cedar Falls, Iowa 50613



**Billing inquires to:**

AMPbilling@amperagemarketing.com  
Unpaid balance at 1.5% per month