

VETERANS MEMORIAL COMMISSION  
MONDAY, JANUARY 11, 2021 AT 5:15 P.M.  
Via Zoom

Topic: Veterans Memorial Commission

Time: Jan 11, 2021 05:15 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95903952991?pwd=dkU1NDNraFJvNWxlelYwTFdHZzNyZz09>.

Meeting ID: 959 0395 2991

Passcode: 466805

One tap mobile

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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, December 14, 2020
3. Monthly budget report
4. Greater Poweshiek Community Foundation Monthly Balance Report
5. Approve bills for payment
  - RDG INV#48000                      \$22,500.00 (paid 1/4/21)
  - S & S Electric INV#17118        \$768.16 (paid 12/7/20)
6. RDG Architects – Update
7. Consider CDAF Marketing Services Proposal
8. Marketing & Fundraising – Update
9. Prairie Star – Update
10. 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).*
12. Adjournment:

Next Meeting: February 8, 2021

VETERANS MEMORIAL COMMISSION  
MONDAY, DECEMBER 14, 2020 AT 5:15 P.M.  
VIA ZOOM

**MINUTES**

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Attendance: Present: Randy Hotchkin, Gwen Rieck, Dr. Teresa Coon, Leo Lease, and Terry Stringfellow.  
Absent: none

1. **Perfecting Agenda:** MOTION to approve by Rieck, second by Stringfellow, all ayes, motion carried.
2. **Approve Minutes:** MOTION to approve November 9, 2020 minutes by Lease, second by Stringfellow, all ayes, motion carried.
3. **Monthly Budget Report:** Coon questioned the difference from last meeting (\$38152.00 to \$10063.00) to this meeting. She will check this out before January meeting.
4. **Greater Poweshiek Community Foundation:** Report by Nicole Behrens, balance of \$630,430.78. She said she should have results of the Great Places grant application soon.

5. **Approval of bills:**

- i. RDG INV#47893                      \$27,418.12 (paid 12/7/20)
- ii. S & S Electric INV#17118        \$768.16 (paid 12/7/20)

MOTION to approve RDG invoice by Rieck, second by Hotchkin, all ayes, motion carried. S&S Electric bill was not approved pending question of payment by insurance carrier following Derecho storm. Hotchkin to check with R. Behrens regarding payment of the invoice.

6. **RDG Architects:** Matt Coen of RDG gave a presentation on design updates. Kathy Neumann from RDG presented exterior interior plans (i.e. flooring and walls). A complete construction document will be available January 29, 2021. This was a very informative presentation with a lot of questions asked and answered.
7. **Consider CDAF Marketing Services Proposal:** Postponed consideration until January 2021 meeting.
8. **Marketing & Fundraising Update:** no report
9. **Prairie Star Update:** no report
10. **Veterans Memorial Building Condition:** All items are complete. Hotchkin reported posts for signs are in and sign should be up soon.
11. **Inquiries:** none
12. **Adjournment:** MOTION by Rieck, second by Hotchkin, all ayes, motion carried.

Next meeting: January 11, 2021



**Veteran's Memorial Building YTD Budget Report  
Fiscal Year 2020 - 2021**

	2019-2020 ACTUAL	2020-2021 BUDGET	YTD ACTUAL	Proposed Bills list 01/04/21	2020-2021 REMAINING BUDGET
<b>Beginning Balance</b>	<b>\$ 45,368</b>	<b>\$ 98,145</b>	<b>\$ 98,145</b>		<b>-</b>
Revenues:					
002-3.470.2.4461 VM - Grants Non-Govt	\$ 1,200	\$ -	\$ -	\$ -	\$ -
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	109,197	117,467	83,678	-	-
002-3.470.4.4060 Vets Mem - Excise Tax	1,151	1,750	619	-	-
002-3.470.4.4300 Vets Mem - Interest Earned	500	1,500	367	-	-
002-3.470.4.4432 Vets Mem - Rollback Rep	4,711	-	2,645	-	-
<b>Total Revenues</b>	<b>\$ 116,759</b>	<b>\$ 120,717</b>	<b>\$ 88,603</b>		<b>\$ -</b>
Expenditures:					
002-4.470.2.6371 Utilities	1,144	1,500	183	-	1,317
002-4.470.2.6402 Ads & Legals	-	-	1,600	-	(1,600)
002-4.470.2.6409 General Insurance	800	1,600	-	-	1,600
002-4.470.2.6420 Consulting/Professional Fees	61,052	79,830	97,819	-	(17,989)
002-4.470.2.6428 Misc Cont Work i.e. Fundraising	-	-	768	-	(768)
002-4.470.2.6445 Refunds	-	-	-	-	-
002-4.470.2.6513 Misc Supplies & Materials	986	4,000	-	-	4,000
002-4.470.3.6570 Building Improvements	-	1,000	-	-	1,000
<b>Total Expenditures</b>	<b>\$ 63,982</b>	<b>\$ 87,930</b>	<b>\$ 100,370</b>	<b>\$ -</b>	<b>\$ (12,440)</b>
002-4.910.5.6911 Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures and Transfers Out</b>	<b>\$ 63,982</b>	<b>\$ 87,930</b>	<b>\$ 100,370</b>	<b>\$ -</b>	<b>\$ (12,440)</b>
<b>Ending Balance</b>	<b>\$ 98,145</b>	<b>\$ 130,932</b>	<b>\$ 86,378</b>		

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



November 30, 2020

Project No: R3002.689.00

Invoice No: 48000

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 November 30, 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	100.00	45,000.00	45,000.00	0.00
Construction Documents	112,500.00	48.00	54,000.00	31,500.00	22,500.00
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>144,000.00</b>	<b>121,500.00</b>	<b>22,500.00</b>
<b>Total Fee</b>					<b>22,500.00</b>
<b>Total this Invoice</b>					<b>\$22,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
47893	10/31/2020	27,418.12
<b>Total</b>		<b>27,418.12</b>

Vets Mem Bldg Renov  
 002-4-470-2-6420  
 AEW





**S & S ELECTRIC**  
 175 HIGHWAY 6  
 GRINNELL, IA 50112

# INVOICE

DATE: 11/25/2020  
 INVOICE #: 17118

(641) 236-5533

**BILL TO:**

City of Grinnell  
 520 4th Ave.  
 Grinnell, IA 50112

Vets Building  
 Reinstall service to building,  
 reroute ground wire, replace  
 service head

P.O. NUMBER	TERMS	PROJECT
	Due on receipt	

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	3" Weather Head	73.16	73.16
4	Wall Anchors	0.92	3.68
4	3/8" Bolt	0.33	1.32
	Service Call	90.00	90.00
4	Hour Journeyman Labor	80.00	320.00
4	Hour Apprentice Labor	70.00	280.00
<p>002-4.470.2.6428  <del>Elec Suc Repair - Devecno</del>  <i>AW</i></p>			

CREDIT/DEBIT CARD PAYMENTS WILL BE SUBJECT TO A 2% FEE  
 PAST DUE INVOICES MAY BE SUBJECT TO 1.5% LATE CHARGE

**TOTAL** \$768.16



Proposal to: Veteran's Commission

For: Marketing & Public Relations Services

Date: July 2, 2020

### **Consulting Services offered by the Claude W. and Dolly Ahrens Foundation**

The Claude W. and Dolly Ahrens Foundation (CDAF) is committed to helping strengthen the capacity of nonprofit and philanthropic organizations in Poweshiek County. Over the last fifteen years we have provided a significant amount of resources to benefit the local nonprofit sector through our back office services, charging below fair market value fees.

We provide consulting services in the areas of:

- General Administration, Financial & Donor Management Services
  - Endowment Management
  - Governance Policies & Risk Management
  - Grant Writing & Grants Management Services
  - Human Resource Services
  - Independent Auditing Services
  - Mailing Assistance Services
  - Marketing & Public Relations Services
  - Website Assistance & Webhosting Services
  - Physical Space
- 

#### **1. Scope of Service and Deliverables**

**Purpose:** CDAF would assist the Veteran's Commission to provide efficiencies and assistance to the Veteran's Commission marketing and public relations services.

#### **Specific Tasks to be Completed for this Proposal:**

- A. Development of a communications calendar for social media, press releases, Constant Contact e-mail blasts, and other marketing needs
- B. Social media services – routine postings of campaign awareness, promotion of events and progress on Veteran's Commission facebook page.
- C. Press release services – routine creation of professional press releases and distribution to all local media outlets.
- D. Constant Contact E-news blasts to current and past donors and/or other mailing lists.

- E. Graphic design services – creation of marketing materials: brochures, flyers, posters, ads, etc.. and all digital formats for social media, constant contact e-blasts, and website, as needed.

**Project Timeline:** Monthly services to begin Mid-July, 2020 (to allow for prep work) and end on or around December 1<sup>st</sup>, 2020. If both parties would like to proceed with similar services, time and costs will be re-evaluated for a new proposal to commence January 1<sup>st</sup>, 2021.

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## 2. Project Staffing

All services will be conducted by staff of CDAF and independent consultants that have a marketing and public relations agreement already in place with CDAF.

For this particular project, Melissa Hull, director of community relations, will be the primary staff member overseeing and implementing the services at hand. Julie Gosselink, president and CEO, Cindy Deppe, retired staff writer for Grinnell College, and Angie Schultz, graphic designer of Opposable Thumbs, will assist with the proposed services.

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## 3. Budget

Estimated time for all services 10-15 hours/month.

**ESTIMATED TOTAL FEE**

**\$500.00/month**

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Thank you for your consideration!