



Grinnell Hotel and Motel Tax Committee
Tentative Agenda
Tuesday, March 16, 2021
12:00 pm
Via Zoom

Join Zoom Meeting

<https://zoom.us/j/94227406519?pwd=bjZhRTdIZTJibUI5bGkxUXQrTTdSZz09>

Meeting ID: 942 2740 6519

Passcode: 408165

One tap mobile

+19292056099,,94227406519#,,,,*408165# US (New York)

+13017158592,,94227406519#,,,,*408165# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 942 2740 6519

Passcode: 408165

Find your local number: <https://zoom.us/u/aeDSS2SM5c>

Roll Call:

Cirks ___ Lang ___ Nowasell ___ Smith ___ Spriggs ___ White ___ Wright ___

1. Call Meeting to Order
2. Approve Agenda
3. Approve minutes from January 26, 2021.
4. Monthly Budget Report
5. Consider approval of using ASI Sign Systems, Inc. to produce downtown banners.
6. Consider approval of a total contribution of \$100,000 to the Prairie Star/Veteran's Memorial Project as follows:

FY 21-22	\$25,000 (already included in final draft of the FY 21-22 budget)
FY 22-23	\$35,000
FY 23-24	\$40,000 (this payment would be available just as the project is wrapping up construction in July 2023 if all goes as planned)

7. Inquiries

8. Adjournment

Grinnell Hotel and Motel Tax Committee

Minutes

Tuesday, January 26, 2021

Via Zoom

<https://zoom.us/j/99357616686?pwd=MU4zVVFySIV5K3cyNIQ5dzlETXZPZz09>

Roll Call: Lang, Smith, White, Wright. Absent: Cirks, Nowasell, Spriggs.

Also present were Rachael Kinnick, Monica St. Angelo, Russ Behrens, and Kim Kolars.

1. Smith called the meeting to order at 12:01 p.m.
2. White made the motion, second by Wright to approve the agenda. AYES: 4-0. Motion carried.
3. Wright made the motion, second by Lang to approve the minutes from November 24, 2020. AYES: 4-0. Motion carried.
4. Reviewed the Fiscal Year 21 Budget and Proposed Budget. No action was taken.
5. Inquiries: Wright commented that the Museum will open next week, with the college still being in the yellow zone no one off campus will be able to visit. St. Angelo commented that the music in the park is in the planning.
6. The meeting was adjourned at 12:51 p.m.

Respectfully submitted by
Kim Kolars, Acting Secretary for the Committee

CITY OF GRINNELL
 APPROVED BUDGET REPORT
 AS OF: MARCH 31ST, 2021

145-HOTEL/MOTEL TAX - SPC REV
 HOTEL/MOTEL PROMOTION

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2021-2022 APPROVED BUDGET
REVENUES							
145-3.550.2.4440 H/M - STATE GRANT	0	0	0	0	0	0	0
145-3.550.2.4705 H/M - HOLIDAY LIGHT DON	0	13,605	0	0	0	0	0
145-3.550.2.4780 H/M - OTHER MISC REVENU SALE OF TREES	2,220	2,756	4,806	500	400	500	500
145-3.550.4.4085 H/M - TAX DISTRIBUTION	373,206	399,590	320,185	400,000	187,176	205,500	300,000
145-3.550.4.4300 H/M - INTEREST EARNED	1,265	2,239	1,330	1,000	622	600	800
TOTAL REVENUES	376,691	418,190	326,321	401,500	188,199	206,600	301,300
EXPENDITURES							
SALARIES & WAGES							
145-4.550.1.6010 H/M - SALARIES	17,266	18,648	20,644	18,600	12,796	19,000	19,400
145-4.550.1.6020 H&M - PART TIME SALARIE	6,906	4,649	54	6,350	0	6,350	5,550
145-4.550.1.6040 H&M - OVERTIME SALARIES	0	0	143	0	1,060	1,060	150
145-4.550.1.6050 H&M - TEMP PAY TEMP AGENCY	6,153	2,200	5,617	7,000	9,034	18,000	20,000
TOTAL SALARIES & WAGES	30,325	25,498	26,458	31,950	22,890	44,410	45,100
EMPLOYEE BENEFIT COSTS							
145-4.550.1.6110 H&M - FICA	1,777	1,690	1,488	2,350	897	1,460	1,922
145-4.550.1.6130 H&M - IPERS	1,629	1,931	1,472	1,750	1,161	1,795	2,465
TOTAL EMPLOYEE BENEFIT COSTS	3,406	3,621	2,961	4,100	2,058	3,255	4,387
STAFF DEVELOPMENT							
145-4.550.1.6210 H&M - DUES, MBRSPS	1,120	1,142	1,165	2,000	0	2,000	2,000
TOTAL STAFF DEVELOPMENT	1,120	1,142	1,165	2,000	0	2,000	2,000
CONTRACTUAL SERVICES							
145-4.550.2.6413 H&M - PYMT TO OTHER AGE REBATE TO GRINNELL CTR LLC	13,083	75,843	54,257	75,000	0	15,000	35,000
145-4.550.2.6421 H&M - CONSULTATION & PR	350	0	32,506	0	0	0	0
TOTAL CONTRACTUAL SERVICES	13,433	75,843	86,763	75,000	0	15,000	35,000
COMMODITIES							
145-4.550.2.6508 H&M - POSTAGE AND SHIPP	0	0	0	50	0	50	50
145-4.550.2.6513 H&M - MISC SUPP - TREES TREES/FLOWERS OTHER DWTN	5,790	14,841	12,478	7,000	16,340	25,000	25,000
145-4.550.2.6524 H&M - SPORTS AUTHORITY	0	0	0	0	0	0	0
145-4.550.2.6525 H&M - GAAC PROJECTS/DEV BEG RETIRING CONTRIBUTION PUBLIC ART INITIATIVE	14,951	13,040	10,616	15,000	0	7,500	7,500
145-4.550.2.6526 H&M - PROJ DEV/OTHER EX CBD RECRUITMENT DWTN ONLY EVENT RECRUITMENT/HOST	70,942	14,838	1,928	15,000	0	0	10,000
145-4.550.2.6527 H&M - FEES/OTHER EXP	31,585	37,391	32,970	41,150	731	700	12,000

CITY OF GRINNELL
 APPROVED BUDGET REPORT
 AS OF: MARCH 31ST, 2021

145-HOTEL/MOTEL TAX - SPC REV
 HOTEL/MOTEL PROMOTION

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2021-2022 APPROVED BUDGET
CVB SERVICES							0
PROJECTS/PROMOTIONS							9,300
OTHER PROMOTIONS, MTGS ETC							2,000
MUSIC LICENSE FEE							700
145-4.550.2.6528 H&M - MINI-GRANT AWARDS	0	1,500	1,500	5,000	0	0	0
145-4.550.2.6529 H&M - GRINNELL FIREWORK	12,000	12,500	0	13,000	0	13,000	13,500
145-4.550.2.6530 H&M - FIRE CONVENTION	0	20,000	20,000	0	0	0	0
2ND YEAR CONTRIBUTION							0
TOTAL COMMODITIES	<u>135,269</u>	<u>114,110</u>	<u>79,491</u>	<u>96,200</u>	<u>17,071</u>	<u>46,250</u>	<u>68,050</u>
CAPITAL OUTLAY							
145-4.550.3.6727 H&M - PROJECTS	0	46,013	68,443	43,800	4,494	10,000	10,000
CENTRAL EVENTS/ENTERTAINMENT							5,000
HOLIDAY LGTS (CENTRAL PARK)							5,000
HWY 146 ENHANCEMENTS							0
TOTAL CAPITAL OUTLAY	<u>0</u>	<u>46,013</u>	<u>68,443</u>	<u>43,800</u>	<u>4,494</u>	<u>10,000</u>	<u>10,000</u>
TOTAL EXPENDITURES	<u>183,553</u>	<u>266,228</u>	<u>265,281</u>	<u>253,050</u>	<u>46,512</u>	<u>120,915</u>	<u>164,537</u>
REVENUE OVER/ (UNDER) EXPENDITURES	193,138	151,962	61,040	148,450	141,686	85,685	136,763

CITY OF GRINNELL
 APPROVED BUDGET REPORT
 AS OF: MARCH 31ST, 2021

145-HOTEL/MOTEL TAX - SPC REV
 TRANSFER

	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- REESTIMATED BUDGET	2021-2022 APPROVED BUDGET
<u>REVENUES</u>							
145-3.910.4.4830 H/M - TRANS IN (INTERNA	0	0	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0	0	0
<u>EXPENDITURES</u>							
<u>TRANSFERS</u>							
145-4.910.5.6911 H&M - TRANSFER	198,292	132,961	238,452	122,500	0	112,500	142,500
GEN FUND TRANS							37,500
EMS - 001							25,000
VETERANS MEMORIAL BLDG- 002							25,000
SPORTS AUTHORITY - 009							25,000
COMMUNITY DEVELOP SVCS - 105							30,000
TOTAL TRANSFERS	<u>198,292</u>	<u>132,961</u>	<u>238,452</u>	<u>122,500</u>	<u>0</u>	<u>112,500</u>	<u>142,500</u>
TOTAL EXPENDITURES	<u>198,292</u>	<u>132,961</u>	<u>238,452</u>	<u>122,500</u>	<u>0</u>	<u>112,500</u>	<u>142,500</u>
REVENUE OVER/ (UNDER) EXPENDITURES	(198,292)	(132,961)	(238,452)	(122,500)	0	(112,500)	(142,500)
FUND TOTAL REVENUE	376,691	418,190	326,321	401,500	188,199	206,600	301,300
FUND TOTAL EXPENDITURES	<u>381,845</u>	<u>399,189</u>	<u>503,733</u>	<u>375,550</u>	<u>46,512</u>	<u>233,415</u>	<u>307,037</u>
REVENUE OVER/ (UNDER) EXPENDITURES	(5,153)	19,001	(177,412)	25,950	141,686	(26,815)	(5,737)

*** END OF REPORT ***

Gentile, Christopher

From: Ann Wingerter <AWingerter@grinnelliowa.gov>
Sent: Tuesday, November 24, 2020 2:28 PM
To: Gentile, Christopher
Cc: Russ Behrens
Subject: Banner Quote

Christopher,

A quote we received for the banners is below. Based on the quote – 90 x \$137 = \$12,330 plus shipping cost.

(90) Pole Banner Screen Print Sunbrella (30) each image 24" x 70" Custom double sided screen-printed image on marine acrylic fabric. (5) spot color(s) printed on sunbrella. Fabrication to include 3.5" pole sleeve top and bottom and #2 grommets at pole sleeve hems.
\$137.00ea. plus shipping.

Kindly~
Kristina Kullberg
Sales and Marketing Manager
877.974.3205
northernlightsdisplay.com

Ann

Ann Wingerter CMC, ICMC
City Clerk/Finance Director
City of Grinnell
641-236-2601
Fax: 641-236-2626
www.grinnelliowa.gov



Quote No. IOWA 90908-01

February 22, 2021

Page 1 of 2



Customer City of Grinnell
Location Primary Location
Reference Downtown Banner Replacements

Bill to
City of Grinnell
Mr. Russ Behrens
520 4th Avenue
Grinnell, IA 50112
US
T: 641-236-2600
F: 641-236-2626
M: 641-990-6372
Email: RBehrens@grinnelliowa.gov

Ship to
City of Grinnell
Mr. Russ Behrens
520 4th Avenue
Grinnell, IA 50112
US
T: 641-236-2600
F: 641-236-2626
M: 641-990-6372
Email: RBehrens@grinnelliowa.gov

Valid Until	04/10/2021	Revision Date	02/22/2021	Lead Time	7 - 8 Weeks	SR	Ben Latimer
F.O.B.	Job Site	Revision No	1	Ship Method	Delivered	PM	Ronda Geurts
Terms	1/2 Deposit balance Net 30						
Estimator	Ben Latimer						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Sign Type E9.6	Sign Type E9.6: Exterior Pole Banners (Double Sided) 70"(h) x 24"(w) Sunbrella Fabric Banner with Digital Graphics (Design Layouts Included) Background Color: ASI Standard Graphics Color: ASI Standard Mounting: Allow for 3.5" pole sleeve top and bottom and #2 grommets at pole sleeve hems. Product Not Installed	90	Each	150.00	13,500.00

Subtotal	13,500.00
* Tax Exempt # On File	0.00
Total	13,500.00

Quote Valid Until: April 10, 2021

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by

02/22/2021
Date

Russell L. Behrens

Approved by

02/23/2021

Date

Russell L. Behrens

Print Name

continued on next page

Quote No. IOWA 90908-01

February 22, 2021

Page 2 of 2



Customer City of Grinnell
Location Primary Location
Reference Downtown Banner Replacements

Conditions

All pricing requires the customer provide final, usable, artwork in electronic form (i.e. Adobe illustrator file in outlines). Additional services for artwork touch-up or altering may incur additional charges.

ASI Signage Innovations (Latimer Associates, Inc.) will add a PROJECT CHANGE FEE on any order, project, or contract job whereby a material change to the product is requested after receipt of approved submittals & release to production. Overall charges will vary based on a case-by-case basis but it will be determined on materials & labor already consumed along with \$100 per hour for administrative time.

Lead times are defined as the period of time to complete fabrication and delivery of product. This time period follows final approval of all details required to make the product. Lead times do not include time for design services, approvals, price negotiations, message schedule development, location plan development, etc.

ASI will charge customers \$75 for each paint color (swatch) request and \$100 for digital print Ink color matching requests. This includes all of our standard colors along with any Pantone or CMYK color requests.

Pricing is based on exact quantities shown. Changes in services, quantities or delivery timeline may alter the per unit price.

This quotation is valid for 60 days from the date of its creation.

Final delivery dates are determined by ASI PROJECT MANAGEMENT. The final date is estimated upon receipt of the order via an electronic order acknowledgment, and finalized after the LAUNCH DATE.

Standard purchaser credit agreement applicable to all customers and projects.

A minimum order charge may apply and will be added to the final invoice.

RLB
02/23/2021

Ann Wingerter

From: Russ Behrens
Sent: Tuesday, February 23, 2021 8:35 AM
To: Wright, Lesley; Kendra Vincent; Kim Kolars; Ann Wingerter; Dan Agnew; Dorothy Spriggs; Dustin Smith; Jim White; Paul Nowasell; Rachel Kinnick; Sally Lang; Tom Cirks; Ann Wingerter
Cc: Monica St. Angelo; Tom Lacina (lacina@grinnelllaw.com)
Subject: Banners and Veterans Memorial Building
Attachments: DR 4557-IA- City of Grinnell- DI 407722 -Banner Quote.pdf

Good Morning,

We now have two quotes on replacement of the banners we lost to the August 2020 Derecho. Both quotes price 90 banners with the same materials and print options.

Northern Lights Display (quote attached)

90 banners @ \$137 each = \$12,330
Plus shipping = +\$200
Includes no design /art work assistance (+\$625 included in ASI bid)

Comparison Cost = **\$13,155**

ASI (see quote in link below)

90 banners @ \$150 each = **\$13,500**
No shipping charges.
Includes up to 5 hours design / art work assistance @\$125 per hour = \$625

The quote from ASI is \$345 higher than Northern Lights Display. I feel spending the additional \$345 with ASI is appropriate to have them produced locally. I did spend some time and effort trying to work with Total Choice Shipping and they did not have an option that would work for us (they only had vinyl banner options – not the material you all preferred).

Unless I hear otherwise from you, I am going to sign the quote from ASI and try to set up a discussion/design session for **Tuesday, March 9th at noon**. We will try to coordinate this with all of you so we can also hold a Hotel/Motel Tax Committee meeting.

The other item I need to have you consider and act on is the contribution from the HM Committee to the Veterans Memorial Building/Prairie Star Residency. We have tentatively approved a \$100,000 contribution as follows:

FY 21-22	\$25,000 (already included in the final draft of the FY 21-22 budget)
FY 22-23	\$35,000
FY 23-24	\$40,000 (this payment be available just as the project is wrapping up construction in July 2023 if all goes as planned)

I did stress that this \$100,000 contribution is in addition to the \$514,148 we have already invested in the renovation of the Veterans Memorial Building for items such as the storm water drainage system, patio rebuild, parking, asbestos abatement, and installation of utility service lines. The total contribution coming from city sources will be \$614,148. This does not include any funding from the tax levy approved by the voters which will be \$123,000 in FY 21-22.

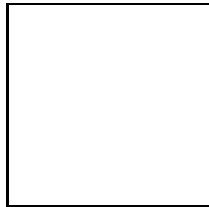
They are approaching some other possible contributors/grantors and the fundraising group would like to have this approved formally so they can talk about the city donation.

If we need to include anything else to the possible 3-9-21 agenda please let me know.

Thanks.

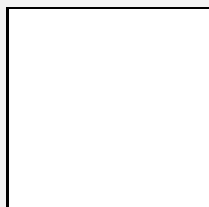
Russell L. Behrens
Grinnell City Manager
520 4th Avenue
Grinnell, Iowa 50112
rbehrens@grinnelliowa.gov
Office: 641-236-2600
Cell: 641-990-6372
www.grinnelliowa.gov

From: Ben Latimer <no.reply@asisignage.com>
Sent: Monday, February 22, 2021 2:10 PM
To: Russ Behrens <RBehrens@grinnelliowa.gov>
Subject: Signage Quote for Approval - Banners



E-Quote for City of Grinnell
Downtown Banner Replacements

Review and Approve Quote IOWA-90908-1



Prepared by

Ben Latimer

ben.latimer@asisignage.com

641-236-6680 ext 1006

February 22, 2021 02:09 PM

Russ,

Got you covered. . . .

Thank you for considering ASI Signage Innovations for your signage needs.

Please see the **Review and Approve** link above to view the quote. If all looks good please click the **Sign and Approve** button at the bottom of the page.

Thank you again for the opportunity to work with you on this upcoming project.

Sincerely,

Ben Latimer

Director of Digital Media

ASI Signage Innovations

1219 Zimmerman Drive

Grinnell, IA 50112

P: 641-236-6616 x1006

D: 641-236-6680

F: 866-663-4362

M: 641-821-0336

ben.latimer@asisignage.com

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