



GRINNELL CITY COUNCIL SPECIAL SESSION MEETING  
THURSDAY, APRIL 16, 2020 AT 3:30 PM

VIA ZOOM

1. Roll Call
2. Perfecting And Approval Of Agenda
  - 2.A. Perfecting And Approval Of Agenda

Documents:

[04.16.20 - AGENDA - COUNCIL.PDF](#)

3. Public Hearing

Documents:

[MAXHEARINGNOTICE.PDF](#)

4. Consider Resolution Approving FY 2021 Maximum Property Tax Dollars. (See Resolution No. 2020-63).

Documents:

[RESOLUTION NO. 2020-63 - CITY MAX LEVY RESOLUTION.PDF](#)  
[FY21\\_MAX\\_LEVY\\_HEARING\\_NOTICE\\_5 REVISED.PDF](#)

5. Consider Resolution Setting The Public Hearing On The Budget Estimate For FY21 Beginning July 1, 2020 And Ending June 30, 2021 (See Resolution No. 2020-64).

Documents:

[RES NO 2020-64 - RES SETTING BUDGET HEARING FOR FY21.PDF](#)  
[FY21\\_CITYBUDGET.PDF](#)

6. Consider Offer From Grinnell College To Provide Housing To Certain City Employees During The COVID-19 Pandemic

Documents:

[GRINNELL COLLEGE HEALTHCARE HOUSING -ACKNOWLEDGEMENT LETTER CITY OF GRINNELL.PDF](#)  
[FACILITIES USE AGREEMENT - HEALTH CARE WORKERS.PDF](#)

7. Inquiries
8. Adjournment



GRINNELL CITY COUNCIL SPECIAL SESSION MEETING  
**THURSDAY, APRIL 16, 2020 at 3:30 P.M.**  
VIA ZOOM

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Join Zoom Meeting

<https://zoom.us/j/501026966?pwd=ZlgyMEtIV3RXVVIwOE82REsrTnVKUT09>

Meeting ID: 501 026 966

Password: 018983

One tap mobile

+13126266799,,501026966#,,#,018983# US (Chicago)

+19292056099,,501026966#,,#,018983# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 501 026 966

Password: 018983

Find your local number: <https://zoom.us/u/ab3jby06N>

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***TENTATIVE AGENDA***

- 1) Roll Call:
- 2) Perfecting and Approval of Agenda:
- 3) Public Hearing: Regarding Proposed Property Tax Levy.
- 4) Consider resolution approving FY 2021 maximum property tax dollars. (See Resolution No. 2020-63).
- 5) Consider resolution setting the public hearing on the budget estimate for FY21 beginning July 1, 2020 and ending June 30, 2021 (See Resolution No. 2020-64).
- 6) Consider offer from Grinnell College to provide housing to certain city employees during the COVID-19 pandemic.
- 7) Inquiries:
- 8) Adjourn

<b>CITY NAME</b> Grinnell	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> <b>Fiscal Year July 1, 2020 - June 30, 2021</b>	<b>CITY CODE</b> 79-745
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 04/16/2020	<b>Meeting Time:</b> 3:30 p.m.	<b>Meeting Location:</b> Council Chambers, City Hall, 520 4th Ave and via Zoom
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> www.grinnelliowa.gov		<b>City Telephone Number:</b> 641-236-2600		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax 2019/2020</b>	<b>Budget Year Effective Property Tax 2020/2021**</b>	<b>Budget Year Proposed Maximum Property Tax 2020/2021</b>	<b>Annual % CHG</b>
Regular Taxable Valuation	1 270,446,876	290,772,824	290,772,824	
<b>Tax Levies:</b>				
Regular General	2 \$2,190,620	\$2,190,620	\$2,355,260	
Contract for Use of Bridge	3 \$0	\$0	\$0	
Opr & Maint Publicly Owned Transit	4 \$0	\$0	\$0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0	\$0	
Opr & Maint of City-Owned Civic Center	6 \$0	\$0	\$0	
Planning a Sanitary Disposal Project	7 \$0	\$0	\$0	
Liability, Property & Self-Insurance Costs	8 \$165,000	\$165,000	\$167,459	
Support of Local Emer. Mgmt. Commission	9 \$0	\$0	\$0	
Emergency	10 \$73,021	\$73,021	\$78,509	
Police & Fire Retirement	11 \$341,350	\$341,350	\$386,990	
FICA & IPERS	12 \$265,000	\$265,000	\$273,161	
Other Employee Benefits	13 \$646,260	\$646,260	\$675,436	
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$3,681,251	\$3,681,251	\$3,936,815	<b>6.94%</b>
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$13.61173	\$12.66023	\$13.53914	

Explanation of significant increases in the budget:

Regular General Levy and Emergency Levy revenue have increased due to the Regular Taxable Valuation Increase. Police & Fire Retirement has increased due to an increase in employer contribution from 24.41% to 25.31% and because FY20 was underestimated. Other Employee Benefits has increased due to an expected increase in Medical Insurance rates.

If applicable, the above notice also available online at:

City of Grinnell website, City of Grinnell Facebook page, and City of Grinnell Twitter account.

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

**RESOLUTION NO. 2020-63**

**RESOLUTION APPROVING FY 2021 MAXIMUM PROPERTY TAX DOLLARS.**

WHEREAS, the City Council of the City of Grinnell have considered the proposed FY 2021 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or social media accounts,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on April 16, 2020,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Grinnell that the maximum property tax dollars for the affected tax levies for FY 2021 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$3,936,815.

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2021 represents an increase of greater than 102% from the Maximum Property Tax dollars requested for FY 2020.

Roll Call Vote:

Wray -

White -

Bly -

Davis -

Gaard -

Passed and approved this 16<sup>th</sup> day of April 2020.

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Dan F. Agnew, Mayor

ATTEST:

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Annmarie Wingenter, City Clerk/Finance Director

<b>CITY NAME</b>	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b>	<b>CITY CODE</b>
Grinnell	Fiscal Year July 1, 2020 - June 30, 2021	79-745

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b>	<b>Meeting Time:</b>	<b>Meeting Location:</b>
04/16/2020	3:30 p.m.	Council Chambers, City Hall, 520 4th Ave and via Zoom

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b>		<b>City Telephone Number:</b>		
www.grinnelliowa.gov		641-236-2600		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax</b>	<b>Budget Year Effective Property Tax</b>	<b>Budget Year Proposed Maximum Property Tax</b>	<b>Annual % CHG</b>
	<b>2019/2020</b>	<b>2020/2021**</b>	<b>2020/2021</b>	
Regular Taxable Valuation	1 270,446,876	290,772,824	290,772,824	
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Explanation of significant increases in the budget:

Regular General Levy and Emergency Levy revenue have increased due to the Regular Taxable Valuation Increase. Police & Fire Retirement has increased due to an increase in employer contribution from 24.41% to 25.31% and because FY20 was underestimated. Other Employee Benefits has increased due to an expected increase in Medical Insurance rates.

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RESOLUTION NO. 2020-64

RESOLUTION SETTING THE PUBLIC HEARING ON THE BUDGET ESTIMATE FOR FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

WHEREAS, the budget estimate summary of proposed receipts and expenditures has been prepared.

WHEREAS, the estimated total tax levy per \$1,000 valuation on regular property is \$14.83076; and

WHEREAS, the estimated tax levy rate per \$1,000 valuation on agricultural land is \$3.00375.

NOW, THEREFORE, the City Council of the city of Grinnell does hereby set April 30, 2020 as the public hearing on the budget estimate and directs the City Clerk to publish the notice of the same according to law.

PASSED AND APPROVED THIS 16th day of April 2020.

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DAN F. AGNEW, MAYOR

ATTEST:

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ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

## NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

City of Grinnell, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall, 520 4th Ave  
 on 03/16/2020 at 7:00 PM  
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.  
 Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,  
 City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . . . \$ 14.83076  
 The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

641-236-2600  
 phone number

Annmarie Wingerter  
 City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-estimated FY 2020	Actual FY 2019
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	4,324,749	4,019,405	4,034,947
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>4,324,749</b>	<b>4,019,405</b>	<b>4,034,947</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,655,934	2,630,972	2,218,739
Other City Taxes	6	2,580,052	2,485,523	2,417,033
Licenses & Permits	7	4,050	5,550	8,132
Use of Money and Property	8	154,942	188,342	419,731
Intergovernmental	9	2,539,204	5,951,754	10,299,610
Charges for Fees & Service	10	6,328,555	6,139,389	5,608,071
Special Assessments	11	0	0	0
Miscellaneous	12	1,902,766	1,677,627	2,256,455
Other Financing Sources	13	685,000	4,125,120	425,000
Transfers In	14	4,746,035	5,650,296	7,070,256
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>25,921,287</b>	<b>32,873,978</b>	<b>34,757,974</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	2,570,594	2,405,600	2,200,218
Public Works	17	1,594,184	1,546,315	2,577,929
Health and Social Services	18	2,000	2,000	1,000
Culture and Recreation	19	1,595,939	1,579,224	1,413,003
Community and Economic Development	20	1,437,301	1,265,818	889,832
General Government	21	2,253,877	2,170,304	2,161,103
Debt Service	22	2,560,956	2,642,914	2,541,716
Capital Projects	23	2,208,522	6,882,699	5,491,243
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>14,223,373</b>	<b>18,494,874</b>	<b>17,276,044</b>
Business Type / Enterprises	25	6,044,697	9,503,671	11,554,025
<b>Total ALL Expenditures</b>	<b>26</b>	<b>20,268,070</b>	<b>27,998,545</b>	<b>28,830,069</b>
Transfers Out	27	4,746,035	5,650,296	7,070,256
<b>Total ALL Expenditures/Transfers Out</b>	<b>28</b>	<b>25,014,105</b>	<b>33,648,841</b>	<b>35,900,325</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>907,182</b>	<b>-774,863</b>	<b>-1,142,351</b>
Beginning Fund Balance July 1	30	12,189,936	12,964,799	14,107,150
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>13,097,118</b>	<b>12,189,936</b>	<b>12,964,799</b>



# Grinnell College

## Office of Community Enhancement and Engagement

Goodnow Hall  
1118 Park Street  
Grinnell, IA 50112

Office: 641-269-3900

Fax: 641-269-4330

communityenhance@grinnell.edu

[grinnell.edu](http://grinnell.edu)

Dear Russ,

### **Re: Alternate Housing for Healthcare Workers**

Grinnell College and Hotel Grinnell are working together to offer emergency housing to our community health care workers working the front lines of this COVID-19 pandemic.

#### **Purpose and Usage**

We know it is imperative to keep everyone safe and we are glad to be able to offer this alternative housing for active staff with possible exposure who have vulnerable people at home (e.g., elderly, ill, or newborn). Rooms will be assigned on a first come, first serve basis. Sharing of rooms will not be allowed.

To simplify housekeeping, rooms may be reserved for periods of no fewer than 4 days. Rooms will be cleaned at the end of each stay. Housekeeping will not be provided during the stay.

To help prevent further contagion, this housing is not intended for those who are already ill and are required to self-isolate. *To protect our staff and college community, anyone who is currently experiencing symptoms of COVID-19 will immediately notify you (as representative of your organization) as well as Rachel Bly at [bly@grinnell.edu](mailto:bly@grinnell.edu) at Grinnell College and vacate the premises.*

#### **Cost – Terms of Charitable Donation**

This alternative housing is being offered at no cost to City of Grinnell or the employee. In furtherance of its ongoing commitment to support the community, Grinnell College is donating the use of facilities and resources to City of Grinnell. Because of its duty to safeguard the assets of Grinnell College, Grinnell College asks City of Grinnell to execute the attached Facilities Use Agreement. In recognition of the charitable motives embodied in this arrangement, the Facilities Use Agreement is hereby modified as follows:

- There is no fee, proposal or estimated cost associated with this donation.
- There is no required deposit or payment.
- There are no late fees or service charges associated with this donation.

The requirements set forth in the Agreement, including the provisions related to liability, damage, and loss remain in full force and effect. City of Grinnell understands and agrees it is responsible for ensuring this charitable arrangement fully complies with any governmental, regulatory, professional and commercial standards or rules that may apply to the subject of this donated space and resources. City of Grinnell agrees it will defend and indemnify Grinnell College and Hotel Grinnell from any claim asserted by any City of Grinnell employee utilizing alternative housing.

#### **Process – For City of Grinnell**

If you envision having your employees take advantage of this opportunity, we ask that you please provide a list of those employees that you would approve for alternate housing during this time. We are attaching a contract for you to sign and return to Rachel Bly at [bly@grinnell.edu](mailto:bly@grinnell.edu). We also ask that you provide contact information for one person in your organization that we can communicate with about this process:



# Grinnell College

## Office of Community Enhancement and Engagement

Goodnow Hall  
1118 Park Street  
Grinnell, IA 50112

Office: 641-269-3900  
Fax: 641-269-4330

communityenhance@grinnell.edu  
[grinnell.edu](http://grinnell.edu)

### Organization Information

Name of Organization making request:  
Organization's main contact name:  
Main contact name Cell Number:  
Name of person signing contract:

### **Process – For Your employees**

Individual approved employees can make reservations directly with Grinnell College's Office of Conference Operations and Events on an as-needed basis.

A. To make a reservation, please have interested employees email: Britta Meints at [calendar@grinnell.edu](mailto:calendar@grinnell.edu) with the following information:

1. Location Preference (1<sup>st</sup> choice, 2<sup>nd</sup> choice):  
\_\_\_\_\_Grinnell College Campus \_\_\_\_\_Hotel Grinnell
2. Guest Name (please print):
3. Check-in Date:
4. Check-out Date:  
(If stay needs to be extended, please contact Britta)
5. Guest Cell Number:
6. Guest E-mail Address:

B. After receiving the request, Grinnell College and/or Hotel Grinnell will follow-up with the employee directly with an individual agreement and information on how/where to pick up the keys.

### **Next Steps**

If you intend to make use of this housing for your employees, please:

1. Sign and return this letter of acknowledgement
2. Sign and return the attached contract
3. Send a list of approved employees we would expect to hear from to: Britta Meints at [calendar@grinnell.edu](mailto:calendar@grinnell.edu)

Thank you for all you are doing to help fight this pandemic. We're glad to be able to support your efforts.

Monica Chavez-Silva  
AVP Community Enhancement & Engagement



# Grinnell College

## Office of Community Enhancement and Engagement

Goodnow Hall  
1118 Park Street  
Grinnell, IA 50112

Office: 641-269-3900  
Fax: 641-269-4330

communityenhance@grinnell.edu  
[grinnell.edu](http://grinnell.edu)

### Acknowledgement

On behalf of City of Grinnell our organization agrees to the terms of this agreement and attached contract.

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Authorized Representative (Printed Name)

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Title

---

Signature of Authorized Representative

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Date



Facilities Use Agreement

Please review and complete this contract carefully, then sign and return with your deposit.

By this agreement, the Client does contract with Grinnell College, hereafter referred to as the College, to use the College facilities. Please return this agreement to:

Conference Operations – Grinnell College
1115 8th Avenue
Grinnell, IA 50112.
Fax: 641-269-4650 calendar@grinnell.edu

Event Reference Number: NA (Supplied by Grinnell College)

Date(s) of Event: Beginning April 6

Anticipated Attendance:

Name of Organization/Client:

Is your organization sales tax exempt? Yes No (If yes, please include a copy of your tax exemption certificate for our records. This is required by law If you have previously sent this, we have it on file.)

Non-profit 501(c)3 # (if applicable):

Authorized Contact Person:

Address:

Phone: e-mail:

Name of Event: Health care worker Housing

Time Event is to Begin: NA Time Event to End: NA

Time Set up is to Begin: NA Time cleanup will be completed: NA

The Client agrees to abide by the policies and conditions outlined in this contract.

The Client agrees to designate one person to be in charge while at the College. This person in charge must be present during the entire event and ensure that all items brought in by the Client are removed after the event. If different from the Authorized Contact Person, please include the name of the person in charge during the event:

Person in charge during the event:

Phone: e-mail:

The fee for facilities rental at Grinnell College is outlined on your Proposal/Estimate.

The Client agrees to pay 25% of the Proposal/Estimate or \$250, whichever is least, upon signing this contract as a non-refundable deposit. The balance is due upon receipt of your invoice. Checks should be made payable to Grinnell College.



## Facilities Use Agreement - Continued

**Catering:**

Grinnell College Catering reserves the Right of First Refusal. All Clients desiring food at their event must consult with Grinnell College Catering. If Grinnell College Catering is unable or unwilling to cater the event, the Client may hire an external caterer. Contact catering at 641-269-3665 or catering@grinnell.edu.

**Capacity:**

The Client agrees to ensure that fire code will not be exceeded in any space at any time. Standard capacity has been listed on the Proposal/Estimate. Fire code capacity is often far greater than standard capacity. If there is a concern, please contact Conference Operations for official fire code capacity.

**Parking:**

Clients and their guests may park in any Student, Faculty/Staff or Visitor Parking during the hours of the event. (Student or Visitor Parking is preferred.) In the event that a guest should receive a ticket from Campus Security, the ticket should be returned to Grinnell College Conference Operations for waiving. Guests may NOT park in spaces designated for Dining Services, Health Services, Facilities or Delivery vehicles, or areas marked as No Parking. Guests doing so may be asked to relocate or be ticketed accordingly. Handicapped Parking is available near every building, and is governed by the laws of the State of Iowa. Any ticket issued by the Grinnell Police Department is not governed by this agreement.

**Internet:**

The Guest Wifi is available to all guests of the College. You will need to log-in every 24 hours.

**Smoking:**

In accordance with state law, all Grinnell College buildings and grounds are smoke-free.

**Liability:**

The Client assumes liability for loss or damage to College property that results from its use of facilities, and agrees to hold the College harmless for loss or damage to the persons or property of its members or guests while at the College.

**Cancellation Policy:**

If the event must be postponed, any deposits/payments will apply to the later date if rescheduled by the Client within two (2) months from the original date. If the event is cancelled, all non-refundable deposits will be forfeited by the Client and any actual costs incurred by the College (e.g. purchased food, items rented from a third party) will be invoiced to the Client. Any advance payments above and beyond the required deposit will be refunded, unless needed to cover actual costs. Postponement and/or cancellation must be in writing or email from the Authorized Contact Person.

**Employee Payment Policy**

Grinnell College employees have a special responsibility to keep the College accounts in balance. If an employee uses a campus space or services for personal use and incurs a fee, the employee is required to pay the balance in full or set up a payment plan within 60 days of the original invoice date. If this has not occurred by 60 days of the issue date, Grinnell College reserves the right to subtract the balance from the employee's wages. Grinnell College may also exercise this right when an employee fails to make two consecutive payments on the approved payment plan.

**I certify that I have read, understood, and hereby accept the conditions set forth in this contract.**

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Authorized Contact Person

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Date