



Grinnell Hotel and Motel Tax Committee
Tentative Agenda
Tuesday, May 25, 2021
12:00 pm
Via Zoom

Join Zoom Meeting

<https://zoom.us/j/99166096013?pwd=MGJvajiKOGNiUXN6WWdXdjd4RExSdz09>

Meeting ID: 991 6609 6013

Passcode: 462834

One tap mobile

+13126266799,,99166096013#,,,,*462834# US (Chicago)

+19292056099,,99166096013#,,,,*462834# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 991 6609 6013

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Find your local number: <https://zoom.us/j/99166096013?pwd=MGJvajiKOGNiUXN6WWdXdjd4RExSdz09>

Roll Call:

Cirks __ Lang __ Nowasell __ Smith __ Spriggs __ White __ Wright __

1. Call Meeting to Order
2. Approve Agenda
3. Approve minutes from March 16, 2021 and unofficial (no quorum) minutes from April 27, 2021.
4. Monthly Budget Report
 - Current Hotel/Motel Tax Fund Balance - \$108,390.66
 - Review Hotel/Motel Tracking Revenue
5. Approve Bills

- Crowd Control Warehouse (Streatery Barricades) \$3,073.53

6. Consider finalizing downtown banners design.
7. Discuss Veteran's Memorial Building naming opportunities due to contribution made by the Committee.
8. Discuss meeting in person, continuing via Zoom, or a combination of both.
9. Inquiries
10. Adjournment

Grinnell Hotel and Motel Tax Committee

Minutes

Tuesday, March 16, 2021

Via Zoom

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

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

Also present were Mayor Agnew, Ben Latimer, Ashley LaRue, Monica St. Angelo, Russ Behrens, and Ann Wingerter.

1. Smith called the meeting to order at 12:10 p.m.
2. White made the motion, second by Lang to approve the agenda as presented.
AYES: All. Motion carried.
3. White made the motion, second by Lang to approve the minutes from January 26, 2021. AYES: All. Motion carried.
4. The monthly budget report was reviewed. No action was taken.
5. Lang made the motion, second by White to approve using ASI Sign Systems, Inc. to produce downtown banners. AYES: All. Motion carried.

Ben Latimer showed the committee several designs. The committee provided feedback on the designs. Updated designs will be provided for the next meeting. No action was taken.

6. Nowasell made the motion, second by Smith to approval of a total contribution of \$100,000 to the Prairie Star/Veteran's Memorial Project with the stipulation that the funds will not be available until after the Great Places grant proceeds are spent. The funding will be provided 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)

AYES: All. Motion carried.

7. There were no inquiries.
8. The meeting was adjourned at 12:40 p.m.

Respectfully submitted by
Ann Wingerter, Secretary for the Committee

Grinnell Hotel and Motel Tax Committee

Minutes

Tuesday, April 27, 2021

12:00 pm

<https://zoom.us/j/99483757301?pwd=UDd2N1MvR1ZDTEpPRk9sSVhmNIRwUT09>

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

Also present were Mayor Agnew, Ben Latimer, Ashley LaRue, Rachael Kinnick, Monica St. Angelo, Russ Behrens, and Ann Wingerter.

The meeting was not officially called to order due to a lack of quorum.

Those present reviewed the Monthly Budget Report and Hotel/Motel Tracking Revenue. No action was taken.

Nomination of new Chair and Vice Chair was discussed. No action was taken.

Downtown banners designs were reviewed. Feedback was provided and three options in yellow will be provided for further review. No action was taken.

Veteran's Memorial Building naming opportunities, due to contribution made by the Committee, were discussed. No action was taken.

Attendees left the meeting at 12:30 p.m.

Respectfully submitted by
Ann Wingerter, Secretary for the Committee

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							
145-3.550.2.4400 H/M - FEDERAL GRANT	0	0	0	0	9,248	9,248	9,248
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	5,579	5,579	5,579
145-3.550.4.4085 H/M - TAX DISTRIBUTION	373,206	399,590	320,185	400,000	187,176	216,776	216,776
145-3.550.4.4300 H/M - INTEREST EARNED	1,265	2,239	1,330	1,000	870	1,100	1,100
TOTAL REVENUES	376,691	418,190	326,321	401,500	202,872	232,703	232,703
EXPENDITURES							
SALARIES & WAGES							
145-4.550.1.6010 H/M - SALARIES	17,266	18,648	20,644	18,600	15,957	19,100	19,100
145-4.550.1.6020 H&M - PART TIME SALARIE	6,906	4,649	54	6,350	0	6,350	6,350
145-4.550.1.6040 H&M - OVERTIME SALARIES	0	0	143	0	1,060	1,060	1,060
145-4.550.1.6050 H&M - TEMP PAY TEMP AGENCY	6,153	2,200	5,617	7,000	9,034	18,000	18,000
TOTAL SALARIES & WAGES	30,325	25,498	26,458	31,950	26,051	44,510	44,510
EMPLOYEE BENEFIT COSTS							
145-4.550.1.6110 H&M - FICA	1,777	1,690	1,488	2,350	1,152	2,025	2,025
145-4.550.1.6130 H&M - IPERS	1,629	1,931	1,472	1,750	1,546	2,305	2,305
TOTAL EMPLOYEE BENEFIT COSTS	3,406	3,621	2,961	4,100	2,697	4,330	4,330
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	29,823	29,823
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	29,823	29,823
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	28,074	28,074
STEEL BARRICADES - STREATERY							3,074
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	14,951	13,040	10,616	15,000	0	7,500	7,500
PUBLIC ART INITIATIVE							5,000
145-4.550.2.6526 H&M - PROJ DEV/OTHER EX CBD RECRUITMENT DWTN ONLY	70,942	14,838	1,928	15,000	0	0	0
EVENT RECRUITMENT/HOST							0

CITY OF GRINNELL
 APPROVED BUDGET REPORT
 AS OF: MAY 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
145-4.550.2.6527 H&M - FEES/OTHER EXP	31,585	37,391	32,970	41,150	731	731	731
CVB SERVICES							0
PROJECTS/PROMOTIONS							0
OTHER PROMOTIONS, MTGS ETC							0
MUSIC LICENSE FEE							731
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	13,000
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>49,355</u>	<u>49,355</u>
CAPITAL OUTLAY							
145-4.550.3.6727 H&M - PROJECTS	0	46,013	68,443	43,800	4,783	10,000	10,000
CENTRAL EVENTS/ENTERTAINMENT							5,000
HOLIDAY LGTS (CENTRAL PARK)							5,000
HWY 146 ENHANCEMENTS							0
15 SNOWFLAKES - CBD							0
130 BANNERS							0
TOTAL CAPITAL OUTLAY	<u>0</u>	<u>46,013</u>	<u>68,443</u>	<u>43,800</u>	<u>4,783</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>50,602</u>	<u>140,018</u>	<u>140,018</u>
REVENUE OVER/ (UNDER) EXPENDITURES	193,138	151,962	61,040	148,450	152,270	92,685	92,685

CITY OF GRINNELL
 APPROVED BUDGET REPORT
 AS OF: MAY 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	112,500	112,500	112,500
GEN FUND TRANS							37,500
SPORTS AUTHORITY 009							25,000
EMS FUND - 001							50,000
INDOOR ACTIVITY CTR							0
TOTAL TRANSFERS	<u>198,292</u>	<u>132,961</u>	<u>238,452</u>	<u>122,500</u>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>
TOTAL EXPENDITURES	<u>198,292</u>	<u>132,961</u>	<u>238,452</u>	<u>122,500</u>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>
REVENUE OVER/ (UNDER) EXPENDITURES	(198,292)	(132,961)	(238,452)	(122,500)	(112,500)	(112,500)	(112,500)
FUND TOTAL REVENUE	376,691	418,190	326,321	401,500	202,872	232,703	232,703
FUND TOTAL EXPENDITURES	<u>381,845</u>	<u>399,189</u>	<u>503,733</u>	<u>375,550</u>	<u>163,102</u>	<u>252,518</u>	<u>252,518</u>
REVENUE OVER/ (UNDER) EXPENDITURES	(5,153)	19,001	(177,412)	25,950	39,770	(19,815)	(19,815)

*** END OF REPORT ***

Quarter	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
2nd	\$90,131.93	\$95,828.25	\$104,494.18	\$116,962.66	\$105,602.77	\$73,907.96
3rd	\$107,657.34	\$111,076.28	\$114,627.80	\$134,632.88	\$119,839.44	\$66,561.88
4th	\$73,517.99	\$71,656.90	\$71,773.33	\$85,062.86	\$58,992.57	\$46,706.31
1st	\$60,998.14	\$67,370.52	\$82,310.69	\$62,941.62	\$35,750.05	<i>\$29,600.04</i>
Total	\$332,305.40	\$345,931.95	\$373,206.00	\$399,600.02	\$320,184.83	\$216,776.19

3rd Quarter FY 20-21: July-August-September, this is traditionally the quarter with the highest revenue due to summer travel and Grinnell College students starting/returning. Grinnell College students are now primarily completing course work remotely and parents of students that did come to campus were encouraged not to come to Grinnell.

The COVID-19 pandemic hit in the final month of the FY 19-20 1st quarter, so we had two months with 'normal' activity and hotel stays. Even with two typical month's revenue for this quarter it decreased 43% from FY 18-19 to FY 19-20. FY 18-19 was an exceptional revenue year and revenue was likely going to be slightly lower in FY 19-20 even without COVID.

I predict revenue will be off 40% in FY 20-21 3rd quarter and 4th quarter. I predict revenue will be 80% for the 1st quarter FY 20-21 compared to FY 19-20.

The FY 19-20 budget revenue forecast \$433,300, actual revenue \$320,184.83 (-\$113,115.17).

The FY 20-21 budget revenue forecast \$401,500, re-estimated revenue \$216,776.19 (-\$184,723.81).

Cumulative revenue shortfall from downward trend after exceptional FY 18-19 revenue and COVID-19 pandemic impacts for FY 19-20 and FY 20-21 estimated to be \$297,838.98.

For 3rd Quarter FY 20-21 I had estimated \$71,903.66 and the actual collection is \$66,561.88 – a difference of -\$5,341.78 or -7.4%.

For 4th Quarter FY 20-21 I had estimated \$35,395.54 and the actual collection is \$46,706.31 – a difference of +\$11,310.77 or +32%. This is not as positive as it seems when compared to previous years. All indications are that even while other parts of the economy start to hit pre-pandemic levels, the hospitality industry make take years to reach those pre-pandemic levels.

Crowd Control Warehouse

1525 W Homer Street Suite 203
Chicago IL 60642
United States

Quote for #D22854 (05/24/21)

Item Details

Quantity	Item	Taxes	Part Number	Price
32 x	8.5 Ft. Heavy Duty Interlocking Steel Barricade - FLAT FEET / BLACK		CCW-01-019-00022	\$88.00
	<i>Color Options : BLACK</i>	\$0.00 IA STATE TAX		
	<i>Feet Options : FLAT FEET</i>	\$0.00 IA COUNTY TAX		
	<i>Additional Info : 8.5 Ft. Heavy Duty Interlocking Steel Barricade</i>	\$0.00 IA CITY TAX		

Payment Details

Subtotal price:	\$2,741.90
Includes discount "Bulk"	-\$74.10
Total tax:	\$0.00
Shipping:	\$331.63
Total price:	\$3,073.53
Total paid:	\$0.00
Outstanding Amount:	\$3,073.53

Shipping To

City of Grinnell
833 4th Ave PO#: 58651
Grinnell IA 50112
United States
Tel: +1 641-236-6555

Sold To

City of Grinnell
833 4th Ave PO#: 58651
Grinnell IA 50112
United States
Email: rachael@getintogrinnell.com

If you have any questions, contact us on sales@crowdcontrolwarehouse.com

If you are required to sign for your delivery, please check that all of your items are present and in good condition before signing. Your delivery driver is required to wait for you to unwrap and inspect your entire shipment before signing for your delivery. In the rare case that your items are either damaged or missing, please hold the driver and call us immediately upon

delivery in order to ensure a replacement or refund. If you cannot get in contact with a representative, please refuse the shipment or note the issues on the delivery paperwork. If you sign for an incomplete or damaged shipment without noting any issues on the paperwork, we cannot provide a refund or replacement.

Remit Payment To:

Crowd Control Warehouse LLC

1525 W Homer Street, Suite 203

Chicago, IL 60642

1. Prices and Payment. Unless otherwise quoted by Seller to Buyer, prices shall be those in effect at time of shipment. Balances that are not paid within thirty (30) days of the date of payment set forth in the terms of the invoice shall bear interest at the rate of five (5) percent per month until paid.
2. Taxes. Seller's prices are exclusive of any federal, state, or local tax, or any other tax or similar charge based upon or measured by the gross receipts from this purchase order. If Seller is required by applicable law or regulation to pay or collect any such tax, this amount will be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with an acceptable tax exemption certificate.
3. Currency. Unless otherwise expressly agreed in writing by Seller and Buyer, all fees shall be payable by Buyer in US dollars.
4. Method of Payment. Seller accepts payment methods of bank wire, Visa, MasterCard, Discovery, American Express, and check by mail.
5. Acceptance; Credit Check. All orders are subject to acceptance by Seller. Seller has the right to conduct a credit check of Buyer.
6. International Shipments. International shipments are likely to be subject to additional customs and/or duty fees that are not included in our shipping costs. Such costs will be billed directly to you by UPS or FedEx unless the buyer specifies a customs broker to handle the transaction. Buyer is responsible for all fees including but not limited to customs fees, duty fees and storage fees.
7. Return of Goods and Damaged Shipments. Please refer to "Shipping & Returns" terms at <https://www.crowdcontrolwarehouse.com/pages/shipping-returns>
8. Shortages. Claims for shortages, other than loss in transit, must be made in writing within five (5) days after receipt of shipment.
9. Warranties. Seller warrants that all products sold under this Purchase Order are free of any security interest and will be made available to Buyer subject to transferable warranties made to Seller by the manufacturer of such products. SELLER MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE.
10. Limitation of Liability. Buyer's remedies under this Purchase Agreement are subject to any and all limitations contained in the manufacturer's terms and conditions to Seller. Furthermore, Seller's liability to Buyer shall be limited to repairing or replacing the products, or refunding the purchase price of the products, at Seller's option. In any event, Seller shall not be liable for any indirect, consequential, special, incidental, and/or punitive damages of any kind or nature, or, without limiting the foregoing, for any lost profits.
11. Force Majeure. Seller shall not be responsible for delays or failures in performance, including delays in delivery, resulting from acts beyond Seller's control, including acts of God, strikes, lockouts, riots, acts of war, acts of terrorism, epidemics, fire, communication line failures, power surges or failures, natural disasters, or failure of its suppliers to timely ship or deliver.
12. Waiver. Seller's failure or neglect to enforce any of its rights under this agreement shall not be deemed to be a waiver of Seller's rights.

13. Modification. No terms and conditions other than those stated herein, and no agreement or understanding, oral or in writing, in any way purporting to modify these terms or conditions, shall be binding on Seller without the Seller's written consent. Any additional or different terms in Buyer's form are hereby deemed to be material alterations and notice of objection to them and rejection of them is hereby given.

14. Survival. If anyone or more of the provisions herein shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions of this agreement shall not be affected thereby.

15. Severability. If any of the terms herein are deemed invalid, void, or for any reason unenforceable, that condition shall be deemed severable and shall not affect the validity and enforceability of any remaining conditions.

16. Governing Law. This agreement, and all matters hereto, shall be governed by, and construed in accordance with, the laws of the State of Illinois (without giving effect to the choice of law principles thereof).

17. Disputes. Any dispute relating in any way to these terms shall be submitted to confidential arbitration in Illinois, except that, to the extent Buyer has in any manner violated or threatened to violate Seller's intellectual property rights, Seller may seek injunctive or other appropriate relief in any state or federal court in the state of Illinois, and Buyer consents to exclusive jurisdiction and venue in such courts. Arbitration under this agreement shall be conducted under the rules then prevailing of the American Arbitration Association. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this agreement shall be joined to an arbitration involving any other party subject to this agreement, whether through class arbitration proceedings or otherwise.

Ann Wingerter

From: Russ Behrens
Sent: Friday, April 16, 2021 8:47 AM
To: Ann Wingerter
Subject: FW: Naming opportunities
Attachments: Naming Opportunities Spreadsheet.xlsx

From: Tom Lacina <lacina@grinnelllaw.com>
Sent: Thursday, April 15, 2021 3:21 PM
To: Russ Behrens <RBehrens@grinnelliowa.gov>
Subject: Fwd: Naming opportunities

Sent from my iPhone

Begin forwarded message:

From: Nicole Brua Behrens <nicole@greaterpcf.org>
Date: April 15, 2021 at 2:16:05 PM CDT
To: Randall Hotchkin <sgthotch68@gmail.com>, Justin Tolan <jtolan@amperagefundraising.com>, Tom Lacina <lacina@grinnelllaw.com>, Tom Lacina <TomLacina@gmail.com>
Subject: RE: Naming opportunities

Randy, here is the listing of naming opportunities and which ones are spoken for. Thanks! N

-----Original Message-----

From: Randall Hotchkin <sgthotch68@gmail.com>
Sent: Thursday, April 15, 2021 1:39 PM
To: Justin Tolan <jtolan@amperagefundraising.com>; Tom Lacina <lacina@grinnelllaw.com>; Tom Lacina <tomlacina@gmail.com>; Nicole Brua Behrens <nicole@GreaterPCF.org>
Subject: Naming opportunities

All,

I've got a friend interested in donating and wants a naming opportunity. I told him they start at \$10k. What can we offer him?

Thanks,
Randy

Sent from my iPhone

Veterans Campaign**Naming Opportunities**

Flexible Artist Studio/Meeting Space, Level 1
Flexible Artist Studio/Meeting Space, Level 1
Flexible Artist Studio/Meeting Space, Level 1
Flexible Artist Studio/Meeting Space, Level 1
Flexible Artist Studio/Meeting Space, Level 1
9 x 10 Artist Studio Area
9 x 10 Artist Studio Area
9 x 10 Artist Studio Area
9 x 10 Artist Studio Area
9 x 10 Artist Studio Area
Residency Auxillary Room
Kitchenette/Coffee Room
Downstairs Office
Broad Street Entry
Artist Studio Apartment
Artist Studio Apartment
Artist Studio Apartment
Artist Studio Apartment
Double-Room Guest Residence
Elevator
Covered Exterior Studio Space
Kitchen
Display Wall, Level 2
Memorial Garden
Veteran Meeting Room
Terrace
Community Event/Gallery Space, Level 2
Entry & Lobby/Vestibule Veteran Display Area
Building

Naming Opportunities**Amount**

\$10,000
\$10,000
\$10,000
\$10,000
\$10,000
\$15,000
\$15,000
\$15,000
\$15,000
\$15,000
\$15,000
\$15,000
\$15,000
\$25,000
\$25,000
\$25,000
\$25,000
\$25,000
\$50,000
\$50,000
\$50,000
\$75,000
\$100,000
\$125,000
\$125,000
\$150,000
\$200,000
\$300,000
\$1,000,000

Donor Name

Hotchkin Family (Randy)
Raffety Family (Howard)
Dan and Joann Becker
GreenState Credit Union

Date Received

05/15/2019
09/18/2019
11/20/2019
01/28/2020