



Grinnell Hotel and Motel Tax Committee  
Tentative Agenda  
Tuesday, October 22, 2024

**12:00 pm**

2nd Floor Conference Room and Via Zoom

Roll Call:

Becker (Vice Chair) \_\_\_\_ Manatt \_\_\_\_ Nowasell \_\_\_\_ Smith \_\_\_\_ Spriggs \_\_\_\_ White \_\_\_\_  
Wright (Chair) \_\_\_\_

1. Call Meeting to Order
2. Approve Agenda
3. Approve minutes from June 25, 2024.
4. Monthly Budget Report
  - a. Current Hotel/Motel Tax Fund Balance - \$356,019.34
5. Consider request from the Grinnell Area Chamber of Commerce for \$10,000 for the redesign of their website.
6. Discuss Murals.
7. Discuss Billboards.
8. Inquiries
9. Adjournment



Grinnell Hotel and Motel Tax Committee

Tentative Agenda

Tuesday, June 25, 2024

**12:00 pm**

2nd Floor Conference Room and Via Zoom

<https://zoom.us/j/94294491420?pwd=pH3UWE2CALTKmMbXbsUnDYzeaFhYNd.1>

Roll Call: Becker (Vice Chair), Nowasell, Smith, Spriggs, White (via zoom), Wright (Chair). Absent: Manatt.

Also present were Kendra Vincent, Rachael Kinnick (vias zoom), Adrienne Hardin, Russ Behrens, and Alyssa Devig.

1. Wright called the meeting to order at 12:00 p.m.
2. Smith made the motion, seconded by Becker, to approve the agenda. AYES: 6-0. Motion carried.
3. Smith made the motion, seconded by Spriggs, to approve minutes from April 23, 2024. AYES: 6-0. Motion carried.
4. The monthly budget was reviewed. No action was taken.
5. Adrienne Hardin – Communication and Community Development Specialist, was introduced to the board.
6. Discussed the billboard locations and directed chamber staff to work on billboard content.
7. A motion was made by White, seconded by Smith to approve a request from the Grinnell Vintage Club for a mini-grant request in the amount of \$10,000.00 for live entertainment August 24, 2024. AYES: 5-0. Nowasell abstained. Motion carried.
8. There were no inquiries
9. Nowasell made the motion, seconded by Spriggs, to adjourn the meeting at 12:45 p.m. AYES: 6-0. Motion carried.

Respectfully submitted by:

Alyssa Devig, Deputy City Clerk



Grinnell, IA

# Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 10/31/2024

		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	Defined Budgets
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025 YE
<b>Fund: 145 - HOTEL/MOTEL TAX - SPC REV</b>								
<b>Department: 550 - HOTEL &amp; MOTEL PROMOTION</b>								
<b>Revenue</b>								
<a href="#">145-3.550.2.4780</a>	H/M - OTHER MISC REVENUES	5,000.00	5,745.48	6,910.00	6,907.38	5,000.00	0.00	5,000.00
<a href="#">145-3.550.4.4085</a>	H/M - TAX DISTRIBUTION	428,000.00	431,258.82	395,000.00	387,918.55	428,000.00	162,213.87	428,000.00
<a href="#">145-3.550.4.4300</a>	H/M - INTEREST EARNED	1,900.00	2,408.16	2,360.00	2,165.55	3,500.00	666.23	3,500.00
<a href="#">145-3.550.4.4305</a>	H/M - INT EARNED - IPAIT	0.00	0.00	14,000.00	13,207.48	9,000.00	4,063.25	9,000.00
	<b>Revenue Total:</b>	<b>434,900.00</b>	<b>439,412.46</b>	<b>418,270.00</b>	<b>410,198.96</b>	<b>445,500.00</b>	<b>166,943.35</b>	<b>445,500.00</b>
<b>Expense</b>								
<a href="#">145-4.550.1.6010</a>	H/M - SALARIES	20,500.00	23,825.25	22,985.00	25,051.47	22,830.00	6,641.66	22,830.00
<a href="#">145-4.550.1.6020</a>	H&M - PART TIME SALARIES	3,000.00	2,381.78	7,420.00	0.00	7,420.00	0.00	7,420.00
<a href="#">145-4.550.1.6040</a>	H&M - OVERTIME SALARIES	210.00	0.00	210.00	342.15	210.00	0.00	210.00
<a href="#">145-4.550.1.6050</a>	H&M - TEMP PAY	20,000.00	12,091.80	20,000.00	10,130.40	20,000.00	7,228.20	20,000.00
<a href="#">145-4.550.1.6110</a>	H&M - FICA	2,105.00	0.00	2,220.00	0.00	2,315.00	0.00	2,315.00
<a href="#">145-4.550.1.6130</a>	H&M - IPERS	2,600.00	0.00	2,870.00	0.00	2,860.00	0.00	2,860.00
<a href="#">145-4.550.1.6210</a>	H&M - DUES, MBRSPS	2,000.00	0.00	2,330.00	0.00	2,000.00	0.00	2,000.00
<a href="#">145-4.550.2.6413</a>	H&M - PYMT TO OTHER AGEN...	82,068.76	82,068.76	90,000.00	90,164.92	85,000.00	27,575.82	85,000.00
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>			<b>Units</b>	<b>Price</b>	<b>Amount</b>		
YE	GRINNELL CENTER REBATE			0.00	0.00	85,000.00		
<a href="#">145-4.550.2.6414</a>	H&M - MUSIC IN THE PARK	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00
<a href="#">145-4.550.2.6508</a>	H&M - POSTAGE AND SHIPPING	50.00	0.00	50.00	0.00	50.00	0.00	50.00
<a href="#">145-4.550.2.6513</a>	H&M - MISC SUPP - TREES/FL...	30,000.00	19,859.62	30,000.00	18,486.20	30,000.00	338.66	30,000.00
<a href="#">145-4.550.2.6524</a>	H&M - RAGBRAI	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
<a href="#">145-4.550.2.6525</a>	H&M - GAAC PROJECTS/DEV	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00
<a href="#">145-4.550.2.6526</a>	H&M - PROJ DEV/OTHER EXP	10,000.00	1,000.00	70,000.00	50,000.00	120,000.00	100,000.00	120,000.00

**Budget Report**

For Fiscal: 2024-2025 Period Ending: 10/31/2024

Defined Budgets

		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	2024-2025
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025 YE
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>			<b>Units</b>	<b>Price</b>	<b>Amount</b>		
YE	CBD RECRUITMENT DOWNTOWN ONLY			0.00	0.00	15,000.00		
YE	EVENT RECRUITMENT HOST			0.00	0.00	5,000.00		
YE	GRINNELL HISTORICAL MUSEUM			0.00	0.00	100,000.00		
<a href="#">145-4.550.2.6527</a>	H&M - FEES/OTHER EXP	12,000.00	2,829.15	11,300.00	1,932.50	11,300.00	435.00	11,300.00
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>			<b>Units</b>	<b>Price</b>	<b>Amount</b>		
YE	OTHER PROMOTIONS MEETINGS			0.00	0.00	2,000.00		
YE	PROJECTIONS/PROMOS			0.00	0.00	9,300.00		
<a href="#">145-4.550.2.6528</a>	H&M - MINI-GRANT AWARDS	1,875.00	6,875.00	2,500.00	1,562.00	2,500.00	10,000.00	2,500.00
<a href="#">145-4.550.2.6529</a>	H&M - GRINNELL FIREWORKS	18,000.00	18,000.00	20,000.00	18,000.00	20,000.00	0.00	20,000.00
<a href="#">145-4.550.3.6727</a>	H&M - PROJECTS	10,000.00	3,247.48	17,405.00	15,195.09	26,500.00	1,360.83	26,500.00
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>			<b>Units</b>	<b>Price</b>	<b>Amount</b>		
YE	BANNERS			0.00	0.00	5,000.00		
YE	BILLBOARDS			0.00	0.00	10,000.00		
YE	CENT EVENTS/ENTERTAINMENT			0.00	0.00	5,000.00		
YE	HOLIDAY LIGHTS (CENT PARK)			0.00	0.00	5,000.00		
YE	MURAL (GAAC PROJ)			0.00	0.00	1,500.00		
<b>Expense Total:</b>		<b>216,908.76</b>	<b>174,678.84</b>	<b>314,290.00</b>	<b>245,864.73</b>	<b>357,985.00</b>	<b>153,580.17</b>	<b>357,985.00</b>
<b>Department: 550 - HOTEL &amp; MOTEL PROMOTION Surplus (Deficit):</b>		<b>217,991.24</b>	<b>264,733.62</b>	<b>103,980.00</b>	<b>164,334.23</b>	<b>87,515.00</b>	<b>13,363.18</b>	<b>87,515.00</b>

**Budget Report**

For Fiscal: 2024-2025 Period Ending: 10/31/2024

Defined Budgets

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2024-2025 YE
<b>Department: 910 - TRANSFERS</b>								
<b>Revenue</b>								
<a href="#">145-3.910.4.4830</a>	H/M - TRANS IN	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00
	<b>Revenue Total:</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>								
<a href="#">145-4.910.5.6911</a>	H&M - TRANSFER	102,500.00	102,500.00	192,500.00	192,500.00	192,500.00	0.00	192,500.00
<b>Budget Detail</b>								
<b>Budget Code</b>	<b>Description</b>			<b>Units</b>	<b>Price</b>	<b>Amount</b>		
YE	COMM DEV - 105			0.00	0.00	30,000.00		
YE	EMS - 001			0.00	0.00	25,000.00		
YE	GEN FUND TRANS			0.00	0.00	37,500.00		
YE	VETERANS MONUMENT - 002			0.00	0.00	100,000.00		
	<b>Expense Total:</b>	<b>102,500.00</b>	<b>102,500.00</b>	<b>192,500.00</b>	<b>192,500.00</b>	<b>192,500.00</b>	<b>0.00</b>	<b>192,500.00</b>
	<b>Department: 910 - TRANSFERS Surplus (Deficit):</b>	<b>-77,500.00</b>	<b>-77,500.00</b>	<b>-192,500.00</b>	<b>-192,500.00</b>	<b>-192,500.00</b>	<b>0.00</b>	<b>-192,500.00</b>
	<b>Fund: 145 - HOTEL/MOTEL TAX - SPC REV Surplus (Deficit):</b>	<b>140,491.24</b>	<b>187,233.62</b>	<b>-88,520.00</b>	<b>-28,165.77</b>	<b>-104,985.00</b>	<b>13,363.18</b>	<b>-104,985.00</b>
	<b>Report Surplus (Deficit):</b>	<b>140,491.24</b>	<b>187,233.62</b>	<b>-88,520.00</b>	<b>-28,165.77</b>	<b>-104,985.00</b>	<b>13,363.18</b>	<b>-104,985.00</b>



August 26, 2024

Ann Wingerter  
City of Grinnell  
520 4th Avenue  
Grinnell, IA 50112

Dear Ann,

The Grinnell Area Chamber of Commerce is requesting \$10,000 from the Hotel/Motel Tax Committee to help assist in the development of a new website. As we continue to hear more feedback about the need for more communication channels in the community, we believe this will prove to be a good use of funds. Additionally, we have recently hosted a number of community listening/loyalty sessions in which it was consistently recommended that a significantly refreshed Chamber website would help the community and its visitors have more information about Grinnell, its businesses and activities.

Our team will be applying for a State of Iowa Tourism Grant for \$10,000, which requires a cash match. We would like to be able to share in our application that the City of Grinnell is willing to match, dollar for dollar, our grant request. We are currently working to seek proposals from professional firms who will help design and implement a new website, with plans to launch in 2025, which we anticipate to be nearly \$25,000. If you have any questions or need additional information, please feel free to contact me at [kendra@getintogrinnell.com](mailto:kendra@getintogrinnell.com) or call 641-236-6555. Thank you for your consideration of this request.

Regards,

Kendra Vincent  
Marketing & Event Coordinator  
Grinnell Area Chamber of Commerce