



**FINANCE & ADMINISTRATION SUB-COMMITTEE  
MEETING MINUTES  
Wednesday, October 23, 2019 - 7:30 AM  
West Des Moines City Hall – 4200 Mills Civic Parkway  
Council Chambers**

Present: Councilmember Russ Trimble, Councilmember Jim Sandager, City Manager Tom Hadden, Finance Director Tim Stiles, Deputy City Manager Jamie Letzring, Community and Economic Director Clyde Evans, Human Resources Director Jane Dodge, Budget Analyst Chris Hamlett, Business Development Coordinator Rachel Wacker, and Secretary Katie Johnson

Guests:           Mr. Mike DeKock, WDM Business Incubator Board Member           Item 1  
                      Mr. Geoff Wood, Gravitate Coworking                                    Item 1

Meeting was called to order at 7:43 AM.

**1.       West Des Moines Business Incubator**

Mr. Evans stated that the current 5-year operating agreement with Gravitate and the Business Incubator expires in 2020, and preliminary discussions have occurred regarding a new agreement. Mr. Evans is seeking input from the Councilmembers regarding the future direction of the Incubator.

He noted that the current agreement includes a condition that City is responsible for needed repairs to the building structure and systems and the tenants have mentioned a request to improve the restrooms and finish the garage area – including replacement of the overhead doors. Mr. Stiles mentioned that the overhead doors and garage finish were budgeted for replacement at one time, but the potential tenant agreement for that space was scrapped and the project did not move forward. City staff have also acknowledged that the restrooms are likely due for renovation.

Councilmembers voiced concerns regarding the performance of the tenants, specifically regarding lack of communication and lack of set objectives for the tenants. Mr. DeKock and Mr. Wood noted that they provide detailed quarterly activity reports via email but Councilmembers believed there were communication issues preventing the messages from being received. This could be addressed.

The Councilmembers were leery of another 5-year commitment. They suggested that certain performance measures could be incorporated into a new agreement, and if the measures were not achieved, the City could terminate the agreement with proper notice. The tenants were open to discussions on that concept, with the understanding that any agreed-to performance measures would be reasonable.

Mr. Evans also suggested it would be appropriate for the City to appoint a representative to the Incubator Board to help provide direction and ensure alignment with the 2036 Plan.

After considerable discussion, Councilmembers recommended that Mr. Wood and Mr. DeKock continue negotiations and planning with city staff to negotiate terms of a new agreement which would be beneficial to all parties. A draft agreement could be presented back to the Committee meeting in the near future.

## **2. Alluvion Urban Renewal Area Amendment #4 – Adding Land and Projects**

Ms. Wacker presented Amendment #4 to the Alluvion Urban Renewal Area. Staff has been working with both Wright Services and Allied construction to relocate their offices to this area and their new facilities would require additional water and street infrastructure. The amendment would articulate those projects.

Councilmembers supported Amendment #4 to the Alluvion Urban Renewal Area and recommended that it be placed on a future City Council agenda for consideration and approval.

## **3. Staff Updates**

None

## **4. Other Matters**

None

Meeting was adjourned at 8:54 AM.

Respectfully Submitted,

*Katie Johnson*

Katie Johnson  
Recording Secretary