



City Administrator & Staff Update

2024.12.20

- **Budget:** Reminder that the budget presentation is scheduled for January 20th and the first (all day) budget session is set for 9aam on January 29th.
- **Chamber Events:** Please see the attached information sheet on Chamber news, events and their calendar through May.
- **Art:** This past year, we had the honor of acquiring a stunning collection of watercolor works by the legendary Burlington artist Richard Beckman. We extend our heartfelt gratitude to the Beckman family for entrusting ACB with this extraordinary collection, which beautifully reflects Richard Beckman's deep love for this community. Yesterday, we installed several of these pieces, along with other local artworks, at the West Burlington City Hall. It's a powerful testament to how art can celebrate a sense of place, enrich public spaces, and connect all parts of this vibrant community we proudly call home. Next time you're at WB City Hall, we invite you to take a moment to connect with these paintings.
- **Trailhead:** Attached are some preliminary ideas or concepts that were discussed or used by the students to generate ideas and discussion and to help determine a path forward before putting their actual concept together for the committee. More of a natural yet modern concept for the park (my words). We had a good discussion with the students and left with some good feedback. Looking forward to their design work.
- **Iowa League:** FYI - Local Leaders Day at the Capitol, March 4, 2025. Here is the link with more details. <https://iowaleague.org/workshops-events/local-leaders-day/>.
- **Chamber Board:** Packet and minutes for 12/17 meeting are attached.
- **Interviews:** Interviews for the PD front desk position took place Thursday.
- **IISC:** Engineering presentations – We should receive final designs/reports within the next 30 days. I have copies of the three PowerPoint presentations and plan to post those to the website as well.
 - **Hawkeye Article:** https://www.mississippivalleypublishing.com/the_hawk_eye/u-of-i-students-present-plans-for-trails-housing-and-flooding-to-west-burlington-officials/article_14697094-be0f-11ef-80e5-2b6e3e790ce7.html
- **Water Project:** We will be holding the Spring Street project preconstruction meeting the week of January 6th.
- **City Council Wages:** Please see the attached ordinances regarding City Council wages as requested by Councilmember Johnson.
- **Leadership Class of 2024:** Happy Wednesday, I'm happy to announce that the Leadership Class of 2024 has chosen to move forward with the idea to get seasonal banners for

Downtown Burlington and West Burlington! We are excited to start planning this process, and a small committee from the Leadership class has come together to finalize the banner part of the project. We'd love to invite you all to a meeting at the Partnership office to discuss how to move forward and what the expectations are from both cities, and the Downtown design committee. We'll come prepared with the mockups that we have been working on. If you think of anybody else that should be a part of this discussion, please feel free to invite them! If this date doesn't work, let me know and we will try to find a date that works best for everyone. Mac Holford Events Manager, Young Professionals Director, Greater Burlington Partnership

IT (Newberry)

-  **Recycled old computers** from the basement.
-  **Replaced Chase's printer** and verified it is fully operational.
-  **Resolved issues** requiring the .NET Framework on computers for the Motorola Flex Police RMS system.
-  **Ordered parts to repair the Fire Department radio**—installation expected next week.
-  **Planning future Facebook posts** to boost community engagement.
-  **16 new sign-ups** for text messaging since our last Facebook post encouraging citizens to join our notify me!

Police/Fire (Logan)

- Conducted four interviews to date for the front desk position. One Additional interview to go. Good prospects.

Building (Crooks)

Building

1. Six permits have been reviewed and issued this week for various projects
2. A final inspection was completed on the last apartment building on Layne Drive.

Code Enforcement

1. No new nuisance notices were mailed out this week. With the recent ice storm, several properties have tree limbs and brush that have dropped into yards. I am allowing some time for property owners to clean up before sending notices.
2. One outstanding nuisance has not been completed and will be moving to abatement

Rental

1. Rental inspections were completed on 12 apartments at Nexus Development at 514 Layne Dr.
2. Rental Inspections were completed on 18 apartments at The Hawthorne Apartments at 701 Swan St. Most all will require re-inspections.

Misc.

1. I attended a zoom meeting regarding proposed VA Clinic
2. I attended the IISC Engineering Presentations at city hall

3. Spoke with property owner regarding building & rental code requirements
4. Spoke to commercial property owner regarding new electronic sign

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (06)

Other Activities

- Parks and Broadway Street trash and recycling
- Mowing parks and medians
- Service trucks and squad cars
- Service Jet truck
- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass
- Sweep
- Pick up leaf bags
- Vac/clean out all storm intakes
- Cleaned up snow/Ice
- Clean up leaves along Van Weiss fence
- Pick up limbs from ice storm
- Cleaned up trees at Pat Klein Park
- TV sewer at booster station

Projects

Additional Items/Upcoming Items of Interest

- Bryan from municipal pipe and tool is coming down December 12 to go over our flows and nozzles on our jet truck to ensure that we are running everything at the right pressures when jetting sewers.

Summary

- The new VFD is in the south lift station and running. Working with alliant and Dave Bessine to come up with a solution for a fix to this ongoing problem.
- Bryan from municipal pipe went over the entire process of our jetting with us. Bryan said that we were running all the correct flows as well as the correct jetting nozzle for our application.



Minutes

Present: Melinda Bickel, Ann Brotherson, Jeff Burkhart, Jeff Ebbing, Kyle Gugeler, Jim Jennison, Sara Hecox, Tim Lundgren, Joanna Schneden, Melissa Schwenker, Craig Smith, Michael Yost,

Staff: Any O'Brien, Crystal Jolin, Melissa Jones, Dustin Roth, Mac Holford, Pam Wright

Absent: Tony Diewold, Cheryl Plank

Chairperson Melinda Bickel called the meeting to order at 8 AM

- Quorum Confirmation/Attendance

Opening Comments – Chairperson Melinda Bickle

- Welcome new President & CEO Amy O'Brien

- Consent Items

- Approval of Agenda

Motion to approve, motion seconded. Motion passed.

- Approval of Minutes

Motion to approve, motion seconded. Motion passed.

- Action Items

- 2023 Financial Report – Presented by Crystal Jolin – Cheryl Plank was unable to attend today

- Highlights of Report
 - RAGBRAI was very productive

- Discussed where money will be going

- Crystal suggested moving some money into interest earning accounts

- Acceptance of the August 2024-September 2024 Financials as presented by Crystal Jolin

Motion to approve the Financial Report, motion seconded. Motion passed.

- Dues Task Force* – Melissa Jones

- Two dues worksheets handed out*
 - Discussion of 0%, 1% or 2% increase
 - Agreed on holding steady on current dues structure until more in-depth discussions

Motion to approve a 1% dues increase for 2025, Motion seconded. Motion passed.

- Young Professionals* – Mac Holford

- Two worksheets handed out showing dwindling interest in the program*
 - Discussion regarding pulling YP program to focus on other Chamber focused programs/events that are more inclusive to all ages including Leadership & Leadership 2.0
 - Mac to work on new events
 - Suggestion of hosting focus groups and adding a Zoom option to meetings

Motion to approve pausing the YP program in 2025 and add other programs as discussed, Motion seconded. Motion passed.

- Chamber Board Nominations for 2025 – Melinda Bickel
 - The following nominees have been identified
 - Crystal Cole, Two Rivers Bank & Trust
 - Marty Mogk, Burlington Black Water, LLC
 - Wayne Riniker, Westland Mall
 - Brenda Clements, American Ordnance, LLC
 - Rochelle Swanner, Lunning Funeral Home
- Motion to approve the 2025 Chamber Board Nominations, Motion seconded. Motion passed.
- Informational Items
 - TRC Updates – Melissa Jones
 - Renewal (First Right of Refusal) is going well
 - Will open up unsold items after October 25
 - There is already a waiting list for Golf Sponsorships
 - International Trip – Amy O'Brien
 - Trip will be to Portugal
 - 7-Nights, Departing May 7
 - Webinar is October 16 at 5:30 PM and will be recorded for later viewing
 - Have five people signed up so far
 - Amy will be participating in this trip
 - Chairperson Final Comments – Melinda Bickel
 - Thank you to everyone for being involved in the community
- Adjournment – 9 AM – **by consensus.**

Respectfully Submitted by Pam Wright

*Indicates a handout included in the Board Packet

Dues
#1

Consumer Price Index is 3.3% (October 2024)

Employee Count	Current	Option 1	Option 2	Option 3
	2024 Dues	2025	2025	2025
1 to 5	386	386	390	394
6 to 15	578	578	584	590
16 to 25	863	863	872	880
26 to 40	1,258	1,258	1,271	1,283
40 to 55	1,643	1,643	1,659	1,676
56 to 75	2,039	2,039	2,059	2,080
76 to 100	2,433	2,433	2,457	2,482

Employee Count	2025	2024 (1%)	2023 (6%)	2022 (5%)	2021 (0)	2020 (2.5%)	2019 (2%)	2018 (2%)	2017 (2%)	2016 (1.5%)	2015 (3%)	2014 (1.5%)	2013 (2.5%)
1 to 5		386	382	360	343	334	327	320	313	308	299	294	286
6 to 15		578	572	540	513	500	490	480	473	466	452	445	434
16 to 25		863	854	806	768	749	734	720	706	695	674	664	647
26 to 40		1,258	1,246	1,175	1,120	1,092	1,071	1,050	1,028	1,012	982	967	943
40 to 55		1,643	1,627	1,535	1,462	1,426	1,398	1,370	1,344	1,324	1,285	1,266	1,235
56 to 75		2,039	2,019	1,905	1,814	1,769	1,734	1,700	1,666	1,641	1,593	1,569	1,530
76 to 100		2,433	2,409	2,273	2,165	2,112	2,071	2,030	1,991	1,961	1,902	1,874	1,828

History	% Increase	New Amount	Previous Amount	CPI History
2025			386	3.30
2024	1	386	382	3.70
2023	6	382	360	7.70
2022	5	360	343	5.10
2021	0	343	343	5.50
2020	2.5	343	334	
2019	2	334	327	1.70
2018	2	327	320	2.10
2017	2	320	313	
2016	1.5	313	308	
2015	3	308	299	1.70
2014	1.5	299	294	1.70
2013	2.5	294	286	2.20
2012	2.5	286	279	3.90
2011	2.5	279	272	
2010	2.5	272	265	
2009	2.5	265	258	5.00
2008	5	258	245	5.00
2007	4	245	235	3.89
2006	5	235	223	
2005	3.95	223	214	
2004	3.95	214	205	
2003	2.1	205	193	
2002	3.8	193	189	
2001	3.4	189	174	

Program Review Notes

Lack of Engagement:

(Data from 24 “flagship events” with recorded attendance between 2021 – Present)

- Average attendance is 19 members / 19% of total membership
- 10 of 24 recorded events are below average attendance
- 3 of 24 recorded events with above average attendance are Socials
- 11 of 24 recorded events with above average attendance are Lunch & Learns

Alternate Opportunities for the YP Demographic

- Intern Connection
- Leadership
 - 2024: 20 members, \$18,905 Gross Income
- Leadership 2.0
 - 23 members, \$11,200 Gross Income

Successful Event Notes:

(Data not included above)

- Burlington Behind the Scenes
 - Small networking activities engaging in local businesses
 - 10 – 15 people, always 100% attendance
 - **Ideas for the Future**
 - Becomes a Chamber event
 - Could be offered to members for free or a small ticket price
 - Could be opened to the public as promotional events for members
- Lunch & Learns
 - Most attended YP event
 - Already open to the public for a ticket fee
 - Typically see budget loss with no-shows
 - **Ideas for the Future**
 - Becomes a Chamber event
 - Continue offering programs for a small ticket price

New Event Ideas

Member Luncheons

- Idea from Isaac Mumma, White Oak Painting
- Casual opportunity for members to meet and network over lunch

Lunch & Learns

- Detailed on previous page

Burlington Behind the Scenes

- Detailed on previous page

Member Appreciation Events

- Family-friendly outings
 - Approved for 2025:
 - Camp L-Kee-Ta and Harvestville Farms

Business Expo

- Expo for community members to visit booths showcasing chamber businesses
- Potential revenue stream

Business Summit

- Replacing the InspireNext Summit for business owners/upper management
- Potential revenue stream
- Could become a regional event

Corporate Games

- Idea from Menke & Co staff
- Potential revenue stream
- Events promoting business engagement in sporting activities

Chamber Member Staff Appreciation Events

- Events where Chamber Members could send their staff as an appreciation event
 - Potential revenue stream
 - Bowling Tournament, Bags Tournament, Etc.

Community Scavenger Hunt

- Way to involve the community with Chamber businesses
- Potential revenue stream

NET PROFIT

2020 \$ 10,757.26
2021 \$ 8,653.58
2022 \$ 6,869.29
2023 \$ 4,287.81
2024 \$ 1,916.53 *Incomplete*

TOTAL INCOME

2020		
Total Program Income	\$ 13,980.00	Total Write Offs
		48
2021		
Total Program Income	\$ 13,775.40	Total Write Offs
		56
2022		
Total Program Income	\$ 12,337.71	Total Write Offs
		19
2023		
Total Program Income	\$ 10,938.16	Total Write Offs
		31
2024		
Total Program Income	\$ 5,710.00 <i>Incomplete</i>	Total Write Offs
		26

TOTAL EXPENSE

2020		
Total Program Expense	\$ 3,222.74	
2021		
Total Program Expense	\$ 5,121.82	
2022		
Total Program Expense	\$ 5,468.42	
2023		
Total Program Expense	\$ 6,650.35	
2024		
Total Program Expense	\$ 3,793.47 <i>Incomplete</i>	

AGENDA

- Welcome/Call to Order
- President's Report
- Community Foundation of Des Moines County
- Divisional Quick Reports
- Community Reports
Cities, County, Educational Institutions/IAAAP
- Chairperson Final Comments
- Dismissal to Individual Board Meetings

**Chamber in Winegard, GGB/E.D. to Johnson Room, DPI to Alliant Room, CVB to CEO office*

Chair Melinda Bickel
Amy O'Brien
Michelle AbouAssaly & Dennis Wilson
Chamber, DPI, CVB, GGB
Amy O'Brien

Chair Melinda Bickel



Chamber of Commerce
Board of Directors Meeting
Tuesday, December 17, 2024, 8 AM – 9 AM
Winegard Board Room, River Park Pace

AGENDA

- Quorum Confirmation/Attendance
- Consent Agenda
 - Approval of Agenda*
 - Approval of October Minutes*
- Acceptance of September Financial Report*
- Action Items
 - Approval of 2025 Chamber + CVB Budget*
 - Approval of 2025 Legislative Priorities*
 - 2025 Ambassador Committee Plan*
- Informational Items
 - Chamber International Trip Update
 - Housing Committee*
 - 2025 Goals Update
 - Annual Dinner Update
- Chairperson Final Comments
- Adjournment

Chair Melinda Bickel
Chair Melinda Bickel

Treasurer Cheryl Plank

Crystal Jolin/Amy O'Brien
Teli Fedele
Melissa Jones

Amy O'Brien
Melissa Jones/Amy O'Brien
Melissa Jones
Mac Holford
Melinda Bickel

Mission: The Burlington/West Burlington Area Chamber of Commerce is a membership-based association of businesses, professional leaders and individuals working together to promote economic growth, employment opportunities, government advocacy, excellence in education, and quality of life.

Board of Directors Expectations:

- Meeting time and length is 7:30 – 9:00 AM
- Set the overall policy of the organization.
- Provide feedback during discussion.
- Preview the Board Packet and Financials

*Indicates a memo is included in the board packet

Balance Sheet

- The Operating Account balance is \$212,990, and other cash/savings accounts total \$19,851. The MM account is \$316,775. The CDs total \$75,079; maturities range from December 2024 – October 2025.
- Accounts Receivable are up to date and are almost completely current. Crystal plans to correct the misclassifications that currently exist causing the negative amount of membership receivable. Receivables from the other GBP organizations are in the normal course of business and represent expenses that the Chamber paid on the other org's behalf and will be reimbursed in December.
- The Miscellaneous Receivable of \$22,500 is the 2nd Partnering for the Future payment from the Foundation. A bank error caused it to essentially be in-transit as of 11/30.
- Accounts Payable is the credit card balance due in December. Payroll liabilities are in the normal course of business. Deferred Revenue represents the payments received for 2025 events – these will be recorded as income in 2025.
- Miscellaneous Payable reflects a project committed to by the Ragbrai committee, but will not be spent until 2025. Therefore, Ragbrai Expenses includes the \$10,000, even though will be paid in 2025.
- The Right of Use Asset and Operating Lease Liability (under Current and Long-Term Liabilities) represent GAAP requirements to account for long-term leases. Note, the Assets and Liabilities offset to zero on the balance sheet.

Total Assets/Liabilities and Equity is \$1,146,135.83

Profit & Loss

- Voluntary Contributions are down based on the timing of our invoicing for memberships. 2024 Membership Dues invoices went out in December 2023, so a portion was received in 2023 and recorded as Contribution income in 2023. For 2025, we will be invoicing for Membership Dues in January.
- Leadership Program income is high compared to the budget for 2 reasons: a change in 2024 of the timing of when we record the Leadership income; and the start of Leadership 2.0. The change in timing is based on when we earn the income (at the start of the program).
- The true-up of cost allocations between entities was completed in November. This financial statement reflects the proper sharing of costs based on allocation %s for the entire YTD.

Total Net Income is \$136,625.55

Burlington/WB Area Chamber of Commerce
Balance Sheet
As of November 30, 2024
Nov 30, 24

ASSETS

Current Assets

Checking/Savings

Certificates of Deposit.

MWO Bank CD#1576	22,787.81
MWO Bank CD#2336	<u>52,291.13</u>
Total Certificates of Deposit.	75,078.94
1010000 · Chamber Bucks 5099	19,502.99
1020000 · Operating Account *5080	212,990.49
1030000 · F&M Bank MM account *1777	316,774.79
1050000 · Petty Cash	<u>348.00</u>

Total Checking/Savings

624,695.21

Accounts Receivable

1300000 · Membership Dues Receivables	-945.80
1100000 · A/R - GGB	7,285.10
1101000 · A/R - DPI	2,509.15
1110000 · A/R - CVB	3,737.55
1200000 · Accounts Receivable	<u>1,153.80</u>

Total Accounts Receivable

13,739.80

Other Current Assets

1120000 · Misc Receivable - Current	22,500.00
1350000 · Prepaid Expense	<u>873.88</u>
Total Other Current Assets	<u>23,373.88</u>

Total Current Assets

661,808.89

Fixed Assets

1400000 · Computer Equipment	51,050.33
1450000 · Acc Depr - Computer Equipment	-43,189.00
1500000 · Land	7,500.00
1510000 · Building	12,588.15
1512000 · RiverParkPlace	944,239.42
1515000 · Acc Depr - River Park Place	-514,989.86
1530000 · Office Equipment	213,657.47
1535000 · Acc Depr - Office Equipment	<u>-207,565.57</u>

Total Fixed Assets

463,290.94

Other Assets

1570000 · Right of Use Asset	<u>21,036.00</u>
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Total Other Assets

21,036.00

TOTAL ASSETS

1,146,135.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
2000000 · Accounts Payable	<u>9,516.64</u>

Burlington/WB Area Chamber of Commerce
Balance Sheet

As of November 30, 2024

Nov 30, 24

Total Accounts Payable	9,516.64
Other Current Liabilities	
2100001 · Miscellaneous Payable	10,000.00
2950000 · Operating Lease Liability Curre	5,950.00
2110 · Direct Deposit Liabilities	-38.35
Payroll Liabilities	
2060001 · Iowa Unemployment	454.49
2400004 · Dental/Vision deductions	-44.71
2300002 · HSA deductions	220.00
2040000 · Federal Withholding	-7.24
2200000 · United Way Withholding	20.00
2300000 · 125 Plan Withholding	-100.00
2400000 · Health Insurance Withholding	2.19
2600000 · Other Payroll Deductions	-6.73
Total Payroll Liabilities	538.00
2150000 · Accrued Property Taxes	29,895.00
3020000 · Deferred Revenue	
3021000 · Future year Deferred Income	1,000.00
3020000 · Deferred Revenue - Other	37,980.00
Total 3020000 · Deferred Revenue	38,980.00
Total Other Current Liabilities	85,324.65
Total Current Liabilities	94,841.29
Long Term Liabilities	
2900000 · Operating Lease Liability Long	15,086.00
Total Long Term Liabilities	15,086.00
Total Liabilities	109,927.29
Equity	
32000 · Retained Earnings	899,582.99
Net Income	136,625.55
Total Equity	1,036,208.54
TOTAL LIABILITIES & EQUITY	<u>1,146,135.83</u>

Burlington/WB Area Chamber of Commerce
Profit & Loss Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Income				
4000001 · Membership Investment Income	397,671.50	388,000.00	9,671.50	102.49%
4005000 · New Membership Dues	5,337.00	13,311.17	-7,974.17	40.09%
4010001 · Voluntary Contributions	2,705.50	10,000.00	-7,294.50	27.06%
Total Membership Income	405,714.00	411,311.17	-5,597.17	98.64%
Program Income				
4200635 · Concierge Program income	0.00	1,000.00	-1,000.00	0.0%
4200700 · Small Business Breakfast Income	2,250.00	5,750.00	-3,500.00	39.13%
4201800 · Ragbrai Income	163,396.13	50,000.00	113,396.13	326.79%
4300000 · Membership Programs	0.00	9,660.00	-9,660.00	0.0%
4050000 · Newsletter Income	16,299.96	20,000.00	-3,700.04	81.5%
4054000 · Community Guide Income	5,000.00	5,000.00	0.00	100.0%
4200500 · SE Iowa Days Income	15,900.00	11,725.00	4,175.00	135.61%
4200612 · Eggs & Issues Income	0.00	250.00	-250.00	0.0%
4200615 · Government Relations	0.00	1,000.00	-1,000.00	0.0%
4200619 · Young Professionals	5,785.00	11,900.00	-6,115.00	48.61%
4200626 · Annual Dinner Income	72,380.54	66,625.00	5,755.54	108.64%
4200631 · Leadership Program Income	53,499.20	20,200.00	33,299.20	264.85%
4201622 · Golf Outing Income	32,245.00	29,300.00	2,945.00	110.05%
4220001 · Business After Hours Inc	4,437.50	7,550.00	-3,112.50	58.78%
Total Program Income	371,193.33	239,960.00	131,233.33	154.69%
Other Income				
4010200 · Management Fees	6,000.00	6,000.00	0.00	100.0%
4030000 · Partnering for the Future	45,000.00	45,000.00	0.00	100.0%
4010004 · Conference Room Rental	689.00	500.00	189.00	137.8%
4010002 · Member Lists	150.00	100.00	50.00	150.0%
4023000 · CVB Rent	11,326.80	13,774.14	-2,447.34	82.23%
4022000 · GGB Rent	32,144.23	37,505.62	-5,361.39	85.71%
4021000 · DPI Rent	10,056.20	11,916.93	-1,860.73	84.39%
4020000 · Interest Income	17,131.22	16,800.00	331.22	101.97%
Total Other Income	122,497.45	131,596.69	-9,099.24	93.09%
Total Income	899,404.78	782,867.86	116,536.92	114.89%
Gross Profit	899,404.78	782,867.86	116,536.92	114.89%
Expense				
Administrative Expenses				
6005 · Employee benefits	1,356.80			
6100000 · Insurance Expense	10,340.00	9,535.75	804.25	108.43%
6104000 · Equipment Lease	8,605.47	11,303.00	-2,697.53	76.13%
6108000 · Dues	4,432.46	7,995.74	-3,563.28	55.44%
6110000 · Office Supplies	6,134.87	4,938.50	1,196.37	124.23%
6111000 · Credit Card & Bank Charges	3,357.14	2,800.00	557.14	119.9%
6118000 · Postage Expense	2,190.35	4,500.00	-2,309.65	48.67%
6120000 · Phone Expense	2,056.10	2,188.80	-132.70	93.94%
6122000 · Professional & Legal	21,685.09	14,000.00	7,685.09	154.89%
6123000 · Membership Investment W/O	23,260.46	20,000.00	3,260.46	116.3%

Burlington/WB Area Chamber of Commerce
Profit & Loss Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
6125000 · Web Dev/Software	4,467.82	3,963.63	504.19	112.72%
6126000 · Hardware/IT support	11,782.10	11,644.57	137.53	101.18%
6200000 · Meetings & Conferences	7,513.07	10,600.21	-3,087.14	70.88%
6204000 · Marketing & Advertising	22,624.45	33,174.46	-10,550.01	68.2%
6206000 · Staff Development	5,577.76	1,645.43	3,932.33	338.99%
6215000 · Auto Expenses	370.61	700.00	-329.39	52.94%
6220000 · RiverPark Place Fees	22,584.30	22,584.30	0.00	100.0%
6400000 · Janitorial	2,678.54	3,656.32	-977.78	73.26%
6404000 · Property Taxes	32,186.00	29,773.00	2,413.00	108.11%
6406000 · Utilities	4,136.66	5,997.76	-1,861.10	68.97%
6408000 · Repairs & Maintenance	1,292.98	2,037.00	-744.02	63.48%
Total Administrative Expenses	198,633.03	203,038.47	-4,405.44	97.83%
Payroll Expenses-QB	0.00			
Program Expense				
6200635 · Concierge Program Expense	40.17	1,000.00	-959.83	4.02%
8600700 · Small Business Breakfast Exp	2,439.57	4,125.00	-1,685.43	59.14%
8601800 · Ragbrai Expenses	98,624.94	40,000.00	58,624.94	246.56%
6116000 · Newsletter Expense	17,420.31	22,800.00	-5,379.69	76.41%
8200001 · Business After Hours Expense	2,424.80	3,628.50	-1,203.70	66.83%
8200015 · Community Guide Expense	60.11			
8600500 · SE Iowa Days Expense	9,613.26	10,600.00	-986.74	90.69%
8600615 · Government Relations Expense	2,408.56	560.00	1,848.56	430.1%
8600619 · Young Professionals Expense	3,806.22	8,215.00	-4,408.78	46.33%
8600622 · Membership Programs Expense	7,019.72	9,660.00	-2,640.28	72.67%
8600626 · Annual Dinner Expense	29,541.19	30,800.00	-1,258.81	95.91%
8600631 · Leadership Program Exp	29,430.82	12,911.00	16,519.82	227.95%
8600638 · Chamber Board/Exec Expense	78.17			
8601622 · Golf Outing Expenses	15,719.68	16,820.00	-1,100.32	93.46%
Total Program Expense	218,627.52	161,119.50	57,508.02	135.69%
Total Salaries and Benefits	316,131.85	372,762.33	-56,630.48	84.81%
Total Expense	733,392.40	736,920.30	-3,527.90	99.52%
Net Ordinary Income	166,012.38	45,947.56	120,064.82	361.31%
Other Income/Expense				
Other Income				
4010000 · Misc. Income	6,098.53	3,000.00	3,098.53	203.28%
Total Other Income	6,098.53	3,000.00	3,098.53	203.28%
Other Expense				
Other Expense				
6128000 · Depreciation Expense	35,485.36	41,250.00	-5,764.64	86.03%
Total Other Expense	35,485.36	41,250.00	-5,764.64	86.03%
Total Other Expense	35,485.36	41,250.00	-5,764.64	86.03%
Net Other Income	-29,386.83	-38,250.00	8,863.17	76.83%
Net Income	136,625.55	7,697.56	128,927.99	1,774.92%

Burlington/West Burlington Area Chamber of Commerce

Ordinary Income/Expense		2025 Budget	2024 YTD Actuals	2024 Budget
Membership Income				
4000-001	Membership Investment Income	377,646.07	397,671.50	388,000.00
4005-000	New Membership Dues	11,775.00	5,337.00	13,311.17
4010-001	Voluntary Contributions	10,000.00	2,705.50	10,000.00
Total Membership Income		399,421.07	405,714.00	411,311.17
Program Income				
4300-000	Membership Programs	1,200.00	-	9,660.00
4050-000	Newsletter Income	14,500.00	16,299.96	20,000.00
4054-000	Chamber Community Profile Publication	5,000.00	5,000.00	5,000.00
4200-500	SE IA Days	13,375.00	15,900.00	11,725.00
4200-612	Friday Forums	250.00	-	250.00
4200-615	Government Relations	-	-	1,000.00
4200-619	Young Professional Dues/Events	-	5,785.00	11,900.00
4200-626	Annual Dinner Committee Income	68,575.00	72,380.54	66,625.00
4200-631	Leadership Program Income	30,500.00	53,499.20	31,700.00
4201-622	Golf Outing Income	32,950.00	32,245.00	29,300.00
4200-635	Concierge Program Income	1,000.00	-	1,000.00
4201-800	Ragbrai Income	-	163,396.13	50,000.00
4200-700	Small Business Breakfast	4,500.00	2,250.00	5,750.00
4220-001	Business After Hours Income	5,300.00	4,437.50	7,550.00
Total Program Income		177,150.00	371,193.33	251,460.00
Other Income				
4010-118	Postage Income (Titan Radio, Condo Assoc, PFF Foundation)	-	-	-
4010-200	Management Fees	6,300.00	6,000.00	6,000.00
4030-000	Partnering for the Future	65,000.00	45,000.00	45,000.00
4010-004	Room Rental charges	500.00	689.00	500.00
4010-002	Member Labels/Lists/CD	200.00	150.00	100.00
4023-000	CVB Rent (taxes, condo fees, ins., dep.,EQ lease)	15,247.52	11,326.80	13,774.14
4022-000	GGB Rent (taxes, condo fees, ins., dep.,EQ lease)	32,327.00	32,144.23	37,505.62
4021-000	DPI Rent (taxes, condo fees, ins., dep.,EQ lease)	13,787.83	10,056.20	11,916.93
4020-000	Interest Income	18,000.00	17,131.22	16,800.00
Total Other Income		151,362.35	122,497.45	131,596.69
Gross Profit		727,933.42	899,404.78	794,367.86
Administrative Expenses				
6100-000	Insurance Expense	12,001.00	10,340.00	9,535.75
6104-000	Equipment Lease	5,700.00	8,605.47	11,303.00
6108-000	Dues	10,670.00	4,432.46	7,995.74
6110-000	Office Supplies	6,950.00	6,134.87	4,938.50
6111-000	Credit Card & Bank Charges	4,000.00	3,357.14	2,800.00
6xxx-000	Printer Lease & Paper	12,885.00	-	-
6118-000	Postage Expense	2,000.00	2,190.35	4,500.00
6120-000	Phone Expense	2,450.00	2,056.10	2,188.80
6122-000	Professional & Legal	15,000.00	21,685.09	14,000.00
6123-000	Membership Investment W/O - 3%	11,329.38	23,260.46	20,000.00
6125-000	Web Dev/Software	4,900.00	4,467.82	3,963.63
6126-000	Hardware/IT support	13,825.00	11,782.10	11,644.57
6200-000	Meetings & Conferences	7,985.00	7,513.07	10,600.21
6204-000	Marketing & Advertising	35,231.70	22,624.45	33,174.46
6208-000	Staff Development	1,785.00	5,577.76	1,645.43
6215-000	Auto Expense	500.00	370.61	700.00
6222-000	River Park Place Condo Fees - All	24,164.88	22,584.30	22,584.30
6400-000	Janitorial	3,630.00	2,678.54	3,656.32
6404-000	Property Taxes	42,028.00	32,186.00	29,773.00
6406-000	Utilities	5,610.00	4,136.66	5,997.76
6408-000	Repairs & Maintenance	1,980.00	1,292.98	2,037.00
6410-000	Interest Expense	-	-	-
Total Administrative Expense		224,624.96	197,276.23	203,038.47

Program Expense				
6116-000	Newsletter Expense	14,500.00	17,420.31	22,800.00
8200-001	Business After Hours Expense	2,680.00	2,424.80	3,628.50
8200-015	Chamber Community Profile Publication exp	-	60.11	-
8600-500	SE IA Days Expense	9,000.00	9,613.26	10,600.00
8600-612	Friday Forum	430.00	-	-
8600-615	Government Relations	725.00	2,408.56	560.00
8600-619	Young Prof Dues/Events Exp	-	3,806.22	8,215.00
8600-622	Membership Programs	8,590.00	7,019.72	9,660.00
8600-626	Annual Dinner Expense	31,925.00	29,541.19	30,800.00
8600-631	Leadership Program Expense	21,500.00	29,430.82	12,911.00
8600-638	Chamber Board/Exec Expense	100.00	78.17	-
8600-635	Concierge Program Expense	1,000.00	40.17	1,000.00
8601-800	Ragbrai Expense	-	98,624.94	40,000.00
8600-700	Small Business Breakfast	3,410.00	2,439.57	4,125.00
8601-622	Golf Outing Expense	15,396.00	15,719.68	16,820.00
Total Program Expense		109,256.00	218,627.52	161,119.50
Salaries and Benefits				
6000-000	Salaries	411,646.24	317,488.65	372,762.33
Total Salaries and Benefits		411,646.24	317,488.65	372,762.33
Total Expense		745,527.20	733,392.40	736,920.30
Other Income/Expense				
Other Income				
Portugal	Misc. Income	5,000.00	6,098.53	3,000.00
Net Income Before Depreciation		(12,593.78)	172,110.91	
Other Expense				
6128-000	Depreciation Expense	36,887.00	35,485.36	41,250.00
Net Income		(49,480.78)	136,625.55	19,197.56

Cash Analysis:

Estimated Cash at 12/31/24	624,695.21
Deferred Income (next year's cash)	(38,980.00)
Net Income before Depreciation	(12,593.78)
Estimated Cash at 12/31/25	573,121.43

Finance Policy required reserve	
50% of operating budget	372,763.60

Historical Cash Trend

Estimated 2024	624,695.21
2023	654,435.00
2022	402,782.00
2021	300,043.00
2020	267,111.00
2019	160,657.00
2018	198,314.00



GREATER BURLINGTON
PARTNERSHIP

Focusing on the Issues

2025 PUBLIC POLICY GUIDE



GreaterBurlington.com



2025 Public Policy Agenda

Featured Southeast Iowa Priorities

The Greater Burlington Partnership is committed to advancing initiatives that support economic growth and community development in Southeast Iowa. As a proud member of the Professional Developers of Iowa (PDI) and the Iowa Chamber Alliance, the Partnership has adopted many of their State Legislative Priorities and Policy Issues for 2025, so that we align with statewide efforts to drive progress.

Based on the 2024 Government Relations Committee survey, we will focus on these top three priorities:

- *Workforce Retention & Attraction*
- *Housing & Quality of Life*
- *Infrastructure*

WORKFORCE RETENTION & ATTRACTION

The Greater Burlington Partnership advocates for sustainable solutions and targeted incentives to address workforce challenges, and attract and retain talent through various strategies, including:

- Retain more Iowans from our educational institutions by providing more resources and expanding access which will encourage graduates to become lifelong Iowans. Iowa currently has loan repayment incentives for Teachers, Police Officers and Healthcare Professionals. Opportunities exist for our state to retain individuals in the technology fields to support implementation of artificial intelligence and automation in the workplace.
- Continue to support statewide workforce marketing campaign “This is Iowa” highlighting the benefits of living and working in Iowa.
- Address disparities in public support systems to eliminate “cliff effects” that discourage workforce participation. Recommend implementing a sliding scale for benefits that gradually decrease as income rises. Programs impacted include Medicaid, Childcare Subsidies, and Food Assistance (SNAP benefits).
- Expand the number of medical residencies and fellowships in Iowa and support student loan repayment incentives to stay in Iowa. According to Association of American Medical Colleges, Iowa only retains 22.4% of our physicians compared to Illinois 30.5%; Indiana 49.5% and Kansas 38.9%.

HOUSING & QUALITY OF LIFE

The Greater Burlington Partnership is committed to addressing workforce housing shortages and enhancing quality of life to drive Southeast Iowa's economic growth and talent attraction. Priorities include:

- Increase funding for the "Homes for Iowa" program. Communities across Iowa are in need of these quality built and affordable homes to address the workforce housing shortage. Continued support and promotion of one of Iowa's successful public-private partnerships will highlight the great work being done in our state to address housing shortages.
- Support funding to extend the Iowa Finance Authority's "Home Rehabilitation Block Grant Pilot Program." These funds allow rural communities to offer property owners in targeted neighborhoods assistance to preserve their homes.
- Advocate for an increase in the Workforce Housing Tax Credit cap from \$35 million to \$50 million to address the growing demand for affordable housing, with an emphasis on owner-occupied homes and revitalizing aging housing stock to support community development and workforce retention.
- Southeast Iowa supports the creation of Land Redevelopment Trusts (LRT) to address blighted, abandoned or tax-delinquent properties. LRTs would allow municipalities to pool resources to acquire and redevelop these properties, transforming them into usable assets for housing, business or community use.
- Continue to support the expansion of high-speed internet access to every Iowan.

INFRASTRUCTURE

The Greater Burlington Partnership supports strategic investments in infrastructure to enhance Southeast Iowa's global competitiveness, quality of life, and resilience by:

- Create energy development incentives to address the natural gas shortage which has created barriers to business growth and economic development.
- Support continued investments in water quality, water infrastructure, and outdoor recreation to improve access to natural resources.
- Support ongoing discussions on the long-term funding needs of the Road Use Tax Fund to sustain Highway 61. Based on the 2020 Iowa Department of Transportation Corridor study, the Roosevelt corridor is in need of structural improvements to enhance traffic patterns, as well as a bridge across Hwy 34 for pedestrian safety.
- Continue state support to assist cities in funding federal mandates for wastewater systems, as aging infrastructure and required improvements risk increasing water and wastewater service rates.



GREATER BURLINGTON
PARTNERSHIP

RiverPark Place
319-752-6365
610 N 4th St, Ste 200
info@greaterburlington.com
Burlington, IA 52601
GreaterBurlington.com



Ambassadors 2025 Committee Plan

Purpose: Serve as the goodwill arm of the Chamber to enhance value to new and existing members.

Responsible to: Chamber Board of Directors

Chairperson: Brenda Wischmeier

Staff Liaison: Melissa Jones

2025 Initiatives:

- Manage registration table at 2024 Business After Hours
- Create teams of 4-6 Ambassador for each BAH event, team will extend personal BAH invitations (phone or email – to new members, especially), staff the registration table, serve as a concierge for first-time attendees.
- Ribbon cuttings feature Ambassadors as speaker on FB announcement, serve as official “welcomer” and award certificate.
- Manage registration at major Partnership events.
- Sub-committee for Small Business of the Year selection (4-5 ambassadors)
- Include updates from GBP staff at monthly meetings
 - Ribbon cutting speaker training from Dustin twice per year

Measures of Success:

- Attendance of 100+ at Business After Hours. (2024 Avg - 98)
- Documented active participation by Ambassadors with a competitive incentive
- Average of 8 Ambassadors at Ribbon Cuttings. (2024 Avg – 8, High = 16, Low = 4)
- Updated and implemented Ambassador Role Description and Expectations
- Monthly Ambassador feature in Partnership Newsletter
 - January meeting sign-up sheet
- Net gain of 5 new active Ambassadors
- Provide orientation for all new Ambassadors semi-annually
- Have at least 6 “briefs” in 2024

Chamber of Commerce Mission Statement:

The Burlington/West Burlington Area Chamber of Commerce is a membership-based association of businesses, professional leaders and individuals working together to promote economic growth, employment opportunities, government advocacy, excellence in education, and quality of life.

Housing Committee Plan

Purpose: Leverage the findings of the 2023 Des Moines County Housing Needs Assessment to identify and pursue strategies to solve the housing needs of Des Moines County.

Objective: Workforce development and population growth. Area employers cite lack of housing as a barrier to attracting and retaining talent.

Vision: Lead, unite, and facilitate. (more detailed explanation will be forthcoming.)

Chartered by: Chamber Board of Directors

Chairperson: Mike Norris

Staff Liaison: TBD

Committee appointments: Housing Committee appointments are made by the Chamber of Commerce Board of Directors, with recommendations from Partnership staff and Housing Committee. Committee is limited to eleven (11) seats (excluding Partnership Staff)

Composition: Two (2) private developers and/or Real Estate professionals. Two (2) financial institutions. One (1) human service non-profit organization. Six (6) Designated seats: Southeast Iowa Regional Planning Commission, Alliant Energy, Cities of Burlington, West Burlington, Mediapolis, and Danville.

Scope of Work:

- Committee shall meet at least quarterly
- Identify obstacles and opportunities related to workforce housing
- Develop and recommend public/private policies that encourage residential development
- Address political and social fragmentation

Measures of Success by EOY 2028

- Increased new housing starts, bonus points for homes below \$300,000
- 25% increase in number of new or REHAB rentals or multi-family options by 2028 (compared to 2024)
- One new single-family residential development in Burlington and West Burlington
- Public satisfaction with Greater Burlington housing status, measured by surveys

Chamber of Commerce Mission Statement:

The Burlington/West Burlington Area Chamber of Commerce is a membership-based association of businesses, professional leaders and individuals working together to promote economic growth, employment opportunities, government advocacy, excellence in education, and quality of life.

ORDINANCE NO. 443

AN ORDINANCE AMENDING CHAPTERS 15 AND 17 OF THE MUNICIPAL CODE CONCERNING COMPENSATION OF THE MAYOR AND CITY COUNCIL MEMBERS

BE IT ENACTED by the City Council of the City of West Burlington, Iowa:

SECTION 1. Section 15.04, of the West Burlington Municipal Code of Ordinances is hereby amended to read as follows:

"15.04 COMPENSATION. The salary of the Mayor is one dollar and fifty cents (\$1.50) per capita of the population of the City, based on the latest available official census."

SECTION 2. Section 17.06, is hereby amended to read as follows:

"17.06 COMPENSATION. The salary of each Council member is thirty five dollars (\$35.00) for each meeting of the Council attended."

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are, to the extent of such conflict, hereby repealed.

SECTION 4. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. When Effective. This ordinance shall be in effect after its passage, approval, and publication as provided by law.

PASSED, APPROVED, AND ADOPTED by the West Burlington City Council this _____ day of _____, 1995.

Hans K. Trousil, Mayor

ATTEST:

Terrie L. Simonson, City Clerk

ORDINANCE NO. 779

**AN ORDINANCE AMENDING CHAPTER 17
OF THE MUNICIPAL CODE CONCERNING COMPENSATION
CITY COUNCIL MEMBERS**

BE IT ENACTED by the City Council of the City of West Burlington, Iowa:

SECTION 1. Section 17.06, is hereby amended to read as follows:

"17.06 COMPENSATION. The salary of each Council member is fifty dollars (\$50) for each meeting of the Council attended."

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

SECTION 4. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. When Effective. This ordinance shall be in effect January 2, 2018, after its passage, approval, and publication as provided by law.

PASSED, APPROVED, AND ADOPTED by the West Burlington City Council this 21st day of June, 2017

Hans K. Trousil, Mayor

ATTEST:

Kelly Fry, City Clerk

Chamber of Commerce

- GBPetey campaign is going well and will end Dec. 20. Thank you to our participants.
- Annual Dinner has about 10 tables remaining available for purchase.
- Coffee with the Chamber is on January 28 at 8 AM at Midwest Realty Group lobby
- The first Friday Forum will be held on January 17, 8-9 AM in the Winegard Board Room. The topic will be announced soon.
- Southeast Iowa Days 2025 is on February 5 & 6 in Des Moines. Register to join the delegation today!
- 2025 Chamber dues invoices will be sent in January
- **Membership:** 538 Active: Includes 54 Multiple Locations, and 34 Lifetime Members

Economic Development

- Wald Family Foods has 1 operational line, will expand to 3 in 2025.
- Amazon began operations, 57 current employees headed toward 100 soon.
- VA announces 18K ft. New clinic located near Veterans Memorial in West Burlington.
- Chick-Fil'-A beginning operations, 100 jobs, 400+ local tradespeople used to stand up that site.
- A Regional Workforce Partnership formed with Lee County EDG in 2025.

Convention & Visitors Bureau

- 2025 Visitors Guide
- Growing sports tournaments
 - Basketball and volleyball tournaments at the FunCity Courts
- CVB Grant Awardees
 - New events in 2025
- Update on riverboats
 - Future of American Queen Voyages

Downtown Partners

- Do you want to have some fun in Downtown Burlington?
 - Downtown Mini Golf Challenge
- Snowflakes have arrived and thanks to the generosity of the business and community, we will be able to add at least 25 more for next season!
THANK YOU!
- Strategic Planning with the DPI board identified 3 elements to our Transformation Strategy. Focus on:
 - Business Retention and Growth
 - Grow Events
 - Residential Amenities



Mark Your Calendars



December 2024

- Every Saturday Santa's Cottage
- 17 – Super Board Meeting
- 18 – 8th Grade Career Fair
- 24 – Jan 1 – Office Closed (Christmas Break)

January 2025

- 1 – Office Closed (New Years Day)
- 7 – Joint Powers Board Meeting
- 17 – Friday Forum
- 24 – Annual Dinner
- 28 – Coffee With the Chamber

February 2025

- 4 – Joint Powers Board Meeting
- 5 & 6 – Southeast Iowa Days
- 13 – Business After Hours
(Premier Physical Therapy)
- 18 – Superboard Meeting
- 20 – Lunch & Learn
(Community Action)
- 21 – Friday Forum

March 2024

- 4 – Joint Powers Board Meeting
- 6 – Mini Golf Challenge
- 13 – Business After Hours
(Keystone Home)
- 21 – Friday Forum

April 2024

- 1 – Joint Powers Board Meeting
- 10 – Business After Hours
(Rheinschmidt's Flooring America)
- 15 – Super Board Meeting
- 18 – Friday Forum

May 2024

- Farmers Market Every Thursday
- 6 – Joint Powers Board
- 8 – Business After Hours
(Summer Street Animal Clinic)



GREATER BURLINGTON PARTNERSHIP

Greater Burlington Partnership
Board Meeting 7:30
Tuesday, December 17, 2024
Winegard Room, River Park Place

AGENDA

- Welcome/Call to Order
- Community Foundation of DSM County
- Presidents Report
- Divisional Quick Reports
- Community Reports
Cities, County, Educational Institutions/IAAAP
- Recognition of Board Chair
- Chairperson Final Comments
- Dismissal to Individual Board Meetings

**Chamber in Winegard, GGB/E.D. to Johnson Room, DPI to Alliant Room, CVB to CEO office*

Chair Melinda Bickel
Michelle AbouAssaly
Amy O'Brien
Chamber, DPI, CVB, GGB
Amy O'Brien

Amy O'Brien
Chair Melinda Bickel



GREATER BURLINGTON ECONOMIC DEVELOPMENT

A DIVISION OF THE GREATER BURLINGTON PARTNERSHIP

Grow Greater Burlington
Board Meeting
Tuesday, December 17, 2024
Johnson Room,

AGENDA

- Welcome/Quorum Confirmation
- Consent Agenda
 - December 2024 Agenda
 - October 2024 Minutes
- Approval of November 2024 Financials
- Action Items
 - Approval of 2025 Budget
 - Approval of 2025 Directors
 - Approval of 2025 Officers
- Non-Action Items
- Projects update
 - IAAAP
 - VA Medical Clinic
- Final Comments from Chair

Chair Huffman
Chair Huffman

Treasurer Bross

Jeremy Hess/Crystal Jolin
Jeremy Hess
Jeremy Hess

Jeremy Hess
Jeremy Hess
Jeremy Hess
Chair Huffman

Board of Directors Meeting
Tuesday, October 15, 2024

MINUTES

Present: Bob Huffman, Bryan Bross, Josh Ragar, Eric Benne, Donna Mann, Tom Broeker, Jeff Brotherson, Gary Hoyer, Michael Ash, Kiley Miller

Staff: Jeremy Hess, Teli Fedele

Guest: None

Absent: Chris Smith, Braden Manning, Brock Ita, Paul Zaugg, Jon Billups, Greg Mansager, Kevin Mueller, Ryan Nagrocki, Tina McCulloch, Michael McCoy

There was not a quorum. These action items will be discussed at the December meeting.

Quorum Confirmation -Bob Huffman called the meeting to order. There was not a quorum and the action items were not approved.

Consent Agenda -

- October 2024 Agenda and August 2024 Minutes
- Approval of Aug. 2024, Sept. 2024 Financials

Action Items

- Annual Approval SIRRC reps

Discussion Items

- IAAAP Update – Project will start releasing allocations next year. They have begun groundwork and will continue to move forward on a smaller scale.
 - Projects Update – Amazon has received a certificate of occupancy.
 - Franchise Fee Discussion – Discussion ensued.
- Workforce / Talent Attraction Update – 578 teachers are anticipated to participate in the Teachers Appreciation Reception event on November 1, 600 Transfr VR Career Exploration users in 2024, 97 job shadows placed in 2024, 652 students impacted by CEO in the Classroom (financial literacy and career pathways), 35 potential newcomers through the IEDA Talent Attraction pilot program, only 2 newcomers so far in the Concierge program and looking for more, 19 participants in Greater Burlington Leadership, 22 in Leadership 2.0, and 16 interns who participated in the 2024 Intern Connection program.

Final Comments from the Chair

A motion was made to adjourn the meeting. Second to the motion. Motion passed.

Adjourned at 8: 38 AM

Respectfully submitted by: Telisha Fedele



Grow Greater Burlington, Inc.
November 2024
Financial Notes

Notes on Current Financial Statements:

Balance Sheet:

- The operating checking account is \$147,418 with \$181,638 in savings and other cash accounts, and \$238,513 in the money market account. The certificates of deposit currently total \$258,289. Maturity dates on the CDs range from March 2025 – November 2025.
- Accounts receivable is the long-term receivable from Burlington/West Burlington Area Development Foundation (the Foundation) for the capital campaign costs. All other receivables are current. The Foundation has paid the 2nd 2024 installment payment in December 2024.
- The Receivable from the Chamber is items GGB paid for on behalf of the Chamber in the normal course of business. Reimbursement from the Chamber will occur in December.
- Accounts Payable are credit card payments due in December. The Payable to the Chamber is in the normal course of business and represents costs that the Chamber paid on behalf of GGB in November.
- Pledges Payable (in both Accounts Payable and Current Liabilities sections) are the payments due to Greater Burlington Area Sports Facility and Imagine Burlington Indoor Sports Facility for commitments made over the next 6 years. No new commitments have been made.
- Deferred Income is payments that have come in for 2025 events; will be recorded as income in 2025.
- Discounts on Long-Term Receivable and Pledges Payable will be adjusted as of 12/31. Current amounts on the balance sheet (and income statement) are not reflective of actual.

Total Assets/Liabilities & Equity is \$2,302,304.64

Profit & Loss:

- Gambling revenue reflects January – October. In December the org will receive/record November and accrue the December income that will be received in January.
- GGB Events income/expenses are related to the Manufacturers Lunch and Teacher Appreciation Events.

Total Net Income Year to Date is (\$55,896.18)

Grow Greater Burlington
Balance Sheet
As of November 30, 2024
Nov 30, 24

ASSETS

Current Assets

Checking/Savings

Certificates of Deposit

MWO Bank CD#1592	29,206.21
MWO Bank CD#4584	46,005.21
Two Rivers CD#9441	57,427.02
Two Rivers CD#9466	17,328.90
Two Rivers CD #3262	<u>108,321.38</u>
Total Certificates of Deposit	258,288.72
1055000 · Board Designated *2610	178,909.48
1010000 · Region Account *9341	2,431.36
1020000 · Operating Account *4562	147,417.56
1030000 · F&M Bank MM account *3302	238,513.40
1042000 · Savings Account - F&M *9390	<u>297.14</u>

Total Checking/Savings	825,857.66
-------------------------------	-------------------

Accounts Receivable

1060000 · Accounts Receivable	205,277.48
1561000 · A/R - Chamber	<u>1,187.33</u>
Total Accounts Receivable	206,464.81

Total Current Assets	1,032,322.47
-----------------------------	---------------------

Fixed Assets

1200000 · Computer Equipment	16,764.29
1250000 · Acc Depr - Computer Equipment	-11,776.51
1530000 · Office Equipment	11,085.33
1535000 · Acc Depr - Office Equipment	-11,085.33
1540000 · Leasehold Improvements	17,933.40
1545000 · Acc Depr -Leasehold Improvement	-2,391.26

Total Fixed Assets	20,529.92
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Other Assets

1460000 · Industrial Park - Property	804,601.02
1462000 · Raider Property	<u>444,851.23</u>
Total Other Assets	1,249,452.25

TOTAL ASSETS	2,302,304.64
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000000 · Accounts Payable	1,133.94
2001000 · A/P - Chamber	7,285.10
3040000 · Pledges Payable	<u>175,000.00</u>
Total Accounts Payable	183,419.04
Other Current Liabilities	

8:45 AM
12/11/24
Accrual Basis

**Grow Greater Burlington
Balance Sheet**

As of November 30, 2024

Nov 30, 24

3020000 · Deferred Income	650.00
2007000 · Pledges Payable - Current	75,000.00
2010000 · Accrued Property Tax Payable	10,156.00
3041000 · Discount on Pledges Payable	-27,364.28
Total Other Current Liabilities	58,441.72
Total Current Liabilities	241,860.76
Total Liabilities	241,860.76
Equity	
3005001 · Board Designated Funds	178,580.44
32000 · *Retained Earnings	1,937,759.62
Net Income	-55,896.18
Total Equity	2,060,443.88
TOTAL LIABILITIES & EQUITY	<u>2,302,304.64</u>

Grow Greater Burlington
Profit & Loss Budget vs. Actual
January through November 2024

	<u>Jan - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Operating Income				
4020000 · Interest Income	23,172.87	16,800.00	6,372.87	137.93%
4030000 · Partnering for the Future	170,000.00	170,000.00	0.00	100.0%
4060000 · Riverboat Gambling Income	320,519.24	480,000.00	-159,480.76	66.78%
4200000 · GGB Events Income	10,000.00	11,100.00	-1,100.00	90.09%
Total Operating Income	523,692.11	677,900.00	-154,207.89	77.25%
Property Income				
4055000 · Gain of Sale / Investment Prop	0.00	0.00	0.00	0.0%
4960000 · Industrial Park Property	0.00	45,000.00	-45,000.00	0.0%
Total Property Income	0.00	45,000.00	-45,000.00	0.0%
Regional Income				
4500000 · Regional	1,000.00	500.00	500.00	200.0%
Total Regional Income	1,000.00	500.00	500.00	200.0%
Total Income	524,692.11	723,400.00	-198,707.89	72.53%
Gross Profit	524,692.11	723,400.00	-198,707.89	72.53%
Expense				
6421000 · Discount on Receivable		-17,914.94		
Operating Expense				
8600001 · GGB Events expenses	0.00	0.00	0.00	0.0%
6111000 · Bank fees/exp	1,361.53			
8600000 · GGB Events Expense	6,701.01	6,207.00	494.01	107.96%
6101000 · Insurance	2,819.00	2,900.00	-81.00	97.21%
6102000 · Rent	32,144.23	37,505.62	-5,361.39	85.71%
6108000 · Dues	1,517.11	4,212.72	-2,695.61	36.01%
6110000 · Office Supplies	5,215.07	5,272.94	-57.87	98.9%
6118000 · Postage	63.88	350.00	-286.12	18.25%
6120000 · Phone	2,056.08	2,838.60	-782.52	72.43%
6122000 · Professional & Legal	34,114.39	15,840.00	18,274.39	215.37%
6125000 · Web Dev/Software	5,147.27	4,232.05	915.22	121.63%
6126000 · Hardware/IT support	12,655.94	12,433.14	222.80	101.79%
6200000 · Meetings & Conferences	10,646.10	16,600.21	-5,954.11	64.13%
6204000 · Marketing & Advertising	11,069.85	14,727.16	-3,657.31	75.17%
6206000 · Research	0.00	500.00	-500.00	0.0%
6215000 · Auto Expense	947.67	400.00	547.67	236.92%
6219000 · Campaign PFF Expense	0.00			
6226000 · Staff Development	3,003.97	2,756.86	247.11	108.96%
6260000 · Workforce Programming	26,621.57	25,700.00	921.57	103.59%
6400000 · Janitorial	3,595.36	4,741.79	-1,146.43	75.82%
6406000 · Utilities	5,533.12	7,778.35	-2,245.23	71.14%
6408001 · Repairs & Maintenance	2,013.72	2,641.74	-628.02	76.23%

Grow Greater Burlington
Profit & Loss Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
6615000 · Community Investments	300.00	10,000.00	-9,700.00	3.0%
Total Operating Expense	167,526.87	177,638.18	-10,111.31	94.31%
Property Expense				
6950000 · WB Industrial Park	4,878.00	3,000.00	1,878.00	162.6%
6960000 · Industrial Park	15,524.20	31,724.00	-16,199.80	48.94%
Total Property Expense	20,402.20	34,724.00	-14,321.80	58.76%
Total Salaries and Benefits	406,590.68	476,746.19	-70,155.51	85.29%
Total Expense	576,604.81	689,108.37	-112,503.56	83.67%
Net Ordinary Income	-51,912.70	34,291.63	-86,204.33	-151.39%
Other Income/Expense				
Other Expense				
6128000 · Depreciation Expense	3,983.48	3,150.00	833.48	126.46%
Total Other Expense	3,983.48	3,150.00	833.48	126.46%
Net Other Income	-3,983.48	-3,150.00	-833.48	126.46%
Net Income	-55,896.18	31,141.63	-87,037.81	-179.49%

Grow Greater Burlington

	Budget 2025	Actual Jan-Nov 2024	Budget 2024
Operating Income			
4020000 · Interest Income	25,000.00	23,172.87	\$16,800
4030000 · Partnering for the Future	145,000.00	170,000.00	\$170,000
4060000 · Riverboat Gambling Income	380,000.00	320,519.24	\$480,000
4200000 · GGB Events Income	10,550.00	10,000.00	\$11,100
Total Operating Income	560,550.00	523,692.11	\$677,900
Property Income			
4960000 · Industrial Park Property Income	13,000.00	-	\$45,000
4055000 · Gain of Sale/ Investment Prop	-	-	\$0
4950000 · WB Industiral Park Income	-	-	\$0
Total Property Income	13,000.00	-	\$45,000
Regional Income			
4500000 · Regional	500.00	1,000.00	\$500
Total Regional Income	500.00	1,000.00	\$500
Gross Income	574,050.00	524,692.11	\$723,400
Operating Expense			
6111000 - Bank Fees	1,500.00	1,361.53	\$0
6101000 - Insurance	3,000.00	2,819.00	\$2,900
6102000 · Rent	32,327.00	32,144.23	\$37,506
6108000 · Dues	2,091.38	1,517.11	\$4,213
6110000 · Office Supplies	4,454.00	5,215.07	\$5,273
6118000 · Postage	300.00	63.88	\$350
6120000 · Phone	1,834.00	2,056.08	\$2,839
61xx000 · Printer/Publications	1,965.00	-	\$0
6122000 · Professional & Legal	15,880.00	34,114.39	\$15,840
6125000 · Web Dev/Software	3,668.00	5,147.27	\$4,232
6126000 · Hardware/IT support	10,349.00	12,655.94	\$12,433
6200000 · Meetings & Conferences	11,956.92	10,646.10	\$16,600
6204000 · Marketing & Advertising	15,564.68	11,069.85	\$14,727
6206000 · Research	-	-	\$500
6215000 · Auto mileage	100.00	947.67	\$400
6226000 · Staff Development	3,086.20	3,003.97	\$2,757
6260000 · Workforce Programming	30,550.00	26,621.57	\$25,700
6400000 · Janitorial	3,960.00	3,595.36	\$4,742
6406000 · Utilities	6,120.00	5,533.12	\$7,778
6408001 · Repairs & Maintenance	2,160.00	2,013.72	\$2,642
6615000 · Community Investments	10,000.00	300.00	\$10,000
8600000 · GGB Events Expenses	6,790.00	6,701.01	\$6,207
Total Operating Expense	167,656.18	167,526.87	\$177,638

Grow Greater Burlington

	Budget 2025	Actual Jan-Nov 2024	Budget 2024
Property Expense			
6950000 · WB Industrial Park Expenses	10,700.00	4,878.00	\$3,000
6960000 · Industrial Park	13,250.00	15,524.20	\$31,724
Total Property Expense	<u>23,950.00</u>	<u>20,402.20</u>	<u>\$34,724</u>
Salaries and Benefits	408,387.01	406,590.68	\$476,746
Total Expense	<u>599,993.19</u>	<u>594,519.75</u>	<u>\$689,108</u>
Net Ordinary Income	<u>(25,943.19)</u>	<u>(69,827.64)</u>	<u>\$34,292</u>
Other Income/Expense			
Other Expense			
6128000 · Depreciation Expense	4,345.00	3,983.48	\$3,150
Total Other Expense		(13,931.46)	\$3,150
Net Income	<u>(30,288.19)</u>	<u>(55,896.18)</u>	<u>\$31,142</u>

Cash Analysis:

Estimated Cash at 12/31/24	676,948.18	(Not including Board Designated Funds)
Cash flow from Foundation loan payment	81,579.00	2025 payments to GGB
Net Income before Depreciation	<u>(25,943.19)</u>	
Estimated Cash at 12/31/25 (less desig. funds)	732,583.99	

Finance Policy required reserve	
50% of operating budget	299,996.60

Historical Cash Trend (not including desig. funds)

Estimated 2024	676,948.18
2023	708,676.00
2022	917,807.00
2021	876,424.00
2020	409,198.00
2019	424,622.00
2018	269,676.00



GROW GREATER BURLINGTON, INC. Officers and Board of Directors 2025

<u>Office</u>	<u>Name</u>	<u>Affiliation</u>	<u>Term Ends*</u>	<u>Term</u>
Chairperson	Tina McCulloch	Big River Resources		2025 (1 st)
Chair-Elect	Bryan Bross	Klingner & Associates		2025 (2 nd)
Treasurer	Gary Hoyer	Great River Entertainment		2025 (2 nd)
Past Chair	Bob Huffman	Huffman Farm & Home		2025 (1 st)

Director	Jeff Brotherson	F & M Bank & Trust	2025 – 1 st
Director	Paul Zaugg	SG Construction	2025 – 2 nd
Director	Ryan Nagrocki	Midwest Realty Group	2025 – 1 st
Director	Kevin Mueller	Great River Entertainment	2025 – 2 nd
Director	Chris Smith	Carl A. Nelson Co	2026 – 2 nd
Director	Donna Mann	Mann's McDonalds	2026 – 1 st
Director	Mike McCoy	Great River Health	2026 – 2 nd
Director	Stephanie Kozlowski	Kozlowski Law Group	2026 – 1 st
Director	Eric Benne	Two Rivers Bank	2027 – 2 nd
Director	Brock Ita	Connection Bank	2027 – 2 nd
Director	Braden Manning	CNH Industrial	2027 – 2 nd
Director	Chip Miklavcic	Silgan Containers	2027 – 1 st

APPOINTED

<u>Office</u>	<u>Name</u>	<u>Affiliation</u>	<u>Seat</u>
Appointed	Tom Broeker	DMC Board of Supervisors	Designee of DMC Supervisor Chair
Appointed	Gregg Mandsager	City of West Burlington	Designee of West Burlington
Appointed	Jon Billups	City of Burlington	Mayor of Burlington
Appointed	Kay Sackville	Alliant Energy	Utility Appointment

*Terms end December 31 of posted year

Updated December 2023