

# **AGENDA**

**COUNCIL MEETING**  
**Tuesday, August 25, 2015**  
**5:30 P.M.**

## **CITY HALL COUNCIL CHAMBERS**

- I. CALL TO ORDER:**
- II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.**
- III. CONSENT ITEMS:**
  - A. 8/11/15 council minutes
- IV. NEW BUSINESS:**
  - A. Consider approval of guidelines for hotel/motel tax reimbursement.
  - B. Consider award of contract for North Walnut St. waterline project.
  - C. Set public hearing for rezoning of lots 2,3 & 4 in GCDC West Business Park from Light Industrial to Highway Commercial.
  - D. Resolution approving end of FY 15-16 transfers.
  - E. Consider approval of Main Street Iowa Challenge Grant application for 205 N. Wilson
  - F. Consider approval of agreement with Region XII Council of Governments for technical and professional services to apply for a Community Development Block Grant (CDBG) for downtown revitalization application.
  - G. Consider approval to publish requests for architectural services for CDBG application.
  - H. Main St quarterly workshop
- V. REPORTS:**
  - A. Mayor
  - B. Engineer
  - C. City Clerk
  - D. Attorney
  - E. City Administrator
  - F. Council & Committees
- VI. ADJOURN.**

# AGENDA SUMMARY

DATE 8/25/15

## NEW BUSINESS

- A. **Consider approval of guidelines for hotel/motel tax reimbursement.** The City created a special committee to recommend guidelines to apply for the hotel/motel funds. Attached is the application criteria.
- B. **Consider award of contract for North Walnut St. waterline project.** This waterline replacement project is in preparation for the 44 unit residential development. The new 6 inch line would replace an existing 4 inch line on Walnut St between Mahlon and Central. MHF Engineering recommends awarding the bid to Hatch Construction for the sum of \$58,480.
- C. **Set public hearing for rezoning of lots 2,3 & 4 in GCDC West Business Park from Light Industrial to Highway Commercial.** The Planning Commission is recommending to rezone these lots in order to allow for expanded retail uses for the property. Attached is a location map.
- D. **Resolution approving end of FY 15-16 transfers.**
- E. **Consider approval of Main Street Iowa Challenge Grant application for 205 N. Wilson.** Because the City is a Main Street Community, they are eligible to apply for a Challenge Grant for up to \$75,000 toward the restoration of the building at 205 N. Wilson Street. Attached is a historical photo of the building (building at the back end of the City Bank building with the white rolled up awning) Also attached is the conceptual drawing from Main Street Iowa of what the building could look like after restoration.
- F. **Consider approval of agreement with Region XII Council of Governments for technical and professional services to apply for a Community Development Block Grant (CDBG) for downtown revitalization application.** The City has visited with Region XII and Main Street about applying for a CDBG grant for downtown façade improvements. Attached is a handout that was provided by Region XII.  
Region XII has the technical expertise to apply for the CDBG grant and is proposing a fee of \$500 for the services outlined in Article 4.0 of the attached agreement. Fred Kesten from Region XII will be at the meeting to answer questions.
- G. **Consider approval to publish requests for architectural services for CDBG application.** One of the action steps to apply for the CDBG grant is to procure the services of an architect (item 5 of the action steps). Attached is the notice of qualifications Region XII has assembled.
- H. **Main Street quarterly workshop.**

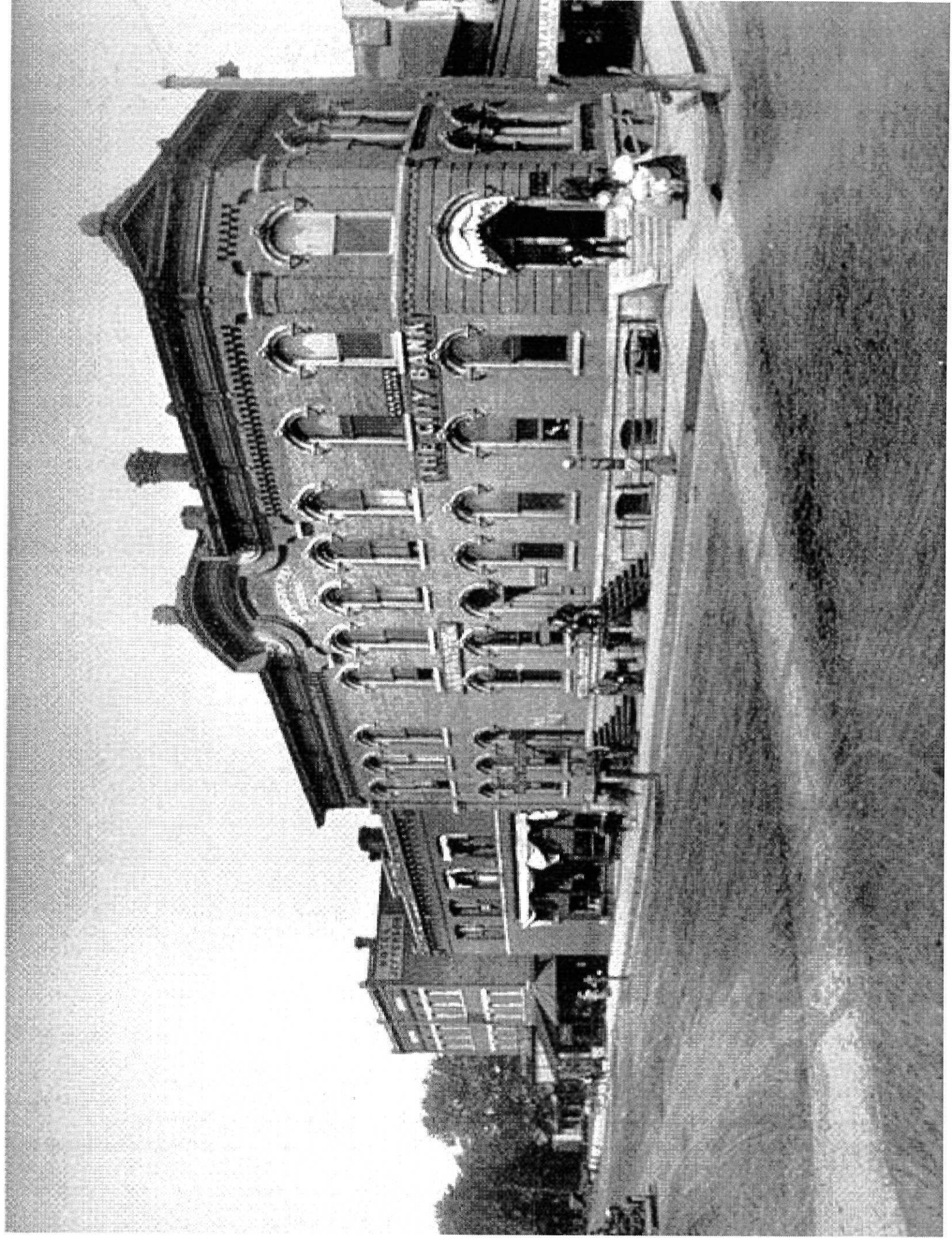
## **Hotel/Motel Application Criteria**

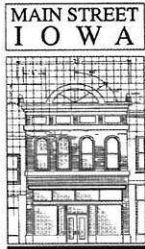
**Intent:**

**The Hotel/Motel Tax (HMT) is a 7% local tax imposed on the renting of lodging within the City of Jefferson. As per the City of Jefferson Municipal Code, 80% of the revenue derived from the hotel and motel tax shall be spent for the promotion and encouragement of tourism and convention business in the City. The City has developed the following criteria to access the funds.**

1. Only requests from 501(c) non-profit organizations will be considered.
2. Hotel/Motel funds shall only be used for promotion and encouragement of tourism and convention business in the City of Jefferson. Requests for funding that will promote Jefferson as part of Greene County are limited to a 45% maximum reimbursement from Hotel Motel Tax.
3. Hotel/Motel Tax will not be approved for: Sponsorships of fundraising events, fundraising expenses, requests for donations to capital campaigns, general operating expenses, construction, debt, programs or projects promoting specific religious or political viewpoints.
4. Approval of funding requests are subject to available funding and final approval by the Jefferson City Council.
5. Expenditures of Hotel Motel Tax are on a reimbursement basis with the user providing accurate accounting of the expenditures including receipts.



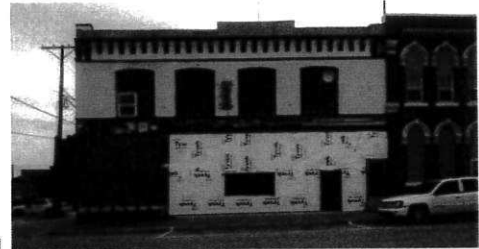




**IOWA**  
economic development

Main Street Iowa  
Proposed Building Rehabilitation  
205 N. Wilson  
Jefferson, Iowa  
Project Number: 07415  
August 12, 2015

Existing



### Proposed



#### Notes:

- > Continue deconstructing built-in storefront to locate original cast iron columns. Reconstruct a more traditional storefront like the one shown above with a recessed entry, large storefront windows, and transom windows above.
- > Clean and repair/replace existing exterior stucco as needed using proper methods. Because the brick that has been exposed on the first level is in poor condition and stucco removal on the second floor could further damage the original brick, stucco applied on the rest of the facade to match is the most feasible option. The stucco can be painted to reflect the color of the brick, lending some of the original exterior appearance. The color shown here is Benjamin Moore #1196, but actual color used should be matched to the existing brick on site. Make sure the selected color is appropriate against the red of the adjacent stucco building.
- > Install new second floor windows that match the original size, profile, shape, and material.
- > The second floor entrance door location can stay as is, but install a new door and trim to match the storefront.
- > Use paint to highlight the new storefront and existing details like the horizontal bands at the building cornice. The three colors shown here are: Benjamin Moore #1463 (Brown), Benjamin Moore #1573 (Green), and Benjamin Moore #870 (Cream).
- > The wall space north of the storefront can be used for signage, like the example shown here.
- > An awning can be installed to provide shading, as seen in the historic photos. Shown here is Sunbrella Pattern #4946-0000.



Storefront Transom Window Layout Under Awning



Historic Photo

## **Community Development Block Grant** **Downtown Revitalization Program Overview**

The Community Development Block Grant (CDBG) Downtown Revitalization (DTR) program assists communities with comprehensive and impactful downtown improvement projects. The primary use of these funds has been for façade improvements to improve blighted structures. Projects should have broad-based community support and be part of a broader effort for downtown revitalization. DTR funds are received through the US Department of Housing and Urban Development and granted by the Iowa Economic Development Authority. To date, the program has made awards totaling approximately \$ 20.5 million dollars, leveraging over \$ 16 million dollars in local match and improving over 700 buildings.

### Eligibility:

- “Non-entitlement cities” as defined by HUD; those under 50,000 in population.
- Must meet a CDBG National Objective, in this case alleviating slum and blight in a historic city center.
- Cities are the eligible applicant. If awarded, the city will obtain an easement on facades for seven years.
- Only buildings deemed to be in fair or poor condition are eligible for improvements with CDBG funds.
- Completion of an extensive slum and blight survey in an area designated by the city through a resolution.
- Check with IEDA on eligibility of non-façade projects.

### Façade Project Development:

- Most projects complete improvements on approximately 15 – 20 buildings in a downtown.
- Maximum award is \$500,000 and must have approximately – \*12 buildings to qualify for that amount
- Cities of less than 1,000 population are eligible for a \$300,000 award maximum – \* 8 buildings to qualify
- Work with experienced CDBG grant administrator and architect in application development and subsequent implementation.
- Obtain commitments from property owners and communicate about federal grant requirements, (no other work limitation, wage rates, bidding/contracting, environmental, etc.)
- Involve architect with experience in historic preservation for evaluations.
- Develop realistic cost estimates and project budget, preferably from an architect.
- Address those buildings most in need
- Obtain local match from building owners and other sources, often the city government.

\*Minimum number of buildings currently under review

### 2016 Application Cycle: (Tentative)

- Applications due latter part of January 2016.
- Awards likely made in spring of 2016.
- Due to time for final design and federal environmental review, construction will likely not begin until 2017.
- Most projects complete within 2 to 2.5 years.

Contact Ed Basch, CDBG Downtown Revitalization program Project Manager at [ed.basch@iowa.gov](mailto:ed.basch@iowa.gov) 515.725.3012 for additional information.

## **DOWNTOWN REVITALIZATION CDBG ACTION STEPS**

Jefferson is eligible for \$500,000 for a minimum of ten buildings. In addition to the front façade, side facades on a corner are eligible for improvements. Owners will give the City a seven-year easement for the 18-24 front inches to allow work be done, since the City, as applicant, is the owner of the project. Inside work on the building cannot be done until the project is completed, unless done by the building owner.

### **Action Steps For A CDBG Application**

Designate a design committee to set goals of what design priorities will be.

Designate a Program Manager. This person can be a Main Street, Chamber type. This program requires close communication and coordination with the businesses.

Get an initial commitment from owners who want to participate. Owners should expect to contribute at least 25% of the cost.

Procure an architect familiar with SOI standards (Region XII will conduct this). The architect will provide cost estimates for the application.

Procure an historical consultant to do the Iowa Site Inventories for SHPO review.

Conduct a blight inventory. A local person can do this. We have a template for this.

Complete an Environmental Assessment (Region XII will do this).

Get signed agreements from each owner with an escrow payment of \$1,000-\$5,000. This is necessary, because cities have spent money on design for owners who eventually drop out.

Get local funding commitments, city funds, TIF, utilities, etc. Expect to have at least a 20% contingency for unexpected issues, such as unknown structural issues.

Submit the application.

Once approved, and the project is bid, each owner will sign an easement and a construction agreement that outlines the contingency and payment method. On our projects, the cities have required 50% of the owner cost at the time of signing the agreement, with the remainder do upon completion.

Expect 180 days for construction.



Region XII will provide grant administration services. This can be paid with the grant or from city funds.

Once the project is completed, the owner can have other work done on the building, except for altering the façade improvements. The easement does provide that if the façade is damaged during the seven years, the owner must make repairs, as well as routine maintenance.

### **Cost Expectations**

Costs can vary depending on the intensity of the rehabilitation.

**Adel:** \$904,631 for 17 buildings.

**Manning:** \$802,846 for 17 buildings.

**Sac City:** \$754,600 for 16 buildings.

**Stuart:**

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF JEFFERSON

ENVIRONMENTAL REVIEW FOR CDBG-DOWNTOWN REVITALIZATION APPLICATION

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- Article 1.0 IDENTIFICATION OF PARTIES.** This contract is entered into by and between the Region XII Council of Governments, hereinafter referred to as COG, and the City of Jefferson, hereinafter referred to as the City.
- Article 2.0 STATEMENT OF PURPOSE.** The City intends to submit a 2015/2016 Community Development Block Grant (CDBG) application to the Iowa Economic Development Authority (IEDA) for downtown revitalization (DTR). The City wishes to engage the COG to provide certain technical and professional services for this application, for which the COG will incur costs beyond those reimbursed by this contract.
- Article 3.0 AREA COVERED.** The COG shall perform all the work and services required under this contract in connection with and respecting assisting the City with the required documentation in order for the City to submit a complete CDBG-DTR application to IEDA.
- Article 4.0 STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:
- Specific activities completed by the COG shall include:**
- Cooperation with a DTR grant committee to disseminate information about the DTR program, including attendance at meetings with building owners;
  - Compilation of required information and data, including completing or directing the completion of site inventory surveys for all buildings proposed for the project;
  - Attendance at public hearings and other meetings as needed or desired; and
  - Submission of the CDBG application by the deadline to be established by IEDA.
  - Basic CDBG Blanket Environmental Review (will not include a phase I).
- Responsibilities of the City or its designees shall include but are not limited to:**
- Establish a grant committee;
  - Outreach to building owners;
  - Provision of information needed for completion of the application;
  - Convening of any required meetings, including owner meetings and public hearings; and
  - Publication of any required notices or other documents.
- Article 5.0 TIME PERFORMANCE.** The services of the COG are to commence as of July 1, 2015 and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before February 5, 2016.
- Article 6.0 CONDITION OF PAYMENTS.** The City will pay the COG \$500.00 for services outlined in Article 4.0 and actual costs of printing and mailing of the interest survey.

**Article 7.0**      **AMENDMENTS.** Any changes to the Contract that are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties.

**Article 8.0**      **TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG for the work completed.

**Article 9.0**      **INDEMNIFICATION.** The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this Contract.

**Article 10.0**      **GRANT ADMINISTRATION.** If the CDBG application is funded, the City will enter into a separate contract with the COG for administration of the CDBG at a cost not to exceed the administrative costs as identified in the CDBG application.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

***REGION XII COG***

***THE CITY OF JEFFERSON***

BY: \_\_\_\_\_  
Richard T. Hunsaker                      Date  
Executive Director

BY: \_\_\_\_\_  
Craig Berry                                      Date  
Mayor

## **Request for Qualifications**

The City of Jefferson requests that qualifications from Architects licensed in the State of Iowa be submitted to Fred Kesten, Region XII Council of Governments, 1009 E. Anthony Street, P.O. Box 768, Carroll, IA, 51401, no later than 4:30 p.m., September---, 2015, for services associated with a Community Development Block Grant (CDBG) application for downtown revitalization.

Services required include CDBG application information, including a cost estimate and blight survey, and design, procurement, and construction administration.

Architectural firms submitting qualifications should address the following items, which will be considered by the engineer selection committee:

1. Qualifications and experience of the firm and personnel.
2. City's familiarity with the firm.
3. Firm's experience with similar projects.
4. Firm's ability to complete the project in a timely and effective manner within budget constraints.
5. Geographic location of the firm.
6. Firm's experience with federally funded projects, including integrity and compliance with public policy.
7. The firm is not on the HUD or DOL debarred lists.
8. The firm's familiarity with Secretary of the Interior standards, historic preservation and Green Street criteria.

The City Council will review all submitted qualifications, select which firms it will interview, and eventually vote on which firm to negotiate a contract. All architects submitting qualifications will be informed of the City's decision. The architectural firm chosen by the City will be invited to negotiate a contract for the cost of services.

Questions concerning this request should be directed to Fred Kesten Region XII Council of Governments, 1009 E. Anthony St., Carroll, Iowa, 51401, 712-792-9914, [fkesten@region12cog.org](mailto:fkesten@region12cog.org).