



CITY OF WASHINGTON, ILLINOIS Committee of the Whole Agenda Communication

Meeting Date: April 8, 2024

Prepared By: Jon Oliphant, AICP, Planning & Development Director

Agenda Item: Countryside Banquet & Catering Commercial Grant Program Project Phasing Discussion

Explanation: Staff previously received the first application for possible use of the funds as part of the Washington Commercial Building and Property Improvement Grant Program. The FY 23-24 budget includes \$250,000 that can be utilized towards private redevelopment assistance. These funds will lapse and the FY 24-25 budget will include \$300,000 for this program.

Kristi Cape, longtime owner of Countryside Banquet & Catering at 659 School Street, previously applied for assistance with a mill and asphalt overlay of her parking lot, which is in poor condition. The original total estimated cost was \$389,000 and would have consisted of a 3" mill on the edges of the lot and a 5" mill on a little more than 6,000 square yards through much of the main lot. A smaller lot on the east side of the building consisting of approximately 1,000 square yards would be milled to a 4" depth. The consensus on February 12 was to table that consideration until more specific grant program guidelines could be discussed.

Discussion at the March 11 Committee of the Whole meeting pertaining to establishing the program guidelines and scoring of prospective projects led to dialogue about the possible funding of Ms. Cape's project. The consensus was to fund 30% of a single project up to a \$115,000 cap. Ms. Cape subsequently asked staff about the possibility of dividing the project into multiple phases to ensure that she can pay for her share of it and whether that would impact the City's contribution. Staff was directed to bring that back for further discussion once a new estimate with the project phasing has been received.

Fiscal Impact: A mill and overlay would give new life to the parking lot and any use of the budgeted funds would assist a longstanding Washington business. While the improvements would not likely impact the property's assessed value much, if any, it would upgrade the aesthetics of a business that generates sales tax and hosts numerous events on an annual basis.

The revised estimate would break the project into two phases. The first part would be completed this year upon the availability of the contractor and would consist of two components: 1) Mill the east lot and install 4" of hot mix asphalt on a little more than half (approximately 560 square yards) of the lot that includes the ADA parking spaces; and 2) mill and patch two large areas in the main parking lot. The portions of the lot that would be subject to this work would be restriped. The second part, which would occur at a later time, would consist of a 3" mill on the edges of the lot and restriping. The first phase has a total estimated cost of \$139,000 and the second phase is estimated at \$230,000. The original and revised quotes are attached.

Action Requested: Feedback on the City's potential financial contribution at the April 8 Committee of the Whole meeting prior to the drafting of a redevelopment agreement. The Council previously committed to fund 30% of the entire project up to a \$115,000 cap when this was originally proposed as a single project.

Additionally, attached are what staff proposes are the final grant program guidelines and timeline for the acceptance and review of applications. A few additional recommended guidelines have been inserted and are highlighted. A call for applications would be opened by April 12 with a closing on May 29. Staff is currently creating an application through a GIS tool called Survey123, which will be linked through the City's website. All of the submitted applications would be scored and brought to the June 10 Committee of the Whole meeting for review and a determination on any funding levels. Following the COW recommendation(s), a redevelopment agreement(s) would be drafted and brought to the Council at an upcoming meeting, most likely on July 1. Depending on the interest in the initial rollout of this program, staff anticipates having either one or two annual application cycles, assuming adequate funding is in place.

PROPOSAL

IDOT Approved Asphalt Plant, Asphalt Material and Equipment



23497 Ridge Road • East Peoria, IL 61611 • PHONE: (309) 698-8404 • FAX: (309) 698-8431

Countryside Banquet Attn: Kristi Cape	PHONE: FAX: EMAIL: joe@lahoodconstruction.com RE: Countryside Banquet - Washington, IL	3/22/2024
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1/2 of Small Lot (East of the Building) - YEAR 1

- Mill asphalt 4" in depth
- Shape and compact existing base material
- Install 4" of hot mix asphalt (two 2" lifts) on +/- 560 sq. yds. **Cost: \$ 24,000.00**

Asphalt Patching Prior to 3" Overlay to Correct Badly Broken Area (blue outline on print) - YEAR 1

- Mill 2 large areas of broken asphalt (+/- 6,083 sq. yds.) an extra 2" in depth
- Install 2" patch on milled area prior to overlay (681 tons) **Cost: \$ 115,000.00**

Main Parking Lot 3" Overlay - after repairs are completed - YEAR 2/3

- Mill edges to accept a 3" asphalt overlay
- Clean and prime prior to overlay
- Install a 3" asphalt overlay on +/- 9,437 sq. yds. (1,585 tons)
- Restripe as is **Cost: \$ 230,000.00**

Note: Year 1 is 1/2 of East Lot and Patching in the Main Lot
No paving in front of the building until Year 2

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
See Above

TERMS: It is understood that invoices are DUE UPON RECEIPT. Accounts over 30 days past due will be subject to a 1.5% finance charge (an annual rate of 18%) and that costs incurred to collect past due accounts, including court costs, attorney fees will be added to my account.
NOTE: Any additional insurance premium incurred to provide Owners and Contractors protective policy, waivers of subrogation, or other insurance conditions will be added to the above quoted price for the actual expense incurred to provide this additional coverage.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Brandon Fogler

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Notes: All base material figured to be completed in one mobilization.

All paving figured to be completed in one mobilization.

Sub grade is not the responsibility of Tazewell County Asphalt.

Excavation and final grading not included in bid.

Sub grade to be approved prior to Tazewell County Asphalt mobilization.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature of Acceptance

Date of Acceptance

Untitled Map

Write a description for your map.

Legend

 Countryside Banquet & Catering

Washington Veterinary Medical Clinic

Countryside Banquet & Catering

Main Lot

Google Earth

400x120
patch

45x150
patch

200 ft





Countryside Banquet Center

Parking Lot Improvement Map

Year 1:
1/2 of East Lot
Asphalt Patching

Year 2/3:
Main Parking Lot
3" Overlay

Legend

- 400' x 120' Patch
- 45' x 150' Patch
- East Lot
- Main Lot



Date: 4/5/2024

This map indicates approximate data locations and may not be 100% accurate.

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Countryside Banquet Attn: Kristi Cape	PHONE: _____ 1/8/2024 FAX: _____ EMAIL: joe@lahoodconstruction.com RE: Countryside Banquet - Washington, IL
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Main Lot

- Mill edges to accept a 3" asphalt overlay
- Mill 2 large areas of broken asphalt (+/- 6,083 sq. yds.) an extra 2" in depth
- Clean and prime prior to overlay
- Install 2" patch on milled area prior to overlay (681 tons)
- Install a 3" asphalt overlay on +/- 9,437 sq. yds. (1,585 tons)
- Restripe as is **Cost: \$ 345,000.00**

Small Lot (East of the Building)

- Mill asphalt 4" in depth
- Shape and compact existing base material
- Install 4" of hot mix asphalt (two 2" lifts) on +/- 1,041 sq. yds. **Add: \$ 44,000.00**

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
See Above

TERMS: It is understood that invoices are DUE UPON RECEIPT. Accounts over 30 days past due will be subject to a 1.5% finance charge (an annual rate of 18%) and that costs incurred to collect past due accounts, including court costs, attorney fees will be added to my account.
NOTE: Any additional insurance premium incurred to provide Owners and Contractors protective policy, waivers of subrogation, or other insurance conditions will be added to the above quoted price for the actual expense incurred to provide this additional coverage.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

Brandon Fogler

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Notes: All base material figured to be completed in one mobilization.
All paving figured to be completed in one mobilization.
Sub grade is not the responsibility of Tazewell County Asphalt.
Excavation and final grading not included in bid.
Sub grade to be approved prior to Tazewell County Asphalt mobilization.

 Signature of Acceptance

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

 Date of Acceptance



CITY OF WASHINGTON

Commercial Building and Property Improvement Grant Program Guidelines and Procedure

Examples of ELIGIBLE expenses:

- Exterior façade improvements (existing buildings) such as installing or restoring architectural elements and tuckpointing
- Exterior façade improvements (new buildings) that are beyond the minimum standards specified in the City's building design guidelines
- Window/door replacements
- Exterior painting
- Awning replacements
- Permanent monument/wall signage installation, particularly to replace pole signage
- Parking lot improvements that would not be considered routine maintenance
- Non-flat roof repairs that are not covered by insurance.
- Structural improvements
- Private property sidewalk improvements that ensure ADA compliance
- Exterior decorative lighting installation to highlight architectural features or to enhance employee and customer safety, provided that it is not construed as routine maintenance. Lighting should be decorative, if possible.
- Stairs/porches/railings improvements
- Permanent landscaping/streetscaping in front of or on the side of the building
- Demolition cost for buildings to be replaced by new construction. A building permit for the new construction must be issued within 60 days following the completion of the demolition.
- Labor costs if performed by licensed and insured contractors. Proof of insurance is required.
- Soft costs including design work, architectural, engineering, planning, and other professional fees.

Examples of INELIGIBLE expenses:

- Routine building or property maintenance
- New construction unless otherwise noted
- Flat roof repairs and non-roof repairs that are covered by insurance
- Interior improvements except for structural improvements
- Business supplies and equipment
- Movable or temporary landscaping
- Sidewalk construction or repairs within right-of-way
- Fencing
- Non-fixed building elements
- Code enforcement remediation
- Labor cost if performed by non-licensed or uninsured contractors or employees of the business(es) located at the address identified on the application.
- Building permit fees and legal fees

OTHER GUIDELINES

Additional guidelines apply for all projects. These guidelines must be met for a project to be considered for funding as follows:

- The proposed improvements must be on properties that are zoned for and operate as a permitted commercial use and not be located within the Square TIF District. Home occupations and non-commercial properties are ineligible. All projects must be consistent with the goals and objectives in the City's Comprehensive Plan.
- Eligible buildings must be at least 10 years old.
- Mixed-use properties are eligible, though funds can only be used for eligible improvements expenditures on the commercial portion of such properties. At least 50% of the total floor space must be devoted to a commercial use(s).
- Vacant commercial properties are eligible, though the applicant must submit an executed lease or purchase agreement.
- A business must have 50 or fewer full-time equivalent employees at the time of application and be independently owned, operated, and controlled.
- The applicant must be either a property owner or business operator (with the consent of the property owner) of commercial space in the Washington city limits. Property owners (if different from the business operator) are eligible to apply if the proposed use of funds is solely for eligible improvements for the property that is identified on the application.
- The property owner and business owner must be current on the payment of Tazewell County real estate taxes. The property owner and business operator must be current on the payment of City of Washington water bills and license fees.
- At least one cost estimate for the proposed improvements must be submitted.
- Funding emphasis will be given to businesses that generate sales tax and for improvements that may increase the equalized assessed value. Emphasis will also be given to projects that lead to improved curb appeal.
- **Each individual business location shall be limited to one application in any fiscal year.**
- The estimated eligible project costs must total \$5,000 or more.
- The City's participation is capped at 50% of the eligible costs and \$50,000 in any fiscal year subject to the availability of funds.
- Applicants must submit at least one quote for all program-eligible project components.
- **Any application that is determined to be a continuation or additional phase of a previously approved project shall be limited to a recommended grant award of 25%, regardless of where it ranks in the City's scoring matrix.**
- **The City Council will review applications on a first-come, first-served basis starting on or after May 1 of each year (other than in 2024). Each fiscal year will include one or two rounds of application cycles subject to the availability of funds.**
- Applications are considered on a case-by-case basis and the City Council can use its discretion on how much, if any, to award depending on the availability of funds.
- The Illinois Prevailing Wage Act applies to any improvements that are subject to the grant award.
- Following a City Council recommendation, a grant agreement will be drafted for approval by the Council.
- The project must be completed and receive an approved final inspection, if applicable, within one year of approval of the agreement unless otherwise authorized by the City Council in its sole discretion. A maximum extension of six months may be granted if justified by extenuating circumstances. If the project is not completed by the end of the extension period, the City's obligation to reimburse the applicant for the project would be terminated.
- Work cannot begin until after a redevelopment agreement has been approved. Any work that has either started or is completed prior to the approval of an agreement will not be eligible for reimbursement.
- This is a reimbursable program. A single reimbursement would be made within 60 days of the completion of the project and the submittal of the paid invoices.
- The City's scoring matrix will be used as a guide in ranking the potential impact of all projects and the City's possible financial contribution.

PROCEDURE

- Applications can be accessed starting on April 12 and must be submitted by 4:30 pm on May 29.
- Submit a completed application with all necessary attachments and documentation through the Survey123 link on the City's website (insert link here).
- The request will be discussed at the City Council's June 10 Committee of the Whole meeting, which meets at 6:30 pm at the Fire Station at 200 N. Wilmor Road. The Committee of the Whole will tentatively recommend a specific level of assistance.
- The City's legal staff will prepare a draft redevelopment agreement for your review and approval. Additional information may be necessary for the agreement.
- Once the agreement is finalized, staff will prepare an ordinance for adoption, which requires two readings by the City Council for approval. The City Council meets the first and third Monday of every month. A first reading ordinance figures to be ready no later than the meeting on July 1.