

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council

**FROM:** Mari E. Macomber, City Manager

**SESSION DATE:** January 4, 2016

**TIME:** 4:30 pm

**PLACE:** City Council Chambers

## **AGENDA:**

- **Kraft-Heinz Parking Lot, Road Extension**
- **Stormwater Projects**
- **Rotary Park Master Plan**
- **Façade Renovation Assistance Program**
- **Review City Council Agenda**
- **Review Newsletter**

## **Kraft-Heinz Parking Lot and Road Extension**

On Monday's Agenda are three items that relate to the Kraft-Heinz project and more specifically the tractor-trailer parking lot and the roadway extension of Charles and radius improvements on Charles and Cable.

Since the expectation for funding was much greater than the actual funds received, we have had to rework the two projects. The street work is estimated at about \$369,000 and will be contracted out. To complete the parking lot within the allotted funds available, a determination had to be regarding the size of the parking lot and whether or not the work could be done in-house. After much evaluation and discussion, we are confident that we can do the work in-house with existing crews. What that means is the acquisition of some additional equipment, (a curb machine, which will be able to be used in future projects), along with materials (rock, concrete, storm boxes, lights and light poles, etc.). The estimate for the equipment and materials is approximately \$826,000.

The parking lot will be constructed with in-house forces using City equipment. Public Works Director Glenn Balliew will review the project in more detail with the Council. Keep in mind that the above numbers are estimates. We have built in additional funds to cover any contingencies with these two projects for a total of \$1,511,058.

## **Stormwater Projects**

In 2010, the City was able to secure one-time loan funds from the State of Missouri through the American Recover and Reinvestment Act for stormwater improvements. The amount of funds available to Kirksville was \$2.274 million and was contingent upon voter approval. The citizens supported the City's efforts to borrow these funds by approving a

bond issue that included the repayment of the bonds through stormwater fees paid by the residents.

The City contracted with Bartlett & West Engineers to develop a stormwater substantial plan, which identified the top 20 projects based on established criteria that had been approved by the City. The City was able to complete the top six projects in 2011; was able to complete the BC9 through a CDBG project, and finished with BC4 in College Park in 2014.

Included in this packet is a list of the top projects, page 8. Since we have not had the funds to do anymore work, the list has sat for a year, but as we continue to work with the State on possible improvements to Baltimore, the opportunities to fund storm drainage work if the Economic Development Sales Tax passes and the possibility of seeking funds through the federal government through a Hazard Mitigation grant, we want to identify the next priority projects. The Hazard Mitigation grant, if it were successful would provide up to 75% of the cost of the project.

The Public Works Department has identified the next project as SC2 Bradford to Manor.

### **Rotary Park Master Plan**

We are continuing our efforts toward updating the Park Master Plans. The next one that has gone through the Lakes, Parks and Recreation Commission is the Rotary Park Master Plan.

Assistant City Manager Ashley Young will be presenting the Rotary Park Master Plan to the City Council during Study Session. This Master Plan is also on the Agenda for Monday for formal approval.

### **Façade Renovation Assistance Program**

Since 1998, the City has concentrated a significant amount of resources both in terms of cash and in-kind support to the downtown. Even recently the City has spent time evaluating the downtown traffic signals with the desire for improvement. In August of 2014, we dusted off the Downtown Revitalization Plan to review the work that had been done and identify what projects remained. One of the projects that remains on the list is façade improvements. The Council met again in March of 2015 and at that time decided that improvements to the façade were important and needed to be pursued. In December of last year, staff provided a program to the Council that would allow the City to partner with property owners within the downtown to make needed façade improvements. Two target areas were initially identified the south side of the square between Franklin and Elson and Elson Street between McPherson and Washington. Contact has been made with the majority of property owners within these two blocks and many have expressed support and interest in the program. The next step is to review the program one more time with the Council, present it for final approval at the March 21 Council meeting, then send out letters to the property owners within the two target areas to determine which one will be the pilot project.

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Kraft/Heinz Parking Lot, Road Extension, and Radius Increases

**STUDY SESSION MEETING DATE:** March 7, 2016

**CITY DEPARTMENT:** Public Works

**PREPARED BY:** Glenn Balliew

The city has agreed, as part of the Kraft/Heinz expansion, to build a truck parking lot, extend Charles Street and increase the radiuses on Charles and Cable Streets. Almost every purchase or contract for this project will be over \$15,000. To prevent numerous Council agenda items and slowing the project construction timelines, the Public Works Department will be requesting approval to purchase, procure or contract the following items for these projects.

We will also be requesting that the City Manager be given the authority to approve any additional purchases within budget limits for the projects above.

At this point the known items needed for the parking lot construction are curb and gutter at \$10,900, concrete at \$468,700, concrete sealer at \$10,000, type 5 rock at \$120,000, storm boxes and pipe at \$5200, geogrid base fabric at \$58,450, poles and lights at \$19,000 and curb machine at \$133,000. Additional unseen cost could be incurred due to dirt removal and to obtain proper gradients for drainage.

Charles Street extension and Charles/Cable radiuses expansions have been designed. Engineering plans show the estimated total cost at \$368,544. This project will be contracted once the City's concrete bid is awarded.

The City's in-kind work for labor and equipment is estimated at over \$881,644. In-kind engineering work is estimated at well over \$100,000 due to the numerous redesigns to get the project within budget limits.

The parking lot is being built in house by the Street Department. The road extension and radius improvement will be contracted. The parking lot will be built first, the street will be built last so it can be constructed to connect to Kraft/Heinz and parking lot entrances. Once we receive the concrete bids we will determine if the street and radiuses can be built using the bid pricing or if the project needs to be bid as a stand-alone project. All attempts will be made to keep the work local while staying within budget amounts allocated.



MATERIAL COSTS FOR PARKING LOT = \$825,946

Curb and Gutter	1500 LF	100 Yards	109	10,900
Concrete 10"	129,888 SF	4,300 yards	109	468,700
Concrete Sealer		400 gallons	25	10,000
Rock Type 5 Base		8,000 Tons	15.1	120,800
Storm Boxes		2	2,000	4,000
Storm Pipe		80 Ft	13.7	1,096
Geogrid		14,756 SY	3	58,450
Lights and Poles		8	2,000	16,000
Conduit and Fittings				3,000
Curb Machine				133,000
<b>Total</b>				<b>825,946</b>

**EXPANSION ESTIMATES - STREETS**

PROPOSED INDUSTRIAL ROAD EXPANSION						<b>\$58,459.00</b>		<b>\$252,412.00</b>		<b>\$57,672.50</b>	
						TOTAL ON STREET		CHARLES STREET APPROACH	CHARLES STREET EXTENSION	CABLE STREET APPROACH	
ENGINEERING ESTIMATE						CONCRETE SLAB REPAIRS		EAST OFF INDUSTRIAL ROAD	EAST OF INDUSTRIAL ROAD	EAST OFF INDUSTRIAL ROAD	
ITEM #	ITEM	TOTAL		PROPOSED		QTY	TOTAL PR	QTY	TOTAL PR	QTY	TOTAL PR
		QTY	UNIT	UNIT PR	TOTAL PR						
1	Mobilization	1	LS	\$1,000.00	\$750.00	0.25	\$250.00	0.25	\$250.00	0.25	\$250.00
2	Traffic Control	1	LS	\$1,000.00	\$750.00	0.25	\$250.00	0.25	\$250.00	0.25	\$250.00
3	Removal & disposal of existing Improvements	26122	SF	\$1.50	\$42,183.00	3650.00	\$5,325.00	20920.00	\$31,360.00	3652.00	\$5,478.00
4	2' City Curb and Gutter, CIP	1761	LF	\$25.50	\$44,905.50	135.00	\$3,442.50	1500.00	\$38,250.00	126.00	\$3,213.00
5	2' Square Curb and Gutter, CIP	0	LF	\$27.50	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
6	8" PCC Reinforced Street Pavement with 12" rock base, CIP or 10" unreinforced	24600	SF	\$6.50	\$159,900.00	3280.00	\$21,320.00	17920.00	\$116,480.00	3400.00	\$22,100.00
7	2'x3' CURB INLET (Neenah R-3087L) & BOX, CIP	3	EA	\$3,500.00	\$10,500.00	0.00	\$0.00	3.00	\$10,500.00	0.00	\$0.00
8	45# TYPE M INLET & BOX, including Throat, CIP	2	EA	\$5,000.00	\$10,000.00	0.00	\$0.00	2.00	\$10,000.00	0.00	\$0.00
9	18" DIA HDPE PIPE	40	LF	\$60.00	\$2,400.00	0.00	\$0.00	40.00	\$2,400.00	0.00	\$0.00
10	15" DIA RCP PIPE	628	LF	\$80.00	\$42,240.00	288.00	\$21,440.00	0.00	\$0.00	260.00	\$20,800.00
11	18" DIA RCP FLARED END SECTION	10	EA	\$850.00	\$8,500.00	5.00	\$4,250.00	1.00	\$850.00	4.00	\$3,400.00
12	18" DIA HDPE PIPE	280	LF	\$65.00	\$18,200.00	0.00	\$0.00	280.00	\$18,200.00	0.00	\$0.00
13	24" DIA HDPE PIPE	140	LF	\$70.00	\$9,800.00	0.00	\$0.00	140.00	\$9,800.00	0.00	\$0.00
14	24" DIA FLARED END SECTION	2	LF	\$900.00	\$1,800.00	0.00	\$0.00	2.00	\$1,800.00	0.00	\$0.00
15	Ditching	480	SF	\$3.00	\$1,440.00	240.00	\$720.00	0.00	\$0.00	240.00	\$720.00
16	Fertilizing, Seed, Mulch	0.160	AC	\$12,000.00	\$1,920.00	0.03	\$360.00	0.10	\$1,200.00	0.03	\$360.00
17	Saw cutting and Sealing Concrete Joints	3622	LF	\$3.50	\$12,677.00	305.00	\$1,067.50	3012.00	\$10,642.00	305.00	\$1,067.50
18	4" White Pavement Markings (Thermoplastic)	680	LF	\$0.85	\$578.00	40.00	\$34.00	600.00	\$510.00	40.00	\$34.00
<b>TOTAL</b>					<b>\$368,543.50</b>		<b>\$58,459.00</b>		<b>\$252,412.00</b>		<b>\$57,672.50</b>

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Kirksville Storm Water Report

**STUDY SESSION MEETING DATE:** March 7, 2016

**CITY DEPARTMENT:** Public Works

**PREPARED BY:** Glenn Balliew

On April 6, 2010, a general Municipal Election ballot authorized the issuance of \$2.274 million in revenue bonds for storm water improvements. \$85,936 was used to hire Bartlett & West, Inc. to complete a Storm Water Management Plan. The City Council approved a Project Evaluation Matrix that which listed the highest priority projects and graded them 1 thru 21. To date 1 thru 6 and number 11 have been repaired. The remaining project on the list have a 2010 engineering cost estimate of over \$4.3 million.

After meeting with the Street/Storm Water Supervisor and Engineer, and considering future project, we feel that project SC2, Bradford to Manor should be considered next. This storm water issue effects Baltimore, is collapsing, and is flooding houses downstream during heavy rains. If/when MoDOT repairs Baltimore the storm boxes and piping will need to increase in size to drain the road. This will place even more water in this storm water system. The study's conceptual 2010 price, minus \$120,000 for box culverts downstream places the price for repair at \$918,000.

At this point there is limited funding in place to address the remaining 14 projects on the storm water priority list. With the remaining projects costing between \$88K and \$1.04 million dollars (2010 conceptual pricing) additional funds are needed. As Public Works progresses with the new construction crew more in house work may be possible. The limited factor is equipment sizes and capabilities. Some of the projects are too big for the equipment we have.

In the coming weeks the Street/Storm Water crew will replace 350 feet of 24 inch storm sewer at New and Buchanan Streets. This pipe needs replacing and it will place the infrastructure within our easement to eliminate future issues with maintenance.

If the citizens extend the economic develop sales tax it will provide additional funding to address streets and storm water issues. Even with this, based on funding constraints, it could take years to repair or replace the remaining projects listed in the 2010 Storm Water Substantial Plan Report.

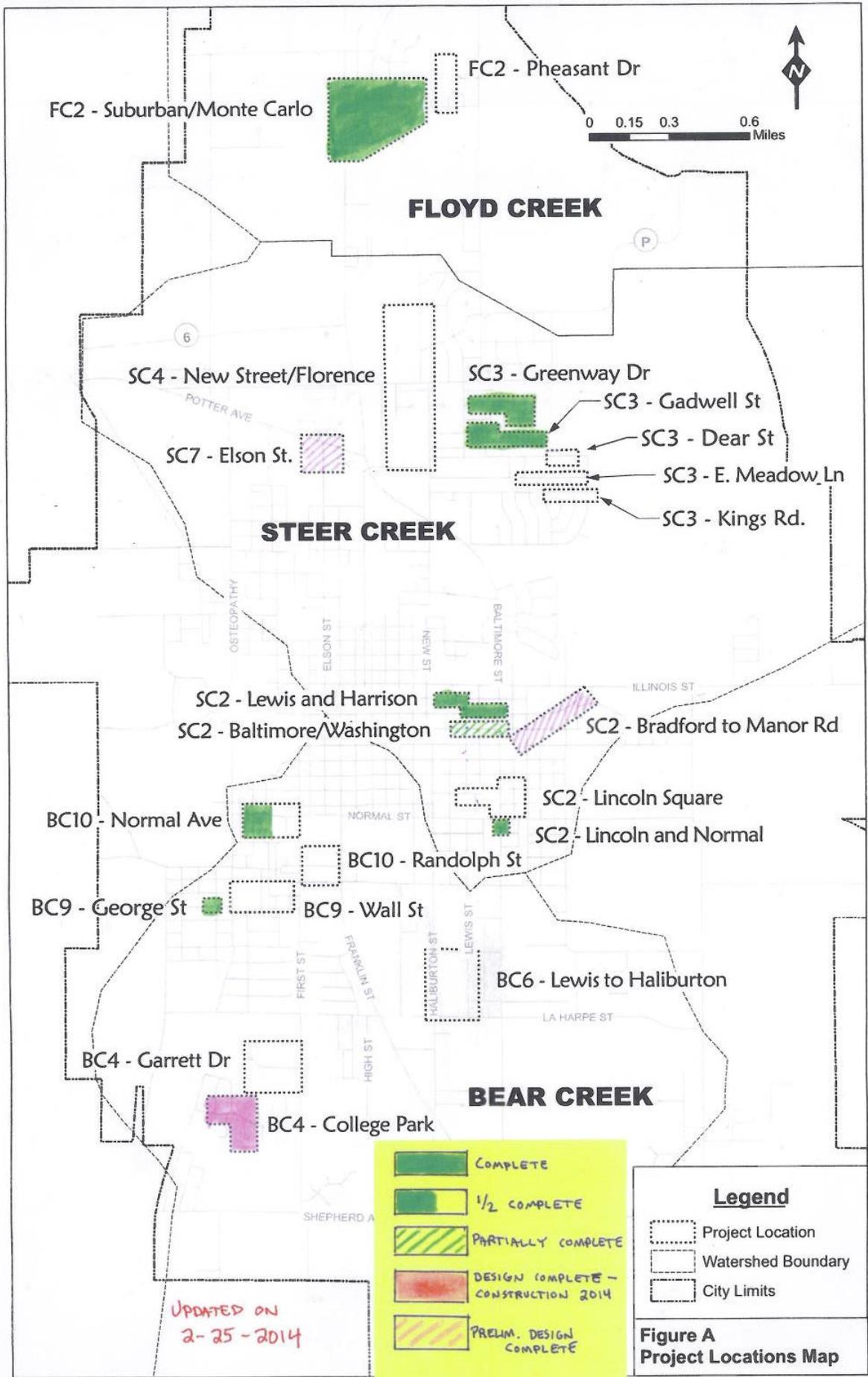
Table 24: Project Evaluation Matrix

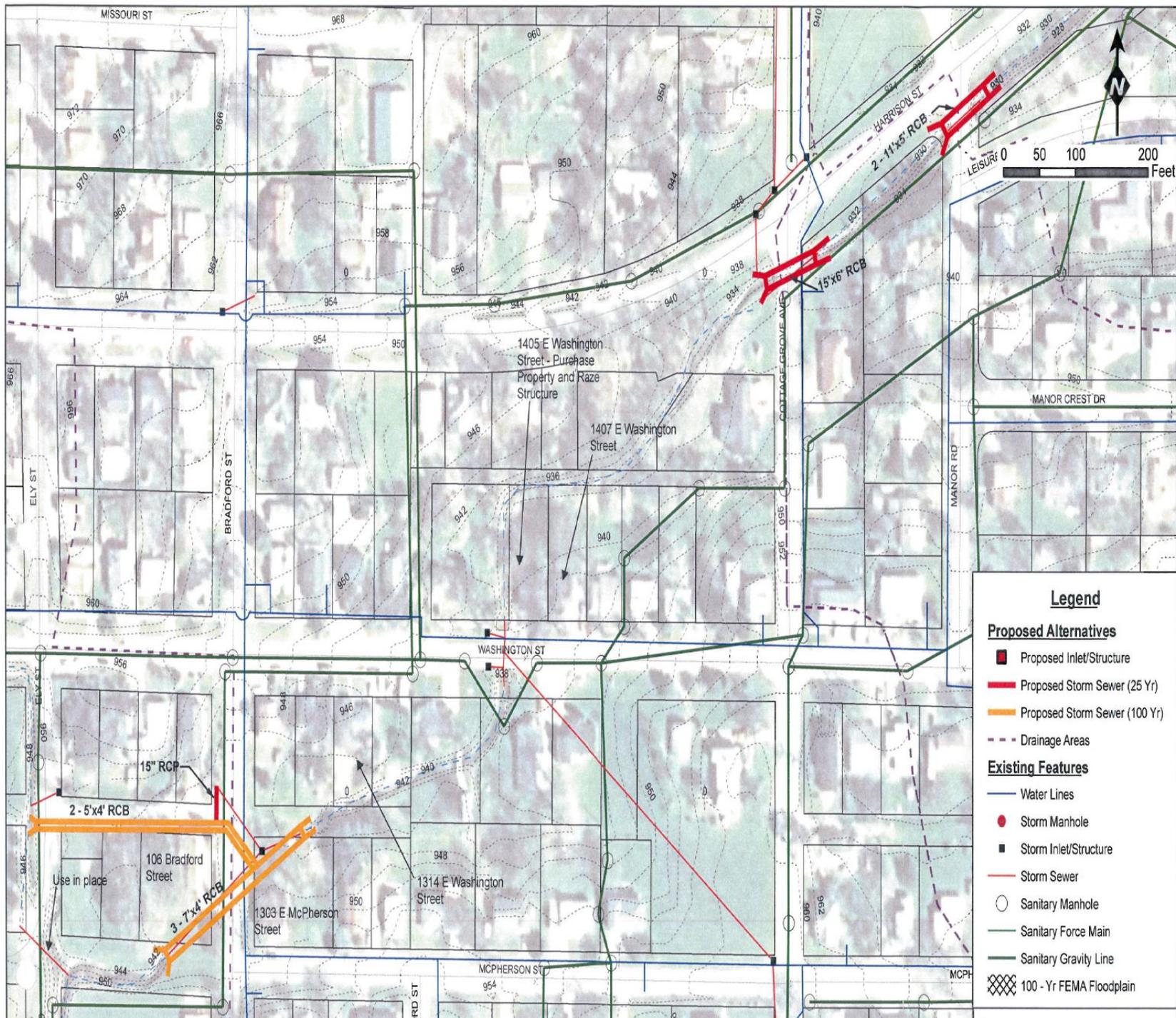
Rank	Project Name	Property Flooding	Frequency	Severity of Impacts	Project Benefit	Conceptual Cost	Constructability	Easements-Right-of-Way	Land Owner Support	Utility Impacts	Road Condition	Total Score	Project Cost (k)
	<b>Weight (Percentage)</b>	<b>10%</b>	<b>15%</b>	<b>25%</b>	<b>10%</b>	<b>15%</b>	<b>5%</b>	<b>3%</b>	<b>8%</b>	<b>3%</b>	<b>6%</b>	<b>100%</b>	<b>\$6,043</b>
* 1	FC2-Suburban-Monte Carlo	5	5	5	5	3.1	2	2	5	1	2	4.18	\$505
* 2	SC2-Lewis & Harrison	5	5	4	4	3.6	2	2	5	2	5	4.11	\$361
* 3	SC2-Lincoln & Normal	2	4	4	4	4.9	5	3	5	5	3	4.01	\$20
* 4	BC10-Normal Avenue	2	5	3	5	4.7	5	4	3	3	5	3.91	\$89
* 5	SC3-Pintail and Gadwell	3	4	4	4	4.3	2	3	3	1	4	3.65	\$176
* 6	SC3-Greenway and Canvasback	3	4	4	3	4.1	3	3	3	1	5	3.63	\$226
* 7	SC2-Lincoln Square	4	5	5	4	1.5	1	1	3	3	3	3.62	\$909
8	SC7-Elson South of Potter	1	4	4	5	4.1	5	5	3	3	1	3.61	\$247
9	SC2-Bradford to Manor	4	5	4	5	1.0	1	4	4	3	3	3.56	\$1,048
10	BC4-Garrett Drive	2	3	4	4	4.7	3	3	4	3	2	3.53	\$68
* 11	BC4-College Park	3	4	3	4	3.6	3	2	4	3	4	3.45	\$365
12	BC9-George Street	1	5	5	1	4.6	3	1	1	3	3	3.42	\$110
13	BC6-Lewis to Halliburton	1	2	4	2	4.6	5	4	4	4	5	3.40	\$120
14	SC3-Deer Street	1	3	4	2	4.6	2	3	5	2	4	3.33	\$111
15	BC9-Wall Street	3	3	4	2	4.1	3	1	3	3	2	3.20	\$231
16	SC2-Baltimore & Washington	1	4	5	3	2.7	1	3	2	3	2	3.17	\$615
17	SC3-Kings-Queens Roads	1	4	2	3	4.7	5	4	4	3	1	3.05	\$88
18	SC3-East Meadow Lane	4	4	2	3	4.2	2	3	3	2	2	3.04	\$205
19	FC2-Pheasant Drive	1	2	4	1	3.7	3	1	1	5	3	2.65	\$342
20	BC10-Randolph Street	1	3	1	3	4.2	5	5	3	3	3	2.64	\$208
21	SC4-New Street-Florence	-	-	-	-	-	-	-	-	-	-	0.00	\$0

Value Scale

5 - Most advantageous

1 - Least advantageous





**Legend**

- Proposed Alternatives**
- Proposed Inlet/Structure
  - Proposed Storm Sewer (25 Yr)
  - Proposed Storm Sewer (100 Yr)
  - - - Drainage Areas
- Existing Features**
- Water Lines
  - Storm Manhole
  - Storm Inlet/Structure
  - Storm Sewer
  - Sanitary Manhole
  - Sanitary Force Main
  - Sanitary Gravity Line
  - ▣ 100 - Yr FEMA Floodplain

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Park Master Plan: Rotary Park

**STUDY SESSION MEETING DATE:** March 7, 2016

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Ashley Young, Assistant City Manager

Beginning last year, City staff initiated the process of working with the Lakes, Parks and Recreation Commission (LPRC) to revise the master plans for each park, and, in one case, create a master plan where none previously existed. City staff and the LPRC now have yet another plan, for Rotary Park, ready for the Council to review.

Regarding process, the LPRC worked with City staff as well as the Rotary Park Committee of the Rotary Club of Kirksville, to determine a list of improvements and future developments for the park. Once the list of improvements and future developments was finalized, the Public Works Department's Engineering Division created the actual map for Rotary Park with the improvements and future developments graphically represented on the map itself. If approved, this master plan will inform the five year capital improvement plan that is established as part of the annual budget process.

The master plan for Rotary Park calls for, in order of importance to both the LPRC and the Rotary Park Committee as well as cost effectiveness, the following: a marker for the State Champion white swamp oak tree, painting the sewer pipe, erosion control along the banks of Steer Creek, a new shelter near the existing playground, a new pickle ball court near the existing volleyball court, paving the existing gravel parking lot, new sidewalk along both North New and Mill Streets to create a trail that circumnavigates the park, a bathroom and concession stand near the Ray Klinginsmith Amphitheatre, and a community room attached to the existing Aquatic Center.

While some of these additions are ambitious, City staff and the LPRC were mindful of costs while still acknowledging the potential for grant funding which would allow for the construction of more expensive projects in coming years. After months of work between City staff, the LPRC, and the Rotary Park Committee, the Rotary Park master plan is ready for your review. City staff look forward to discussing this master plan with the Council.



## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Façade Assistance Program

**STUDY SESSION MEETING DATE:** March 7, 2016

**CITY DEPARTMENT:** Economic & Community Development

**PREPARED BY:** Ashley Young, Assistant City Manager

The existing Building Rehabilitation Loan Program is available to property owners, or their tenants, within the Downtown or Central Business District. The goal of the program is to create an environment that will continue to attract new investors, businesses, and residents. The program allows applicants to apply for a loan of up to \$7,500 to go towards the improvement of a property's façade. The loan is to be paid back to the City over the course of up to three years at an interest rate 1/3 of prime. Traditionally the City Council has budgeted \$15,000 per year for this program. The program was most recently used in August, 2015, to assist with façade repairs to the Hidden Treasures building on the north side of the Downtown Square.

At the direction of the City Council, City staff began revising the existing Building Rehabilitation Loan Program to extend the availability of the program to all commercial properties within the city limits of the City of Kirksville. The revisions to the Building Rehabilitation Loan Program have created the draft for a new program: the Façade Assistance Program. This program is more specific in scope in one regard, in that it is available to commercial properties only. However, it is broader in scope in that the program is available within the entire city limits, and not just the Central Business District. The terms of the loan have not changed from the Building Rehabilitation Loan Program, however, certain eligibility requirements and program requirements have been modified.

The draft Façade Assistance Program Guidelines are now ready for the Council to review and provide additional input.

## CITY OF KIRKSVILLE

### FACADE ASSISTANCE PROGRAM GUIDELINES

#### *REVOLVING LOAN*

#### PURPOSE

The Facade Assistance Program (Program) is to provide an incentive for property owners to rehabilitate, reuse, or enhance commercial buildings in the City. The Program is focused on providing financial assistance for façade (exterior) improvements to commercial buildings. The long-term goal of the Program is to create an environment that will continue to attract new investors, businesses, and residents to the City.

#### PROGRAM OBJECTIVES

- To provide financial assistance to property owners in overcoming the barriers associated with the rehabilitation of older buildings;
- To preserve and maintain viable older buildings; and
- To promote and encourage growth and expansion of commercial activity.

#### PROGRAM ASSISTANCE

General Façade Renovation: This program was designed to assist the Applicant with renovations to building facades and exterior structure improvements within the City. Through the Program, the City will loan up to Seven Thousand Five Hundred Dollars (\$7,500) for general façade renovation projects. Funds will be released after approval of the application and execution of the agreement for repayment. The repayment period is a maximum of three (3) years. The interest rate is 1/3 of prime. This program is subject to funding availability.

#### ELIGIBILITY

Buildings must be located within the city limits. The Program is open to both building owners and tenants; however, the owner must sign the Facade Assistance Program Agreement. Recipients of a loan may not apply for Program funds on the same building for thirty-six (36) months following the final loan payment on the previous loan.

#### PROGRAM REQUIREMENTS

Applicants will be required to complete an application provided by the City. The following Program guidelines also apply:

1. Program funds can be utilized for exterior renovation, including construction costs.
2. Applicant must provide proof that all property taxes are current on the property and the subject property is properly insured.
3. All City obligations in applicant's name should be current, including, but not limited to, tax liens from code violations and utility bills.

4. Applicant must adhere to the City's current building code and business licensing requirements prior to commencing work.
5. Applicant must provide cost information.
6. Construction must commence within ninety (90) days of execution of funds and be completed within one hundred eighty (180) days after construction start date. Requests for time extensions must be submitted in writing and will only be approved upon the express written consent of the City Manager.
7. Applicant's business license, if applicable, should not be in default. If Applicant becomes a successful recipient of a Program loan, the business license is not allowed to go into default if the business is still active.
8. Repayment period is a maximum of three (3) years. Payments are to be made monthly beginning the first month following the completion of construction.

#### INELIGIBLE USES OF PROGRAM FUNDS

Program funds cannot be utilized for any of the following uses:

1. Property acquisition costs.
2. Paying off existing debt.
3. Site plan, building or sign permit fees.
4. Building demolition.
5. Environmental consulting, testing, or actual abatement/clean-up costs.
6. Property appraisal costs, legal fees or loan origination fees.

#### APPLICATION AND SELECTION PROCESS

Applications may be obtained in person at City Hall in the office of Economic & Community Development, 201 South Franklin Street, Kirksville, MO 63501, or by calling 660.627.1224. City staff will meet with Applicant, discuss the estimated scope of work, and determine initial eligibility. The City will review the proposed site or architectural plans. Upon approval, a Facade Assistance Program Agreement will be executed and the project can proceed.

#### RIGHTS RESERVED

The City of Kirksville reserves the right to reject any and all applications up to the limit of closing. The specific Program policies and procedures herein are subject to revision or amendment by the City of Kirksville. The City may discontinue this Program at any time, subject to the availability of Program funding.

#### DEFAULT AND REMEDY

To access Program funds, Applicants must complete the Façade Assistance Program Application Form; must certify that construction will commence within ninety (90) days of execution of funds; and Applicant shall complete the Project within one hundred eighty (180) days after construction start date. Applicant will be in default if construction is not undertaken within the specific time period, with 100% of the loan plus interest to be reimbursed to the City of Kirksville.

Failure to make loan repayment within 60 days of due date will constitute a default.

In the event of default, the entire amount of the loan shall become due and payable, plus collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute a default:

1. The Applicant fails to pay, when due, any real estate taxes or special assessments on the subject property during the repayment period of the loan.
2. The Applicant expends Program funds for uses other than approved Project costs as represented in the original application.
3. If, during a period of three (3) years following the completion of the project, the Owner/Applicant transfers ownership or interest in subject property to another party, unless such transfer secures the prior written approval of the City of Kirksville.
4. The Applicant defaults on bank loan or other public financing made in conjunction with the Program.

#### PENALTY FOR LATE PAYMENT

There shall be imposed upon Applicant a 10% penalty per month for any late payment computed upon the amount of any principal and accrued interest whose payment to City is overdue under the Program agreement and for which the City has delivered a notice of Penalty for Late Payment to Applicant.

CITY OF KIRKSVILLE  
FACADE ASSISTANCE PROGRAM  
*REVOLVING LOAN*  
**APPLICATION FORM**

1. Applicant Information

NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. Project Information

BUILDING LOCATION: \_\_\_\_\_

BUSINESS(ES) LOCATED IN BUILDING: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF RESIDENTIAL UNIT(S) LOCATED IN BUILDING: \_\_\_\_\_

BUILDING AGE: \_\_\_\_\_ BUILDING ZONED AS: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

IF LEASED: Lease Expires: \_\_\_\_\_ Renewal Term: \_\_\_\_\_

3. Project Description

Describe in detail the proposed scope of work, including design firm selected, if applicable.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Construction:

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

4. Mortgage Information

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Holder of Mortgage:

\_\_\_\_\_

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, and/or deed restrictions on the property? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list: \_\_\_\_\_

\_\_\_\_\_

5. Other Required Documentation

- a. Property deed with legal description of property.
- b. Proof that all property taxes are paid and current.
- c. Proof of property and liability insurance.
- d. Project budget.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the City of Kirksville Building Rehabilitation Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the Program, requiring any funds already disbursed to be repaid in full to the City of Kirksville.

The Applicant further certifies that he/she has read and understands the Building Rehabilitation Program Guidelines. If a determination is made by the City staff that Program funds have not been used for eligible Program activities, the Applicant agrees that the proceeds shall be returned in full, to the City and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all City funding commitments are contingent upon the availability of Program funds.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_