

**RESOLUTION NO. 51-22**

*RESOLUTION APPROVING FUNDING FOR A PROJECT AT 503 KELLY STREET  
SUBMITTED TO THE CITY OF CHARLES CITY FAÇADE PROGRAM*

WHEREAS, the City Council of the City of Charles City, Iowa has included funding for a local Façade program in the current fiscal year budget, and

WHEREAS, the Charles City Community Revitalization Design Committee has reviewed applications for this program, and

WHEREAS, they are recommending approval of \$10,000.00 funding for the building located at 503 Kelly Street for a Façade project,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charles City, Iowa, meeting in regular session on this 18<sup>th</sup> day of April, 2022, that Façade program funding of \$10,000.00 is approved for property located at 503 Kelly Street.

COUNCIL MEMBER     moved the adoption of the foregoing Resolution;

COUNCIL MEMBER     seconded the motion to adopt, and on roll call the voting was as follows:

AYES:

NAYS:

Passed and approved this 18<sup>th</sup> day of April, 2022.

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Dean Andrews, Mayor

Attest:

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Trudy O'Donnell, City Clerk



FACADE IMPROVEMENT GRANT APPLICATION



Date of application March 21, 2022

Applicant's name Stewart Realty Company

Mailing address 503 Kelly Street, Charles City, IA 50616

Email address dean@stewartrealtysells.com

Telephone 641.330.2977 (Home) 641.228.1111 (Work)

Project address 503 Kelly Street, Charles City, IA 50616

Does the applicant own the building? Yes X No

If no, who does own the building?

Owner's address 1934 Gil Avenue, Charles City, IA 50616 Phone No. 641.330.2977

Describe proposed project specifically: (attach additional sheets if necessary)

- 1. Install nine (9) aluminum window units with glass and four (4) vinyl windows
2. Repair architectural trellis along South front of building
3. Concrete patio replacement, west side of building-(Non-qualified Improvement-FYI as added detail)
4. Replace roof - (Non-qualified Improvement - FYI as added detail.)

Proposed starting date: April/May/June, 2022 - Depends on materials/scheduling/weather

Proposed completion date: November, 2022 and prior.

Amount requested: \$10,000.00 Estimated cost of project: \$43,940.00

Provide a brief outline of project costs: (attach additional sheets if necessary)

- 1. WINDOWS: \$40,440 - quote attached (Mason City Glass Service)
2. TRELLIS: \$3,500-Time & Materials verbal quote (Brian Young, Young Const. - Charles City, IA)
3. PATIO: \$4,450 - quote attached (Schroeder Concrete Construction Corp. - Greene, IA)
4. ROOF: \$29,850 - quote attached (Mid-West Roofing Company-Mason City, IA)

List current assessed valuation of project property \$ 85,560 (Floyd County Assessor)

Please list the source and amount of all other funds to be supplied by the applicant or other public or private sources: (attach additional sheets if necessary)

<u>Source</u>	<u>Amount</u>
First Security Bank & Trust Company-Appx \$40,000.00	
Cash reserve - Stewart Realty Co. -Appx \$28,240.00	

If the project property has been vacant, state how long N/A

Is the project property properly zoned for the business? Yes

If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application.

Number of years the applicant has been in business 35 years

Names and addresses of contractors and/or architect used for the proposed project.

Mason City Glass Service 2127 South Federal Avenue, Mason City, IA 50401 (WINDOWS)

Brian Young (Young Construction, Ltd) 301 Clark Street, Charles City, IA 50616 (TRELLIS)

Schroeder Concrete Construction Corp. 705 North 1st, Greene, IA 50636 (PATIO)

Mid-West Roofing Company 225 18th Street SE, Mason City, IA 50401 ROOF)

Number of new jobs (if any) the proposed project will create: 0

Number of existing jobs proposed project will preserve 7

Applicant should be aware that additional financial data may be required if requested by the Facade Improvement Review Committee. Applicant should also be aware that no application will be considered if expenditures are incurred prior to approval of the application.

It is understood that the Applicant will have 12 months from the grant approval date to complete the project as proposed.

Applicant will be required to provide copies of project invoices upon completion of the project to verify costs prior to receiving the final 65% grant payment. If the project cost comes in significantly lower than the application stated then an adjustment may be made to the final grant payment amount.

It is understood that the Applicant will actively support and/or participate in the programs and activities of Main Street Charles City.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best to my (our) knowledge. I (we) have read and understand the conditions of the Main Street Charles City Facade Improvement Program and agree to abide by its conditions and guidelines.

**Dean Stewart**

Digitally signed by Dean Stewart  
DN: cn=Dean Stewart, o=Stewart Realty Company,  
ou=email@dean@stewartrealty.com, c=US  
Date: 2022.03.21 12:21:26 -0500

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# MASON CITY GLASS SERVICE

2127 South Federal Avenue  
Mason City, Iowa 50401

Prompt Professional Service

Telephone 641/423-3960

Fax 641/423-3964

E Mail: [akinsbrian@masoncityglass.com](mailto:akinsbrian@masoncityglass.com)

February 11, 2022

Stewart Realty  
503 Kelly St  
Charles City, IA

RE: Window Replacements

## QUOTE

### Option 1

We propose to furnish and install nine aluminum window units with glass. Window configuration will match the existing layout. All glass units will be stationary. Existing wood window frames and glass will be removed and new aluminum frames with insulating glass will be installed. Aluminum flashing will be used at the interior to cover exposed areas from tear out of existing frames. Aluminum and flashing finish will be dark bronze anodized. Glass will be 1" OA with a low-e coating and bronze tint.

Price includes materials, installation, and tax: \$38,300.00

### Option 2

We propose to furnish and install four vinyl windows in basement locations. Vinyl window units will be stationary. Steel sash and glass will be removed, and new vinyl picture windows install in their locations. Break metal will be used as needed to for finishing windows to wall. Vinyl frames will be white, and glass will be insulating clear low-e.

Price includes materials, installation, and tax: \$2,140.00

Thank you for giving us the opportunity to quote this project for you and do not hesitate to call if you have any questions or need any additional information.

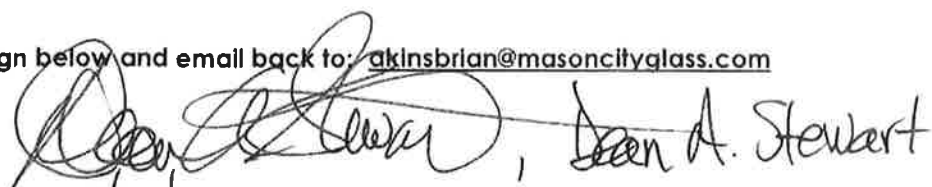
\* Above price is valid for 90 days

Respectfully Submitted By:  
MASON CITY GLASS SERVICE  
Brian Akins

If accepted, please sign below and email back to: [akinsbrian@masoncityglass.com](mailto:akinsbrian@masoncityglass.com)

QUOTE ACCEPTED BY:

DATE:

  
3/14/22

## Price Quotation

# **Schroeder Concrete Construction Corp.**

Mail: 705 North 1<sup>st</sup> - P.O. Box 306  
Greene, IA. 50636  
Phone: (641) 823-5612  
Fax: (641) 816-5643

e-mail: [dan@schroederconcrete.com](mailto:dan@schroederconcrete.com)  
Web site: [www.schroederconcrete.com](http://www.schroederconcrete.com)  
Mason City Phone: 641-423-0454

To: Stewart Realty  
Email to Dean

## **SCHROEDER**

Over 62 years of Quality and Service

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Date of quotation: 10/25/21  
Job Location: 503 Kelly Street  
Job Description: Remove and replace concrete as discussed

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**We are pleased to submit the following quotation for concrete work as requested.**  
**Items included in our proposal –**

- Remove 225 sq. ft. of existing concrete
- Haul away rubble (save splash block and reset on new concrete)
- Edge form in same footprint plus additional 6' x 11' to the North
- Grade for 4" thick concrete (including fill material)
- Furnish and install #3 rebar on 30" centers each way
- Pour and finish – light broom
- Saw as necessary
- 3500# concrete
- Furnish, place, and compact road rock 6' x 11' x 4" to the North of new concrete

Price for above - \$4,450.00

Respectfully Submitted \_\_\_\_\_

*Dan Schroeder*

Dan Schroeder, President

**Thank you for letting our firm bid your concrete work!**

Note: Price adjustments from suppliers may affect this price after 90 days from date of quote.



## MID-WEST ROOFING COMPANY

225 18<sup>th</sup> Street South East

Mason City, Iowa 50401

(ph) 641-424-4114 (fax) 641-424-4116

[www.midwestroofingcompany.com](http://www.midwestroofingcompany.com)

[scott.anderson@midwestroofingcompany.com](mailto:scott.anderson@midwestroofingcompany.com)

Low Sloped Roof Replacement  
Stewart Reality Office  
503 Kelly St  
Charles City, IA

Date Feb. 11, 2022

To whom it may concern:

We propose to furnish labor and materials required to properly apply low sloped EPDM membrane roofing in strict accordance with Firestone Systems Specifications to the roof deck on the above-mentioned building.

Scope of Work: Roof Replacement of existing ballasted membrane roof

*ok*  
*202*

**Adhered Membrane Roofing** – Removal and disposal of existing rock ballast stone, existing membrane roofing and the top sheet metal flashing perimeter termination metal. Buildup of existing perimeter edge as required to accommodate added coverboard. Furnish and install new coverboard over the existing recycled roof insulation. Install new 60-mil membrane roofing adhered to the new cover board with bonding adhesive. Flash all roof penetrations. Fabricate and install all associated sheet metal flashing terminations including flashing around the existing south wood framed trellis as required. Furnish the manufactures 15-year warranty. Includes City permit. For the sum of \$29,850.

~~**Ballast Rock Cost savings option** – Removal and disposal of existing rock ballast stone, existing membrane roofing and the top sheet metal flashing perimeter termination metal. Install new 60-mil membrane roofing loose laid over the existing substrate. Install new ballast stone rock in place. Flash all roof penetrations. Fabricate and install all associated sheet metal flashing terminations including flashing around the existing south wood framed trellis as required. Furnish the manufactures 15-year warranty. Includes City permit. For the sum of \$25,650.~~

### NOTE 1:

We do not include the cost associated for furnishing, replacing or repairing any of the following. **If required** this will be an extra to the contract.

- **Repair or replacement of any unforeseen existing wet or deteriorated roof insulation, roof edge blocking or damaged masonry wall uncovered after removing the existing roofing.**
- **If required any disconnections required of plumbing, HVAC or electrical.**
- **Structural review for the ballasted roof**



## MID-WEST ROOFING COMPANY

225 18<sup>th</sup> Street South East

Mason City, Iowa 50401

(ph) 641-424-4114 (fax) 641-424-4116

[www.midwestroofingcompany.com](http://www.midwestroofingcompany.com)

[scott.anderson@midwestroofingcompany.com](mailto:scott.anderson@midwestroofingcompany.com)

- Disconnection and raising of the HVAC units will be required to properly install new membrane at the existing roof curbs. This should be coordinated with the owner's mechanical contractor is not included in our scope of work.
- Landscaping work if required due to dump truck access required on lawn
- Repairs to any damaged electrical conduit if directly attached to the underside of the roof decking.

Accepted

Date

*[Signature]*  
3/14/2022

Respectfully Submitted;

Mid-West Roofing Company

*[Signature]*  
*Scott Anderson*

Scott Anderson – Vice President

Following terms apply: Proposal valid for 30 days. Payments due net 15 days. Services charges will apply to all past due balances. Please sign, date and return an acceptable proposal, approve any alternates if applicable.)







# MAIN STREET CHARLES CITY FACADE IMPROVEMENT PROGRAM



## INTRODUCTION

It is the intent of the Main Street Charles City Design Committee and City of Charles City to provide financial incentives to property owners and business people within the Downtown Urban Renewal Area (Riverside TIF District) to assist them in restoring and rehabilitating their property.

## OBJECTIVES

The primary objective of the Facade Improvement Grant Program is to revitalize the Riverside TIF District by preserving and restoring the existing buildings. The purpose of the Facade Improvement Grant Program is to promote the economic development within the Riverside Tax Increment Financing District by providing financial incentives to encourage occupancy of a vacant commercial building, provide financial assistance to avoid the occurrence of a vacancy of a commercial building, or to encourage continued occupancy of a commercial building. Preservation as defined in this policy means such renovation of the existing structure of a building as is necessary to make the building structurally sound and usable for the applicant business but will not include work that is of a routine maintenance nature and is not necessary to the preservation of the building. It is hoped that in addition to preserving the appearance of the buildings, the program will provide examples for the rehabilitation of other properties throughout Charles City.

The grant can equal up to 50 percent of the total project cost up to \$10,000.00. For example, if the total project cost is \$30,000.00, the grant could be as much as \$10,000.00. The grant will not exceed more than 50 percent of the total project cost. The owner is required to contribute a minimum of 10% of the funds necessary to complete the preservation project, and the source of these funds cannot be a loan or grant from the City. The owner must have a commitment for long-term financing, if necessary, for the remaining cost of the project. Subject to recommendation from the Design Committee and approval by the City Council, Main Street Charles City will then provide a grant up to and not to exceed 50% of the project costs (capped at \$10,000.00). An initial payment of 35% of the grant shall be provided upon proof of financing by the owner, and the remaining 65% of the grant shall be provided upon completion of the project and proof of actual project cost (copies of invoices). If the actual project cost is substantially lower than the original estimate, the dollar figure may be reduced accordingly from the remaining 65% grant payment. The Design Committee will carefully examine applications to determine which projects will most contribute to the overall design quality of our community.

Main Street Charles City's Facade Improvement Grant will be in the form of a forgivable loan. The grant shall be repaid in an amount and manner hereafter described if any of the following events occurs during the 24-month period immediately following completion of the approved project:

- A. The benefited property is sold or otherwise conveyed by the owner to another individual or entity; or
- B. The business located in the benefited property ceases operation; or
- C. Main Street Charles City becomes aware that the applicant made false or misleading statements in the application which were material in making the grant; or
- D. The applicant becomes insolvent

Main Street Charles City shall give written notice to the applicant upon determination that one of the forgoing events has occurred, in which case repayment shall be made in 12 equal monthly installments of principal only beginning on the 1<sup>st</sup> of the month next following the date of the notice and continuing on the 1<sup>st</sup> day of each month thereafter until repaid in full. Except for repayment caused by reasons set forth in subparagraph C above, the amount to be repaid shall be calculated as follows:

Amount to be Repaid = Total Grant -  $\frac{\text{total grant}}{24}$  x (Number of full months from date of project Completion to date of repayment notice)

For repayment triggered by reasons set forth in subparagraph C above, the full amount of the grant shall be repaid. If no notice of repayment, as above described, is given to the applicant within the 24-month period after project completion, then the grant shall be deemed forgiven.

Pending forgiveness of the entire grant, or, pending full repayment of the grant, the grant shall be secured by a mortgage upon the benefited premises given by the owner at the time of grant approval and subject to foreclosure upon default in making a required payment. A mortgage shall not be required if applicant has only a leasehold interest in the benefited property.

## **GUIDELINES**

The Facade Improvement Program will provide technical assistance along with a grant to building owners that meet the following guidelines:

- The grant program will be administered by the Design Committee of Main Street Charles City. The Design Review Committee will recommend eligibility of all grant applications to the City Council, which has final approval.
- Selection to participate in the program will be based upon the applicant's consistency with the goals of the Design Committee and upon commitment to proceed with the building improvements.
- Applicants must submit a Facade Improvement Grant application along with cost estimates from a contractor specific of all work to be done. Applications are reviewed on a case-by-case basis, pending the availability of funds.
- Work is to be completed and bills submitted prior to the one-year anniversary date of the grant award.
- A complete copy of bills from expenses relating to a particular project must be presented to the Community Development Director before the grant will be awarded in full. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. A final inspection of the project by the Design Review Committee or its designee (Community Development Director) will be conducted before payment of the grant will be issued. Any deviations from the approved application may disqualify the applicant.
- Recipient of any grant monies will actively support and/or participate in the programs and activities of Main Street Charles City.
- Applicant may be required to consult with Main Street Iowa's Design Specialists prior to start of a restoration project. These arrangements will be made through Main Street Charles City.

### **EXAMPLES OF ELIGIBLE PROJECTS:**

Signage (addition or removal)  
Awnings (addition or removal)  
Exterior painting  
Repointing  
Cleaning  
Replacement of transom glass  
Removal of aluminum "slipcovers"  
Window repair and replacement  
Replacement of architectural detail  
Upper Story interior rehabilitation  
Emergency Roof Repairs (bldg. viability issues, i.e. leaking)

### **EXAMPLES OF INELIGIBLE PROJECTS:**

Routine roof repair/replacement  
Interior improvements (Main Floor)  
Electrical work (except signage and upper story)  
Installation of inappropriate materials  
(aluminum siding, mansard roofs, etc...)  
Sandblasting  
Window display (merchandising) details  
Adjacent Sidewalk

**Upon approval of Main Street Charles City's Design Committee repairs from the ineligible projects list may be used to satisfy the 50% participation of the owner.**

**\*\* For application & assistance, contact Mark Wicks at Main Street Charles City, (641) 228-2335 \*\***



503 Kelly St., Charles City, IA 50616

City Directories

1948-1959:	Jas B. Miner, MD
1961-1964:	H.A. Tolliver, MD
1968-1974:	Hillard A. Tolliver, MD and Donald L. Trefz, MD
1976:	Associates in Family Practice, Hillard Tolliver and Donald Trefz
1981:	Associates in Family Practice, Hillard Tolliver, Donald Trefz, and James C. Bloom
1983-1985:	Edward Jones
1986-1989:	Edward Jones D and Lo Stock and Bond
1991:	Not listed in the Directory
1992:	Vacant
1993 to Present:	Stewart Realty

Floyd County Historical Society and Museum  
500 Gilbert St., Charles City, IA 50616  
641-228-1099  
[fcmiowa@gmail.com](mailto:fcmiowa@gmail.com)  
[www.floydcountymuseum.org](http://www.floydcountymuseum.org)



503 Kelly

