



## **CITY OF WASHINGTON, ILLINOIS**

### **Finance & Personnel Committee Agenda Communication**

**Meeting Date:** June 15, 2020

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

**Agenda Item:** TIF Funding Request – Washington Historical Society, 101 Zinser Place

**Explanation:** The Washington Historical Society has submitted an application for TIF assistance to complete interior and exterior building improvements at 101 Zinser Place. It recently sold the Dement-Zinser House (105 Zinser) and is using the former Doctor's Office Museum bungalow as an office, research, and archiving center. While the Dement-Zinser House is on the National Register of Historic Places, the bungalow is considered to be a contributing structure because it falls within the period of significance and was used as an office in the latter years of Dr. Harley Zinser's practice. It was constructed of wood with brick masonry foundation walls.

The building was constructed in 1916 and the WHS bought the property in 2003. The City approved a TIF agreement with the WHS in 2003 for the 101-105 Zinser property to assist with the exterior painting of the Dement-Zinser House. The agreement paid up to \$7,155 of the project cost and did not contain a not-to-exceed clause.

The application form and supporting materials for the proposed project at 101 Zinser are attached for your review and consideration. The exterior work would consist of painting the entire house a color similar to sage green with white trim, replacing all of the windows on the main level with the exception of the 5'x5' front window, installing a new handrail along the front steps, replacing the front porch, and creating a new sign for the WHS. The interior work would consist of upgrading the electrical components. The submitted quotes for the project totals \$22,657. Because the property is in the Square Historic District, a Certificate of Appropriateness will need to be approved by the Historic Preservation Commission for the exterior work with the exception of the painting.

**Fiscal Impact:** Staff recommends a 30-percent subsidy for this project. Based on this level, a not-to-exceed amount of \$6,797.10 is recommended to be paid in a single installment. This would be reimbursed from the TIF Fund upon completion of the project and the submittal of the paid invoices.

**Action Requested:** A recommendation on a subsidy level at the June 15 Finance and Personnel Committee meeting prior to the drafting of a redevelopment agreement to be placed on the City Council's agenda for a first reading ordinance on July 6 and a second reading on July 20.

ELIGIBLE EXPENSES	ESTIMATE	BASE SUBSIDY %	BASE SUBSIDY AMT.	HISTORIC REHAB./SCOPE BONUS %	HISTORIC REHAB./SCOPE BONUS AMT.	TOTAL SUBSIDY %	TOTAL SUBSIDY AMT.
<u>Exterior Work</u>							
Painting	\$ 6,892.00	20%	\$ 1,378.40	10%	\$ 689.20	30%	\$ 2,067.60
Window replacement	\$ 8,000.00	20%	\$ 1,600.00	10%	\$ 800.00	30%	\$ 2,400.00
Install new handrail	\$ 1,200.00	20%	\$ 240.00	10%	\$ 120.00	30%	\$ 360.00
Replace front porch	\$ 3,500.00	20%	\$ 700.00	10%	\$ 350.00	30%	\$ 1,050.00
New sign	\$ 600.00	20%	\$ 120.00	10%	\$ 60.00	30%	\$ 180.00
<b>SUBTOTAL</b>	<b>\$ 20,192.00</b>	<b>20%</b>	<b>\$ 4,038.40</b>	<b>10%</b>	<b>\$ 2,019.20</b>	<b>30%</b>	<b>\$ 6,057.60</b>
<u>Interior Work</u>							
Electrical upgrades	\$ 2,465.00	20%	\$ 493.00	10%	\$ 246.50	30%	\$ 739.50
<b>SUBTOTAL</b>	<b>\$ 2,465.00</b>	<b>20%</b>	<b>\$ 493.00</b>	<b>10%</b>	<b>\$ 246.50</b>	<b>30%</b>	<b>\$ 739.50</b>
<b>TOTALS</b>	<b>\$ 22,657.00</b>	<b>20%</b>	<b>\$ 4,531.40</b>	<b>10%</b>	<b>\$2,265.70</b>	<b>30%</b>	<b>\$ 6,797.10</b>

(NOT TO EXCEED)

**PROPOSED REIMBURSEMENT SCHEDULE**

Duration: 1 payment

Year 1 \$6,797.10

**EXHIBIT B**

**CITY OF WASHINGTON, ILLINOIS**  
**APPLICATION FOR TAX INCREMENT FINANCING (TIF) ASSISTANCE**  
**PRIVATE REDEVELOPMENT INCENTIVE**

Complete this form in its entirety and attach all necessary documents. Submit the completed application to the Planning & Development Department at 301 Walnut Street, Washington, IL 61571. If you have any questions, contact Jon Oliphant, Planning & Development Director at 444-1135 or by email at [joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us).

Applicant name: Washington Historical Society (please print or type)  
Mailing address: P.O. Box 54, Washington, IL 61571 Daytime Phone: (773) 425-0499  
Email Address: mbheil@mtco.com I would like to receive correspondence by: ☐ Mail ☒ Email

1. Applicant interest in property (check one): ☒ Owner/Mortgagor ☐ Purchaser ☐ Tenant

☐ Third-Party (name) \_\_\_\_\_

2. Property owner name: Washington Historical Society

3. Business name(s): \_\_\_\_\_

4. Project address or location: 101 Zinser Place

5. Property tax ID number(s): \_\_\_\_\_

6. Current use of property: Office / Archiving Center / Community Research

7. Proposed use of property: Same

8. Choose the applicable project (check all that apply): ☐ New construction ☒ Interior renovation  
☒ Exterior renovation/restoration ☐ Relocation ☐ Site improvement ☐ Other

9. Describe the nature of work proposed for the property: Please see attached.

10. Estimated total project cost: \$ 22,657.00

11. Attach the following documentation to support the project and to complete the application for TIF assistance:

- ✓ Preliminary, itemized cost estimates or quotes from a contractor or design professional;
- ✓ Scaled plans, renderings, and/or photos, as applicable, clearly illustrating the proposed improvements; and
- ✓ A copy of the Warranty Deed, including a legal description and owner name for the property.

12. Sign and date below to complete the application.

Melissa B. Heil  
Applicant signature

6/2/20  
Date

\_\_\_\_\_  
Property owner signature (if different from applicant)

\_\_\_\_\_  
Date

**IMPORTANT:** If the Finance Committee votes on a level of assistance, it will be included in a contract agreement between the City and applicant. NO WORK SHALL BEGIN UNTIL THE CONTRACT DOCUMENTS ARE APPROVED BY THE CITY COUNCIL. Any work that begins prior to contract approval shall be ineligible for TIF assistance.

## APPLICATION FOR TAX INCREMENT FINANCING (TIF) ASSISTANCE

### Washington Historical Society

Nature of work proposed for the property:

The Washington Historical Society has recently sold the Dement-Zinser House and is using the house at 101 Zinser Place, the old Doctor's Office Museum, as an office, research, and archiving center. The house needs a great deal of work to make it functional once again. As such, we propose to do the following work:

Exterior Paint of the entire house	\$6,892.00
Electrical upgrades	\$2,465.00
Replace windows on main level	\$8,000.00
(except large front window)	
Create and install new handrail for front steps	\$1,200.00
Fix Ridge Cap and repair / replace front porch	\$3,500.00
Create new sign for the Historical Society	\$600.00
<b>TOTAL</b>	<b>\$22,657</b>

WE APPRECIATE THE OPPORTUNITY TO EARN YOUR BUSINESS.  
ALL ESTIMATES ARE GOOD FOR 30 DAYS FROM DATE LISTED ABOVE, AND INCLUDE MATERIALS & LABOR.



PO Box 367  
Washington, IL 61581  
309.444.5200

### **Proposal**

April 30, 2020

Washington Historical Society  
101 Zinser PL.  
Washington, IL. 61571

Re: Misc. Electrical Work

We propose to supply and install the following material.

- Power to new small hot water heater.
- 5 new duplex receptacles.
- New time clock and photocell for Doctors sign.
- Removal of existing lighting in basement.
- 4 new 4' LED strip lighting fixture to replace removed fixtures in basement.
- Clean up existing junction boxes and wiring in the basement.
- New LED surface mounted lighting fixture with motion sensor for the restroom.

**Total Proposal: \$2,465.00**

**This Proposal does not include:**

- Any sales tax on material.
- Any overtime or double time.

Sincerely,  
RNS Electric Inc.

Accepted by:

Ty  
Slonneger

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

\_\_\_\_\_  
General Manager

Date: \_\_\_\_\_

**Committed to our customers and quality.**

## ESTIMATE

**Ockerby Construction**

406 Peach St.  
Washington, IL 61571  
Phone number: 309.264.4946  
Email: jonockerby@gmail.com

Washington Historical Society  
101 Zinser Place  
Washington, IL 61571  
Attn: Melissa Heil  
MBHeil@ MTCO.com

Replacement window bid

Date

05/212/2020

Description

Amount

--Tear out existing windows on main floor only except 5' x 5' window on south side.

--Repair any and all damaged wood where required.

--Install new Pella single-hung replacement windows (all white vinyl inside and out).

--Insulate and trim where required.

**Notes / Comments:**

No painting inside or out is included in this bid.

Total

\$8000

00

Authorized Signature

This is an estimate only and does not represent a contract for services. This estimate is based on the scope of work to be completed for the job as described above. This estimate is based on our evaluation of the requirements necessary to complete the job, and does not include material price increases or additional labor or materials which may be required should unforeseen problems arise after the work has started.

From: BA Ward bawardinc@comcast.net  
Subject: FW: Historical society hand rail  
Date: May 12, 2020 at 6:34:23 PM  
To: Melissa Heil mbheil@mtco.com, Jennifer Essig  
jennifer.essig@alvarinc.com

Here is Sam Miller information. Jewel

From: Sam Miller [mailto:millercustomwelding1@gmail.com]  
Sent: Tuesday, May 12, 2020 1:35 PM  
To: bawardinc@comcast.net  
Subject: Historical society hand rail

Hello Jewel,  
Quote for Hand rail.  
Steel hand rail blasted and powder coated..... \$1200  
Aluminum hand rail blasted and powder coated....\$1600

Sam Miller  
Miller Custom Welding  
309-696-8843



Virus-free. [www.avast.com](http://www.avast.com)



## FIX RIDGE VENT / REPAIR PORCH

REMOVE RIDGE CAP / CUT BACK RIDGE,  
INSTALL RIDGE VENT + RE-CAP.

MATERIAL COST -	\$250. <sup>00</sup>
LABOR -	\$750. <sup>00</sup>
TOTAL -	\$1,000. <sup>00</sup>

TEAR-UP PORCH DECKING & REPLACE -  
HAUL AWAY GARBAGE -

MATERIAL COST -	\$300. <sup>00</sup>
LABOR -	\$2,200. <sup>00</sup>
TOTAL	\$2,500. <sup>00</sup>

TOTAL COST - \$3,500.<sup>00</sup>



May 29, 2020

Melissa Heil  
Executive Director  
Washington Historical Society

Re: Hanging sign design and fabrication

Melissa,

This letter will serve as our quotation for replacing the hanging sign at the Historical Society's main location.

The sign panel may need to be fabricated one of two ways: If the sign is a hanging sign then we would use a panel routed from a 6mm piece of ACM sheet – an aluminum-composite sheet that is an industry standard for signage. The core of the material is a thermoplastic and is laminated on both sides with thin sheets of painted aluminum. Long-lasting. The other option, if it is a projecting sign but not a hanging sign, we would use two 3mm ACM panels, and they can be installed on either side of a fixed bracket. The cost would be the same.

We would digitally print the black and white image on high-performance exterior vinyl sheeting that would also have a matte finish overlamine applied for maximum protection from the elements and UV light. Overlaminates also make colors 'deeper' as they offer protection.

I would want to have a closeup photo of the bracket the sign currently hangs from sent to me so I know how to prepare the sign panel for hanging. I may also need a measurement if it hangs on the bracket and not fastened directly. The price doesn't include shipping – but I might actually need to visit the site prior to painting the mural – and would happily deliver it. The price for the double-faced sign as presented to you would cost \$600.00

I would like to see if there is a different graphic that we could work with for the logo. That version was 'auto-traced' by a computer program and if I had the original file or photo to work with I may get better results. We're super-picky and this could look nicer if I had that original image before the auto-trace was done.

Our standard terms require a 50% deposit - with the balance due on completion. We also offer a 3% discount for prepaid work - should that option interest you. We accept Visa and MasterCard - but we do add a 4% transaction fee to offset the fees we are charged.

Please get back to me with questions, Melissa. Thanks!

Respectfully,

Jay Allen  
President  
ShawCraft Sign Co.



**An International  
Award-Winning Sign Studio**

**TWO LINES  
FOR PROJECT NAME**

**SHAWCRAFT SIGN CO.**

7727 BURDEN RD. • MACHESNEY PARK, ILLINOIS • 61115  
TEL. (815) 282-4105 • [www.shawcraft.com](http://www.shawcraft.com)


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DESCRIPTION - 0.130 ACRES±

PART OF LOTS 1 AND 2 IN BLOCK 2 OF DORSEYS ADDITION TO THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 1 IN BLOCK 2 OF SAID DORSEYS ADDITION, THENCE NORTH 01 DEGREES 07 MINUTES 15 SECONDS WEST, (BEARINGS BASED ON THE ILLINOIS STATE PLANE, WEST ZONE, NAD 83, 2011 ADJUSTMENT), ALONG THE WEST LINE OF SAID LOTS 1 AND 2, A DISTANCE OF 75.44 FEET; THENCE NORTH 88 DEGREES 32 MINUTES 13 SECONDS EAST, A DISTANCE OF 75.00 FEET; THENCE SOUTH 01 DEGREES 07 MINUTES 15 SECONDS EAST, A DISTANCE OF 75.44 FEET TO THE SOUTH LINE OF SAID LOT 1; THENCE SOUTH 88 DEGREES 32 MINUTES 13 SECONDS WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 75.00 FEET TO THE POINT OF BEGINNING, SAID TRACT CONTAINING 0.130 ACRES, MORE OR LESS, SUBJECT TO ANY EASEMENTS, RESERVATIONS, RESTRICTIONS AND RIGHT OF WAY OF RECORD.

DESCRIPTION - 0.079 ACRES±

PART OF LOTS 1 AND 2 IN BLOCK 2 OF DORSEYS ADDITION TO THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 1 IN BLOCK 2 OF SAID DORSEYS ADDITION, THENCE NORTH 88 DEGREES 32 MINUTES 13 SECONDS EAST, (BEARINGS BASED ON THE ILLINOIS STATE PLANE, WEST ZONE, NAD 83, 2011 ADJUSTMENT), ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 75.00 FEET TO THE POINT OF BEGINNING OF THE TRACT TO BE DESCRIBED:

FROM THE POINT OF BEGINNING, THENCE NORTH 01 DEGREES 07 MINUTES 15 SECONDS WEST, A DISTANCE OF 75.44 FEET; NORTH 88 DEGREES 32 MINUTES 13 SECONDS EAST, A DISTANCE OF 45.56 FEET TO THE EAST LINE OF SAID LOT 2; THENCE SOUTH 01 DEGREES 18 MINUTES 30 SECONDS EAST, ALONG THE EAST LINE OF SAID LOT 2 AND SAID LINE EXTENDED, A DISTANCE OF 75.44 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 88 DEGREES 32 MINUTES 13 SECONDS WEST, ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 45.81 FEET TO THE POINT OF BEGINNING, SAID TRACT CONTAINING 0.079 ACRES, MORE OR LESS, SUBJECT TO ANY EASEMENTS, RESERVATIONS, RESTRICTIONS AND RIGHT OF WAY OF RECORD.

Pt. 02-02-23-203-014

OWNER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF TAZEWELL ) SS

I WE, \_\_\_\_\_, THE OWNER(S) OF RECORD OF THE LAND SHOWN ON THE ATTACHED PLAT, DO HEREBY AUTHORIZE AND ACKNOWLEDGE THE SURVEY OF THE LAND AS DESCRIBED IN THE ACCOMPANYING LEGAL DESCRIPTION. ALSO, TO THE BEST OF MY KNOWLEDGE THE DESCRIBED PARCEL IS LOCATED IN THE WASHINGTON GRADE SCHOOL DISTRICT 52 AND HIGH SCHOOL DISTRICT 308.

GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

OWNER OF RECORD

OWNER OF RECORD

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

NOTARY PUBLIC

TAZEWELL COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF TAZEWELL ) SS

I, HEREBY CERTIFY THAT I FIND NO DELINQUENT TAXES, UNPAID CURRENT TAXES, DELINQUENT SPECIAL ASSESSMENTS OR UNPAID CURRENT SPECIAL ASSESSMENTS AGAINST ANY OF THE REAL ESTATE EMBRACED IN THE ATTACHED PLAT OF SURVEY AND DESCRIPTION.

GIVEN UNDER MY HAND AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

TAZEWELL COUNTY CLERK

TAZEWELL COUNTY DEPUTY CLERK

CITY OF WASHINGTON PLAT OFFICER'S CERTIFICATE