

**CITY OF WASHINGTON  
FINANCE & PERSONNEL COMMITTEE  
MONDAY, FEBRUARY 20, 2017  
4:30 P.M.  
CITY HALL CONFERENCE ROOM  
301 WALNUT STREET**

**AGENDA**

- 1. NON-MEMBER ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. BUSINESS ITEMS**
  - A. TIF Subsidy Consideration: Brunk's Sports Center, 122 N. Main Street
  - B. Part-time Dispatch, Police Department
  - C. Proposed T-Mobile Lease, Water Tower #1, 911 Drive
- 4. OTHER BUSINESS**
- 5. ADJOURNMENT**

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

Ph. 309-444-1135 · Fax 309-444-9779

<http://www.washington-illinois.org>

[joiliphant@ci.washington.il.us](mailto:joiliphant@ci.washington.il.us)

### MEMORANDUM

TO: Finance & Personnel Committee  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: TIF funding request – Brunks Sports Center, 122 N. Main  
DATE: February 16, 2017

We have received an application from Curt Reynolds of Brunks Sports Center for TIF assistance to renovate the interior and exterior of his business at 122 N. Main Street. The application form and supporting materials are attached for your review and consideration. The building was originally constructed in 1939.

The work would remove and replace the brick on the east elevation. Stucco would be added on the north, west, and south elevations. (Please note that the renderings on Pages 4 and 5 are incorrect and do not reflect the planned exterior appearances). The existing windows and doors would be replaced and new windows are proposed along the north elevation to allow for more daylight and display space. The door for the store entrance would be moved further north, which will improve handicapped accessibility. Mr. Reynolds has proposed replacing the existing canvas awning with a permanent awning with downlighting. He has indicated that he is open to having a canvas awning to more closely match those found on the Square. Interior work would consist of the removal and replacement of drywall, electrical improvements, and the replacement of the furnace and ductwork. Mr. Reynolds has indicated that he would like to include new signage with this project, though staff has not received an estimate for that as of now.

Mr. Reynolds has submitted quotes for this project that total \$134,813. Each of the items identified above qualify for TIF assistance. Each of the items Mr. Reynolds identified in the application is eligible for the 20-percent base subsidy. Additionally, staff would recommend a bonus 10-percent historic preservation subsidy. Including this additional subsidy, staff would recommend a subsidy not-to-exceed amount of **\$40,443.90** to be paid in three installments.

This item is scheduled for review and action by the Finance Committee at their meeting on February 20.

**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.

Applicant name: Curt Reynolds (please print or type)  
Mailing address: 122 N. Main St  
Daytime Phone: 309-444-2556 Email Address: Curt@BrunkSports.com  
Fax: \_\_\_\_\_  
I would like to receive correspondence by: ☐ Mail ☒ Email

1. Applicant interest in property (check one): ☒ Owner/Mortgagor ☐ Purchaser ☐ Tenant
2. Property owner name: Curt Reynolds
3. Business name(s): Brunk Sports Center
4. Project address or location: 122 N. Main St
5. Property tax ID number(s): 02-02-23-207-016
6. Current use of property: Sporting Goods
7. Proposed use of property: Sporting Goods
8. Choose the applicable project (check all that apply):  
☒ Exterior renovation/restoration ☐ Relocation ☒ Site improvement ☐ New construction ☒ Interior renovation ☐ Other
9. Describe the nature of work proposed for the property: relocating door for handicap accessible, redoing interior exterior of building, lighting, up dating of building
10. Estimated total project cost: \$ 134,813.00
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.

Curt A. Reynolds  
Applicant signature

2/13/17  
Date

**IMPORTANT:** If the Finance Committee votes on a level of assistance it will be included in a contract agreement between the City and redeveloper. 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.

**FOR OFFICE USE ONLY**

Committee action & form of assistance: \_\_\_\_\_ Date of Finance Committee review: \_\_\_\_\_

Comments: \_\_\_\_\_

City Council review and action by ordinance: \_\_\_\_\_ Date of First reading: \_\_\_\_\_ Date of Second reading: \_\_\_\_\_

S:\P&D dept\applications\TIF app.doc

ELIGIBLE EXPENSES	ESTIMATE	BASE SUBSIDY %	BASE SUBSIDY AMT.	HISTORIC REHAB. BONUS %	HISTORIC REHAB. BONUS AMT.	TOTAL SUBSIDY %	TOTAL SUBSIDY AMT.
<u>Exterior Work</u>							
Remove/replace brick	\$ 18,600.00	20%	\$ 3,720.00	10%	\$ 1,860.00	30%	\$ 5,580.00
Remove/replace windows/doors	\$ 32,053.00	20%	\$ 6,410.60	10%	\$ 3,205.30	30%	\$ 9,615.90
Materials/labor	\$ 10,500.00	20%	\$ 2,100.00	10%	\$ 1,050.00	30%	\$ 3,150.00
Dumpsters	\$ 1,200.00	20%	\$ 240.00	10%	\$ 120.00	30%	\$ 360.00
Pour approach	\$ 1,800.00	20%	\$ 360.00	10%	\$ 180.00	30%	\$ 540.00
Profit/overhead	\$ 7,500.00	20%	\$ 1,500.00	10%	\$ 750.00	30%	\$ 2,250.00
Plaster/foam/basecoat	\$ 31,360.00	20%	\$ 6,272.00	10%	\$ 3,136.00	30%	\$ 9,408.00
<b>SUBTOTAL</b>	<b>\$ 103,013.00</b>	<b>20%</b>	<b>\$ 20,602.60</b>	<b>10%</b>	<b>\$ 10,301.30</b>	<b>30%</b>	<b>\$ 30,903.90</b>
<u>Interior Work</u>							
Remove/replace drywall	\$ 9,800.00	20%	\$ 1,960.00	10%	\$ 980.00	30%	\$ 2,940.00
Electrical	\$ 8,500.00	20%	\$ 1,700.00	10%	\$ 850.00	30%	\$ 2,550.00
Replace furnace/ductwork	\$ 13,500.00	20%	\$ 2,700.00	10%	\$ 1,350.00	30%	\$ 4,050.00
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
	\$ -		\$ -		\$ -		\$ -
<b>SUBTOTAL</b>	<b>\$ 31,800.00</b>		<b>\$ 6,360.00</b>		<b>\$ -</b>		<b>\$ 9,540.00</b>
<b>TOTALS</b>	<b>\$ 134,813.00</b>		<b>\$ 26,962.60</b>		<b>\$ 11,281.30</b>		<b>\$ 40,443.90</b>

(NOT TO EXCEED)

**PROPOSED REIMBURSEMENT SCHEDULE**

Duration: 3 years

Year 1 \$13,481.30  
Year 2 \$13,481.30  
Year 3 \$13,481.30

or one-third (1/3) of the total certified total costs, whichever is less.

**EXHIBIT C**



309-208-7542

315 N. Ida St

Lacon, IL 61540

**QUOTE DATE**

**8/15/16**

TO: Brunks Sporting Goods  
Main St.  
Washington, IL

Remove & replace brick	\$ 18,600
Framing additional and replacing existing Window total of 9	
Frame & replace 2 doors	\$ 32,053
Materials & Labor	\$ 10,500
Remove, replace & tape drywall	\$ 9,800
Electrical	\$ 8,500
Replace furnace & ductwork	\$ 13,500
Dumpsters	\$ 1,200
Pour approach	\$ 1,800
Profit & overhead	\$ 7,500

**Total Quote**

**\$ 103,453.00**

**Bienemann Plastering Systems, Inc.**

306 S. Pine St

Washington, IL 61571

**PROPOSAL**

Roy (309)222-3482 bienemannplasteringsystems@gmail.com or Doug (407)832-6929 dougparmele@comcast.net

Proposal Submitted To: Kurt Renoylds

Phone:

Date 10/27/2016

Street: N Main St

Job name: Brunks

City, State, and Zip Code:

Washington IL.

Job Location: Historic Washington Square

Special Remarks:

We hereby submit specifications and estimates for:

labor and material to install 1" foam, basecoat mesh and color finish  
 the bid includes all 4 sides with top front 4 ft only  
 winter protection is not included in this price

**Please Note: The above price is for a normal work week ONLY. Monday-Friday 7:00am – 3:30pm.**

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

Payment to be made as follows: TBD

Dollars \$ 31,360.00

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per 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.

Authorized

Signature: \_\_\_\_\_

Roy Bienemann

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

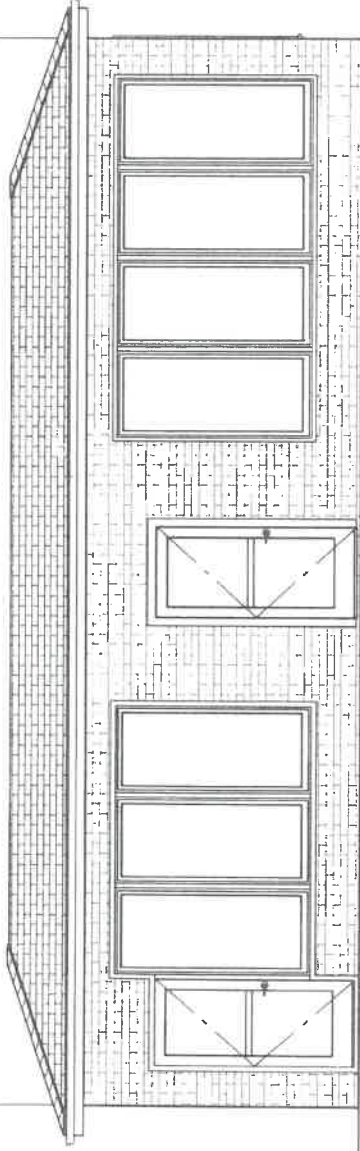
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

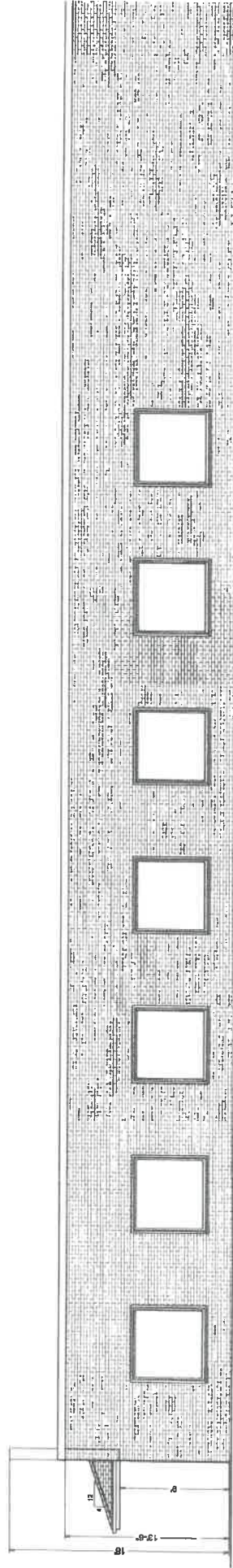
Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

# BRUNKS SPORTS CENTER



FRONT ELEVATION  
SCALE = 1/4" = 1'-0"



RIGHT ELEVATION  
SCALE = 1/8" = 1'-0"



DATE:  
6/9/2016

SCALE:  
1/4" = 1'-0"

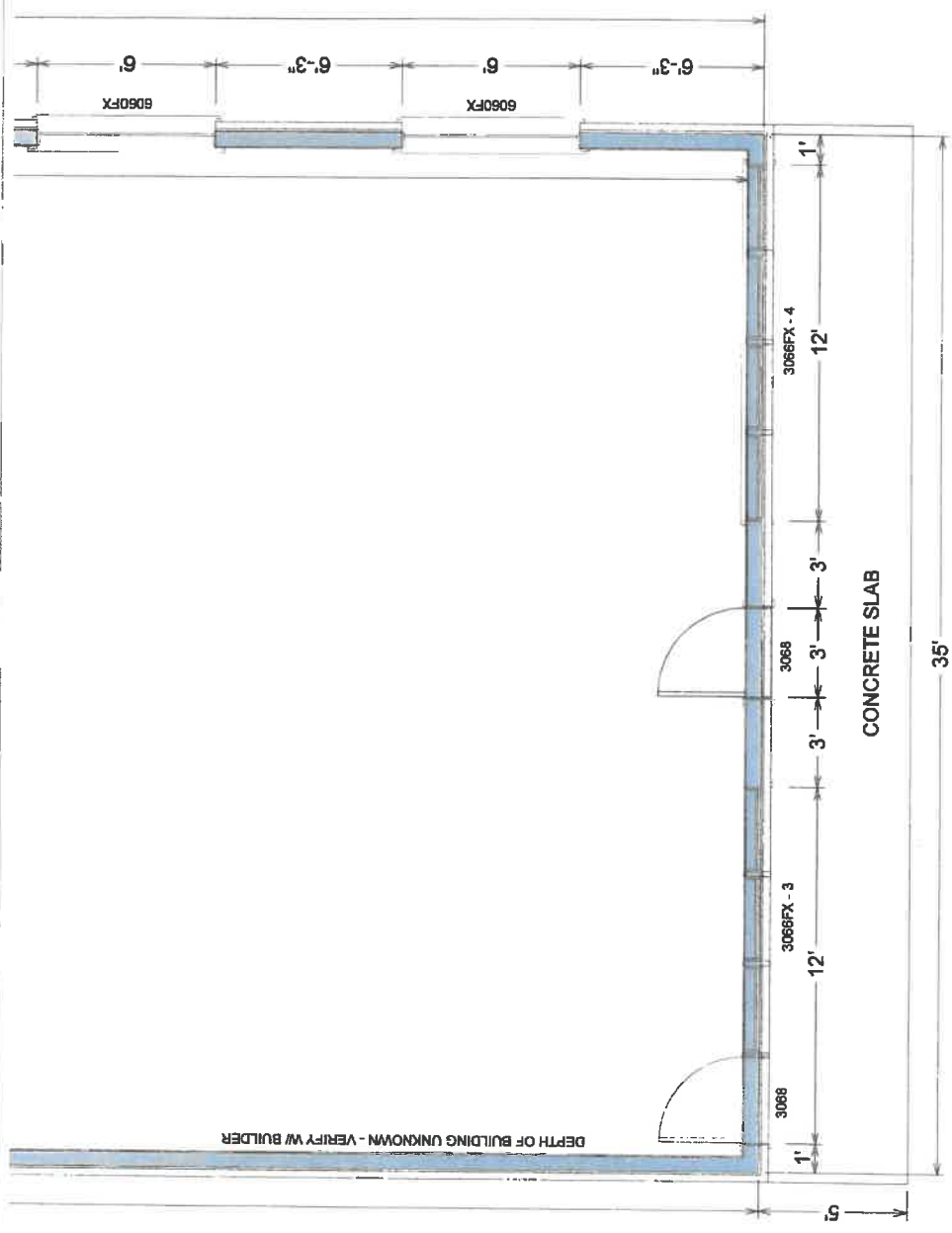
CLIENT/CONTRACTOR

DARREN BROWN


NEW CONSTRUCTION PROJECT FOR

BRUNKS SPORTS CENTER

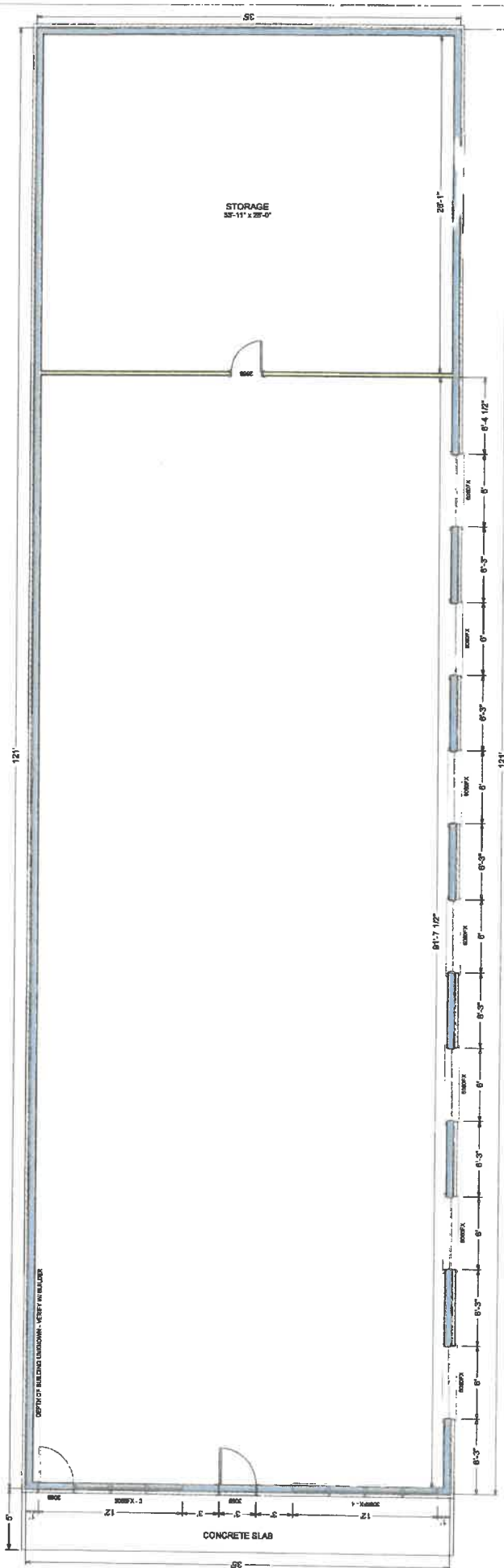
1  
OF 5



9' WALL HEIGHT  
WINDOWS TO BE COMMERCIAL GLASS

	DATE: 6/9/2016	CLIENT/CONTRACTOR DARREN BROWN	NEW CONSTRUCTION PROJECT FOR BRUNKS SPORTS CENTER	<b>2</b> OF 5
	SCALE: 1/4" = 1'-0"			





SCALE = 1/8" = 1'-0"



DATE:  
6/9/2016

SCALE:  
1/4" = 1'-0"

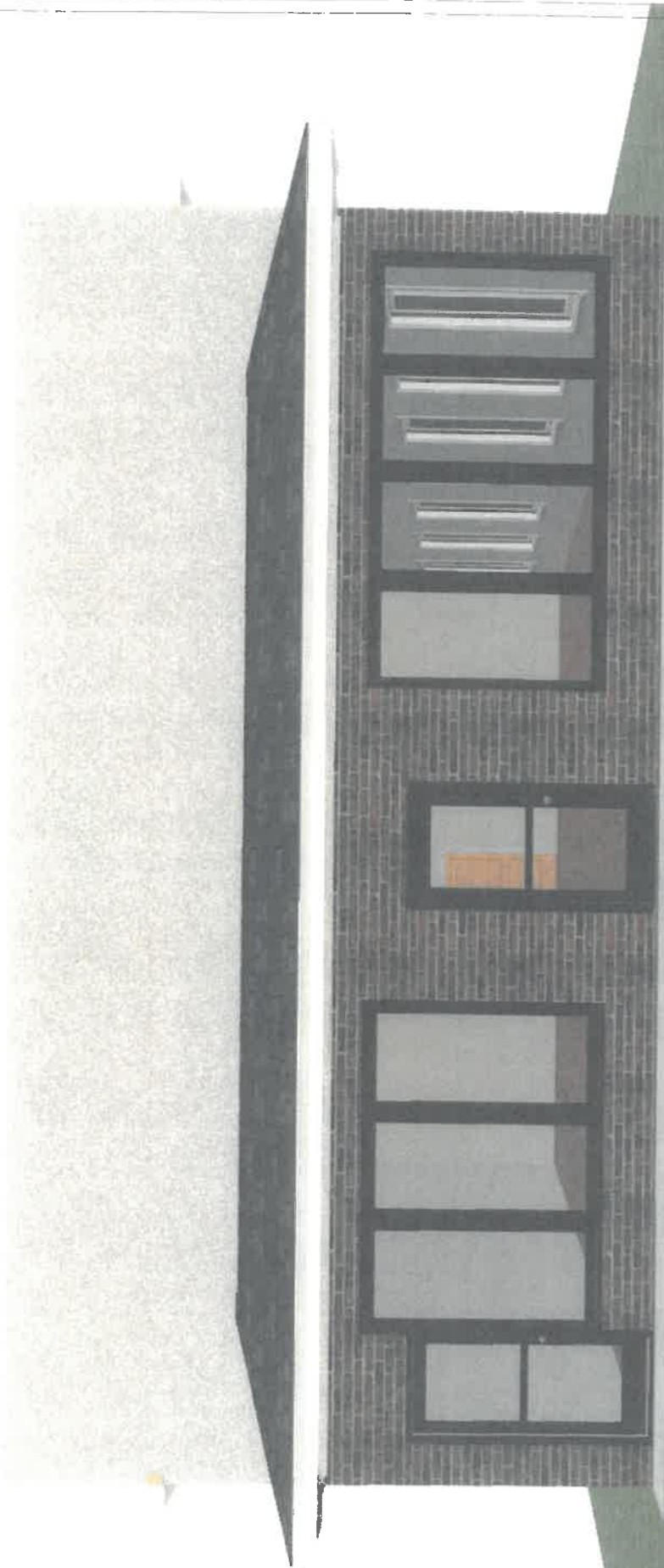
CLIENT/CONTRACTOR

DARREN BROWN

NEW CONSTRUCTION PROJECT FOR

BRUNKS SPORTS CENTER

3  
OF 5



DATE:  
09/2016

SCALE:  
1/4" = 1'-0"

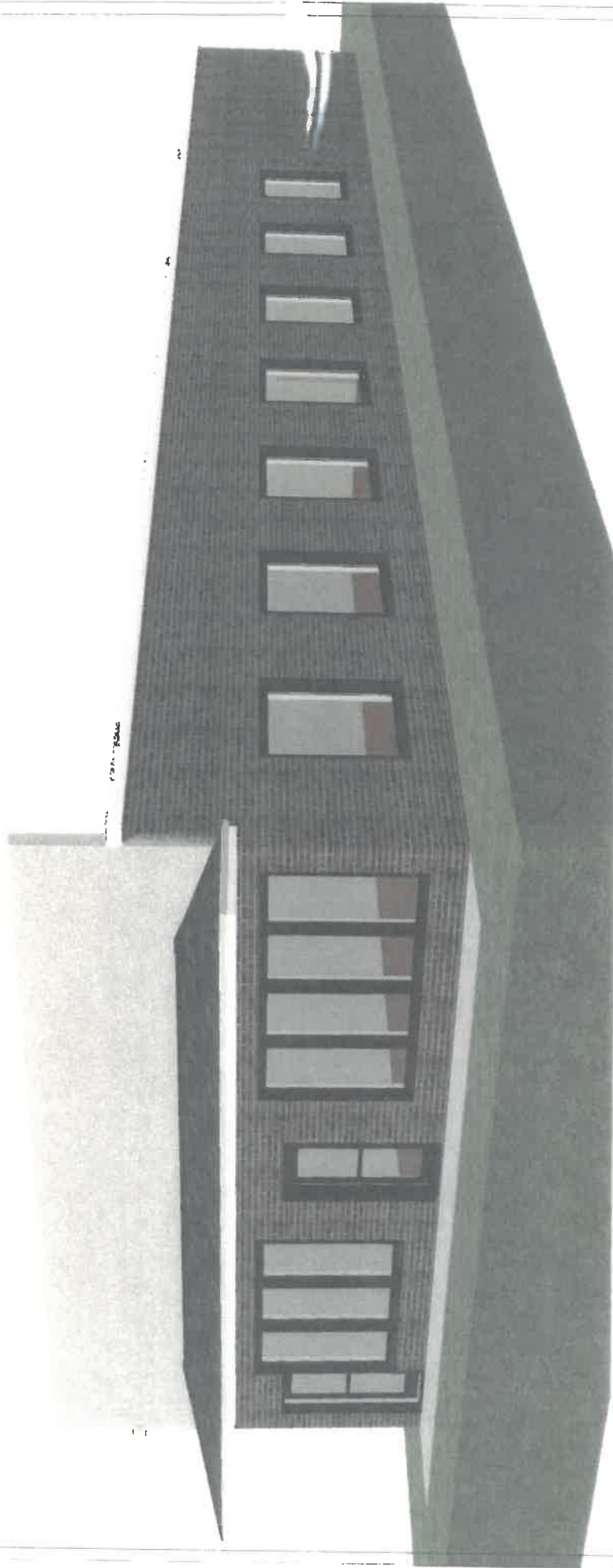
CLIENT/CONTRACTOR

DARREN BROWN

NEW CONSTRUCTION PROJECT FOR

BRUNKS SPORTS CENTER

4  
OF 5



DATE:  
6/9/2016

SCALE:  
1/4" = 1'-0"

CLIENT/CONTRACTOR

DARREN BROWN

NEW CONSTRUCTION PROJECT FOR

BRUNKS SPORTS CENTER

5  
OF 5

# WASHINGTON POLICE DEPARTMENT

## Part-Time Dispatcher Positions

It is the opinion of Command Staff, that additional part-time dispatcher positions need to be added. Listed below are the factors that form the basis of this opinion.

- **FLEXIBILITY:** Additional part-time dispatchers provide flexibility and more options when it becomes necessary to fill open shifts that arise due to full-time dispatcher's time off. Historically, part-time dispatchers seem to be more apt to fill these open shifts than their full-time counterparts.
- **TWO DISPATCHERS ON DUTY AT ALL TIMES:** For the same reasons that the Police Department has a Command Officer on duty 24/7, it is also imperative that the Dispatch Center be staffed by 2 dispatchers 24/7.
- **EMERGENCY MEDICAL DISPATCH (EMD):** All dispatchers are EMD Certified. EMD is not only an integral part of pre-hospital emergency patient care it is also one of the most important. Successfully following EMD protocols requires near total focus from a dispatcher, necessitating a second dispatcher on duty to handle radio traffic from police/fire/EMS and any phone calls that may occur.
- **WAGES:** Simply stated, it is more cost effective to use part-time dispatchers to fill any overtime created by full-time dispatcher's days off, vacation, comp time, sick time, etc.

Full Time Average Wage x 1.5 (Overtime)	<b>\$34.09/hr.</b>
Part Time Average Wage (No Overtime)	<b>\$18.88/hr.</b>

- **ADDITIONAL PART TIME POSITIONS:** At this time, two additional part-time positions would need to be filled to staff six(6) full-time dispatchers and (6) part-time dispatchers. That is the minimum necessary to staff dispatch with two (2) dispatchers 24/7.



## **Finance Committee Memorandum**

To: Committee Members  
From: Jim Culotta, City Administrator  
Date: 2/20/17  
Re: Discussion on a lease proposal by T-Mobile

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### **BACKGROUND**

In April 2007, the City entered into an agreement with T-Mobile to lease space on the City's water tower located on 911 Drive. The agreement began with a monthly rent of \$2,000 with a 3% annual escalator. The current rate paid by T-Mobile is \$2,609.55 per month. This contract automatically renews every five years for up to a 20-year term unless T-Mobile notifies the City of its intention not to renew prior to the commencement of the succeeding renewal term, which is August 1, 2017.

T-Mobile has proposed a lease extension amendment with a monthly rate of \$2,000. They do not wish to include an annual escalator but is willing to increase the month rate by 5% each term (five year period). A representative for T-Mobile said these new terms are their best and final offer. While T-Mobile would like to stay on our tower, they state our refusal would force them to look into all other options.

### **REQUESTED ACTION**

Staff requests Committee input and direction.