



DOWNTOWN SQUARE COMMISSION MEETING

November 28, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of agenda for the November 28, 2023 meeting.
- 4. Minutes Approval**
 - A. Approval of August 15, 2023 meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation of a Special Event Application for Home for the Holidays event on December 9, 2023, submitted by Indianola Downtown Merchants.
 - B. Consider recommendation on reimbursement for 216 West Salem Avenue (Bob's Custom Trophies) for the Downtown Facade and Interior Improvement Grant Program
 - C. Consider recommendation on reimbursement for 215 West Salem Avenue (Community Title LLC) for the Downtown Facade and Interior Improvement Grant Program.
 - D. Consider recommendation on reimbursement for 105 1/2 South Howard Street for the Downtown Facade and Interior Improvement Grant Program.
- 8. Comments**
 - A. Updates regarding the City of Indianola's application for the Community Block Development Grant (CDBG) Downtown Revitalization Fund Program.
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: November 28, 2023
Subject: Approval of August 15, 2023 meeting minutes.

Discussion:

Recommendation:

Attachments: 1. August 15th Meeting Minutes



DOWNTOWN SQUARE COMMISSION MEETING

August 15, 2023

9:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 9:03 am.

2. Roll Call

Commission members present: Doug Gaumer, Amanda Ripperger, Jamie Parrott, Rob Keller, and Leslie Held.

Staff member present: Charlie

3. Agenda Approval

A. Approval of the August 15th 2023 meeting agenda.

Jamie Parrot made a motion to approve the agenda. Leslie Hold seconded the motion. Motion was passed.

4. Minutes Approval

A. Approval of the July 18th meeting minutes.

Doug Gaumer made a motion to approve the minutes. Jamie Parrott the second motion. Motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation of a Special Event Application for West Hill Brewing Co. Oktoberfest on September 29, 2023, submitted by West Hill Brewing Co.

Doug Gaumer provides background on the event.

Doug Gaumer recuses himself.

Rob Keller made a motion to approve the event.

Jamie Parrott seconds the motion.

Motion is passed.

B. Consider recommendation of a Special Event Application for Wine, Witches and Brews on October 27, 2023, submitted by Indianla Downtown Merchants.

Leslie Held provided background on the event.

Rob Keller made a motion to approve the event.

Doug Gaumer seconded the motion.

The motion was passed.

8. Comments

9. Adjourn

The meeting was adjourned at 9:18.



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: November 28, 2023

Subject: Consider recommendation of a Special Event Application for Home for the Holidays event on December 9, 2023, submitted by Indianola Downtown Merchants.

Discussion: The Indianola Downtown Merchants propose hosting its annual Home for the Holidays event on December 9, 2023, on the Indianola Downtown Square. The event will begin at 4 PM with setup on the street beginning at 1 PM. The event will conclude at 8 PM. This event proposes a full closure of the four (4) sides of the Square, including all four (4) intersections. Additionally, Salem Avenue from B Street to First Street will be closed, Howard Street between Ashland Avenue and Boston Avenue will be closed, and Ashland Avenue from Buxton Street to the City-owned parking lot will be closed. The event is anticipated to have over 800 people attending.

The event map notes the following activities:

- Food trucks and games on Salem Avenue between B Street and Buxton Street.
- Kids zone, with inflatables and mini golf, on Salem Avenue between Buxton Street and Howard Street.
- A candlestick glow on Salme Avenue between Howard Street and First Street.
- Vendors on Howard Street between Salem Avenue and Ashland Avenue.
- A train on Buxton Street between Salem Avenue and Ashland Avenue.
- A horse drawn wagon that will circulate on Ashland Avenue, between Buxton Street and the City-owned parking lot, and Howard Street between Ashland Avenue and Boston Avenue .
- A lighted parade that will begin in the Mccoy True Value parking lot, head south on Howard Street, west on Ashland Avenue, south on Buxton Street and west on Salem Avenue.

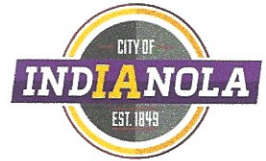
The organizers also note that they will request the City Council lift the open container ordinance within the barricades during the event, as establishments serving alcohol have requested the chance to serve attendees and allow them to carry their wine and beer outside if they choose. Furthermore, the inside of the Justice Center will not be used this year, but the steps will be used as a stage and there will be two large tents on the Justice Center lawn. The event will be requesting access to bathrooms in the County Annex Building and the City's bathrooms in the Regions Bank Hallway.

The event application is attached to this item.

Recommendation: Staff recommends approval of the special event.

Attachments: 1. 2023 Home For the Holidays Event Application

CITY OF INDIANOLA SPECIAL EVENT APPLICATION



Dear Event Organizer,

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities, a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The information below provides key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. If you have any questions, please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event, whether for local residents or the entire Warren County region. A well-planned event translates to a successful activity that benefits both public and private interests.

General Event Information

- If an event is held on City Streets, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief and Police Chief.
- If the event is held on a combination of City streets and trails, applications will be reviewed by the City Manager, Public Works Director, Human Resources/Risk Manager, Fire Chief, Police Chief, and the Parks and Recreation Director.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with the City's park policies, rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received in a timely manner. The Clerk's office reserves the right to reject any applications not submitted in a timely manner.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, events/activities, vendors, parking etc. If the event involves a moving route, indicate the direction of travel. Please include as much detail as possible when listing the activities and vendors.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center. The applicant shall have volunteers at barricades around the Square to let emergency personnel in and out of the Justice Center (this includes EMS).
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up— applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council or approved by staff, unless there are questions regarding your application.



Event Details

Event Name: Home For The Holidays

Event Sponsor(s): Indianola Downtown & Indianola Chamber of Commerce

Event Type (Check all that apply): Parade Bike Ride/Race Concert
Fun Run Timed Race Other Holiday Festival

Date(s) of Event: 12/9/23

Time of Event: 4-8pm

Setup Date and Time: 1pm

Dismantle Date and Time: 8pm

Location of Event: Indianola Square & arterieries

Anticipated Attendance Per Day: 800

Total Anticipated Attendance: 800

Contact Name: Erica Roberts & Leslie Held

Contact or Organization Address: Indianola Downtown

Contact Telephone Number: 515-975-9740

Contact Email Address: leslie@bobscustomtrophies.com

Please describe your event and requests:

Home For The Holidays is an annual event put on by Indianola Downtown, partnering with the Chamber, Mayors Youth Council and several other local groups. This free community event is a time to celebrate the holiday season; promote our local businesses and showcase local groups and talent. The festivities will include visits with Santa & Mrs. Claus; a lighted parade; holiday themed inflatables (Gingerbread; Candyland); a train; horse drawn carriage rides; glow in the dark mini golf; a "candlestick" hot air balloon glow; Festival of Trees; caroling & choir performances; live windows; holiday character meet & greet; and photo opportunities including a snow globe you can get inside. We will have outside vendors and food trucks at this event. Shops will be open until 8pm for holiday shopping. Please note we are renting 8 outdoor patio propane heaters which will be placed throughout the event.

What streets, trails or parks are you planning to use? Please state if these areas will be closed and if you need barricades and/or signage. (Not all requests for barricades and signage will be approved.)

We request street closure from 1pm-10pm. We do request barricades with signage warning of closure be in place by 9am that day. We request The Square proper be closed; Howard to Boston; Ashland to the entrance of Funaro's parking lot; Salem from B Street through First Street.

We request barricades as noted on the maps.

*We additionally request the lifting of the open container ordinance within barricades to allow adults to enjoy alcohol beverages outside

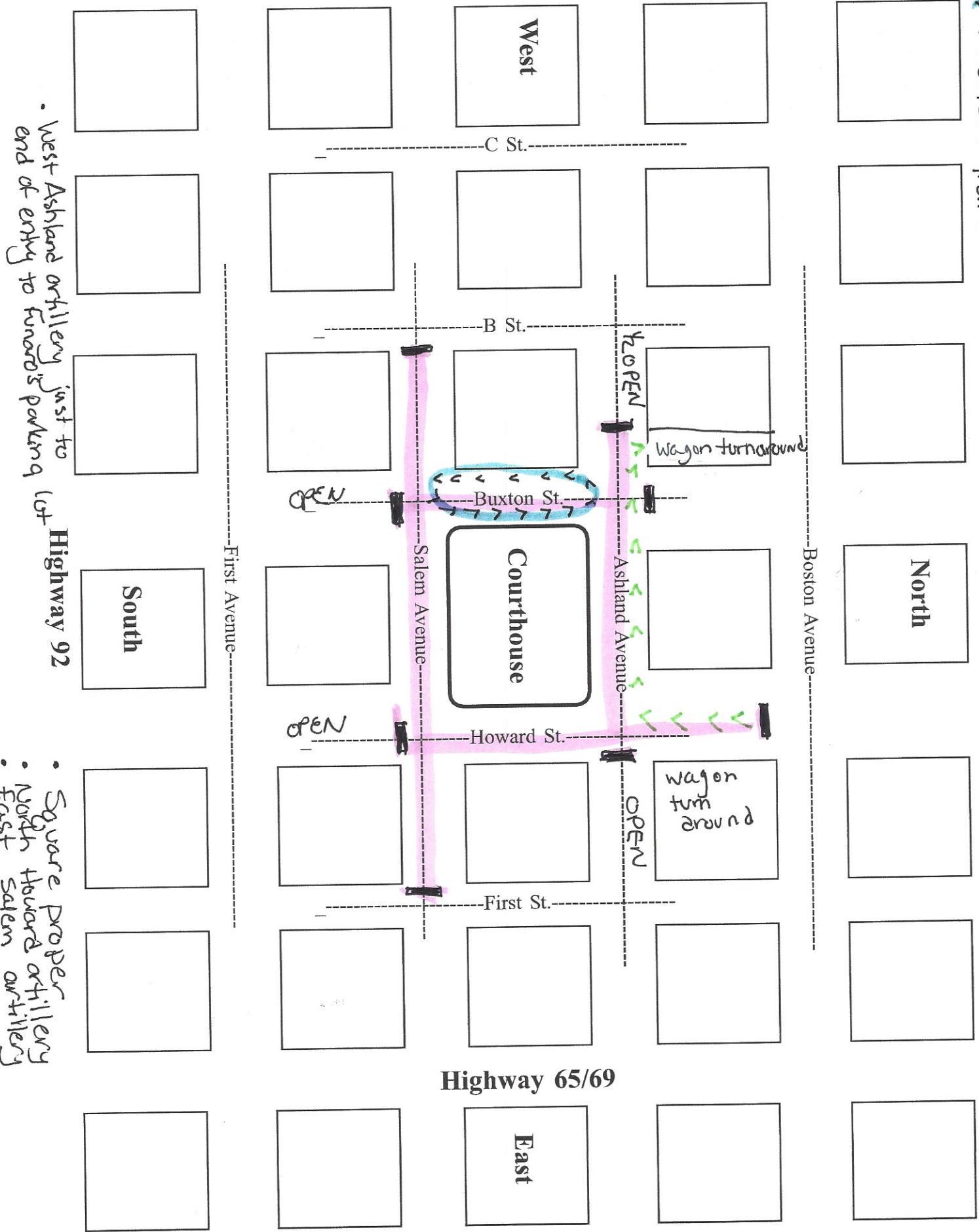
Please describe your safety plan, including crowd control. Public Safety will review your safety plans to determine if safety is adequate for the planned event. The anticipated crowd size, demographics, entertainment, alcohol, and prior history with this event or similar events will be considered. Attach additional sheets if necessary.

Our event utilizes standard 9-1-1 protocol for fire and ambulance.

Wagon route
Trackless train

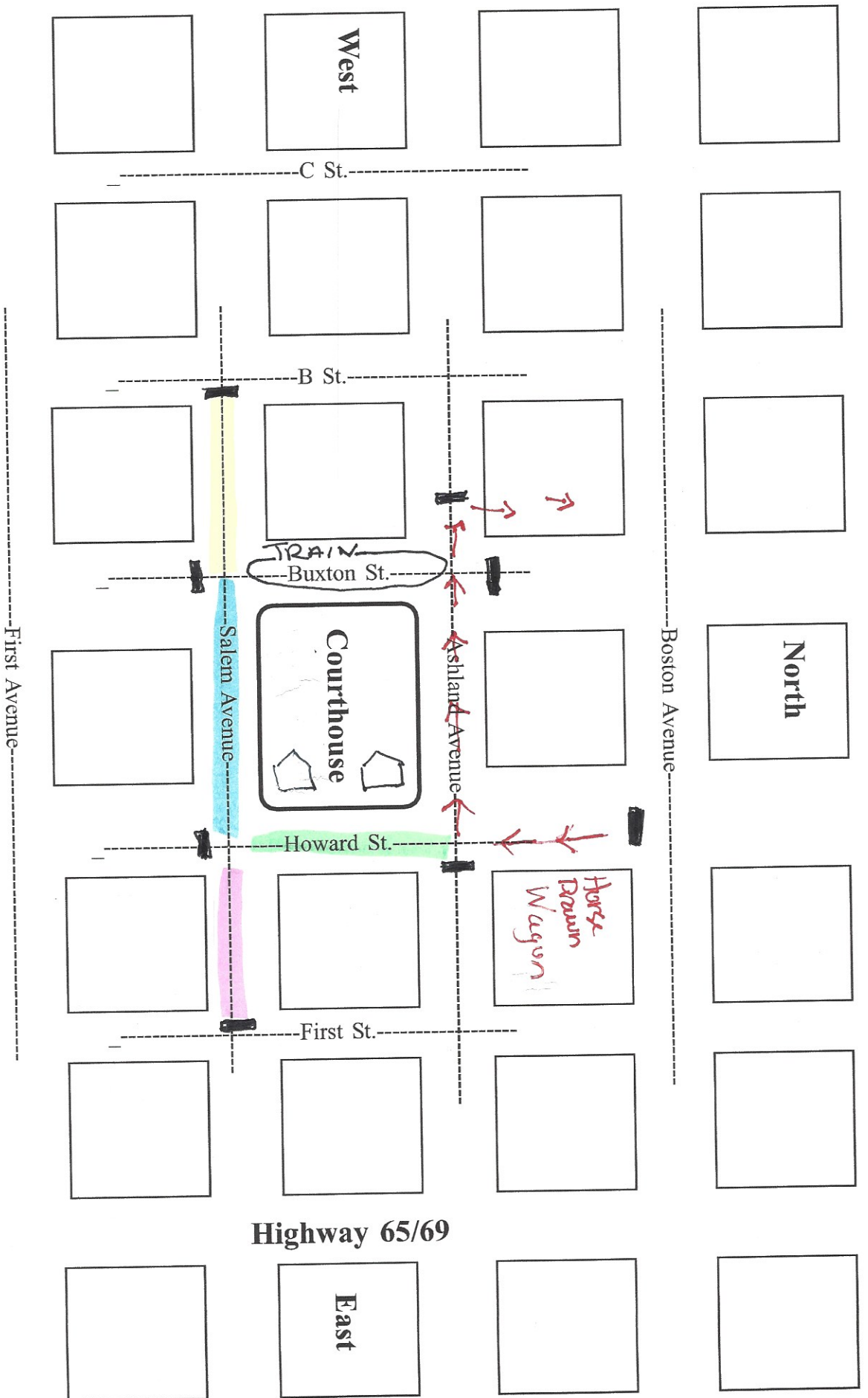
Street Closures

* Street Closures



- West Ashland artillery just to end of entry to forward's parking lot

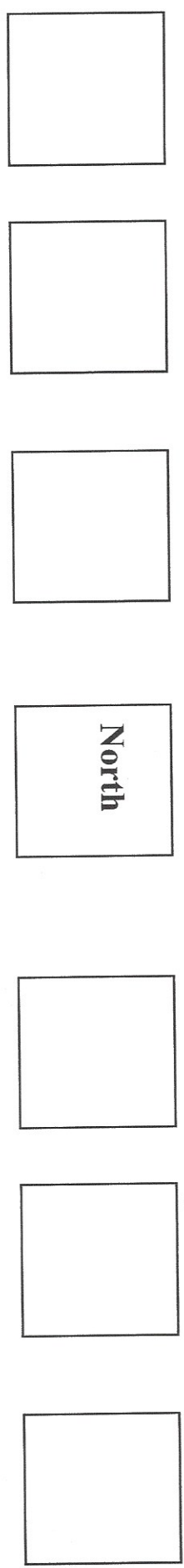
- Square proper
- North Howard artillery
- East Salem artillery



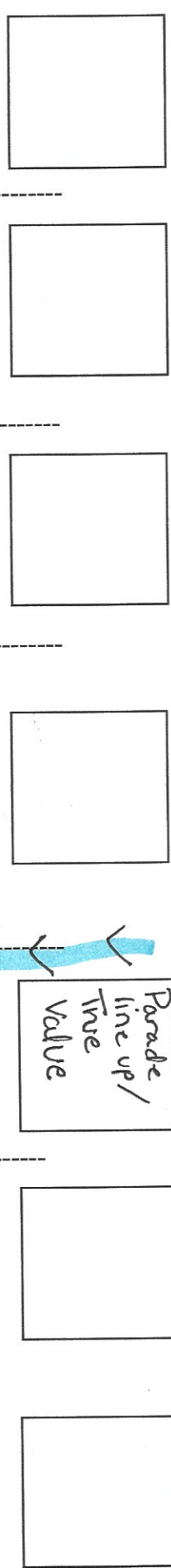
- Kids Zone - inflatable's, mini golf
- Candlestick Glow
- Highway 92 Food Trucks & Games
- Vendors
- tents & use of steps for Stage; festival of trees
- Barricades

Highway 65/69

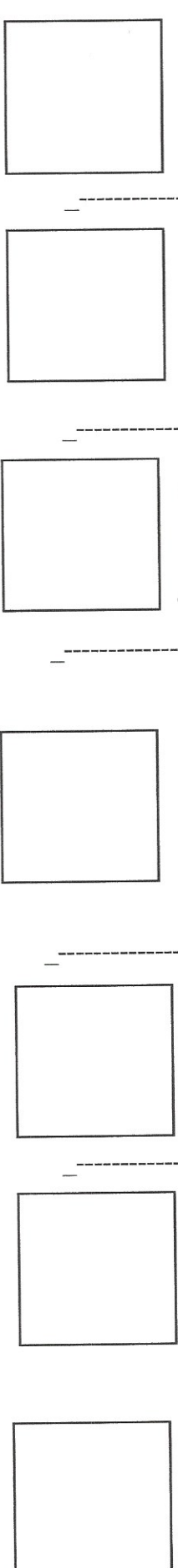
* Lighted Parade Route



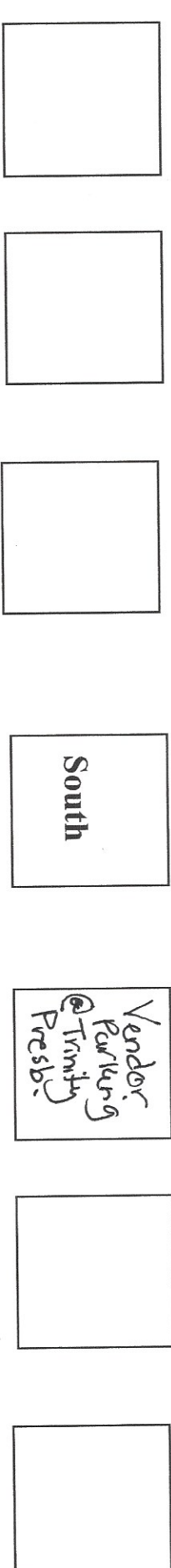
-----Boston Avenue-----



Highway 65/69



-----First Avenue-----



Highway 92

West

C St.

B St.

Buxton St.

Courthouse

Salem Avenue

Ashtland Avenue

Howard St.

First St.

East

South

Vendor Parking @ Trinity Presb.

Parade line up / True Value



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director, Emily Rizvic, Associate Planner

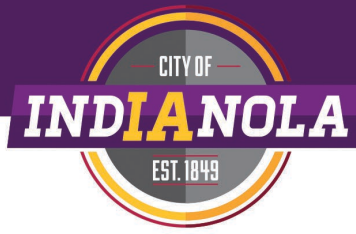
Date: November 28, 2023

Subject: Consider recommendation on reimbursement for 216 West Salem Avenue (Bob's Custom Trophies) for the Downtown Facade and Interior Improvement Grant Program

Discussion:

Recommendation: Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 216 W Salem Avenue for a total of \$25,000.

- Attachments:**
- 1. Memorandum
 - 2. Notice of Grant Award (NOGA)
 - 3. Signed Contract
 - 4. Line Item Financial Worksheet and Reciepts
 - 5. Application



COMMUNITY DEVELOPMENT

To: Indianola Downtown Square Commission
From: Charlie E. Dissell, Community and Economic Development Director
Emily Rizvic, Associate Planner
Date: November 21, 2023
Re: 2023 Downtown Grant Reimbursement Request – 216 W Salem Ave (Bob’s Custom Trophies)

The City of Indianola, Iowa launched the Downtown Business and Façade Grant program on January 20th, 2023. The program allowed property owners to apply for up to \$25,000 in grant funding assistance for façade and interior improvements to buildings located in and adjacent to the Indianola Downtown Square. A total of six (6) applications were recommended for funding, including 216 W Salem Avenue (Bob’s Custom Trophies).

This application proposed a renovation and improvement to the exterior façade and incorporated design guidelines adopted in the Downtown Square Design Guidelines. The application was awarded 22 points on its initial review according to the Scoring Rubric. Improvements proposed on the application included:

- Reconstruction of the rood cornice to match/blend with adjacent building heights
- Installation of screening to fill open gaps between buildings to the west and east
- Installation of a projecting sign
- Installation of lighting
- Installation of new windows

Ineligible expenses for the project included funding for interior floor covering/carpeting, if it is not related to work that was performed on the exterior façade and windows.

The application requested \$25,000 in funding assistance for the project with an estimated total cost of the project being \$53,950. The total expense for the project was recorded at \$56,898. Project invoices and receipts are provided to the agenda packet, as well as an itemized budget sheet.

Staff inspected the site on November 16, 2023, to confirm and verify that the scope of project has been completed, as noted in their application.

Recommendation

Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 216 W Salem Avenue for a total of \$25,000.



July 11, 2023

Leslie and Eric Held
Bob's Custom Trophies
216 West Salem Avenue
Indianola, IA, 50125

RE: DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM – NOTICE OF GRANT AWARD (NOGA)

Dear Leslie and Eric Held,

The City of Indianola is pleased to announce that you have been awarded \$25,000 for your application to the City of Indianola's Downtown Façade and Interior Improvement Program, specifically for the property located at 216 West Salem Avenue.

You have been approved for renovation and exterior façade improvement work at 216 West Salem Avenue (Bob's Custom Trophies). Please review the information provided on this Notice of Grant Award (NOGA) letter and on the provided contract agreement to understand responsibilities, program payment method, and documents needed to satisfy the terms of this grant award.

- **Ineligible expenses for this project includes funding for interior floor covering/carpeting, if it is not related to work being performed on the exterior façade and windows.**

The City of Indianola will be hosting a Walking Tour on July 22, 2023 at 2:30PM to display grant recipients for the 2023 Downtown Façade and Interior Improvement Program. Please let us know if you are able to be in attendance for this event. The City will also showcase each project on the City's Social Media accounts.

Should you have any questions about satisfying the terms of this NOGA letter, please contact the Community Development Department at comdev@indianolaiowa.gov or call the main line at (515) 961-9430 and ask to speak to Charlie Dissell or Emily Rizvic.

Sincerely,

Emily Rizvic
Associate Planner
City of Indianola Community Development Department
ERizvic@indianolaiowa.gov
(515) 962-5270



CITY OF INDIANOLA, IOWA DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM CONTRACT AGREEMENT FOR 2023 GRANT AWARD

This agreement made and entered into on this 13th day of July, 2023, between the City of Indianola, Iowa, hereinafter referred to as the "City" and Hawkland Investment LLC (C/O Leslie and Eric Held), hereinafter referred to as the "Applicant" concerning the property located at 216 West Salem Avenue in Indianola, Iowa.

The Applicant and the City certify and agree to the terms and conditions as set forth below:

- 1. The applicant agrees to be bound by the rules as outlined in the 2023 Downtown Façade and Interior Improvement Program Parameters, hereinafter referred to as the "Rules" and any conditions set forth in the notice of grant award (NOGA) letter, hereinafter referred to as the "Award Letter."
2. The Applicant is the owner of a property in the City's Downtown Mixed-Use Zoning District C-3, as identified in the Rules, or is a tenant with the property owner's written authorization to apply for and receive the grant.
3. The Applicant is in good standing with the City, being current in payment of taxes and utilities provided by the City.
4. All improvements shall be consistent with zoning and building codes currently in effect for the City. Any necessary reviews or issuance of permits by the City of Indianola Community Development Department, or the City of Indianola Planning and Zoning Commission, under the City of Indianola Zoning Ordinance, shall be approved before work on the façade improvements begin.
5. Only work that has been outlined in the Award Letter shall be eligible for reimbursement.
6. The Applicant must retain a licensed contractor within 90 days who will complete the project within 6 months of approval. Time duration increases may be approved by the Community Development Director on a case by case basis. The Applicant will not be eligible for reimbursement if the work is not completed during the approved time period.
7. The Applicant shall be responsible for the construction management of the entire project. If the property owner or tenant performs any of the work, the Applicant may not be eligible for reimbursement for this labor.
8. The Applicant is solely responsible for all safety conditions and compliance with all State and Municipal safety regulations, building codes, ordinances, and other applicable regulations.
9. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is completed and certified by City staff to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts, and an itemized statement of the total costs of the project, signed by the Applicant.
10. It is expressly understood and agreed to that the applicant will not seek to hold the City and/or its agents or employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade and Interior Improvement Program.

[Handwritten signature] 7/13/23

Applicant's Signature and Date

Leslie D. Held

Applicant's Name in Print

[Handwritten signature] 8/14/2023

City Representative's Signature and Date

Benjamin A. Reeves, City Mgr

City Representative's Name in Print



CITY OF INDIANOLA

DOWNTOWN FAÇADE EXTERIOR AND INTERIOR IMPROVEMENT PROGRAM LINE ITEM FINANCIAL WORKSHEET

Applicant Name: Bob's Custom Trophies, Inc
 Property Address: 216 W Salem Ave
 Total Project Expense: \$56,898

Expense Category	Description	Cost	Quantity	Total Expense
<i>Example - Professional Service</i>	<i>Sign Install - Sign Company</i>	<i>\$0</i>	<i>0</i>	<i>\$0</i>
Professional Service/Labor	Framing, Window Systems, EIFS	25000	1	\$25,000
Professional Service/Labor	Demo, dump fees, materials	1500	1	\$1,500
Professional Service/Labor	Framing, electric, painting, sign	24750	1	\$24,750
Professional Service/Labor	Carpet material, labor	3557.5	1	\$3,558
Professional Service/Labor	Architecture renderings	2090	1	\$2,090

4/14/2023

Grayscale Architecture, LLC

**2,090.00

Two Thousand Ninety and 00/100*****

Grayscale Architecture, LLC
Steve Gray
13762 McGregor Street
Indianola, IA 50125-8118

front facade drawings

Grayscale Architecture, LLC				4/14/2023		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/8/2023	Bill	23006.1	2,090.00	2,090.00		2,090.00
					Check Amount	2,090.00

Peoples Bank Checki front facade drawings 2,090.00

Grayscale Architecture, LLC				4/14/2023		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/8/2023	Bill	23006.1	2,090.00	2,090.00		2,090.00
					Check Amount	2,090.00

Peoples Bank Checki front facade drawings 2,090.00

GRAYSCALE ARCHITECTURE, LLC



INVOICE

Steven E. Gray, AIA
 13762 McGregor Street
 Indianola, IA 50125-8118
 Phone 515-423-8439
steve@grayscale-architecture.com
www.GRAYSCALE-ARCHITECTURE.com

DATE: April 8 2023
Invoice #: 23006.1
Payment Due: UPON RECEIPT

Bill To:
 Bob's Custom Trophies
 Eric and Leslie Held
 216 West Salem Avenue
 Indianola, Iowa 50125

DESCRIPTION	QUANTITY	PRICE	AMOUNT
Project name and service:			
Prepare construction documents for bidding and final construction for the existing façade renovation of Bob's Custom Trophies, 216 W. Salem Ave., Indianola. Modify windows, stucco face, and extend top of wall approximately four feet higher creating a cornice at the top of the new wall with corbel brackets. Also, install new screen walls each side of front face of building.			
Various meetings and phone calls with client	Varies	No Charge	\$0.00
March 16, 19, 21, 22, 23 and April 3, 4, 5, 6, 7, 2023. Develop CAD model of existing building and create façade documents for the renovation of south elevation for bidding and construction. Detail of screen walls. List of scope of work.	22.0 Hours	\$95.00/Hour	\$2,090.00
Total			\$2,090.00

Eric and Leslie: Thank you for using Grayscale Architecture to create a new image for your store on Salem Avenue. You have provided timely input during the design and documentation process. Wish you success in getting the project under way soon and that efforts for possible grant monies will be positive as well. SEG

Thank you for your business!



Bob's Trophies

Invoice No IN00072
Invoice date 23/Oct/2023
Due date 30/Oct/2023
Title

Paul Edenburn

paule@edenburnbuilt.com
Indianola Iowa, United States
5152406607

Invoice to
Eric Held

Item	Description	Rate	Qty	Amount
Final invoice	-	24750.00	1	\$24,750.00

Total \$24,750.00



Bob's Trophies

Invoice No IN00070
Invoice date 12/Oct/2023
Due date 19/Oct/2023
Title

Paul Edenburn

paule@edenburnbuilt.com
Indianola Iowa, United States
5152406607

Invoice to

Eric Held

Item	Description	Rate	Qty	Amount
Demo and carpentry	- dump fees - demo labor - materials - carpentry for infill	1500.00	1	\$1,500.00

Total \$1,500.00



Bobs Trophies

Invoice No IN00062
Invoice date 04/Oct/2023
Due date 11/Oct/2023
Title

Paul Edenburn

paule@edenburnbuilt.com
Indianola Iowa, United States
5152406607

Invoice to
Eric Held

Item	Description	Rate	Qty	Amount
Progress billing	Framing Window systems EIFS	25000.00	1	\$25,000.00

Total \$25,000.00

April 26, 2023

To: Charlie Dissell
Community & Economic Development Director
City of Indianola, Iowa

From: Leslie & Eric Held
Bob's Custom Trophies
216 West Salem Avenue
Indianola, IA 50125
(515) 975-9740- Cell
(515) 961-7342- Shop

Enclosed, please find our application for the Indianola Downtown Façade and Interior Improvement Program; along with supporting plans, information and three quotes.

As you are aware, Bob's Custom Trophies has been doing business on the Indianola Square since 1978, moving from the northeast side to our current location on West Salem in the early 1990's. The Morton building purchased by our founders, Bob & Sharon Sallee was adapted by them for our business at the time of sale with minor cosmetic updates and a building addition to add room for the growing business. A testament to the strong business built by the Sallees is that so many around the state know our location and it is truly one of our best assets. Often customers choose to pick up orders, even driving from a distance, because they simply enjoy coming to our Square. For that reason, we have been vocal supporters of both the Justice Center and Streetscape Project. We understand that the success of our own business is enhanced by a vibrant Indianola Downtown and active Merchant Association.

We have been waiting for the return of the façade program and the opportunity to not only bring our own property more in line with the streetscape, but to exceed expectations with a beautiful storefront that enhances the streetscape. As you can see by our enclosed photo, our building is an outdated color and still retains it's Morton building appearance- more industrial than retail in appearance. Our proposed plan gives us a more inviting retail feel with windows and lighting to showcase our products. It is not unusual to have people walk in and tell us: 1) They have never been in our shop before or 2) They had no idea the many different things we can do. Each year of our ownership, our retail sales have increased. Imagine the possibilities if we actually look like we do retail.

We look forward to remaining active in our community and supporting the many programs that make Indianola a great place to live. Like so many, as our business grows, we are committed to re-investing where we live and do business.

DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM

APPLICATION



The City of Indianola Downtown Façade and Interior Improvement program is a funding program that seeks to encourage economic development within Indianola's Downtown Square by providing funding for improvements to commercial spaces and upper-story housing units in the Square.

Applicant Full Name

Leslie & Eric Held

Applicant Phone Number

515-961-7342

Applicant Email

leslie@bobscustomtrophies.com

Project Address

216 West Salem Avenue, Indianola

Project Description

Re-design of exterior facade of Morton building to not only better fit streetscape but to do our part to improve it. Project includes significant exterior redesign- paint; construction of crown; lighting; signage; display windows on exterior; as well as interior carpet, paint and window display lighting.

What is the timeframe of this project?

Summer 2023

Does the applicant own the property?

- Yes
- No

Property Use

- Residence
- Commercial/Business
- Mixed-Use

Amount Funding Requested

\$25,000

Project Scope (Please check all that apply)

- Commercial storefront
- Exterior Façade Improvement
- Create new retail-ready space
- Structural
- Creates co-retailing opportunities or low-cost tenant spaces
- Upper-story housing creation
- Interior Renovation

REQUIRED SUBMITTALS

The following is required to be submitted as part of the application:

- A façade plan showing the location of the building with proposed improvements, existing features and conditions of buildings, and proposed improvements
- If interior work is proposed, building plans and design concept must be submitted
- A written narrative that provides the following:
 - Project explanation
 - Explanation on current physical conditions and appearances of the property
 - Description of proposed improvements.
 - How application relates to program goals
 - How the project will enhance the Downtown Square (i.e. Business retention and recruitment, improve public safety/access, etc.)
- Itemized Project Budget List
- Photographs of facades and Interiors to be improved.
- Photographs of each building asset to be repaired or improved with this grant.

Applicant Signature and Date

Leslie & Eric Held 4/26/23

By signing this application form, I authorize that the information



FACADE IMPROVEMENTS FOR..

BOB'S CUSTOM TROPHIES, INC.

ERIC | LESLIE HELD
- OWNERS -
216 WEST SALEM AVENUE
INDIANOLA, IOWA 50125



DRAWINGS INDEX

- CS.100 COVER SHEET
- A.200 FRONT ELEVATION - EXISTING |
FRONT ELEVATION - FACADE IMPROVEMENTS |
FRONT ELEVATION - IMAGE | SCOPE of WORK |
SCREEN WALL DETAIL



GRAYSCALE ARCHITECTURE, LLC
12742 MIDLAND STREET
INDIANOLA, IA 50125-4118
(515) 478-0499

GENERAL CONTRACTOR

PROJECT NAME
FACADE
IMPROVEMENTS
FOR

BOB'S CUSTOM
TROPHIES

ERIC - LESLIE
HELD
OWNERS
216 WEST SALEM AVE.
INDIANOLA, IA 50125

DRAWING
INFORMATION

ISSUED FOR:
REVIEW
BIDDING
CONSTRUCTION

ISSUE DATE:
04 | 04 | 2023

THIS DRAWING IS THE PROPERTY
OF GRAYSCALE ARCHITECTURE, LLC
AND ANY REPRODUCTION WITHOUT
PERMISSION IS PROHIBITED

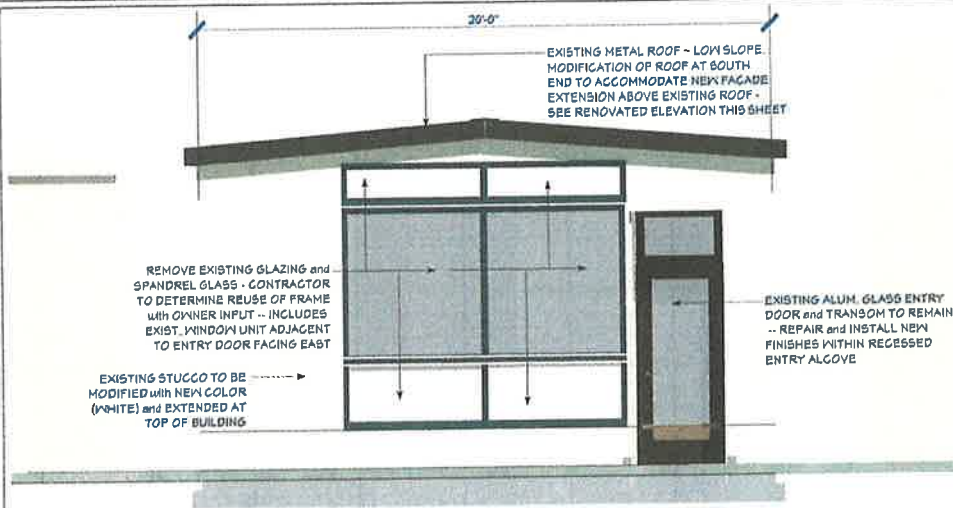
PROJECT INFORMATION

PROJECT No.
23006

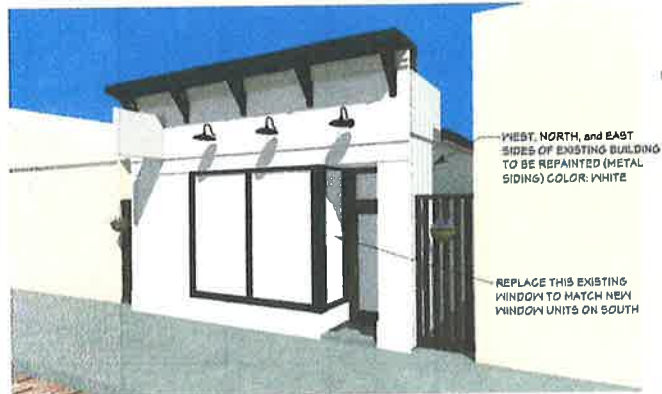
SHEET TITLE:
COVER SHEET
DRAWING INDEX
REVISIONS

SHEET No.:

CS.100



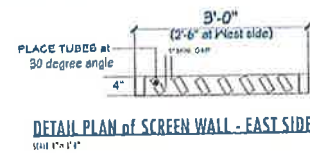
FRONT ELEVATION [SOUTH] - EXISTING FACADE
SCALE: 1/2" = 1'-0"



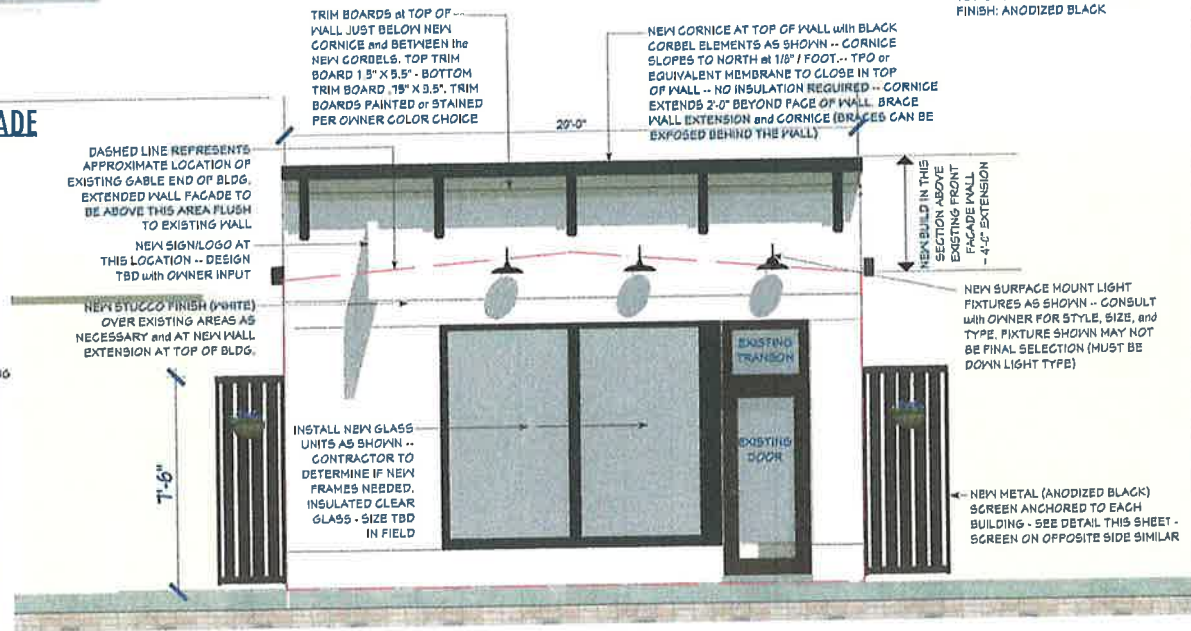
FRONT ELEVATION [SOUTH] - IMAGE
NO SCALE

SCOPE OF WORK:

- * PROJECT TO MODIFY and ENHANCE EXISTING FRONT FACADE OF EXISTING BUILDING at 216 WEST SALEM AVENUE, INDIANOLA, IOWA.
- * EXISTING WINDOW UNITS ON FRONT and SPANDREL PANELS TO BE REMOVED and REPLACED WITH NEW GLAZING (NO SPANDREL).
- * EXTERIOR STUCCO TO BE REFURBISHED or MODIFIED IF NECESSARY. EXTENSION OF TOP OF WALL TO BLEND WITH FINISH OF EXISTING STUCCO. COLOR - WHITE
- * EXTEND FRONT WALL VERTICALLY ABOUT 4 feet FROM TOP OF EXISTING GABLE END, MODIFY EXISTING METAL ROOF at GABLE END TO ACCOMMODATE NEW FACADE WALL. RE-ROOF or INSTALL NEW MEMBRANE ROOFING AS NECESSARY IN AREA OF WALL EXTENSION.
- * BUILD NEW CORNICE ACROSS FRONT (20 feet) and EXTEND CORNICE 2 feet OUT. USE CORBELS AS SHOWN ON DRAWINGS. CORNICE and CORBELS TO BE PAINTED BLACK.
- * BELOW TOP OF CORNICE ADD TRIM BOARDS. OWNER TO SELECT COLOR OF TRIM. SIZE OF TRIM BOARDS NOTED ON DRAWINGS.
- * EXISTING METAL PANEL SIDING ON WEST, NORTH, and EAST WALLS TO BE PAINTED WHITE
- * NEW SIGNAGE LOGO ATTACHED TO FRONT FACE WHERE SHOWN, DESIGN and SIZE OF SIGN BY OTHERS and MUST MEET LOCAL SIGN ORDINANCE REGULATIONS. BOTTOM OF SIGN TO BE 10 feet ABOVE SIDEWALK.
- * THREE SURFACE MOUNT WALL FIXTURES TO BE POSITIONED AS SHOWN. SELECTION OF FIXTURE TO BE DETERMINED WITH OWNER INPUT. LIGHT FIXTURE MUST SHINE DOWN ONLY.
- * GAP BETWEEN SIDE WALLS OF BUILDING and ADJACENT BUILDINGS TO BE SCREENED WITH A METAL BARRIER USING ANODIZED BLACK METAL TUBES TO A HEIGHT OF 7'-6" ABOVE ADJACENT SIDEWALK. SEE ELEVATION and DETAIL THIS SHEET.
- * INTERIOR SPACE OF BUILDING TO RECEIVE NEW CARPET IN THE SALES AREA and CONTIGUOUS AREAS ADJACENT TO SALES. TOTAL AREA OF CARPET IS APPROXIMATELY 112 SQUARE YARDS PLUS EXTRA MATERIAL FOR WASTE and ATTIC STOCK.
- * SOUTH END OF SALES AREA IN FRONT OF THE NEW EXTERIOR WINDOWS INSTALL TRACK LIGHTING TO ACCENT PRODUCT.



ANODIZED METAL CHANNEL AT BOTTOM and TOP OF SCREEN WALL. ANODIZED VERTICAL TUBES (1.25" THICK) BETWEEN THE CHANNELS. ANCHOR TUBES TOP and BOTTOM TO CHANNELS. LEAVE CLEAR GAP OF 1" BETWEEN VERTICAL TUBES. ANCHOR VERTICAL END CHANNEL TO EACH BUILDING SIDE WALL. 4" GAP at BOTTOM TO EXISTING GRADE (CONCRETE). TOP OF WALL + 40" ABOVE GRADE. FINISH: ANODIZED BLACK



FRONT ELEVATION [SOUTH] - FACADE IMPROVEMENTS
SCALE: 1/2" = 1'-0"

GRAYSCALE ARCHITECTURE, LLC
12345 GARDEN STREET
INDIANOLA, IA 50455-4110
515.432.4100

GENERAL CONTRACTOR

PROJECT NAME
FACADE IMPROVEMENTS FOR

BOB'S CUSTOM TROPHIES

ERIC - LESLIE HELD OWNERS
216 WEST SALEM AVE. INDIANOLA, IA 50125

DRAWING INFORMATION
ISSUED FOR
REVIEW BIDDING CONSTRUCTION

ISSUE DATE:
04 | 04 | 2023

THIS DRAWING IS THE PROPERTY OF GRAYSCALE ARCHITECTURE, LLC. ANY USE WITHOUT WRITTEN PERMISSION IS PROHIBITED.

PROJECT INFORMATION
PROJECT No.:
23006
SHEET TITLE:
EXIST. S. ELEVATION REWORKED S. ELEV. PARTIAL IMAGE from S.E.

SHEET No.:
A.200



Bob's Trophies

Quote No QU00035
 Quote date 16/Apr/2023

Paul Edenburn

paule@edenburnbuilt.com
 Indianola Iowa, United States
 5152406607

Billing address

Leslie/ Eric Held

Item	Rate	Description	Amount
Framing labor/materials	8500.00	Add 4' to existing storefront Add 2' overhang Re frame for new window	\$8,500.00
Aluminum store front labor /materials	9500.00	Demo and install new windows south elevation and return back to door	\$9,500.00
EIFS labor/materials	6250.00	New EIFS wall system on south elevation complete	\$6,250.00
Electrical labor/material	5000.00	3 new exterior sconce lights 1 new track light interior.	\$5,000.00
General carpentry labor/materials	9500.00	- screen walls - blocking - window blocking - misc. demo - misc. interior drywall repair and paint for new windows	\$9,500.00
Signage allowance	3000.00		\$3,000.00
Painting labor/materials	5000.00		\$5,000.00
Labor by hour	3000.00	60 hrs @ \$50/hr general labor and supervision	\$3,000.00
Carpet	4200.00	Material and labor to install 112 yds of carpet tile.	\$4,200.00

Description
Includes dumpsters
Excludes any permit fees if needed
Excludes any sidewalk closure fees if needed

Total \$53,950.00

Paul Edenburn 16/Apr/2023
Date

Thanks for your business!

Newcastle Enterprises

Estimate

PO Box 47
 Winterset, IA 50273
 Phone (515) 202-9633 Fax (515) 462-2093

DATE April 21, 2023
Quotation # 6-104
Customer ID

Prepared for:
 Eric Held
 Bob's Custom Trophies
 216 W Salem Ave
 Indianola IA 50125

Estimate valid until: 30 Days

**Façade Improvements
 Emailed Plans Dated 4-7-23**

Description	AMOUNT
Demo existing storefront glass and misc expense	
Install 1) 120"x96" front window split into two columns - black anodized, clear insul glass	
Install 1) 36"x96" -One lite -black anodized, clear inslu glass, caulking, weather seal	
Frame paraphet, EFIS	
Sheet Metal Paraphet Cap	
Fyphon Bracket	
Membrane Roof 480 sq ft allowance	
Painting Steel 3840 sq ft allowan	
Signage Allowan	
Screen Walls	
Electrical - 4 new light locations, 1 switch, signage photo cell, 8' track light with 6 heads 3 goose neck lights	
Floor Covering - New 24 x24 carpet tile for front Sales & 2 Sales Office per owner	
Remove existing carpet, minumal floor prep and install. Owner to clear out rooms	
Budget Numbers Only	
TOTAL	\$107,747.00

THANK YOU

Fw: Quote for façade project at Bob's Custom Trophies

Leslie <Leslie@bobscustomtrophies.com>

Sun 4/16/2023 3:20 PM

To: Leslie <Leslie@bobscustomtrophies.com>

From: Justin Brown <justinb@downingconstruct.com>

Sent: Thursday, April 13, 2023 1:19 PM

To: Eric Held - Bob's Custom Trophies <eric@bobscustomtrophies.com>

Subject: RE: Quote for façade project at Bob's Custom Trophies

Thanks, Eric.

Nice looking project! I have done some takeoff and pricing on this and the cost for Downing Construction to furnish and install all per the plans would be \$85,000.00. I know that is likely over your budget, so fully understand if we are not the right fit for this project.

Congratulations on the façade improvement project. It will look very sharp when it is wrapped up.

Thank you,




JUSTIN BROWN

PRESIDENT

O: 515-961-5386 || F: 515-961-0468 || M: 515-202-3129

justinb@downingconstruct.com || www.downingconstruct.com

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RE: Facade & Interior improvement

ER

Emily Rizvic <erizvic@indianolaiowa.gov>








To:  Leslie

Tue 2/28/2023 4:23 PM

Cc:  Charlie Dissell <cdissell@indianolaiowa.gov>

Good afternoon Leslie –

Thank you for inquiring about the Downtown Design Guidelines that have been adopted as part of the City of Indianola Downtown Façade and Interior Improvement Program, specifically regarding building materials and your project. Below, I went ahead and summarized some of the work you are looking into to provide some insight on how it could relate to the Downtown Design Guidelines or applicable zoning code:

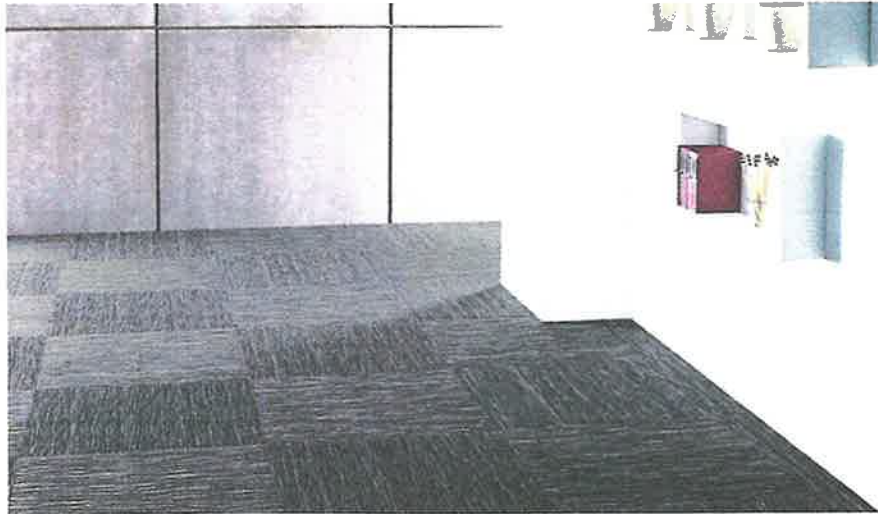
- **Building Materials:** Stucco is considered a generally appropriate building material – so work involving stucco would be consistent with what our Downtown Design Guidelines guides for. Metal panels/siding typically seen on Morton buildings aren't generally considered an appropriate building material, but I do not see any concerns preliminarily as this is something that currently exists as part of the building's façade and you had indicated that you would only be painting it. It would be more inconsistent with the Downtown Design Guidelines and potentially Building Design Standards outlined in the code if you were replacing the storefront with new metal paneling.
- **Paint:** Paint application on stucco material could be considered appropriate. For the sustainability/permanence category of the scoring rubric, I would consider reviewing that the type of paint used would be appropriate to apply on stucco material. This may have to be something to discuss with your contractor on.
- **Signage:** The sign that you are describing would most likely be classified as a projecting sign in our sign code. We allow for 1 per building with a maximum size of 24 square feet. Additional requirements for these types of signs are provided below for reference:
 - They cannot exceed 12-inches in thickness.
 - Must be at least 10ft above sidewalk area and cannot exceed 6ft away from the wall that it is attached to.
 - Approval for a projecting sign does need to be granted the City Council – We would need renderings to show the sign structure and specifications (i.e., mounting, materials, measurements on size and height, etc.)
 - Usually, the sign contractor will apply for the permit on behalf of the property owner, and we would correspond with them on making sure the sign code requirements are met, etc.
- **Windows:** Our downtown design guidelines lists either spandrel glass or clear glass (with no tint/reflective coating, coloring, etc.) as appropriate for a downtown storefront. The design guidelines also encourage maximizing glass usage as much as possible and reopening/restoring transom windows.

Something you may also want to consider – Depending on where the building/property lines are – it may make sense to connect the building to adjacent buildings for consistency/aesthetic purposes. Some places will do this as an addition and others will place a wall/fence like structure. Below is an example of this in Valley Junction, where if left otherwise, there would be a very narrow passageway between the two

Interior Plans:

Replacing carpet in showroom and office space with 112 yards commercial grade carpet tile.

Adding track lighting inside new display windows to showcase offerings.



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RE: Facade & Interior improvement

– it may make sense to connect the building to adjacent buildings for consistency/aesthetic purposes. Some places will do this as an addition and others will place a wall/fence like structure. Below is an example of this in Valley Junction, where if left otherwise, there would be a very narrow passageway between the two buildings/properties:



Leslie, please let us know if you have any additional questions as you prepare your application documents for this program.

Thanks!
Emily

EMILY RIZVIC
associate planner

P: (515) 962-5270

E: erizvic@indianolaiowa.gov | Indianolaiowa.gov



From: Charlie Dissell <cdissell@indianolaiowa.gov>
Sent: Tuesday, February 28, 2023 10:07 AM
To: Emily Rizvic <erizvic@indianolaiowa.gov>



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director, Emily Rizvic, Associate Planner

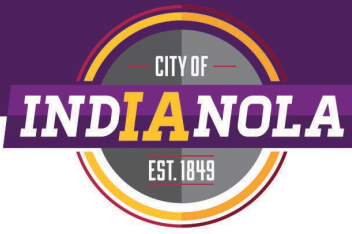
Date: November 28, 2023

Subject: Consider recommendation on reimbursement for 215 West Salem Avenue (Community Title LLC) for the Downtown Facade and Interior Improvement Grant Program.

Discussion:

Recommendation: Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 215 W Salem Avenue for a total of \$10,765.

- Attachments:**
1. Memorandum
 2. Notice of Grant Award (NOGA)
 3. Signed Contract
 4. Line-Item Financial Worksheet and Receipts
 5. Application



COMMUNITY DEVELOPMENT

To: Indianola Downtown Square Commission
From: Charlie E. Dissell, Community and Economic Development Director
Emily Rizvic, Associate Planner
Date: November 21, 2023
Re: 2023 Downtown Grant Reimbursement Request – 2165 W Salem Ave
(Community Title LLC)

The City of Indianola, Iowa launched the Downtown Business and Façade Grant program on January 20th, 2023. The program allowed property owners to apply for up to \$25,000 in grant funding assistance for façade and interior improvements to buildings located in and adjacent to the Indianola Downtown Square. A total of six (6) applications were recommended for funding, including 215 W Salem Avenue (Community Title LLC).

This application proposes an improvement and renovation to the exterior façade. The application was awarded 18 points on its initial review according to the Scoring Rubric. Improvements proposed on the application included:

- Removing residential shutters
- Removing deteriorating/rotting wood panels
- Replacement of existing windows
- Installation of new projecting signage
- Tuckpointing
- Painting exterior surface

The application requested \$10,765 in funding assistance for the project with an estimated total cost of the project being \$13,000. The total expense for the project was recorded at \$11,652.97. Project invoices and receipts are provided to the agenda packet, as well as an itemized budget sheet.

Staff inspected the site on November 16, 2023, to confirm that the scope of project has been completed, as noted in their application.

Recommendation

Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 215 W Salem Avenue for a total of \$10,765.



July 11, 2023

Dominique Selgrade
Warren County Title and Abstract (Community Title LLC)
801 W 4th Avenue
Indianola, IA, 50125

RE: DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM – NOTICE OF GRANT AWARD (NOGA)

Dear Dominique Selgrade,

The City of Indianola is pleased to announce that you have been awarded \$10,765 for your application to the City of Indianola’s Downtown Façade and Interior Improvement Program, specifically for the property located at 215 West Salem Avenue.

You have been approved for renovation and exterior façade improvement work at 215 West Salem Avenue. Please review the information provided on this Notice of Grant Award (NOGA) letter and on the provided contract agreement to understand responsibilities, program payment method, and documents needed to satisfy the terms of this grant award.

The City of Indianola will be hosting a Walking Tour on July 22, 2023 at 2:30PM to display grant recipients for the 2023 Downtown Façade and Interior Improvement Program. Please let us know if you are able to be in attendance for this event. The City will also showcase each project on the City’s Social Media accounts.

Should you have any questions about satisfying the terms of this NOGA letter, please contact the Community Development Department at comdev@indianolaiowa.gov or call the main line at (515) 961-9430 and ask to speak to Charlie Dissell or Emily Rizvic.

Sincerely,

Emily Rizvic
Associate Planner
City of Indianola Community Development Department
ERizvic@indianolaiowa.gov
(515) 962-5270



CITY OF INDIANOLA, IOWA DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM CONTRACT AGREEMENT FOR 2023 GRANT AWARD

This agreement made and entered into on this 13th day of July, 2023, between the City of Indianola, Iowa, hereinafter referred to as the "City" and Dominique Selgrade, hereinafter referred to as the "Applicant" concerning the property located at 215 West Salem Avenue in Indianola, Iowa.

The Applicant and the City certify and agree to the terms and conditions as set forth below:

- 1. The applicant agrees to be bound by the rules as outlined in the 2023 Downtown Façade and Interior Improvement Program Parameters, hereinafter referred to as the "Rules" and any conditions set forth in the notice of grant award (NOGA) letter, hereinafter referred to as the "Award Letter."
2. The Applicant is the owner of a property in the City's Downtown Mixed-Use Zoning District C-3, as identified in the Rules, or is a tenant with the property owner's written authorization to apply for and receive the grant.
3. The Applicant is in good standing with the City, being current in payment of taxes and utilities provided by the City.
4. All improvements shall be consistent with zoning and building codes currently in effect for the City. Any necessary reviews or issuance of permits by the City of Indianola Community Development Department, or the City of Indianola Planning and Zoning Commission, under the City of Indianola Zoning Ordinance, shall be approved before work on the façade improvements begin.
5. Only work that has been outlined in the Award Letter shall be eligible for reimbursement.
6. The Applicant must retain a licensed contractor within 90 days who will complete the project within 6 months of approval. Time duration increases may be approved by the Community Development Director on a case by case basis. The Applicant will not be eligible for reimbursement if the work is not completed during the approved time period.
7. The Applicant shall be responsible for the construction management of the entire project. If the property owner or tenant performs any of the work, the Applicant may not be eligible for reimbursement for this labor.
8. The Applicant is solely responsible for all safety conditions and compliance with all State and Municipal safety regulations, building codes, ordinances, and other applicable regulations.
9. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is completed and certified by City staff to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts, and an itemized statement of the total costs of the project, signed by the Applicant.
10. It is expressly understood and agreed to that the applicant will not seek to hold the City and/or its agents or employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade and Interior Improvement Program.

Dominique Selgrade 07/13/2023

Applicant's Signature and Date

Dominique Selgrade

Applicant's Name in Print

[Handwritten signature] 8/14/2023

City Representative's Signature and Date

Benjamin J. Reeves, City Mgr

City Representative's Name in Print



CITY OF INDIANOLA

DOWNTOWN FAÇADE EXTERIOR AND INTERIOR IMPROVEMENT PROGRAM LINE ITEM FINANCIAL WORKSHEET

Applicant Name
Property Address

Dom Selgrade
215 W Salem Ave

Total Project Expense \$ **11,652.97**

Expense Category	Description	Cost	Quantity	Total Expense
<i>Example - Professional Service</i>	<i>Sign Install - Sign Company</i>	<i>\$1,000</i>	<i>1</i>	<i>\$1,000</i>
Professional Service/Labor	Prolmage Sign - Fabrication and Installation (initial deposit)	\$ 420.25	1	\$420.25
Building Material	Blade Sign (Building Sign)			
Professional Service/Labor	Doors Inc. -	\$ 4,460.83	1	\$4,460.83
Building Material	Windows			
Building Material	Door			
Professional Service/Labor	Installation of windows and door			
Professional Service/Labor	Iowa Tuckpointing - Tuckpointing of brick	\$ 3,135.00	1	\$3,135.00
Professional Service/Labor	Greg Cheno Paint	\$ 1,617.00	1	\$1,617.00
Building Material	Paint			
Building Material	Primer			
Building Material	Painting supplies (Tape, paper, plastic)			
Professional Service/Labor	Selgrade Construction	\$ 1,599.65	1	\$1,599.65
Professional Service/Labor	Demolition of existing sign and façade materials			
Professional Service/Labor	Trim installation and materials			
Professional Service/Labor	Prolmage Sign - Fabrication and Installation	\$ 420.24	1	\$420.24

<u>Expense Category</u>	<u>Contractor</u>	<u>Quantity</u>	<u>Amount</u>	<u>Date paid</u>
Professional Service	ProImage Sign	1	\$ 420.25	9/7/2023
Professional Service	Doors Inc	1	\$ 4,460.83	10/12/2023
Professional Service	Iowa Tuckpointing	1	\$ 3,135.00	10/24/2023
Professional Service	Greg Cheno Paint	1	\$ 1,617.00	10/28/2023
Professional Service	Selgrade Construction INC	1	\$ 1,599.65	10/28/2024
Professional Service	ProImage Sign	1	\$ 420.24	11/03/20223
			\$ 11,652.97	



Prolmage Sign & Lighting
 907 W. 2nd Avenue
 Indianola, IA 50125

Invoice	
<i>Date</i>	<i>Invoice #</i>
8/14/2023	4877

<i>Bill To</i>
Dominique Selgrade 215 W. Salem Ave. Indianola, IA 50125

MAILING AND SHIPPING ADDRESS IS 907 W. 2ND AVENUE INDIANOLA, IA 50125.

<i>Phone #</i>	<i>E-mail</i>	<i>Web Site</i>	<i>P.O. No.</i>
			Sign

<i>Description</i>	<i>Qty</i>	<i>Rate</i>	<i>Amount</i>
Fabrication & installation of blade sign	1	785.50	785.50T
Permits-TBD	1	0.00	0.00T

Please remit payment within 30 days. A 1.5% interest charge/month on late invoices.

**Thank you for your business.
 Payment is due upon completion of the work performed.
 Payment can be made via check or credit card.**

Subtotal	\$785.50
Sales Tax (7.0%)	\$54.99
Total	\$840.49
Payments/Credits	\$0.00
Balance Due	\$840.49

DOORS INC.

300 S.W. 6th Street
Des Moines, Iowa 50309
Phone: 515-288-8951

DATE	INVOICE
09/30/23	339777

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WAR104
WARREN CO. ABSTRACT
215 W. SALEM AVE
INDIANOLA, IA

50125

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** INVOICE **

WARREN CO. ABSTRACT
215 W SALEM AVE
INDIANOLA, IA
DOM 515-991-0098

(515) 991-0098			TAX JURISDICTION NO. / DESCRIPTION		TAX EXEMPT NUMBER					
			0077 POLK/7%							
LOC	DATE ORDERED	DATE SHIPPED	SHIP VIA	ORDER NO.	AUTHORIZED PURCHASER	SALESPERSON	CLERK	TERMS	EXTD	DATE
01	07/13/23	07/13/23		10048TJ	DOM	0	61			0201

ITEM #	ORDERED	SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
			TO CHARGE YOU FOR: 2 HM BORROW LITE 5 3/4. 2 PCS 1/4 CLEAR TEMPERED. 1 LABOR TO INSTALL PER QUOTE. ORIGINAL QUOTE 2,729.00 PLUS ADDED LABOR FOR REBUILDING AROUND WINDOWS.		
EA	1.00	1.00	MISC	EA	
EA	1.00	1.00	HM	EA	
EA	1.00	1.00	INST	EA	

4169.00 SALES AMOUNT	291.83 SALES TAX	SHIPPING CHARGE				CASH	4460.83
-------------------------	---------------------	-----------------	--	--	--	------	---------

DIRECT INQUIRIES TO DES MOINES

Remit to: Doors Inc.
300 SW 6th Street
Des Moines, Iowa 50309
Phone: 515-288-8951

↑
PLEASE PAY THIS AMOUNT

TERMS: NET 30 DAYS. A FINANCE CHARGE OF 1 1/2% PER MONTH APPLIES ON INVOICE 30 DAYS PAST DUE. THIS IS AN ANNUAL PERCENTAGE RATE OF 18% (MINIMUM FINANCE CHARGE OF \$1.00).



Iowa Tuckpointing LLC

Business Number 515-494-0891
710 Patterson Dr. Carlisle, Iowa 50047
www.iowatuckpointing.com
iowatuckpointing@gmail.com

INVOICE

INV0340

DATE

10/16/2023

DUE

On Receipt

BALANCE DUE

USD \$0.00

BILL TO

Dom Selgrade

215 W. Salem. Indianola
dom.selgrade@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Misc. tuckpointing as needed on front of building, (most needed area is below window sills)	\$3,135.00	1	\$3,135.00

Payment Info

BY CHECK

Iowa Tuckpointing LLC

TOTAL

\$3,135.00

PAID

-\$3,135.00

10/24/2023

3GG65855SL707053E
dom.selgrade@gmail.com

BALANCE DUE

USD \$0.00

Thank you for your valued business. We value your trust and confidence in us and sincerely appreciate you!

Greg Cheno Painting

Adding Value & Beauty to Your Home

203 N. H St.

Indianola, IA 50125

gregcheno@gmail.com

(515) 943-4576

Invoice

10/25/2023

To:

Dom Selgrade

215 W. Salem

Indianola

dom.selgrade@gmail.com

JOB DESCRIPTION

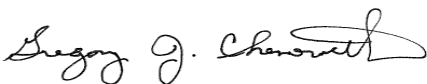
primed unpainted brick and new tuckpointing; painted siding SW Urban Bronze; painted white trim - SW Pearly White
Painted window and door frame SW Tricorn Black - All paint Sherwin Williams Latitude

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

		Labor	
Materials			\$1,200.00
\$ 30.00	Paint - Tricorn Black - 1 quart SW Latitude Satin	Total Labor	\$1,200.00
\$ 150.00	Paint - 3 gal Urban Bronze - SW Latitude Satin	7% sales tax	\$84.00
\$ 50.00	Paint - 1 gal Pearly White - SW Latitude Satin	Materials	\$333.00
\$ 78.00	Primer - 2 gallons Loxon masonry primer		
\$ 25.00	Supplies - tape, paper, plastic		
		Total Amount Due	\$1,617.00

Please make your check payable to Greg Chenoweth; and mail to 203 N. H St., Indianola, IA 50125





13162 FULTON STREET
INDIANOLA IOWA 50125

(515) 991-9543

THOMAS SELGRADE - OWNER

Date 10/16/23

Invoice Submitted to:

Dom Selgrade
Project Address –
215 W Salem Ave
Indianola, IA

Scope of work:

Demo existing sign and façade.

Trim Installation and Materials.

AMOUNT DUE: _____ **\$1495.00**
(7% tax) + \$104.65
\$1599.65

Please make checks payable to:

Selgrade Construction Inc
13162 Fulton St
Indianola, IA 50125

SELGRADE CONSTRUCTION SPECIALIZES IN RADON TESTING AND MITIGATION
35+ YEARS CONSTRUCTION EXPERIENCE
FULLY LICENSED AND INSURED
REFERENCES AVAILABLE

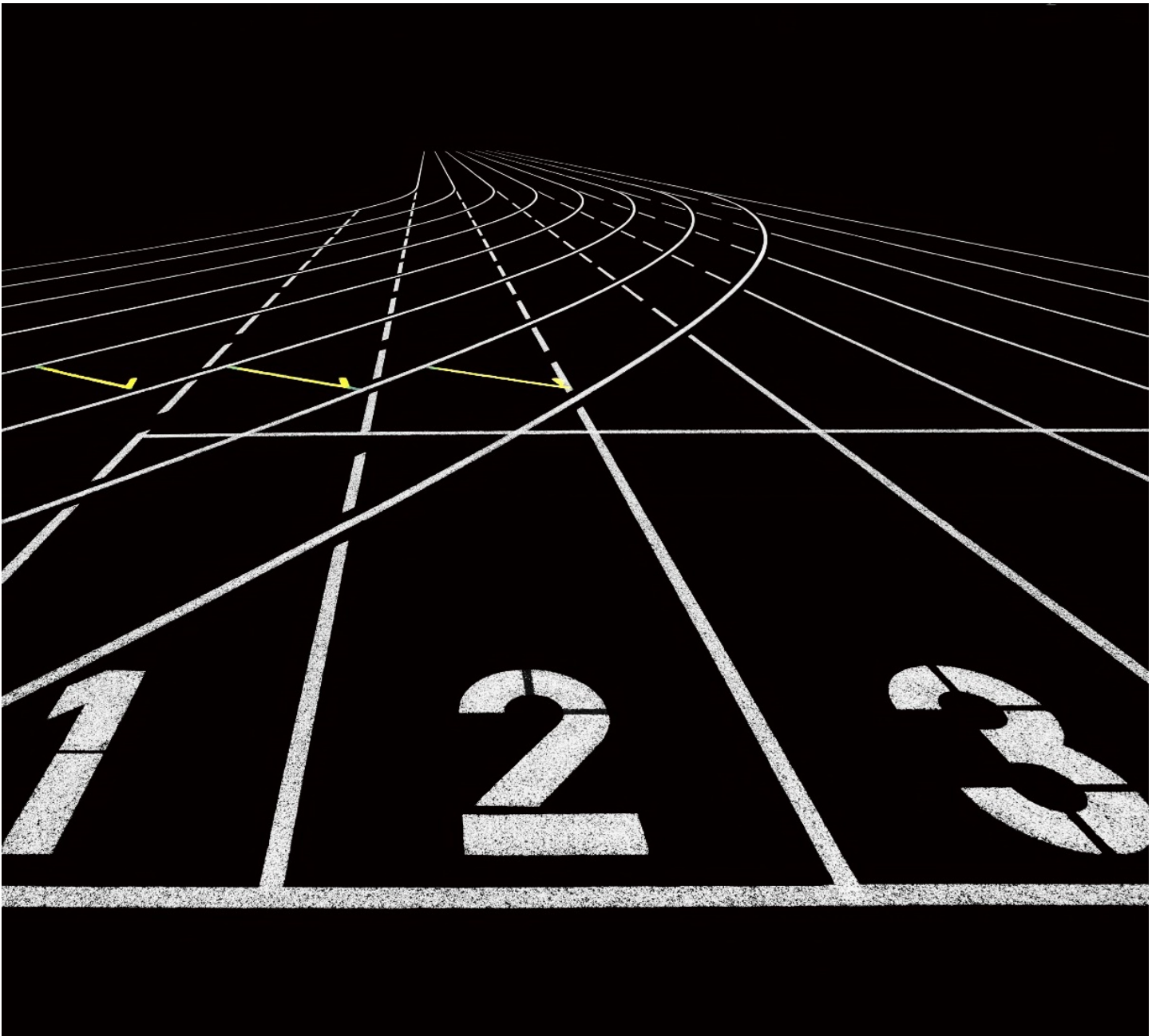
WWW.SELGRADECONSTRUCTION.COM



215 W SALEM

DOWNTOWN FAÇADE PROGRAM

Owner: Dominique Selgrade
Email: Dom.selgrade@gmail.com
Phone: 1 (515) 991-0098



DOWNTOWN FAÇADE GRANT APPLICATION

The property at 215 W Salem in Indianola, IA is located on the square within the primary portion of included eight (8) blocks adjacent to the Warren County Courthouse for the city grants. I am submitting my application for funding of this properties façade restoration.

BACKGROUND

Business

The Warren County Title and Abstract business has been leasing the property at 215 W Salem location for over 20 years. The official company name has changed a variety of times, but the primary purpose of the business has stayed consistent. The company has been a staple in Indianola processing titles and abstracts ensuring the integrity of real estate transactions in our county the entire time.

Property Owner

I, Dominique Selgrade, am the current property owner. I purchased this property back in 2009. I have been a resident of Indianola, IA since my parents moved our family here when I was 4 years old. I am excited for the opportunity of the Downtown revitalization project to support the restoration of the front façade of this commercial property.

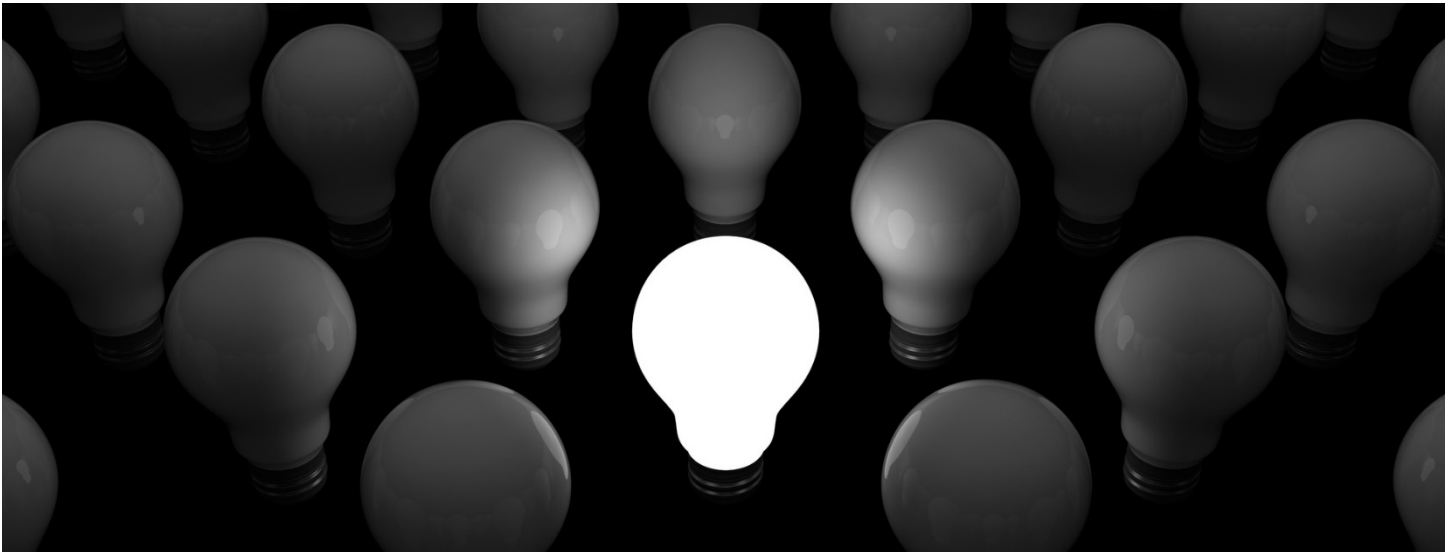


Figure 1

Current Upgrade Plan

I have coordinated with the business (Hair MD) west of my property, and we are both using the same contractor and are scheduled for this spring/summer to have the rear parking lot on our properties torn out and concrete installed to revitalize the back parking. This will be installed at the new elevation of the city alley concrete revitalization and coordinated with IMU so the underground services can be roughed in for their future projects. This concrete work upgrade is being funded by my own funds and not from any other program or grant. This is going to be approximately \$13,000.00 when complete for my portion.

Future Upgrade Plan

The city of Indianola is doing a revitalization of the downtown square and part of this will be redoing the alley to the direct East of the property. After this is complete my plan is to work with a local artist to create a mural on the property side of the alley. This would not be a feasible project at this current time as there would be potential for damage to the mural during the alley underground and paving

work. I have already reached out to one local artist that is interested in providing her talents for the mural. I will also be reaching out to local grant programs when they reopen next year. I will be reaching out to the property owner on the East side of the alley and the city to coordinate a joint effort for the final alley revitalization.

FAÇADE UPGRADE

To help with the Indianola downtown vision of attracting more tourism and activity I am going to be hiring contractors to create a more aesthetically appealing front façade. It has been over 20 years since the space was remodeled and is due for a revitalization. The signage is out of date, the front windows are more of a residential design and degrading, and the upper half of the front façade is wood that has deterioration and needs to be removed. There is some concrete grout that needs to be fixed and will be ground out and tuckpointed to build back the integrity of the brick front. Refer to Appendix D for pictures of the store's deteriorated front and specific locations to be considered.

I have attached plans for the demolition and upgrade work for your consideration that will help elevate Indianola. See Appendix A. This will include the replacement of the front windows with a commercial grade window, the removal of the upper wood façade exposing the brick and lower brick repair which will all be repainted, and installation of a new sign that will match the design style of existing signage already present on the square.

A point to discuss is that the existing brick bottom portion of the building is already painted and was prior to my purchase of the building. Painting brick is noted as one of the items listed as "Avoid This" in the Downtown Design Guides. From conversations with contractors, and due to the age of the brick, based on the pressure and materials it would take to remove the existing paint from the brick it would likely be more detrimental and leave the brick in a damaged state beyond repair. Based on this information I have determined it is a better option to tuckpoint the existing brick as a repair measure and primer and paint a new consistent color with accents on the façade. The current colors have been chosen for representation of the end product. The colors are not to be considered final as they can change based on feedback from the downtown committee and future coordination with the building attached neighbor (Hair MD) to ensure their color scheme and ours do not clash.

Exterior lighting addition was not considered for the current façade upgrade as the business is not meant as a "window shopping" venture. When the Title and Abstract business is closed, it is meant to appear closed. There is sufficient street lighting to support night pedestrian traffic along the sidewalk. If a new client moves into the commercial space in the future with a different intent of the use of the building additional lighting would be added to meet those needs.

The rear of the building has an accessible ramp existing. The front has a full glass entrance door. There was consideration of replacing the front door but after conversations with the door/window provider it was recommended to go with painting the door to match the windows rather than replace a door that is working as intended.

No additional outside amenities are being considered as they are not needed for the benefit of the existing business and any frivolous features would block the accessibility of the existing sidewalk path.

Removing the flat existing stagnant sign and replacing with a protrusion sign will bring additional brightness to the front on the space while matching some of the existing style of signage along the square. The final location of the sign will be determined based on the permitting and to align with other buildings with similar sign designs. See Appendix B for a mock-up of the sign to be used.

I have a degree in Construction Engineering from Iowa State University, spent 8 years in the construction industry as a project manager, spent 8 years as a licensed engineer designing large building electrical systems while coordinating with architects, owners, and contractors through completion of multi-million dollar projects, and for the last 5 years I have been working at Microsoft datacenters as an electrical engineer and owner's representative for multiple datacenter construction projects and operations.

From my experience I have chosen to manage and coordinate the licensed contractors to complete the planned façade upgrade on 215 W Salem myself rather than hire a general contractor to coordinate this work at no additional cost as a fiscally responsible choice. If there is a requirement for a licensed and insured contractor to be a general contractor over the project, I will hire Selgrade Construction LLC (I am not an owner) at my own expense and this management cost will not be included in the proposed amount I am submitting for in this application.

GRANT REQUEST

I am requesting the sum of \$10,764.74 of a maximum of \$25,000.00 offered in the grant program per property. I am requesting this amount as I have been fiscally responsible in how I have approached this project to support the fair distribution of the balance that the city has available to spread across multiple applicants. Refer to Appendix E for the completed application.

I have attached a budget sheet in Appendix C with the associated costs for each portion of the project. This lists the companies I reached out to for bids and the associated prices provided or non-responses.

One area I would like to address for clarity in the bids is the demolition portion. I reached out to two known demolition contractors that provided me with verbal minimum quotes for them to do the work. Both stated their minimum prices to bid on the project and responded similarly that the project is “too small for it to be worth their time”. I was able to get a bid from Selgrade Construction LLC, a limited liability company, that is licensed and insured and willing to do this work and some additional wood repairs and installation for prep work for other contractors. I emailed Emily Rizvic and verified that using a company that is owned by my brother would not be a violation of the application process and was assured that the intent of the restriction of grant money to reimburse family members labor was not applicable as Selgrade Construction LLC is a business and would be paid as a business. Selgrade Construction LLC has been in business for more than 30 years.

APPENDIX A

Contractor to replace top board to support the roof brake metal protrusion. Caulked and sealed ready for paint.

Contractor to remove the wood above and leave the brick exposed below.



Contractor to remove shutters

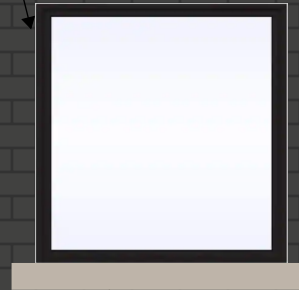
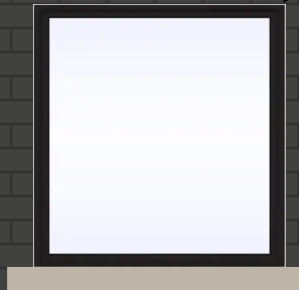
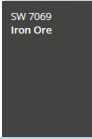
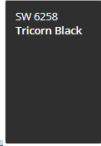
Contractor to repair trim wood, caulk and seal between sidewalk and brick facade.

Contractor to pressure wash front facade to clean and prep for paint.

New aluminum commercial sign protruding off building, exact location shall be determined at time of sign permit approval with the city.

Contractor to remove existing front windows and replace with new hollow metal frames with glazing. Windows and door to be primed and painted using Sherwin Williams Latitude SW 6258 Tricorn Black.

Contractor to primer newly exposed brick Sherwin Williams Loxon Masonry Primer. and paint using Sherwin Williams Latitude SW 7069 Iron Ore.



30'

Contractor to paint trim using Sherwin Williams Latitude SW 7030 Anew Gray.



Note: Brick paint and trim colors are selected with potential to change after coordination of neighbor's (Hair MD) paint colors to ensure colors do not clash but are separate.

Note: Contractor to tuck point as needed existing and newly exposed brick prior to painting.



Mojo's Bar

FedEx Drop Box

Elks Lodge

Zoo Bar

The Groggy Dog

Winn's Pizza & Steakhouse

Copper + Fringe Beauty Co.

Funaro's Deli

Optometric Associates Of Warren

E Ashland Ave

W Ashland Ave

W Ashland Ave

Struthers Family Dentistry

Indianaola Glass Creations

Integrative Counseling Solutions

Warren County Emergency Management

Brickhouse

The Corner Sundry

Warren County Courthouse

Warren County Sheriff's Office

Warren County Courthouse

Petes Pizza

Regions Bank

Regions Bank/ATM

J.Rene - Women's Wear on the Square

Treasures Fine Jewelry

E Salem Ave

W Salem Ave

W Salem Ave

W Salem Ave

Warren County Abstract

CanoeSportOutfitters

Uncommon Grounds

Tammy's Tailwaggers

Page Turners Bookstore

Mishmash Bake Shoppe

Savor The Rise

Crouse Co

E Salem Ave

W Salem Ave

W Salem Ave

W Salem Ave

S Howard St

S Buxton St

APPENDIX B



30" Steel black powdercoated sign blade bracket with aluminum sign substrate. Digital prints applied to both side surface measuring 18"x28".

APPENDIX C

Brick			
Company	Contact #	Email	Price
Dan Gripp Masonry	515 961 6454	verbal	\$ 9,500.00
May Masonry	515 231 7488	no bid sent	-
Iowa Tuckpointing	515 494 0891	iowatuckpointing@gmail.com	\$ 3,135.00
Midwest Tuckpointing	515 537 9959	dallas@midwesttuckpointing.com	\$ 4,740.00
Signage/Overhang			
Company	Contact #	Email	Price
Proimage	515 962 5188	jtroll@Pisignco.com	\$ 785.50
Parker Signs	515 962 0330	jr@parkersign.com	\$ 2,490.00
Oskam	515 868 6311	no bid sent	-
Sign Permit			\$ 55.00
Painting			
Company	Contact #	Email	Price
All Pro Painting	515 556 6501	no bid sent	-
Painter Tom	515 238 3886	no bid sent	-
Pro Painters	515 961 0644	no response	-
Legacy Painting	515 402 6591	legacypaintiowa@gmail.com	\$ 2,100.00
GregCheno Painting	515 943 4576	gregcheno@gmail.com	\$ 1,861.00
Cooke Craig Painting	515 961 8757	no bid sent	-
Windows			
Company	Contact #	Email	Price
Windows & Doors - Iowa	515 285 5312	no bid sent	-
Two Rivers Glass & Door	515 222 4860	renae@tworiversglass.com	\$ 3,396.00
All American Exteriors	515 255 4872	No bid sent	No bid
Doors Inc	515 288 8951	tdierking@doorsinciowa.com	\$ 2,729.00
Coffman Glass	515 491 2283	no bid sent	-
Demo			
Company	Contact #	Email	Price
Iowa Demolition	515-265-0005	to small/verbal	\$10,000.00
Decarlo Demolition	515-243-1151	to small/verbal	\$ 5,000.00
Selgrade Construction	515 991 9543	tgrades@hotmail.com	\$ 1,495.00
			\$10,060.50 SubTotal
			\$ 704.24 Tax
			\$10,764.74 Grand Total

APPENDIX D



APPENDIX E

DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM APPLICATION



The City of Indianola Downtown Façade and Interior Improvement program is a funding program that seeks to encourage economic development within Indianola’s Downtown Square by providing funding for improvements to commercial spaces and upper-story housing units in the Square.

<p>Applicant Full Name</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Applicant Phone Number</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Applicant Email</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Project Address</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Does the applicant own the property?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Property Use</p> <p><input type="checkbox"/> Residence</p> <p><input type="checkbox"/> Commercial/Business</p> <p><input type="checkbox"/> Mixed-Use</p> <p>Amount Funding Requested</p> <input style="width: 100%; height: 25px;" type="text"/>	<p>Project Description</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p>What is the timeframe of this project?</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Project Scope (Please check all that apply)</p> <p><input type="checkbox"/> Commercial storefront</p> <p><input type="checkbox"/> Exterior Façade improvement</p> <p><input type="checkbox"/> Create new retail-ready space</p> <p><input type="checkbox"/> Structural</p> <p><input type="checkbox"/> Creates co-retailing opportunities or low-cost tenant spaces</p> <p><input type="checkbox"/> Upper-story housing creation</p> <p><input type="checkbox"/> Interior Renovation</p>	<p>REQUIRED SUBMITTALS</p> <p>The following is required to be submitted as part of the application:</p> <ul style="list-style-type: none"> ➤ A façade plan showing the location of the building with proposed improvements, existing features and conditions of buildings, and proposed improvements ➤ If interior work is proposed, building plans and design concept must be submitted ➤ A written narrative that provides the following: <ul style="list-style-type: none"> • Project explanation • Explanation on current physical conditions and appearances of the property • Description of proposed improvements. • How application relates to program goals • How the project will enhance the Downtown Square (i.e. Business retention and recruitment, improve public safety/access, etc.) ➤ Itemized Project Budget List ➤ Photographs of facades and interiors to be improved. ➤ Photographs of each building asset to be repaired or improved with this grant. <p>Applicant Signature and Date</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="font-family: cursive; font-size: 1.2em;">Dominique Selgrade</p> </div> <p style="font-size: 0.9em; margin-top: 10px;">By signing this application form, I authorize that the information</p>
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MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director, Emily Rizvic, Associate Planner

Date: November 28, 2023

Subject: Consider recommendation on reimbursement for 105 1/2 South Howard Street for the Downtown Facade and Interior Improvement Grant Program.

Discussion:

Recommendation: Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 105 1/2 South Howard Street for a total of \$25,000.

- Attachments:**
1. Memorandum
 2. Notice of Grant Award (NOGA)
 3. Signed Contract
 4. Line-Item Financial Worksheet and Receipts
 5. Application



COMMUNITY DEVELOPMENT

To: Indianola Downtown Square Commission
From: Charlie E. Dissell, Community and Economic Development Director
Emily Rizvic, Associate Planner
Date: November 21, 2023
Re: 2023 Downtown Grant Reimbursement Request – 105 1/2 South Howard Street
(Slim Investments LLC)

The City of Indianola, Iowa launched the Downtown Business and Façade Grant program on January 20th, 2023. The program allowed property owners to apply for up to \$25,000 in grant funding assistance for façade and interior improvements to buildings located in and adjacent to the Indianola Downtown Square. A total of six (6) applications were recommended for funding, including 105 1/2 South Howard Street (Slim Investments LLC).

This application proposed improvements for upper-story housing, including improvements to the roof structure to maintain existing upper-story housing units within the Downtown Square and interior renovations. The project scope was associated with preserving and creating housing stock, as well as serving as a roofing structure which would service commercial properties and businesses located on the street-level, including Pamela’s Place, Embark Ink, and Retirement Solutions of Iowa. The application was awarded 23 points on its initial review according to the Scoring Rubric.

Ineligible expenses for the project included any construction, rehabilitation, or renovation that began prior to the adoption of the program.

The application requested \$25,000 in funding assistance for the project with an estimated total cost of the project being \$37,000. The total expense for the project was recorded at \$48,800. Project invoices and receipts are provided to the agenda packet, as well as an itemized budget sheet.

Staff inspected the site on November 16, 2023, to confirm that the scope of project has been completed, as noted in their application.

Recommendation

Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 105 1/2 South Howard Street for a total of \$25,000.



July 11, 2023

Sarah Morton
Slim Investments LLC
1800 Center Street
Des Moines, IA, 50314

RE: DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM – NOTICE OF GRANT AWARD (NOGA)

Dear Sarah Morton,

The City of Indianola is pleased to announce that you have been awarded \$25,000 for your application to the City of Indianola’s Downtown Façade and Interior Improvement Program, specifically for the property located at 102 1/2 Howard Street.

You have been approved for improvements to maintain, improve, or create upper-story housing units within the Downtown Square, including improvements to the roof structure. Please review the information provided on this Notice of Grant Award (NOGA) letter and on the provided contract agreement to understand responsibilities, program payment method, and documents needed to satisfy the terms of this grant award.

- **Ineligible expenses for this project will include any construction, rehabilitation, or renovation that began prior to adoption of the program.**

The City of Indianola will be hosting a Walking Tour on July 22, 2023 at 2:30PM to display grant recipients for the 2023 Downtown Façade and Interior Improvement Program. Please let us know if you are able to be in attendance for this event. The City will also showcase each project on the City’s Social Media accounts.

Should you have any questions about satisfying the terms of this NOGA letter, please contact the Community Development Department at comdev@indianolaiowa.gov or call the main line at (515) 961-9430 and ask to speak to Charlie Dissell or Emily Rizvic.

Sincerely,

Emily Rizvic
Associate Planner
City of Indianola Community Development Department
ERizvic@indianolaiowa.gov
(515) 962-5270

CITY OF INDIANOLA, IOWA
DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM



CITY OF INDIANOLA, IOWA DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM CONTRACT AGREEMENT FOR 2023 GRANT AWARD

This agreement made and entered into on this 17th day of July, 2023, between the City of Indianola, Iowa, hereinafter referred to as the "City" and Slim Investments LLC (C/O Sarah Morton), hereinafter referred to as the "Applicant" concerning the property located at 105 1/2 South Howard Street in Indianola, Iowa.

The Applicant and the City certify and agree to the terms and conditions as set forth below:

1. The applicant agrees to be bound by the rules as outlined in the 2023 Downtown Façade and Interior Improvement Program Parameters, hereinafter referred to as the "Rules" and any conditions set forth in the notice of grant award (NOGA) letter, hereinafter referred to as the "Award Letter."
2. The Applicant is the owner of a property in the City's Downtown Mixed-Use Zoning District C-3, as identified in the Rules, or is a tenant with the property owner's written authorization to apply for and receive the grant.
3. The Applicant is in good standing with the City, being current in payment of taxes and utilities provided by the City.
4. All improvements shall be consistent with zoning and building codes currently in effect for the City. Any necessary reviews or issuance of permits by the City of Indianola Community Development Department, or the City of Indianola Planning and Zoning Commission, under the City of Indianola Zoning Ordinance, shall be approved before work on the façade improvements begin.
5. Only work that has been outlined in the Award Letter shall be eligible for reimbursement.
6. The Applicant must retain a licensed contractor within 90 days who will complete the project within 6 months of approval. Time duration increases may be approved by the Community Development Director on a case by case basis. The Applicant will not be eligible for reimbursement if the work is not completed during the approved time period.
7. The Applicant shall be responsible for the construction management of the entire project. If the property owner or tenant performs any of the work, the Applicant may not be eligible for reimbursement for this labor.
8. The Applicant is solely responsible for all safety conditions and compliance with all State and Municipal safety regulations, building codes, ordinances, and other applicable regulations.
9. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is completed and certified by City staff to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts, and an itemized statement of the total costs of the project, signed by the Applicant.
10. It is expressly understood and agreed to that the applicant will not seek to hold the City and/or its agents or employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade and Interior Improvement Program.

Sarah Morton 7/17/23

Applicant's Signature and Date

Sarah Morton

Applicant's Name in Print

[Signature] 8/14/2023

City Representative's Signature and Date

Benjamin A. Reeves, City Mgr

City Representative's Name in Print



CITY OF INDIANOLA

DOWNTOWN FAÇADE EXTERIOR AND INTERIOR IMPROVEMENT PROGRAM LINE ITEM FINANCIAL WORKSHEET

Applicant Name Slim Investments LLC (Sarah)
 Propety Address 105 1/2 South Howard St
 Total Project Expense **\$44,800**

Expense Category	Description	Cost	Quantity	Total Expense
<i>Example - Professional Service</i>	<i>Sign Install - Sign Company</i>	<i>\$0</i>	<i>0</i>	<i>\$0</i>
Professional Service/Labor	Roof Replacement	44,220	1	\$44,220
Professional Service/Labor	Removed rotten frame/sealing	400	1	\$400
Professional Service/Labor	Materials and Labor	200	1	\$200



Old Pros Consulting, Inc.
 201 Cedar St
 Slater, Iowa 50244
 Howard Higgins, Sales (515) 231-5604

Proposal Submitted By Sarah Morton
 Address 105 S. Howard St
Indianola IA 50125
 Job Name & Location _____
sliminvestmentsinfo@gmail.com

Date 8-16-23
 Phone _____
 Date Of Plans _____
 Architect _____
 Job Phone _____


We hereby submit specifications and estimates, subject to all terms and conditions as set forth, as follows:

Remove all layers of roofing to deck and haul away debris. Apply 1/2" OSB to all roof surfaces.
Install 1/2" hardboard insulation to roof and walls where new membrane is to be installed.
Fully adhere a 60 mill EPDM roof system to all roof and wall areas on roof.
Fabricate and install metal edge on all outside wall tops.
This roof system has an R value of 5.

All workmanship covered by a 15 year warranty

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: \$22,110.00 due upon start- \$22,110.00 due upon completion dollars (\$ 44,220.00)

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

Authorized signature 

Accepted: 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.

All material is guaranteed to be as specified. All work is 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 are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Q

Date _____

Signature _____

Signature _____

DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM

APPLICATION



The City of Indianola Downtown Façade and Interior Improvement program is a funding program that seeks to encourage economic development in Indianola's Downtown Square by providing funding for improvements to commercial spaces and upper-story housing units in the Square.

<p>Applicant Full Name Sarah Morton</p> <p>Applicant Phone Number 515-306-1806</p> <p>Applicant Email sarah@slimreig.com</p> <p>Project Address 105 1/2 S Howard Street</p> <p>Does the applicant own the property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Property Use <input type="checkbox"/> Residence <input type="checkbox"/> Commercial/Business <input checked="" type="checkbox"/> Mixed-Use</p> <p>Amount Funding Requested \$25,000</p>	<p>Project Description Complete interior renovation + Roof Replacement</p> <p>What is the timeframe of this project? 1 Month</p> <p>Project Scope (Please check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commercial storefront <input type="checkbox"/> Exterior Façade improvement <input type="checkbox"/> Create new retail-ready space <input type="checkbox"/> Structural <input type="checkbox"/> Creates co-retailing opportunities or low-cost tenant spaces <input checked="" type="checkbox"/> Upper-story housing creation <input checked="" type="checkbox"/> Interior Renovation 	<p>REQUIRED SUBMITTALS</p> <p>The following is required to be submitted as part of the application:</p> <ul style="list-style-type: none"> ➤ A façade plan showing the location of the building with proposed improvements, existing features and conditions of buildings, and proposed improvements ➤ If interior work is proposed, building plans and design concept must be submitted ➤ A written narrative that provides the following: <ul style="list-style-type: none"> • Project explanation • Explanation on current physical conditions and appearances of the property • Description of proposed improvements. • How application relates to program goals • How the project will enhance the Downtown Square (i.e. Business retention and recruitment, improve public safety/access, etc.) ➤ Itemized Project Budget List ➤ Photographs of facades and interiors to be improved. ➤ Photographs of each building asset to be repaired or improved with this grant. <p>Applicant Signature and Date Sarah Morton 4/28/23</p> <p>By signing this application form, I authorize that the information</p>
--	--	---



105 ½ S Howard St Indianola IA 50125
Applicant: Sarah Morton; Property Owner

OVERVIEW

I am requesting \$25,000 in grant funding to continue the rehabilitation of 105 1/2 S. Howard, a residential and commercial building on the southeast corner of the Square. Specifically, I am requesting \$25,000 to assist with costs of replacing the roof. I closed on this property in July 2022. Since taking possession, I have gutted and fully renovated two upstairs apartment units. I have gutted and renovated the upstairs hallway. Part of this renovation included all new plumbing to code as well as modern fire safety alarms that are also being installed (and almost complete).

It is my hope that after seeing the amount of time, effort, and funding that I have already put into this property, that the commission will choose my project as one of the most deserving of funding and the one that can benefit the most from the funding. Thank you for your consideration!

PROJECT OVERVIEW

When I purchased this property in July 2022 the building had been severely neglected for many, many years. In fact, while working with the city inspector, I was told that they had informed the previous owner the property would be condemned unless significant changes were made. The building had various safety concerns and was the constant source of complaints from neighbors and other community members due to the criminal-related activity ongoing at the property.

The building was previously owned by people who are not from Indianola and did not understand how important the Square is to our community and the pride we have in it. As an Indianola native I grew up spending weekends and summers on the Square. Whether at Corner Sundry with friends or with my grandparents at The Uncommon Grounds, over the past 9 months I have heard from many people their own experiences with the building I now own. I learned that it was originally an opera house and had a large dome on top. I also learned that the upstairs space was once used as office space. The building's current iteration as a residential building is only the latest of its long history of use in the community. I'm proud to add my own chapter to this historic building. My love for Indianola is unmatched and I hope to show that through my work rejuvenating my buildings on the square.

Over the past nine months I have already made a lot of much-needed improvement to this property. The first thing I did was work with the county to have tenants who were a clear and present danger to themselves and others removed from the premises. After they were removed I had two vacant units and immediately began renovations. So far, I have had a \$40,000 fire alarm system for the buildings installed by request of the City. This was one of the various items the City required in order to maintain occupancy. I have also invested \$25,000 to upgrade HVAC & Plumbing to meet rental housing code standards and end leaks affecting business owners below my property in two units. Aside from the updated HVAC/Plumbing these two units are also

under a complete rehabilitation and expected to be completed by 6/1. Once these two units are completed they will provide renewed, clean and safe housing for members of our community.

In addition to the full rehabilitation of the two rental units, the common area has undergone a complete renovation. Previously, the hallway lighting was flickering, sparse, and dim, railings were loose or missing. With the hallway renovation, updated lighting was installed to increase visibility, drywall was put up, and new flooring and railings were installed. In total, over the last 9 months I have invested well over \$100,000 just bringing these two units to code and making the hallway and buildings safer. The remaining rehabilitation costs needed to bring the remainder of the building to code is around \$250,000, including the cost of replacing the roofs.

PROJECT EXPLANATION

While a lot of work has been done there is still plenty left to do. I plan to fully rehabilitate the 4 remaining apartment units. However, in the middle of all the renovations and repairs I have had serious issues with the roof leaking which is threatening the entire project. Each time it rains more and more leaks are found. I have had countless calls to roofing companies who have so far been able to quickly repair any new leaks however all have advised that a new roof can't be put off any longer. Due to the county not giving the building proper legal descriptions when it was rezoned many years ago, the replacement of this roof is my sole responsibility even though it covers three additional property owners directly beneath my property.

So not only would this new roof benefit the portion of the building that I own, but also the three other business/property owners below. I am afraid that if the roof issue is not addressed soon, all the work I have completed so far will soon become affected by more water damage.

Attached you will find three estimates from three companies for a roof replacement.

Andrew's Roofing \$77,500.00

ForSure Roofing \$72,993.00

Old Pros Consulting \$37,000

All estimates include a complete tear out of the two layers of shingles and existing membrane and a new rubber membrane will be installed. Installed correctly, EPDM roof membranes have a life expectancy of 40-50+ years. The reason the current roof system failed is due to age and not having been installed on sheeting. Instead, it was installed on top of two layers of shingles. If my project is selected for funding, I hope to continue with Old Pro's Consulting. Not only for the price but also his experience as he has completed roof replacements for other property owners on the Square.

IMPACT & ENHANCEMENT:

It is my end goal to completely rehab all of six of the upper level housing units and provide clean, safe, desirable, and livable spaces. This project as a whole, will inevitably increase economic activity on the square. People like to explore, shop and dine at restaurants and shops

closest to where they live. The more residents the City is able to place close to the Square the more economic activity that will result.

Furthermore, the roof replacement also protects the three ground-level properties and businesses. Accordingly, funding the roof replacement is truly a 4 for 1 deal, wherein the City can help protect and ensure the protection of not only my property but the three other properties and businesses on the ground level.

FINANCIAL LEVERAGE

I have so far independently provided 100% of the financing for this project either through personal savings or through financing. With this funding, I will be able to utilize my personal savings and/or seek additional financing from my lender to fund the roof replacement.

DEMONSTRATED NEED

This building needs a new roof immediately. It can't wait another year. The leaks are a constant source of complaints from my tenants and threaten the renovations that have already been undertaken and must be addressed before further planned renovations can commence. Time is of the essence and the grant funding could not come at a more opportune time in the life of this massive rehabilitation.

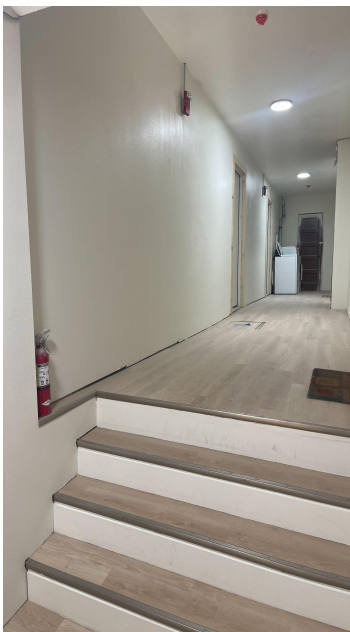
SUSTAINABILITY AND PERMANENCE

The replacement rubber membrane that will replace the existing roofing material has a useful life of 40-50 years. This is an industry-standard material and is the highest quality available. It requires no maintenance or upkeep.

While 40-50 years is not exactly "permanent," the decades-long usefulness of this material means that this is not something the City will be asked to help fund again any time soon (or hopefully ever again).

Thank you for taking the time to consider my application. The next few pages include images and descriptions of the project when I started, where it's at and where it's going. As well as estimates attached at the end.

HALLWAY BEFORE & IN PROGRESS



UNIT 3 BEFORE & IN PROGRESS





UNIT 4 BEFORE & IN PROGRESS





Company Information

Company Name For Sure Roofing
Address 6545 NE 14th ST
 Des Moines, IA 50313
Phone [\(515\) 367-7873](tel:(515)367-7873)



Project Information

Estimator Randy Smith
Email rsmith@forsureroofing.com
Phone [\(641\) 373-1996](tel:(641)373-1996)
Bid Date 03/28/2023 12:00pm
Project Name 105 1/2 S. Howard
Addresses
Project Number 11260

Client Information

Contact Type ↓	Company	Contacts Name	Mobile Phone	Office Phone	Email
Bid To	Sarah Morton Properties	Sarah Morton	(515) 306-1806		sarahhmorton@gmail.com

Base Bid

This is the base bid and does not include any additional options.

Accepted	Area Designation	Summary of Work/Description	System Type	Manufacturer	Warranty Type	Cost
	Reroofing Bid	Over the existing roofing materials install the following: -Coverboard: 1/2" HD polyisocyanurate coverboard, mechanically attached -Membrane: Black, 60 mil EPDM Adhered system by Versico Corp. -Flashing: a) on the parapet walls run the membrane up and over the top b) on the higher wall run the membrane up and under the existing metal counterflashing -Sheet Metal: 24 ga. prefinished steel a) on the high roof area 2 new scuppers and downspouts b) metal roof edge at the perimeter c) new coping cap on the high parapet wall d) 3-12" whirly bird attic vents on each roof area -Warranty: a 15 year Material and Labor warranty by Versico Corp.				\$72,993.00
					Sum	\$72,993.00

Additional Options

These are value engineering options that can be accepted if requested.

Accepted	Name	Summary of Work/Description	System Type	Manufacturer	Warranty Type	Cost
	Alternate #1	Add to the base bid the following amounts to remove and dispose of the existing materials down to the roof deck and reroof as stated above in the overlay base bid				\$20,958.00

Accepted	Name	Summary of Work/Description	System Type	Manufacturer	Warranty Type	Cost
	Unit Price	Add \$7.95 / sq. ft. to replace and deteriorated decking or wood blocking				\$7.95
	Note	The high wall between the low roof area and the high roof area may need some siding work to be watertight. No siding work is included in this bid				

Terms

By signing this document, the customer agrees to the services and conditions outlined in this document.

<p>1. All dimensions are based on our own field-verified dimensions.</p> <p>2. All prices include taxes, overhead and profit.</p> <p>3. Payments due within 30 days of receipt. Payments beyond 30 days accrue interest at 1.5% per month. For Sure Roofing LLC shall be entitled to recover any fees, including attorney fees, reasonably incurred to collect the amount due</p> <p>4. This scope of work includes all necessary safety equipment and set-up.</p> <p>5. We reserve the right to modify this proposal after 30 days.</p> <p>6. Issuance of a purchase order or similar contract by the owner will constitute acceptance of this proposal in its entirety and all terms of manufacturer and contractor's warranties.</p> <p>7. Construction work will result in debris, dust or dirt falling and unless specified above, we are not responsible for interior protection.</p>	<p>8. For Sure Roofing LLC dba For Sure Roofing & Sheet Metal is fully covered by workman's compensation insurance, liability and property insurance to protect our employees and clients. The Owner shall carry their own insurance and should consult their insurance provider.</p> <p>9. All prefinished sheet metal colors shall be selected from manufacturer's standard color range (excluding metallic) unless otherwise noted above.</p> <p>10. All changes to this contract shall be conducted only after a written change order is authorized by both parties.</p> <p>11. Our standard hourly rate per man-hour is \$85.00 (\$100.00 for sheet metal fabrication) for changes and a 50% mark-up will be add to all material, rental equipment, and other items required to perform our scope of work.</p> <p>12. Material and equipment will be stored on-site. We will coordinate all staging activities with the Owner.</p>	<p>13. We exclude snow and ice removal during winter construction.</p> <p>14. We allow for a maximum of 5% retainage, when required as a subcontractor.</p> <p>15. All payments beyond 30 days accrue interest at 1.5% per month.</p> <p>16. For Sure Roofing LLC shall be entitled to recover any fees, including attorney fees, reasonably incurred to collect the amount due.</p> <p>17. We have not tested for the presence of asbestos containing materials. We exclude any asbestos abatement, if necessary.</p> <p>18. We will invoice (at our standard rates) to repair all damage to our scope of work done by others.</p> <p>19. We are not responsible for correcting ponding due to structural deflection.</p> <p>20. Any decking replacement will be an additional time and material cost, unless otherwise noted in bid.</p>
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Please write Yes or No in the accepted fields and sign below.

Name: _____

Title: _____

Total Price with accepted options: _____

Signature: _____

ESTIMATE

Andrew's Roofing Company
 1544 2nd ave
 Des Moines, IA 50314
 (515) 664-7968

Sales Representative
 Trevor Gooding
 (515) 664-8303
 trevor@andrewsroofingdm.com



1 Sarah Morton
Job #4936 - Sarah Morton- Flat Roof Replacement - Upper Roof
105 1/2 S Howard St
Indianola, IA 50125

Estimate #	E-9915
Date	3/27/2023

Item	Description	Qty	Price	Amount
EPDM Replacement				\$77,500.00
Rubber membrane (EPDM)	<p>Remove existing flat roofing membrane layers down to the sheeting (UPPER BUILDING ONLY). Sheeting will be inspected to determine whether any needs to be replaced before installing rubber membrane system (\$70/sheet). Once sheeting is replaced, ISO will be installed to properly slope the roof to drain water efficiently. EPDM rubber membrane will be installed with the proper sealant and adhesives/tapes. Large HVAC units will need to be lifted up off the old roof to remove rubber properly and to install new rubber membrane.</p> <p>This is a rough estimate without doing a core test to know the amount of layers. Once a core test is performed an exact number will be provided. All materials included.</p>			

Sub Total	\$77,500.00
Total	\$77,500.00

SPECIAL INSTRUCTIONS

Thank you for the opportunity to compete for your business!



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director, Emily Rizvic, Associate Planner

Date: November 28, 2023

Subject: Updates regarding the City of Indianola's application for the Community Block Development Grant (CDBG) Downtown Revitalization Fund Program.

Discussion:

Recommendation:

Attachments: None