

City of Seward, NE

Tuesday, April 7, 2015

Regular Session

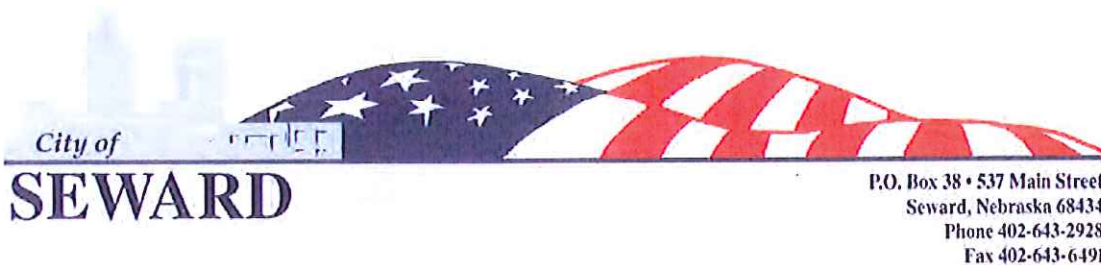
Item G6

PRESENTATION AND DISCUSSION OF CIVIC CENTER NORTH PROJECT - Councilmember Lieske

***CONSIDERATION OF SUBMITTING A CIVIC AND COMMUNITY CENTER FINANCING FUND
PRE-APPLICATION FOR THE CIVIC CENTER NORTH PROJECT***

Administrative Report: Following presentation and discussion, authorization to submit the Community Center Financing Fund grant pre-application and authorizing the Mayor to execute all necessary documents would be in order.

Staff Contact:



PUBLIC REQUEST FOR COUNCIL AGENDA ITEM OR ADMINISTRATIVE ACTION

DATE: 4/3/2014
NAME: Charles Lieske
ADDRESS: 616 Bradford St
EMAIL ADDRESS: charles.lieske@sewardi TELEPHONE NO. 402-643-4189

EXPLANATION OF REQUEST:

Presentation and discussion of Civic Center North Project; consideration of submitting pre-application for 2015 CCCFF grant.

ACTION REQUESTED:

Council granting authority to Mayor to sign the 2015 CCCFF grant pre-application for the Civic Center North project.

Will this agenda item require the expenditure of funds? Yes ☐ No ☒
Unknown ☐

Charles A. Lieske
(Signature of requester)

Charles A. Lieske
(Print Name)

Council meetings are held on the 1st & 3rd Tuesdays of every month. All requests for the Agenda must be submitted by noon on the Wednesday preceding the Council meeting, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Mayor/Council action, or whether it is an item that needs to be handled by staff.

Received by: _____ Date: _____
(City employee)

CIVIC AND COMMUNITY CENTER FINANCING FUND

2015 Application Guidelines & Pre-Application

The State of Nebraska, Department of Economic Development, will be accepting applications from Nebraska municipalities for grants to support the development of civic centers and community centers under the Civic and Community Center Financing Fund program. A municipality seeking a grant should complete the enclosed brief preliminary application form and return it to the Department no earlier than April 15 but no later than May 1, 2015. Completion of the pre-application is the first step in a two-part grant application process. After May 1, the Department will seek more detailed information on eligible grant requests and the final application is due June 15.

Background: In 2013, the State Legislature amended the Civic and Community Center Financing Fund Act. The Act's purpose is to support the development of civic, community, and recreation centers throughout Nebraska and to support projects that foster maintenance or growth of communities. In effort to support this purpose, grants of assistance to municipalities from the Civic and Community Center Financing Fund (CCCFF) administered by the Department of Economic Development

Eligible projects: The fund may be used for the construction of new civic and recreation centers or the renovation or expansion of existing civic, community, and recreation centers, which may include the conversion, rehabilitation, or reuse of historic buildings. The fund may also be used for preliminary planning related to the development or rehabilitation of eligible projects. The definitions of eligible projects are:

- **Civic Center**—a facility that is primarily used to host conventions, meetings, and cultural events and/or a library. A civic center therefore includes space for conventions, meetings, and cultural events and/or a library.
- **Community Center**—the traditional center of a community, typically comprised of a cohesive core of residential, civic, religious, and commercial buildings, arranged around a main street and intersecting streets. A community center is therefore an area of multiple buildings with both internal and external elements. A civic center may or may not be in a community center.
- **Recreation Center** – a facility used for athletics, fitness, sport activities, or recreation that is owned by a municipality and is available for use by the general public with or without charge. A recreation center does not include any facility that requires a person to purchase a membership to utilize such facility.
- **Planning** – engineering and technical studies directly related to eligible projects

Eligible applicants: Most Nebraska municipalities are eligible and may apply for a grant in competition with other municipalities. Not eligible is the City of Omaha and the City of Lincoln, The City of Ralston, or other municipality that has received funding under the Sports Arena Facility Financial Assistance Act is ineligible to receive funds under both the Sports Arena Facility Financial Assistance Act and the CCCFF. A municipality will own and operate the center, directly or under contract, for which a grant is sought.

Grant amounts: Assistance from the fund shall not amount to more than fifty percent of the cost of construction, renovation, or expansion. The minimum amount for a non-planning grant request is \$10,000. The maximum amount is determined by the total revenues in the Fund and the population size of a municipality applying for a grant, as follows:

*Until the balance of the Fund reaches \$2,500,000
(Grant Maximum Schedule A)*

Population of Municipality	Maximum Grant Amount
100,000 to 299,999 persons	\$1,500,000
40,000 to 99,999	\$750,000
20,000 to 39,999	\$500,000
10,000 to 19,999	\$400,000
less than 10,000	\$250,000

After the balance of the Fund reaches \$2,500,000 and until it falls below \$1,000,000 (Grant Maximum Schedule B)

Population of Municipality	Maximum Grant Amount
100,000 to 299,999 persons	\$2,500,000
40,000 to 99,999	\$1,125,000
20,000 to 39,999	\$750,000
10,000 to 19,999	\$600,000
less than 10,000	\$375,000

The maximum amount of a planning grant is \$10,000. The Department will allocate no more than 10% of annual grant funds awarded for planning projects.

Application Timing and Process: A municipality seeking funding will complete and return a Preliminary Application Form by **May 1, 2015**. Projects deemed eligible and competitive for funding will be sent an invitation to submit a Full Application no later than **May 15, 2015**. Full Application Forms are to be completed, returned to the Department no later than **June 15, 2015**. Only projects that have been invited to complete Full Applications will be accepted. The Department will evaluate final application forms soon after they are received. Announcement of grants awarded will occur no later than **June 30, 2015**.

All applications and supporting materials must be received in the Department by 5:00pm on the respective due date. Please submit both single hard copy original and electronic copy (PDF email attachments are acceptable).

The Department reserves the right to hold a second application cycle beginning in **September 2015**. The announcement of this cycle will be made no later than **August 15, 2015**.

Review Criteria: Pre-application narratives should be developed using the same criteria as full applications as outlined below. Maps, images, and photographs should be included where appropriate. Upon invitation by DED, full applications will be reviewed and scored by a committee consisting of Department staff as well as invited members of other vested State agencies. The review committee will make a recommendation reflecting top scoring applications to the Director of the Department of Economic Development, or their designee, for final approval.

Eligible project applications will be reviewed based upon review criteria established in statute (Nebraska Revised Statute 13-2707), and any other relevant parts of the Civic and Community Center Financing Act. Up to ten (10) points will be available for each of the following review criteria (60 points maximum). Top scoring applications will be recommended to the Director for approval. The Department reserves the right to establish the maximum amount of funds to be awarded in any given year. The review criterion includes:

- **Project location. (yes/no)**
A project shall be located in the municipality that applies for the grant. Please include a map of the project area in relation to the community, identifying any relevant sites or related projects. The map is intended to provide context to the proposed project. Photographs may also be included.
- **Project ownership. (yes/no)**
A project shall be owned by the municipality that applies for the grant.
- **Project operation. (yes/no)**
A project shall be operated by the municipality that applies for the grant, directly or under contract.
- **Retention Impact. (1-10 points)**
Funding decisions by the Department shall be based on the likelihood of the project retaining existing residents in the community where the project is located, developing, sustaining, and fostering community connections, and enhancing the potential for economic growth in a manner that will sustain the quality of life and promote long-term economic development;
 - *Tips for completing the project application narrative: describe a how the proposed project fulfills a known local need, based on a formal or informal assessment of current conditions.*
- **New Resident Impact. (1-10 points)**
Funding decisions by the Department shall be based on the likelihood of the project attracting new residents to the community where the project is located.

- *Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting new residents, include what services or functions would become available should the project be completed.*
- **Visitor Impact. (1-10 points)**
Funding decisions by the Department shall be based on the likelihood of the project enhancing or creating an attraction that would increase the potential of visitors to the community where the project is located from inside and outside the state.
 - *Tips: describe the unique and/or specific services or function to be provided as a result of project completion otherwise not available, specifically related to attracting visitors and/or tourists into the area.*
- **Financial support. (1-10 points)**
Assistance from the fund must include a 100% match (i.e. matched at least equally from local sources). At least fifty percent of the local match must be in cash. Preference shall be given to those projects with a higher level of local matching funds compared to those with a lower level of matching funds. Neither the local match nor the items listed for grant assistance should include amounts already expended prior to the date of application for grant assistance.
 - *Tips: describe project viability, leverages, and financial resources, as well as efforts to secure non-CCCF monies from other state, federal, foundation, business, or individual sources.*
- **Readiness and local public support. (1-10 points)**
The applicant's fiscal, economic, and operational capacity to finance and manage the project and ability of the applicant to proceed and implement its plan and operate the civic or community center.
 - *Tips: identify who will handle the day-to-day operation and management of the project, project roles, and established or potential partnerships, as well as any volunteer efforts. Include a summary and description of past and future projects and activities carried out at the local level, and identify partnerships and volunteer efforts. Provide a summary or other evidence of public support in the form of public meetings, design charrettes, fundraising campaigns, etc.*
- **Project Planning. (1-10 points)**
Projects with completed technical assistance and feasibility studies shall be preferred to those with no prior planning.
 - *Tips: describe the level of design or conceptualization of the project, who was involved, historical preservation consideration (where appropriate), etc. Including a planning process timetable that would further illustrate the planning process, as well as a timeline for project implementation, including securing matching funds.*
 - *Note: when applying for planning grants, please provide any information about initial planning, stakeholder and/or public meetings, as well as a summary of comprehensive planning that may have been conducted at the project area or community level. When a comprehensive plan has recommended the proposed project, please provide a hyperlink or electronic copy of the entire comprehensive plan and indicate the specific location(s) of those recommendations.*

CIVIC AND COMMUNITY CENTER FINANCING FUND
GRANT ASSISTANCE - 2015

DED USE ONLY: _____

PRELIMINARY APPLICATION FORM

A	Name of Municipality:	City of Seward
B	Type of grant requested (check one)	<input type="checkbox"/> planning <input checked="" type="checkbox"/> capital construction
C	Grant amount requested*:	\$250,000
D	Facility is located within Municipality listed in Line A	<input checked="" type="checkbox"/> yes
E	Municipality listed in Line A will own facility	<input checked="" type="checkbox"/> yes
F	Municipality listed in Line A will operate the facility	<input type="checkbox"/> yes, skip to Line H <input checked="" type="checkbox"/> no, include an explanatory statement
G	Entity under contract that will operate the facility:	Langworthy Trust; Civic Center Commission
H	Existing or preliminary name of facility:	Civic Center North
I	Type of facility (check one): <input checked="" type="checkbox"/> civic center <input type="checkbox"/> community center <input type="checkbox"/> historic building <input type="checkbox"/> recreation center	
J	Proposed project has completed technical assistance and/or feasibility studies:	<input type="checkbox"/> yes <input type="checkbox"/> no
K	Web address (if available):	N/A

*Must correspond to the appropriate amount based on population size as listed in the table on page 1 of the 2015 Application Guidelines.

☒ **ATTACHMENTS ENCLOSED: BRIEF DESCRIPTION OF THE CENTER AND A MAP IDENTIFYING THE LOCATION OF THE FACILITY** (The summary should be at least one paragraph, but no more than one page. Please review final application scoring criteria and be clear and concise with your project summary. Supplemental maps, images, or photographs may be included, but limited to one additional page. The pre-application with attachments shall be no more than four pages.)

PERSON PREPARING PRELIMINARY APPLICATION:

NAME: Charles Lieske

ADDRESS: 616 Bradford St.
Seward, NE 68434

PHONE: 402-643-4189 E-MAIL: charles.lieske@sewardne.com

CHIEF ELECTED OFFICER OF MUNICIPALITY APPLYING FOR GRANT:

NAME: Joshua Eickmeier TITLE: Mayor

- ☒ The Facility in question is, or will be, owned and operated by the municipality.
☒ The applicant has not received funding assistance from the Sports Arena Facility Financing Assistance Act.
☒ The applicant has not been awarded a CCCFF grant within the last 5 grant years.

SIGNATURE: _____ DATE: April 7, 2015

RETURN COMPLETED PRELIMINARY APPLICATION FORM AND BRIEF DESCRIPTION OF CENTER TO:

Jenny B. Mason, CCCFF Coordinator
Nebraska Department of Economic Development
P.O. 94666
Lincoln, NE 68509-4666
t: (402) 471-6280 | e: jenny.mason@nebraska.gov

CCCCFF 2015 Preliminary Grant Assistance Application – Seward Civic Center North

Current Facility: Completed in 1955 with a 1977 addition, the facility is home to the Seward Area Chamber of Commerce and features meeting and banquet rooms in a variety of sizes, formats and formality, as well as an auditorium and art gallery featuring Nebraska artists; the gallery area also serves as a distribution point for visitor and newcomer information. More than 100 groups use the building on a regularly-scheduled basis.

Project Scope: A proposal to acquire a piece of land and building adjacent to the current Seward Civic Center, to move the offices of the Seward Area Chamber of Commerce from the current Civic Center Building to co-locate with Seward County Economic Development Corporation and create a Welcome Center in the new addition, creating an accessible office for economic development, tourism and newcomer information while allowing for ADA improvements to the current facility and the expansion of meeting space for clubs and groups and gallery space for exhibits.

Project Location, Ownership and Operation: Project is located within, and will be owned by, the municipality applying for the grant. The project is governed by the Civic Center Commission, whose members are appointed by the Mayor and ratified by the City Council. The Civic Center Director and Caretaker are employees of the City of Seward. The Langworthy Trust partners with the City to reimburse operations and maintenance costs when covenant restrictions required by the Langworthy Will and Trust are adhered to.

Impact on Retention, New Residents and Visitors: This project sustains and expands meaningful community connections. Seward features numerous clubs and committees that work on projects to better the community and promote tourism and relocation to the area. There are occasions where the current Civic Center facility reaches capacity and groups and committees wishing to meet and/or hold public events are forced to cancel or change location. Increasing capacity of the facility assists these groups sustaining their work to maintain and enhance the quality of life in the Seward area. Some people relocating to the area cite our active atmosphere of community service and variety of public events as motivating factors as they chose where to live with their families. Additionally, by co-locating the area's economic development arms, we create efficiencies and build on synergies that will help with business retention, expansion and attraction. This addition offers a prominent location for visitors and newcomers to obtain information, allowing us to guide them to groups or activities that will engage them during their visit or residency; it also returns square footage to the gallery in the existing facility.

Financial Support: The property we propose to acquire has a combined land/building value of approximately \$320,000. The Langworthy Trust, working within its restrictions, is able to provide funding for the purchase of the land, currently estimated at \$90,000.00. With a \$90,000 match from the CCCCFF, the current owner of the property is open to accepting the \$180,000 for the property, showing the approximate \$140,000 difference as an in-kind donation to the City. We would also work with the current owner to utilize the CDAA (Community Development Assistance Act) for a refundable tax credit of \$25,000. The agreement would include a provision that the building be accepted as-is. The Langworthy Trust would then be within its authority to reimburse the city for needed repairs, which would likely include roof repair or replacement, window replacement and a possible connecting structure between the existing building and new acquisition. We understand the match from the CCCCFF would be capped at \$250,000.

Readiness and Local Public Support: The City and the Langworthy Trust have operated within the existing structure of the Civic Center Commission since 1964. The Trust designates 35% of trust income annually be distributed to the Civic Center; the City and the Trust have successfully worked together for new additions, equipment acquisition and maintenance during these 50 years. As the site owner, the city pays expenses related to the Civic Center and is then reimbursed by the Trust. The Seward Area Chamber of Commerce and Seward County Economic Development have also worked closely together, especially during the past 2 years.

Project Planning: The building we propose to acquire is vacant and, while in need of some upgrade, is habitable in its current condition. Once approved, The Economic Development entities and Welcome Center could immediately relocate and allow for ADA upgrades and meeting room expansion in the current building. Repairs and upgrades to the newly acquired facility could take place over a 24 month period; connecting the buildings could be a goal for a later phase. Plans for ADA upgrades to the existing facility have architectural renderings but are on hold pending this expansion. The reconfiguration of Chamber offices into meeting rooms has not been rendered.

Proposed Expansion of Seward Civic Center (Acquiring 341 North 6th St., Seward, NE 68434)

