

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MAIN STREET OBERLIN, INC., FOR ADMINISTRATIVE SERVICES RELATING TO THE CITY OF OBERLIN CDBG DOWNTOWN GRANT PROGRAM**

**SECTION 1.** That the City Manager is hereby authorized and directed to enter into an agreement with Main Street Oberlin, Inc., for administrative services relating to the City of Oberlin CDBG Downtown FY '05 Grant Program, a copy of the agreement being attached hereto as Exhibit A and incorporated herein by reference, and being in the amount of \$33,000.

**SECTION 3.** That this ordinance shall take effect at the earliest date allowed by law.

**ATTEST:**

**PRESIDENT OF COUNCIL**

**EFFECTIVE DATE:** February 7, 2006

# City of *Oberlin*

69 South Main Street, Oberlin, Ohio 44074

March 14, 2006

Mr. Geof Comings, Director  
Main Street Oberlin, Inc.  
20 E. College St.  
Oberlin, OH 44074

03-14-06 P03:14 OUT

Re: *Agreement Between the City of Oberlin and Main Street Oberlin, Inc. for the Administration of the FY '05 Small Cities CDBG Comprehensive Downtown Revitalization Grant*

Dear Mr. Comings:

For your records, please find enclosed a fully executed copy of the Agreement between the City of Oberlin and Oberlin Main Street, Inc. for the above captioned grant.

Please contact our office should you have any questions.

Sincerely,



Gary Boyle, AICP  
Director of Planning and Development

cc: R. DiSpirito, City Manager  
S. Talarico, City Auditor  
J. Simon, Clerk of Council  
E. Severs, City Solicitor  
L. Falcone, Poggemeyer Design Group

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*"Ohio's Best College Town"*

—OHIO Magazine

## AGREEMENT

This Agreement is made and concluded at Oberlin, Ohio, on this 8<sup>TH</sup> day of FEBRUARY, 2006, by and between the City of Oberlin, a municipal corporation, hereinafter referred to as "City", and Main Street Oberlin, Inc., an Ohio corporation, hereinafter referred to as "Main Street".

### WITNESSETH:

WHEREAS, Oberlin City Council has authorized the City Manager to enter into an agreement with Main Street whereby Main Street will utilize a maximum of Thirty-Three Thousand Dollars (\$33,000.00) of the FY '05 Ohio Small Cities Community Development Block Grant (CDBG) Comprehensive Downtown Revitalization Program (hereinafter referred to as "the grant") funds for the administration of the grant and will provide the services to the City as set forth in this agreement and their proposal previously submitted to the City.

NOW, THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt of which is hereby specifically acknowledged, it is agreed between the parties hereto as follows:

SECTION 1. That for the time period February 2006 through February 2008, Main Street will administer the grant in the various ways and methods set forth hereinafter, and in further accordance with their proposal previously submitted to the City, said proposal and outline being incorporated herein by reference:

- Meet with building owners to discuss building improvements with architect/rehab specialist and/or acquire design standards.
- Meet with architect/rehab specialist.
- Prepare specifications/building deficiency assessment.
- Submit letter with information to OHPO, unless project type is listed on categorical exclusion agreement.
- Acquire OHPO clearance.

- Acquire copy of commitment form from CDBG application, if applicable.
- Note any changes in scope and cost.
- Verify that Davis Bacon wages are included in the cost estimate for all projects over \$2,000 that receive any CDBG funds, unless contractor owns his/her own firm and is completing all of the renovation work him/herself.
- Request Davis Bacon Wages 30 days before bid date and verify 10 days before bid date.
- Verify contractor eligibility.
- Submit sketch, work specs and invitation to bid including most recent Davis Bacon wages to at least 3 pre-certified contractors.
- Summarize quotes/bids and review for accuracy.
- Complete Notice of Contract Award and submit to Poggemeyer, as necessary.
- Call Building Department to determine if permit is needed.
- Calculate CDBG grant amount (50% matching with \$10,000 being maximum).
- Determine if building owner wants CDBG grant and Lender Commitment Program by Banks.
- Refer to CDBG grant and/or Lender Commitment Program processes.
- Verify that financing is in place with proof from Bank or Bank Account Statement.
- Verify that Design Review Board approval is in place.
- Verify that OHPO clearance is in place.
- Verify that bidding/quotes obtained properly.
- Verify that Davis Bacon wages are included in bid.
- Hold building walk-through with contractor.
- Hold pre-construction conference.
- Issue notice to proceed to contractor.
- Re-verify wage rates.
- Monitor construction start date.
- Verify completion of project.
- Request funds from the City.
- Set up and maintain filing system for documentation.
- Call State monthly for updates on prevailing wages.
- Maintain list of all projects completed which did not request/receive grant funds.
- Complete monthly Status Reports to submit to Main Street Board, City, and Poggemeyer.

SECTION 2. The City, in consideration of said services so provided, will pay Main Street the sum of not more than Thirty-Three Thousand Dollars (\$33,000.00), on a reimbursement basis, for the time period of February 2006 through February 2008 as set

forth above, per a disbursement schedule determined by the City Finance Director and which shall reasonably relate to the services performed.

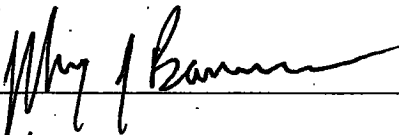
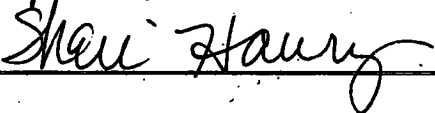
SECTION 3. Main Street shall provide the City with written reports specifically itemizing expenditures in the use of said funds provided by the City. The reports shall include sufficient documentation as determined by the City in order to clearly reveal the "public purpose" of each and every expenditure and to assure that the administrative functions set forth hereinbefore are performed by Main Street.

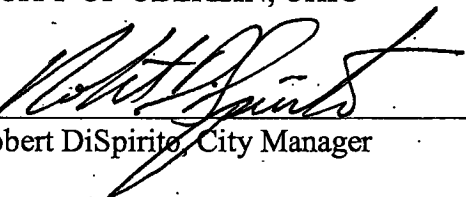
SECTION 4. The City shall have the right to demand and receive such other information from Main Street detailing the activities funded as determined necessary by the City.

IN WITNESS WHEREOF, the parties have thereto set their hands the day and year first above written.

IN THE PRESENCE OF:

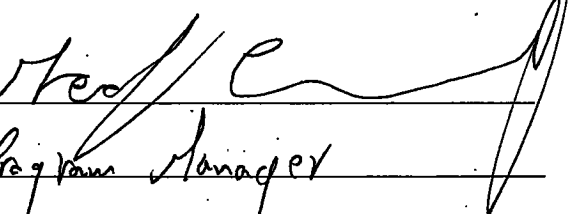
THE CITY OF OBERLIN, OHIO

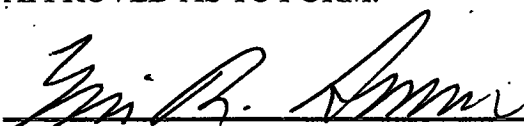
By:   
Robert DiSpirito, City Manager

MAIN STREET OBERLIN, INC.


By:   
Its: Program Manager

APPROVED AS TO FORM:

  
Eric R. Severs, Law Director