

Finance & Administration Committee Meeting
January 21, 2020
4:00 p.m.

1. Main Street Designation Discussion
2. Discussion on Blight Eradication



APPLICATION

July 2020 - June 2022 Program

Tennessee DOWNTOWNS is an affiliate program of:



The Tennessee Main Street Program

A Coordinating Partner of the National Main Street Center

Tennessee Department of Economic and Community Development

312 Rosa L. Parks Avenue, 27th Floor

Nashville, Tennessee 37243

<https://www.tn.gov/ecd/rural-development/tennessee-main-street/tennessee-downtowns.html>

The Tennessee Downtowns Program

Think about the heart of your community, the traditional business district where it all got started many years ago. It is easy to recognize that this place is special and unique. The buildings, the stories, the people...all of these elements combine to form a unique place rich with character that can be found nowhere else in the world. We often refer to this place as “main street” or “downtown”. It is the representative physical heart of your community.

When the **Tennessee Downtowns** program talks about “main street”, we are referring to **Main Street America™** (notice the trademark), the nationally recognized downtown revitalization movement started several decades ago by the National Trust for Historic Preservation. This movement is now led by the **National Main Street Center** and is comprised of over 2,000 communities and neighborhoods across America. Here in Tennessee, 35 communities have earned official designation as a **Tennessee Main Street** community, five of those are former Tennessee Downtown communities. What that means is they have met the criteria set forth by both the National Main Street Center and the Tennessee Main Street program for managing effective downtown revitalization programs. They are busy all year working to create better downtowns for their communities to enhance quality of life, increase hometown pride, stimulate the local economy, create distinctive experiences, and reconnect with their unique heritage and sense of place.

Tennessee Main Street Designated Communities

Athens ▪ Bolivar ▪ Bristol ▪ Brownsville ▪ Cleveland ▪ Collierville ▪ Columbia ▪ Cookeville ▪ Dayton ▪ Dyersburg ▪ Fayetteville ▪ Franklin ▪ Gallatin ▪ Greeneville ▪ Jackson ▪ Jonesborough ▪ Johnson City ▪ Kingsport ▪ Lawrenceburg ▪ Lebanon ▪ McKenzie ▪ McMinnville ▪ Maryville ▪ Murfreesboro ▪ Morristown ▪ Paris ▪ Pulaski ▪ Rogersville ▪ Tiptonville ▪ Savannah ▪ Sevierville ▪ Sweetwater ▪ Union City ▪ Ripley ▪ Winchester

Earning designation as a Tennessee Main Street community requires a lot of preparation, hard work, and financial commitment and typically happens after laying extensive groundwork. All great downtown revitalization efforts have to start somewhere and that’s where the Tennessee Downtowns program comes in. Tennessee Downtowns is a sister program of Tennessee Main Street and is designed to help communities fully understand what it takes to embark on a comprehensive revitalization effort for their downtown based upon the proven National Main Street Center’s Four-Point Approach™. This 24-month program coaches selected downtowns and their steering committees through the steps of launching a successful and sustainable downtown revitalization effort. Tennessee Downtowns can be a great path to becoming a designated Tennessee Main Street community, but it is not required after completing the program and participating does not automatically earn Tennessee Main Street designation.

Eligibility

Space in the Tennessee Downtowns program is limited and highly competitive. To participate in Tennessee Downtowns, communities must have not previously participated in the program and:

- Be a city located in a county that is an active participant in the ThreeStar program.
- Designate a program area (revitalization district) focused on a traditional commercial district. The district should feature a pedestrian scale and orientation that is compact in size and has a regular pattern of sidewalks that can be comfortably walked. It should also have a critical mass of buildings, at least 2/3 of which are commercial in nature, and businesses which form the foundation for revitalization efforts.
- Establish a dedicated five-member volunteer “Downtown Revitalization Steering Committee” of community leaders who will participate for the length of the program. This will involve allocating time for on-site meetings and training sessions.
- Have a designated non-profit or local government organization that will house the steering committee and serve as a conduit for the associated grant. This organization must have the financial resources to spend \$15,000 on a project which will be reimbursed through the Tennessee Downtowns program upon completion. It must also become a member of the National Main Street Center (\$350 annually).
- Illustrate interest and support from local government, chambers of commerce, merchant organizations, business and property owners within the district, and others who recognize the importance of downtown to their community and are willing to learn along with the steering committee and be involved where needed.
- Adopt a resolution by the city government to participate in the program.
- Clearly demonstrate community need for downtown revitalization assistance.

How to Apply

Nine communities will be selected in 2020 to participate in the 24-month Tennessee Downtowns program. The selection of communities will take place through a competitive application process (application attached). **Completed applications must be received by 4:30 PM CST on February 14, 2020.** To apply, please follow these steps:

- Step 1:** Review the eligibility requirements and be prepared to demonstrate those in the application.
- Step 2:** Assemble your steering committee, the group responsible for preparing the application. Ask any questions regarding the program and application process before beginning.
- Step 3:** Send via email a **Letter of Intent to Apply** (sample attached) to the contact below **by January 14, 2020.**
- Step 4:** Complete the attached application. Answer all questions and include all requested attachments. Tell your story well! We want to learn about your community and your

desires for improvement. The Tennessee Downtowns application is extensive, but the time involved in completing it will be well spent. Regardless of whether you are selected to participate in the program at this time, you will have assembled valuable reference materials for your community that can be used to further your goals.

Step 5: Mail a flash drive or deliver electronically via email or Dropbox one complete PDF file of your final application to the contacts below. Make sure that you have received verification by email or phone that your application was received prior to the deadline highlighted above. Sending the Letter of Intent early will help us know about your plan to submit an application.

Step 6: Application reviews will take place during March. **Selected communities will be announced April 7, 2020.** Announcements of selected communities will be made via email and/or telephone to the primary contacts listed on the application. A TNECD press release will follow. Once that occurs, selected communities may begin their own publicity campaigns. The program will be underway July 2020 through June 2022.

Application Contact

Nancy Williams, Tennessee Main Street Director
Tennessee Department of Economic and Community Development
312 Rosa L. Parks Avenue, 27th Floor
Nashville, Tennessee 37243
Telephone: 615.806-3185
Email: Nancy.Williams@tn.gov

What to Expect if Selected

Communities selected to participate in Tennessee Downtowns will be involved in a 24-month process of learning about downtown revitalization based upon the National Main Street Center's Four Point Approach™, a successful strategy proven to work in communities of varying sizes and with different levels of resources. You can learn more about the Main Street Approach™ by visiting www.mainstreet.org

The first 12 months of the Tennessee Downtowns program will focus on education, building resources, and organization. The second 12 months will focus on a community project that will be funded by a \$15,000 reimbursable grant from TNECD. The following activities and resources will be included in the July 2020 - June 2020 program:

| | |
|-----------------------------------|---|
| Getting Started Site Visit | Each community will receive an on-site half-day visit by National Main Street Center and Tennessee Main Street staff. They will meet with the steering committee and tour the downtown. The steering committee will receive a written Preliminary Assessment following the visit. |
| Four Points™ Workshop | All nine steering committees will assemble for a full-day workshop presented by National Main Street Center staff. This workshop will serve as an introduction to the Four Point Approach™. This approach focuses on four key aspects of successful revitalization programs: Design, Economic Restructuring, Organization, and Promotion. The workshop is held in the Nashville area, so travel will be required. |
| Webinars | At least four webinars will be provided for the steering committees during the first 12 months. These webinars last about one hour and will include more in-depth information on the Four Points™. |
| SWOT Analysis | Each community will receive an on-site half-day visit by National Main Street Center staff to conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats). The "Top Five" priorities for downtown will be determined. A written SWOT Analysis Report will be provided. |
| Work Plan Development | Each community will receive a half-day on-site visit to conduct Work Plan development. Work Plans are based on the Four Points™ and this process will generate objectives and activities the community will begin implementing during the program. It will also assist with grant planning. |
| Innovation Grant | Each community will receive a \$15,000 reimbursable grant to use for a project that incorporates the Four Point Approach™. |
| Materials & Signage | Steering committees will receive digital copies of the following materials: the <i>Revitalizing Main Street</i> book from the National Main Street Center, the <i>Main Street Board Members Handbook</i> , four committee handbooks (design, economic restructuring, organization, and promotion), PowerPoint summaries from sessions and webinars, and a Tennessee Downtowns metal community sign. |
| Moving Forward Report | Upon "graduating", each community will receive a "Moving Forward" report provided by National Main Street Center field staff. The report will provide written recommendations for carrying the downtown revitalization initiative forward. |

Whereas, nurses are the largest group of health care professionals in the U.S. and nursing is the most trusted profession;

Whereas, nurses care for patients from conception until death and are with patients 24/7/365;

Whereas, nurses practice in all healthcare settings and are filling new roles to meet the ever-growing demand for health and health care services in _____ (Insert City) _____;

Whereas, nurses play a vital role in providing health services and devoting their lives to care for others;

Whereas, nurses are already advocates and innovators in their communities, clinics, hospitals and in the health care system. It is fitting and proper they must also be properly valued and represented in health leadership roles where they can guide health policy and investment;

Whereas, nurses are often the first and sometimes the only health professional that people see and the quality of their initial assessment, care and treatment is vital; playing a critical role in health promotion, disease prevention and delivering primary and community care;

Whereas, nurses are also part of their local community – sharing its culture, strengths and vulnerabilities – and can shape and deliver effective interventions to meet the needs of patients, families and communities;

Whereas, nurses account for nearly 50% of the global health workforce;

Whereas, investing in nurses is good value for the money. The report of the UN High Level Commission on Health Employment and Economic Growth concluded that investments in education and job creation in the health and social sectors result in a triple return of improved health outcomes, global health security, and inclusive economic growth;

Whereas, The World Health Assembly, the governing body of the World Health Organization, declared 2020 the International Year of the Nurse and Midwife, in honor of the 200th anniversary of Florence Nightingale's birth;

Whereas, National Nurses Week is traditionally celebrated from May 6 to May 12, to celebrate the ways in which registered nurses provide safe and high-quality healthcare to all Tennesseans.

Now, therefore, (Insert Local Legislative Body) , do hereby proclaim the week of May 6-12, 2020 as Nurses Week in _____ (Insert City) _____ and encourage all citizens to join me in this worthy observation.

SAMPLE RESOLUTION

(For a City Council)

A resolution authorizing _____ to submit an application to participate in the Tennessee Downtowns program, a downtown revitalization education and grant program offered by the Tennessee Main Street Program and the Tennessee Department of Economic and Community Development.

Whereas the Tennessee Downtowns program has been created to help communities fully understand what it takes to embark on a comprehensive revitalization effort for downtown through a 24-month education and grant process; and

Whereas the Tennessee Department of Economic and Community Development will be selecting Tennessee cities to participate in the Tennessee Downtowns program based on a competitive application process;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF _____, that the city:

Endorses the submission of this application and agrees to participate in the Tennessee Downtowns program if selected; and

Endorses the goal of economic revitalization of the downtown within the context of the preservation and rehabilitation of its historic buildings; and

Endorses the Downtown Revitalization Steering Committee members participation in all required meetings/training sessions for the Tennessee Downtowns program; and

Endorses (if applicable) _____ as the non-profit organization to house the Downtown Revitalization Steering Committee and serve as the financial conduit for associated grants.

[add additional provisions here]

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, _____.

MAYOR

CITY CLERK



The Main Street Four-Point Approach

As a unique economic development tool, the **Main Street Four-Point Approach™** is the foundation for local initiatives to revitalize their districts by leveraging local assets—from cultural or architectural heritage to local enterprises and community pride. The four points of the Main Street approach work together to build a sustainable and complete community revitalization effort.

Organization



Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district. By getting everyone working toward the same goal, your downtown revitalization program can provide effective, ongoing management and advocacy for your downtown or neighborhood business district. Through volunteer recruitment and collaboration with partners representing a broad cross section of the community, your program can incorporate a wide range of perspectives into its efforts. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Promotion



Promotion takes many forms, but the goal is to create a positive image that will rekindle community pride and improve consumer and investor confidence in your commercial district. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of downtown to the community and surrounding region. Promotions communicate your commercial district's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

Design



Design means getting downtown into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors. It takes advantage of the visual opportunities inherent in a commercial district by directing attention to all of its physical elements: public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all of these visual elements, conveys a positive message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices in the commercial district, enhancing the district's physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, developing sensitive design management systems, educating business and property owners about design quality, and long-term planning.

Economic Vitality



Economic restructuring strengthens your community's existing economic assets while diversifying its economic base. This is accomplished by retaining and expanding successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the district. The goal is to build a commercial district that responds to the needs of today's consumers.

Coincidentally, the four points of the Main Street approach correspond with the four forces of real estate value, which are social, political, physical, and economic.

The Eight Principles

The National Main Street Center's experience in helping communities bring their commercial corridors back to life has shown time and time again that the Main Street Four-Point Approach succeeds. That success is guided by the following eight principles, which set the Main Street methodology apart from other redevelopment strategies. For a downtown program to be successful, it must wholeheartedly embrace the following time-tested Eight Principles.

- **Comprehensive:** No single focus — lavish public improvements, name-brand business recruitment, or endless promotional events — can revitalize downtown. For successful, sustainable, long-term revitalization, a comprehensive approach, including activity in each of Main Street's Four Points, is essential.
- **Incremental:** Baby steps come before walking. Successful revitalization programs begin with basic, simple activities that demonstrate that "new things are happening" in the commercial district. As public confidence in the downtown district grows and participants' understanding of the revitalization process becomes more sophisticated, Main Street is able to tackle increasingly complex problems and more ambitious projects. This incremental change leads to much longer-lasting and dramatic positive change in the Main Street area.
- **Self-help:** No one else will save your downtown. Local leaders must have the will and desire to mobilize local resources and talent. That means convincing residents and business owners of the rewards they'll reap by investing time and money in Main Street — the heart of their community. Only local leadership can produce long-term success by fostering and demonstrating community involvement and commitment to the revitalization effort.
- **Partnerships:** Both the public and private sectors have a vital interest in the district and must work together to achieve common goals of downtown's revitalization. Each sector has a role to play and each must understand the other's strengths and limitations in order to forge an effective partnership.
- **Identifying and capitalizing on existing assets:** Business districts must capitalize on the assets that make them unique. Every district has unique qualities like distinctive buildings and human scale that give people a sense of belonging. These local assets must serve as the foundation for all aspects of the revitalization program.
- **Quality:** Emphasize quality in every aspect of the revitalization program. This applies to all elements of the process — from storefront designs to promotional campaigns to educational programs. Shoestring budgets and "cut and paste" efforts reinforce a negative image of the commercial district. Instead, concentrate on quality projects over quantity.
- **Change:** Skeptics turn into believers and attitudes on Main Street will turn around. At first, almost no one believes downtown can really turn around. Changes in attitude and practice are slow but definite — public support for change will build as the revitalization program grows and consistently meets its goals. Change also means engaging in better business practices, altering ways of thinking, and improving the physical appearance of the commercial district. A carefully planned downtown revitalization program will help shift public perceptions and practices to support and sustain the revitalization process.
- **Implementation:** To succeed, the downtown program must show visible results that can only come from completing projects. Frequent, visible changes are a reminder that the revitalization effort is under way and succeeding. Small projects at the beginning of the program pave the way for larger ones as the revitalization effort matures, and that constant revitalization activity creates confidence in the downtown program and ever-greater levels of participation.



ENGINEERS ARCHITECTS PLANNERS

December 18, 2019

Jeff Huffman
County Executive
Tipton County
100 East Liberty Avenue
Covington, TN 38019

RE: Bid: City of Covington Demolition and Clearance
2017 CDBG Blight Removal
MINI REBID

A2H#: 19500

Dear Executive Huffman,

This is to inform you that the Bid Opening for the Mini Rebid has occurred for this project on December 18, 2019, at 10:30am. Following the rules for a Mini Rebid, the six Contractors that submitted bids for the various projects in the December 6, 2018 Bid Opening were invited. Of the six, one submitted bids at the Mini Rebid.

There were 4 Properties that the invited Contractors were bidding on. Contractors were not required to provide bids on all of the properties. A bid was received for each of the 4 Properties. Based upon the available funds, the following is being recommended:

SM Utility Contractors, LLC of Drummond, TN be awarded the contracts for the following Bid Packages:

V1-3 500 Long Avenue for \$19,900.00

V1-6 850 Tatlock for \$24,500.00

Total Contract Award for SM Utility Contractors, LLC is: \$44,400.00.

The bid has been reviewed for completeness, and a bid tabulation is being attached for your review.

Sincerely,

A2H, Inc.

A handwritten signature in black ink that reads "Jeff Eakes". The signature is written in a cursive style with a horizontal line extending to the right from the end of the name.

Jeff Eakes, RA
Project Manager

cc: Mattie Cushman
Mayor Justin Hanson
Lessie Fisher
Tina Dunn

Enclosure

PROJECT

Name: Tipton County CDBG Blight Eradication Project for City of Covington, TN
Demolition and Clearance **MINI REBID**

A2H #: 19500
A2H PM: Jeff Eakes, RA

DETAILS

Date: December 18, 2019
Time: 10:30 AM
Location: City of Covington Code Enforcement
200 W. Washington Ave.
Covington, TN 38019

ORDER R/CVD PLANHOLDERS (IN ALPHABETICAL ORDER) REQUIRED ITEMS ON BID ENVELOPE COMPLETED BID FORM BID BOND DEBARMENT SUSPENSION CERTIFICATION DRUG-FREE WORKPLACE AFFIDAVIT ILLEGAL IMMIGRANTS CERTIFICATE IRAN INVESTMENT FORM

Contractor Services Unlimited, Inc. **No Bid Submitted**

Jackson General Contractors **No Bid Submitted**

On Site Contracting **No Bid Submitted**

SM Utility Contractors LLC **No Bid Submitted**

Terry Bell Construction, LLC **No Bid Submitted**

Tim Baskin Construction, LLC **No Bid Submitted**

PLANHOLDERS (IN ALPHABETICAL ORDER)

VI-2 429 OXON AVE
BID TOTAL

VI-3 600 LONG AVE
BID TOTAL

VI-5 210 N ST MAIN
BID TOTAL

VI-6 860 TATLOCK
BID TOTAL

CSU Inc. **No Bid Submitted**

Jackson General Contractors **No Bid Submitted**

On Site Contracting **No Bid Submitted**

SM Utility Contractors LLC **No Bid Submitted**

Terry Bell Construction, LLC **No Bid Submitted**

Tim Baskin Construction, LLC **No Bid Submitted**

\$53,000.00

\$19,900.00

\$49,900.00

\$24,500.00

BID ENVELOPE REQUIREMENTS:

- Bid Envelope must be sealed.
- Name of Bidder
- Address of Bidder
- Bidder's License Number & Expiration Date
- License Classification (if bid is >\$25,000)
- Subcontractors License No. and Classification

Bid Envelope must be addressed to:
Tipton County for City of Covington, TN
City of Covington Code Enforcement
200 West Washington Avenue
Covington, TN 38019

I hereby certify that the above Bid Tabulation is true and correct to the best of my knowledge.

Jeff Eakes, RA
Project Manager


