

**RENAISSANCE ZONE AUTHORITY
MEETING MINUTES
July 16, 2013**

The Bismarck Renaissance Zone Authority met on July 16, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5th Street.

Authority members present were Chuck Huber, Jim Christianson, George Keiser, Brenda Smith and Jeff Ubl.

Authority members Kevin Magstadt and Curt Walth were absent.

Technical advisor Bruce Whittey was present.

Staff members present were Kim Lee (Planning Manager), Charlie Whitman (City Attorney) and Brenda Johnson (Assessing).

Guests present included Morgan Andenas, Dawn Kopp and Kelley Dockter (Blink Eyewear).

CALL TO ORDER

Vice Chairman Huber called the meeting to order at 4:00 p.m.

MINUTES

The minutes of the June 18, 2013 meeting were distributed with the agenda packet.

MOTION: A motion was made by Mr. Christianson and seconded by Ms. Smith to approve the minutes of the June 18, 2013 meeting as received. The motion passed unanimously with members Huber, Keiser, Christianson, Smith and Ubl voting in favor.

CORE INCENTIVE PROGRAM PROJECT

A. 234 West Broadway Avenue – CORE Façade and Signage Grant

Kelley Dockter requested to seek the remaining portion of the Signage Incentive Grant for the signs that were previously approved and installed at Blink Eyewear. The Board of City Commissioners, on January 22, 2013, approved a request for assistance from the CORE Façade and Signage Grant Program for signage at 234 West Broadway Avenue, requested by Blink Eyewear. The grant was in the amount of \$2,600, which was 50% of the lowest bid amount of \$5,200 (Iconic Signs). Under the Façade and Signage Grant program guidelines, the maximum grant amount is \$3,000 for signage projects. The project also requires a 50% matching contribution from the applicant.

The low bidder (Iconic Signs) went out of business prior to installation of the signs and the signs were installed by Haag Signs. The installed signs were of a higher quality than those originally bid and were also larger. The total cost for the qualifying signs (excluding signs related to parking) was \$6,760.16. Fifty percent (50%) of that amount is \$3,380.08, which is \$780.08 more than the original grant amount.

MOTION: A motion was made by Mr. Keiser and seconded by Mr. Christianson to recommend approval of the request for the remaining portion of the CORE Signage grant, \$780.08. The motion passed unanimously with members Huber, Keiser, Christianson, Smith and Ubl voting in favor.

(Secretary's note: The additional grant amount was reduced to \$400 by the Board of City Commissioners, as the maximum grant amount is \$3,000.)

CORE INCENTIVE PROGRAMS – POLICIES AND GUIDELINES DISCUSSION

A discussion was held regarding the CORE Incentive Program policies and guidelines. Mr. Whitman stated that he had drafted the most recent language proposed for the Technical Assistance Bank addressing the intent of the program.

MOTION: A motion was made by Mr. Keiser and seconded by Mr. Ubl to recommend approval of the changes made to the Façade Incentive Grant Program as stated in the packet. The motion passed unanimously with members Huber, Keiser, Christianson, Smith and Ubl voting in favor.

VACANT TECHNICAL ADVISOR POSITION – Discussion

Discussion was initiated regarding the open Technical Advisor position now that Mr. Ubl has been appointed as an Authority Member.

Mr. Keiser suggested the Technical Advisor position be a facilities manager or someone with similar experience.

Mr. Christianson inquired if there are guidelines or requirements for the position. Ms. Lee stated that the position does not have any requirements. Mr. Whittey added that the position should be someone with experience in the construction trades or an architectural or engineering background.

Mr. Huber noted that Dawn Kopp's application for technical advisor was submitted and he noted that her role is more of an advocacy role. Ms. Kopp stated that she has attended nearly every meeting of the Renaissance Zone Authority during her six years as the Downtowners Executive Director.

OTHER BUSINESS

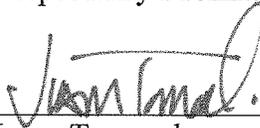
continued by saying that legal notifications and newspaper publication costs are a large annual expenditure. The general consensus of the Authority members present was to not implement a fee for the 2014 year and allow further discussions during future meetings.

A discussion was held regarding the potential to televise the Renaissance Zone Authority meetings through Dakota Media Access. The general consensus of the Authority members present was to not televise the regular meetings of the Renaissance Zone Authority.

ADJOURNMENT

There being no further business, Vice Chairman Huber adjourned the meeting of the Bismarck Renaissance Zone Authority at 4:40 p.m.

Respectfully Submitted,



Jason Tomanek
Recording Secretary



Chuck Huber
Vice Chair