

**RENAISSANCE ZONE AUTHORITY  
MEETING MINUTES  
August 20, 2013**

The Bismarck Renaissance Zone Authority met on August 20, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5<sup>th</sup> Street.

Authority members present were Chuck Huber, Jim Christianson, Kevin Magstadt, Brenda Smith and Jeff Ubl.

Authority members George Keiser and Curt Walth were absent.

Technical advisor Bruce Whittey was present.

Staff members present were Charlie Whitman (City Attorney), Jason Tomanek (Planning), Sandra Bogaczyk.

Guests present included Sigirida Reinis, Loran Galpin and Dawn Kopp.

**CALL TO ORDER**

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

**MINUTES**

The minutes of the July 16, 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 July 16, 2013 meeting as received. The motion passed unanimously with members Christianson, Huber, Magstadt, Smith, and Ubl voting in favor.

**3. UPDATE ON DOWNTOWN SUB-AREA STUDY – CRANDALL ARAMBULA**

Jason Graf from Crandall Arambula presented via speaker phone including 5 major organizational points/concepts for Downtown development to create immediate interest: organized space and traffic patterns expanding sidewalks as hospitality easements, Key property owners' buy-in, hotel/Civic Center construction, cultural trail/bike system, public market, depot public/park space. Mr. Graf made the case that without the *game-changers* (essential projects which create immediate momentum, strategically located, to change the perception of downtown including typically public investment created to stimulate private investment) further development will not follow. He also referred to the success of the previous public meeting on August 14<sup>th</sup>, citing the number of those who attended the meeting and voiced support for the plan.

A follow-up meeting with a draft plan to be presented to political powers-that-be and further revising is expected in October along with a follow up November Plan Adoption meeting.

#### QUESTIONS POSED:

Mr. Whittey asked Mr. Graf if based on the previous public meeting was he happy with the turnout. Mr. Graf responded that he was pleased with 75 in attendance with on-line workshops totaling 120 guests.

Mr. Tomanek asked how the 5<sup>th</sup> Street underpass will work with moving pedestrian traffic from west to east across 5<sup>th</sup> Street. Mr. Graf suggested that the new sidewalk easements will allow for safe and efficient traffic and pedestrian flow.

Mr. Ubl asked if a board would be established to maintain the service and continued public policy changes needed for the Plan to continue. Mr. Graf directed attention to Slides 67/68 stating that it is critical that the good people of Bismarck create an effective and responsive implementation team to meet monthly and yearly to continue to implement the Plan.

Mr. Graf asked if and how the RZA's initiatives are met by the Plan. Mr. Huber stated the Plan fits very well with the RZA's motivations citing that the only concern is getting started and finding extended funding to help the Plan come to fruition since the Plan supports the RZA's charge to encourage investment.

After Mr. Graf signed off Mr. Huber asked for comments from members.

Mr. Whittey expressed surprise that there seemed to be few naysayers against the Plan while there were quite a few who previously rejected the former 5<sup>th</sup> Street and Civic Center plans. Mr. Christianson suggested that enough time has passed to perhaps quell the adversity. Mr. Galpin suggested that the success might be due to the difference between movers and shakers speaking about new projects versus having genuinely interested people from the community stating that this is what local folks want, suggesting that more local people seem to be embracing, or getting involved in wanting to shape, a new concept of downtown now more than a few years ago. Mr. Christianson and Mr. Tomanek accepted and reinforced this idea that "Joe Public" is showing up at meetings in greater regularity although, Ms. Smith agreed too that once the new taxes appear perhaps more naysayers will also appear. Mr. Whittey closed the conversation with the idea that some new restaurants have also exposed the local community to a different idea of what downtown could be; a center for entertainment.

#### **4. CORE INCENTIVE PROGRAM PROJECT**

##### **307 North 3<sup>rd</sup> Street (Lucky Ducks Deli) – CORE Technical Assistance Bank**

Russell Kadlec of Kadlec Enterprises, LLC and owner of Lucky Duck Deli requested assistance from the CORE Technical Assistance Bank to secure architectural services for a building addition that would occupy a portion of the current patio space along the south side of the existing building at 307 North 3<sup>rd</sup> Street.

Mr. Kadlec mentioned building out the courtyard, intending to build a deck, and year-round usage, and circulated proposed images.

Mr. Tomanek stated that based on the findings, staff recommends approval of the request for a Technical Assistance Bank grant, which would allow the applicant to procure the services of a licensed architect to assist with the design of a building addition project at 307 North 3<sup>rd</sup> Street. The maximum grant amount of \$2,475.00 is based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant.

**MOTION:** A motion was made by Ms. Smith and seconded by Mr. Magstadt to recommend approval of the request by Kadlec Enterprises, LLC for assistance from the CORE Technical Assistance Bank. The motion passed unanimously with members Huber, Christianson, Magstadt, Smith and Ubl voting in favor.

## **5. RENAISSANCE ZONE PROJECT**

### **401 East Broadway (Broadway Tower /Cowan Building) – Designation**

Sigrida Reinis of Langan Engineering and Environmental Services, Inc. requested designation of the proposed 1,700 square foot lease of 3<sup>rd</sup> floor space (originally the 4<sup>th</sup> floor was proposed) on the West side of the Broadway Tower building (Cowan Building) at 401 East Broadway Avenue as a Renaissance Zone Project with an exemption from state tax on income derived from the business and investment location for five years beginning with the date of occupancy. Improvements to the space will include new interior walls, ceilings, lighting, floor coverings, HVAC and electrical systems.

The property is owned by the Redland, LLC and is legally described as Lot 24, Block 48, Original Plat.

Mr. Tomanek stated that the applicant would be occupying space in a building that has previously been classified as a Renaissance Zone project (Project 94-B). The area proposed for the lease has not previously been occupied by a different Renaissance Zone applicant.

**MOTION:** A motion was made by Mr. Ubl and seconded by Ms. Smith to recommend approval of the request for designation as a Renaissance Zone project by Langan Engineering and Environmental Services, Inc. The motion passed unanimously with members Christianson, Magstadt, Smith and Ubl voting in favor, and Huber abstaining due to conflict of interest.

*Secretary's note: This project would be the 100<sup>th</sup> Renaissance Zone project approved by the City of Bismarck.*

## **6. CORE INCENTIVE PROGRAMS – POLICIES AND GUIDELINES DISCUSSION**

A discussion was held regarding the CORE grants limits. In particular, the question was raised regarding an applicant's desire to work with a contractor that does not provide the lowest bid. The general consensus of the Authority was to allow the maximum grant limit to be based on the lowest comparable bid.

**MOTION:** A motion was made by Mr. Christianson and seconded by Mr. Magstadt to limit the grant amount for the CORE Incentive Programs to the lowest comparable bid provided.

## **7. VACANT TECHNICAL ADVISOR POSITION – Discussion**

Mr. Tomanek stated that Morgan Andenas had submitted an application for the vacant technical advisory position. The general consensus of the Authority members present was to continue the discussion until the September meeting.

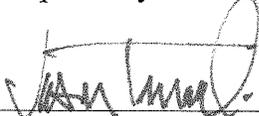
## **8. RENAISSANCE ZONE PROGRAM AND CORE INCENTIVE PROGRAM APPLICATION FEES**

Mr. Tomanek stated that there are incurred costs with Renaissance Zone Program and CORE Incentive Program applications; he stated that costs include publishing legal notices in the Tribune and mailing letters to the adjacent property owners notifying them of the public hearing. The general consensus of the Authority members present was to continue the discussion until the September meeting.

## **ADJOURNMENT**

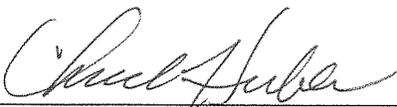
There being no further business, Vice Chairman Huber adjourned the meeting of the Bismarck Renaissance Zone Authority at 5:01 p.m.

Respectfully Submitted,



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Jason Tomanek  
Recording Secretary



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Chuck Huber  
Vice Chair