

**Growth Fund Members:**

Chairman,

Tim Spilman

Vice Chairman,

Mark Weide

Annette Behm-Caldwell

Don Boehm

Jeff Erickson

Vacant

Rick Horn

Michael J.B. Schaff

Vacant

**Liaisons:**

City Commissioner, City of  
Mandan

Mike Braun

City Attorney, City of Mandan

Malcolm Brown

City Administrator, City of  
Mandan

Jim Neubauer

Chief Building  
Official/Assessor, City of  
Mandan

Douglas Lalim

Finance Director, City of  
Mandan

Greg Welch

Business Development  
Director, City of Mandan

Ellen Huber

Bismarck-Mandan  
Development Association

Brian Ritter

Lewis & Clark Regional  
Development Council

Brent Ekstrom

**Mandan Growth Fund**

**January 3, 2014**

**Noon**

**Mandan City Hall**

**205 Second Avenue NW**

**Former Morton County Library Room**

**Minutes**

1. Introductions

*Those members indicated with  were in attendance.*

*Guests present were Jeremy Bauer and Curtis Patzell as MGF applicants and Leann Eckroth, Bismarck Tribune government reporter.*

2. Consider the following minutes:

a) October 3, 2013

*Rick Horn moved to approve the minutes, Jeff Erickson seconded. Motion passed unanimously.*

3. Consider the following Storefront Improvement application:

a) 106 11<sup>th</sup> Ave NE by Andra Miller (M3 Design Homes)

*Ellen Huber gave a description of the project. Estimated total rehab is \$119,000 of which \$59,964 for the exterior materials with M3 Design Homes' portion of the estimated cost at \$31,675 for a combination of materials and installation labor. The project includes siding, windows, doors, automatic door, trusses, two 6/6 decks.*

*This is currently a nonconforming residential property due to lot size and not meeting setback requirements. It is in CB or Central Business District zoning.*

*Commercial properties in the CB zoning do not have a setback requirement. Therefore, once it converts to commercial use, it must remain commercial unless a zone change is approved. Mr. Lalim indicated the switch to commercial would require firewalls due to setbacks.*

*Any action today would need to be contingent upon MARC review and approval.*

*The use of public funds requires an electronic door, and the switch to commercial property would require*

*accessible entrance and restrooms.*

*The conversion from a residential to a commercial project at this location is beneficial.*

*Currently the structure is valued at \$25,000. The proposed improvements would by far exceed the minimum requirements for Renaissance Zone.*

*Andra Miller indicated she owns the building and the two businesses will lease from her.*

*Mark Weide indicated this seems to be a good fit for the neighborhood and moved to approve the storefront improvement funds up to 1/2 of the actual amount capped at \$30,000 subject to MARC and meeting ADA requirements as indicated by the Building Inspection Department. Jeff Erickson seconded the motion. Tim Spilman asked if the storefront program was only for the face of the building? Ms. Huber indicated this is a unique property as all four sides are visible from the streets or allies. The question was called and the motion passed unanimously.*

4. Consider letters of interest for service on the MGF
  - a) Jeremy Bauer
  - b) Fred Bott
  - c) Matt Engel
  - d) Curtis Patzell

*There were two MGF vacancies. Todd Steinwand's term ended Dec. 31, 2013 and Dennis Friesz tendered his resignation. There were four letters of interest. All candidates were notified of today's meeting via telephone, email or a combination. Mr. Neubauer was unable to make contact with Mr. Bott via email, however, did locate his phone number and left a message. A message was also left for Mr. Engel.*

*Mr. Patzell has lived in the Bismarck Mandan area for the past 23 years as a manager of the original Walmart on South Washington, and then at the southeast Walmart location. He is now retired and has lived in the Lakewood area for the past 8 years, and feels it is important to give back to the community. Mr. Spilman asked about the impact of Walmart coming to Mandan and the 2 year tax exemption that was granted. Mr. Patzell indicated the community needs revenue generators via sales tax and jobs. There are many opportunities for growth in Mandan.*

*Mr. Bauer is currently employed with Coca Cola as an Account Manager for the past two years. He has been a Mandan resident since 1997 and would like an opportunity to become more involved in the community. Mr. Spilman asked about the decision to grant Walmart a two year tax exemption and Mr. Bauer indicated he would like to see something different as Bismarck has two Walmarts, is a supporter, shops there all the time and has no complaints.*

*Mr. Patzell indicated there would be no conflicts with meeting times and dates. Mr. Bauer indicated Monday and Tuesdays he is out of town and therefore would prefer Wednesday through Friday as meeting times.*

*Mr. Patzell and Mr. Bauer had also applied for Renaissance Zone Committee appointments.*

*Both applications were asked what they thought was Mandan's niche? Mr. Patzell said Mandan is different from Bismarck, that it should build on "Where the West Begins," and that it has great events and opportunities to upgrade the downtown area. Mr. Bauer agreed with Mr. Patzell that Mandan has a small town feel, but is growing up into a big town, not sure if all that is good or bad, but would like to be part of this committee to help guide it in the proper direction. As more retail comes, the challenge will be to keep the small town feel.*

*Brent Ekstrom explained what programs Lewis & Clark Regional Development Council has available and how they work with potential projects.*

*Annette Behm Caldwell knows Mr. Fred Bott, one of the other candidates, personally from her days in Devils Lake as Mr. Bott was a school teacher and Mayor for many years.*

*Commissioner Mike Braun said the candidates before us today have shown great interest in being here today.*

*Mark Weide moved to recommend to the City Commission that Jeremy Bauer and Curtis Patzell be appointed to three year terms on the MGF. Jeff Erickson seconded the motion. Motion passes unanimously.*

5. Discussion relative to recommendations for committee appointments. Staff had been asked to discuss with various committees the process for appointments. Generally a committee looking for members will advertise an opening and in turn interview applicants and make a recommendation to the City Commission for appointments. Is the process working? Or would the MGF rather have appointments made directly by the City Commission?

*Don Boehm suggested that the current process works. Jeff Erickson indicated it is beneficial to have the applicants chat with the committee members as members have a good understanding of their role and are able to make that communication with the applicants. Mr. Weide was pleased by the applicants, one from the retail side and one from the wholesale side of operations. Mr. Spilman likes to meet with the applicants at the committee level.*

*Consensus of the MGF is to keep things as they are, with the only change being to advertise for all open positions when a term expires and incumbents must reapply.*

6. Discussion related to Bank of North Dakota PACE Program.

*Ms Huber reviewed the program with members. Typically the City has provided the local match requirement for the interest buy down as a grant to the business. However, many communities are providing these funds as a no interest, or low interest loan. The topic is brought before the MGF to gauge the reaction prior to having an application. More inquiries are coming in as the use of other programs has been reduced (property tax exemptions).*

*Mr. Ekstrom offered that LCRDC provides the matching funds as a loan and only starts to accrue interest when the interest buydown period is over. The community's share is paid back. They have had no complaints. Mr. Weide said the Flex PACE program provides great flexibility to the bank or business because it does not have the jobs creation requirement. With the PACE program, which is for primary sector and jobs-based, if requirements are not met, the City gets the money back. The amount of match may have an effect on the MGF dollars available if it is a grant vs. a loan. The most common program is a zero percent loan. Annette Behm Caldwell would prefer a loan rather than grant. Ms. Huber indicated it is most helpful to know the parameters up front so we can communicate effectively with applicants.*

*Policy recommendations will be brought before the MGF for consideration at its next meeting.*

7. Selection of a 2014 Chair and Vice-Chair

*Tim Spilman and Mark Weide indicated they would be willing to serve another year as Chair and Vice-Chair.*

*Jeff Erickson moved to have Tim Spilman serve as Chair and Mark Weide as Vice Chair for the 2014 year. Don Boehm seconded the motion. Motion passed unanimously.*

8. Other Business

9. Adjourn

*Don Boehm moved to adjourn, Rick Horn seconded the motion. Motion passed unanimously.*

*Meeting adjourned at approximately 1:30 p.m.*