
The Mandan City Commission met in regular session at 5:00 p.m. on January 3, 2012 in the Ed “Bosh” Froehlich Room at City Hall. Commissioners present were Helbling, Tibke, Rohr, Frank, and Jackson. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development and Communications Director Huber, and Engineering Project Manager Bechtel. Absent: City Assessor Barta.

MINUTES: *Consider approval of the minutes for December 20, 2011, regular meeting.* Commissioner Jackson moved to approve the minutes of December 20, 2011. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present. The motion passed.

PUBLIC HEARING:

BIDS:

CONSENT AGENDA:

1. *Consider re-appointments to Renaissance Zone Committee.* The Board approved of the re-appointments to Renaissance Zone Committee.
2. *Consider approval of the final plat of Ramblewood 12th Addition.* The Board approved of the final plat of Ramblewood 12th Addition.
3. *Consider approval of abatement for City Owned Properties.* The Board approved of the abatement for City Owned Properties.

Commissioner Jackson moved to approve the Consent Agenda as presented. Commissioner Tibke seconded the motion. The motion received unanimous approval of the members present.

OLD BUSINESS:

NEW BUSINESS:

1. *Consider agreement with Community Works ND for redevelopment of former junior high school property.* Business Development and Communications Director Huber reviewed with the Board the consideration for consenting to a Letter of Understanding (LOU) between the Mandan Public School District, Metro Plains and CommunityWorks North Dakota. The School District and the City of Mandan entered into a Joint Powers Agreement dated March 2, 2010, to provide for the development and renewal of real property owned by the School District, pursuant to North Dakota Century Code Chapter 40-58 and the Urban Renewal Plan of Mandan, North Dakota, dated August 1984, as amended. It is the purpose of this LOU to begin the development and renewal process of the real property now owned by the School District. The LOU establishes expectations for the redevelopment of the former junior high school, establishing June 30, 2012, as the deadline for securing written commitments for financing. Mr. Rob Knoll with CommunityWorks North Dakota was present to answer any questions regarding the project. The agreement has been reviewed by City Attorney

Brown and it is recommended for approval by the City of Mandan. This agreement represents a timeline for moving forward with the purchase and closure of the property.

Commissioner Frank motioned to approve consent by the City of Mandan to the Letter of Understanding between Mandan Public School District, Metro Plains and CommunityWorks North Dakota. Commissioner Jackson seconded the motion.

Commissioner Jackson asked Business Development and Communications Director Huber, for clarification, that there were no other inquiries into the property besides this one to the committee that originally made the recommendation. Huber replied that that was correct.

Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

2. *Consider letter of support to N.D. Housing Finance Agency for junior high redevelopment project.* Business Development and Communications Director Huber indicated that this matter is closely related to New Business No. 1 previously discussed. Huber stated that this is a request to consider a letter of support for a CommunityWorks North Dakota application to the ND Housing Finance Agency for tax credits for affordable housing regarding the former junior high school property. Pursuant to the provisions for the Housing Incentive Fund established by the 2011 legislature to assist communities across North Dakota to help build affordable housing. Application requirements include site control and financial projections and capital needs assessments. Huber recommended that the City Commission approve the letter of support for CommunityWorks North Dakota in its application for this funding.

Commissioner Jackson moved to approve the letter of support for CommunityWorks North Dakota application for the Housing Incentive Fund. Commissioner Frank seconded the motion.

Commissioner Frank asked Rob Knoll of CommunityWorks North Dakota, if he was aware of any availability to participate for Mandan residents through this program for affordable housing. Business Development and Communications Director Huber replied that Mr. Knoll explained that it is a slightly different program through the ND Housing & Finance Agency than the Housing Incentive Fund. Rob Knoll clarified that this is an application for the Federal Low Income Housing Tax Credit Program that is being submitted, not the Housing Incentive Fund. He stated they may submit an application to the Housing Incentive Fund in the future indicating that he is conducting further research into that program. He replied that this program is for North Dakota residents to invest in properties in certain communities in the state for housing. He commented that there have been some major corporations who have contributed to this program in order to get it off the ground and that the ND legislature also has set aside a fund for this new program.

Knoll explained that the Low Income Housing Tax Credit Program goes back to the President Reagan years when many of the HUD programs went away and encouraged private investors to invest in affordable housing. In summary, it is a program designed for investors to invest in these properties and in return they receive a tax credit incentive wherein it brings outside investors into the City of Mandan.

Commissioner Jackson moved to amend the motion for approval of the letter of support for CommunityWorks North Dakota's application for the Low Income Housing Tax Credit Program. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present.

Mayor Helbling directed attention back to the original motion for a vote regarding the letter of support that was made by Commissioner Jackson, seconded by Commissioner Frank. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

3. *Consider a request for proposal for development of city-owned parcels in NW Mandan.* Business Development and Communications Director Huber presented a request for consideration for making city-owned parcels located in northwest Mandan available to the public for development via a request for proposals. The first property is located at 1403 27th Street Northwest and contains 3.10 acres and the second property is City Parcel #2698AA and contains 18.22 acres. Huber stated that the rationale for offering these proposals is that it is on a site that could bring retail and restaurant business to the City and that it would offer employment to area residents.

Huber provided an RFP that outlined criteria for evaluation of the proposals including the proposed purchase price, intended uses, immediacy of development schedule, amount of investment, developer experience and relationship with potential retail, restaurant and hospitality users. Huber recommended that the proposals be due on February 17, 2012. Huber noted that the larger parcel has approximately \$430,000 in special assessments due on it. The RFP has been reviewed by City Attorney Brown.

Commissioner Jackson commented that the RFP allows the City Commission to reject any and all proposals. Huber replied that is correct. She stated that there are a number of factors in favor of selling the properties now including inquiries from national companies. Commissioner Jackson asked if she would explain again about the process for sending RFP's out. Huber clarified that the process includes public notices in the newspaper; providing a regional press release; providing details on the City of Mandan website; and advertising in the commercial property sections. Huber mentioned that she is finalizing the Mandan Messenger newsletter that goes in the monthly utility billing statements. She is also planning on doing a mailing to entities such as contractors and also to those investors who might have potentially interested parties. The Bismarck-Mandan Development Association, (BMDA), will be contacted for assistance as well as the national recruiting firm that the City has been working with over the last several months.

Mayor Helbling commented that with regard to the larger parcel of land, there has been contact with the School District on behalf of the middle school. However, they indicated it wasn't what they were looking for.

Commissioner Frank mentioned she has discussed this matter previously with Huber and stated that she is comfortable moving ahead with this matter. Commissioner Frank asked whether there will be any need to review zone changes. She also commented that currently there are no land valuations; however that information will be attached to the parcels.

Commissioner Frank motioned to approve the request for proposal for development of city-owned parcels in NW Mandan. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

4. *Consider letter of support to ND Housing Finance Agency for Summit Housing Group.* City Administrator Neubauer presented a request for a letter of support for the Summit Housing Group application to the ND Housing Finance Agency for low income housing tax credits for the development of housing in the Shoal Loop area. Harlan Wells from Summit Housing Group was present to answer questions on this project. Mr. Wells stated that the funding comes from out of state investors and the project cost is about \$8.5 million with \$5.7 million from outside investors. He mentioned that a request will be forthcoming for the 2-5 year tax abatement from the City. The current request is for a letter of support from the City for this project. He indicated that they do not sell to not-for-profits. He stated that it will be a mix of 1's, 2's and 3's, not just 2's and 3's; and they are not sure if it will be 2 or 3 stories, depending on the final construction costs. There will be a 4-income bracketing 30%, 40%, 50%, and 60%. It is anticipated that the lowest priced units will be as low as \$323 for a 1-bedroom and up to \$428 for a 3-bedroom, after what's called a "utility allowance". The rents will go as high in the 60% units as \$725 - \$985 after utility allowances, but there's a big spread in between. Each of the units will have a carport attached to it. Wells indicated this is not a final approval but rather a request for a letter of support stating that all the details will have to be worked out before the project is finalized.

Commissioner Jackson moved to approve the letter of support for the Low Income Housing Tax Credit Program for Summit Housing Group. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

RESOLUTIONS & ORDINANCES:

OTHER BUSINESS:

There being no further actions to come before the Board of City Commissioners, Commissioner Frank moved to adjourn the meeting at 5:23 p.m. Commissioner Tibke seconded the motion. The motion received unanimous approval of the members present.

/s/ James Neubauer

James Neubauer,
City Administrator

/s/ Timothy A. Helbling

Timothy A. Helbling,
President, Board of City
Commissioners