



Minot Renaissance Zone Review Board Meeting

Thursday, February 22, 2024, at 8:30 AM

Finance Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. CALL TO ORDER/ROLL CALL
2. INTRODUCTION OF NEW BOARD MEMBER
Amy Rodgers, Board of Realtors
3. ADOPT MEETING MINUTES: DECEMBER 21, 2023

Documents:

[RZ MEETING MINUTES 12212023.PDF](#)

4. RENAISSANCE ZONE APPLICATIONS: NONE
5. FACADE IMPROVEMENT PROGRAM APPLICATION
FI-12: A request by Aaron Bofenkamp and Miranda Nichols for a Façade Improvement Program Forgivable Loan of \$130,555 for improvements to be completed at 11 West Central Avenue.

Documents:

[FI-12 APPLICATION_REDACTED.PDF](#)

6. OTHER BUSINESS
 - o **Update on M-83 (Alex Beach)**
 - o **Update on M-105 (Boomtown Enterprises)**

Documents:

[83-M R RES FINAL.PDF](#)
[105-M R BUS \(002\).PDF](#)

7. NEXT SCHEDULED MEETING

**Next Scheduled Meeting – Thursday, March 28, 2024, 2nd Floor Finance
Conference Room.**

8. ADJOURNMENT

Renaissance Zone Board Meeting
Minutes for December 21, 2023 at 8:30 am
3rd Floor Executive Conference Room, City Hall
Minot, ND

Members Present: Pete Hugret (Chair), Justin Anderson, Jason Bentley, Christine Staley, Thomas Alexander
Members Absent: Michael King, Jen Cook, Pat Bailey (Vice-Chair), Betty Fedorchak, Mark Lyman
Others Present: Brian Billingsley (Community and Economic Development Director) and Mikayla McWilliams (City Clerk)
Guests: Alderman Paul Pitner, Jordan and Megan Ross

Call to Order.

Chairman Hugret called the meeting to order at 8:32 am.

Introduction of new Board Member

Mr. Billingsley introduced Thomas Alexander, who was appointed to replace Kerry Candrian as the Minot Housing Authority representative.

Adopt Meeting Minutes.

Pat Bailey joined the meeting via telephone at 8:37 am.

Motion by Anderson to adopt the minutes of the November 16, 2023 meeting. Second by Bentley and carried by the following vote: ayes: all, nays: none. **Motion Passes.**

Renaissance Zone Applications: None

Façade Program Applications: Amendment to FI-11 Megan Ross, 23 2nd Ave SE

Mr. Rosenthal and Pete Hugret toured the business. It is an application for two sides of the building. Kaitlyn with JLG architects discussed the façade changes to include: windows, glass blocks, electrical conduit, entrance work, fresh paint, awing over the entrance, solidier brick above the awnings, and more.

Mr. Billingsley recommended the board approve the application request for the Façade Improvement Program Forgivable Loan in the amount of \$125,362 for Megan Ross at 23 2nd Ave SE and send approval to the City Council. Motion by Bentley to approve. Second by Alexander and carried by the following vote: ayes: all, nays: none. **Motion Passes.**

Other Business

There will be a tour next week of an apartment building next to Coldwell Bankers on Main Street. Mr. Billingsley also anticipates another Façade Improvement Program Application to be on the next meeting.

Next Scheduled Meeting

Thursday, January 25, 2024, in the new City Hall Finance Conference Room, 10 3rd Ave SW.

Adjournment

Motion by Anderson to adjourn the meeting. Second by Bentley. Motion carried by the following vote: ayes: all, nays: none. **Motion passes.**

The meeting was adjourned at 8:48 am.

Minutes prepared by: Mikayla McWilliams, City Clerk ₁

City of Minot

Economic Development Division

Application for City of Minot Façade Improvement Program

Office Address: 1025 31st St SE

Mailing Address: PO Box 5006

Minot, ND 58702

Email: jonathan.rosenthal@minotnd.org

(701) 420-4524

APPLICANT INFORMATION

AARON BOFFENKAMP

Building Owner

14 W CENTRAL AVE MINOT

Primary Contact?

Phone

Email

MIRANDA NICHOLS

Applicant (if different)

14 W CENTRAL AVE MINOT

Address

Primary Contact?

Phone

Email

Is the applicant a subsidiary or direct/indirect affiliate of any other organization?

Yes

No

GENERAL INFORMATION

11 E CENTAL AVE

Building Address

CBD

Property Zoning

Year building was built and (approximate) dates of any exterior changes?

1926 - UNSURE OF ANY CHANGES THEREAFTER

Is the property currently occupied?

Yes

No

If no, what is the current use of the property?

Please list each occupant of the facility in question, together with a description of the business use, their percentage of occupancy of the facility to be financed, and include a copy of their lease.

INSURANCE	33	6 mo.		
Occupant 1 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
THERAPY	25	6 mo.		
Occupant 2 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
HEALING	25	6 mo.		
Occupant 3 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs

ADDITIONAL PROPERTY OWNER INFORMATION: list all additional property owners below

Additional Property Owner 1

Address

Phone

% Ownership

Additional Property Owner 2

Address

Phone

% Ownership

Does any individual person or organization not listed above hold any interest in the property, directly or indirectly?

Yes

No

REQUIRED SUBMISSION MATERIALS

Letter from licensed roofing contractor, architect, or engineer of 10-year roof life (with Photos)

Proof of ownership and legal description

Submit clear 5 X 7 inch photo(s) or digital images by email (preferred) of the entire façade, including separate photos of any details to be repaired, removed, etc.

Submit/attach a copy of Minot Assessors Property Card

Submit copies of any historic photos or blueprints of the property (electronic preferred or 5 X 7 or larger)

Drawings of existing façade, if available. Walk through examination with the staff

Drawings of proposed façade changes. (Conceptual Drawings or Plans of Proposed Work)

CUST# 3883

INV# 17529

City of Minot

Economic Development Division

Office Address: 1025 31st St SE

Mailing Address: PO Box 5006

Minot, ND 58702

Email: jonathan.rosenthal@minotnd.org

(701) 420-4524

Application for City of Minot Façade Improvement Program

APPLICANT INFORMATION

Building Owner	Address	Primary Contact?
Phone	Email	
Applicant (if different)	Address	Primary Contact?
Phone	Email	
Is the applicant a subsidiary or direct/indirect affiliate of any other organization? Yes No		

GENERAL INFORMATION

Building Address	Property Zoning
Year building was built and (approximate) dates of any exterior changes?	
Is the property currently occupied? Yes No	
If no, what is the current use of the property?	
Please list each occupant of the facility in question, together with a description of the business use, their percentage of occupancy of the facility to be financed, and include a copy of their lease.	
LAW	25% 6 mo.
Occupant 1 Business Type	%Occupancy Lease Term Current Jobs Proposed Jobs
LILY FOUNDATION	25% 6 mo
Occupant 2 Business Type	%Occupancy Lease Term Current Jobs Proposed Jobs
PHOTOGRAPHY	50% 6 mo
Occupant 3 Business Type	%Occupancy Lease Term Current Jobs Proposed Jobs
ART	50% 6 mo

ADDITIONAL PROPERTY OWNER INFORMATION: list all additional property owners below

Additional Property Owner 1	Address
Phone	% Ownership
Additional Property Owner 2	Address
Phone	% Ownership
Does any individual person or organization not listed above hold any interest in the property, directly or indirectly? Yes No	

REQUIRED SUBMISSION MATERIALS

Letter from licensed roofing contractor, architect, or engineer of 10-year roof life (with Photos)

Proof of ownership and legal description

Submit clear 5 X 7 inch photo(s) or digital images by email (preferred) of the entire façade, including separate photos of any details to be repaired, removed, etc.

Submit/attach a copy of Minot Assessors Property Card

Submit copies of any historic photos or blueprints of the property (electronic preferred or 5 X 7 or larger)

Drawings of existing façade, if available. Walk through examination with the staff

Drawings of proposed façade changes. (Conceptual Drawings or Plans of Proposed Work)

PROVIDE DESCRIPTION OF THE ORIGINAL FAÇADE (Materials, width and height, windows, year, style, design)

BRICK W/LIMESTONE DETAIL.
 ALUMINUM WINDOWS - DOUBLE HUNG
 STEEL AWNING

(Please ask your designer staff for some help if you need any advice)

PROVIDE DESCRIPTION OF RENOVATED FAÇADE (Materials, width and height, windows, year, design)

REMOVE AWNING
 INSTALL SAME SIZE WINDOWS - ALUMINUM W/MUTTONS IN GLASS
 INSTALL NEW STOREFRONT GLASS + DOORS. DOORS WILL BE 8'.

(Please ask your designer staff for some help if you need any advice) (You may wish to consult an architect or design professional)

WORK TO BE PERFORMED (May submit on a separate sheet)

Estimated Cost

Design work

\$12,000

Removal of inappropriate materials and other demos

\$13,157

Repair or Replacement of display windows with

Repair or Replacement of 2nd Floor and above façade windows (please talk to staff about this in advance)

Installation of interior/exterior storm windows

Repair or Replacement of doors with

Cleaning of masonry (NO Sand or abrasive blasting)

Repoint, Tuck Point Masonry

Replacement of Masonry (if necessary)

Repair or replacement of cornices or other decorative elements)

Improvement of **INTERIOR** display windows (must include lighting, consider timer)

Installation/repair of retractable or fixed awnings

Building, planning, and encroachment fees (if required)

Installation of sign lighting

Installation of exterior lighting

Repair of ornamental elements

Other (list or attach)

Contingency for demolition/hidden changes not to exceed 7%

Total Cost 174,073

AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant Amount 35,000

Bank Amount 140,000 TOWN AND COUNTRY CO

Equity/Investors Amount —

Other Amount —

Expected City Contribution 130,555

BID INFORMATION ON SEPARATE PAGES

DO NOT OBTAIN OR SUBMIT BID PAGES TO CITY STAFF WITHOUT A FINAL DESIGN APPROVED BY STAFF AND THE RENAISSANCE ZONE REVIEW BOARD

List of three contractors bids for complete bid (Attach bids or written requests for bids)

LOW	1	<u>174,073</u>	<u>FARGO GLASS</u>
MID	2	<u>182,272</u>	<u>MIDWEST DOOR + GLASS</u>
HIGH	3	_____	_____

PUBLIC INFORMATION DISCLOSURE

Written permission from the property owner to apply and perform work (Name) _____

Attach written permission to this application (corporate authorization if needed)

I attest that the information that I provide herein is true, complete and accurate and that I am authorized to submit an application as, or on behalf of, the owner. I have read, I understand, and I agree to comply with all requirements of the Façade Improvement Program and the Design Standards.


Signed

2/8/24
Date

The applicant affirms that there are no taxes owed on the property or other properties in the City of Minot, and that there are no outstanding fees, judgments, or liens.


Signed

2/8/24
Date

The undersigned understands and agrees that all information furnished in connection with their application for the Façade Improvement Grant involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the State of North Dakota


Applicant's Signature

2/8/24
Date

The undersigned attests that they have read and understood the Façade Program application, guidelines, policies, and all related materials and agrees that facing unknown structural and cosmetic repairs are inherent in the renovation process and that amendments for costs up to the maximum notwithstanding, that the applicant(s) will be responsible to complete work according to all guidelines and for overages that occur above that committed by contract to the project as estimated at the time of approval. Before work can begin, the applicant will schedule an on-site meeting with the general contractor and the Economic Development Administrator or the city's representative.


Applicant's Signature

2/8/24
Date

Review/Approval by Renaissance Zone Review Committee	Yes	No	Date:
On-Site: ALL Floors	Date:		
Design Review	Date:		
On-Site: Upper Story Evaluation	Date:		



Fargo Glass & Paint Co.

MINOT BRANCH

GLASS, STORE FRONTS, ALUMINUM ENTRANCES, ALUMINUM WINDOWS, SUSPENDED CEILINGS,
SUNROOMS, AUTOMATIC DOORS, STEEL DOORS AND ARCHITECTURAL HARDWARE, FOLDING PARTITIONS

P.O. BOX 1287 – PHONE (701) 852-3576 – FAX (701) 852-0209

1811 20TH AVE SE

MINOT, NORTH DAKOTA 58701

GENERAL OFFICE:
FARGO, NORTH DAKOTA

2/2/23

WAREHOUSES:
MINOT, NORTH DAKOTA
BISMARCK, NORTH DAKOTA
SIOUX FALLS, SOUTH DAKOTA

ATTN: Aaron Bofenkamp

All agreements Are Contingent Upon Strikes, Accidents, Delays of Carriers and Other Delays Unavoidable or Beyond Our Control.
All Orders and Contracts are subject to the approval of our office in Fargo.

We propose to furnish and install the following described material for

Union Annex Façade Improvements building to be erected or
remodeled at Minot, North Dakota according to plans and
specifications by Craftwell architect
For Seventy-Eight Thousand One Hundred & Eighteen DOLLARS, \$78,118.00

Includes:

08 4113 Aluminum Framed Storefront – Thermal Exterior Storefront Framing with 8' Standard Medium Stile Aluminum Entrances with continuous geared hinges. 48" Pulls with Panic Devices, MS Lock with Thumbturn, LCN 4040 XP Closer, Weatherstripping, Threshold, Sweep. 10" Bottom Rail. Dark Bronze Finish.
08 8000 Glazing - 1" High Performance Clear Tempered Glazing with Low E.

Add: Aluminum Wood Clad Windows – Awning Style

For Eighty-Two Thousand Seven Hundred & Ninety-Eight DOLLARS, \$82,798.00

22 thus Awning Style Sierra Pacific Aluminum Wood Clad Windows with grids – Sized per plan. Bronze Finish with Natural Pine Interior, with screens.

FURNISHED AND INSTALLED, USE TAX INCLUDED.

DEMO INCLUDED

PREPARATION OF OPENINGS, WOOD BLOCKING AND FLASHING EXCLUDED.

FINAL CLEANING BY OTHERS.

Spring/Summer 2023 Install

Based on Approved Shop Drawings per plans and takeoffs

*** QUOTE VALID FOR 45 DAYS, SUBJECT TO 5% INCREASE PER QUARTER. ***

TERMS: 50% of value of quote due at material order. Balance in full within 30 days after completion of our contract. Where a sales tax is levied, said tax will be added to the amount of contract when final invoice is sent.
Should you accept this estimate yet use your own contract form, it is understood that we will incorporate and make a part thereof a true copy of this estimate and all of its conditions.
REPLACEMENT of all breakage resulting from causes beyond our control shall be charged as extra.
All estimates are tendered subject to prompt acceptance and are subject to change without notice.

Respectfully Submitted,

Accepted _____ 20____

FARGO GLASS AND PAINT COMPANY

Ryan Whitted

Owner-Contractor-Authorized Agent

Ryan Whitted – ryanw@fargoglass.com

Mailing Address:
PO Box 458
Minot, ND 58702
Fax: (701)839-1094

ND Office:
21 2nd St NE
Minot, ND 58703
Ph: (701)839-5819

AZ Office:
2929 N Power Road
Mesa, AZ 85215
Ph: (480)640-2310

Tax ID: 45-0460658
ND Contractor's License: 28529 Class A
AZCC Entity ID: 23317392
AZ ROC License: 339135

February 8, 2024

Aaron Bofenkamp
11 E. Central Ave
Minot, ND 58701

RE: Remove canopy on East Central Ave.

Thank you very much for allowing us to submit a proposal for this project. We do appreciate the opportunity. The proposal includes all labor, equipment, and supervision necessary to complete the removal of the 60-foot x 9-foot canopy on front of building side of E. Central Ave and demo interior soffit for store front removal.

Please read this proposal carefully to determine whether it agrees with your understanding of the project requirements. All work will be completed according to all applicable State of North Dakota and City of Minot codes and regulations. Hight Construction LLC is an equal-opportunity employer.

Project Documents:
Addendum - None

Scope of work included in this Proposal:

- All general requirements commonly associated with construction including worksite supervision, office administration, vehicles/transportation/maintenance, construction tools/equipment, fuel, insurances, layout, scaffolding/staging, daily cleanup, one final cleaning, jobsite safety requirements including MSDS documentation/OSHA compliance. A performance/payment bond is not included. Builders Risk Insurance is not included.

SCOPE OF WORK:

- Demo/remove (D/R) red canopy suspended from E. Central Ave side of 11 E. Central Ave.
- D/R two old sign suspension rods on the 2nd and 3rd floor.
- D/R interior soffit on backside of store front windows (3 units).
- Furnish/install (F/I) caulking to weather seal the anchors points for canopy.
- F/I caulking to weather seal the upper holes from sign supports.

Base Bid: Time and material not to exceed \$ 13,157.00 – Valid for 15 Calendar Days

Included standard insurance package which is:

▪ Employers' liability (per accident)	\$1,000,000
▪ Bodily injury by disease (policy limit)	\$1,000,000
▪ Bodily injury by disease (each employee)	\$1,000,000
▪ Business automobile liability (per accident)	\$1,000,000
▪ Commercial general liability (per occurrence)	\$1,000,000
▪ Commercial general liability (general aggregate)	\$5,000,000
▪ Commercial general liability (products/completed op's)	\$2,000,000
▪ Commercial general liability (personal/advertising injury)	\$1,000,000

Change Order Rates:

(Overhead and profit is included in the hourly rates)

- Project Management, Design services and Estimating hours required for change orders are a direct billable expense to the change order and not part of Original Contract Overhead expense.
- Labor only change orders are not subject to retainage.

Estimator	\$ 75.00/hr.
Superintendent/Lead Carpenter	\$ 69.00/hr.
Carpenter	\$ 60.00/hr.
Laborer	\$ 39.00/hr.

For overtime hours a multiplier rate of 1.34 will be calculated.

Equipment

1. No overhead expenses or contractor fees are charged for equipment.
2. All fuel for the project will be a direct charge to the project.
3. A small tools charge of 4% of labor for change orders will be charged to the project.

Materials:

1. Cost of materials plus 10% markup. All material tickets will be furnished.

Subcontractors:

1. Subcontractor Markup 5%.

Respectfully Submitted,
Hight Construction LLC.

Titus Clouse

Titus Clouse
Project Manager



7401 County Road 19 South
Minot, ND 58701
(701) 818-9336
midwest.glass.door@gmail.com

PROPOSAL

DATE: 1/3/2024

BID TO: Aaron Bofenkamp

BID FOR: Union Annex

AMOUNT

We purpose to furnish and install;

3 exterior storefronts with single doors
1 exterior door with transom (alley)
1 exterior storefront (alley)
3 aluminum windows (alley)
(38 Desco windows inset to storefront openings)

18 W1 aluminum windows
4 W2 aluminum windows

We include demo of all openings and awning.
We include labor, exterior caulking, and tax.

Add on for Stanley Automatic Operator \$ 4000 per door

\$ 182272

PAYMENT TERMS

PAYMENT DUE WITHIN 30 DAYS OF INVOICE DATE.

INVOICES NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A 2.5% FEE

AUTHORIZED SIGNATURE, MIDWEST GLASS & DOOR, INC

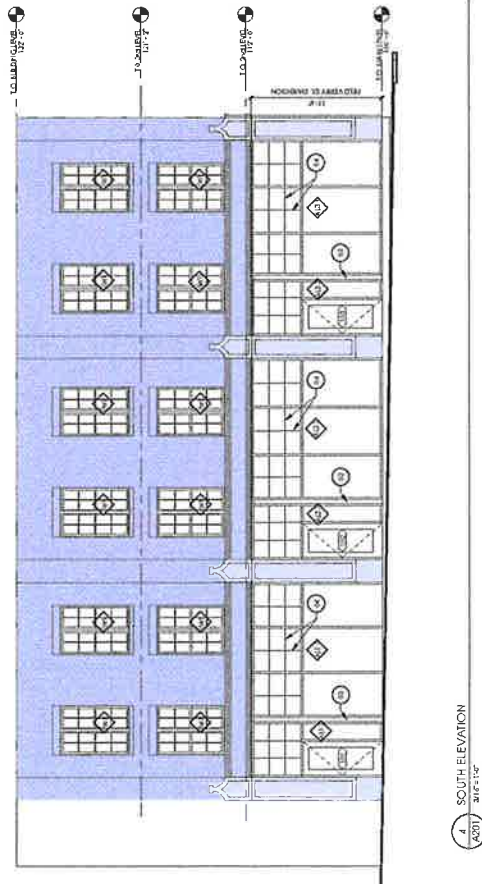
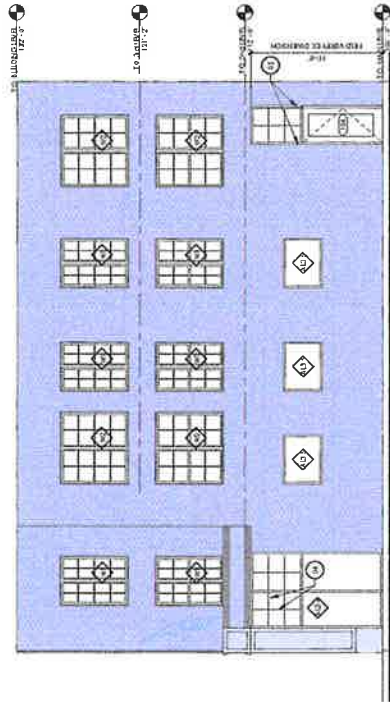
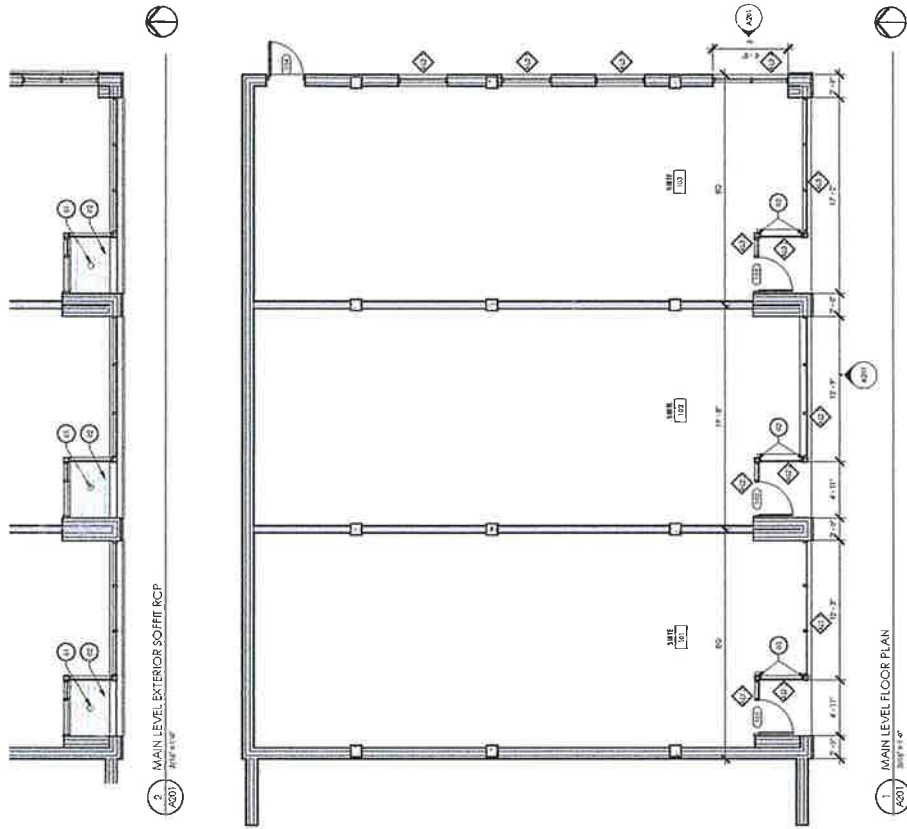
ACCEPTANCE

SIGNATURE OF
ACCEPTANCE

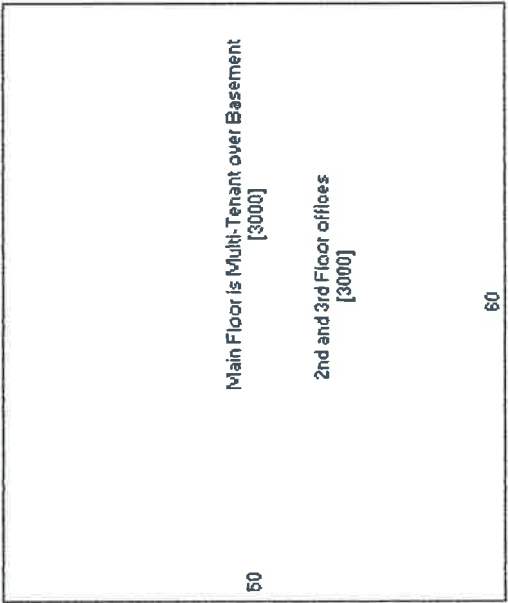
DATE:

[illegible]

DOOR SCHEDULE											
DOOR NO.	WE	DOOR	TYPE	REMARKS	DATE	BY	REMARKS				
101	W	101	101	101	101	101	101				
102	W	102	102	102	102	102	102				
103	W	103	103	103	103	103	103				
104	W	104	104	104	104	104	104				
105	W	105	105	105	105	105	105				
106	W	106	106	106	106	106	106				
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128	W	128	128	128	128	128	128				
129	W	129	129	129	129	129	129				
130	W	130	130	130	130	130	130				
131	W	131	131	131	131	131	131				
132	W	132	132	132	132	132	132				
1											



Prior Year	Comments	Value	Loc	Class	Land Value	Dwelling Value	Improvement Value	M & E Value	Total Value
2014		Appr	Urban	Comm	\$21,000	\$0	\$106,000	\$0	\$127,000

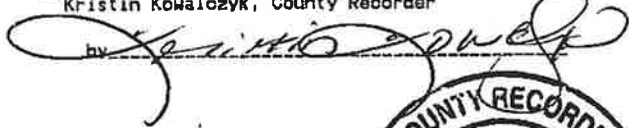


Sketch 1 of 1

3075892

08/04/2023 09:55:56 AM Page: 1 of 4 \$20.00
DEED MINOT GUARANTY & ESCROW COMPANY
Kristin Kowalczyk, County Recorder Ward, ND

Recorder's Office, Ward, ND 08/04/2023 09:55:56 AM
I certify that this instrument was filed for record this date.
Kristin Kowalczyk, County Recorder

by 

3075892



WARRANTY DEED

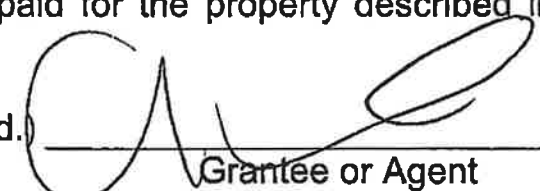
^{U223-1373}
THIS INDENTURE Made this 2nd day of August, 2023,
between **Aksal Group, LLC, a North Dakota limited liability company,**
Grantor, whether one or more, to **Kamp Collective LLC, a North Dakota**
limited liability company, Grantee, whose post office address is
14 Central Ave W Minot ND 58703.

WITNESSETH for and in consideration of the sum of \$10.00 and more
consideration, Grantor does hereby GRANT to the Grantee all of the
following real property lying and being in the County of Ward, State of
North Dakota, and described as follows, to-wit:

✓ **East 60 feet of Lots 21 and 22, Block 19, Original Townsite of the City
of Minot, Ward County, North Dakota**

Subject to easements, rights of way, restrictions and mineral severances
and reservations of record.

I certify that the full consideration paid for the property described in this
deed is \$395,000.00.

Date: 8-2-23 (Sgd.)  _____
Grantee or Agent

IN TESTIMONY WHEREOF, the said Grantor has caused these presents to be executed in its name by its Managing Members.

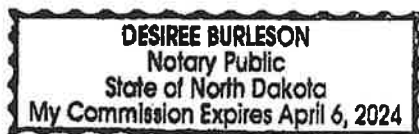
Aksal Group, LLC

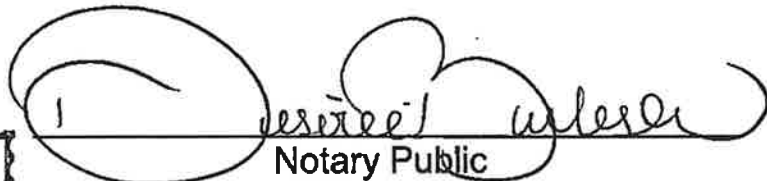
BY: 
Jessica Ackerman
Managing Member

State of North Dakota)
County of Ward) ss

On this 18th day of August, 2023 before me, personally appeared Jessica Ackerman, known to me to be the Managing Member of Aksal Group, LLC, a North Dakota limited liability company, that is described in, and that executed the foregoing instrument, and acknowledged to me that it executed the same.

My Commission expires:




Notary Public



PO Box 2279
Minot, ND 58702-2279
701-838-2687

January 10, 2023

RE: 11 E. Central Ave.
Minot, ND 58701

To Whom it May Concern

In our professional opinion, this roof system has approximately 10 to 12 years of life expectancy.

If you have any further questions or concerns, please call Doni at 701-833-4758.

Sincerely,

Donald S. Jessen

cc: Aaron Bofenkamp



January 25, 2024

Brian Billingsley
City of Minot
PO Box 5006
Minot, ND 58702-5006

Dear Mr. Billingsley:

The purpose of this letter is to give final approval to Project 83-M – Rehabilitation by Alexander Beach at 505 Main Street South. This final approval is based on your letter dated January 24, 2024, indicating completion of the project as of January 16, 2024.

Based on the letter, the five-year single-family residential income tax credit period is January 2024 through December 2028.

Please give this letter to the taxpayers and remind them of the Schedule RZ tax forms.

Sincerely,

A handwritten signature in black ink, appearing to read "Rikki Roehrich".

Rikki Roehrich
Deputy Director
Division of Community Services

February 14, 2024

Brian Billingsley
City of Minot
PO Box 5006
Minot, ND 58702-5006

Dear Mr. Billingsley:

The purpose of this letter is to give conditional approval to the following Minot Renaissance Zone project:

Project 105-M: Rehabilitation by Boomtown Enterprises, LLC at 117 West Central Avenue. This property is located in Block 4 of the City of Minot's Renaissance Zone. Once the city has verified that the work is completed and a 50% investment has been made, the date must be communicated to the Division of Community Services for final approval and designation of the five-year business or investment income tax exemption period.

Sincerely,



Rikki Roehrich
Deputy Director
Division of Community Services