



**SPECIAL MEETING AGENDA
MANDAN CITY COMMISSION
APRIL 23, 2019
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:30 P.M.
www.cityofmandan.com**

-
- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. PUBLIC INPUT:
1. Consider public input regarding the Southside Street Improvement Project No. 2018-07, Street Improvement District No. 213.
- D. NEW BUSINESS:
1. Consider award of bids for the Southside Street Improvement Project No. 2018-07, Street Improvement District No. 213.
- E. OLD BUSINESS
1. Consider Growth Fund Committee recommendation on Storefront Improvement Application for 504 W Main St.
- F. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. April 30, 2019, 5:30 p.m. – Special Meeting (2020 Budget Working Session)
2. May 7, 2019, 5:30 p.m.
3. May 21, 2019, 5:30 p.m.
- G. ADJOURN



Board of City Commissioners

Agenda Documentation

MEETING DATE: April 23, 2019
PREPARATION DATE: April 18, 2019
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber
PRESENTER: Ellen Huber, Business Development & Communication Director
SUBJECT: MGF Storefront Improvement application for 504 W Main St

STATEMENT/PURPOSE: To consider a Mandan Growth Fund (MGF) Committee recommendation for approval of a Storefront Improvement application for 504 W Main St.

BACKGROUND/ALTERNATIVES: The Mandan City Commission moved to table consideration of this agenda item at its April 16, 2019, meeting to allow for Runnings to address two questions related to potential contingencies. Below is an email communication that addresses the concerns about the parking lot and a north side building entry. Also attached is a list of the overall project costs that includes an estimated \$100,000 for parking lot improvements.

From: Chad Weyh <chadw@runnings.com>
Sent: Wednesday, April 17, 2019 9:48 AM
Subject: RE: Storefront application tabled

Ellen, in response to the mayor concerns. I will be meeting a paving contractor there next week and we will be patching and seal coating and striping the parking lot...this would include more than just pothole filling, milling where needed with a fresh black seal to make it look uniform again. In regards to the door on the north side of the building, it is not our policy to have employees park behind the store. Operationally we like to have employees come in the front doors and they punch in on the cash register. Also, a rear door invites theft from the outside as well as walkouts. Back doors for us always leads to issues. So parking lot, yes I have money allotted for this...I believe you have those numbers still...if not I can resend. We like a fresh looking parking lot as well. The door we would prefer not to do.

Questions. ...please let me know ..
Thank you

Chad Weyh
Construction/Maintenance Manager
Running Supply, Inc.

901 N. Highway 59
Marshall, MN 56258
Direct-507-337-5177
Cell-507-828-4677
Fax-507-532-6543



The MGF met April 10, 2019, to consider an application by Running's Supply, Inc., for matching funds towards exterior building and site improvements associated with 504 W Main St, the former Central Market building. The applicant is investing approximately \$1.3 million in building improvements including an estimated \$186,913 in exterior building, signage and landscape improvements.

Exterior improvements are to include:

- Extending the canopy and installing new “bran muffin” color tin siding on its face and installing lighting.
- Brick veneer patching on the front of the building.
- New building signage and a pylon sign.
- Landscaping — The addition of a 5-ft buffer of trees and shrubs between the parking lot and the sidewalk on the property’s east and south sides, as well as an approximate 25X25-ft square in the southeast corner, plus plantings to surround the pole sign in the parking lot’s southwest corner.
- A new decorative fence to enclose an area for display and storage of large merchandise such as corral panels and water tanks. The location for the fence is between the 504 W Main building and the building at 511 First Street NW, which will serve as a warehouse space for merchandise being sold in the larger building.
 - *Of note: This is all to make the situation work, given the two adjacent buildings being available, rather than one large building being available of 50,000 sf. An application for the 511 First Street NW building is not included in the applicant’s request, because no substantive improvements to the building are planned other than the addition of a garage door on its east facing side.*
 -

Other improvements include new LED heads on parking lot light poles and resurfacing of the parking lot.

Target completion is mid-July.

The site plans, exterior building plan and signage have all received approval from the Mandan Architectural Review Commission. The only aspect of the project not yet approved is the applicant's intention to install a garage door on each the west-facing side of the larger building and the east-facing side of the smaller building to facilitate movement of merchandise back and forth between the buildings.

The landscaping and upgrade of the fencing material, rather than the initially proposed chain link, are Planning and Zoning Commission and MARC requirements for the conditional use permit so that the site is in harmony with the surrounding downtown environment. Runnings appreciates the opportunity to receive matching funds to offset this additional costs.

Although the application indicates a request for a 50% match equal to \$93,456.50, the maximum match made available under the Storefront Improvement program is \$60,000 for a larger corner or multi-story building. This building is approximately 32,000 sf with all sides visible from surrounding streets. The maximum match for most buildings is \$30,000.

An application for rehabilitation of the building by real estate holding company JR&R II, LLC, previously received approval as a Renaissance Zone project for five-year 100% property and state income tax exemption. The proposed investment in improvements is sufficient to independently meet the requirements of each program without overlap.

ATTACHMENTS: Key excerpts of application. Full application available upon request.
ADDITION OF PROJECT COST ESTIMATES FROM PRIOR RENAISSANCE ZONE APPLICATION

FISCAL IMPACT: The source of funding would be the MGF unallocated balance for economic development projects as a whole, an amount of \$223,909.71 as of March 31, 2019. If this application is approved, the uncommitted balance would be reduced to \$163,909.71.

STAFF IMPACT: Minimal for application processing and finalization.

LEGAL REVIEW: Attorney Brown has reviewed the application. The building has an automatic door at its main entrance that must remain operational to receive local business incentives. The applicant previously completed a business incentive agreement as part of the Renaissance Zone application approval process. A Storefront Recipient Agreement will also be required.

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Subject: Storefront Improvement Application for 504 W Main St.

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RECOMMENDATION: The MGF voted 9-0 to recommend approval of the application for \$60,000 in matching funds for the Storefront Improvement project by Runnings Supply, Inc. for 504 W Main St.

SUGGESTED MOTION: I move to approve providing \$60,000 in matching funds from the Mandan Growth Fund for the Storefront Improvement project by Runnings Supply, Inc. for 504 W Main St.



STOREFRONT IMPROVEMENT APPLICATION

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: Chad Weyh
Address: 901 N. Highway 59, Marshall, MN
Phone: 507-337-5177 Fax: _____
E-mail: Chadw@runnings.com

Applicant Name:
(name of person/entity
to receive grant) Running Supply, Inc.
Property Owner: JR&R II
Property Address: 504 W Main St.
Architect/Firm:
(if applicable) _____

Description of Property

Current tenant(s): ☒ Commercial _____
☐ Residential # occupied: _____ # vacant: X

Building History (if available): Location of a former Grocery store

Total Cost of façade renovation: \$ 186,913 Forgivable Loan Amount of Requested: \$ 50% or 93456.50

Is the façade renovation part of a larger project?

Yes ☒ No, the façade is the only work I am doing ☐

If yes, please describe comprehensive project.

Remodeling this building into a Runnings retail space. New bathrooms,
new led lighting, new floor finishes, new paint, new signage, parking lot work
top hvac units, new ceiling tile , new roof membrane.

Summary of Existing Condition of Façade: (please attach pictures – Attachment 1)

There is no landscaping, pole sign is rusted and outdated, some bricks need replacement, parking lot lights are outdated, canopy siding is in bad shape

Summary of Proposed Scope of Work: (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post-rehab detail, indicating specifically what will be modified and how (Attachment 2). Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. (Attachment 3)

Extend canopy and install new bran muffin color vertical tin siding on the face of canopy.
New Led heads on parking lot light poles
New landscaping in boulevard to include trees and shrubs, curb and gutter.
Brick veneer patching on front of building
new decorative fence for outside storage area
New building signage and new pylon sign, both led
Led under canopy lights

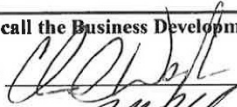
Historic Character: How will proposed project affect historic character? (if applicable)

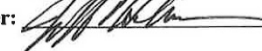
Very minimal change to the overall historic aspects of this building

How will your project complement downtown redevelopment efforts?

This is a nice brick building that needed some life brought back into it. After the project is complete there will be a nice green space out front to compliment an updated store front. This building has a lot of life in it yet and this project will help us maximize the longevity of its use.

For more information, call the Business Development Office at 701-667-3485.

Signature of applicant:  Date: 4/3/19

Signature of property owner:  Date: 4/3/19
(if different than applicant)

Special Notices

- 1) Properties are eligible only once to receive Storefront Improvement funds.
- 2) Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Any property receiving Storefront Improvement funds since Nov. 14, 2008, is subject to the requirement. Include an estimate for an automatic door at least for the main entrance if you do not have one.



***STOREFRONT & LANDSCAPE
IMPROVEMENT APPLICATION***

ATTACHMENT 3: BIDS & COST ESTIMATES

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be licensed contractors that perform work for others, 2) must obtain quotes from two other licensed contractors, and 3) will be held to the lowest quote.

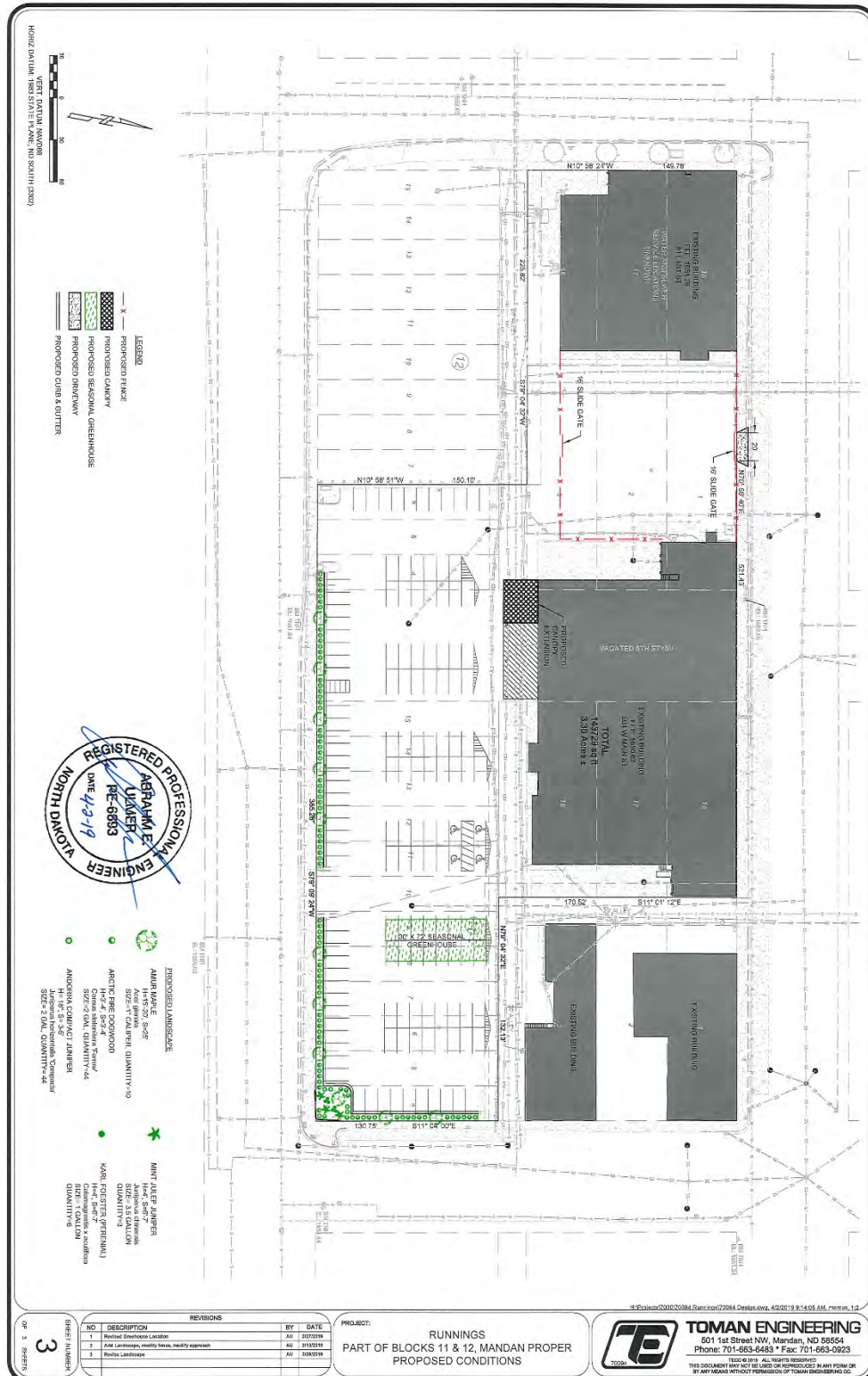
Summary of Proposed Expenditures		
Source of Estimate or Bid	Purpose	Estimated Cost
toman engineering	site and landscape plan	1,500
tri-city sign	pylon and building signage	32,000
dakota fence	decorative outside fence	34,102
hopfauf	canopy addition/new siding	62,110
Buffalo concrete/do-more excavating	tear asphalt/curb gutter for new landscaping	19,965
prairie view landscaping	new trees and shrubs/irrigation	14,796
Lillis Electric	led canopy/parking lot lights/new light pole	22,440
Total		\$186,913

Existing building photos



The existing canopy has holes.





PROPOSED IMPROVEMENTS – building south side



Signage plan



Fence material



Board of City Commissioners

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	Cost		Current		Comments
	Estimates		Estimates/Bids		
Grocery Store					
Flooring	\$ 110,000	\$	75,000		51,500 concrete polishing, 23,500 hopfauf tile demo
Ceiling & Lights	\$ 130,000	\$	90,448		31,138 for new led, 45,000 liliis electric, 14,310 ceiling tile/grid patch-hopfauf const. 8,310 material cost
Demo & Patching	\$ 60,000	\$	68,000		hopfauf const
HVAC	\$ 15,000	\$	204,465		need to add rooftop rtu, current redundant system obsolete with no refig. Equipment, advanced Mecanical
Parking Lot	\$ 100,000	\$	100,000		need snow to be gone for accurate bid
ADA Bathrooms	\$ 65,000	\$	57,200		hopfauf const
Roof Repair/Replace	\$ 200,000	\$	197,980		twin city roofing
Loading Dock Repair	\$ 45,000	\$	41,000		hopfauf const, need masonry bid after structural plan is complete
Security/Fire Systems	\$ 80,000	\$	55,000		protection 1/frans communications
Exterior Canopy/Signage	\$ 60,000	\$	62,176		trl city sign, hopfauf, need structural print to finalize price on 1 masonry pillar..signage, siding, 29690 hopfauf cost
Contingency	\$ 75,000	\$	50,000		this allowance is here until final masonry and structural numbers are in place
Garage Door	\$ -	\$	7,960		midwest doors
misc. plumbing work	\$ -	\$	29,100		demo work, rtu needs,
misc. electrical	\$ -	\$	107,363		connect new rtu, special needs for operations
sprinkler	\$ -	\$	26,579		nova sprinkler
Fencing	\$ -	\$	-		
Architect/Engineers	\$ 100,000	\$	12,500		toman engineering, 12,500 current bill
Total	\$ 1,040,000	\$	1,184,771		

\$ (100,000) Less Parking Lot - Not Eligible
\$ 1,084,771 Final Application Amount

	Original Cost		Current		Comments
	Estimates		Estimates/Bids		
Pharmacy					
Flooring	\$ -	\$	-		
Ceiling & Lights	\$ 35,000	\$	-		no ceiling or light work, ware house use only
Demo & Patching	\$ 85,000	\$	35,100		need final masonry bid after structural print is complete, hopfauf const.
HVAC	\$ 15,000	\$	12,500		advanced mech misc repairs/inspections
Parking Lot	\$ 50,000	\$	50,000		no bids currently, spring bids
ADA Bathrooms	\$ -	\$	-		
Roof Repair/Replace	\$ -	\$	-		
Loading Dock Repair	\$ -	\$	-		
Security/Fire Systems	\$ 35,000	\$	21,000		frans, protection 1,
Exterior Canopy/Signage	\$ -	\$	-		
Contingency	\$ 20,000	\$	10,000		need final masonry bid
Garage Door	\$ 30,000	\$	2,500		midwest doors
misc. plumbing work	\$ -	\$	-		
misc. electrical	\$ -	\$	3,000		
sprinkler	\$ -	\$	-		
Fencing	\$ 20,000	\$	20,000		no bids currently, spring bids
Architect/Engineers	\$ -	\$	-		included in above cost
Total	\$ 290,000	\$	154,100		

	Original Cost		Current		Comments
	Estimates		Estimates/Bids		
Total					
Flooring	\$ 110,000	\$	75,000		
Ceiling & Lights	\$ 165,000	\$	90,448		
Demo & Patching	\$ 145,000	\$	103,100		
HVAC	\$ 30,000	\$	216,965		
Parking Lot	\$ 150,000	\$	150,000		
ADA Bathrooms	\$ 65,000	\$	57,200		
Roof Repair/Replace	\$ 200,000	\$	197,980		
Loading Dock Repair	\$ 45,000	\$	41,000		
Security/Fire Systems	\$ 115,000	\$	75,000		
Exterior Canopy/Signage	\$ 60,000	\$	62,176		
Contingency	\$ 95,000	\$	60,000		
Garage Door	\$ 30,000	\$	10,460		
misc. plumbing work	\$ -	\$	29,100		
misc. electrical	\$ -	\$	110,363		
sprinkler	\$ -	\$	26,579		
Fencing	\$ 20,000	\$	20,000		
Architect/Engineers	\$ 100,000	\$	12,500		
Total	\$ 1,330,000	\$	1,938,871		