

FARGO CITY COMMISSION AGENDA
Monday, April 22, 2019 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at www.FargoND.gov/streaming. They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at www.FargoND.gov/citycommission.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, April 8, 2019).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. Receive and file an Ordinance Amending Section 4-0106 of Article 4-01 of Chapter 4 of the Fargo Municipal Code Relating to the General Provisions Governing City Officials and Employees; Amending Section 11-0814 of Article 11-08 of Chapter 11 of the Fargo Municipal Code Relating to Environmental Nuisances; and Amending Section 1-0305 of Article 1-03 of Chapter 1 of the Fargo Municipal Code Relating to Ordinance Violations.
- 2. 2nd reading and final adoption of the following Ordinances; 1st reading on 4/8/19:
 - a. Rezoning Certain Parcels of Land Lying in Case Peake and Hall Addition.
 - b. Rezoning Certain Parcels of Land Lying in Eagle Valley Third Addition.
 - c. Repealing and Re-Enacting Articles 17-02, 17-04 and 17-05 and Enacting Articles 17-06 through 17-16 of Chapter 17 of the Fargo Municipal Code Relating to Sewers and Sewerage.
- 3. Applications for property tax exemptions for improvements made to buildings:
 - a. Amy Jo and Eric Bye, 226 28th Avenue North (3 year).
 - b. Amy Jo and Eric Bye, 226 28th Avenue North (5 year).
 - c. Keith J. and Deborah A. Battles, 160 Eagle Street North (5 year).
 - d. Michael J. and Angela Mathers, 401 18th Street South (5 year).
 - e. Banner LLC, 222 Broadway North (5 year).
 - f. Marie E. and Nicholas G. Anderson, 305 15th Avenue South (5 year).
- 4. Site Authorizations for Games of Chance:
 - a. Northern Prairie Performing Arts at the Pour House, O’Clevy’s at the Ramada, Space Aliens and Windbreak Lounge.
 - b. Red River Human Services Foundation at Fargo Elks Lodge #260 and The Northern.
 - c. Team Makers Club, Inc. at the FARGODOME, Frank’s Lounge, Holiday Inn, Lucky’s 13 Pub and Sanford Health Athletic Complex, Scheel’s Center.
 - d. Jon Greenley Amvets Post #7 at the Amvets.
- 5. Applications for Games of Chance:
 - a. YWCA Cass Clay for a raffle on 5/6/19.
 - b. HERO (Healthcare Equipment Recycling Organization) for a raffle on 5/10/19; Public Spirited Resolution.

- c. Chelsey Smedsrud Haukos Benefit for a raffle on 5/19/19; Public Spirited Resolution.
 - d. Fargo Lions for a sports pool from 9/9/19 to 12/23/19.
 - e. EL Zagal Provost for a sports pool from 9/8/19 to 12/29/19.
6. General Fund – Budget to Actual through March 2019 (unaudited).
 7. Purchase of Service Agreement with Northern Cass Public School District for nursing services for the 2019-2020 school year.
 8. Agreement with FTJ Fund Choice as a 457 Deferred Compensation Provider.
 9. Adopt Resolutions Approving the following Plats:
 - a. Gehrig Addition.
 - b. Prairie Farms Second Addition.
 10. Extension of the Services Agreements – Lawn Maintenance Services with Glacier Snow Management Company and Valley Green & Associates for the 2019 mowing season.
 11. Bid awards for Public Works East Building Renovation (AFB19068).
 12. Mass Transit Agreement with the City of West Fargo for 2019.
 13. Agreement with KLJ, Inc. for the work on the Ground Transportation Center (RFQ18325).
 14. ND Department of Transportation Section 5339 Transit Grant Agreement to purchase three 35-foot replacement buses (CFDA #20.526).
 15. Contract with Routematch Software, Inc. for amble software.
 16. Purchase Agreement with LHS Investments, LLC for City property located at 2 6th Avenue North.
 17. Memorandum of Offer to Landowner for an Easement (Temporary Construction Easement) associated with Project No. FM-14-71.
 18. Bid award for Project No. TR-19-A1.
 19. Change Order No. 1 and Time Extension for Project No. SN-19-A1.
 20. Change Order No. 6 for Project No. FM-15-K1.
 21. Consulting services contract awards for Project Nos. FM-19-A0, FM-19-B0, FM-19-C0, FM-19-E0 and FM-19-F0.
 22. Contract and bond for Project No. TM-19-B1.
 23. Bills.
 24. Infrastructure requests to create Improvement District Nos. BN-19-J and BN-19-C.
 25. Bid award for Improvement District No. PR-19-G1.
 26. Declaration of Easement (Storm Sewer) associated with Improvement District No. UR-19-A1.

REGULAR AGENDA:

28. 2018 Fargo Police Department Annual Report.
29. Public Hearings - 5:15 pm:
 - a. Section 5307 Federal Transportation Administration Grant Preliminary Program of Projects for 2019.
 - b. Renaissance Zone project for BCWB, LLC for a commercial lease project at 550 2nd Avenue North.
 - c. Application filed by Pho D'Licious, Inc. d/b/a Pho D'Licious for a Class "H" Alcoholic Beverage License at 623 NP Avenue North; continued from the 3/25/19 Regular Meeting.
 - d. Application filed by BCWB ND, LLC d/b/a Black Coffee and Waffle Bar for a Class "I" Alcoholic Beverage License at 550 2nd Avenue North.
 - e. Transfer of a Class "FA" Alcoholic Beverage License from Barbacoa ND LLC d/b/a Barbacoa to Babacoa ND LLC d/b/a Chef's Table Private Dining and Events to be located at 670 4th Avenue North.
 - f. Transfer of a Class "FA-Golf" Alcoholic Beverage License from E.R.L., Inc. d/b/a Seasons at Rose Creek to Big Erv's Bar and Grill, LLC d/b/a Big Erv's at Rose Creek to be located at 1500 Rose Creek Parkway South.
30. Planning Department Updates:
 - a. American Planning Association Annual Meeting.
 - b. Land Development Code and Core Neighborhood RFP's.
 - c. Downtown Neighborhood Association remarks.
31. Appointment to the Growth Initiative Fund Board of Directors.
32. Recommendation to authorize staff to submit a request from Roers Development, Inc. for tax increment financing for the redevelopment of property located northeast of University Drive and 11th Avenue North to the City's financial advisors for review.
33. Cost share proposal for burying overhead power and telecommunication lines in Roberts Alley.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at www.FargoND.gov/citycommission.

29a

Notice is hereby given that the Fargo City Commission will hold a public hearing on April 22, 2019 at 5:15 pm in the City Commission chambers for the purpose of considering the City's Section 5307 Federal Transportation Administration grant preliminary program of projects for 2019. Unless amended, the proposed POP and projects contained in this advertisement will become the final POP.

People with disabilities who need special accommodations (alternative format, interpreter/signer) should contact Julie Harris in the Transit Department at 701-241-8140 or by email: jharris@matbus.com.

A Final Program of Projects will be available to the public at the Transit Department, 650 23rd Street N, Fargo, ND 58102.

A. The program is below:

**CITY OF FARGO, NORTH DAKOTA
 METROPOLITAN AREA TRANSIT
 2019 PROGRAM OF PROJECTS AND BUDGETS**

**URBANIZED AREA: Fargo, ND - Moorhead, MN
 DESIGNATED RECIPIENT: City of Fargo, North Dakota
 APPLICANT: City of Fargo, North Dakota**

FEDERAL APPORTIONMENT FOR FY2019	\$ 2,732,618
CARRYOVER FUNDS FROM PREVIOUS YEARS	\$0
FY2018 FUNDS AVAILABLE - NOT APPLIED FOR	\$0
TOTAL CARRYOVER FUNDS	\$0
ESTIMATED TOTAL FEDERAL FUNDS AVAILABLE	\$2,732,618
TOTAL FEDERAL FUNDS REQUESTED FOR 2019 PROGRAM OF PROJECTS	\$2,732,618
FEDERAL FUNDS CARRIED OVER TO 2019	\$0

PROGRAM OF PROJECTS DESCRIPTIONS	LOCAL SHARE	FEDERAL SHARE	PROJECT TOTALS
I. CAPITAL PROJECTS			
A. 20%/80% Funding			
1. Maintenance Cost Funded as Capital	202,915	811,660	1,014,575
2. 10% of ADA Costs Funded as Capital	54,652	218,609	273,261
II. PLANNING ASSISTANCE			
A. 20%/80% Funding			
1. Transit Planning	5,000	20,000	25,000
III. OPERATING ASSISTANCE			
A. Maximum Federal Funding			
1. Eligible net operating expenses of the Fargo Transit System for the period of January 1, 2019 through December 31, 2019 (50% Federal Funding Level)	1,670,364	1,670,364	3,340,728
2. 1% Security	11,986	11,986	27,326
Section 5307 Program of Project Totals	\$1,944,917	\$2,732,618	\$4,680,890

B. RELOCATION

No persons, families, or businesses will be displaced by this project.

C. ENVIRONMENT

This project will not have a significant environmental impact upon the transit services in the area identified above.

D. COMPREHENSIVE PLANNING

This preliminary program of projects is in conformance with comprehensive land use and transportation planning for the area and is consistent with the locally adopted programming of projects in the annual element of the Transportation Improvement Plan (TIP).

E. ELDERLY AND PERSONS WITH DISABILITIES

This project takes into consideration the special transportation needs of the elderly by providing elderly and paratransit services.

F. CHARTER BUS

The City of Fargo will not provide any charter bus operations without first notifying all private operators in the area who claim to be willing and able to provide such service. If a private operator claims to be willing and able to provide charter services, then the City must review the evidence to determine whether or not the private operator will physically be able to provide the charter service, and if the provider has the required legal authority and necessary safety certifications that are required. If it is found that there is at least one willing and able provider which meets all of the aforementioned legal requirements by law, the City is prohibited from using FTA funded vehicles and equipment for charter service.

G. SCHOOL BUS OPERATIONS

The City of Fargo will not be engaged in school bus operations exclusively for the transportation of students or school personnel.

H. PRIVATE ENTERPRISE

Private enterprise is considered in all potential procurement contracts and subcontracts necessary in the operation of the transit system.

Interested persons or agencies desiring an opportunity to be heard with respect to social, economical, and environmental aspects of the program of projects may be heard at a this public hearing.

A copy of the preliminary program of projects, the current Transportation Development Plan, the current Transportation Improvement Plan, and a draft copy of the proposed grant application is available for public inspection at the City Transit Office, 650 23rd Street N, Fargo, North Dakota.

Julie Bommelman
Transit Director

(Publish Date April 8 and 15, 2019)

April 22, 2019

Board of City Commissioners
City Hall - 200 N 3rd Street
Fargo, ND 58102

Dear Commissioners:

The Federal Transit Administration made available to the City of Fargo \$2,732,618 to be used for the transit system. Grant allocations were published in the federal register and a nearly 12% increase over last year, or \$2,454,435. Please note, \$523,823 of the 2019 apportionment is included for meeting Small Transit Intensive Cities Performance Data indicators. The City of Fargo is required to hold a public hearing prior to submitting and executing an application. The attached Program of Projects was developed by the Transit Division to be submitted and executed with the application for the funds.

The requested motion is to approve the 2019 Program of Projects and submit/execute the grant.

Sincerely,



Julie Bommelman
Transit Director
City of Fargo

Attachment

29b

MEMORANDUM

TO: City Commission

FROM: Nicole Crutchfield, Planning Director *nicole crutchfield*

DATE: April 18, 2019

RE: Renaissance Zone Lease Application from BCWB, LLC (Project 278-F) located at 550 2nd Avenue North (located within 123 Broadway)

The following Renaissance Zone project application was reviewed and recommended for approval by staff per Renaissance Zone Authority Policy:

BCWB, LLC (Project 278-F) is proposing to lease commercial space located at 550 2nd Avenue North. This project application meets all of the State and local requirements for approval including that, the use is consistent with the goals and objectives as set forth within the Fargo Renaissance Zone Development Plan. The applicant is proposing to lease 3,013 square feet and is looking to occupy the space sometime in early May. The applicant estimates a \$33,500 income tax exemption over the 5-year term.

According to the Renaissance Zone Development Plan, the prospective tenant must be leasing a space from a building that has been approved as a Renaissance Zone project. A Renaissance Zone application for DFI BE LLC (256-F) was approved by the City of Fargo on February 27, 2017 and received final approval by the State on January 26, 2018.

Recommended Action: To approve the Renaissance Zone project application (BCWB, LLC) for a lease project at 550 2nd Avenue North and to grant state income tax exemptions as recommended by staff per Renaissance Zone Authority policy.

APPLICATION FOR RENAISSANCE ZONE – LEASE

Property owners, business owners, developers or investors interested in pursuing a Renaissance Zone project should review the *2015 RZ Plan*. The RZ Plan delineates the current geographical boundaries of the program (only certain blocks within the downtown core are included) and provides additional detail on minimum investment requirements and applicable program goals and objectives that must be met.

Property Owner Information
Name (<i>printed</i>): <u>DFI BE LLC</u>
Address: <u>210 Broadway Suite 300</u>
Primary Phone: <u>701.237.2337</u>
Alternative Phone: _____
Email: <u>zimney@kilbournegroup.com</u>

Representation Information (<i>if applicable</i>)
Name (<i>printed</i>): <u>Keli Gilbertson</u>
Address: <u>550 2nd Ave N</u>
Primary Phone: <u>952.393.2832</u>
Alternative Phone: _____
Email: <u>keli@blackcoffeeandwaffle.com</u>

Location of property involved in the application decision
Address or Parcel Number: <u>550 2nd Ave N (located within 123 Broadway project) 01-1520-00740-000</u>
Legal Description (<i>attach separate sheet if more space is needed</i>): _____ <u>Lot: 15 Block: 8 KEENEY & DEVITTS 1ST ALL LOT 15 B LK 8 EXC S 5 INCHES & ALL LOT 14 LESS SKYWAY AREA</u>
Renaissance Zone Block Number: <u>Renaissance Zone Block #11</u>
Current Use of Property: <u>Vacant</u>
How will this property affect historical properties: <u>Project is located in the historic Dakota Block Building. This buiding recently completed storefront renovation to restore the historic storefront style.</u>

Square Footage
Building: <u>17,857</u> sf Space Leased: <u>3,013</u> sf
List Each Floor sf Separately <u>Basement: 7,070 sf First Floor: 6,902 sf Second Floor: 5,296 (3,885 without skyway)</u>

Project Description
Expected Date of Lease: <u>5/7/2019</u>
Expected Date of Occupancy: <u>early May</u>
Tenant Activities: <u>Food and beverage</u>
Scope of Activities the Tenant will Undertake: <u>complete renovation of the vacant back area of the former metro drug space.</u>

Estimated Tax Impact	
Current True and Full Value:	\$523,600
Current Annual Property Tax:	\$9,628.10
Estimated Value of Building after Improvements:	\$1,788,580
Estimated Five-Year Impact:	\$124,860

Acknowledgement – We hereby acknowledge that we have familiarized ourselves with the rules and regulations to the preparation of this submittal and that the forgoing information is true and complete to the best of our knowledge.	
Owner (Signature):	<u>[Signature]</u> DFI BELL Date: <u>4/13/19</u>
Representative (Signature):	<u>[Signature]</u> Date: <u>4/13/19</u>

Office Use Only	
Date Filed:	<u>4/15/19</u> Planning Office Contact: <u>Muepfi</u>

**CITY OF FARGO RENAISSANCE ZONE
LEASE PROJECT APPLICATION**

Attn: This application must be approved by all local and state review entities prior to executing a lease.

1. **Street address, legal description, and Renaissance Zone Block number of proposed project. If the proposed project involves more than one parcel, please provide relevant information for each parcel.**

550 2nd Ave N (located within 123 Broadway project)
Fargo, ND 58102
Roberts Addition, Lots 1 & 2, Block 2
Renaissance Zone Block #6

2. **Current property owner(s).**

DFI BE LLC
210 Broadway, Suite 300
Fargo, ND 58102
Tax ID Number: 47-4524552
Phone:701.237.2279

3. **Name of applicant(s), mailing address, Federal ID number or SSAN, and type of entity (partnership, LLC, S-corporation, etc.). Phone number and email address.**

BCWB ND, LLC, DBA Black Coffee and Waffle Bar
Federal ID Number 83-4038772
550 2nd Ave N, Fargo ND 58102
701-566-8749

4. **Current use of property.**

Vacant.

5. **Square footage of the lot, the building, and the space leased. List each floor separately and provide a floor plan of the leased space).**

Lot Size: 6,942 sf
Basement: 7,070 sf
First Floor: 6,902 sf
Second Floor: 5,296 (3,885 without skyway)
3,013/SF leasable space. Please see floor plan attached.

6. **Project Description. Describe the anticipated tenant activities, scope of the activities that the tenant will undertake, and describe and the expected date of occupancy and lease.**

This property is located at one of the most visible locations in downtown in Downtown Fargo. This building is being renovated to create three storefronts in this historic building and face onto the future Block 9 Plaza. The addition of off of 2nd Ave N will add a new storefront and activity on this street. This business will operate as a family friendly restaurant, serving specialty coffee and house made buttermilk waffles.

The expected date of occupancy May 7, 2019.

7. **Describe how the project enhances the stated Renaissance Zone goals and objectives, being as specific as possible. Describe how this project addresses the needs and interests of the community (see Attachment C).**

Activity Generators.

This project sits on one of the most prominent locations in downtown and along Broadway. A location that will become much more visible upon the completion of the plaza redesign. Adding multiple tenants to this location will drive greater activity. We also recognize and applaud the City's long term goal to connect the river, downtown, and the downtown campus along 2nd Ave. The redesign of north façade with three new storefronts will contribute to this effort of drawing pedestrian activity from Broadway and towards the riverfront.

Walkable Districts.

This project will enhance the overall walkability of downtown Fargo by creating a more inviting public realm and increasing the number of retailers. The public realm will be greatly improved with the new storefront along Broadway that will replicate a more historic design and provide a large expanse of glass to provide better visibility and more interesting streetscape. The ground floor façade along 2nd Ave currently provides no entries or windows. Redesigning the building with three new storefronts and multiple windows and doors will create much more interesting and inviting space for pedestrians. Subdividing the space from one to up to four retailers creates more destinations and draw to the area.

Ground Floor Uses.

The ground floor of the project will include a targeted mixed of retail and food and beverage. Kilbourne Group is being very careful to target the appropriate concepts to ensure they contribute to and complement the vibrancy of the plaza. We imagine unique retail concept, retailers geared towards families and kids, and food and beverage concepts would all complement the plaza.

Neighborhood Center.

This project will continue the ongoing efforts of the Renaissance Zone program goals of making Broadway, downtown's "Main Street." The redesign of the building will increase the amount of mixed uses and make it more pedestrian friendly and inviting.

Transportation Issues.

The project is located along the most walkable street in the entire state. A Metro COG pedestrian counter at the intersection of Broadway and 2nd Ave averages daily counts of 600-1000+ and the surrounding businesses have Walk Scores® of 96. A Great Rides Bike Share station with 10 docks is located in the plaza that generated 7,218 bike checked ins/outs last season. Second Ave N is served by MatBus Routes 13, 13U, and 17 and a stop for the 15-minute FM Link circulator is 500 feet from this location. In addition, the Block 9 project will be constructing a ±350 parking on the block to the north, the Radisson parking garage is located one block to the east on 2nd Ave and new Roberts parking garage with 455 stalls will be constructed one block to the west on Roberts St.

Safe Streets – Safe Neighborhoods.

Buildings and storefronts with frequent windows and doors makes for a more inviting and interesting experience for pedestrians. Reintroducing windows and doors along 2nd and a larger storefront along Broadway will make both sidewalks more pedestrian friendly and active. This design will enhance the natural surveillance, both from the windows facing the street and additional businesses increasing foot traffic.

Placemeters

® located near the 2nd Ave and Broadway intersection show marked differences in foot traffic of the surrounding sidewalks. The sidewalk in front of Toscana averages 1,876 pedestrians a day, whereas the Broadway sidewalk in front of this project averages only 488 and the 2nd Ave sidewalk along the plaza averages 286 pedestrian. It's our expectations that our project, along with the completion of the Block 9 project, a redesigned plaza, and efforts to connect Broadway to the riverfront, will increase the amount of traffic.

Downtown Entryways.

This project will continue the ongoing investment to revitalize and restore the historic appearance of the buildings along Broadway. The redesign of the buildings north façade will coincide with the redesign of the plaza and resulting visibility.

The Place to Be.

The increased number of storefronts, a historic restoration of the building, and a 2nd Ave façade that is more interesting and inviting will create a project that will be another small cog in the bigger wheel that represents the success of downtown. Every incremental improvement in downtown contributes to its overall success by increasing the number of offerings and unique experiences.

A Place Like No Other.

Kilbourne Group places great effort to respect the past with thoughtful renovation and repurposing of our properties. The Dakotah Block building sits on one of the most prominent corners of downtown and one that will become even more prominent with surrounding development. The redesign will restore the building to its former glory with thoughtful renovations to better utilize the space.

Spruce up the area

Blank, windowless walls deactivate the streetscape. The reintroduction of windows and more importantly storefronts along the façade will help activate and draw pedestrians to this area.

Riverfront as an Asset.

While this property is not located on the riverfront, it will benefit from future redevelopment of the riverfront, civic quad, and 2nd Avenue corridor. Second Avenue has great potential to become a prominent pedestrian corridor. This corridor will be bookended by NDSU's downtown campus and the riverfront redevelopment, making Block 9 and the plaza a logical node connecting these two important downtown elements.

Great places have the ability to draw visitors along corridors by providing unique features at regular intervals. If designed correctly, the 2nd Ave corridor has the ability to create unique destinations between Broadway and the river. The plaza and the adjacent redesign of 2nd Ave into a pedestrian friendly shared space, the civic quad, and the river front redevelopment are logical nodes each about 800 feet apart. If the quad and riverfront are designed correctly as active spaces, they could help draw the Broadway pedestrian activity towards the river and vice versa.

24 hours a day – 7 days a week – 365 days a year.

Anecdotal evidence suggests that downtown's pedestrian activity is greatest over the lunch hour on weekdays and during the evenings as many drawn to downtown for the food and beverage opportunities. Recent additions such as Sandy's Donuts have helped increase the activity on weekends, but generally weekend activity is fraction of what is seen on weekdays and evenings. Our Placemeters® data confirms this generally accepted viewpoint, showing a drop in both pedestrian and vehicular activity on the weekends. It will be expected the redesigned plaza and its programmed events will generate increased activity on weekends and the Red River Market is certainly increasing activity on Saturdays.

A-1

However, much of the drop-off can be contributed to lack of businesses open or with

limited hours on weekends. Additionally, many of downtowns businesses cater to the over 21 crowd, with limited focus on merchandise or experiences for kids. Kilbourne Group has received considerable interest in this location from a variety of retail concepts, but it's our intent to increase the traffic and activity on weekends by trying to targeting retail concepts who focus on the underserved kid's demographic, which also would complement the plaza.

Connections and Coordination.

Increasing the number of businesses at this location and a redesigned storefront activating both Broadway and 2nd Ave will provide another node of activity to downtown. The design of the 2nd Ave façade is intended to connect this property with the redesigned plaza. We feel the west half of 2nd Ave could be redesigned in a way that it could be used as part of the plaza during large events, which would further strengthen this connection in downtown.

8. Describe how the project fits under the Zone's development guidelines (Attachment D).

High Priority Land Use

Our intent to target specialty retailers and specifically those concepts that could drive greater interest for families and kids would increase activity and provide another retail destination.

Target Areas

This property has remained vacant for more than a year. Upon closing on this property in late September we plan to move forward with a redesign that increases the number tenants and reactivates this important location in downtown.

Public Space

The improvements to the facades are not public space improvements, per say, but will instead make the sidewalk and public realm more interesting and inviting. As previously mentioned, we believe a redesigned 2nd Ave could provide a great opportunity for a unique public space.

Relocation

Owners are adding a new location and this is not a relocation of an existing business.

9. List of public and private financial commitments. If the project is funded by the Renaissance Zone Fund, describe type of funding and amounts.

Private funds are committed by Black Coffee and Waffle Bar and DFI BE LLC. No public funds will fund this project.

10. Estimated tax impact of Zone incentives to the applicant: Estimate the potential annual income tax savings.

Estimated potential annual income tax savings for Black Coffee and Waffle Bar is \$33,500.

11. Provide evidence that the applicant is current on state and local taxes (Certificate of Good Standing from State Tax Commissioner (see Attachment E) and receipt showing proof that local taxes have been paid.

Certificate of Good Standing completed and sent to the State.

Submit Project Proposals to:
Department of Planning and Development, 200 N 3rd Street, Fargo, ND 58102
Phone 701-241-1474
A-1

Please complete the following that apply:

A. The proposed development or lease are representative of “High Priority Land Uses” as defined by this RZ Plan (see pg. 29).

1. Is this a **Primary Sector Business**? If true, how?

No, we are a restaurant and do not produce raw materials.

2. Is this an **Active Commercial, Specialty Retail or Destination**? If true, how?

No, we are a restaurant, which might be considered specialty retail, but is generally considered a part of the hospitality industry.

3. Is this a **Mixed-Use Development**? If true, how?

Our lease at 550 2nd Ave N is within the old Metro Drug building at 123 Broadway. This space includes Silver Linings Creamery, Wasabi, and apartments, as well as our restaurant, and shared bathrooms in a common area.

4. Does this development include **large, upscale residential units**? If true, how?

There will be residential apartments leased in the building same, but these are not a part of our specific project or business activities.

B. Target Area Considerations: consideration shall be given to whether this property has been vacant or underutilized for a period of time and/or whether the property is specifically targeted for clearance.

1) Is this **parcels vacant or underutilized for an extended period of time**? If true, how?

The building, once home to Metro Drug, has been vacant since July 2015.

2) Is this a **parcel specifically targeted for clearance in the Renaissance Zone Plan**?

No, based on the map located within the Fargo Renaissance Zone Development Plan: 2015, Page 20, we are located on Block 11 with the targeted land use being preservation and rehabilitation.

C. Will the project create civic space or public space and/or will enhance pedestrian connectivity, streetscape amenities or contribute to street level activation?

The front of the space will be remodeled, maintaining much of the original masonry, and adding 2 large garage doors that will open to face Block 9, letting in natural light and giving an open air feel to the fully remodeled cafe and restaurant space. We also intend to apply for sidewalk seating for the Spring of 2020.

D. Will the proposed project meet investment minimum criteria? How?

N/A

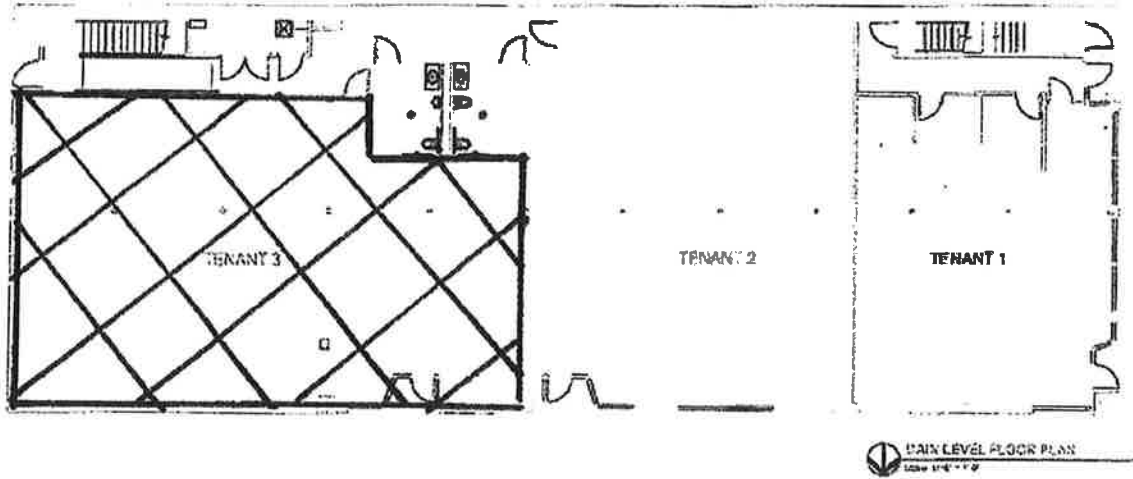
E. Will the proposed project accommodate the relocation of a business from another North Dakota community? If true, how?

No, our business is new to the state of North Dakota.

F. Is the project located within a historic district? Will the project fit contextually and will the project contribute or enhance the area from an architectural perspective? If true, how?

Based on the information on the City of Fargo website, we are not located within one of the existing Historic Overlay Districts.

Tenant premises (hatched) with the 123 Broadway Building



NOTICE OF HEARING

29c

Application for Alcoholic Beverage License

Notice is hereby given that the Board of City Commissioners of the City of Fargo, North Dakota, will conduct a Public Hearing in the City Commission Room, City Hall, on Monday, March 25, 2019 at 5:15 o'clock p.m. to consider an application for a Class "H" Alcoholic Beverage License for Pho D'Licious, Inc d/b/a: Pho D'Licious to be located at 623 NP Ave N, Fargo.

Any interested person may appear and will be heard.

City Auditor's Office
(March 4, 2019)



MEMORANDUM

TO: Board of City Commissioners
FROM: Steven Sprague, City Auditor
SUBJECT: Liquor License Application – Pho D’licious
DATE: March 20, 2019

The following application for a liquor license was received by the Auditor’s office and reviewed by the Liquor Control Board:

License Class: H On-Sale Beer only, requires 50% food
Business Name: Pho D’licious
Location: 623 NP Avenue
Applicants: Hung Tang, Cindy Tang

Being no significant concerns, the Liquor Control Board voted to approve the issuance of the license. The complete application is available for review in the Auditor’s Office.

Recommended Motion:

Move to approve the issuance of a Class H alcoholic beverage license to Pho D’licious

MEMORANDUM

TO: Chief David Todd
FROM: Sergeant Matt Christensen
DATE: March 7th, 2019

SUBJECT: Application for a Class “H” Alcoholic Beverage License for Pho D’Licious, Inc d/b/a: Pho D’Licious to be located at 623 NP Avenue N, Fargo, ND.

In accordance with Section 25-1505 of the Fargo Municipal Code, I have conducted an investigation into the character, reputation and fitness of the applicant(s) listed on the supplied application.

During this investigation I questioned the applicant’s criminal background, credit history, past residence history as well as any interaction they have had with law enforcement in any state.

The following information was discovered through this investigation:

Hung Ngoc Tang – Owner

Criminal History- No areas of concern
Credit History- No areas of concern

Cindy Tang – Owner

Criminal History- No areas of concern
Credit History- No areas of concern

Investigation Notes

This application is for a class “H” Alcoholic Beverage License which allows the sale of beer “on-sale” only, served a booth or table, with no bar allowed and requires 50% food sales. This is a new restaurant that will provide a Vietnamese food option to its customers with the option to order beer with their meal. This establishment’s primary function will be to serve as a restaurant/eatery. Through this investigation, it was discovered Hung Tang was recently involved in a civil lawsuit with a former business partner at Angel Nails (April 2018). A criminal report was completed regarding Hung Tang writing a check from the business account, but charges were declined as it appeared to be a civil issue the business partners settled in civil court in May 2018. Hung Tang was also listed as a suspect and a victim regarding a domestic violence situation in Fargo

(December 2016) with his ex-wife in which they both allegedly slapped each other over a disagreement. Officers were called and a report was completed but charges were declined. From the investigation it appears there was an independent witness who stated Tang was not the primary aggressor and was the victim of the incident.

Business Location

Pho D'Licious will be located at 623 NP Avenue N, Fargo, ND. Other businesses in the area with an alcoholic beverage license include: No Bull Smokehouse, Fort Nok's, Sports Bar, Wurst Bier Hall, Drekker Brewing, Rooter's Bar, Hotel Donaldson, and Old Broadway.

Conclusion

I believe I have discovered all information related to the listed applicant(s) and all information related to the issuance of the requested liquor license. I have provided this completed background investigation to Fargo Police Chief David Todd for his review and recommendation.

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MEMORANDUM

TO: Board of City Commissioners
FROM: Steven Sprague, City Auditor
SUBJECT: Liquor License Application – Black Coffee and Waffle Bar
DATE: April 17, 2019

The following application for a liquor license transfer was received by the Auditor's office and reviewed by the Liquor Control Board:

License Class: I beer & wine, food sales must exceed alcohol sales, bar allowed
Business Name: Black Coffee and Waffle Bar
Location: 550 2nd Avenue North
Applicants: Brad Cimaglio

Being no significant concerns, the Liquor Control Board voted to approve the issuance of a Class I alcoholic beverage license to BCWB ND, LLC d/b/a Black Coffee and Waffle Bar. The complete application is available for review in the Auditor's Office.

Recommended Motion:

Move to approve the issuance of a Class I alcoholic beverage license to BCWB ND, LLC d/b/a Black Coffee and Waffle Bar.

MEMORANDUM

TO: Chief David Todd

FROM: Sergeant Matt Christensen

DATE: April 4th, 2019

SUBJECT: Application for a Class "I" Alcoholic Beverage License for BCWB ND, LLC d/b/a: Black Coffee and Waffle Bar to be located at 550 2nd Avenue North, Fargo, ND.

In accordance with Section 25-1505 of the Fargo Municipal Code, I have conducted an investigation into the character, reputation and fitness of the applicant(s) listed on the supplied application.

During this investigation I questioned the applicant's criminal background, credit history, past residence history as well as any interaction they have had with law enforcement in any state.

The following information was discovered through this investigation:

Bradley Cimaglio – Owner

Criminal History- No areas of concern

Credit History- No areas of concern

Jennalee Salmon – Manager

Criminal History- No areas of concern

Credit History- No areas of concern

Investigation Notes

This application is for a class "I" Alcoholic Beverage License which allows the licensee to sell beer, wine, and sparkling wine "on-sale" only. A physical bar is allowed but there must be 65% food sales. The business model for this establishment will be a specialty coffee shop that also serves waffles and a limited selection of alcoholic beverages. The atmosphere would be for a breakfast/brunch type atmosphere that promotes a lounge and study area for customers. Through the course of this investigation, there were no issues noted that would predict any issues with this liquor license issuance.

Business Location

Black Coffee and Waffle Bar will be located at 550 2nd Avenue North, Fargo, ND. Other businesses in the area with an alcoholic beverage license include: the VFW, Toscana, Blackbird Woodfire, the Boiler Room, Rosey's Bistro, Twist, Kilstone Brewing, Dempsey's, Beerfish, Sammy's Pizza, and Black Sheep Grill & Tavern.

Conclusion

I believe I have discovered all information related to the listed applicant(s) and all information related to the issuance of the requested liquor license. I have provided this completed background investigation to Fargo Police Chief David Todd for his review and recommendation.

29e

MEMORANDUM

TO: Board of City Commissioners
FROM: Steven Sprague, City Auditor
SUBJECT: Liquor License Location Transfer & Name Change
DATE: April 17, 2019

The following application for a liquor license transfer was received by the Auditor's office and reviewed by the Liquor Control Board:

License Class: FA full alcohol, food sales must exceed alcohol sales, bar allowed
Business Name: Chefs Table transfer from Barbacoa
Location: 670 4th Avenue North
Applicants: Dan Hurder

Being no significant concerns, the Liquor Control Board voted to approve the location transfer and name change of a Class FA alcoholic beverage license from Barbacoa ND LLC d/b/a Barbacoa to Barbacoa ND d/b/a Chefs Table to be located at 670 4th Ave N. The complete application is available for review in the Auditor's Office.

Recommended Motion:

Move to approve the name change and location transfer from Barbacoa ND LLC d/b/a Barbacoa located at 3241 42nd St S to Barbacoa ND LLC d/b/a Chefs Table located at 670 4th Ave N.

MEMORANDUM

TO: Chief David Todd
FROM: Sergeant Matt Christensen
DATE: April 4th, 2019

SUBJECT: Application for a transfer of name and location for a Class "FA" Alcoholic Beverage License for Barbacoa ND, LLC d/b/a: Barbacoa to Barbacoa ND, LLC d/b/a: Chef's Table Private Dining & Events, currently located at 3241 42nd Street South to be located at 670 4th Avenue North, Fargo, ND.

Per City Auditor Steve Sprague, this is only a transfer of use and location of a currently existing liquor license of existing owners that does not require a background investigation done.

Daniel Hurder- Owner

No issues noted

Investigation

I spoke to Steve Sprague regarding the review of this application and still conducted a review into any past or ongoing issues with the current license. There were no issues noted with Barbacoa's liquor license usage. I also conducted a local criminal records check on the applicant and found no issues.

The transfer will change the business model from one of an on-site restaurant to that of a catering business that will not have a specific location for an establishment or on site consumption of alcohol. The license will remain in effect to be utilized in accordance with city ordinances related to catering special events at various locations.

Business Location

Chef's Table Private Dining & Events will be located at 670 4th Avenue North, Fargo ND, but will not provide onsite consumption at this location. Other businesses in the area with an alcoholic beverage license include: The Nail Bar, Spicy Pie, Mezzaluna, the Empire, and Sanctuary Events Center.

Conclusion

I believe I have discovered all information related to the listed applicant(s) and all information related to the transfer of the requested liquor license. I have provided this condensed background review to Fargo Police Chief David Todd for his review and recommendation.

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MEMORANDUM

TO: Board of City Commissioners
FROM: Steven Sprague, City Auditor
SUBJECT: Liquor License Application – Rose Creek
DATE: April 17, 2019

The following application for a liquor license transfer was received by the Auditor's office and reviewed by the Liquor Control Board:

License Class: FA-Golf Golf Course liquor license
Business Name: Big Erv's @ Rose Creek
Location: 1500 East Rose Creek Parkway South
Applicants: Kelly Visto

Being no significant concerns, the Liquor Control Board voted to approve the transfer of the license from E.R.L, Inc. d/b/a Seasons at Rose Creek to Big Erv's Bar & Grill, LLC d/b/a Big Erv's @ Rose Creek. The complete application is available for review in the Auditor's Office.

Recommended Motion:

Move to approve the transfer of an FA-Golf alcoholic beverage license from E.R.L. INC d/b/a Seasons at Rose Creek to Big Erv's Bar & Grill LLC d/b/a Big Erv's @ Rose Creek.

MEMORANDUM

TO: Chief David Todd

FROM: Sergeant Matt Christensen

DATE: April 15th, 2019

SUBJECT: Application for transfer of a Class "FA-Golf" Alcoholic Beverage License from E.R.L., Inc. d/b/a Seasons at Rose Creek, to Big Ery's Bar and Grill, LLC d/b/a Big Ery's at Rose Creek to be located at 1500 Rose Creek Parkway South, Fargo, ND.

In accordance with Section 25-1505 of the Fargo Municipal Code, I have conducted an investigation into the character, reputation and fitness of the applicant(s) listed on the supplied application.

During this investigation I questioned the applicant's criminal background, credit history, past residence history as well as any interaction they have had with law enforcement in any state.

The following information was discovered through this investigation:

Kelly R Visto - Owner

Criminal History- March 2009 DUI/APC/.08 or Greater
Fargo, ND Pled Guilty- 30 days Jail suspended, Evaluation
and VIP panel requirement- Fulfilled

June 2009- Issuing Check without Sufficient Funds (B Misd)
Cass County Pled Guilty- Unsupervised Probation
\$470 in fines/fees

July 2009- Failure to Transfer Title (B Misd)
Cass County Pled Guilty - Credit for time served (3 days)
\$225 in fines/fees

Prior to 2009, Visto had five instances of issuing checks without funds. All were misdemeanor offenses and were taken care of through paying fines and becoming current.

There have been no other issues since 2009

Credit History- No areas of concern

Investigation Notes

The business concept for this license will be for Big Erv's bar to operate their current business model of a grill and bar out of the Rose Creek Country Club. The restaurant will serve alcohol and a full menu in a grill and bar setting, but will also cater to banquets and weddings at the location. There is a current liquor license at Rose Creek Country Club and the owners are asking to transfer it to the applicant to operate out of the same location.

I spoke to Cass County Deputy Jesse Castle who informed me he had been contracted to work the Horace area in the past and has dealt with Visto several times. Deputy Castle said Visto is decent to work with and he has never had any issues with him. Deputy Castle also mentioned that Visto would call law enforcement if there were any issues at the bar that needed to be dealt with. During this investigation, there were not any issues found that would suggest the issuance of this liquor license would cause any problems for the Country Club.

Business Location

Big Erv's at Rose Creek will be located in the Rose Creek Country Club at 1500 Rose Creek Parkway South, Fargo, ND. Other businesses in the area with an alcoholic beverage license include; Frank's Lounge and Spicy Pie.


Conclusion

I believe I have discovered all information related to the listed applicant(s) and all information related to the issuance of the requested liquor license. I have provided this completed background investigation to Fargo Police Chief David Todd for his review and recommendation.

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MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS

FROM: MAYOR TIMOTHY MAHONEY 

DATE: APRIL 15, 2019

SUBJECT: GROWTH INITIATIVE FUND BOARD

Chuck Hoge has served as the City of Fargo's appointee to the Growth Initiative Fund Board of Directors. He is planning to move out of the area later this month and will no longer be eligible to serve.

I am recommending the appointment of Josh Teigen to the Growth Initiative Fund Board of Directors to fill the vacancy created by the departure of Mr. Hoge. Mr. Teigen has extensive background in business, most recently serving as President of a local start-up, Protosthetics. He has also consulted in various primary sector companies around the US and internationally.

Mr. Teigen is interested in serving on the GIF Board and I am recommending that he be appointed to fill the unexpired term of Chuck Hoge ending December 31, 2021.

Your favorable consideration of this request will be greatly appreciated.

RECOMMENDED MOTION: To appoint Josh Teigen to the Growth Initiative Fund Board of Directors for a term ending December 31, 2021.



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MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS
FROM: JIM GILMOUR, STRATEGIC PLANNING DIRECTOR
DATE: APRIL 16, 2019
SUBJECT: TAX INCREMENT FINANCING REQUEST

The City has received a request for Tax Increment Financing (TIF) for a proposed project to be located northeast of University Drive and 11th Avenue North. Older residential buildings are located on the property and some of the buildings are in very poor condition. The proposed project would be redevelopment of the site and the construction of an 85 unit apartment building and 11 townhomes.

The site appears to have blighted conditions, so the TIF program may be appropriate for the redevelopment of this site. A copy of the request is attached. Zoning of this property was recently changed to allow for the proposed redevelopment. A map is attached that shows the age of the buildings and number of housing units on each site.

Fargo TIF policy calls for the City Commission to review the request to determine if staff should proceed to work with the developer on a renewal plan, and forward an application to the City financial advisors for review.

The Newman Center on the north side of the block is building attached housing that could be taxable. Because of this, there is an opportunity to prepare a renewal plan that would include the entire block, and use TIF funding for housing redevelopment activities in the Roosevelt neighborhood to support single-family housing.

RECOMMENDED MOTION: Authorize staff to submit the Roers proposal to the City's financial advisors for review, prepare a renewal plan that would include the entire block and draft a development agreement for the redevelopment of property northeast of University Drive and 11th Avenue North.

Attachments

- Development
- Construction
- Property Management
- Commercial & Residential Real Estate

April 10, 2019

Mr. Jim Gilmour
Director of Strategic Planning & Research
City of Fargo
225 4th St N
Fargo, ND 58102

RE: St. Paul's Newman Center Block Redevelopment

Dear Mr. Gilmour,

Roers Development, Inc. respectfully requests that the Fargo City Commission consider our request to establish a Tax Increment Finance District (TIF) to assist us in the redevelopment of a portion of the St. Paul's Newman Center block into 85 market rate apartments and 11 townhomes. Please include our request on the next possible City Commission meeting.

Thank you.

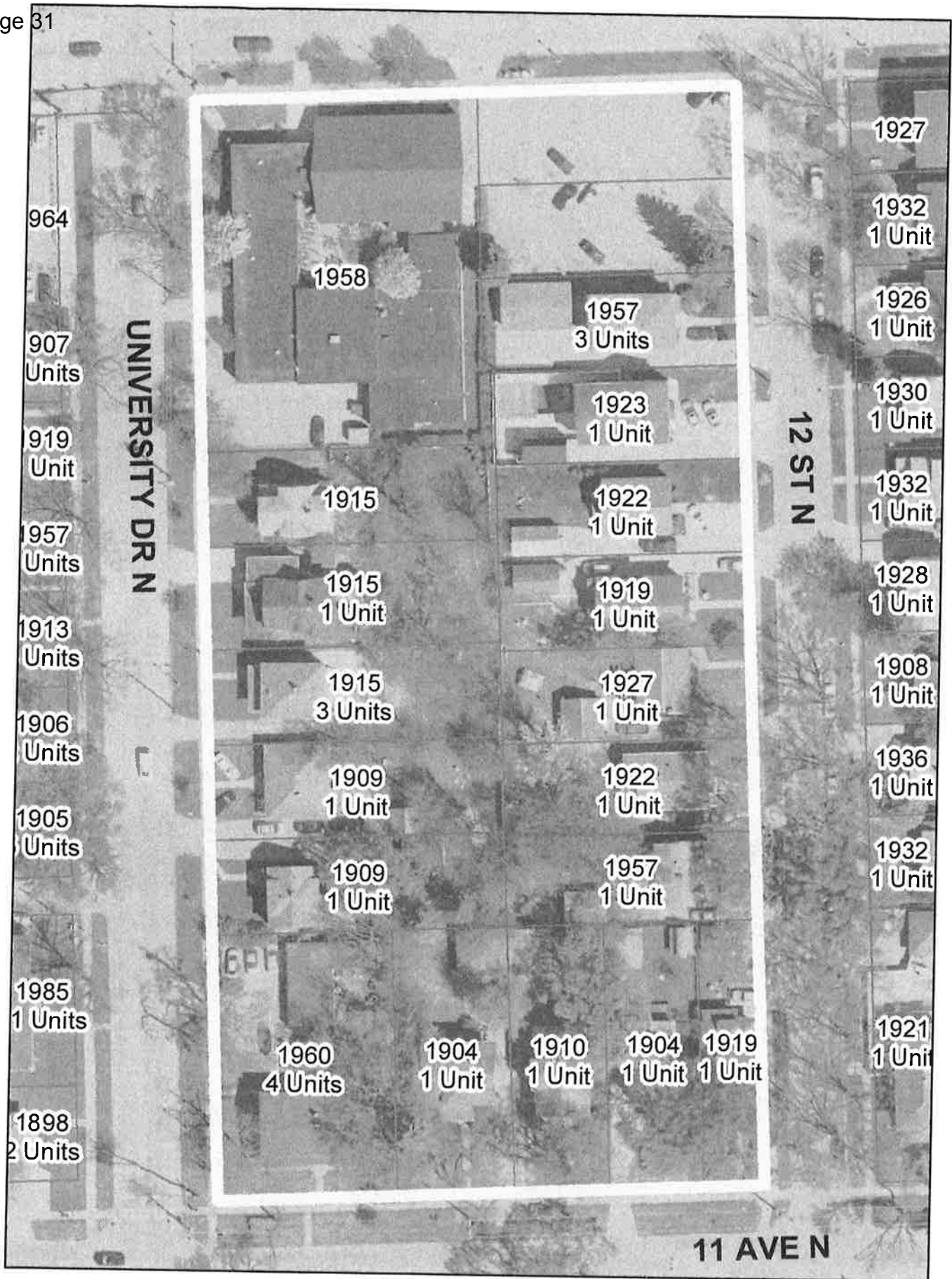
Sincerely,



Larry S. Nygard, President
Roers Development, Inc.

ROERS

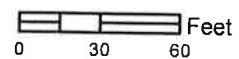
Building success.



Renewal Area

Renewal Area 2018-04

Year Built & Unit Count



33

April 17, 2019

To: Honorable City Commission
From: Brenda Derrig, City Engineer
Bruce Grubb, City Administrator
Subject: Burying of Overhead Utilities on Roberts Alley

After past discussion at the Commission about the feasibility of burying overhead power lines, Kilbourne and the City of Fargo started evaluating the possibility to bury the overhead utility lines in the Roberts Alley from 1st to 4th Avenue North with the power and telecommunication companies. With the development of Dillard, Robert Commons Ramp, and the future Kessler site this has become a pressing matter.

Through our meetings, we have been able to work out a total cost estimate and a proposed cost share proposal. We have had meetings with the telecommunication companies and are continuing to negotiate for a discount in their costs. Attached you will find Report of Actions from the Finance Committee and the Public Works Project Evaluation Committee recommending approval of the cost share proposal.

As we move through this process there are many technical and financial unknowns regarding the burying of secondary power and telecommunication lines, this project would serve as a "pilot project" and be used to gather useful information on which to base future decisions.

Staff is asking Commission to review the cost share proposal and request staff to continue to work on documents to support the cost share proposal.

Suggested Motion:

Approve the cost share proposal with a not to exceed amount of \$911,665 and request staff to continue to work on documents to support the cost share proposal.

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Type: Roberts Alley Cost Share Proposal

Location: Roberts Alley

Date of Hearing: 4/15/2019

<u>Routing</u>	<u>Date</u>
City Commission	4/22/2019
Finance Committee	3/4/2019
PWPEC File	X
Project File	Kristy Schmidt

The Committee reviewed the accompanying cost share proposal between City of Fargo, Kilbourne, and Xcel for the burying of the overhead power within the Roberts Alley from 1st to 4th Avenue North. This proposal was approved at Finance Committee on March 4, 2019. The City of Fargo is currently negotiating with the telecommunication companies to reduce the total cost but do not have a final commitment at this time.

The Cost Share Proposal as approved by Finance is:

- Xcel - \$500,000
- Kilbourne - \$844,209
- City of Fargo - \$911,665

On a motion by Tim Mahoney, seconded by Kent Costin, the Committee voted to recommend approval of the Cost Share Proposal for the burying of the overhead power in the Roberts Alley from 1st to 4th Avenue North.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve the cost share proposal for the burying of the overhead power and telecommunications in the Roberts Alley from 1st to 4th Avenue North.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Sales Tax/Franchise Fees

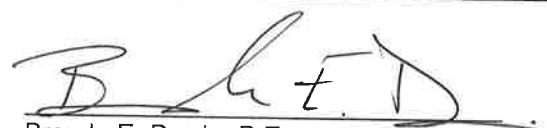
Developer meets City policy for payment of delinquent specials
 Agreement for payment of specials required of developer
 Letter of Credit required (per policy approved 5-28-13)

Yes	No
N/A	
N/A	
N/A	

COMMITTEE

Present	Yes	No	Unanimous
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Williams
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- Tim Mahoney, Mayor
- Nicole Crutchfield, Director of Planning
- Steve Dirksen, Fire Chief
- Bruce Grubb, City Administrator
- Ben Dow, Director of Operations
- Steve Sprague, City Auditor
- Brenda Derrig, City Engineer
- Kent Costin, Finance Director


 Brenda E. Derrig, P.E.
 City Engineer

ATTEST:

C: Kristi Olson

Roberts Alley Pilot Project - Power Line and Telecommunications Line Burying

Construction Cost Estimate - Roberts Alley

1st Avenue North to 2nd Avenue North	
Power (Xcel)	Telecommunications (Varies)
Primary Overhead	\$ 250,000
Secondary Overhead (service lines)	\$ 455,830
Total	\$ 705,830

Cost-Share - Roberts Alley

1st Avenue North to 2nd Avenue North	
Power (Xcel)	Telecommunications (Varies)
Xcel	\$ 250,000
Kilbourne	\$ 342,882
City	\$ 112,948
Total	\$ 705,830

Construction Cost Estimate - Roberts Alley

2nd Avenue North to 4th Avenue North	
Power (Xcel)	Telecommunications (Varies)
Primary Overhead	\$ 250,000
Secondary Overhead (service lines)	\$ 732,235
Total	\$ 982,235

Cost-Share - Roberts Alley

2nd Avenue North to 4th Avenue North	
Power (Xcel)	Telecommunications (Varies)
Xcel	\$ 250,000
Kilbourne	\$ 293,970
City	\$ 438,265
Total	\$ 982,235

Total Pilot Project Cost	\$ 2,255,865
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Total Cost Share	\$ 2,255,865
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Cost Share Allocations - Finance Approved 3/4/2019	
Xcel	\$ 500,000
Kilbourne	\$ 844,209
City	\$ 911,665
Total	\$ 2,255,874

REPORT OF ACTION

FINANCE COMMITTEE

Project: Bury Overhead Utilities **Type:** Utility Relocation

Location: Roberts Alley (1st to 4th Avenue North)

Date of Hearing: March 4, 2019

<u>Routing</u>	<u>Date</u>
City Commission	April 22, 2019
Project File	_____

Bruce Grubb, City Administrator, presented a proposed revised plan to relocate power and telecommunications lines in the Robert Street alley. There would be three stakeholders in the project to include Xcel Energy, Kilbourne Group and the City of Fargo. The cost share is estimated as follows:

- \$500,000 – Xcel to relocate the powerlines
- \$845,000 – Kilbourne for the secondary utility connections to their buildings
- \$912,000 – City of Fargo for the remaining secondary utility connections

This would be considered a pilot project. Redlinger moved to approve this cost participation between stakeholders. Costin seconded the motion and all voted in favor.

The source of funding discussed would be sales tax or franchise fees.

MOTION:

On a motion by Mike Redlinger, seconded by Kent Costin, the Finance Committee voted to approve the proposed cost share relocation of the power and telecommunication lines in Roberts Alley from 1st to 4th Avenue North. All Finance Committee members voted in favor of the utility relocation.

<u>COMMITTEE:</u>	<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
				<u>X</u>
				<u>Proxy</u>
Tim Mahoney, Mayor	X	X		
Dave Piepkorn, City Commissioner	X	X		
Bruce Grubb, City Administrator	X	X		
Mike Redlinger, Assistant City Administrator	X	X		
Kent Costin, Director of Finance	X	X		
Steve Sprague, City Auditor	X	X		

ATTEST:

 Kent Costin
 Finance Director