



Regular Renaissance Zone Review Board Meeting

Thursday, January 22, 2026, at 9:00 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
 - 1.1. ELECTION OF 2026 OFFICERS: CHAIR AND VICE-CHAIR
2. ADOPT MEETING MINUTES
 - 2.1. ADOPT THE MEETING MINUTES OF DECEMBER 10, 2025
3. RENAISSANCE ZONE APPLICATIONS
4. FACADE IMPROVEMENT PROGRAM APPLICATIONS
 - 4.1. CASE NO. FI-18, A REQUEST BY WBH PROPERTIES, LLP, FOR A FORGIVABLE LOAN OF UP TO \$100,000 FOR FACADE IMPROVEMENTS AT 17 CENTRAL AVENUE EAST
 - 4.2. CASE NO. FI-19, A REQUEST BY CHURCH OF ST. LEO - MINOT TRUSTEE INC., FOR A FORGIVABLE LOAN OF UP TO \$65,250 FOR FACADE IMPROVEMENTS AT 209 1ST ST. SE
5. OTHER BUSINESS
 - 5.1. FACADE IMPROVEMENT PROGRAM UPDATE
6. NEXT SCHEDULED MEETING
 - 6.1. THURSDAY, FEBRUARY 26, 2026 AT 9:00 AM
7. ADJOURNMENT

On December 10, 2025, a Regular Renaissance Zone Review Board Meeting of the Minot Renaissance Zone Review Board was held in the Finance Conference Room, City Hall (10 3rd Ave SW). called the meeting to order at 09:02 AM.

1. CALL TO ORDER/ROLL CALL

Members Present: Pete Hugret, Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman

Members Absent: Christine Staley, Betty Fedorchak, Tonia Vitko, Jill Ward

City Staff Present: Brian Billingsley, Hannah Hornberger

Others Present: Paul Pitner, Jonathon Rued

2. ADOPT MEETING MINUTES

2.1. ADOPT THE MEETING MINUTES OF THE OCTOBER 23, 2025 REGULAR MEETING

The motion to approve October 23, 2025 regular meeting minutes was initiated by Renaissance Zone Board Member Hugret seconded by Renaissance Zone Board Member Lyman and carried by the following roll call vote: ayes: Pete Hugret, Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Luke Heilman; nays: None.

3. RENAISSANCE ZONE APPLICATIONS

3.1. FINAL APPROVAL OF CASE NO. M-101: A REQUEST BY 5TH AVENUE INVESTMENTS, LLC FOR A FIVE YEAR PROPERTY TAX AND INVESTMENT INCOME TAX EXEMPTION BENEFIT FOR A PURCHASE WITH MAJOR IMPROVEMENTS ON A PROPERTY LOCATED AT 215 5TH AVE. NW.

Amy Rogers arrived at 9:07am.

The initial application was submitted in 2023. The work has been finished and inspected.

Jonathon Rued, the applicant, informed the board that their address has been changed now. The parcel contains 3 buildings and each building is given its own address now.

The new addresses are 215, 217 & 219 5th Ave NW.

The building, now 219, is a brick building. It was completely gutted and half of the building is now office space. The other half is a shop being leased by a vinyl wrap company. Another building on the lot is a shop and that is being leased as well. The brick building has all new windows and the exterior is painted and new gutters. The shop building was given a new roof and painted as well as a complete interior remodel. The applicant needed to do \$113,500 worth of work, they had submitted over \$300,000 in improvements.

This application will go in front of City Council on January 5th.

The motion to final approval was initiated by Renaissance Zone Board Member Lyman seconded by Heilman and carried by the following roll call vote: ayes: Pete Hugret, Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman; nays:

None.

4. FACADE IMPROVEMENT PROGRAM APPLICATIONS

There will be a facade application brought to the January meeting.
At least 1 more application for the February meeting.

5. OTHER BUSINESS

6. NEXT SCHEDULED MEETING

THURSDAY, JANUARY 22, 2026 @ 9:00 AM

7. ADJOURNMENT

The motion to Adjourn was initiated by Renaissance Zone Board Member Lyman seconded by Renaissance Zone Board Member Hugret and carried by the following roll call vote: ayes: Pete Hugret, Pat Bailey, Mark Lyman, Jason Bentley, Tom Alexander, Amy Rogers, Luke Heilman; nays: None.
The meeting was adjourned at 9:14am.

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

WBH Properties LLP 1713 East Bismarck Expy. Bismarck, ND 58504 Chris Whalen
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 17 E Central Ave. Minot, ND 58701 Property Zoning CBD
Year building was built and (approximate) dates of any exterior changes? 1930's 1979 store front remodel

Is the property currently occupied? ☒ Yes ☐ No

If no, what is the current use of the property? Commercial Office Retail Space

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.

Occupant 1 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
Clutes's / Fireside Office Solutions	100			
Occupant 2 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
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)

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

Existing facade included a wood structured sloped canopy with roof shingles and painted wood panel soffits approximately 5'-0" high x 35'-0" length. Signage was secured to the sloped shingles. There is existing clear aluminum storefront entrances and glazing system with approximately 24" of knee wall framing below window with aged inside fin tube heating system on interior. 2nd level window type wood framed, sashed slider operation approximately 4'-0" W x 6'-8" H.

(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)

Existing facade demolition included the canopy, aluminum entrance and window systems and 2nd Level windows. The new design included a new aluminum door entrance and window systems approximately (2) 17'-0" x 10'-7" in size. A new insulated painted panel wall above the window system is provided for signage along with matching painted insulated trimmed out knee wall below the windows. Entrance into existing office space will have auto door opener system. New 2nd Level windows to be fiberglass double hung operation approximately 4'-0" W x 6'-8" H.
Existing interior track lighting to be wired on timer to operate per City requirements.

(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	\$13,890.00
Removal of inappropriate materials and other demos	Included Total Cost Amount
Repair or Replacement of display windows with	Included Total Cost Amount
Repair or Replacement of 2 nd Floor and above façade windows (please talk to staff about this in advance)	Included Total Cost Amount
Installation of interior/exterior storm windows	Included Total Cost Amount
Repair or Replacement of doors with	Included Total Cost Amount
Cleaning of masonry (NO Sand or abrasive blasting)	Included Total Cost Amount
Repoint, Tuck Point Masonry	N/A
Replacement of Masonry (if necessary)	N/A
Repair or replacement of cornices or other decorative elements)	N/A
Improvement of INTERIOR display windows (must include lighting, consider timer)	Included Total Cost Amount
Installation/repair of retractable or fixed awnings	N/A
Building, planning, and encroachment fees (if required)	\$500.00
Installation of sign lighting	Included Total Cost Amount
Installation of exterior lighting	N/A
Repair of ornamental elements	N/A
Other (list or attach)	N/A
Contingency for demolition/hidden changes not to exceed 7%	\$129,548.00 Bid Amount
	Total Cost \$143,938.00

AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant Amount _____

Bank Amount _____

Equity/Investors Amount _____

Other Amount _____

Expected City Contribution _____

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	\$112,200.00	_____
MID	2	\$126,548.00	_____
HIGH	3	\$139,200.00	_____

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

12/2/2025
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

12/2/2025
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

12/2/2025
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

12/2/2025
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:		

WARRANTY DEED

THIS INDENTURE, made this 14th day of June, 2024, between Clute Properties, LLC, Grantor, whether one or more, and WBH Properties LLP, Grantee, whether one or more, whose post office address is 1713 E. Bismarck Expressway, Bismarck, ND 58504.

WITNESSETH, for and in consideration of the sum of Ten and no/100 Dollars (\$10.00), and other good and valuable 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 40 feet of the West 80 feet of Lots 16, 17, 18, 19 and 20, Block 19, Original Townsite of the City of Minot, Ward County, North Dakota, Less that portion of Lot 16 as recorded in Book "B" of Deeds, page 137.

SUBJECT to easements, rights of way, restrictions and mineral conveyances and reservations of record.

And the Grantor for itself, its successors and assigns, does covenant with the Grantee that it is well seized in fee of the land and premises aforesaid and has good right to sell and convey the same in manner and form aforesaid; that the same are free from all encumbrances, except installments of special assessments or assessments for special improvements which have not been certified to the County Auditor for collection, and the above granted lands and premises in the quiet and peaceable possession of the Grantee, against all persons lawfully claiming or to claim the whole or any part thereof, the Grantor will warrant and defend.

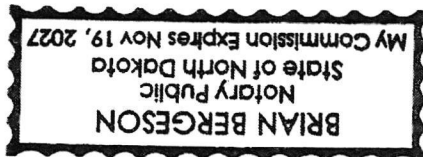
WITNESS, the hand of the Grantor:

Clute Properties, LLC

By: Barry Clute
Its: President

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF BURLEIGH)

On this 14th day of June, 2024, before me personally appeared Barry Clute, known to me to be the President of the limited liability company that is described in and that executed the within instrument and acknowledged to me that such limited liability company executed the same.

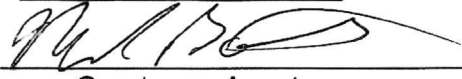


(SEAL)

B. Bergeson
Notary Public

Grantee (Buyer) Sign One of the Following

I certify that the full consideration paid or to be paid for the property described in this deed is \$ 228,000.00.

Signed:  Date: June 14, 2024
Grantee or Agent

I certify that the requirement for a record or statement of full consideration paid does not apply because this deed is for one of the transactions exempted by NDCC § 11-18-02.2(6)(☐).

Signed: _____ Date: _____
Grantee or Agent

(The legal description was prepared by Patrick Bair, Bair Law Firm, P.O. Box 100, Mandan, ND 58554-0100, or obtained from a previously recorded instrument.)

AFFIDAVIT OF MARKETABLE TITLE

Barry Clute, the President of Clute Properties, LLC,
being sworn, hereby states:

This Affidavit is made pursuant to Chapter 47-19.1 of the North Dakota Century Code, commonly called the "Marketable Record Title" Act.

Clute Properties, LLC is in fact the owner and in possession of the following-described real estate situate in the County of Ward, State of North Dakota, to-wit:

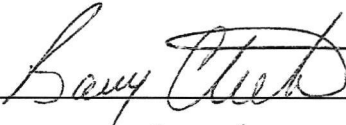
East 40 feet of the West 80 feet of Lots 16, 17, 18, 19 and 20, Block 19, Original Townsite of the City of Minot, Ward County, North Dakota, Less that portion of Lot 16 as recorded in Book "B" of Deeds, page 137.

There is an unbroken chain of title to the above-described real estate in Clute Properties, LLC and its immediate or remote grantors under a deed of conveyance which has been recorded for a period of twenty (20) years or longer.

Clute Properties, LLC bases its claim to marketable title to said premises under the provisions of said Marketable Record Title Act and upon said unbroken chain of title, and claims all the benefits of Chapter 47-19.1 of the North Dakota Century Code.

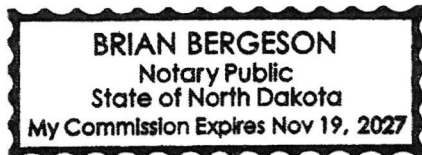
Dated this 14th day of June, 2024.

Clute Properties, LLC

By: 
Its: President

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF BURLEIGH)

On this 14th day of June, 2024, before me personally appeared Barry Clute, known to me to be the President of the limited liability company that is described in and that executed the within instrument and acknowledged to me that such limited liability company executed the same.



(SEAL)


Notary Public

SELLER'S AFFIDAVIT

File No.: MI24-0871-CO

HAVE SIGNED, NOTARIZED AND RETURN TO
THE TITLE TEAM - COMMERCIAL SERVICES
NOT FOR RECORDING

THE UNDERSIGNED, being first duly sworn, deposes and says: That he is the sole and undisputed owner in a fee simple of that certain real property, together with all improvements appurtenant thereto, described more fully as follows:

East 40 feet of the West 80 feet of Lots 16, 17, 18, 19 and 20, Block 19, Original Townsite of the City of Minot, Ward County, North Dakota, Less that portion of Lot 16 as recorded in Book "B" of Deeds, page 137

That the undersigned affiant does make and execute this affidavit knowingly, willingly and voluntarily for the purpose of inducing THE TITLE TEAM - COMMERCIAL SERVICES and the TITLE INSURANCE COMPANIES, to issue a policy of title insurance insuring the title to the above described property, and that the statements contained herein are true and correct to the best of your affiant's knowledge, information and belief.

Your affiant, whether one or more, is **OVER THE AGE OF 18** years of age and is fully and **LEGALLY COMPETENT** to sell the above described property without restriction and that they have entered into an agreement to sell the same to the purchasers which agreement was based upon the good-faith, arms-length negotiations between the parties, and that the purchase price agreed upon by the parties is the reasonably equivalent value of the said property as of the date of said agreement.

Your affiant states further that the property owned by them is **FREE AND CLEAR OF ALL MORTGAGE LIENS EXCEPT THOSE HERETOFORE DISCLOSED ON THE ABSTRACT, TITLE COMMITMENT OR TITLE SEARCH** of title to the above described property. Your affiant further states that there are no parties claiming a leasehold interest in the above described property.

Your affiant understands that all **TAX AND SPECIAL ASSESSMENT PRORATIONS ARE BASED UPON THE BEST AVAILABLE INFORMATION**, including balances of special assessments, at the time of closing of the sale. The affiants hereby agrees if such amounts are determined at a later date to be different, the parties agree to the amounts as shown on the settlement statement unless settlement agent is holding year end tax payments, settlement agent in its sole discretion shall grant refunds to the entitled party. If any other refund or shortage occurs, such benefit or responsibility shall be the buyers. Affiant further understands the settlement agent shall not be liable for future payments of real estate taxes and special assessments.

To the best of your affiant's knowledge, information and belief, there are **NO IMPROVEMENTS MADE UPON THE ABOVE DESCRIBED PROPERTY WITHIN THE LAST 90 DAYS WHICH HAVE NOT BEEN FULLY PAID** for by the affiant and that no person or persons have filed a mechanic's lien notice of mechanic's lien against the property for improvements made thereon and not paid for nor are there any materialmen or laborers who are affecting improvement to said property at this time.

Your affiant states further there have been **NO JUDGMENTS FILED OR TRANSCRIBED IN ANY COURTS IN THIS STATE OR ANY OTHER STATES** wherein your affiant is a judgment debtor therein nor are there any pending actions in existence in this state or any other state wherein your affiant is a party thereto which may result in a monetary award and judgment against this affiant. Your affiant further states that to the best of his knowledge, information and belief, there are no unrecorded contract for sale, liens, encumbrances or easements which affect the marketability of title to said property.

Further, the Sellers herein have not entered into any subsequent agreement with any other party concerning the sale or lease of the subject property which has not been fully disclosed to the title agent in writing nor have taken any other such action which would impair the marketability of title which would expose said title insurance company to a risk of loss that could have been avoided had full disclosure thereof been made.

Your affiant states that the seller herein identified is **NOT PRESENTLY A DEBTOR IN ANY BANKRUPTCY PROCEEDING** and should such a proceeding be filed in the future, said seller hereby waives any claim or cause of action he, or the trustee in bankruptcy may have with respect to his subject property or the purchasers thereof and the undersigned verily states that this sales transaction is made for full value and in good faith.

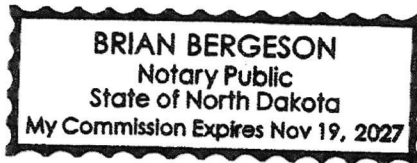
If the owner herein is a corporate entity or partnership, then the affiant herein states that he has the authority to execute this affidavit on behalf of said corporation, or partnership and that the corporation or partnership does have the legal and corporate authority to enter into a contract for the sale of the above described property and to execute deeds of conveyance with respect thereto without restriction or impairment.

SELLER'S AFFIDAVIT
(Page 2 of 2)

Clute Properties, LLC
BY: Barry Clute

Subscribed and Sworn to me this 14th day of June, 2024 by Barry Clute, President of
Clute Properties, LLC

B. Bergeson
Notary Public
County of Burleigh State of North Dakota
My Commission expires 11/19/2027



PURCHASER'S AFFIDAVIT

File No.: MI24-0871-CO

HAVE SIGNED, NOTARIZED AND RETURN TO
THE TITLE TEAM - COMMERCIAL SERVICES
NOT FOR RECORDING

The undersigned, being first duly sworn, deposes and says: That he is the purchaser, whether one or more, who has entered into a purchase contract, either oral or written, for the purchase of that certain real property, together with all improvements appurtenant thereof, described more fully as follows:

East 40 feet of the West 80 feet of Lots 16, 17, 18, 19 and 20, Block 19, Original Townsite of the City of Minot, Ward County, North Dakota, Less that portion of Lot 16 as recorded in Book "B" of Deeds, page 137

Your affiant, whether one or more, hereby states that he makes and has executed this affidavit knowingly, willingly and voluntarily for the purpose of inducing The Title Team - Commercial Services and the TITLE INSURANCE COMPANIES, to issue a policy of title insurance insuring the title to the above described property, and that all statements herein contained are true and correct to the best of your affiant's knowledge, information and belief.

Your affiant herein states that he is **OVER THE AGE OF 18 YEARS**, unless a corporation or partnership, and that the affiant is **LEGALLY COMPETENT** to enter into a purchase contract for the purchase of real property and that your affiant has in fact entered into such an agreement with the owners of the above described property for the purchase of said property upon the terms and conditions as set forth in the earnest money or purchase agreement covering the above described property.

Your affiant states that the above described purchase agreement was the result of good-faith, arms-length negotiations between the undersigned as the buyer and the owners as the sellers thereof, and that the purchase price agreed to be paid is the reasonably equivalent value therefor.

Your affiant states further that he has made an inspection of the subject property and has agreed to purchase the same in an as-is condition, subject only to the customary and statutory builder's or contractor's warranties on new construction, except where the parties have entered into a collateral agreement for the repair or improvement of such patent defects or deficiencies as may exist, which agreement has been reduced to writing and is attached hereto and incorporated herein by reference.

Your affiant understands that all **TAX AND SPECIAL ASSESSMENT PRORATIONS ARE BASED UPON THE BEST AVAILABLE INFORMATION**, including balances of special assessments, at the time of closing of the sale. The affiants hereby agrees if such amounts are determined at a later date to be different, the parties agree to the amounts as shown on the settlement statement unless settlement agent is holding year end tax payments, settlement agent in its sole discretion shall grant refunds to the entitled party. If any other refund or shortage occurs, such benefit or responsibility shall be the buyers. Affiant further understands the settlement agent shall not be liable for future payments of real estate taxes and special assessments.

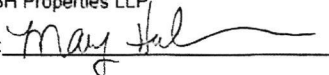
Your affiant, whether one or more, herein states that he is **NOT PRESENTLY INVOLVED IN ANY LAWSUIT IN ANY COURT IN THIS STATE OR ANY OTHER STATE** which may result in a monetary award made against them nor have they had any judgment entered against them for a monetary sum in this state or any other state except as may appear in the abstract of title to said property or otherwise disclosed to the title insurance company agent as is shown in its records and files

Your affiant states also that he has **NOT FILED A PETITION IN BANKRUPTCY** nor intend to file such a petition for one year from the date of this affidavit and that they have full and complete authority to enter into this transaction.

Further, the purchasers herein have not entered into any subsequent agreement with any other party concerning the sale or lease of the subject property which has not been fully disclosed to the title agent in writing nor have taken any other such action which would impair the marketability of title which would expose said title insurance company to a risk of loss that could have been avoided had full disclosure thereof been made.

If the purchaser is a corporation or partnership, the undersigned affiant states that he has the full and legal authority to execute this affidavit on behalf of said corporation or partnership and that to the best of this affiant's knowledge, information and belief, the purchaser is fully authorized by the law of the state of incorporation or partnership information and the laws of the State of North Dakota, to execute such a purchase agreement and to consummate said transaction without restrictions, conditions and qualifications.

WBH Properties LLP

BY: 

Subscribed and Sworn to me this 14th day of June, 20 24 by Mary Hulm, Partner of
WBT Properties LLP
[Signature]
Notary Public
County of Burleigh State of North Dakota
My Commission expires 12/19/2027

CONSTRUCTION SET 8-7-2025

OWNER	ARCHITECT:	MECHANICAL ENGINEER
WBN Properties LP 1713 E. Broadway Expy. Bismarck, ND 58504	Craftwell Architecture + Construction 403 4th Street North Fargo, ND 58102	CONTRACTOR DESIGN / BUILD
Contact: Chris Whalen E: cwhalen@bensidco.com P: 701.258.8586	Contact: CHRIS HAWLEY / Wayne Schommer E: CHWECRAFTWELL.COM / wayneschwecraftwell.com P: 701-478-6400 / 701.371.8802	
GENERAL CONTRACTOR	STRUCTURAL ENGINEER	ELECTRICAL ENGINEER
TBD	N/A	CONTRACTOR DESIGN / BUILD
Contact: E: P:		

INDEX OF DRAWINGS	
SHEET NO.	SHEET NAME
GENERAL	
G100	COVER SHEET
ARCHITECTURAL	
A200	FLOORING DEMO PLAN & ELEVATION
A201	FLOOR PLAN, ELEVATION & DETAILS

PROJECT GENERAL NOTES

- [illegible]

- [illegible]



RENDERINGS FOR REFERENCE ONLY



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.	REG. NO.	DATE
	NAME	

REVISION SCHEDULE		
NO.	DESCRIPTION	DATE

**17 EAST CENTRAL AVENUE
FACADE IMPROVEMENTS**

17 EAST CENTRAL AVENUE
MINOT, ND 58701

PROJECT PHASE	
CONSTRUCTION SET	
DATE	PROJECT
8.7.25	25043
COVER SHEET	
G100	

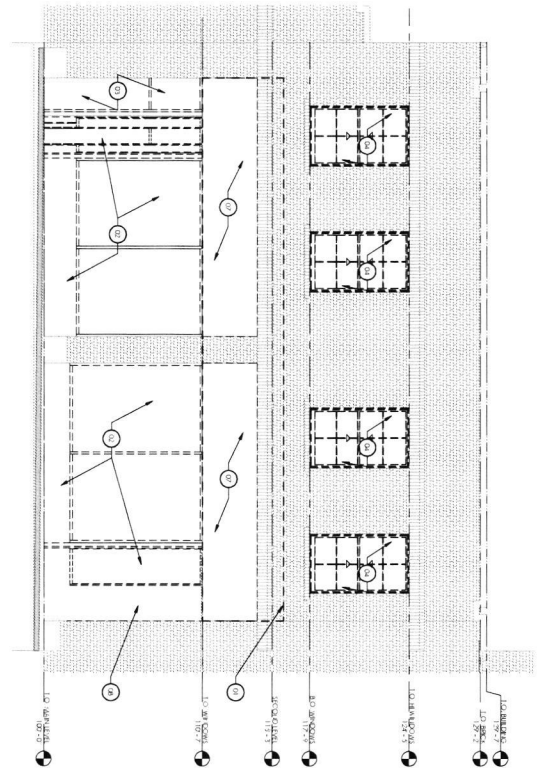
DEMO PLAN GENERAL NOTES

1. REFER TO ALL DEMOLITION & ADDITIONAL ERECTION DEMO KEYNOTES.
2. DEMOLITION SHALL BE ACCORDING TO THE FOLLOWING DEMOLITION SPECIFICATIONS:
3. DEMOLITION SHALL BE ACCORDING TO THE FOLLOWING DEMOLITION SPECIFICATIONS:
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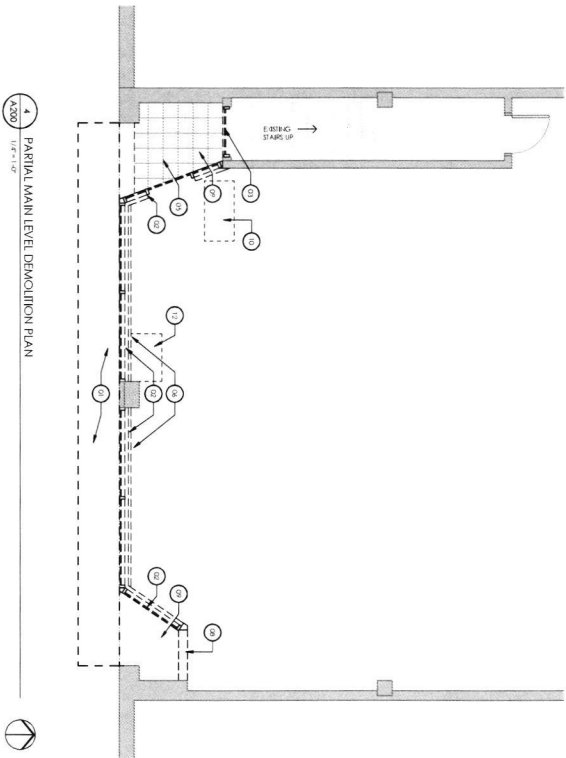
DEMOLITION KEYNOTES

KEYNOTE	DESCRIPTION
1	DEMOLITION OF EXISTING SOUTH FACADE
2	DEMOLITION OF EXISTING SOUTH FACADE
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97	DEMOLITION OF EXISTING SOUTH FACADE
98	DEMOLITION OF EXISTING SOUTH FACADE
99	DEMOLITION OF EXISTING SOUTH FACADE
100	DEMOLITION OF EXISTING SOUTH FACADE

2 EXISTING SOUTH DEMOLITION ELEVATION



4 PARTIAL MAIN LEVEL DEMOLITION PLAN



NO.	DESCRIPTION	DATE
1	REVISION	

DATE: _____

BY: _____

FOR: _____



PROJECT NAME: 17 EAST CENTRAL AVENUE FACADE IMPROVEMENTS

DATE: 8/7/25

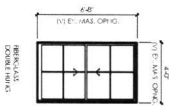
SCALE: 1/8" = 1'-0"

PROJECT NO: A200

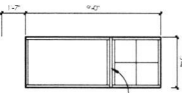
17 EAST CENTRAL AVENUE FACADE IMPROVEMENTS

17 EAST CENTRAL AVENUE
MINOT, ND 58701

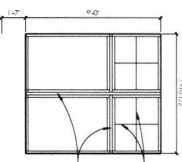
7 WINDOW TYPE W4 - DBL. HUNG
A201 1/4" = 1'-0"



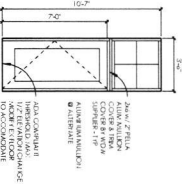
8 FRAME TYPE W3 - FIXED
A201 1/4" = 1'-0"



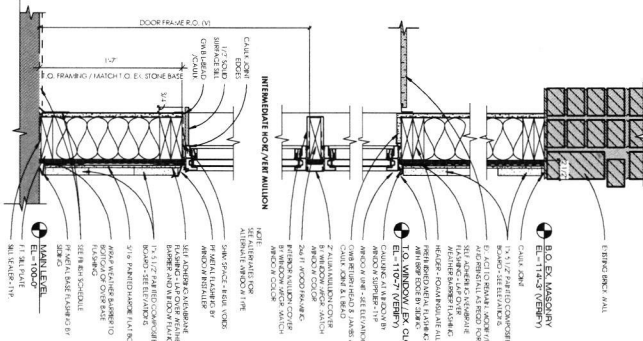
3 FRAME TYPE W2 - FIXED
A201 1/4" = 1'-0"



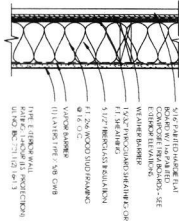
7 FRAME TYPE W1 - FIXED
A201 1/4" = 1'-0"



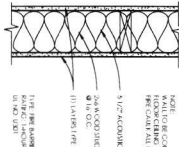
8 WINDOW SECTION
A201 1/12" = 1'-0"



WALL TYPE XW.1



WALL TYPE WA6.1



GENERAL NOTES

1. FIELD DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
2. FINISHES AND MATERIALS TO BE USED SHALL BE AS SHOWN ON THE DRAWINGS.
3. PROVIDE PROTECTIVE COATING TO ALL EXPOSED METAL SURFACES.
4. SHOWN WALLS AND FOUNDATIONS TO BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE INTERNATIONAL RESIDENTIAL CODE (IRC).

ROOM FINISH SCHEDULE

ROOM NO.	ROOM NAME	FLOOR	WALL	CEILING	NOTES
100	REAR PORCH	1	1/2" X 6" SIPS	1/2" X 6" SIPS	SEE NOTES TO MATCH EXTERIOR
101	REAR PORCH	1	1/2" X 6" SIPS	1/2" X 6" SIPS	SEE NOTES TO MATCH EXTERIOR

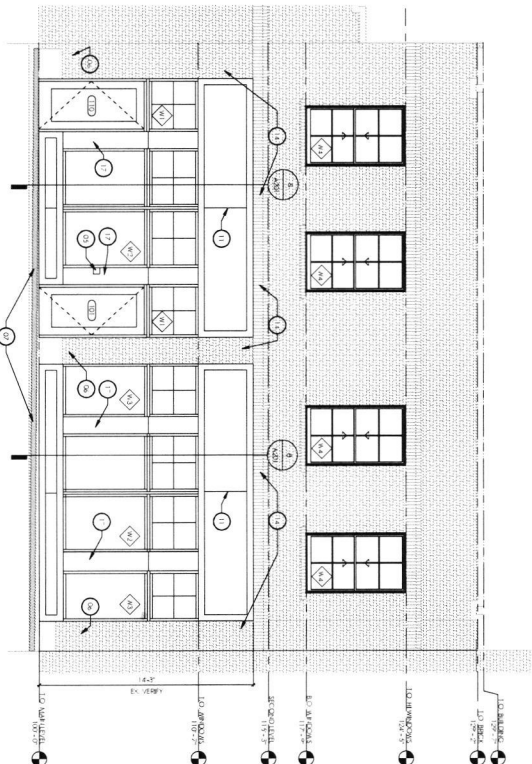
DOOR SCHEDULE

DOOR NO.	DOOR TYPE	DOOR	DETAILS	NOTES
100	1	1/2" X 6" SIPS	1/2" X 6" SIPS	SEE NOTES TO MATCH EXTERIOR
101	1	1/2" X 6" SIPS	1/2" X 6" SIPS	SEE NOTES TO MATCH EXTERIOR

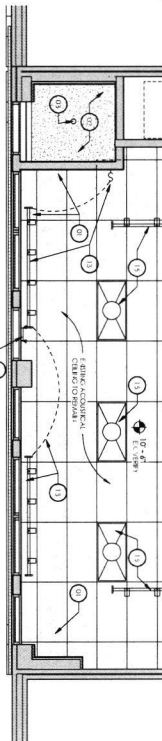
FLOOR PLAN / ELEVATION KEYNOTES

1. DOOR AND WINDOW SCHEDULES ARE TO BE USED TO IDENTIFY THE LOCATION AND FINISH OF ALL DOORS AND WINDOWS.
2. DOOR AND WINDOW SCHEDULES ARE TO BE USED TO IDENTIFY THE LOCATION AND FINISH OF ALL DOORS AND WINDOWS.
3. DOOR AND WINDOW SCHEDULES ARE TO BE USED TO IDENTIFY THE LOCATION AND FINISH OF ALL DOORS AND WINDOWS.
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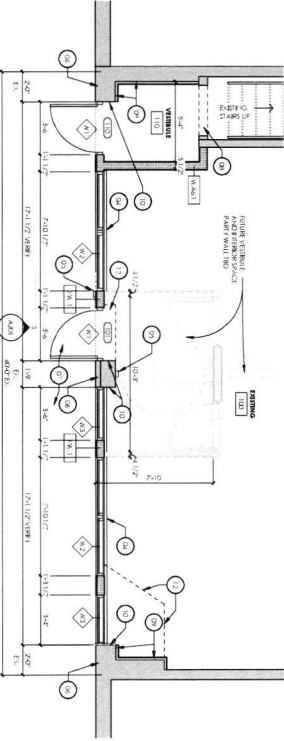
3 NEW SOUTH EXTERIOR ELEVATION
A201 1/4" = 1'-0"



2 PARTIAL MAIN LEVEL REFLECTED CEILING PLAN
A201 1/4" = 1'-0"



1 PARTIAL MAIN LEVEL FLOOR PLAN
A201 1/4" = 1'-0"



**17 EAST CENTRAL AVENUE
FACADE IMPROVEMENTS**

17 EAST CENTRAL AVENUE
MINOT, ND 58701

PROJECT NAME
CONSTRUCTION SET

DATE
8.7.25

PROJECT
25043

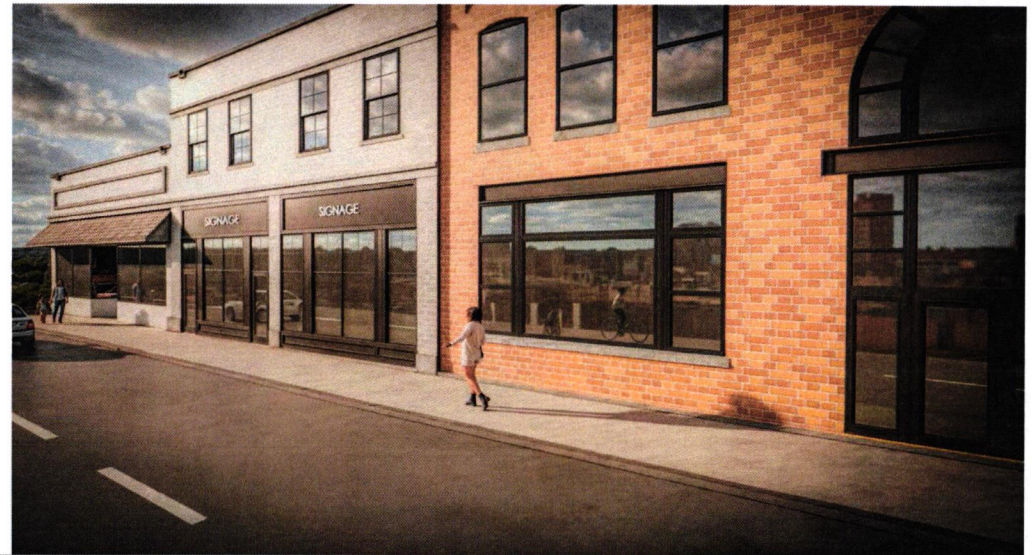
FLOOR PLAN,
ELEVATIONS &
DETAILS
A201



PROJECT: 17 East Central Ave Façade Improvements

Bid Date: September 16, 2025 1:00 PM

CONTRACTOR PLAN HOLDERS	Acknowledged Addendums	Bid Bond	Contractor License	Base Bid	Aluminum storefront windows & doors on Main Level	Comments
GENERAL CONSTRUCTION						
Paramount Builders	n/a	n/a	Yes	not provided	\$129,548.00	Base bid with Pella Windows & Doors on Main Level not provided
Craft Builders	n/a	n/a	Yes	\$139,200.00	\$126,190.00	Alt 1 - was a deduct of \$13,010.00 from Base Bid
Rolac Construction	n/a	n/a	Yes	\$112,200.00	not provided	Mechanical not included. Alternate not provided
MECHANICAL CONSTRUCTION						
ELECTRICAL CONSTRUCTION						
MISC PLAN HOLDERS						
OTHER						



17TH EAST CENTRAL AVE. (MINOT) | 8.7.25

Craftwell
ARCHITECTURE + CONSTRUCTION



17TH EAST CENTRAL AVE. (MINOT) | 8.7.25

Craftwell
ARCHITECTURE + CONSTRUCTION

NOTICE OF INCREASE IN REAL ESTATE ASSESSMENT

CITY OF MINOT
(Name of Twp/City/District)

WARD COUNTY
(Name of County)

Parcel Number: MI24.238.190.0202

WBH PROPERTIES LLP

1713 E BISMARCK EXPY
BISMARCK, ND 58504-6706

Property Address:
17 E CENTRAL AVE
MINOT, ND 58701-3828

Legal Description:
ORIGINAL MINOT ADDITION
EAST 40' OF WEST 80' OF LOTS
16 THRU 20 BLOCK 19

	True & Full Value*
Current Year Assessment (2025)	\$252,000
Prior Year Assessment (2024)	\$136,000
Change in Assessment	\$116,000

Reason for increase in value:

Reasons for increase may vary, but are generally the result of new construction/remodeling, or update of property assessment to reflect market value.

You are hereby notified in accordance with North Dakota Century Code, the true and full valuation on property you own has increased since the previous year's assessment to one or more of the following levels:

- ☒ The assessor has increased the true and full valuation to a level of 10% or more and \$3,000 or more from the previous year's assessment.
- ☐ The township, city, or county board of equalization proposes to increase the true and full value returned by the assessor resulting in a cumulative increase of more than fifteen percent from the amount of the previous year's assessment.
- ☐ The township, city, or county board of equalization, or action by the State Board of Equalization has increased the true and full valuation to a level of 10% or more and \$3,000 or more from the previous year's assessment.

An increase in assessment may mean that your property taxes on the parcel will increase. The taxing district must base its tax rate on the number of dollars raised from property taxes in the previous taxable year by the taxing district. By August 31 each year the county shall provide an estimated tax statement to the owner of each parcel with a total estimated tax of at least \$100.

Hearing Schedule

Unless the increase results from actions taken by the State Board of Equalization, a property owner may appeal the current year's assessment by contacting the assessor or the boards of equalization. The equalization boards will hold hearings as follows:

Name/Location	Date	Time
CITY OF MINOT Township/City Board of Equalization CITY HALL- COUNCIL CHAMBERS	APRIL 8, 2025	5:30 PM
WARD County Board of Equalization WARD COUNTY ADMINISTRATION BUILDING	JUNE 3, 2025	1:00 PM
NORTH DAKOTA State Board of Equalization STATE CAPITAL, BISMARCK ND	AUGUST 12, 2025	8:30 AM

Assessment Official: MINOT CITY ASSESSOR

Mailing Address: P.O. BOX 434

City, State, Zip: MINOT, ND 58702-0434

Phone: 701-857-4160

Date: 3/11/2025

**WBH PROPERTIES LLP
LEASE AGREEMENT**

THIS LEASE AGREEMENT is made this 5th day of June, 2024, by and between WBH Properties LLP of Bismarck, North Dakota, hereinafter called Landlords, and Fireside Office Products, Inc., hereinafter called Tenant.

In consideration of the rents and covenants hereinafter set forth, Landlords hereby lease to Tenant and Tenant hereby leases from the Landlords the following premises situated in Burleigh County, North Dakota:

3,000 square feet building at 17 E. Central Ave. Minot, North Dakota
And lease of Fireside Office Solutions, 1713 E Bismarck Expy, Bismarck, ND

1. TERM The initial term of this Lease shall be for 2(two) years commencing on the June 15, 2024, and ending on June 15, 2026, with 2(two) two-year options with rents increasing to \$9.20 per square foot for the first two-year option and \$11.00 per square foot for the second two-year option.

2. RENT Tenant will pay to Landlords as rent for the premises the sum of \$2,000.00 per month, in advance, commencing on June 15th, 2024 and on the 1st day of each month thereafter during the term of this lease.

3. TAXES Tenant shall pay before they become delinquent all real estate taxes and installments of special assessments lawfully levied and assessed against the leased premises. Any amount payable by Tenant during the first and last year of this lease shall be prorated based on the number of months Tenant occupied the premises.

Any such additional amount for taxes and special assessments shall be paid on the first of the year following the year for which the real estate taxes and installments of special assessments upon which the additional payments are determined are levied and assessed against the premises.

4. CONDITION OF PREMISES Tenant accepts the premises in their present condition, without liability of the Landlords to make any repairs or improvements unless agreed upon by both parties.

5. REPAIRS AND MAINTENANCE Tenant will provide and pay all ordinary and necessary repairs and maintenance to the leased premises during the term of this Lease except that Landlords shall make all necessary repairs to the windows, exterior building maintenance (paint, caulking, etc) foundations, sub floors and roof of the building, to the water, sewer, gas and electrical services up to the point of entry to the building and to heating/AC system except for ordinary maintenance.

6. ALTERATIONS Tenant shall have the right to make alterations to the interior of the premises, provided that such work be done in a good workmanlike manner with materials of equal quality to those now comprising the building and provided that the structural integrity and soundness of the building shall not be impaired.

Tenant shall indemnify Landlords and hold them harmless from any and all claims for mechanics liens arising from remodeling the premises.

In the event of any remodeling, any fixtures erected or installed which are physically fixed to the building shall remain the property of Tenant, and they may be removed by Tenant at the termination of this Lease, provided that any damage caused by the removal of such fixtures shall be repaired by Tenant, and provided that any walls, doors, windows, flooring, wiring, piping, ductwork, and the like which are built into the building shall become the property of the Landlords.

7. USE OF PREMISES The Tenant will use the premises only for the accounting work and general retail and service work of the business, in compliance with all federal, state, and municipal laws and regulations governing such activity.

8. UTILITIES The Tenant agrees to pay all utilities, taxes and snow removal.

9. JANITOR AND SANITATION SERVICES Tenant will keep the premises clean and will provide its own janitor and sanitation services, all garbage and other refuse of any kind will be removed at Tenant's expense. Tenant agrees to keep the sidewalks, driveways and parking areas maintained free of snow at Tenant's expense.

10. SIGNS Tenant may install a building sign at their expense and Landlords approval.

11. LIABILITIES OF PARTIES Tenant agrees to indemnify Landlords and hold them harmless from any and all claims for damage or injury to persons or property including costs of defense against such claims arising out of or as a result of any transaction or occurrence on or about the premises during the term of this Lease, or any breach of default of Tenant in the performance of any of the Tenant's obligations. Without limiting Tenant's liability hereunder, Tenant further agrees to maintain a comprehensive general liability insurance policy, issued by a reliable company, naming Landlords as an insured party, with liability limit of \$250,000.00. Tenant will, upon the request of Landlords; deliver to Landlords evidence of such insurance.

12. CASUALTY INSURANCE The Landlords shall, at their cost and expense, keep the building and improvements owned by the Landlords insured against loss by fire and other casualty. If the building shall be totally destroyed by fire or any other cause, then this Lease will be terminated without further notice.

If the building shall be damaged, but not totally destroyed, by fire or other cause, and can be repaired, then Landlords shall repair the same as speedily as possible, provided that they shall not be required to expend more than proceeds of insurance policies, and provided the rental shall be equitably reduced for the period the premises are wholly or partially unfit for the use herein provided. Tenant shall insure their own property located in the leased premises.

Neither the Landlords nor the Tenant shall be liable to the other party or to anyone claiming through the other party by subrogation or otherwise, for any loss or damage to real or personal property whether or not such loss or damage is caused by the personal or imputed negligence of Landlords or Tenant, and whether or not such property is insured against such loss.

13. ASSIGNMENT AND SUBLEASING Tenant shall not assign this Lease or sublet the premises or any part thereof, without the prior written consent of Landlords.

14. INSPECTION Landlords may, at any reasonable time, inspect any part of the premises and order repairs.

15. DEFAULT In the event of default by the Tenant in the payment of any installment of rent and such default continues after ten (10) days' notice in writing given by Landlords to Tenant, or if default be made in any other covenants herein contained to be kept by Tenant, and such default continues after thirty (30) days notice thereof given in writing by Landlords to Tenant, Landlords may, at Landlord's option, terminate the Tenant's right to possession and reenter and regain possession of the leased premises, and remove the Tenant or any other person in occupancy thereof, without such reentry and such repossession working a forfeiture of the rents to be paid and the covenants to be performed by the Tenant during the full term of this Lease.

If default is made by Landlord in any way of the covenants or warranties which Landlords have agreed to keep under this Lease and such default continues for a period of thirty (30) days after notice in writing thereof by Tenant to Landlords, Tenant shall have the right to terminate this Lease, and upon such termination, all of the obligations imposed upon the Tenant hereunder shall cease and terminate.

The time period of default as used in this section shall not include delay of time of completion of any construction or repair work occasioned by strike, delays in transportation or obtaining of material, fire or other casualty, or other happenings beyond the control of the party in default, and the time period of default shall be extended for a period equal to the period of such delay.

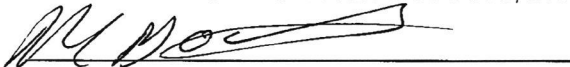
16. TERMINATION Tenant will quit and deliver quiet possession of the premises to Landlords at the end of the term of this Lease, or any previous termination thereof for any cause, in good order and condition, reasonable use and depreciation excepted. This paragraph shall not operate to relieve the Tenant of its obligations or repair and maintenance imposed under Paragraph 6.

17. HOLDING OVER If the Tenant remains in possession of the premises after the expiration of the Lease, and the Landlords accept rent from it, the Lease shall be deemed renewed month to month.

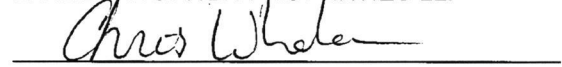
18. LEASE BINDING All the covenants and agreements herein made shall extend to and be binding upon the heirs, administrators, successors and assigns of the parties hereto, and no modification of this Lease shall be binding unless in writing and signed by the parties hereto.

IN WITNESS WHEREOF, The parties to this Lease Agreement set their signature this 5th day of June, 2024.

TENANT: FIRESIDE OFFICE PRODUCTS, INC



LANDLORDS: WBH PROPERTIES LLP

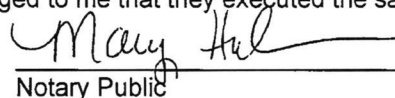
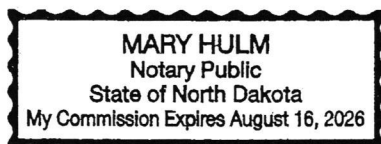


STATE OF NORTH DAKOTA)

COUNTY OF BURLEIGH)

On this 5th day of June, 2024, before me a notary public in and for the County of Burleigh, State of North Dakota, personally appeared Known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same.

(SEAL)



Notary Public

Burleigh County, North Dakota

My Commission Expires: _____

Clute office/ Fireside office solutions



A-3 #1 Mastic, fabric and coat scupper



A-3 #1 Mastic, fabric and coat scupper



A-3 #2 Coat and seal seams



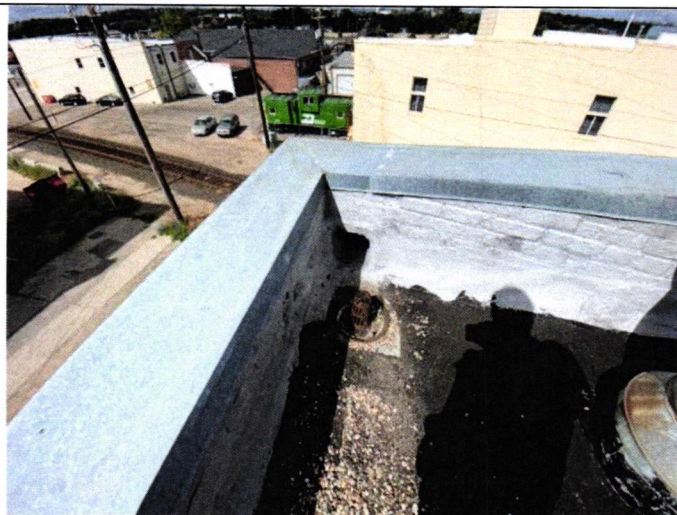
A-3 #2 Coat and seal seams



A-3 #3 Seal screws on wall flashing



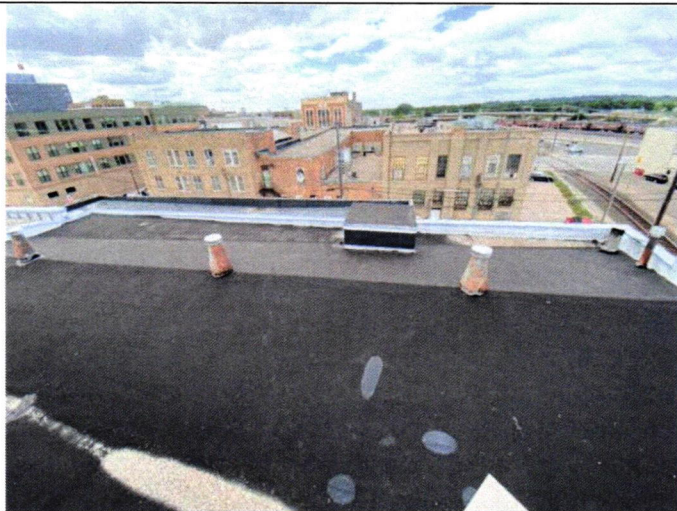
A-3 #3 Seal screws on wall flashing



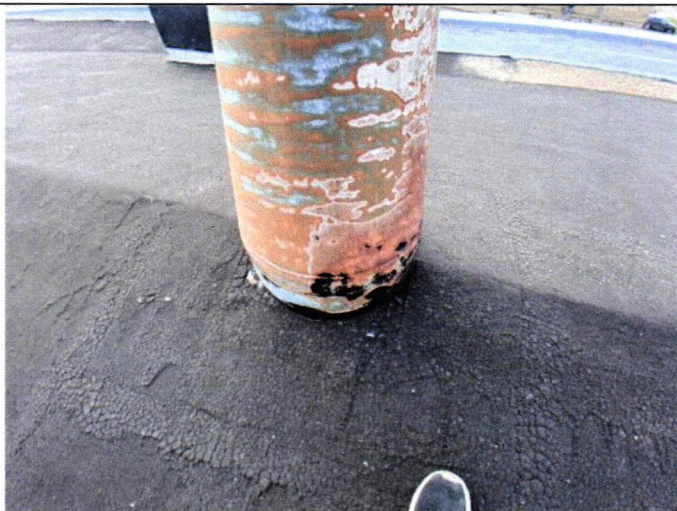
A-3 #1 Mastic, fabric and coat scupper



A-3 #1 Mastic, fabric and coat scupper



A-3#4 Clean and coat bottoms of stacks



A-3#4 Clean and coat bottoms of stacks



A-3#4 Clean and coat bottoms of stacks



A-3#4 Clean and coat bottoms of stacks

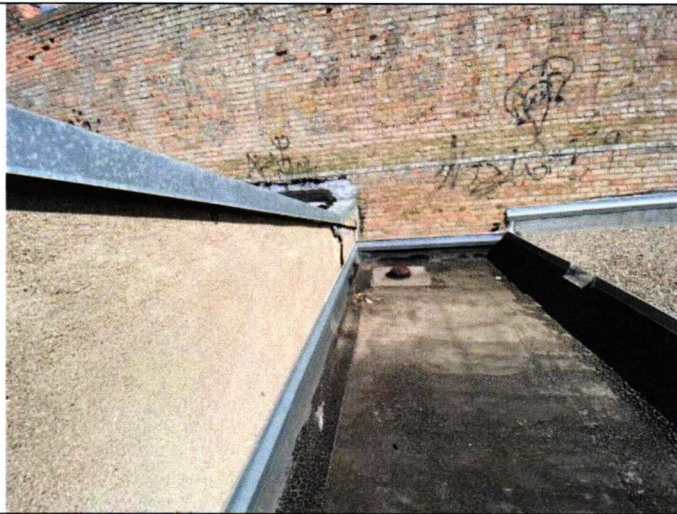
Clute office/ Fireside office solutions



A-3 #5 Repair open lead top



A-3 #5 Repair open lead top



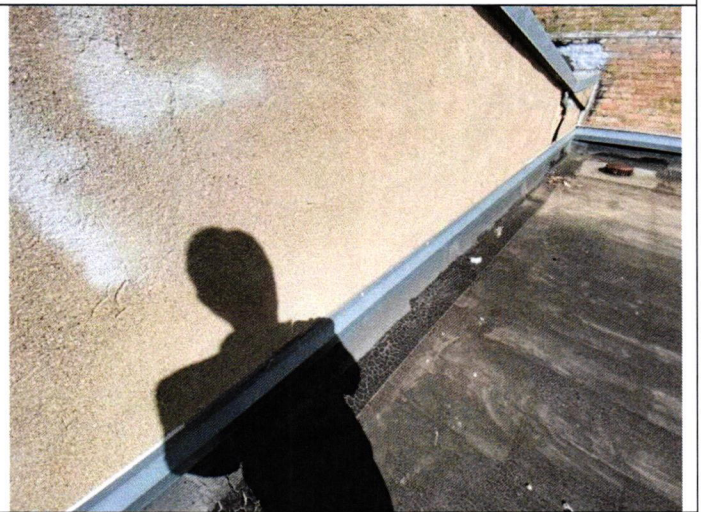
A-2 #1 Clean and re-coat drain area



A-2 #1 Clean and re-coat drain area



A-2 #2 Seal anchor heads



A-2 #2 Seal anchor heads

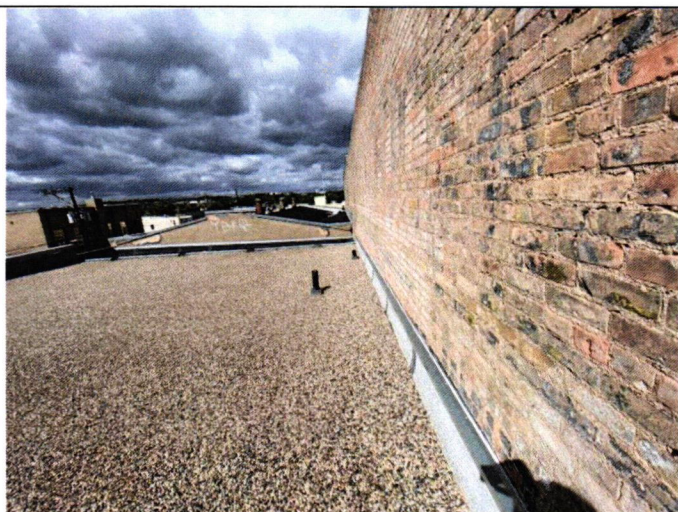
Clute office/ Fireside office solutions



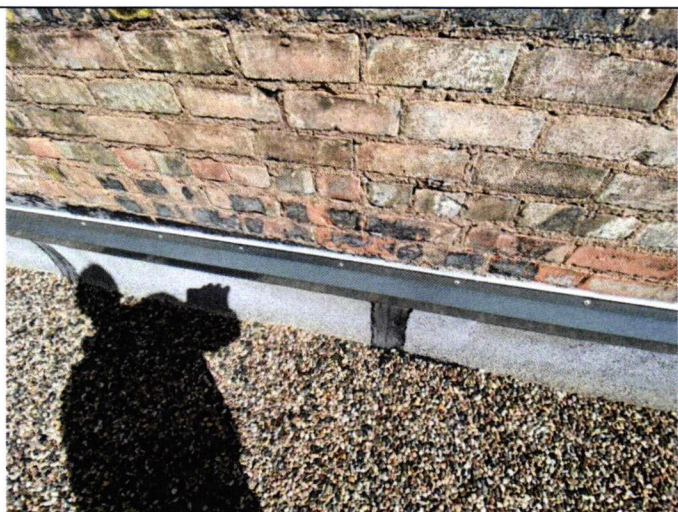
A-2 #2 Seal anchor heads



A-2 #2 Seal anchor heads



A-1 #2 Seal anchor heads



A-1 #2 Seal anchor heads



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers

Clute office/ Fireside office solutions



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers



A-3 #2 Clean & coat scuppers

Clute office/ Fireside office solutions

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

Church of St. Leo - Minot Trustee, Inc., 218 1st St SE Minot

Building Owner [REDACTED] Address [REDACTED] Primary Contact? Fr. Todd Kreitingner

Phone [REDACTED] Email [REDACTED]

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 208 1st St SE, Minot Property Zoning C3/Central Business

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? Being renovated to office space, CCD classrooms, Storage

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.

Occupant 1 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
St. Leo's Church office	50%	Permanent		Office space

St. Leo's Church	50%			Storage
------------------	-----	--	--	---------

Occupant 2 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
--------------------------	------------	------------	--------------	---------------

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)

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

See attachment

(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)

See attachment

(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	
Removal of inappropriate materials and other demos	
Repair or Replacement of display windows with	4,770
Repair or Replacement of 2 nd Floor and above façade windows (please talk to staff about this in advance) <i>all windows</i>	65,950
Installation of interior/exterior storm windows	
Repair or Replacement of doors with	
Cleaning of masonry (NO Sand or abrasive blasting)	
Repaint, Tuck Point Masonry <i>downspout/misc.</i>	6,280
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%	10,000
	Total Cost 87,000

AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant Amount _____
Bank Amount _____
Equity/Investors Amount _____
Other Amount _____
Expected City Contribution _____



ACKERMAN
ESTVOLD

WWW.ACKERMAN-ESTVOLD.COM

November 26, 2025

Fr. Todd Kreitinger, Pastor
St. Leo the Great Roman Catholic Church
219 2nd St SE
Minot, ND 58701

RE: St. Leo's Office Remodel Roof Condition, 208 1st St SE, Minot, ND

Dear Fr. Kreitinger:

Concurrent with a past project at St. Leo's church in 2019, a new roof was installed on the former St. Leo's school building, now being converted for parish offices on the main floor. Having been installed within the past 10 years and based on our knowledge of the existing/new conditions, we believe the roof will last and be maintainable for a minimum of another 15 years and likely more.

If you have any question or concerns, please let us know.

Regards,

Ryan M. Anderson, AIA

Vice President, Senior Architect

HEADQUARTERS
1907 17TH ST SE
MINOT, ND 58701
701.837.8737

3315 45TH ST S
SUITE 100
FARGO, ND 58104
701.551.1250

3210 27TH ST W
SUITE 200
WILLISTON, ND 58801
701.577.4127

7661 W RIVERSIDE DR
SUITE 102
GARDEN CITY, ID 83714
208.853.6470

PDF-FIN: 010+M/24,238,100,0120
218 1ST ST SE, MINOT

Minot City, ND

Wed. 4/16/2025, 5:38 PM Page 1

Deed: CHURCH OF ST LEO - MINOT TRUSTEE, INC
Contract:
CID#: ST. LEO'S CATHOLIC CHURCH
DBA: ST. LEO'S CATHOLIC CHURCH
MLS:
Legal: Section: 24238; Twp: ; Rng: ; Block: 100; Lot: 0120; Deeded Acres: 0.643

Map Area: Central Business Dis
Route: 000-000-000
Tax Dist: Minot Public
Plat Page:
Subdiv: 24-238 MINOT ORIGINAL

Checks/Tags:
Lister/Date: RK, 07/26/2022
Review/Date: RK, 07/24/2022
Entry Status: Exterior Review

Urban / Commercial
LOTS 5, 6, 7, 8, 9, 10, 11 & 12
BLOCK 10
ST LEO'S CHURCH & SCHOOL

Land																
Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres	Depth/Unit	EFF/Type	Qual./Land						
SqFt X Rate						28,000.00	0.643			C-700						
Subtotal						28,000.00	0.643									
Grand Total						28,000.00	0.643									
Street																
Utilities																
Zoning																
C3/Central Business																
Land Use																
Renaissance Zone																
Sales																
Date	\$ Amount	NUTC	Recording	Date	Number	Tag	\$ Amount	Reason	Type	Appraised	B of R	St. Equalized	P+Yr: 2024			
02/23/2023									Land							
	\$0	D003	3073791						LandC	\$196,000		\$0	\$196,000			
									Dwlg			\$0	\$0			
									Impr	\$4,095,000		\$0	\$4,011,000			
									Total	\$4,291,000		\$0	\$4,207,000			

Precomputed Structure

Occ. Code	814	Fig & Fctn							
Occ. Descr.	Church	Exterior wall							
		Interior wall							
		Pilasters							
		Wall facing							
		Windows							
		Fronts/Doors							
Year Built	1906								
EFF Age/Yr	27/ 1999								
Condition	V Good								
Description	church with basement								
Style	Class 2								
Wall Hght	24								
Peak Hght	50								
Base	6,226								
Basement	6,226								
Cubic Feet	230362								

Bldg / Addn 1 of 5	Description	Units	Year							
Bldg	O 814 — Church									
Pre	P 814 — Church	6,226								
	Basement Adjustment	6,226								
Adj	Bsmt Fin - kitchen/dining - AVG	3,000								
Adj	Bsmt Finish - classroom - AVG	3,000								

Bldg / Addn	Description	Units		Year				
Addn 1	Adin O 814 -- Church	936						
Pre	P 814 -- Church							

Precomputed Addition

814		Verticals						Plumbing		B		Ext	
Occ. Code	Occ. Descr.	Fig & Edn											
	Church	Exterior wall											
		Interior wall											
		Plasters											
		Wall facing											
		Windows											
		Fronts/Doors											
Year Built	1906												
EFF Age/Yr	120/ 1906												
Condition	NML	Horizontalis											
Description	2 Sty w/bsmt	Basement											
		Roof											
		Ceiling											
		Struct. Floor											
		Floor Cover											
		Partitions											
		Framing											
		HVAC											
		Electrical											
		Sprinkler											
Style	Class 3	Adjustments											
Wall Hght	12												
Peak Hght	12												
Base	252												
Basement	252												
Cubic Feet	3024												

Precomputed Structure

Occ. Code	717							Verticals		Plumbing		B	Ext
Occ. Descr.	School - Class Room												
Year Built	1945												
Eff. Age/Yr	81/ 1945												
Condition	NML												
Description	3 Story School												
Style	Class 5												
Stories	3												
Base	5,798												
Basement	0												
1st Flr. Inset Adj	0												
GSA	18682												

Fig & Fdn									
Exterior wall									
Interior wall									
Plasters									
Wall facing									
Windows									
Fronts/Doors									

Basement									
Roof									
Ceiling									
Struct. Floor									
Floor Cover									
Partitions									
Framing									
HVAC									
Electrical									
Sprinkler									

Adjustments									
-------------	--	--	--	--	--	--	--	--	--

Precomputed Addition

Occ. Code	717								
Occ. Descr.	School - Class Room								
Year Built	1945								
EFF Age/Yr	81/ 1945								
Condition	NML								
Description	1 Story								
Style	Class 5								
Stories	1								
Base	1,288								
Basement	0								
1st Flr Inset Adj	0								
GRA	18682								

Verticals									
Fig & Fdn									
Exterior wall									
Interior wall									
Pilasters									
Wall facing									
Windows									
Front/Doors									
Horizontals									
Basement									
Roof									
Ceiling									
Struct. Floor									
Floor Cover									
Partitions									
Framing									
HVAC									
Electrical									
Sprinkler									

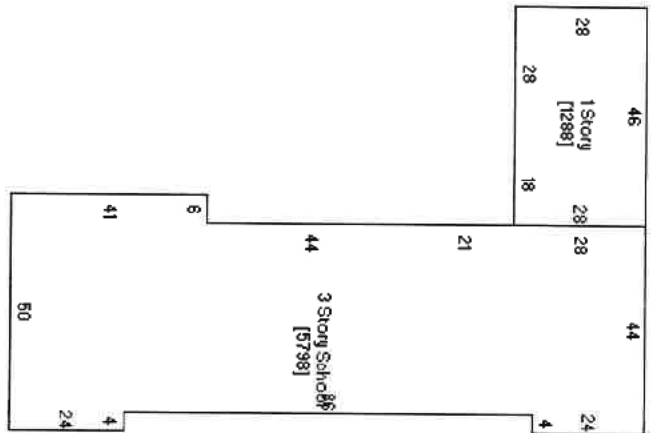
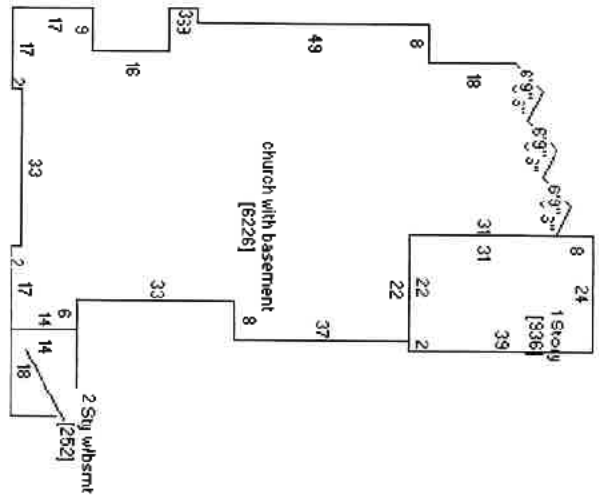
Plumbing									
Adjustments									

Addn / Addn	Description	Units		Year						
3	Actm O 717 - School - Class Room									
Pre	P 717 - School - Class Room	1.288								

Description	
Yrd	1 - Paving - Asphalt
1	12,000 SF. Asphalt Parking, Avg Pricing

Cond	Year
	2000

Prior Year	Comment	Value Type	Location	Class	Land Value	Dwelling Value	Improvement Value	M & E Value	Total Value
2024	w/Exemptions applied:	Appr	Urban	Comm	\$196,000	\$0	\$4,011,000	\$0	\$4,207,000
2023		Appr	Urban	Comm	\$0	\$0	\$0	\$0	\$0
2022		Appr	Urban	Comm	\$168,000	\$0	\$3,058,000	\$0	\$3,226,000
2021		Appr	Urban	Comm	\$168,000	\$0	\$2,853,000	\$0	\$3,021,000
2020		Appr	Urban	Comm	\$168,000	\$0	\$2,938,000	\$0	\$3,106,000
2019		Appr	Urban	Comm	\$168,000	\$0	\$2,141,000	\$0	\$2,309,000
2018		Appr	Urban	Comm	\$196,000	\$0	\$1,943,000	\$0	\$2,139,000
2017		Appr	Urban	Comm	\$196,000	\$0	\$2,106,000	\$0	\$2,302,000
2016		Appr	Urban	Comm	\$196,000	\$0	\$2,384,000	\$0	\$2,580,000
2015		Appr	Urban	Comm	\$196,000	\$0	\$2,407,000	\$0	\$2,603,000
2014		Appr	Urban	Comm	\$196,000	\$0	\$2,201,000	\$0	\$2,397,000
2013		Appr	Urban	Comm	\$168,000	\$0	\$1,713,100	\$0	\$1,881,100
2012		Appr	Urban	Comm	\$154,000	\$0	\$1,508,900	\$0	\$1,662,900
2011		Appr	Urban	Comm	\$140,000	\$0	\$1,209,400	\$0	\$1,349,400
2010		Appr			\$168,000	\$0	\$1,260,500	\$0	\$1,428,500
2009		Appr			\$140,000	\$0	\$1,213,500	\$0	\$1,353,500



Sketch 1 of 1

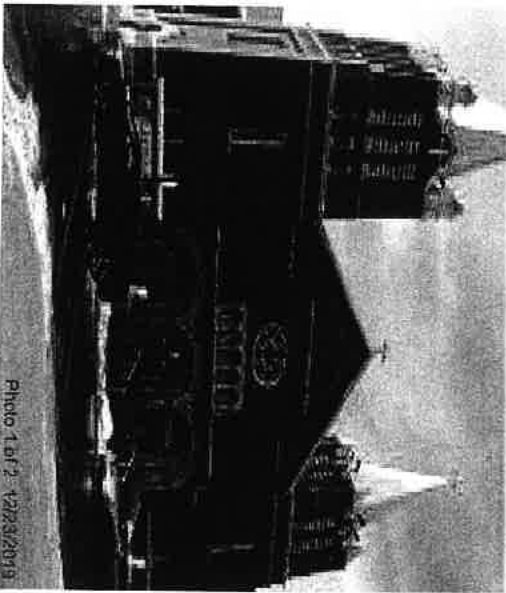


Photo 1 of 2 4/27/2019

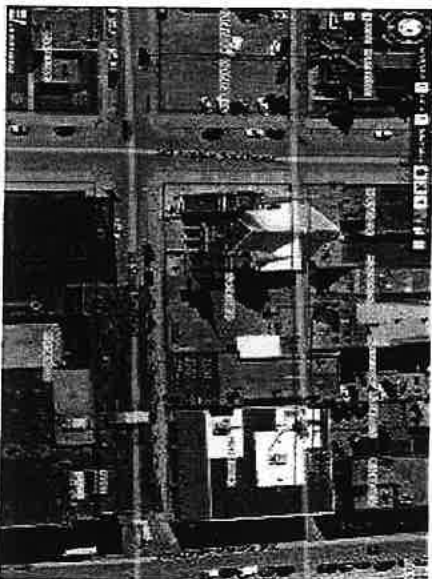


Photo 2 of 2 01/22/2020

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 _____
MID 2 _____
HIGH 3 _____

PUBLIC INFORMATION DISCLOSURE

Written permission from the property owner to apply and perform work

(Name) Fr. Todd A. Kreitingger

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.

Fr. Todd A. Kreitingger
Signed

12/17/2025
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.

Fr. Todd A. Kreitingger
Signed

12/17/25
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

Fr. Todd A. Kreitingger
Applicant's Signature

12/17/25
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.

Fr. Todd A. Kreitingger
Applicant's Signature

12/17/25
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:		

ELEVATION KEY

EXISTING EXTERIOR BRICK FINISH

GLAZING, SEE FRAME TYPES

NIGHHA PANEL

CJ

CONTROL JOINT

PJ

PANEL JOINT

DEMOLITION PLAN KEY:

= EXISTING CONSTRUCTION TO REMAIN.

= EXISTING CONSTRUCTION TO BE DEMOLISHED.

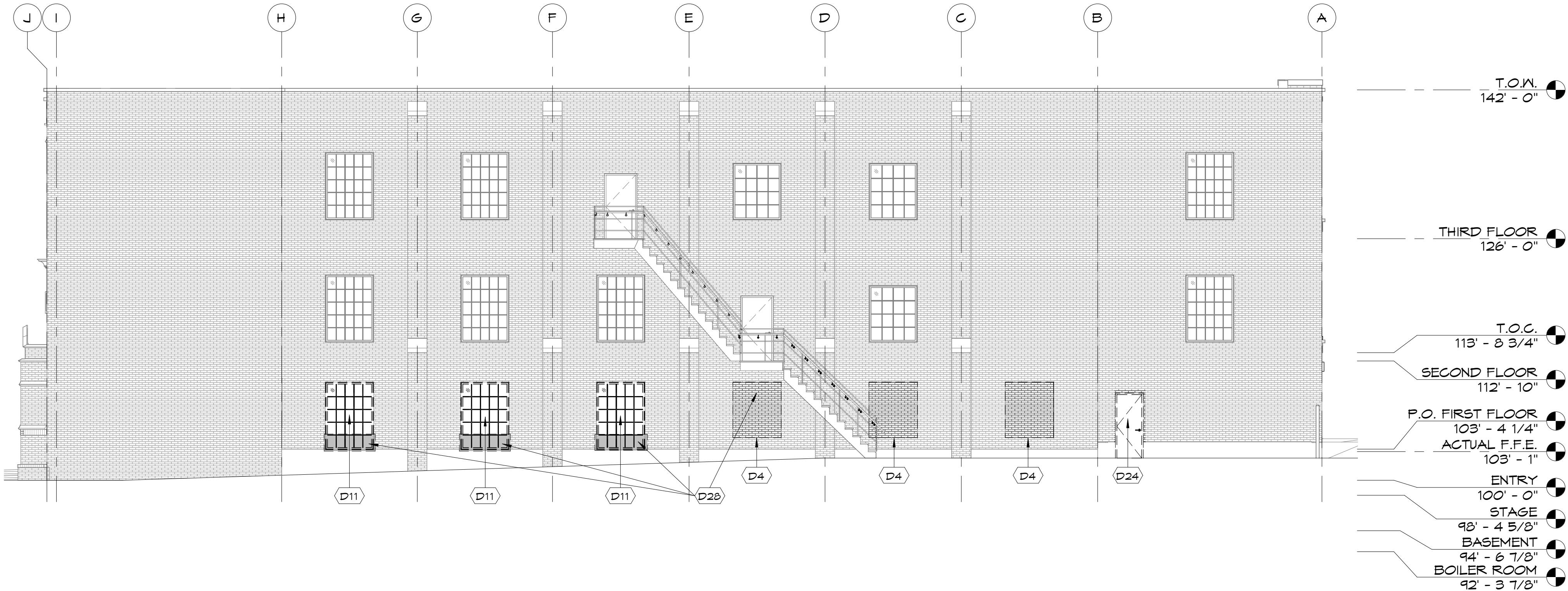
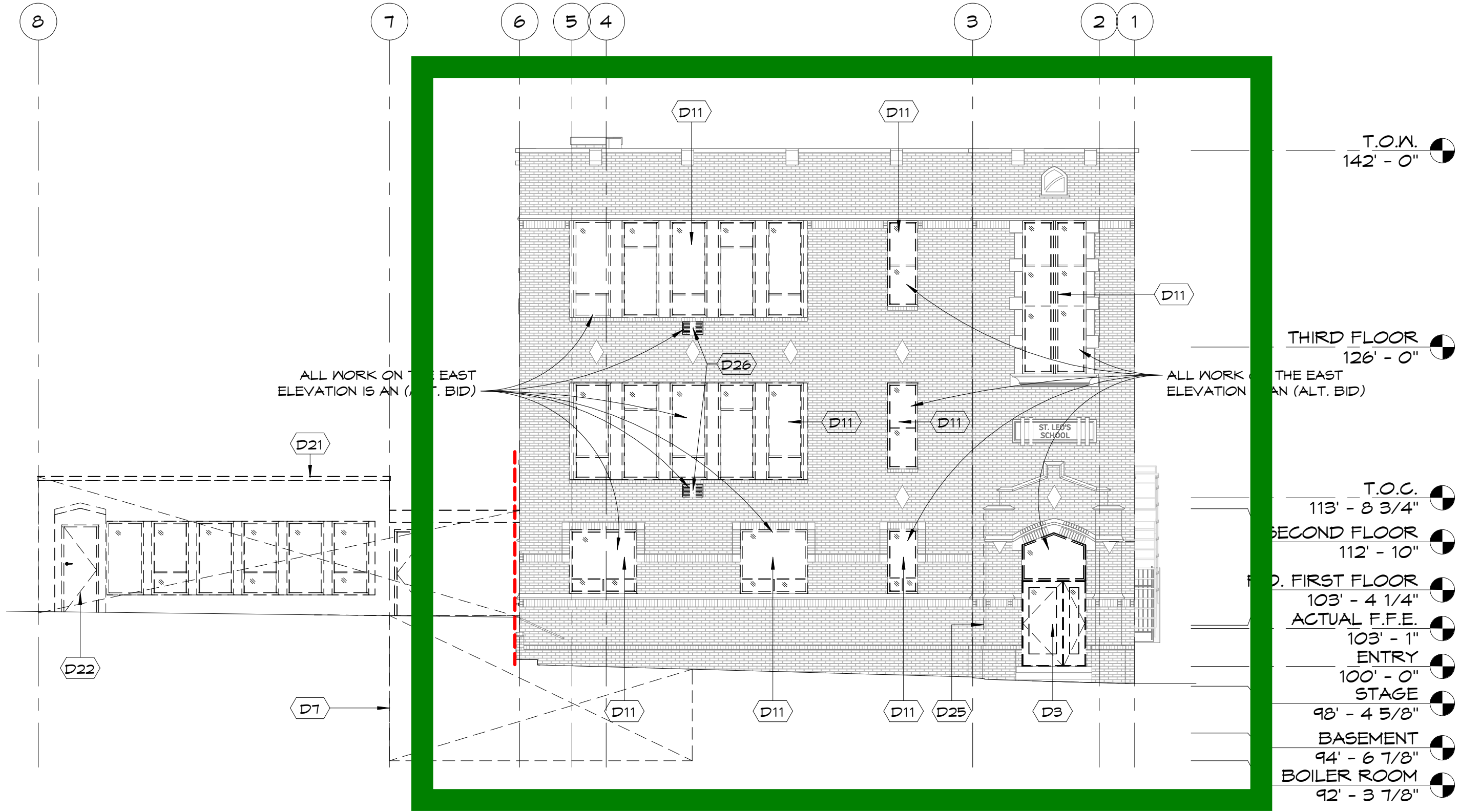
= DENOTES SEPARATION BETWEEN PORTION OF BUILDING TO BE COMPLETELY DEMOLISHED AND PORTION TO REMAIN.

DEMO KEYNOTES

- D1 DEMOLISH EXISTING STAIRS
- D2 DEMOLISH EXISTING WALLS AND PREPARE FOR NEW CONSTRUCTION
- D3 DEMOLISH EXISTING DOOR, FRAME, AND ALL ASSOCIATED HARDWARE. PREPARE OPENING FOR PATCHING OR NEW DOOR INSTALLATION. SEE FLOOR PLANS.
- D4 SAW-CUT REOPEN HOLE IN EXISTING EXTERIOR WALL CONSTRUCTION AND PREPARE FOR NEW WINDOW INSTALLATION.
- D5 DEMOLISH EXISTING WINDOW, FRAME, AND ALL ASSOCIATED HARDWARE. PREPARE OPENING FOR PATCHING OR NEW DOOR INSTALLATION. SEE FLOOR PLANS.
- D6 DEMOLISH EXISTING DOOR, FRAME, AND ALL ASSOCIATED HARDWARE AND FILL OPENINGS W/ CONC.
- D7 DEMOLISH ROOM IN ITS ENTIRETY AND BACKFILL VOID, EXCEPT FDTN WALLS - CUT TOP OF FOUNDATION WALL 2'-0" BELOW NEW GRADE AND BURY IN PLACE; BREAK UP CONCRETE FLOOR TO ALLOW ANY WATER INFILTRATION TO DRAIN TO GRADE BELOW; EX. MASONRY CHIMNEY TO REMAIN IN PLACE - SEE STRUCT. FOR IN-FILL OF CHIMNEY CAVITY.
- D8 REMOVE PORTION OF EXIST. MASONRY AS REQ'D FOR NEW CONSTRUCTION.
- D9 REMOVE EXISTING ADHERED CEILING TILE & SOFFITS IN ITS ENTIRETY DOWN TO ORIGINAL PLASTER CLG. -PLASTER CLG. TO REMAIN IN PLACE
- D10 DEMOLISH EXISTING BUILT-UP ROOFING & INSUL. & PREPARE FOR NEW ROOFING. REMOVE EXSTG. SEALANTS & FLASHING FROM EXIST'G WALLS & PREP. FOR NEW. REMOVE EXIST'G. GUTTER & PREP. FOR NEW.
- D11 DEMOLISH EXISTING WINDOW, FRAME, SILL, AND ALL ASSOCIATED HARDWARE. PREPARE OPENING FOR NEW WINDOW INSTALLATION. SEE FLOOR PLANS. WHERE BRICK WAINSCOT IS COVERING PORTION OF WDW, PROTECT AND MAINTAIN WAINSCOT FOR WALL IN-FILL BEHIND - SEE REMODEL PLANS.
- D12 PATCH & REPAIR BRICK & JOINTS AT ROOF DRAIN SCUPPER - ADD NEW SEALANT AROUND PERIMETER
- D13 EXISTING STAGE FLOOR FRAMING AND SUPPORTING WALL FRAMING TO REMAIN IN PLACE
- D14 REMOVE EXSTG ACT & SUSPENSION GRID
- D15 REMOVE ~12'X12' CLG. GRILLES AND IN-FILL W/ FRAMING & GWB TO MATCH EXIST'G - FIRE TAPE
- D16 SAW-CUT BRICK WAINSCOT & CUT FOUNDATION WALL DOWN FOR NEW ENTRY DOOR - SEE REMODEL PLANS.
- D17 REMOVE EXSTG BUMPOUT
- D18 REMOVE EXSTG WD. FLOORING - SLEEPERS TO REMAIN IN PLACE FOR ATTACHEMENT OF NEW SUB-FLOOR; PATCH HOLES IN FLOOR TO MATCH EXST'G - FIELD VERIFY EXTENTS
- D19 PREP. EXSTG MASONRY WALL FOR APPLICATION OF NEW WALL FINISH
- D20 REMOVE REMNANTS OF SEALANTS & CLEAN BRICK
- D21 DEMOLISH EXISTING BUILDING. CUT FOUNDATION WALLS 2' BELOW GRADE. REST REMAIN. SALVAGE ENTRANCE DOOR.
- D22 SALVAGE EXISTING ALUM. ENTRANCE DOOR, FRAME, AND HARDWARE FOR RE-INSTALLATION ELSEWHERE - SEE REMODEL PLANS.
- D23 DEMOLISH EXISTING WALL. PREPARE NEW OPENING. SEE DETAILS ON NEW STAIR PLANS, SECTIONS AND DETAILS.
- D24 DEMOLISH EXISTING DOOR, FRAME, AND ALL ASSOCIATED HARDWARE. PREPARE OPENING FOR PATCHING OR NEW DOOR INSTALLATION. SEE FLOOR PLANS. USE SALVAGED ENTRANCE DOOR FROM DEMOLISHED OFFICE
- D25 REMOVE EXIST DOWNSPOUT (ALT. BID)
- D26 REMOVE EAST FACADE GRILLES IN PREPARATION FOR INFILL (ALT. BID)
- D27 DEMOLISH EXISTING BUILT UP ROOF. PREPARE FOR NEW ROOF
- D28 SALVAGE BRICKS FROM REOPENED HOLE AND REUSE AS EXIST. BRICK INFILL UNDER NEW WINDOWS
- D29 SAW-CUT EXISTING EXTERIOR CHIMNEY WALL
- D30 DEMOLISH PORTION OF WAINSCOT
- D31 CLEAN OFF EXCESS MORTAR FROM WALL

2 NORTH DEMOLITION ELEVATION
AD200 1/8" = 1'-0"

1 EAST DEMOLITION ELEVATION
AD200 1/8" = 1'-0"



I hereby certify that this plan specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Architect under the laws of the State of North Dakota.

Kim J. Jochim

Date 7/30/25 Ref. No. 1774

ST. LEO THE GREAT

Minot, North Dakota

ST. LEO'S OFFICE REMODEL

ST. LEO THE GREAT ROMAN CATHOLIC CHURCH

218 1ST STREET SE

MINOT, ND 58701

DATE

07/30/2025

CONSTRUCTION DOCUMENTS

REVISION SCHEDULE

#	DATE	REVISION

PROJECT NO:

R24054

DRAWN BY:

KIT

CHECKED BY:

RMA

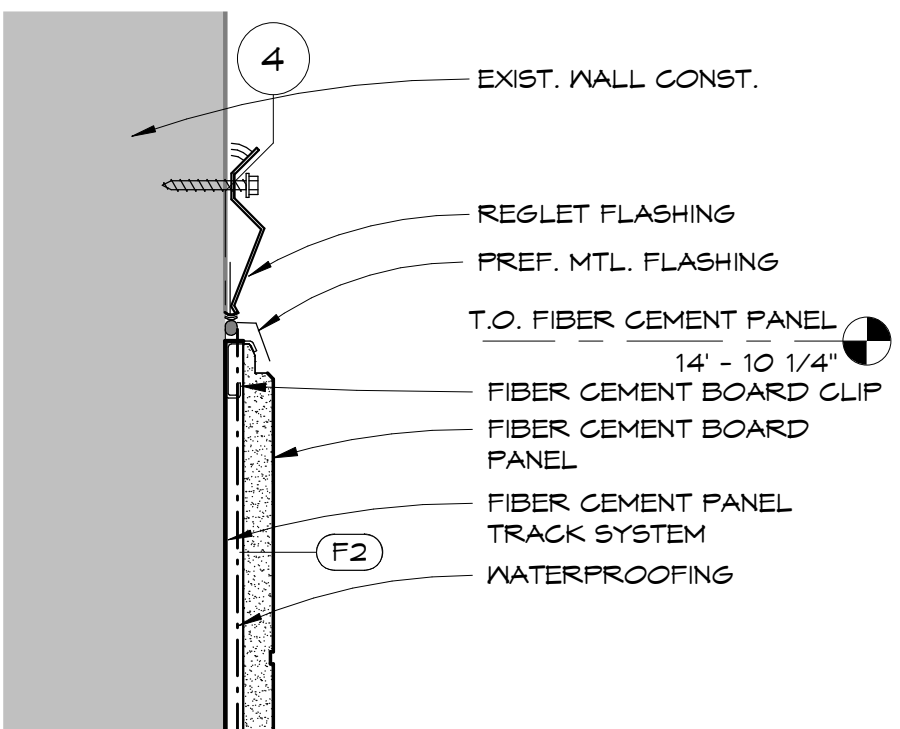
SHEET

AD200

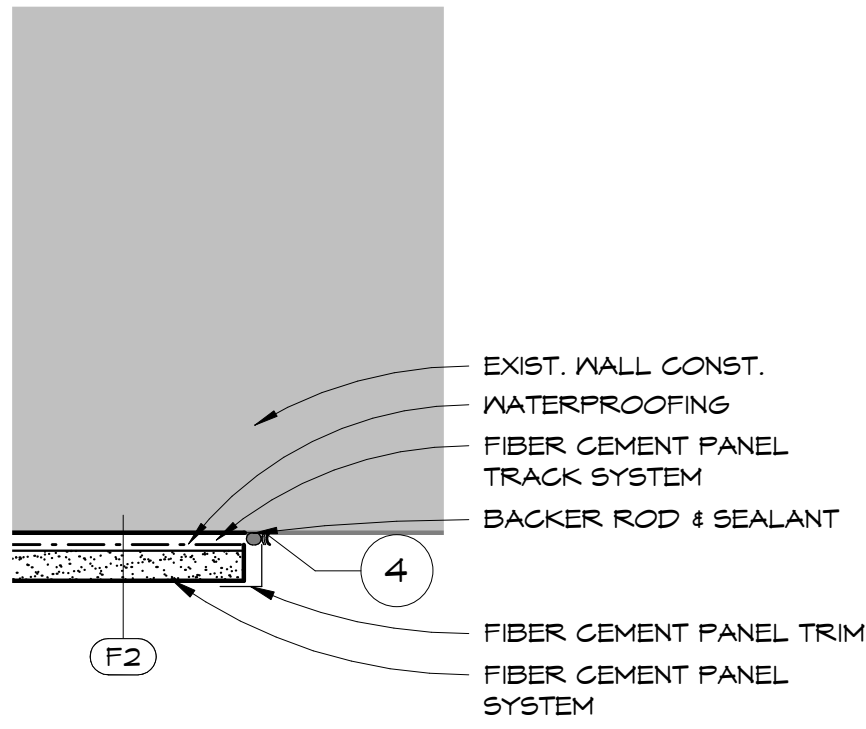
EXTERIOR ELEVATIONS

ELEVATION KEY

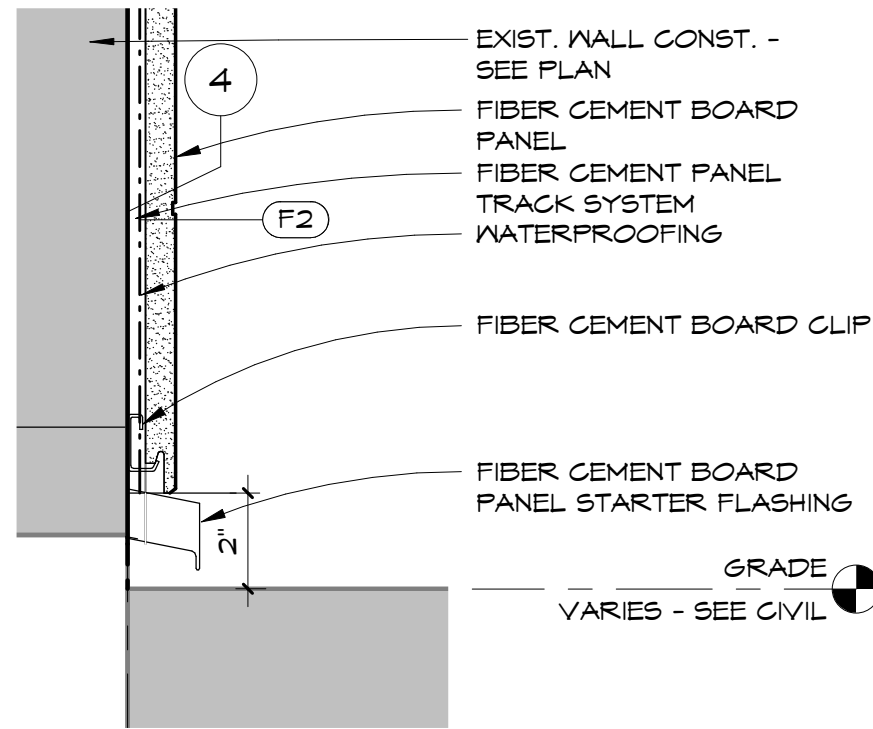
- EXISTING EXTERIOR BRICK FINISH
- GLAZING, SEE FRAME TYPES
- NICHIHA PANEL
- CONTROL JOINT
- PANEL JOINT



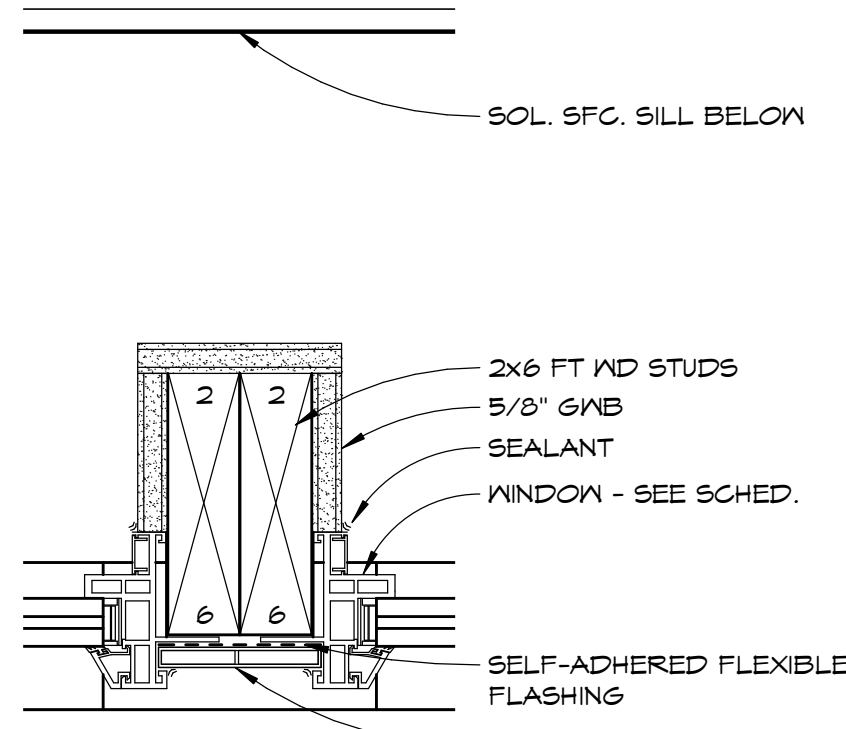
5 FIBER CEMENT PANEL CAP DETAIL
A201 3" = 1'-0"



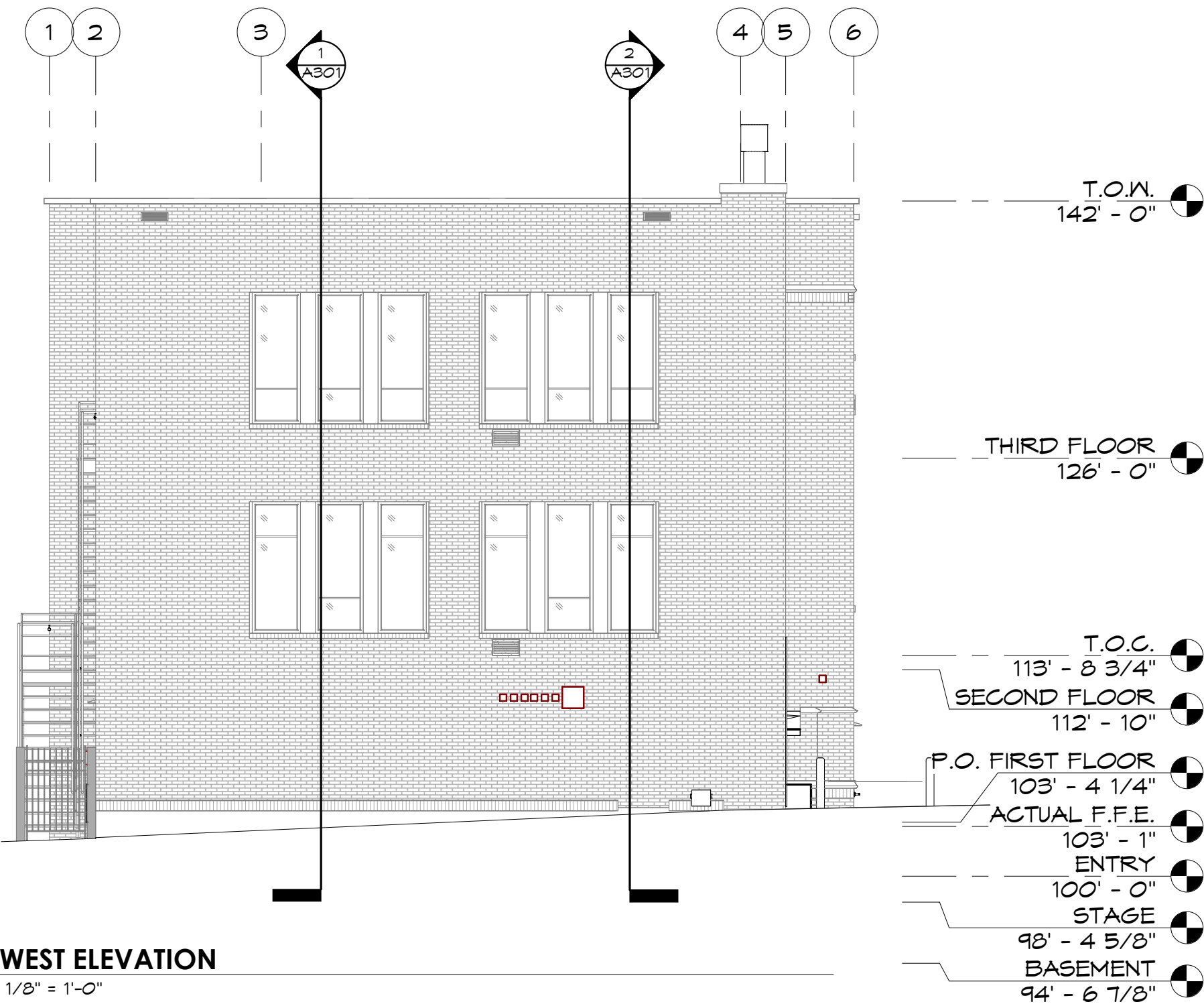
6 FIBER CEMENT PANEL EDGE DETAIL
A201 3" = 1'-0"



7 FIBER CEMENT PANEL BASE DETAIL
A201 3" = 1'-0"



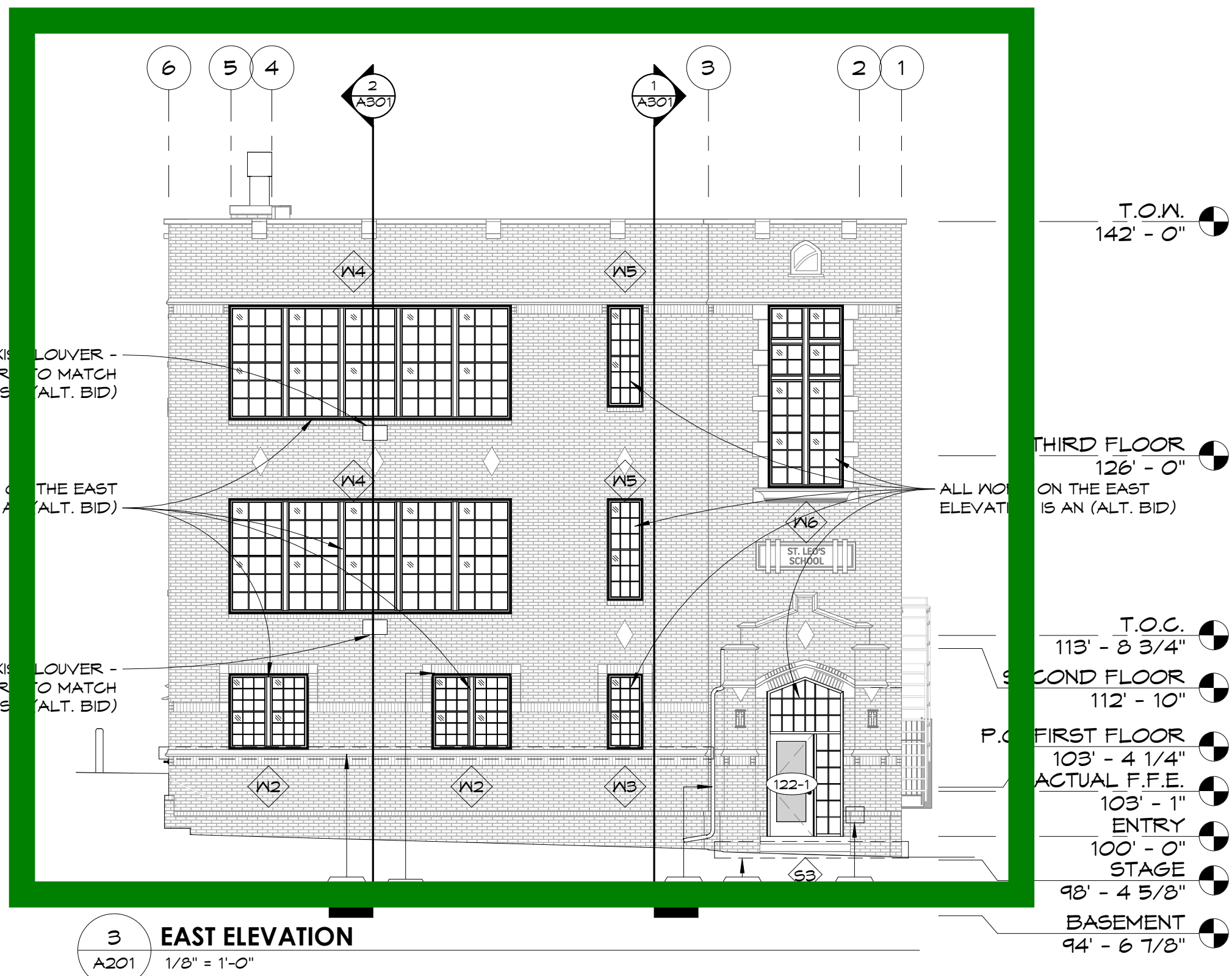
8 TYPICAL WINDOW MULLION DETAIL
A201 3" = 1'-0"



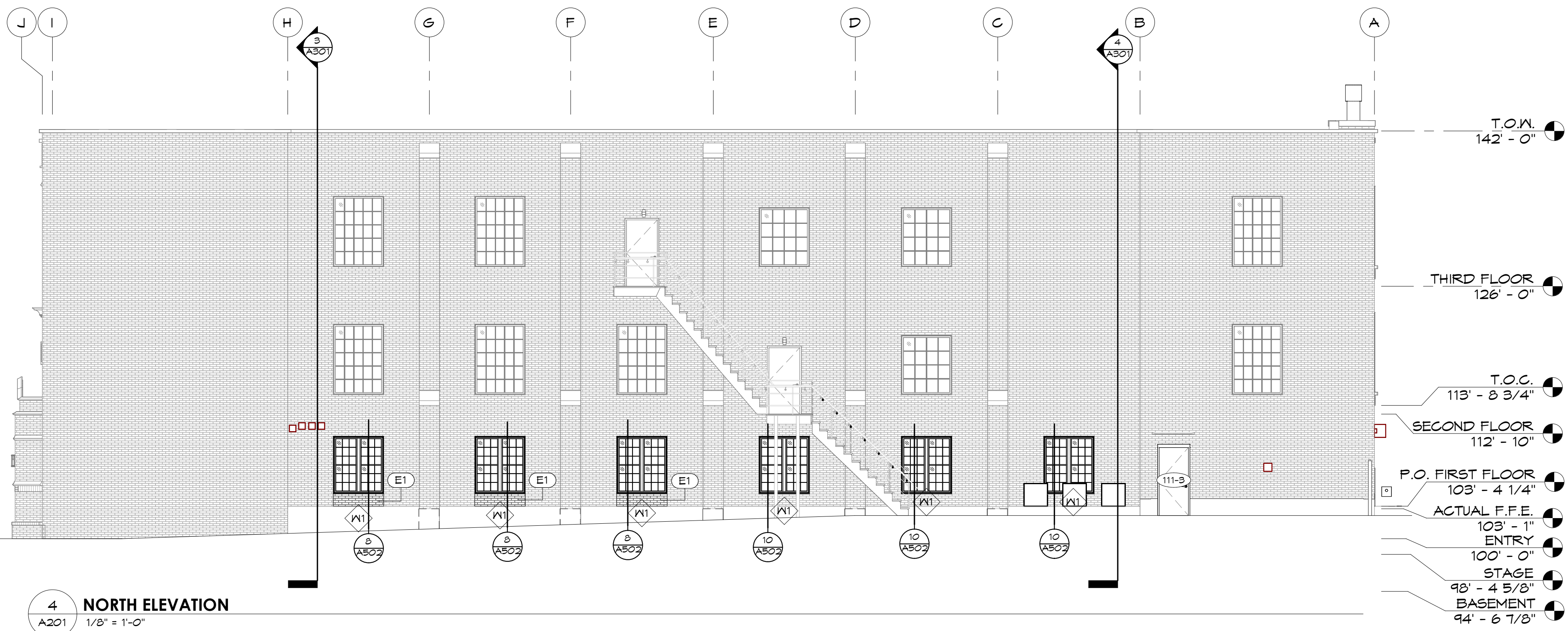
1 WEST ELEVATION
A201 1/8" = 1'-0"



2 SOUTH ELEVATION
A201 1/8" = 1'-0"



3 EAST ELEVATION
A201 1/8" = 1'-0"



4 NORTH ELEVATION
A201 1/8" = 1'-0"

I hereby certify that this plan specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Architect under the laws of the State of North Dakota.
Date 7/30/25 Ref. No. 1774

ST. LEO THE GREAT
Minot, North Dakota

ST. LEO'S OFFICE REMODEL
ST. LEO THE GREAT ROMAN CATHOLIC CHURCH
218 1ST STREETSE
MINOT, ND, 58701

DATE
07/30/2025

CONSTRUCTION DOCUMENTS

REVISION SCHEDULE

#	DATE	REVISION

PROJECT NO. R24054
DRAWN BY: KIT
CHECKED BY: RMA

SHEET
A201
EXTERIOR ELEVATIONS

CONTINUATION PAGE

Payment application containing Contractor's signature is attached.

APPLICATION #
DATE OF APPLICATION
PERIOD THRU

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D+E+F)	PERCENT COMPLETE (G/C)	BALANCE TO COMPLETION (C-G)	RETAINAGE
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Allowances	\$ 10,000.00				\$ -	0%	\$ 10,000.00	\$ -
2	Demolition	\$ 4,770.00				\$ -	0%	\$ 4,770.00	\$ -
3	Windows	\$ 65,950.00				\$ -	0%	\$ 65,950.00	\$ -
4	Replace Downspout/Misc. Masonry Repair	\$ 6,280.00				\$ -	0%	\$ 6,280.00	\$ -
5						\$ -		\$ -	\$ -
6						\$ -		\$ -	\$ -
7						\$ -		\$ -	\$ -
8						\$ -		\$ -	\$ -
9						\$ -		\$ -	\$ -
10						\$ -		\$ -	\$ -
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	SUB-TOTALS	\$ 87,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 87,000.00	\$ -

Case #	Date Approved	Address	Applicant(s)	Contract Amount	Status/Completion Date	Appropriation Amount	Actual Amount Spent	Obligated Fund Balance	Actual Fund Balance
N/A	6-21-21					\$943,000.00		\$943,000.00	\$943,000.00
FI-1	11-15-21	24 1st St. NE	Auslander, LLC	\$180,000.00	12-27-23		\$180,000.00	\$763,000.00	\$763,000.00
FI-2	11-15-21	111 Central Ave. W.	S-J One Eleven, LLC	\$145,987.00	12-22-23		\$145,987.00	\$617,013.00	\$617,013.00
FI-3	5-16-22	115 1st St. SE	Mouse River Players	\$63,998.00	11-18-22		\$63,998.00	\$553,015.00	\$553,015.00
FI-4	3-21-22	109 Main St. S.	Margie's Art Glass	\$84,563.00	2-3-23		\$84,563.00	\$468,452.00	\$468,452.00
FI-5	N/A	10 1st St. SW	Hogan Douglas First, LLC	\$0.00	WITHDRAWN		\$0.00	\$468,452.00	\$468,452.00
N/A	1-1-23					\$513,313.00		\$981,765.00	\$981,765.00
FI-6	1-17-23	10 1st St. SW	Hogan Douglas First, LLC	\$100,000.00	9-1-23		\$100,000.00	\$881,765.00	\$881,765.00
FI-7	6-19-23	121 Main St. S.	JK Hurt Rentals, LLC	\$100,000.00	12-6-23		\$100,000.00	\$781,765.00	\$781,765.00
FI-8	7-24-23	123 1st St. SW	BIG M MINOT, LLC	\$180,000.00	EXPIRED		\$0.00	\$781,765.00	\$781,765.00
FI-9	1-17-23	111 Main St. S.	Pitner Trust	\$100,000.00	7-5-24		\$100,000.00	\$681,765.00	\$681,765.00
FI-10	10-2-23	117 Central Ave. W.	Boomtown Enterprises, LLC	\$180,000.00	7-8-24		\$180,000.00	\$501,765.00	\$501,765.00
N/A	1-1-24					\$417,590.00		\$919,355.00	\$919,355.00
FI-11	1-16-24	23 2nd Ave. SE	Jordan Ross & Megan Ross	\$134,498.00	1-23-25		\$134,498.00	\$784,857.00	\$784,857.00
FI-12	3-18-24	11 Central Ave. E	Aaron Bofenkamp & Miranda Nicols	\$134,304.00	6-20-25		\$134,304.00	\$650,553.00	\$650,553.00
FI-13	10-21-24	221 Main St. S.	Walker Properties, LLLP	\$180,000.00	11-12-25		\$180,000.00	\$470,553.00	\$470,553.00
FI-14	10-7-24	300 Central Ave. E.	CXL, LLC	\$180,000.00	11-12-25		\$180,000.00	\$290,553.00	\$290,553.00
N/A	1-1-25					\$302,000.00		\$592,553.00	\$592,553.00
FI-15	7-7-25	110 Central Ave. E.	Aksal Group, LLC	\$171,696.00	CONTRACT EXECUTED		TBD	\$420,857.00	\$592,553.00
FI-16	11-17-25	13 1st Street SE	Five and Two Ventures, LLC	\$100,000.00	CONTRACT EXECUTED		TBD	\$320,857.00	\$592,553.00
FI-17	N/A	108 E. Burdick Expw.	Minot Housing Authority	\$105,000.00	DENIED		\$0.00	\$320,857.00	\$592,553.00
N/A	1-1-26					\$200,000.00		\$520,857.00	\$792,553.00
FI-18	TBD	17 Central Ave. E	WBH Properties, LLP	\$100,000.00	APPLICATION FILED				
FI-19	TBD	208 1st St. SE	St. Leo's Office	\$65,250.00	APPLICATION FILED				