



City of Grand Forks  
Staff Report  
Committee of the Whole – May 27, 2025  
City Council – June 2, 2025

**APPROVED & ACCEPTED**  
*by City Council*  
06/02/2025  
*Maureen Storstad*  
Maureen Storstad  
City Auditor

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**Agenda Item:** Appointments to the Downtown Design and Review Board (DDRB)

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**Submitted By:** Mayor Brandon Bochenski

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**Staff Recommended Action:** Approve the Appointment of Dillon Trosen and the Reappointment of Blue Weber to the Downtown Design and Review Board (DDRB).

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**May 27, 2025 - Committee Recommended Action:** Motion by Osowski, second by Berg to refer to City Council with a recommendation to approve. Motion carried unanimously.

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**June 2, 2025 - Council Action:** Motion by Osowski, second by Berg to approve on consent agenda. Motion carried unanimously.

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**BACKGROUND:** The board is composed of seven (7) member with one (1) member of the Grand Forks Historic Preservation Commission (GFHPC) appointed by the GFHPC, two (2) members of the public with professional background in history, architectural history, and/or architecture nominated by the Mayor and confirmed by the City Council, three (3) members of the public owning property or owning and operating businesses located within the central business district nominated by the Mayor and confirmed by the City Council, and one (1) member of the Planning & Zoning Commission appointed by that body. Members serve 3 calendar year terms.

This position was previously held by another representative from 322 Hospitality Group who resigned from DDRB. Staff then re-advertised the board position with Dillon Trosen as the only applicant. Trosen currently serves as the Facilities Manager at 322 Hospitality Group and has expressed interest in the growth and aesthetics of downtown. Staff is recommending approval of the appointment of Dillon Trosen to the open downtown business owner/operator position.

On December 21, 2024, Blue Weber’s DDRB term expired. Weber serves as a downtown business owner/operator representative. He is the Community Outreach Liaison with Bolton & Menk out of the Grand Forks office located downtown. He wishes to continue to serve on the board for another term in the same position.

**ANALYSIS AND FINDINGS OF FACT:**

- **Dillon Trosen, Facilities Manager, 322 Hospitality Group**
  - **Appointment, Downtown Business Owner/Operator**
- **Blue Weber, Community Outreach Liaison, Bolton & Menk**
  - **Reappointment, Downtown Business Owner/Operator**

<b>• Name</b>	<b>Board Position</b>
Chuck Flemmer	Grand Forks Historical Commission
Leah Byzewski	Professional Background in History
Bill Schoen	Professional Background in Architecture
Alex Reichert	Planning & Zoning Commission Appointment
Dave Badman	Downtown Owner/Operator
<b>Blue Weber (<i>seeking reappointment</i>)</b>	Downtown Business Owner/Operator
<b>Dillon Trosen (<i>seeking appointment</i>)</b>	Downtown Business Owner/Operator

**SUPPORT MATERIALS:**

- Dillon Trosen resume & cover letter

Dillon Trosen  
2530 17<sup>th</sup> Ave s apt 302  
Grand Forks, ND 58201  
Dillon.Trosen@322hg.com  
701-265-2529

I am writing to express my interest in the DDRB position at The city of Grand Forks With a diverse background in city management, real estate, and hospitality, I am confident in my ability to contribute effectively to your team.

I have previously worked for the City of Cavalier, ND, where I gained valuable experience in municipal operations and community engagement. My role at Oxford Realty further honed my skills in property management and customer service. Currently, I am employed as the Facility Manager at 322 Hospitality Group, where I oversee daily operations, ensure high standards of service, and manage a team of dedicated professionals.

My varied experiences have equipped me with a strong understanding of the importance of creating welcoming environments and fostering positive relationships with clients and community members. I am eager to bring my expertise to DDRB and contribute to the continued success and growth of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can be an asset to your team.

Sincerely,

Dillon Trosen



# DILLON TROSEN

Grand Forks, ND 58202

701 265 2529 | [Dillon.trosen@322hg.com](mailto:Dillon.trosen@322hg.com)

## PROFESSIONAL SUMMARY

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Dynamic Facilities Manager with a proven track record at 322 Hospitality Group, excelling in management and team leadership. Achieved significant cost savings through strategic vendor negotiations and enhanced facility efficiency via innovative maintenance plans.

## Skills

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- Schedule management
- Budgeting and financial management
- Service contracts management
- Innovation and creativity
- Assent management
- Project management
- Blueprint reading
- Leadership and supervision
- Waste management

## Work History

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### Facilities Manager

**322 Hospitality Group- 322 DeMers** 08/2023 to Current

- Responded to building emergencies and managed repairs.
- Maintained facility grounds, equipment, and safety compliance
- Conducted regular inspections of physical assets, identifying areas for repair or replacement before issues escalated into costly problems.
- Oversaw all aspects of equipment installation, maintenance, and repair for both internal and external services.
- Managed vendor relationships for cost effective services, ensuring quality and timely completion of projects.
- Achieved cost savings through negotiating service contracts, leveraging long-term relationships with trusted suppliers.
- Investigated problems and determined appropriate remedies.
- Evaluated subcontractor performance for quality assurance purposes, maintaining strong partnerships while holding service provider accountable for their work.
- Controlled expenses to meet budget requirements.
- Oversaw Facility renovations, ensuring ADA compliance and adherence to local building codes.

## Work History Continued

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### Facilities Manager

**322 Hospitality Group-** 322 DeMers 08/2023 to Current

- Improved facility efficiency by implementing preventive maintenance plans and streamlining work order processes.
- Maintained HVAC, temperature control, electrical and building automation systems.
- I interviewed, hired, and trained qualified maintenance employees.
- Maintained regulatory compliance by staying up to date on relevant laws, codes, standards, such as OSHA requirements.
- Evaluation facility operations and personnel for safety and health regulation compliance
- Created Management reports outlining important facility statistics
- Coordinated events setup and teardown effectively, ensuring minimal disruption to regular operations.
- Maintained Inventory and ordered supplies to keep facility resources readily available.
- Tracked and documented operational and financial records to perform analysis available.
- Led facility management staff and consultants in producing business plans that focus on facility operations
- Led cross functional teams to complete complex facility projects on time and within budget constraints.
- Handled tenant relations by addressing complaints and concerns quickly to promote facility satisfaction.

### Tech Supervisor

**Oxford Realty Group-** Grand Forks, ND 08/2020 to 08/2023

- Maintained a safe work environment by strictly adhering to established safety protocols and guidelines.
- Trained new technicians on standard operating procedures, ensuring consistency across the team.
- Performed troubleshooting and diagnosis on malfunctioning equipment
- Completed complex repairs quickly by leveraging strong diagnostic skills and attention to detail
- Conducted property showings and managed closings to ensure a positive and productive workplace environment.
- Oversaw snow removal and provided training during the winter months.

## Certifications

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- Certified Facilities Manager, 322 Hospitality Group

## Languages

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- English