



Economic Development Plan Review Committee Meeting

Friday, April 11, 2025, at 1:00 PM

City Council Chambers, 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. ROLL CALL

2. APPROVAL OF MINUTES

2.1. APPROVAL OF MINUTES - MARCH 21, 2025

**It is recommended City Council approve the minutes of the March 21, 2025, Economic Development Plan Review Committee meeting.**

3. OLD BUSINESS

3.1. COMMITTEE BULLET POINT REVIEW

4. UPCOMING INFORMATION

4.1. POTENTIAL UPCOMING MEETING DATES

**The committee could potentially meet on the following dates, from 1:00 pm to 3:00 pm in the City Council Chambers, unless otherwise specified:**

- **May 9, 2025**
- **May 23, 2025**

5. ADJOURNMENT

On March 21, 2025, an Economic Development Plan Review Committee meeting was held in the City Council Chambers, City Hall (10 3rd Ave SW). Chairman Blessum called the meeting to order at 01:00 PM.

#### ROLL CALL

Members Present: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson

Members Absent: Paul Pitner, Beth Feldner, Melinda Howe

#### PLEDGE OF ALLEGIANCE

Chairman Blessum led the City Council in the Pledge of Allegiance.

#### APPROVAL OF MINUTES - FEBRUARY 21, 2025

Committee Member Justin Hammer moved the committee to approve the minutes of the February 21, 2025, Economic Development Plan Review Committee meeting. The motion was seconded by Committee Member Jordan Nelson and carried the following roll call vote: ayes: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson; nays: None.

#### NEW BUSINESS

#### CHILDCARE COMMITTEE UPDATE

Alderwoman Olson, Scott Burlingame, and Keli Rosselli-Sullivan presented to the committee about the current Childcare in Minot Committee. The presentation is attached to the agenda in the agenda packet.

At 1:03 pm Melinda Howe joined the meeting.

#### COMMITTEE BULLET POINT REVIEW

##### Section 1: Committee Background

**Motion 1:** Committee Member Tyler Neether moved the committee to approve Section 1: Committee Background. The motion was seconded by Committee Member Melinda Howe.

**Amendment to Motion 1:** Committee Member Justin Hammer moved to amend the original motion to include directing Chairman Blessum and the City Clerk to add more description to the background to include meeting dates, topics, and the groups who presented to the committee. The motion to amend was seconded by Committee Member Jordan Nelson.

Both the amendment and original motion were withdrawn from the table.

**Motion 2:** Committee Member Tyler Neether moved the committee table the item and directed Chairman Blessum and the City Clerk to add more description to the background to include meeting dates, topics, and the groups who presented to the committee. The motion was seconded by Committee Member Justin Hammer and carried the following roll call vote: ayes: Mike Blessum, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: None.

##### Section 2: What is Economic Development Success?

At 2:04 pm, Beth Feldner joined the committee meeting.

**Motion 1:** Committee Member Tyler Neether moved to add the bullet point of increasing jobs. The motion was seconded by Committee Member Justin Hammer and carried the following roll call vote: ayes: Mike Blessum, Beth Feldner, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: None.

**Motion 2:** Committee Member Tyler Neether moved to add the bullet point to diversify industry sectors. The motion was seconded by Committee Member Jordan Nelson and carried the following roll call vote: ayes: Mike Blessum, Beth Feldner, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: None.

**Motion 3:** Committee Member Tyler Neether moved to remove the bullet point of increasing the tax base. The motion was seconded by Committee Member Jordan Nelson.

**Motion 4:** Committee Member Beth Feldner moved to table section 2. The motion was seconded by Committee Member Melinda Howe and carried the following roll call vote: ayes: Mike Blessum, Beth Feldner, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: None.

### Section 3: Primary Recommendations

**Motion 1:** Committee Member Justin Hammer moved to add the economic development position in the 2026 budget, which was cut from the 2025 budget. The motion was seconded by Committee Member Beth Feldner and carried the following roll call vote: ayes: Justin Hammer, Melinda Howe; nays: Mike Blessum, Beth Feldner, Tyler Neether, Jordan Nelson. The motion failed.

**Motion 2:** Committee Member Beth Feldner moved to remove the two items under the additional items not yet discussed by the committee portion of the report. The motion was seconded by Committee Member Jordan Nelson and carried the following roll call vote: ayes: Beth Feldner, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: Mike Blessum.

### UPCOMING INFORMATION - POTENTIAL UPCOMING MEETING DATES

The committee could potentially meet on the following dates, from 1:00 pm to 3:00 pm in the City Council Chambers, unless otherwise specified:

- April 11, 2025
- April 25, 2025

Committee members will submit recommendations to the City Clerk on or before April 8, 2025, to include in the agenda packet for the next meeting on April 11, 2025.

### ADJOURNMENT

The motion to adjourn the meeting at 3:15 pm was initiated by Committee Member Tyler Neether, seconded by Committee Member Jordan Nelson and carried the following roll call vote: ayes: Mike Blessum, Beth Feldner, Justin Hammer, Melinda Howe, Tyler Neether, Jordan Nelson; nays: None.

## WHAT IS ECONOMIC DEVELOPMENT SUCCESS?

- Fill Gaps – Funding where other organizations are not, or it is not part of their scope.
- Retail/Restaurant Economic Development and Data Collection
- Incentivizing business into Minot.
- Workforce recruitment and retention.
- Short-term spending.
- Increasing labor pool.
- Increasing tax base.
- Increasing discretionary income/spending.
- Options available for jobs, more competitive market.
- Competition.
- Increase in business ownership and entrepreneurship.
- Strengthening our position as a regional draw.
- Attitude for development processes and assessing/adjusting current processes.

### Façade Improvement Program Recommendations:

- Take a larger look at the areas laid out in the 2040 Comprehensive Plan.
- If program is offered to more areas of town, change the structure of the program and/or reducing amount offered per application.
- Include a sunset date to the program.

### TIF Program Recommendations:

- Consider blighted properties only and remove new development.

### Direction to City Council on Retail Recruitment Services:

- Explore if there should be a newly structured standing committee on Economic Development.
- Recommend City Council dissolve Chapter 2, Article V, Division 2 Community Development Advisory Board.
- Additional staff member recommendation.

### Ideas for further review of the committee: (David Lakefield's Finance Presentation)

- Add a Community Facilities bucket or amend Bucket 5 Small Business to include Community Facilities.
- Special Assessments and up front funding for the developer through the City of Minot Economic Development Projects bucket.

### Possible further discussion/consideration topics: (Partnership with MACEDC and City of Minot)

- MACEDC provides more detail on how public funds or City of Minot funds are spent yearly. (This might already be covered in the application process for each budgeting year.)
- Regular communication with the MACEDC, City of Minot staff, and Magic Fund Screening Committee.
- Consolidating the MACEDC Service Agreement deliverables.
- The role of the MAGIC Fund Screening Committee.
- Combine/consolidate the data from all the different agencies for potential site selectors.





## **REPORT FROM THE ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE**

### **I. COMMITTEE BACKGROUND**

The Minot City Council approved a motion by a 6-1 vote at its October 7, 2024 regular meeting to create an Economic Development Plan Review Committee. The committee was to be comprised of 2 council members and 5 community members to be appointed by the mayor. Alderman Mike Blessum was selected to chair the committee and was joined by Alderman Paul Pitner as the council representatives. Community members appointed to the committee included Jordan Nelson, Tyler Neether, Justin Hammer, Melinda Howe, and Beth Feldner.

The committee commenced its work on November 8, 2024 and has met twice monthly since. Meetings have generally included presentations from various community and regional partners including ND Commerce, MACEDC, Souris Basin Planning Council, and City of Minot staff. Question and answer sessions were held with each of the presentations. Committee discussions were interspersed with the working sessions. Throughout the process the committee worked with the City Clerk acting as secretary to record bullet points of the thoughts of the committee.

### **II. WHAT IS ECONOMIC DEVELOPMENT SUCCESS?**

The committee held a discussion to work through ways to determine whether the city's economic development initiatives were successful. The committee developed the following bullet points that they felt represented success for the people of Minot.

- Fill Gaps – Funding where other organizations are not, or it is not part of their scope.
- Retail/Restaurant Economic Development and Data Collection
- Incentivizing business into Minot.
- Workforce recruitment and retention.
- Short-term spending.
- Increasing labor pool.
- Increasing tax base.
- Increasing discretionary income/spending.
- Options available for jobs, more competitive market.
- Competition.
- Increase in business ownership and entrepreneurship.
- Strengthening our position as a regional draw.
- Attitude for development processes and assessing/adjusting current processes.

Economic development activities should generally trace back to these success factors as a measurement for priority and success.

### **III. PRIMARY RECOMMENDATIONS**

Through its discussions, the committee prioritized the following recommendations for the city council's consideration. These items represent immediate actions the council could take to enhance the effectiveness of the city's economic development activities.

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#### **IV. OTHER COMMITTEE NOTES**

The committee members also had the following observations and notes during their deliberations. Although these items did not receive an approval vote for the primary recommendations, the committee forwarded all of its notes for information for the council.

Façade Improvement Program Recommendations:

- Take a larger look at the areas laid out in the 2040 Comprehensive Plan.
- If program is offered to more areas of town, change the structure of the program and/or reducing amount offered per application.
- Include a sunset date to the program.

TIF Program Recommendations:

- Consider blighted properties only and remove new development.

Direction to City Council on Retail Recruitment Services:

- Explore if there should be a newly structured standing committee on Economic Development.
- Recommend City Council dissolve Chapter 2, Article V, Division 2 Community Development Advisory Board.
- Additional staff member recommendation.

Ideas for further review of the committee: (David Lakefield's Finance Presentation)

- Add a Community Facilities bucket or amend Bucket 5 Small Business to include Community Facilities.
- Special Assessments and up front funding for the developer through the City of Minot Economic Development Projects bucket.

Possible further discussion/consideration topics: (Partnership with MACEDC and City of Minot)

- MACEDC provides more detail on how public funds or City of Minot funds are spent yearly. (This might already be covered in the application process for each budgeting year.)
- Regular communication with the MACEDC, City of Minot staff, and Magic Fund Screening Committee.

- Consolidating the MACEDC Service Agreement deliverables.
- The role of the MAGIC Fund Screening Committee.
- Combine/consolidate the data from all the different agencies for potential site selectors.

Additional items not yet discussed by the committee:

- Direct city staff to allocate a sum each year from the economic development sales tax proceeds to the general fund in an amount equal to the amount determined to have been foregone by the city under all property tax abatement and discount programs.
- Direct city staff to allocate a sum each year from the economic development sales tax proceeds to the Capital Flood Control account to support the local match provisions in the state flood control programs.
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## **REPORT FROM THE ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE**

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The committee commenced its work on November 8, 2024 and has met twice monthly since. Meetings have generally included presentations from various community and regional partners including ND Commerce, MACEDC, Souris Basin Planning Council, and City of Minot staff. Question and answer sessions were held with each of the presentations. Committee discussions were interspersed with the working sessions. Throughout the process the committee worked with the City Clerk acting as secretary to record bullet points of the thoughts of the committee.

### **II. WHAT IS ECONOMIC DEVELOPMENT SUCCESS?**

The committee held a discussion to work through ways to determine whether the city's economic development initiatives were successful. The committee developed the following bullet points that they felt represented success for the people of Minot.

- Fill Gaps – Funding where other organizations are not, or it is not part of their scope.
- Retail/Restaurant Economic Development and Data Collection
- Incentivizing business into Minot.
- Workforce recruitment and retention.
- Short-term spending.
- Increase labor pool.
- ~~Increasing~~ **Expand** tax base.
- Increasing discretionary income/spending.
- Options available for jobs, more competitive market.
- ~~Competition~~.
- Increase in business ownership and entrepreneurship.
- Strengthening our position as a regional draw.
- Attitude for development processes and assessing/adjusting current processes.
- **Diversify Industry Sectors**

Economic development activities should generally trace back to these success factors as a measurement for priority and success.

### III. PRIMARY RECOMMENDATIONS

Through its discussions, the committee prioritized the following recommendations for the city council's consideration. These items represent immediate actions the council could take to enhance the effectiveness of the city's economic development activities.

-  State Program Matching Funds – Do not make any changes to this program or funding sources such as Pace and Flex Pace.
-  Renaissance Zone – Do not make any changes to this program. Allow the renaissance zoning board to move districts from areas who have not utilized the program, to blighted areas or entrances to our community that need improvements.
- Homebuilder Tax Credit – Do not touch
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-  Consider additional residential developer incentives such as:
  -  Special Assessments used to fund infrastructure improvements.
  -  Developer tax credits
  -  Developer rebate

### IV. OTHER COMMITTEE NOTES

The committee members also had the following observations and notes during their deliberations. Although these items did not receive an approval vote for the primary recommendations, the committee forwarded all of its notes for information for the council.

Façade Improvement Program Recommendations:

- Take a larger look at the areas laid out in the 2040 Comprehensive Plan. Task the Renaissance Zone Committee to make these recommendations.
- ~~If program is offered to more areas of town~~  Change the structure of the program by changing the City/Applicant Percentage and/or reducing amount offered per application.
- Include a sunset date to the program.

TIF Program Recommendations:

- ~~Consider Prioritize blighted properties first, then consider new development. only and remove new development.~~
-  If consideration is given to new development, the applicant must provide a benefit to the city.

Direction to City Council on Retail Recruitment Services:

- ~~— Explore if there should be a newly structured standing committee on Economic Development.~~
- Recommend City Council dissolve Chapter 2, Article V, Division 2 Community Development Advisory Board.
- ~~— Additional staff member recommendation.~~

Ideas for further review of the committee: (David Lakefield's Finance Presentation)

- ~~— Add a Community Facilities bucket or amend Bucket 5 Small Business to include Community Facilities.~~
- ~~— Special Assessments and up front funding for the developer through the City of Minot Economic Development Projects bucket. Addressed above~~
- **Child Care/Workforce Shortage**
  - Other Communities are utilizing the ND Department of Commerce RWHP program for larger childcare facilities (pending funding in the next biennium) and providing local grants.

Possible further discussion/consideration topics: (Partnership with MACEDC and City of Minot)

- MACEDC provides more detail on how public funds or City of Minot funds are spent yearly. (This might already be covered in the application process for each budgeting year.)
- Regular communication with the MACEDC, City of Minot staff, and Magic Fund Screening Committee.
- Consolidating the MACEDC Service Agreement deliverables.
- The role of the MAGIC Fund Screening Committee.
- Combine/consolidate the data from all the different agencies for potential site selectors.

Additional items not yet discussed by the committee:

- This city needs to be nimble and react to market changes. As challenges arise, we need to be reactive to the changes and modify dollars/programs accordingly to fit the current needs of the community.
- ~~— Direct city staff to allocate a sum each year from the economic development sales tax proceeds to the general fund in an amount equal to the amount determined to have been foregone by the city under all property tax abatement and discount programs.~~
- ~~— Direct city staff to allocate a sum each year from the economic development sales tax proceeds to the Capital Flood Control account to support the local match provisions in the state flood control programs.~~