



Economic Development Plan Review Committee Meeting

Friday, May 9, 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. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1. APPROVAL OF MINUTES - APRIL 11, 2025

It is recommended City Council approve the minutes of the April 11, 2025, Economic Development Plan Review Committee meeting.

4. OLD BUSINESS

4.1. COMMITTEE BULLET POINT REVIEW

5. UPCOMING INFORMATION

5.1. 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 23, 2025 (This is the Friday before Memorial Day weekend, so the committee should discuss if this date will have a quorum in attendance.)**

6. ADJOURNMENT

On April 11, 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 1:00 PM.

ROLL CALL

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

Members Absent: Beth Feldner, Melinda Howe

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES - MARCH 21, 2025

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

OLD BUSINESS

COMMITTEE BULLET POINT REVIEW

Section 2: What is Economic Development Success?

Motion 1: Committee Member Paul Pitner moved the committee to accept Tyler Neether's adjustments to section II as follows:

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.

The motion was seconded by Committee Member Justin Hammer and carried the following roll call vote: ayes: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: None.

Motion 2: Committee Member Jordan Nelson moved the committee to accept Jordan Nelson's changes and incorporate the motion to accept Tyler Neether's adjustments as follows:

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- Retail/Economic Development and Data Collection
- Incentivizing business into Minot.
- Workforce recruitment and retention.
- Short-term spending.
- Increasing labor pool.
- Increasing **Expand the** tax base.
- Increasing discretionary income/spending.
- Options available for jobs, more competitive market.
- Increase in business ownership and entrepreneurship.
- Strengthening our position as a regional draw.
- Attitude for development processes and assessing/adjusting current processes.
- Foster a common sense, business-friendly environment that will work to increase entrepreneurship, new business formation, existing business growth and competition which benefits the consumer.
- Work with all stakeholders to ensure that Minot can attract a workforce with a broad skill set, both through new residents and enabling existing residents.
- **Diversify** Industry Sectors

The motion was seconded by Committee Member Paul Pitner.

Motion to Amend: Committee Member Paul Pitner moved the committee to amend motion 2 to add back restaurant in the following bullet point:

- Retail/Restaurant Economic Development and Data Collection

The motion to amend the original motion was seconded by Committee Member Justin Hammer and carried the following roll call vote: ayes: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: None.

Motion 2 with Amendment: The committee then returned to the original motion from Committee Member Jordan Nelson to accept Jordan Nelson's changes and incorporate the motion to accept Tyler Neether's adjustments with the amendment to add back the word restaurant as follows:

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- Retail/Restaurant Economic Development and Data Collection
- Expand tax base.
- Increasing discretionary income/spending.
- Strengthening our position as a regional draw.
- Foster a common sense, business-friendly environment that will work to increase entrepreneurship, new business formation, existing business growth and competition which benefits the consumer.
- Work with all stakeholders to ensure that Minot can attract a workforce with a broad skill set, both through new residents and enabling existing residents.
- **Diversify** Industry Sectors

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

The motion was seconded by Committee Member Paul Pitner and carried the following roll call vote:
ayes: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: None.

Section 3: Primary Recommendations

Motion 1: Committee Member Tyler Neether moved to accept the following primary recommendation:

- State Program Matching Funds – Prioritize the funding of the Pace and Flex Pace Programs at levels adequate for their operations.

The motion was seconded by Committee Member Paul Pitner and carried the following roll call vote:
ayes: Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: Mike Blessum.

Motion 2: Committee Member Tyler Neether moved to accept the following primary recommendation:

- Continue the Renaissance Zone Program - Encourage 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.

The motion was seconded by Committee Member Paul Pitner and carried the following roll call vote:
ayes: Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: Mike Blessum.

Motion 3: Committee Member Tyler Neether moved to accept the following primary recommendation:

- Continue the Builders Property Tax Exemption and Homeowners Property Tax Exemption Programs

The motion was seconded by Committee Member Paul Pitner and carried the following roll call vote:
ayes: Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; nays: Mike Blessum.

Motion 4: Committee Member Tyler Neether moved to accept the following primary recommendation:

- Consider additional residential developer incentives such as:
 - Special Assessments (fund infrastructure improvements)
 - Developer Tax Credits
 - Developer Rebates

The motion was seconded by Committee Member Paul Pitner and carried the following roll call vote:
ayes: Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; 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:

- May 9, 2025
- May 23, 2025

ADJOURNMENT

The motion to adjourn the meeting at 3:03 pm was initiated by Committee Member Paul Pitner, seconded by Committee Member Jordan Nelson and carried the following roll call vote: ayes: Mike Blessum, Justin Hammer, Tyler Neether, Jordan Nelson, Paul Pitner; 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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- 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.~~



REPORT FROM THE ECONOMIC DEVELOPMENT PLAN REVIEW COMMITTEE

I. COMMITTEE BACKGROUND

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- Retail/Restaurant Economic Development and Data Collection
- ~~— Incentivizing business into Minot.~~
- ~~— Workforce recruitment and retention.~~
- ~~— Short-term spending.~~
- ~~— Increasing labor pool.~~
- Increasing **Expand the** tax base.
- Increasing discretionary income/spending.
- ~~— Options available for jobs, more competitive market.~~
- ~~— Increase in business ownership and entrepreneurship.~~
- Strengthening our position as a regional draw.
- ~~— Attitude for development processes and assessing/adjusting current processes.~~
- **Foster a common sense, business-friendly environment that will work to increase entrepreneurship, new business formation, existing business growth and competition which benefits the consumer.**
- **Work with all stakeholders to ensure that Minot can attract a workforce with a broad skill-set, both through new residents and enabling existing residents.**
- 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.

- Review permitting process across departments and press hard to reduce wait times and make it easier to obtain approval.
- Identify ways to improve the business
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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.
- Spend less – Façade program picks winners and losers and far exceeds what I've seen spent in other communities.

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. **Strengthening transparency in the process to the extent possible.**
- 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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- State Program Matching Funds – Prioritize the funding of the Pace and Flex Pace Programs at levels adequate for their operations.
- Continue the Renaissance Zone Program - Encourage 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.
- Continue the Builders Property Tax Exemption and Homeowners Property Tax Exemption Programs
- Consider additional residential developer incentives such as:
 - Special Assessments (fund infrastructure improvements)
 - Developer Tax Credits
 - Developer Rebates

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.

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- 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.
-