



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Brian Billingsley, AICP, Community & Economic Development Director

**DATE:** April 1, 2021

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT AMENDMENT FOR MINOT AREA  
CHAMBER EDC**

**I. RECOMMENDED ACTION**

Approve a professional services agreement with Minot Area Chamber EDC (formerly Minot Area Development Corporation) for the continuation of economic development services through the remainder of the 2021 calendar year.

**II. DEPARTMENT CONTACT PERSONS**

Brian Billingsley, Community & Economic Development Director	857-4147
Kelly Hendershot, City Attorney	857-4755
Harold Stewart, City Manager	857-4750
Dave Lakefield, Finance Director	857-4784

**III. DESCRIPTION**

A. Background

On January 19, 2021, the Minot City Council (CITY) approved a contract extension with the Minot Area Chamber Economic Development Corporation (MACEDC) for various economic development services. The contract expires on April 1, 2021.

B. Proposed Project

Staff proposes a nine-month contract for the continuation of economic development services. Many of the terms from the existing contract have not changed. The following items have been added to the contract:

- Obligation #1.c: Gives the City Council the ability to fund a subscription to the Location One Information System (LOIS), which is widely used by site selectors when they are considering sites to place a new business.
- Obligation #1.d: Gives the City Council the ability to fund new initiatives not listed in the contract upon the receipt of a written proposal by MACEDC. New proposals will be addressed in a written amendment approved by both parties.
- Obligation #2.d: This obligation was amended to require MACEDC to set up a familiarization tour with a site selector and conduct business retention and expansion interviews.
- Obligation #2.g: Requires MACEDC to update their website.
- Obligation #2.h: Requires MACEDC to start placing listings of available properties on LOIS if the City Council agrees to fund the LOIS subscription.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

This agreement will carry out activities recommended by the 2018 IEDC report.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

The amount of money the CITY will pay to MACEDC will remain the same throughout the duration of the contract extension.

Project Costs

The CITY agrees to pay MACEDC \$27,375.00 per month through the remainder of the calendar year.

Project Funding

This project was budgeted at \$328,500.00 in the 2021 Budget, acct # 25172000-43040.

**V. ALTERNATIVES**

Alt. 1. Amend the Professional Services Agreement with MACEDC. This could interrupt the continuity of economic development services.

**VI. TIME CONSTRAINTS**

Staff will need one week, possibly longer, to renegotiate contract amendments with MACEDC upon the request of the Council.

**VII. LIST OF ATTACHMENTS**

A. Proposed Professional Services Agreement.