



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Brian Billingsley, Community & Economic Development Director

DATE: May 13, 2021

SUBJECT: DOWNTOWN PLANNING SERVICES STUDY BUDGET AMENDMENT

I. RECOMMENDED ACTION

1. Recommend approval of the proposed ordinance to amend the 2021 budget to add a planning services grant to the Planning Department's budget.

II. DEPARTMENT CONTACT PERSONS

Brian Billingsley, Community & Economic Development Director – 857-4147
Jonathan Rosenthal, Economic Development Administrator – 420-4524

III. DESCRIPTION

1. Background
The City of Minot was awarded a \$19,400 Partners in Planning grant from the North Dakota Department of Commerce in March. The grant was awarded in March of 2021 and was not included in the Planning Department FY 2021 budget.
2. Proposed Project
This grant will allow the City to:
 - a. Gather current Downtown Minot data such as: current businesses, size of businesses, number and types of properties, vacant properties, residential properties, through a walking study to determine condition of buildings and provide observations that can be helpful in developing a vision for redevelopment;
 - b. Catalog critical accessibility issues for any disability through a walking tour; and,
 - c. Facilitate focus groups and public forums for community input with Minot High School and Minot State University students and faculty and with downtown residents.

IV. IMPACT:

1. Strategic Impact:
The grant addresses elements for completion in the IEDC checklist generated by the Minot community in 2019.

2. Service/Delivery Impact:

Funds for this project are coming from reimbursement of expenses from a \$19,400 state-funded grant. Local matching funds for this project will be through in-kind services performed by City staff.

3. Fiscal Impact:

State Operating Revenues – General Fund	10000000-33400	\$19,400
2021 Expert Professional Advice - Planning	10035000-43050	\$19,400

V. ALTERNATIVES

1. Council can reject the budget amendment, which would force staff to turn down the grant funds and cancel the project.

VI. TIME CONSTRAINTS

The City has a deadline to complete this work by the end of June and staff recommends prompt action on this contract.

VII. LIST OF ATTACHMENTS

1. Copy of Ordinance amendment the 2021 Annual Budget.