EXHIBIT 1
MACEDC SERVICES AGREEMENT

1. MACEDC Services. MACEDC shall provide the following services and/or meet the following obligations:

   a. MACEDC shall develop a comprehensive Economic Development Strategic Plan, denoting its mission, vision, targets, strategies, tactics, key initiatives, and performance metrics/milestones, to be deployed by end of 2022.

   b. MACEDC shall develop Key Performance Indicators, as driven by the Economic Development Strategic Plan, with specific attention to the primary sector businesses and changing economic conditions within its service area.

   c. MACEDC shall engage one (1) site selector prior to the end of Q2 2022.

   d. MACEDC shall conduct business retention and expansion interviews or surveys, with the goal of achieving 65% of the MACEDC primary sector business list, which equates to about five (5) interviews a month.

   e. MACEDC shall market and promote the City for purposes of the attraction of new primary sector businesses and employment opportunities consistent with the City’s overall goal of a sustainable, diverse economic base and economy. MACEDC will further seek business retention and expansion of existing primary sector businesses in the Minot area.

   f. MACEDC shall provide needed support to the MAGIC Fund Screening Committee including receiving, reviewing and conforming all applications with a primary sector nexus for the MAGIC Fund with a recommendation of disposition to the MAGIC Fund Screening Committee; and regularly meet with the MAGIC Fund Screening Committee to assess the overall progress in use of the MAGIC Fund and the status of MAGIC Fund projects.

   g. MACEDC shall provide access to and professional analysis of demographic-based workforce and consumer data as indicated in the Economy at a Glance.

   h. MACEDC shall engage with community and statewide partners to assist in developing a workforce development strategy for the Minot region.
i. MACEDC shall lead efforts to respond to primary sector RFPs, which shall include determining RFP eligibility, drafting RFP responses, obtaining and compiling necessary information from City staff and others, and recommending strategies to City staff.

j. MACEDC shall coordinate and provide touring services for prospective primary sector businesses visiting Minot, arranging transportation, local meeting space, presentations, and meetings with relevant City officials or staff.

k. MACEDC shall advise the City of Minot on the development of economic development policies and strategies for the City, specifically the MAGIC Fund General Policy Guidelines.

l. MACEDC shall keep its website and marketing materials up to date with Minot-specific information, incentives, and contacts, and provide this information to Minot area businesses.

m. MACEDC shall continue to incorporate Location One Information System’s (LOIS) building, site and community demographic database into MACEDC – website.

   i. MACEDC will work with City staff, and active and willing commercial realtors and property owners to place, as a goal, at least 75% of the available commercial listings of available land and buildings into the system on an ongoing basis.

   ii. MACEDC will work with active and willing commercial realtors and property owners to place all available industrial and manufacturing zoned land and buildings into the system on an ongoing basis.

n. MACEDC shall provide its monthly MACEDC board report and supporting documents to the City Manager/Mayor’s Executive Secretary in electronic form and that report can be transmitted to the City Council, Community and Economic Development Director, and the MAGIC Fund Screening Committee by the City.

o. MACEDC shall establish and maintain a voting position on the MACEDC board of directors for the Mayor or his or her designee.