

**On May 8, 2024, a Special City Council Budget Tour meeting was held in the Council Chambers at City Hall. Mayor Ross called the meeting to order at 8:00 am.**

Members Present:

Burlingame, Jantzer, Olson, Pitner (via teams), Podrygula, Ross

Members Absent:

Evans

The City Council members along with City Council candidates Scott Samuelson, Mike Blessum, and Leif Snyder met in the City Council Chambers to begin the budget tours.

At 8:00 am, Brian Billingsley started presenting on the Inspections Department. He discussed his file scanning projects, the necessary training his staff undergoes, and the purchase of a plan review table. Brian mentioned the 2024 budget uses. The Inspections Department would like to hire a new position of a Commercial Plans Examiner. His current staff is spending too much time on plan reviews currently. He is proposing new fees or the raising of current fees to fund the position. In 2025, they expect training, scanning, reanalyzing and benchmark building permit fees, and acquire a new automobile in the budget. Brian presented an update on the electrical inspection program with the State of ND now that the City of Minot does not have an electrical inspector on staff.

Next, Brian Billingsley presented on the Planning Department. In 2023, the Planning Department wrapped up the Comprehensive Plan, completed 62 DRT meetings, and began the Housing Study. Currently this year, they have wrapped up the Housing Study, working on staff training, and will concentrate on implementing the Comprehensive Plans. The 2025 budget year will include implementing more of the Comprehensive Plan and would like to add a new position, which is a 2<sup>nd</sup> full-time zoning/code enforcement officer.

For Economic Development the budget will include adding in \$15,000 for developer and building training. Brian also provided the council members and candidates and update to the Façade Improvement Program and its current funding. If this program were to continue, it would need more funding in 2025. Harold Stewart provided an update on the Economic Development position and its current vacancy/application process.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:31 am.

ATTEST: Mikayla McWilliams  
Mikayla McWilliams, City Clerk

APPROVED:   
Thomas Ross, Mayor