



Economic Development Advisory Committee Meeting
West Fargo City Hall, Riverside Room

Thursday, April 13th, 2023

3:00 – 5:00 pm

Voting Members

Eddie Sheeley
Chair
Bank
Choice Financial
Nicole Steen-Dutton
Vice Chair
Retail
Thunder Coffee
Jayson Schock
Past Chair
Manufacturing
Cargill
Marshall McCullough
Service
Ohnstad Twichell
Paul Matthys
Utilities
Cass County Electric
Tom McDougall
Technology
High Point Networks
Nick Killoran
Small Business Owner
Great North Insurance
Jeffrey Volk
Const./ Engineering
Moore Engineering

Ex-Officio Members

Shannon Full
FMWF Chamber of
Commerce
Joe Raso
GFMEDC
Levi Bachmeier
WFPS
Robert Wilson
Cass County

City Commissioners

Roben Anderson
Brad Olson

City Staff

Nick Lee
City Assessor
Casey Sanders
Economic Development
Aaron Nelson
Planning Director

The Economic Development Advisory Committee (EDAC) meets regularly on the first Thursday of every month to review incentive applications and other items pertaining to Economic Development within the City of West Fargo. The committee provides recommendations to the City Commission for final review. All Committee meetings are open to the public and any Executive Sessions abide by North Dakota Century Code. The Committee reserves the right to hold special meetings at its discretion to facilitate efficient development within the City of West Fargo.

AGENDA

1. Call to Order
2. Attendance Roll Call
3. Approval of Last Meeting's Minutes
4. Approve Order of Agenda
5. Review Child Care Grant Applications (Casey Sanders)
 - The Summit
 - YMCA School Age Centers Grant Applications (Quantity 8)
 - Sheyenne Learning Center Grant Application
 - Creative Care Learning Center
6. Review Enterprise Grant for Cookie Krums (Casey Sanders)
7. Greater Fargo Moorhead Economic Development Strategies Discussion (GFMEDC Joe, Ryan, John, Joey)
 - Review strategies proposed and gather feedback regarding committee members views on priorities
8. Non-Agenda Items
9. Adjournment

Future Meeting Dates (1st Thursdays):

Thursday, May 4, 2023

Thursday, June 1, 2023

Thursday, July 6, 2023



**West Fargo Economic Development
Advisory Committee
Thursday, February 2nd 2023
3 -5pm**

The City of West Fargo Economic Development Advisory Committee met on Thursday, February 2nd, 2023, at 3 pm.

Voting Members Present: Eddie Sheeley (Chair), Nicole Steen-Dutton (Vice Chair) Jaysen Schock (Past-Chair), Marshall McCullough, Nicole Steen-Dutton, & Tom McDougall.

City Staff: Casey Sanders-Berglund (Economic Development Manager) Aaron Nelson (City Planner)

Ex-Officio Members: Levi Bachmeier (WF Public Schools) & John Machacek and Joey Ness (GFMEDC)

City Commissioners: Roben Anderson and Brad Olson

Eddie Sheeley called the meeting to order.

Jaysen moved and Marshall seconded to approve the minutes for January 6th, 2023 with a spelling correction. No opposition. Motion carried.

Marshall moved and Jaysen seconded to approve the Order of Agenda. No opposition. Motion carried.

Casey Sanders-Berglund presented a first draft of the Child Care Facility Improvement Grant (Child Care Workforce Grant).

Good discussion around what the goal is for this grant and that the opportunity to support workforce is ideal. However, the accountability is important to the overall discussion when using taxpayer dollars. It was suggested that EDAC be a part of the recommendation process for applications of \$20,000 or higher.

No vote requested for this agenda item. Update after City Commission Meeting.

Casey Sanders-Berglund presented an informational item around a business newsletter to aid in communication to businesses and allowing an avenue for clear and more consistent communication.

Good discussion around ensuring that there is capacity in the department and that communication will remain consistent. Communication and opportunity to connect on a more regular basis was overall meet with positive feedback.

No vote requested for this agenda item.

Casey Sanders-Berglund presented a discussion around the next steps of adding three positions to the EDAC Committee.



**West Fargo Economic Development
Advisory Committee
Thursday, February 2nd 2023
3 -5pm**

The committee welcomed Nicole Steen-Dutton as our Vice Chair. Reviewed two individuals that expressed interest in joining the committee and discussed terms.

Expressed that it is a recommended initial three-year term but there is no term maximum.

Paul nominated Jeff Volk to join (be reinstated) as the construction/ engineering position and Jaysen seconded. Motion carried. No opposition.

Eddie nominated Nick Killoran to join as the small business owner position and Jaysen seconded. Motion carried. No opposition.

Nicole motioned and Paul seconded to adjourn the meeting. No opposition. Meeting was adjourned.

Chair, Eddie Sheeley

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
The Summit	
Applicant: Jonathan Bartels	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	April 6, 2023
Provider Type:	Early Learning Center
New or Existing business:	Existing
Grant goal addressed:	Increase capacity
Score:	14
Requested Amount:	\$49,998

PURPOSE:

The applicant is applying for the grant to rehab the existing flooring in the church building in which they operate from. The flooring currently has deep tears and is not ideal for a child care setting regarding cleanliness. The remaining grant requested dollars would be used for equipment to add capacity to the center that is operating at 22 children currently but is licensed for up to 75.

DISCUSSION AND OBSERVATIONS:

The Summit child care operates out of The Summit church. There was a past child care facility that leased out this space prior to The Summit deciding to begin operations of a facility of their own. This flooring of this space needs updating as the cleanliness and sustainability of the flooring is growing in concern. There are tears and rips that are growing in areas. This portion of the requested amount is 50% of the total. The other half of the amount is broken down to fit up items for space that the church already has but does not have the equipment to begin operations. If awarded the center could begin the hiring process and increase by a total of 35 children of which would include 3 infant slots. Lastly there are two doors in which The Summit would ideally like to have a safety fob added for additional security for parent access.

RECOMMENDATIONS:

Economic Development Manager recommendation:

- Score 14 – This outlines that the applicant scored 14/15 in this priority level with a focus on need, fiscal responsibility, and strong evidence that the provider will remain open, safe, and of quality as well as
- After meeting with the team from this church-based child care center I recommend the approval of this grant to increase the capacity of childcare slots in West Fargo by 35 by the end of the year of 2023.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section A - Facility or Capital Expense			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR, HC	Paint and wall repair	No Max. Quote Required	\$ 0.00
LR	Flooring repair	No Max. Quote Required	\$ 24,698.00
LR	Repairs to fencing, gates, and/or handrails	No Max. Quote Required	\$ 0.00
LR	Door replacement	No Max. Quote Required	\$ 0.00
LR, HC	Washer or dryer	\$1,000	\$ 0.00
LR, HC	Dishwasher	\$1,500	\$ 0.00
LR, HC	Refrigerator	\$2,500	\$ 0.00
SECTION A TOTAL			\$ 24698
Section B - Equipment or Supplies			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor gates	\$2,000	\$ 300.00
LR	Restroom including sink, toilet, and/or toilet adapters	No Max. Quote Required	\$ 0.00
LR	Shelving for children's personal belongings	\$4,000 Quote Required	\$ 0.00
LR	Cribs, changing tables, cots, non-porous mats for sleeping	\$4,000	\$ 2,000.00
LR, HC	Food storage	\$2,000	\$ 0.00
LR	Child-sized equipment including tables, chairs, shelving, etc.	\$7,500	\$ 7,500.00
BP	Area carpets	\$1,000	1,000.00
SECTION B TOTAL			\$ 10800
Section C - Safety			
Req.	Items	Maximum Amount Allowable	Requested Amount
BP	AED(s)	\$5,000	\$ 0.00
LR, FR	Fire extinguisher(s)	\$850	\$ 0.00
LR, FR	Exterior hazard repair for outdoor play area or surface, fire exits, steps, etc.	No Max. Quote Required	\$ 0.00
LR	First-aid kit(s)	\$500	\$ 0.00
LR, FR	Smoke detector(s)	\$500	\$ 0.00
BP	Lockdown kit(s)	\$500	\$ 0.00
BP	Security control access	\$10,000	\$ 5,000.00
LR	Infant monitors for sight and/or sound	\$500	\$ 500.00
SECTION C TOTAL			\$ 5500

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section D - Activity Equipment			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Outdoor play materials including sandbox, backyard metal swing set, etc.	\$1,500	\$ 1,500.00
BP	Commercial outdoor play equipment including climbing equipment, swings, slides, tunnels, etc.	\$7,500	\$ 7,500.00
SECTION D TOTAL			\$ 9000
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS A-D			\$ 49998

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
YMCA -School Age Sites (Eight sites located in West Fargo) Aurora, Brooks Harbor, Eastwood, Freedom, LE Berger, Legacy, South, and Westside	
Applicant: Tania Zerr	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	April 6, 2023
Provider Type:	School Age Child Care Center
New or Existing business:	Existing
Grant goal addressed:	Maintain/ Remain Open
Score:	13
Requested Amount:	\$9,500 per site (total for all 8 is \$76,000)

PURPOSE:

The applicant is applying for the grant to foster the opportunity to update run down and broken equipment in all of their facilities. The YMCA School-based locations need to be equipped with items that can be moved easily as everything come out of a closet and is set up each day and after the program closes is torn down and put away for the next school day.

With the YMCA locations sharing staff and focus on quality each location has applied for the same equipment. Each location is in general set up the same so staff can be shared across the school district as needed and the environment, equipment, and activities are familiar.

DISCUSSION AND OBSERVATIONS:

At the YMCA of Cass and Clay Counties, school age sites in West Fargo, we have the capacity to serve 800 children. This time for working parents is essential as many parents need a safe, quality, and convenient space for their children to be while they finish their work day.

As a non-profit organization we budget with a very thin margin for equipment and staff. This grant allows us to have some shifting of funds and the potential to update our equipment that we are looking to have to replace out of safety and quality standards. In addition, allowing us to shift some of our funds to possible hiring efforts which is overall as department one of the highest needs.

RECOMMENDATIONS:

Economic Development Manager recommendation:

- Score 13 – This outlines that the applicant scored 13/15 in this priority level with a focus on need, fiscal responsibility, and strong evidence that the provider will remain open, safe, and of quality.
- After meeting with the team from this school based care center I recommend approval of the child care grant at the full request of \$9,500 per site or a total of \$76,000.

STAFF REPORT

- All items listed on the eligible items list do not require a quote or bid. Item cost are based on budgeted plans the YMCA child care department creates on a per year basis. These items would be reimbursed as the organization submits eligible receipts.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this grant on April 6th 2023.

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers. Total request must not exceed maximum award amount listed on page 1			
Section A - Facility or Capital Expense			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR, HC	Paint and wall repair	No Max. Quote Required	\$
LR	Flooring repair	No Max. Quote Required	\$
LR	Repairs to fencing, gates, and/or handrails	No Max. Quote Required	\$
LR	Door replacement	No Max. Quote Required	\$
LR, HC	Washer or dryer	\$1,000	\$
LR, HC	Dishwasher	\$1,500	\$
LR, HC	Refrigerator	\$2,500	\$
SECTION A TOTAL			\$ 0
Section B - Equipment or Supplies			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor gates	\$2,000	\$
LR	Restroom including sink, toilet, and/or toilet adapters	No Max. Quote Required	\$
LR	Shelving for children's personal belongings	\$4,000 Quote Required	\$
LR	Cribs, changing tables, cots, non-porous mats for sleeping	\$4,000	\$
LR, HC	Food storage	\$2,000	\$
LR	Child-sized equipment including tables, chairs, shelving, etc.	\$7,500	\$ 7,500.00
BP	Area carpets	\$1,000	1,000.00
SECTION B TOTAL			\$ 8500
Section C - Safety			
Req.	Items	Maximum Amount Allowable	Requested Amount
BP	AED(s)	\$5,000	\$
LR, FR	Fire extinguisher(s)	\$850	\$
LR, FR	Exterior hazard repair for outdoor play area or surface, fire exits, steps, etc.	No Max. Quote Required	\$
LR	First-aid kit(s)	\$500	\$ 500.00
LR, FR	Smoke detector(s)	\$500	\$
BP	Lockdown kit(s)	\$500	\$
BP	Security control access	\$10,000	\$
LR	Infant monitors for sight and/or sound	\$500	\$
SECTION C TOTAL			\$ 500

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section D - Activity Equipment			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Outdoor play materials including sandbox, backyard metal swing set, etc.	\$1,500	\$
BP	Commercial outdoor play equipment including climbing equipment, swings, slides, tunnels, etc.	\$7,500	\$
SECTION D TOTAL			\$ 0
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS A-D			\$ 9500

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
Sheyenne Learning Academy	
Applicant: Tiffany Carpenter	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	April 6, 2023
Provider Type:	Child Care Center
New or Existing business:	Existing
Grant goal addressed:	Maintain/ Remain Open
Score:	15
Requested Amount:	\$50,000

PURPOSE:

The applicant is applying for the grant to remedy some current facility improvements that need to be addressed based on license and health code requirements. Currently they serve 115 children and approximately 97 families. The entire requested dollar amount would fix the flooring issues they are experiencing that is causing the flooring to foster an environment that allows mold to grow and, in some areas, it is already happening. The additional dollars would go to replace infant equipment (cribs) that are currently expired.

DISCUSSION AND OBSERVATIONS:

At the Sheyenne Learning center, we experienced a major shift in ownership due to unforeseen circumstances in 2022. We already have a high appreciation for Mayor Dardis and his role in helping us stay open on basically a switch of a flip. As we took over ownership, we were unaware of the complete financial picture that lay before us however felt that this was the right journey for us and that we are going to continue to figure out how to serve the currently 97 families and 115 children that attend Sheyenne Learning Center. We are blessed to have very caring, dedicated, nurturing staff that understanding of this shift and supportive of the fact that even though we are not new to child care we are new the business side of this industry. During this transition we found out that there were a handful of licensing remedies we needed to get fixed and were given an extension timeline to get these completed.

This grant will allow us to remedy some of those items. First, our flooring in a few areas of the center was not cleaned in the proper manner and the result of this it needs to be replaced costing over 46,000. There is moisture and mold that is being held in this flooring and after having someone come and look at this to figure out a solution, we were told that replacement would be the best option as this will continue to spread even if just the immediate portions were replaced. Additionally, all sixteen of our cribs are expired and out of compliance. We need to replace these cribs and of the total amount of cribs we need four evacuation cribs.

The total 50,000 would allow us to get our flooring replaced as well as get four to six cribs that we need to ensure we are meeting compliance. Even though there are other items we are looking to fiancé as well as find creative solutions for we are so thankful to have this opportunity and this will make a major dent in the overall work that we are trying to accomplish.

STAFF REPORT

RECOMMENDATIONS:

Economic Development Manager recommendation:

- Score 15 – This outlines that the applicant scored 15/15 in this priority level with a focus on need, fiscal responsibility, and strong evidence that the provider will remain open, safe, and of quality.
- After meeting with the team from this child care center I recommend approval of the child care grant at the full request of \$50,000.
- I have the supporting documentation of quotes from a contractor for the flooring work as well as the estimated costs from a vendor for the fire exit cribs and additional cribs, they are looking to budget for to support the team getting closer to correcting some of the outlying updates that are required to be complete in order to remain in operation.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project on April 6, 2023.

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section A - Facility or Capital Expense			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR, HC	Paint and wall repair	No Max. Quote Required	\$
LR	Flooring repair	No Max. Quote Required	\$46,890. ⁰⁰
LR	Repairs to fencing, gates, and/or handrails	No Max. Quote Required	\$
LR	Door replacement	No Max. Quote Required	\$
LR, HC	Washer or dryer	\$1,000	\$
LR, HC	Dishwasher	\$1,500	\$
LR, HC	Refrigerator	\$2,500	\$
SECTION A TOTAL			\$ 46,890. ⁰⁰
Section B - Equipment or Supplies			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor gates	\$2,000	\$
LR	Restroom including sink, toilet, and/or toilet adapters	No Max. Quote Required	\$
LR	Shelving for children's personal belongings	\$4,000 Quote Required	\$
LR	Cribs, changing tables, cots, non-porous mats for sleeping	\$4,000	\$ 3110. ⁰⁰
LR, HC	Food storage	\$2,000	\$
LR	Child-sized equipment including tables, chairs, shelving, etc.	\$7,500	\$
BP	Area carpets	\$1,000	
SECTION B TOTAL			\$ 3110. ⁰⁰
Section C - Safety			
Req.	Items	Maximum Amount Allowable	Requested Amount
BP	AED(s)	\$5,000	\$
LR, FR	Fire extinguisher(s)	\$850	\$
LR, FR	Exterior hazard repair for outdoor play area or surface, fire exits, steps, etc.	No Max. Quote Required	\$
LR	First-aid kit(s)	\$500	\$
LR, FR	Smoke detector(s)	\$500	\$
BP	Lockdown kit(s)	\$500	\$
BP	Security control access	\$10,000	\$
LR	Infant monitors for sight and/or sound	\$500	\$
SECTION C TOTAL			\$ 0

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section D - Activity Equipment			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Outdoor play materials including sandbox, backyard metal swing set, etc.	\$1,500	\$
BP	Commercial outdoor play equipment including climbing equipment, swings, slides, tunnels, etc.	\$7,500	\$
SECTION D TOTAL			\$ 0
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS A-D			\$ 50,000

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
Creative Learning Child Care	
Applicant: Alicia Myer	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	April 6, 2023
Provider Type:	Early Learning Child Care Center
New or Existing business:	Existing
Grant goal addressed:	Maintain/Remain Open & Increase Infant Capacity
Score:	13 20
Requested Amount:	\$50,000 Center \$15,000 Infant Fit Up Room

PURPOSE:

The applicant is applying for both the infant fit up grant portion as well as the early learning center support grant portion.

The infant fit up funds would go towards renovating two spaces that are currently located in the same location to allow for the opportunity to open 8 new infant slots for families needing care. Currently these spaces are used for storage of other items and have not been designed to be used for the care of children.

The additional support funds (70%) requested of \$50,000 majorly focuses on lighting and flooring. The lighting in this building is old and is in need of some electrical repair. There have been some updates and replacements in the past however in order for the organization to move forward confidently they are in need to do a complete electrical and lighting replacement. They have experienced a small fire due to the current system. They also have recently been noticing some additional concerns with some of the fixtures and have requested a quote from an electrician to come to complete the necessary work. The other 30% of this grant request aims to replace dated and patched, license required shelving for children's personal belongings as well as child sized equipment.

DISCUSSION AND OBSERVATIONS:

The Creative Learning Care Center has been in operation for over 19 years in West Fargo. She is looking ahead to her future and has retirement in mind. However, her son is looking at the opportunity to take over this business moving forward. Without this grant the takeover financially looks challenging and our community could lose this center that is currently licensed for 108 children, at some point.

The applicant ideally would like to remedy the current safety concern around lighting. However, because this item is not listed on the eligible item list, they are requesting that this item be considered in the paint and wall repair line item. If this is not approved in this line item they would still like to move forward and adjust their eligible items list to support other areas of need.

Additionally, the center would take the opportunity to increase their infant capacity by eight infants after being able to use the fit-up dollars for the space that is not being used for care in their current facility.

STAFF REPORT

RECOMMENDATIONS:

Economic Development Manager recommendation:

- Score 13 – This outlines that the applicant scored 13/15 in this priority level with a focus on need, fiscal responsibility, and strong evidence that the provider will remain open, safe, and of quality.
- Score 20 – This outlines that the applicant scored 20/25 in the priority level with a focus on increasing infant capacity.
- After a discussion with the current owner (Alicia) I recommend approval of the child care grant at \$15,000 for the infant fit up grant. I also recommend supporting the safety concern around lighting and proposing adding this to the line item of paint and wall repair. I recommend supporting the requested amount.
- Eligible items that require bids have majorly been submitted. There will need to be some updates on these and exact amounts may change as some of the work is completed.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project April 6th 2023.

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section A - Facility or Capital Expense			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR, HC	Paint and wall repair	No Max. Quote Required	\$ 20,700.00
LR	Flooring repair	No Max. Quote Required	\$ 14,000.00
LR	Repairs to fencing, gates, and/or handrails	No Max. Quote Required	\$
LR	Door replacement	No Max. Quote Required	\$
LR, HC	Washer or dryer	\$1,000	\$
LR, HC	Dishwasher	\$1,500	\$
LR, HC	Refrigerator	\$2,500	\$
SECTION A TOTAL			\$ 34700
Section B - Equipment or Supplies			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor gates	\$2,000	\$ 2,000.00
LR	Restroom including sink, toilet, and/or toilet adapters	No Max. Quote Required	\$
LR	Shelving for children's personal belongings	\$4,000 Quote Required	\$ 4,000.00
LR	Cribs, changing tables, cots, non-porous mats for sleeping	\$4,000	\$
LR, HC	Food storage	\$2,000	\$
LR	Child-sized equipment including tables, chairs, shelving, etc.	\$7,500	\$ 4,450.00
BP	Area carpets	\$1,000	1,000.00
SECTION B TOTAL			\$ 11450
Section C - Safety			
Req.	Items	Maximum Amount Allowable	Requested Amount
BP	AED(s)	\$5,000	\$ 1,000.00
LR, FR	Fire extinguisher(s)	\$850	\$ 850.00
LR, FR	Exterior hazard repair for outdoor play area or surface, fire exits, steps, etc.	No Max. Quote Required	\$
LR	First-aid kit(s)	\$500	\$ 500.00
LR, FR	Smoke detector(s)	\$500	\$ 500.00
BP	Lockdown kit(s)	\$500	\$
BP	Security control access	\$10,000	\$ 5,000.00
LR	Infant monitors for sight and/or sound	\$500	\$
SECTION C TOTAL			\$ 7850

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
Total request must not exceed maximum award amount listed on page 1

Section D - Activity Equipment			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Outdoor play materials including sandbox, backyard metal swing set, etc.	\$1,500	\$ 1,500.00
BP	Commercial outdoor play equipment including climbing equipment, swings, slides, tunnels, etc.	\$7,500	\$ 7,500.00
SECTION D TOTAL			\$ 9000
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS A-D			\$ 63000

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Cookie Krums

300 Sheyenne Street, Suite 140 West Fargo ND 58078

Currently in the Downtown Mixed Use Zone

Applicant: Katie Krumwiede

Owner: EPIC Companies

Staff Contact: Economic Development

Casey Sanders

Economic Development Advisory Committee:

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

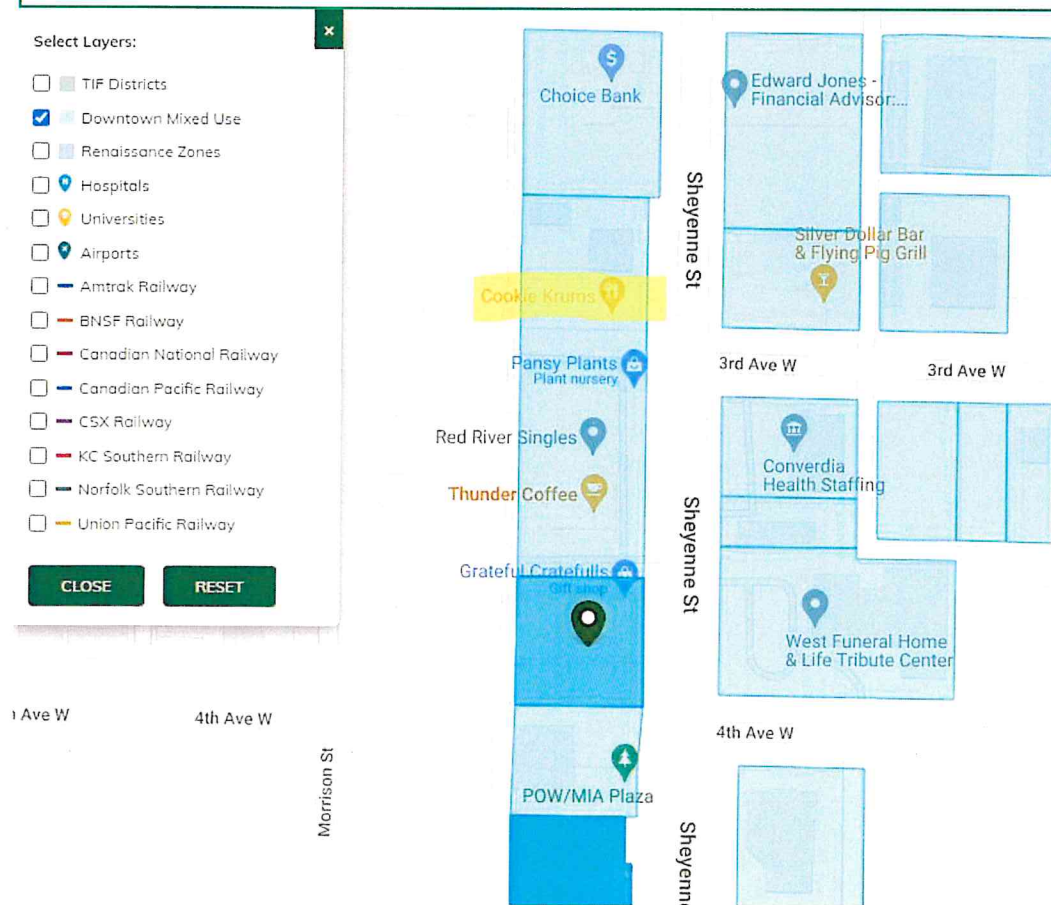
Public Hearing:

N/A

City Commission:

PURPOSE:

The applicant is proposing to use the funds from the enterprise grant to renovate their existing space. Now that the storefront has been open for a year and has a better grasp of the needs and capacity for the area are looking to connect more with the community. To do that Katie is proposing that the space present as a more bakers' atmosphere as well as expand her currently limited retail hours. As it is currently set up for majority of custom orders this fit up will allow for some sectioning off of space and offer the launching of her growth plan for the next five years, to include a full bakery menu, scoop ice cream, added events (ideally with other YARDS businesses), and hiring of additional staff.



STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- Currently in the (DMU) Downtown Mixed Used zone
- Current location and ownership are looking to grow in the same space in which originated.
- The proposed project will have an estimation completion date of July 1, 2023.
- The reconstruction and updates will help transition the space from a studio for custom creations to a multi-use space that will continue to allow for custom creations but add retail hours, a new bakery type atmosphere, and launch new products.
- The goal is to continue to work towards hiring a full-time employee as well as two additional part time team members.
- This project is very fiscally responsible and owner is not seeking funds for things that are over and above short-term business plan.
- This business has not received an enterprise grant in the past.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in a parcel that is zoned DMU: Downtown Mixed Use and is an urban renewal area in the City's General Plan for Urban Renewal and Urban Development. The project would advance the City's economic development goals by providing support to a locally owned small business owner in renovating this space to adjust to a space that allows for a more walkable and face to face traffic.

PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of an enterprise grant of \$14,933.00 which is 50% of the total for the of the project at \$29,867.00. The funds would come from Economic Development Sales Tax.

RECOMMENDATIONS:

The proposed project meets the program goals by adding signage outside of the business location, creating unique places, and enhancing commercial growth. Economic Development Manager supports the project and recommends it for approval.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project in April 2023.



Enterprise Grant Application

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: _____ Katie Krumwiede _____

Address: _____ 300 Sheyenne Street, Suite 140, West Fargo, ND 58078 _____

Phone: _____ 320-226-0192 _____ Fax: _____ N/A _____

E-Mail: _____ cookiekrumsco@gmail.com _____

Applicant Name: _____ Katie Krumwiede of Cookie Krums _____

(Name of person/entity to RECEIVE grant)

Property Owner: _____ EPIC Companies _____

Property Address: _____ 300 Sheyenne Street, Suite 140, West Fargo, ND 58078 _____

Architect/Firm: _____

(If applicable)

DESCRIPTION OF PROPERTY

X Current tenant(s): ☒ Commercial _____ Cookie Krums (Me) _____

Building History (If available): Previous tenant of exact space: Zone Nutrition.

Current tenants of rest of building: Thunder Coffee, Ferguson Books, Pansy Plants,

Cookie Krums (Me), Grateful Cratefulls, Birchwood Salon and Boutique, DA Davidson

Total Qualifying Expenses \$ _____ \$29,867 _____ Total Loan from City \$ _____

Potential Grant Portion of Loan \$ _____ \$14,933.50 _____

Is the renovation part of a larger project? ☐ Yes ☒ No, the renovation is the only work I am doing.

If yes, please describe comprehensive Project: _____



Enterprise Grant Application

Summary of Existing Condition: (Please attach Pictures – [Attachment 1](#))

One room with side interior entrance. Sheetrock, plumbing, most electrical needs, concrete floors.

Summary of Proposed Scope of Work: (Materials, color schemes, etc.) Please attach colorized drawings that include pre- and post- rehab detail, indicating specifically what will be modified and how ([Attachment 2](#)). Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. ([Attachment 3](#))

- Finishing Flooring on Eastern half of the space (Customer/display space)
- Erecting a wall, which will split the space into kitchen area and customer/display space, including sheetrock on both sides, finishing, trim, paint, barndoor to optimize space.
- Extra lighting in kitchen area
- Extra lighting in customer area
- Display case/cash wrap
- Freezer for Ice Cream
- Additional Shelving
- Fridge for additional bakery display
- Interior Menu Signage
- Exterior light up Sign

I will be working with EPIC Companies to complete the work.

Estimated completion date: July 1st, 2023

City Vision: How will proposed project help city reach the vision downtown as described in the West Fargo 2.0 Comprehensive plan and downtown framework study?

Now that Cookie Krums has been in storefront for a year, we've really tried to understand the commercial needs of the community. Up until recently, Cookie Krums has acted as mostly a studio for creating custom orders and hosting events. Feeling passionately about connecting to the commercial and residential community, we want to alter our space to continue to foster business partnerships, as well as creating a more traditional bakery atmosphere, driving more consumers into our Yards Community.

How will your project complement downtown redevelopment efforts? What is the nature of the business? What are the growth plans if any over the next 5 years?

Cookie Krums will continue to specialize in custom decorated sugar cookies, host cookie decorating classes and collaboration events. However, we are under the understanding that our community is ready for more of a full bakery. We are aiming to be open for retail more days each week with a full display of a variety of bakery goods and scoop ice cream. If you've been in our space, you know that it is a very open-concept area that is not suitable for the full bakery business.

Erecting a wall between the kitchen space and retail space, along with a display case and counter will truly escalate our bakery, helping to make it into a destination place for residents and driving consumers to our Yards area.

Growth plans over the next 5 years include a full bakery menu, scoop ice cream, escalating collaboration events with local small businesses, and hiring more staff.



Enterprise Grant Application

Employment: What is the anticipated employment and total compensation including benefits?

Cookie Krums currently employs one full-time owner, and three part-time employees. Each part-time employee is compensated at \$15 per hour currently, with one employee on the horizon of a pay increase.

Short term growth includes adding an additional full-time employee at approximately \$50,000 annual salary by end of 2024. We also aim to hire 2+ additional part-time employees before the close of 2023 at a starting wage of \$15 per hour.

List any other incentives received by the city or state (program not eligible with the PILOT program).

N/A

Business plan including:

- A. History of business
- B. Marketing analysis and strategy
- C. Description of products and process
- D. Financial projections
- E. Three years of financial projections and pro-forma financial statements
- F. Business organization documents
- G. Articles of incorporation and by-laws or partnership agreement
- H. Certification of good standing from State of North Dakota
- I. Information on a lead lender if applicable



Enterprise Grant Application

Applicant Signature:

Signature of Applicant: _____

Date: _____

3/30/23

Signature of property owner: _____

Date: _____

If approved by West Fargo City Commissioners, signature will be required by the Mayor and/or Economic Development Director of the City of West Fargo.

City of West Fargo:

Mayor Date: _____

Economic Development Director Date: _____

STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS.

On this ____ day of _____, 20____, before me, a Notary Public within and for said County and State, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

Notary Public, Cass County ND
My Commission Expires:

(SEAL)

Notary signature required prior to receipt of funds.

Signature of Applicant

Applicant Date: _____

Date: _____

Notary signature required prior to receipt of funds.

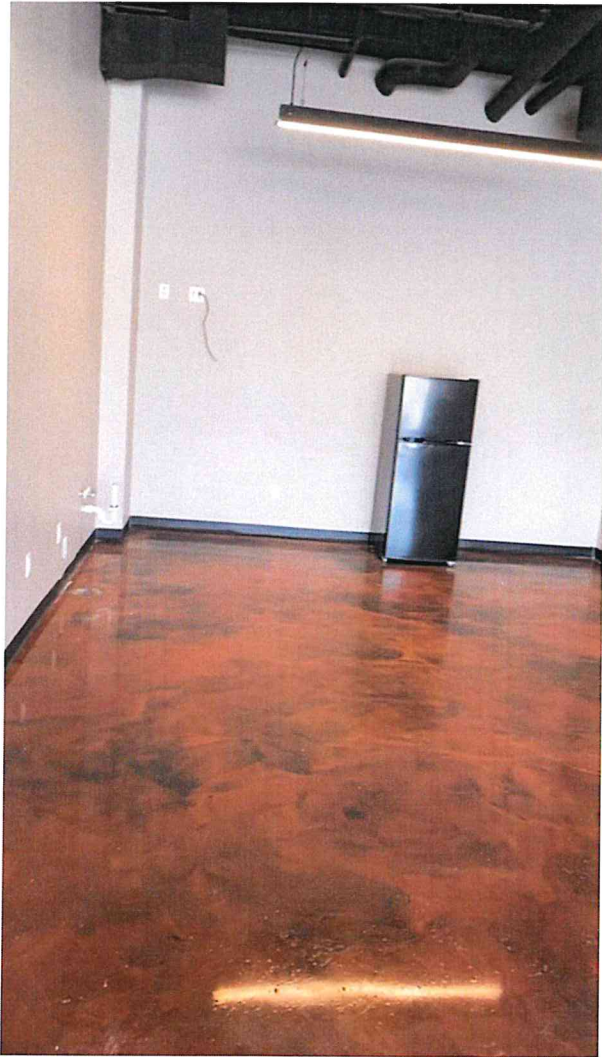
STATE OF NORTH DAKOTA)
COUNTY OF CASS) SS.

On this ____ day of _____, 20____, before me, a Notary Public within and for said County and State, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged to me that he executed the same.

Notary Public, Cass County ND
My Commission Expires:

(SEAL)

Attachment 1: Photos (current & historic if available)

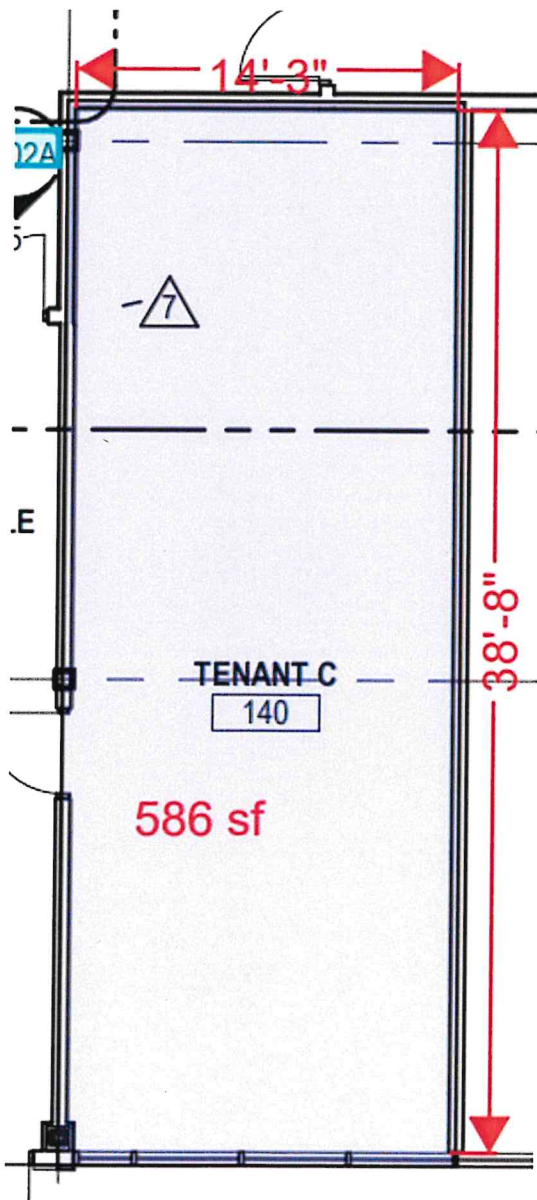


Upon lease signing, our space was basically one big, empty room. (Above)

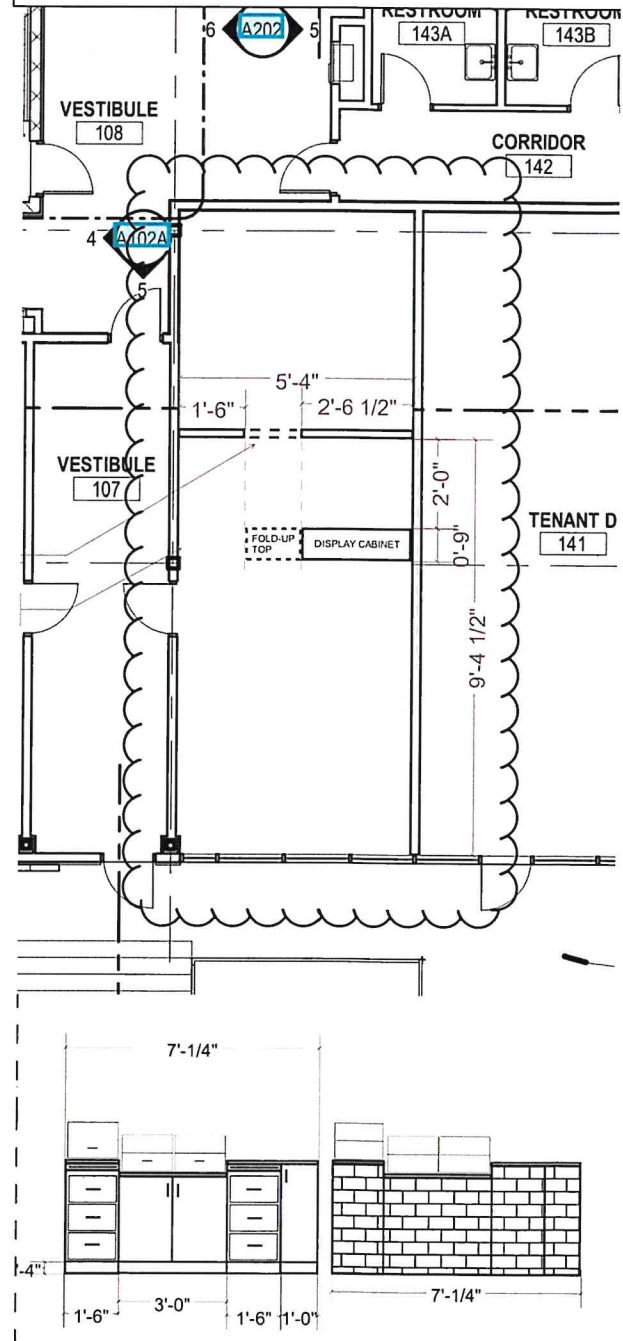


Attachment 2: DRAWINGS PRE & POST

**Pre Renovation
(Current)**



**Renovation Plan Drawings
(including display case)**





Enterprise Grant Application

Attachment 3: BIDS & COSTS ESTIMATES

Cookie Krums
300 Sheyenne St. Suite 140
West Fargo, ND 58078



Project No. Budget

Bid Package	Contractor	Contract	Comments	Alternates
1 General Conditions	Budget	\$950.00	Portable toilet, dumpster and cleaning	
6D-1 Finish Carpentry	Budget	1,200.00	Shelving & Door installation	
6D-2 Finish Carpentry - Materials	Budget	600.00	Display Cases & trim board at wall cap	
7H Caulking & Sealants	Budget	500.00	Allowance	
8A Hardware/Doors/Frames/Trim	Budget	1,000.00	Barn door & hardware	
9A Framing/Drywall/Tape/Paint	Budget	3,500.00	Framing, Drywall, Tape & Paint. Alternative Bead Board & Paint	
9C Tile	Budget	1,600.00	Subway tile at back of cabinets	
9E Flooring	Budget	1,923.00	LVT Storefront	
12D-1 Cabinets/Countertop	Budget	3,475.00	Custom cabinets and folding table per drawings	
26A Electrical	Budget	825.00	Chandeliers supplied by owner. 2 Linear supplied by CBE. 2 duplex outlets	Supply 8' Linear \$175.00
26A Electrical - Fixtures	Budget	500.00	Fixture allowance for chandeliers	
Total Bid Packages		\$ 16,073.00		
15.00% Construction Management	Construction by EPIC	2,411.00		
Total Construction Cost		\$ 18,484.00		
LS Architect/Engineering Reimbursable Expenses Allowance	Construction by EPIC			
3.00% Contingency		\$ 18,484.00 555.00		
Furniture/Fixtures/Equipment	By Owner			
		19,039.00		
TOTAL PROJECT COST		\$ 19,039.00		

This estimate is provided as a budget utilizing quotes from subcontractors and historic cost data



Job Quotation

2501 3rd Ave N, Fargo, ND 58102 USA
www.customgraphicsinc.com

019696

Print Date 3/29/2023

Estimate: 019696 - Exterior Lit Blade Sign

Misc Customer-Wade

04722

PHONE:

SALES REP:

Wade Coffey

FAX:

Fargo, ND 58102

FOB:

FARGO, ND

We are pleased to submit this quote based on the following specifications:

001 - Exterior Lit Blade Sign - Cookie Krums		Finished Size: 48 in. X 48 in.	Net Colors: 0
	Quantity 1		
Quantity:	1		
Unit Price:	5350.0000		
Total:	5,350.00		

Exterior Lit Blade Sign (see attachments)

DESIGN NOTE:

Same design as Pansy Plants - Job # 49380

Install at:

Cookie Krums
Pioneer Place
300 Sheyenne St. Unit 140
West Fargo, ND 58078

Contact:

Katie
701-680-4234
cookiekrumsco@gmail.com

*Quote does NOT include final electrical or required permits.

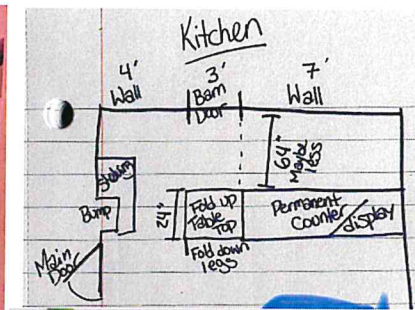
TERMS: 50% Down, Net Installation (Interest of 1.5% will be added to past due accounts)

Project	Image	Estimate	Other information
Wall, lighting, display case, shelving, flooring	See multiple images below	\$19,039.00	Official Estimate Above from CBE Construction by EPIC
Exterior Sign		\$5,350.00	Official Estimate Above from Custom Graphics
Freezer for Scoop Ice Cream		\$2,569.00	Webstaurant Purchase: Avantco CPSS-47-HC 47 1/8" 8 Tub Stainless Steel Deluxe Ice Cream Dipping Cabinet (webstaurantstore.com)
Fridge for display		\$2,099.00	Webstaurant Purchase: Avantco GDC-40-HC 48" Black Swing Glass Door Merchandiser Refrigerator with LED Lighting (webstaurantstore.com)
Interior Menu Sinage		\$198 for smaller signs \$612 for large signs	George and Willy Purchases: Medium Round Custom Counter Sign Displays - George & Willy (georgeandwilly.com) Felt Wall Board Menu Felt Menu Letterboard - George & Willy (georgeandwilly.com)
TOTAL:		\$29,867	

Inspiration photos for EPIC Construction:



Revised February 2019



Initial: XX