



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

Thursday, July 6th, 2023

3:00 – 5:00 pm

Voting Members

Eddie Sheeley *Chair*
Banking
Choice Financial
Nicole Steen-Dutton V. *Chair*
Retail
Thunder Coffee
Jaysen 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
Carin Reisch
Member at Large
Marvin

Ex-Officio Members

Shannon Full
FMWF Chamber of
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. Housing Authority PILOT Application (Casey Sanders)
6. The Greenhouse Business Center Enterprise Grant Application (Casey Sanders)
7. Non-Agenda Items
8. Adjournment

Future Meeting Dates (1st Thursdays):

Thursday, August 3, 2023

Thursday, September 6, 2023

Thursday, October 5, 2023



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, May 4th 2023
3 -5pm**

The City of West Fargo Economic Development Advisory Committee met on Thursday, May 4th, 2023, at 3 pm.

Voting Members Present: Nicole Steen-Dutton (Vice Chair) Jaysen Schock (Past-Chair), Tom McDougall, Nick Killoran, & Jeffery Volk.

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

Ex-Officio Members: none present

City Commissioners: Roben Anderson and Brad Olson

Jaysen called the meeting to order. (Nicole stepped into the meeting a few minutes after it was called to order and took over the agenda)

Jeff moved and Tom seconded to approve the minutes for May 4th, 2023. No opposition. Motion carried.

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

Casey Sanders-Berglund presented an application regarding the open position on the Economic Development Advisory Committee.

The applicant, Carin Reisch holds the position of Community Relations Manager at Marvin. She represents a business that has multiple locations in West Fargo, Fargo, and in cities in Minnesota. She carries a unique perspective when it comes to workforce, industry, and community relationships.

Action requesting to recommend Carin to the City Commission for formal acceptance to the committee. Jeff moved and Marshal seconded to approve the recommendation of Carin Reisch to the City Commission.

Aaron Nelson gave an update on the Downtown Masterplan Study. He discussed an overview of where we are at in the process and the next few steps forward as well as a few key insights. This item was information in nature only, no action needed.

Tom motioned and Jaysen seconded to adjourn the meeting. No opposition. Meeting was adjourned.

Vice Chair, Nicole Steen-Dutton

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Housing Authority of Cass County	
2500 6 th Street E West Fargo ND 58078	
Lot 2 BLK 1 North Pond At the Preserve 16 th Addition, City of West Fargo, North Dakota	
Applicant: Beyond Boundaries Owner:	Staff Contact: Economic Development Casey Sanders
Economic Development Advisory Committee:	July 2023
West Fargo Public School District:	
Cass County Board of Commissioners:	
Public Hearing:	
City Commission:	

PURPOSE:

The applicant is proposing a Low-Income Senior Housing project. The goal of the project is to provide the community with an additional seventy-one new units for low-income seniors. The applicant group has a waitlist of over 300 seniors for current spaces that are in the community so the recognition that this is an area of need is significant. Additionally, the community is positioned as ideal with the wide amount of services it can provide as well as access to medical professionals.

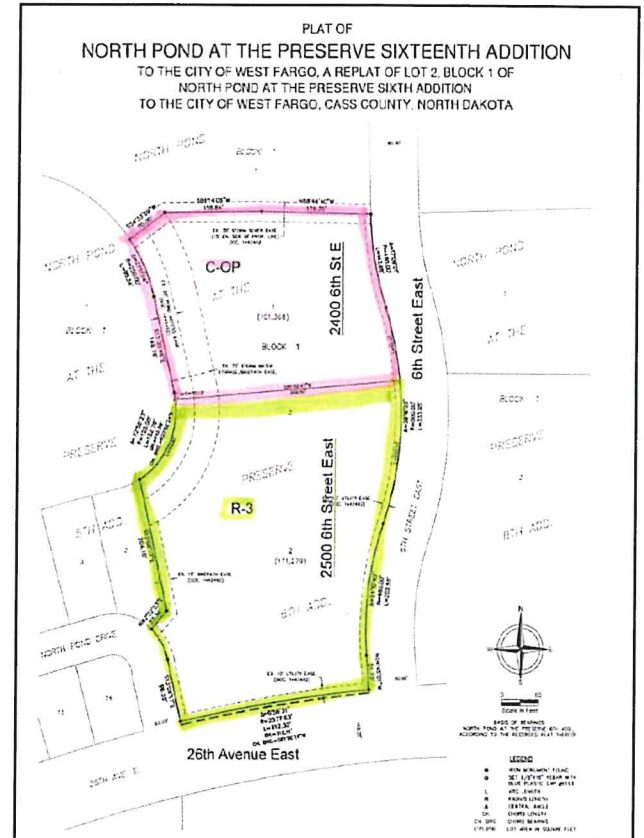
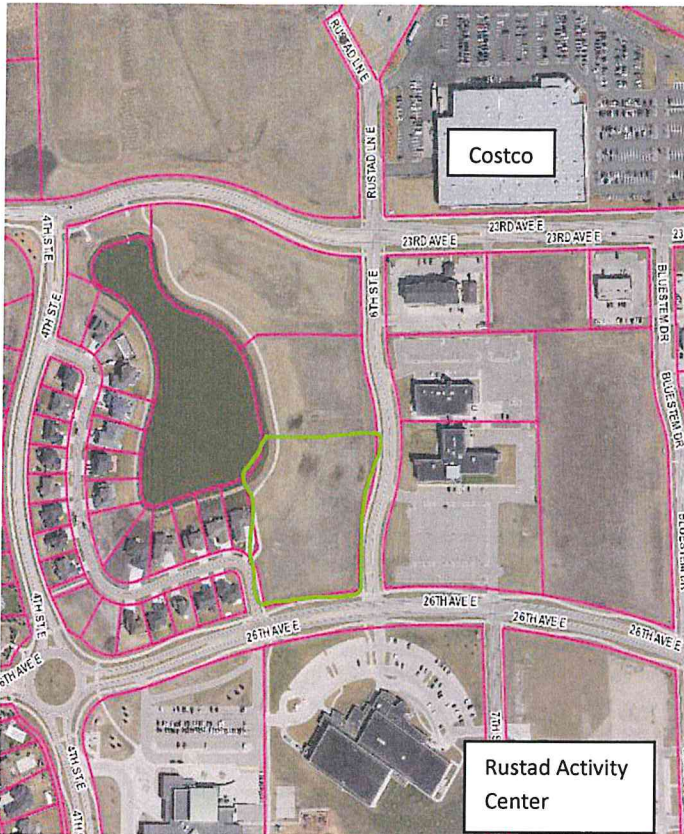
STATEMENTS OF FACT:

Land Use Classification:	
Existing Land Use:	None
Existing Improvements:	None
Identified Blight or Slum:	No
Relocation Requirements:	None
Current Zoning District(s):	Rezoned as R3
Zoning Overlay District(s):	None
Total area size:	171,279 Sq Ft 3.932 Acres
Adjacent Zoning Districts:	Commercial Office Park
Adjacent street(s):	North Pond Drive / 26 th Ave E / 6 th St E
Adjacent Bike/Pedestrian Facilities:	Park pathway
Available Parks/Trail Facilities:	Block away from Rustad Activity Center

PROPERTY OWNERSHIP, VALUES, & LOT SIZES:

Total number of properties	1
Property ID:	02-4605-00020-000
Legal Description:	Lot 2 BLK 1 North Pond At the Preserve 16 th Addition
Address:	2500 6 St E West Fargo, ND 58078
Lot Size:	171,279 Sq Ft 3.932 Acres
Owner:	BSI HACC, LLC to be sold to Elson Shores Land LLC
True & Full Value:	\$1,712,790

STAFF REPORT

**PROJECT ELIGIBILITY FOR DEVELOPMENT:**

The project is located in a parcel that was rezoned to R3 from light commercial office park. The project would advance the City's economic development goals by providing senior housing in an area where there are over 300 seniors on the waiting list. Many of the objectives as described in the West Fargo 2.0 plan that this project supports include:

- Diversification of housing choices
- To support the growing senior population.
- To assure development of high standards in site planning, use compatibility, buildings, and creation of an environment that will promote new development in areas.

DISCUSSION AND OBSERVATIONS:

- This project is to be completed in two phases. Thirty-five units and the community space in phase one and 36 units to be completed in phase two.
- Senior Housing continues to grow in need in our region. Currently the Housing Authority has 300+ individuals on their waiting list.
- The land north of the highlighted property for this planned development is also owned by the same party. They plan to sell this property as it remains zoned commercial office space. (2.3 acers)
- A parking reduction was approved for this project with one underground parking spot per unit and an additional 35 surface stalls. It is noted that 70% of residents own a vehicle.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

- It is estimated that during construction this project will create 107 local jobs. It is estimated that 27 annual local jobs will be supported after construction.
- Neighborhood meetings were held to offer a time for public input and comments. A required 150 sq. ft radius to send letters for response and invitation and the project leaders moved forward with a 300 sq. ft radius for good measure.
 - Goals from meeting to continue to be visually sensitive to single family homes
 - Minimal line of sight impact
 - The fact that it is a three-story building seemed to not be a concern.
 - Design, upkeep, and complimentary building materials were discussed briefly and remain to be a top priority as the project moves forward.

PUBLIC PARTICIPATION:

Public assistance for this project will be proposed to consist of a PILOT (Payment In Lieu of Taxes). During the purchase and build out of the project the ownership investment requests the PILOT to support the state grant application to show support for the need and want for this project to happen in West Fargo. However, after the PILOT ends at 17 years there is a transfer of ownership to the Housing Authority of Cass County which is a political subdivision and there would be no property tax placed on this property at that time. The Housing Authority in its current properties pays a voluntary Payment each year based on a HUD in order for them to cover the public uses such as public infrastructure, police, fire, etc. For this project the break, down is \$100 per unit at 71 units.

HACC Phase I and II - Payment In Lieu of Property Tax Payment Schedule

06.19.2023

Cal Year	Year	Phase I PILOT	Phase II PILOT	Total PILOT	Land Tax est.	Total est. pmt
2026	1	\$ -	\$ -	\$ -	\$ 26,472.88	\$ 26,472.88
2027	2	\$ -	\$ -	\$ -	\$ 27,002.34	\$ 27,002.34
2028	3	\$ -	\$ -	\$ -	\$ 27,542.38	\$ 27,542.38
2029	4	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 28,093.23	\$ 31,593.23
2030	5	\$ 3,570.00	\$ 3,600.00	\$ 7,170.00	\$ 28,655.10	\$ 35,825.10
2031	6	\$ 3,641.40	\$ 3,672.00	\$ 7,313.40	\$ 29,228.20	\$ 36,541.60
2032	7	\$ 3,714.23	\$ 3,745.44	\$ 7,459.67	\$ 29,812.76	\$ 37,272.43
2033	8	\$ 3,788.51	\$ 3,820.35	\$ 7,608.86	\$ 30,409.02	\$ 38,017.88
2034	9	\$ 3,864.28	\$ 3,896.76	\$ 7,761.04	\$ 31,017.20	\$ 38,778.24
2035	10	\$ 3,941.57	\$ 3,974.69	\$ 7,916.26	\$ 31,637.54	\$ 39,553.80
2036	11	\$ 4,020.40	\$ 4,054.18	\$ 8,074.58	\$ 32,270.29	\$ 40,344.88
2037	12	\$ 4,100.81	\$ 4,135.27	\$ 8,236.08	\$ 32,915.70	\$ 41,151.78
2038	13	\$ 4,182.82	\$ 4,217.97	\$ 8,400.80	\$ 33,574.01	\$ 41,974.81
2039	14	\$ 4,266.48	\$ 4,302.33	\$ 8,568.81	\$ 34,245.49	\$ 42,814.31
2040	15	\$ 4,351.81	\$ 4,388.38	\$ 8,740.19	\$ 34,930.40	\$ 43,670.59
2041	16	\$ 4,438.85	\$ 4,476.15	\$ 8,914.99	\$ 35,629.01	\$ 44,544.00
2042	17	\$ 4,527.62	\$ 4,565.67	\$ 9,093.29	\$ 36,341.59	\$ 45,434.88
Totals:		\$ 55,908.78	\$52,849.19	\$108,757.98	\$ 529,777.15	\$ 638,535.13

Assumptions:

- 1) First full year of operations for Ph I = 2026
- 2) Estimated first full year of operations for Ph II = 2027
- 3) PILOT pmt starts with a base of \$100 per unit and increases by 2% per year
- 4) Estimated Land taxes increase by 2% per year

Land
\$ 1,712,790.00 2022 full certified value at \$10 psf

LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:

This parcel is currently vacant. There is no displacement of residences or businesses that would take place due to the renovation or expansion of this property.

RECOMMENDATIONS:

The proposed development plan is located in the Sub-Urban Growth Sector. An area that has residential, mixed use, as well as commercial properties. This project is unique in the way it is structured in order to leverage federal grant dollars through a grant and the change over of ownership after the PILOT would close. In analyzing this property financially as well as with a community lens I recommend this property for consideration.

Financially, the project requests a PILOT to show the City, County, and School's support for this project through the grant making process as they look to score as high as possible to receive a grant in order to make this project move forward. Additionally, once the ownership transfer happens after the PILOT the entity will move forward as a non-profit (Housing Authority) that would not have property tax owed. However, this property and the Housing Authority in the past have paid a voluntary payment based on the number of units and a set dollar amount per year with the understanding that they want to cover their debt payment to the municipality that they receive community, safety, and public support from.

As our communities continues to age, we will continue to increase the need as well as more modern and accessible senior living opportunities. This supports a variety of housing options within our community while also supporting residents from other smaller communities moving into the city because of amenities like this property.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

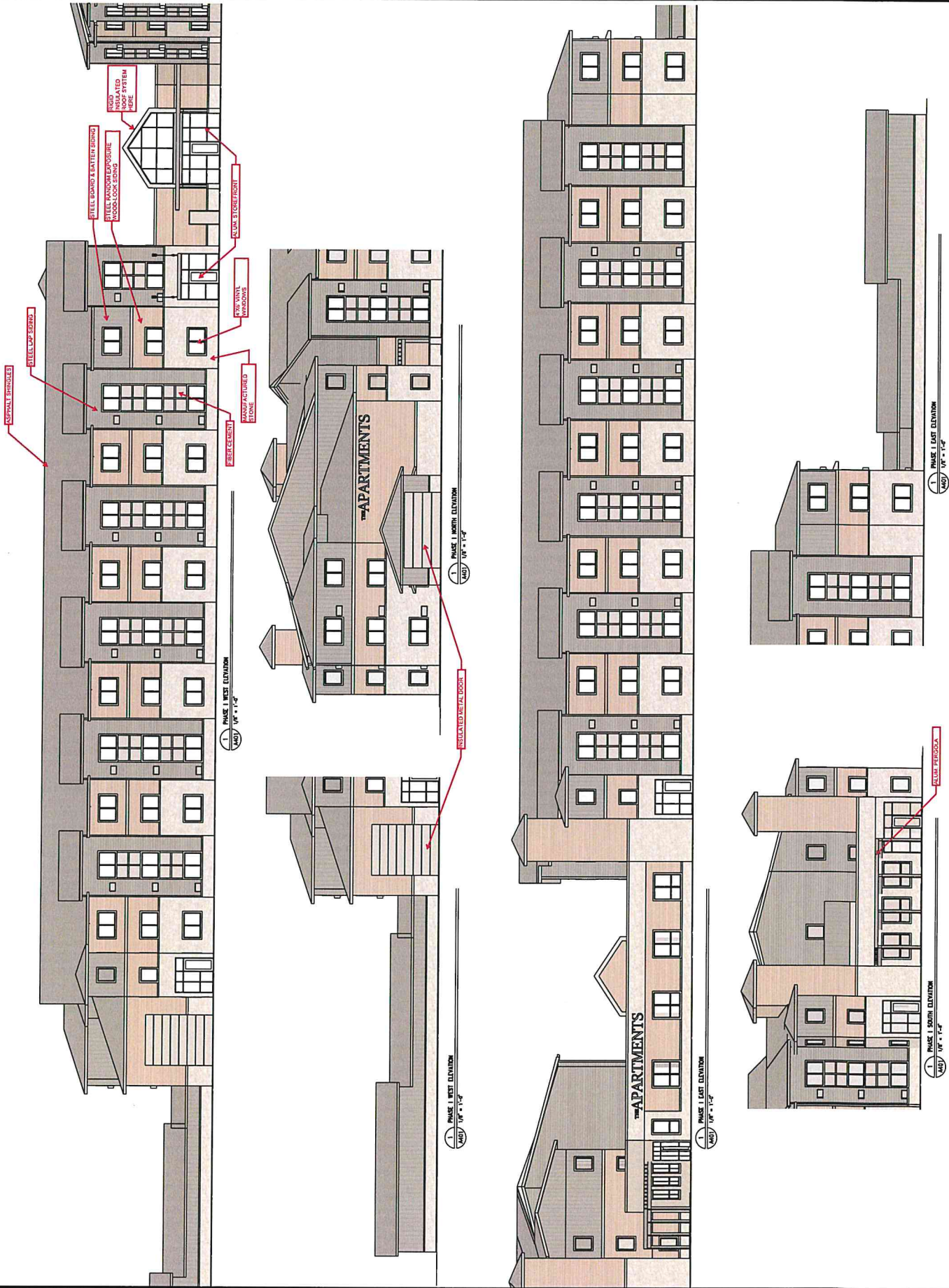
Economic Development Advisory Committee is reviewing this project on July 6th 2023.

REVISION	DATE	DESCRIPTION

1. 2023.05.17
2. 2023.05.17
3. 2023.05.17
4. 2023.05.17
5. 2023.05.17
6. 2023.05.17
7. 2023.05.17
8. 2023.05.17
9. 2023.05.17
10. 2023.05.17

DESIGNED BY
FOSS ARCHITECTURE + INTERIORS
PROJECT NUMBER: 2023
SCALE: 1/8" = 1'-0"
DATE: 5/17/23
DRAWN BY: JAP

PHASE I EXTERIOR
ELEVATIONS

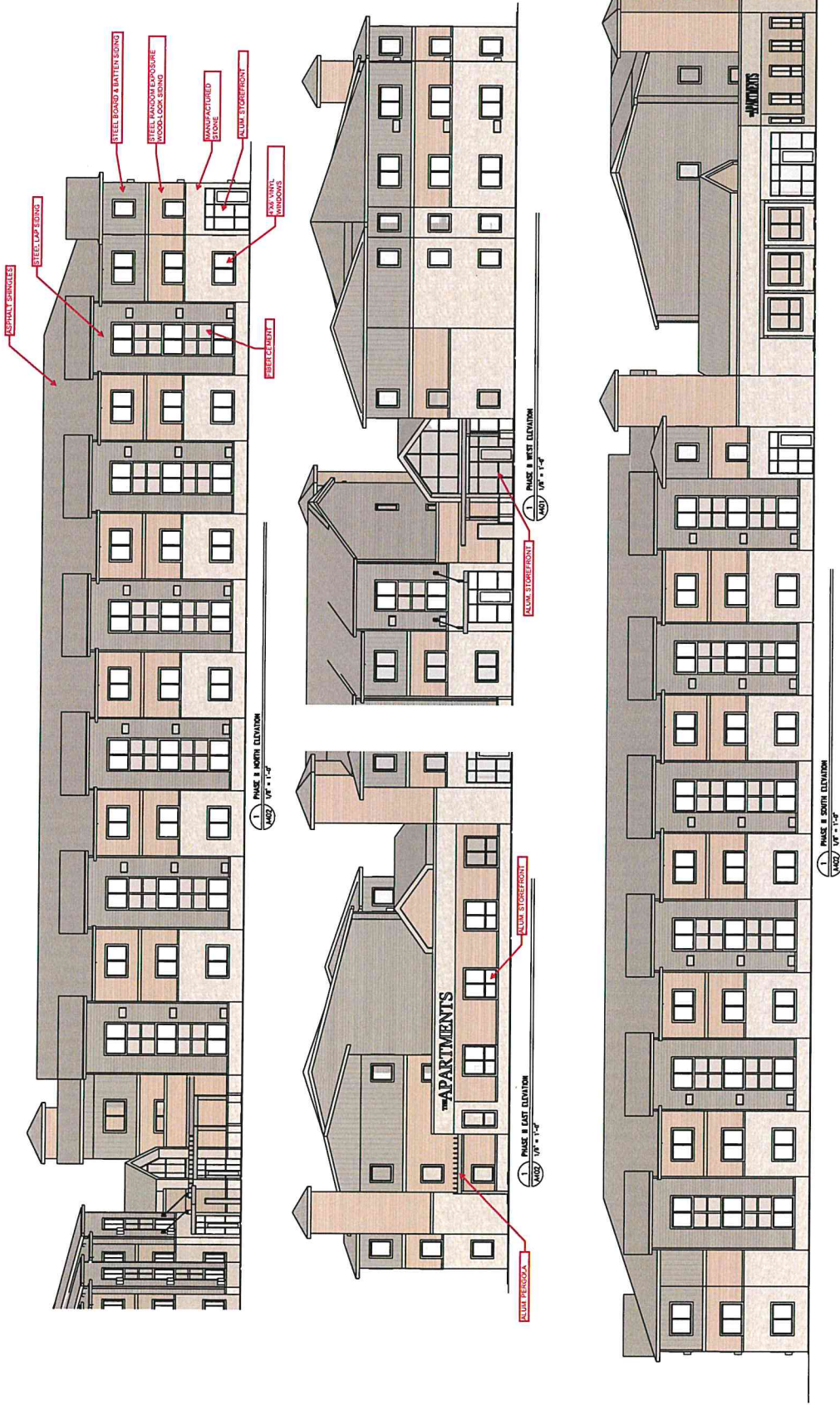


NO.	DATE	DESCRIPTION

FOSS ARCHITECTURE + INTERIORS
1000 10TH AVENUE, SUITE 200
WEST FARGO, ND 58103
TEL: 701.775.1111
WWW.FOSSARCHITECT.COM

NO.	DATE	DESCRIPTION

PHASE II EXTERIOR
ELEVATIONS







FOSS
ARCHITECTURE
+ INTERIORS



Foss
ARCHITECTURE
INTERIORS





FOSS
ARCHITECTURE
+ INTERIORS

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Greenhouse Business Center

Current Location: 3953 4th St E West Fargo, ND 58078

300 Sheyenne St, City of West Fargo, North Dakota

Applicant: Greenhouse Business Center

Owner: Patrick Metzger

Staff Contact: Economic Development

Casey Sanders

Economic Development Advisory Committee:

July 2023

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

Public Hearing:

N/A

City Commission:

PURPOSE:

The Greenhouse, headquartered in West Fargo, ND, is a resource hub and team of experienced business coaches, consultants, and strategic partners from around the nation that focuses on professional and personal growth for organizations, teams and individuals. Whether you're starting a business, growing, and scaling or planning for exit or succession, we're here to help your business and people grow to the next stage through meaningful and impactful business coaching, consulting and training.

The applicant is looking to relocate and expand from their current West Fargo location. The team appreciates the business community that is building in the DMU and would like to be a part of the growth journey. The enterprise grant requested is to support the fit up of a business that will activate a space that has remained vacant since the build of Pioneer Place. More importantly the nature of this business will routinely bring in new and unique visitors to the location. The clients they serve are local, regional, and in some cases across the state.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in Pioneer Place on Sheyenne in the Downtown Mixed-Use zone and meets several of the enterprise grant goals:

- Diversification of business types
- Increase exterior building facades and enhancing the area
- Encouraging redevelopment and reinvestment
- Complimentary business to the area bringing local ownership and staff that value local business partnership.
- Increase and enhance space activation on a regular basis.

DISCUSSION AND OBSERVATIONS:

- Business is looking to locate in the Pioneer Place multi-use building.
- The Green House Business Center is a growing staff team and business that offers a unique service to businesses.

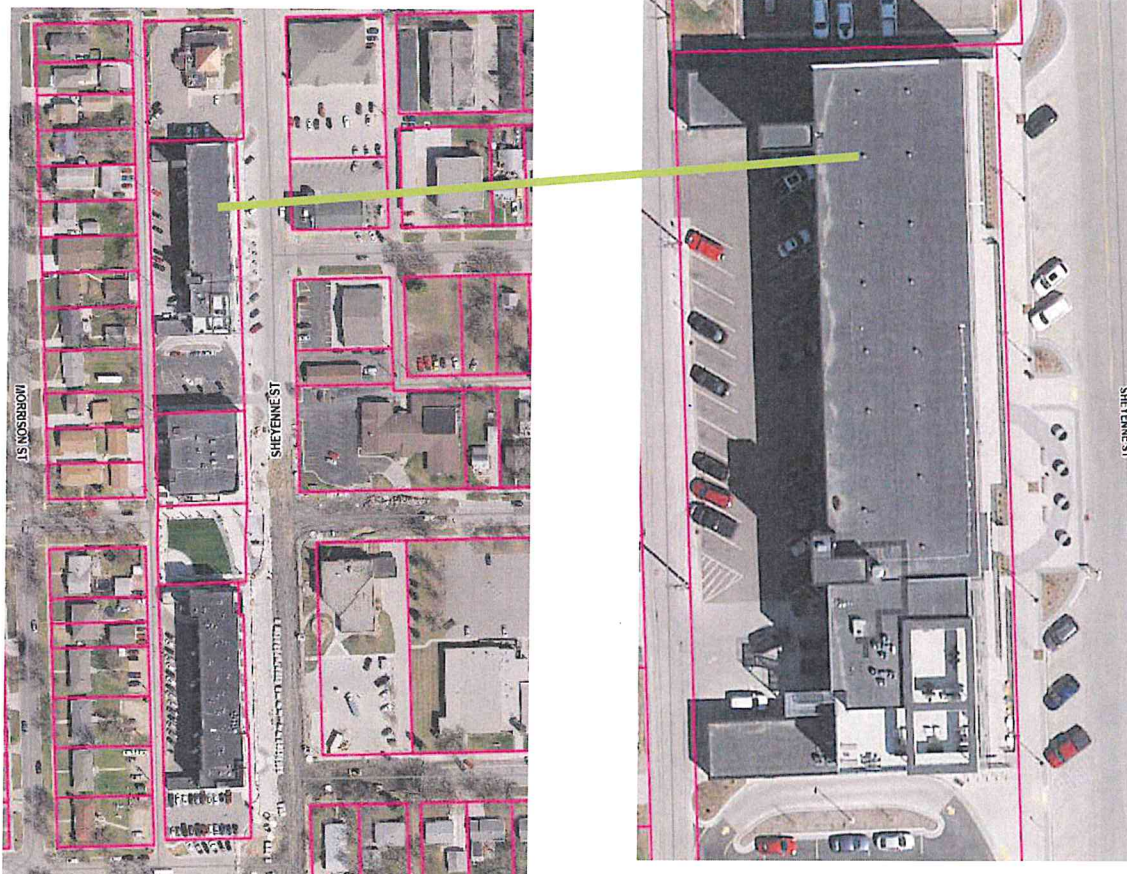
The Greenhouse company is designed to grow as we help other companies and individuals grow. Every decision we make is made through the lens of our values which are Community, Greater

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Good, Authentic Humility, Grow or Die, and True Execution. These values allow us to guide the decisions we make with the focus of growing businesses and people to the next stage.

- Our core business is working with businesses and having them to our location. These businesses are bringing 5-8 high level leadership level individuals that will be visiting the area. Our focus is to grow businesses and currently we have 27 clients, two of which are in the West Fargo area. (135 to 216 decision makers / leaders within their businesses visiting this area each year)
- These teams will be coming in early morning and leaving early evening. Many of these teams look for fun and inclusive things to do as teams. The Downtown West Fargo area will benefit in a large way for these large groups being in the ecosystem.
- The space would include potentially five office spaces, a small and large conference space, a training room, as well as an area for employees, storage, and office supplies.



PUBLIC PARTICIPATION:

Public assistance for this project would be funded through Economic Development Sales Tax. The fit-up cost for this space is estimated to be \$390,637.75 in which the business has applied for \$75,000 (the maximum grantable total when the cost is \$150,000 or greater).

STAFF REPORT

LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:

This parcel is currently vacant. There is no displacement of residences or businesses that would take place due to the fit up of this space. The business staff will be seeking parking partnerships with businesses that have differing schedules with the intention to be proactive about staff parking and street parking options.

RECOMMENDATIONS:

The proposed development plan is located in the Downtown Mixed-Use zone located in a mixed-use property aiming to fit up this space to welcome their business clients to during their consulting sessions. As the Downtown area continues to grow and attract more commercial tenants and become a more and more vibrant part of our community The Greenhouse seeks to be a part of the growth of this area. The staff value being part of an overall community as well as the micro-business community and economics that can only happen in a connected business supportive space such as the DMU. The nature of the business conducted within The Greenhouse is unique in its offerings. Through which most clients visit their location for their multi-year consults or check-ins. This will continually bring unique visitors to this area of our community creating awareness and visibility. As this business is growing rapidly and setting specific goals they look to continue to expand while calling West Fargo their headquarters.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

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



Enterprise Grant Application

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: Patrick Metzger

Address: 3953 4th St E, West Fargo ND, 58078

Phone: 701-412-1710 Fax: NA

E-Mail: patrick@growing4success.com

Applicant Name: PM and Associates LLC - DBA The Greenhouse

(Name of person/entity to RECEIVE grant)

Property Owner: EPIC Companies

Property Address: 300 Sheyenne St, West Fargo, ND 58078

Architect/Firm: EPIC Companies

(If applicable)

DESCRIPTION OF PROPERTY

Current tenant(s): ☐ Commercial _____

Building History (If available): _____

Total Qualifying Expenses \$ 150,000.00 Total Loan from City \$ 75,000.00

Potential Grant Portion of Loan \$ 75,000.00

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: This location will be home to The Greenhouse.

The Greenhouse is a resource hub and team of experienced business coaches, consultants and

strategic partners from around the nation that focuses on professional and personal growth for organizations, teams and individuals.



**Green House
West Fargo, ND
CM - Opinion of Probable Cost**



Project No.

Bid Package		Contractor	Contract
1	General Conditions	CBE, LLC	\$11,578.00
6B-1	Misc. Materials		\$5,000.00
6B-2	Misc. Labor		\$1,000.00
6D-1	Finish Carpentry		\$5,000.00
6D-2	Finish Carpentry - Materials		\$2,000.00
7B	Building Insulation		\$3,000.00
7H	Caulking & Sealants		\$1,000.00
8A	Hardware/Doors/Frames/Trim		\$3,600.00
8C	Aluminum Entrances & Windows		\$35,000.00
9A	Metal Stud Framing/Drywall		\$54,722.50
9C	Tile		\$1,700.00
9D	Acoustical Ceilings		\$15,065.00
9E	Flooring		\$28,954.00
9F	Painting and Wall Coverings		\$9,039.00
10A	Interior Signage		\$500.00
10C	Specialties		\$1,000.00
11A	Residential Appliances		\$5,000.00
12B	Custom Cabinets		\$21,091.00
12C	Window Treatments		\$5,000.00
12D-1	Countertops & Sills		\$7,500.00
21	Fire Sprinkler System		\$6,779.25
22	Plumbing		\$16,600.00
23	HVAC		\$36,156.00
26A	Electrical		\$60,260.00
Total Bid Packages			\$ 336,544.75
12.00%	Construction Management	CBE, LLC	40,385.00
Total Construction Cost			\$ 376,929.75
3.00%	Architecy/Engineering	CBE, LLC	\$ 2,400.00
	Contingency		11,308.00
TOTAL PROJECT COST			\$ 390,637.75