



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

Thursday, August 3rd, 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. Child Care Facility Improvement Grant Applications (4) (Casey Sanders)
 - o Learning Universe Child Care
 - o Creative Minds
 - o Nurturing Dreams
 - o Explorers Academy -West
6. Economic Development Strategy discussion (Casey Sanders)
 - o Baseline discussion regarding Economic Development Tax, purpose, incentives, and additional information.
 - o Provide feedback and additional questions or data input
 - o No action needed
7. Non-Agenda Items
8. Adjournment

Future Meeting Dates (1st Thursdays):

Thursday, September 6, 2023

Thursday, October 5, 2023

Thursday, November 2, 2023



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, July 6th 2023
3 -5pm**

The City of West Fargo Economic Development Advisory Committee met on Thursday, July 6th, 2023, at 3 pm.

Voting Members Present: Eddie Sheeley (Chair), Paul Matthys, Tom McDougall, Carin Reisch, and Marshall McCullough.

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

Ex-Officio Members: Levi Bachmeier and Robert Wilson

City Commissioners: Roben Anderson and Brad Olson

Eddie called the meeting to order.

Marshall 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 Housing Authority of Cass County PILOT application.

Discussion around the years of PILOT and the reasons why the incentive is needed. Some history was discussed from past projects as well as past incentives. The discussion included points regarding opportunity for this land and potential loss of tax revenue, the neighborhood meeting, senior housing waiting list, and the financial review of the payment portion of the property tax payment in lieu of schedule.

The applicant, offered additional information regarding how the Low-Income Housing Tax Credit Program for the State of ND works in regards to this project.

Eddie is a board member for the Housing Authority of Cass County and recused himself from this vote. There is not a quorum to have a formal vote. Eddie suggested to table this item to re-convene with a special meeting to respect the applicant's timeline. Tom motioned to table and schedule a special meeting Paul seconded. No opposition. Motion carried.

Casey Sanders-Berglund presented an application for the Greenhouse Business Center Enterprise Grant.

Discussed the opportunity for space activation and unique visitors due to the nature of the type of business Greenhouse conducts. The project is quoted at \$390,000 + and



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, July 6th 2023
3 -5pm**

meets the fit-up requirement to reach the \$75,000 requested amount and is located in the DMU zone.

Marshall motioned and Paul seconded to approve the enterprise grant for the Greenhouse Business Center at \$75,000. No opposition. Motion carried.

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

Chair, Eddie Sheeley



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, July 13 2023
11:00 AM**

The City of West Fargo Economic Development Advisory Committee met on Thursday, July 13th, 2023, at 11 am.

Voting Members Present: Eddie Sheeley (Chair) Jaysen Schock (Past-Chair), Nick Killoran, Marshall McCullough, & Jeffery Volk.

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

Ex-Officio Members: Levi Bachmeier

City Commissioners: Roben Anderson and Brad Olson (none present)

Eddie called the meeting to order.

Casey Sanders-Berglund noted that we have only the one item on the agenda on this special meeting Economic Development Advisory Committee agenda. There is not a quorum present in order to take an official vote.

Eddie proposed to table the agenda item to initiate a second special meeting to ensure a quorum while completing a recap for the participants of the EDAC that were unable to be at the July 6th 2023 meeting. Eddie is a current board member for the Housing Authority and is recusing himself on this vote.

Marshall moved and Jeff seconded to table the vote and move forward to complete a recap of the application to bring all committee members up to speed.

Casey did a short recap and invited the project applicant to extend the review and answer questions.

A discussion regarding the PILOT process in this case and strategy around low-income senior housing was had.

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

Chair, Eddie Sheeley



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, July 24 2023
9:00 AM**

The City of West Fargo Economic Development Advisory Committee met on Thursday, July 24th, 2023, at 9 am.

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

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

Ex-Officio Members: none present

City Commissioners: Roben Anderson and Brad Olson (none present)

Eddie called the meeting to order.

Casey Sanders-Berglund noted that we have only the one item on the agenda on this special meeting Economic Development Advisory Committee agenda regarding the PILOT request for the Housing Authority of Cass County.

Eddie reviewed the meeting times and meeting outcomes brining this project to the second special meeting to ensure a quarum for a recommendation vote for this project. Opening up the conversation to ask if there were any follow up questions any member had about the project or incentive confirming no changes had been made in the meantime.

No discussion.

Jeff moved and Jaysen seconded to approve this project for recommendation to the West Fargo City Commission. No opposition. Eddie recused due to his board seat on the Cass Count Housing Authority. Motion carried.

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

Chair, Eddie Sheeley

STAFF REPORT

Business Name	
Learning Universe 705 E Main Ave Suite A, West Fargo ND, 58078	
Applicant: Trisha York	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	August 3 rd , 2023
Provider Type:	Center
New or Existing business:	Existing
Grant goal addressed:	Maintain / Safety Support
Score:	13/ 15
Requested Amount:	\$43,500

PURPOSE:

The applicant is applying for the facility improvement grant to support the current children they serve. They have been in operation for 17 years and continually budget and plan however many of the items requested often become a lower priority than others like staff, food, cleaning supplies, utilities etc. The goal for this grant would be that the requested \$43,500 would support all ages including the infant room to ensure this space understandably is of high demand.

DISCUSSION AND OBSERVATIONS:

- Has been in operations for 17 years.
 - Has requested quotes for the work and is open to getting multiple quotes from different contractors.
 - Their license is for 78 children if able based on square footage would attempt for an updated license to add more children.
- Center needs highlights
- Outdoor play area, fence repair, commercial play equipment updates and
 - Bathroom facility is very old and in need of repair (original to the building)
 - Adding entrance security access for parents and staff

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project August 3rd, 2023

STAFF REPORT

Center – Itemized Request Worksheet

Approved Items	Approved Amount	Maximum Allowable
Paint & Wall Repair	\$ 1,000.00	none
Flooring repair		none
Repairs to fencing, gates, handrails	\$ 5,500.00	none
Door Replacement		none
Washer and Dryer		\$ 1,000.00
Dishwasher		\$ 1,500.00
Refrigerator		\$ 2,500.00
Indoor Gates		\$ 2,000.00
Restroom (Sink, toilet, adapters)	\$ 10,000.00	none
Shelving / Child personal belongings		\$ 4,000.00
Cribs, Ch. Tables, cots, mats		\$ 4,000.00
Food Storage		\$ 2,000.00
Ch. Sized Equipment (tables/ chairs)	\$ 5,000.00	\$ 7,500.00
Area Carpets		\$ 1,000.00
AED (s)	\$ 1,750.00	\$ 5,000.00
Fire Extinguisher (s)	\$ 250.00	\$ 850.00
Exterior Hazard Repair		none
First Aid Kits	\$ 500.00	\$ 500.00
Smoke Detector		\$ 500.00
Lockdown kits	\$ 500.00	\$ 500.00
Security Access Control	\$ 10,000.00	\$ 10,000.00
Infant monitors for sight or sound		\$ 500.00
Outdoor play materials	\$ 1,500.00	\$ 1,500.00
Commercial Outdoor play Equipment	\$ 7,500.00	\$ 7,500.00
Totals	\$ 43,500.00	

STAFF REPORT

Business Name	
Creative Minds Child Care Center 3275 9 th St W, West Fargo	
Applicant: Kassi Waagen	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	August 3 rd , 2023
Provider Type:	Center
New or Existing business:	Existing
Grant goal addressed:	Maintain / Safety / Capacity
Score:	13/ 15
Requested Amount:	Center \$49,800 Infant \$7,180

PURPOSE:

The applicant is applying for the facility improvement grant as the leaderships goal is to maintain capacity of the current center while also fitting up an under-utilized space for infants.

The school age program has been a transient group at this facility and they need more of a home base with equipment that is updated and designed for their age group. One of such areas that is used by almost all the children in the center is the outdoor park area. There is currently an unsafe upheaval of land in the active playing area. This area is unsafe and eventually they will need to fix this area as it continues to get worse. Currently the staff manage by putting things across and having the staff standing here blocking the area as many children have fallen and the injuries have become more often and have the potential to get worse.

The infant space is more of a surface and infant specific update as reflected in the items requested.

DISCUSSION AND OBSERVATIONS:

- Allowing the exterior safety hazard the opportunity to get fixed relieves the center of having to continue to put other opportunities on the bottom of the list like opening up an infant space.
- Their license is for 170 children.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project August 3rd, 2023

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Approved Items	Requested Amount	Maximum Allowable
Paint & Wall Repair	\$ 2,860.00	none
Flooring & Wall repair	\$ 3,325.00	none
Repairs to fencing, gates, handrails	\$ 1,100.00	none
Door Replacement		none
Washer and Dryer		\$ 1,000.00
Dishwasher		\$ 1,500.00
Refrigerator	\$ 2,500.00	\$ 2,500.00
Indoor Gates		\$ 2,000.00
Restroom (Sink, toilet, adapters)		none
Shelving / Child personal belongings		\$ 4,000.00
Cribs, Ch. Tables, cots, mats		\$ 4,000.00
Food Storage		\$ 2,000.00
Ch. Sized Equipment (tables/ chairs)	\$ 6,800.00	\$ 7,500.00
Area Carpets	\$ -	\$ 1,000.00
AED (s)		\$ 5,000.00
Fire Extinguisher (s)		\$ 850.00
Exterior Hazard Repair	\$ 30,990.00	none
First Aid Kits	\$ 100.00	\$ 500.00
Smoke Detector		\$ 500.00
Lockdown kits		\$ 500.00
Security Access Control		\$ 10,000.00
Infant monitors for sight or sound		\$ 500.00
Outdoor play materials	\$ 925.00	\$ 1,500.00
Commercial Outdoor play Equipment	\$ 1,200.00	\$ 7,500.00
Totals	\$ 49,800.00	

Center

Approved Items	Requested Amount	Maximum Allowable
Paint & Wall Repair		none
Flooring & Wall repair		none
Repairs to fencing, gates, handrails		none
Door Replacement		none
Indoor Gates		\$ 1,500.00
Restroom (Sink, toilet, adapters)		none
Shelving / Child personal belongings		\$ 4,000.00
Cribs, Ch. Tables, cots, mats	\$ 2,400.00	\$ 3,500.00
Food Storage		\$ 2,000.00
Infant Sized Equipment	\$ 500.00	\$ 500.00
Area Carpets	\$ 650.00	\$ 1,500.00
Infant monitors for sight or sound		\$ 250.00
Indoor Infant mobile activity	\$ 1,430.00	\$ 1,500.00
Outdoor play materials	\$ 1,200.00	\$ 7,500.00
Educational learning play (blocks)	\$ 1,000.00	\$ 1,000.00
Totals	\$ 7,180.00	

Infant Room

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
Nurturing Dreams Child Care 550 13 th Ave E, Suite 100 West Fargo, ND 58078	
Applicant: Anna Marie Romero	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	August 3, 2023
Provider Type:	School Age Child Care Center
New or Existing business:	Existing (Opened Nov 2022)
Grant goal addressed:	Expand / Maintain
Score:	14 /15
Requested Amount:	\$46,981.78 Center + 15,000 Infant

PURPOSE:

The applicant is applying for the grant for both the center in which opened in November of 2022 and an addition of an Infant space.

With the space still new for this child care owner she is currently operating and continually making adjustments based on safety and learning about efficiency and management for maximizing staffing.

DISCUSSION AND OBSERVATIONS:

The highlights of this grant application focus on safety and updates. Building owner has been assisting and accommodating to the new tenant. However, unable to make every accommodation. Currently has the ability to serve 43 but would be able to increase to 57 after modifications with both infant and center grant if awarded.

Center

- Quotes for painting and wall repair
- Fence needs mending
- Doors (no replacement) new handles & finger guards
- Restroom sinks and changing areas for diapering
- Exterior hazard repair in yard area
- Commercial play equipment is requested to replace and update broken pieces of existing structure

Infant Space

- Additional cots, changing tables, to support adding infant – 18mo old children
- Area carpets which provide easier to clean areas for children who spend majority of time on the “floor”
- Infant large motor activities such as inclines, climbers, activity centers.
- Outdoor play materials including safety gates, infant swings and large stroller for outside walks.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this grant on August 3rd, 2023.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Approved Items	Approved Amount	Maximum Allowable
Paint & Wall Repair	\$ 7,814.41	none
Flooring repair		none
Repairs to fencing, gates, handrails	\$ 2,450.00	none
Door Replacement		none
Washer and Dryer	\$ 1,000.00	\$ 1,000.00
Dishwasher	\$ 1,500.00	\$ 1,500.00
Refrigerator	\$ 2,000.00	\$ 2,500.00
Indoor Gates	\$ 900.00	\$ 2,000.00
Restroom (Sink, toilet, adapters)	\$ 2,970.00	none
Shelving / Child personal belongings	\$ 625.81	\$ 4,000.00
Cribs, Ch. Tables, cots, mats	\$ 4,000.00	\$ 4,000.00
Food Storage	\$ 1,800.00	\$ 2,000.00
Ch. Sized Equipment (tables/ chairs)	\$ 7,500.00	\$ 7,500.00
Area Carpets	\$ 1,000.00	\$ 1,000.00
AED (s)		\$ 5,000.00
Fire Extinguisher (s)		\$ 850.00
Exterior Hazard Repair	\$ 695.56	none
First Aid Kits	\$ 500.00	\$ 500.00
Smoke Detector	\$ 500.00	\$ 500.00
Lockdown kits	\$ 500.00	\$ 500.00
Security Access Control	\$ 5,000.00	\$ 10,000.00
Infant monitors for sight or sound	\$ 200.00	\$ 500.00
Outdoor play materials	\$ 1,500.00	\$ 1,500.00
Commercial Outdoor play Equipment	\$ 7,500.00	\$ 7,500.00

Center

Approved Items	Approved Amount	Maximum Allowable
Paint & Wall Repair		none
Flooring repair		none
Repairs to fencing, gates, handrails		none
Door Replacement		none
Indoor Gates	\$ 500.00	\$ 1,500.00
Restroom (Sink, toilet, adapters)		none
Shelving / Child personal belongings		\$ 4,000.00
Cribs, Ch. Tables, cots, mats	\$ 2,400.00	\$ 3,500.00
Food Storage		\$ 2,000.00
Infant Sized Equipment	\$ 500.00	\$ 500.00
Area Carpets	\$ 1,500.00	\$ 1,500.00
Infant monitors for sight or sound	\$ 100.00	\$ 250.00
Indoor Infant mobile activity	\$ 1,500.00	\$ 1,500.00
Outdoor play materials	\$ 7,500.00	\$ 7,500.00
Educational learning play (blocks)	\$ 1,000.00	\$ 1,000.00

Infant

STAFF REPORT

Business Name	
Explorers Academy 1410 9th St E Ste 517 West Fargo ND, 58078	
Applicant: Joe McGuire	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	August 3 rd , 2023
Provider Type:	Center
New or Existing business:	Existing
Grant goal addressed:	Maintain / Safety Support
Score:	12 / 15
Requested Amount:	\$50,000 Center \$ 15,000 Infant Room

PURPOSE:

The applicant is applying for the facility improvement grant to provide equipment we do not currently have as well as update some specific shelving required by licensing. At this location we have classrooms that are not currently activated and will allow us to provide a more stable service given the cost flocculation and interest rates. The infant room grant will allow us to add more infants to our program if/when staffing allows.

DISCUSSION AND OBSERVATIONS:

- Has six total locations including this one in West Fargo
 - Has space that is currently not being used for care. Fitting up this space would make it easier to prioritize adding staff and children at this location in West Fargo as well as support the current children.
- Center needs highlights
- Outdoor play area, and exterior hazard repair along with some paint and wall repairs
 - Additional and updated child sized shelving, changing tables, and cots
 - Adding entrance security access for parents and staff
- Infant room needs highlights
- Infant to 18 month sized shelving, area carpets, mobile activity centers and educational play materials
 - Indoor safety gates, additional changing stations, cots, and mats.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project August 3rd, 2023

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Center – Itemized Request

Approved Items	Approved Amount	Maximum Allowable
Paint & Wall Repair	\$ 5,000.00	none
Flooring repair		none
Repairs to fencing, gates, handrails		none
Door Replacement		none
Washer and Dryer	\$ 1,000.00	\$ 1,000.00
Dishwasher	\$ 1,500.00	\$ 1,500.00
Refrigerator		\$ 2,500.00
Indoor Gates	\$ 2,000.00	\$ 2,000.00
Restroom (Sink, toilet, adapters)		none
Shelving / Child personal belongings	\$ 4,000.00	\$ 4,000.00
Cribs, Ch. Tables, cots, mats	\$ 4,000.00	\$ 4,000.00
Food Storage	\$ 2,000.00	\$ 2,000.00
Ch. Sized Equipment (tables/ chairs)	\$ 7,500.00	\$ 7,500.00
Area Carpets	\$ 1,000.00	\$ 1,000.00
AED (s)		\$ 5,000.00
Fire Extinguisher (s)		\$ 850.00
Exterior Hazard Repair	\$ 10,000.00	none
First Aid Kits	\$ 500.00	\$ 500.00
Smoke Detector		\$ 500.00
Lockdown kits		\$ 500.00
Security Access Control	\$ 2,000.00	\$ 10,000.00
Infant monitors for sight or sound	\$ 500.00	\$ 500.00
Outdoor play materials	\$ 1,500.00	\$ 1,500.00
Commercial Outdoor play Equipment	\$ 7,500.00	\$ 7,500.00
Totals	\$ 50,000.00	

Infant – Itemized Request

Approved Items	Approved Amount	Maximum Allowable
Paint & Wall Repair		none
Flooring & Wall repair		none
Repairs to fencing, gates, handrails		none
Door Replacement		none
Indoor Gates	\$ 1,500.00	\$ 1,500.00
Restroom (Sink, toilet, adapters)		none
Shelving / Child personal belongings	\$ 2,500.00	\$ 4,000.00
Cribs, Ch. Tables, cots, mats	\$ 3,500.00	\$ 3,500.00
Food Storage		\$ 2,000.00
Infant Sized Equipment	\$ 500.00	\$ 500.00
Area Carpets	\$ 1,500.00	\$ 1,500.00
Infant monitors for sight or sound	\$ 250.00	\$ 250.00
Indoor Infant mobile activity	\$ 1,500.00	\$ 1,500.00
Outdoor play materials	\$ 2,750.00	\$ 7,500.00
Educational learning play (blocks)	\$ 1,000.00	\$ 1,000.00
Totals	\$ 15,000.00	



Economic Development Department Summary Casey Sanders-Berglund

Review of Economic Development Sales Tax:

Economic Development sales tax was implemented in 2014 in which needed a residential vote in order to adopt.

The legal guideline for the tax is outlined in ordinance No. 992 sales and use tax imposed.

Chapter of ordinance 992:

1-0910. DEDICATION OF TAX PROCEEDS. All fees, taxes, penalties and other charges imposed and collected under this chapter, less administrative costs shall be dedicated and utilized with City Commission consent only for infrastructure, improvements, including publicly-owned utilities and buildings, job creation, and business retention, expansion and recruitment. Use of sales tax proceeds for job creation, business retention, expansion and recruitment shall include, but not be limited to, payment of special assessments and payment or reimbursement of land acquisition costs. Proceeds collected pursuant to this chapter from such sales and use tax, may be used to make direct payments of costs for the above purposes, or may be pledged to amortize bonds or other debt instruments which may be sold to finance such costs. All revenues raised and collected under this chapter, less administrative expenses, shall be dedicated as follows:

1. Twenty-five percent (25%) of the two percent (2%) City sales and use tax shall be dedicated for economic and job development.
2. Seventy-five percent (75%) of the City's two percent (2%) City sales and use tax shall be dedicated to infrastructure and improvements.

Balance currently

Sources include:

- o Sales tax
- o TIF Receivables

2023 Beginning Balance-Cash	\$ 10,302,815
Net Change	\$ 157,288
2023 Ending Balance-Cash	\$ 10,460,103

Purpose of Economic Development in our community:

The purpose of economic development in our community is to provide support to existing businesses, promote the potential business attraction and business climate, foster the creation and cultivation of placemaking and community development efforts, as well as the administration of the incentive programs that drive infill and new development. An important part of economic development and community impact is relationship building with Cass county, schools, GFM EDC, FMWF Chamber, West Fargo business owners, prospects, as well as other business networks.



Economic Development Department Summary Casey Sanders-Berglund

The purpose of this role within the City of West Fargo staff team is to connect new and existing business owners and operators with the city officials and processes paving the way for an understanding of growth and expansion opportunities as well as gathering feedback to propose changes and advocate for the entire business community when needed.

Review of July 22'-23'

- Partnership with GFM EDC on a Primary Sector Business Blitz June - July
- February 2023 implemented a monthly E-Newsletter to Businesses
- Secured 1 Parking Agreement DT adding 39 more parking spaces (continued project)
- Represents City of WF
 - Community Visitors Bureau Board representative
 - Growth Initiative Fund WF board representative
 - Minnesota Young American Leaders Program (Spring 2023) nominated & selected
 - United Way special project committee member
 - FMWF Chamber - liaison
 - Greater Fargo Moorhead EDC -liaison
 - Works in conjunction with the Yards Business Association and West Fargo Events.
- Completed 110 Business Retention connects.
- 25 Prospects being tracked (5 Converted, 7 pending final decision)

Available Incentives:

- Tax Increment Financing
- Payment In Lieu of Tax
- Renaissance Zone
- Enterprise Grant
- Child Care Facility Improvement Grant

Review of July 22'-23'

- Continuous work on an Industrial area TIF and a potential P3 project
- Presented 2 PILOT's both for 5 years totaling \$390,234 in property tax abatement.
- No Renaissance Zone applications ultimately moved forward.
- Presented 5 Enterprise grants totaling \$260,933 in business support.
- Proposed the Child Care Facility Improvement Grant (Cap at \$1,000,000) Three rounds of grant application time periods.
 - Round 1 – 27 Applicants and \$266,870.42 approved
 - Round 2 – 27 Applicants and currently being evaluated
 - Round 3 - Opens August 14, 2023 and Closes September 18, 2023
- Filtered 11 applications that ultimately did not move forward due to eligibilities or financial barriers.



Economic Development Department Summary Casey Sanders-Berglund

Expenses

Economic Development Department	\$ 163,339	
Childcare Grants	\$ 1,000,000.00	Approximately 400,000 applied for
Enterprise Grants	\$ 260,933.00	
Parking Initial Cost and Lease	\$ 213,200.00	Annually 15,200 + 4% yr
Junkyard	\$ 442,200.00	One time
TIF 2017-1 Interim Debt Payments (3)	\$ 156,442.00	5 yr cash shortfall then all repaid
Plaza Support / WF Events	\$ 268,130.00	23' actual 493,000 / year
Career Academy (2)	\$ 120,000.00	\$240,000 / over 2 yrs / committed
Sheyenne St 2250 Density Factor	\$ 855,959.34	
Operations/legal/misc.	\$ 89,204.00	
TOTAL	\$ 3,569,407	

Additional Information

- Currently 46 identified primary sector businesses in WF
- Currently 6 Hotels totaling of 549 rooms available *CVB data
 - West Fargo: \$22-43,000 lodging tax per month (occupancy currently high)
Two hotel properties closed in 08' & 20'
 - Moorhead has 4 Hotels currently but had 4 closures. (Three closures within 2017-21)
 - Fargo has 52 Hotels – with one closure in 2015

Commercial Real Estate Data

*Goldmark Commercial Real Estate Inc Q2 2023 data

OFFICE VACANCY - WEST FARGO				OFFICE MARKET DATA - WEST FARGO		As of 6/30/2023	QOQ - 3/31/2023	YOY - 6/30/2022
				Total Office Inventory for Lease		143,182 SF	111,742 SF ↑ 28.1 %	87,454 SF ↑ 63.7 %
				Class A Inventory For Lease		91,112 SF	70,483 SF ↑ 29.3 %	40,671 SF ↑ 124 %
				Class B Inventory For Lease		52,070 SF	41,259 SF ↑ 26.2 %	38,942 SF ↑ 33.7 %
				Class C Inventory For Lease		0 SF	0 SF ↑ 0.0 %	7,841 SF ↓ 100 %
				MEDIAN Days on Market (All Office)		275 Days	490 Days ↓ 43.9 %	336 Days ↓ 18.2 %
				Number of Office Listings		26	24 ↑ 8.3 %	20 ↑ 30.0 %
				Average Asking Rent (base + CAM-all classes)		\$22.45 PSF	\$22.01 PSF ↑ 2.0 %	\$20.88 PSF ↑ 7.5 %

OFFICE VACANCY - METRO

	METRO	FGO	WFGO	MHD
Q2-2023	9.7%	10.0%	11.4%	4.9%
Q1-2023	7.1%	7.1%	8.9%	4.5%
Q4-2022	7.6%	7.6%	10.8%	5.1%
Q3-2022	7.2%	7.7%	7.9%	1.2%
Q2-2022	8.0%	8.3%	8.2%	3.8%

- West Fargo has a higher office vacancy than the metro average.
- The 9.7 % vacancy is the highest since Q3 of 2021 at 10.4 %
- Office space owners watching the market



Economic Development Department Summary Casey Sanders-Berglund

RETAIL VACANCY - WEST FARGO

	CITY	S 1-94	N 1-94
Q2-2023	1.9%	4.1%	0.7%
Q1-2023	2.1%	4.6%	0.6%
Q4-2022	1.1%	2.6%	0.3%
Q3-2022	1.4%	2.7%	0.8%
Q2-2022	1.5%	3.0%	0.7%

RETAIL MARKET DATA - WEST FARGO

	As of 6/30/2023	QOQ - 3/31/2023	YOY - 6/30/2022
Total Retail Inventory for Lease	37,845 SF	40,748 SF ↓ 7.1 %	28,297 SF ↑ 33.7 %
MEDIAN Days on Market (All Office)	178 Days	231 Days ↓ 22.9 %	745 Days ↓ 76.1 %
Number of Retail Listings	9	10 ↓ 10.0 %	9 ↔ 0.0 %
Average Asking Rent (base + CAM)	\$26.58 PSF	\$27.64 PSF ↓ 3.8 %	\$24.52 PSF ↑ 8.4 %

RETAIL VACANCY - METRO

	METRO	FCO	WFCO	MHD
Q2-2023	5.4%	5.9%	1.9%	6.0%
Q1-2023	5.1%	5.5%	2.1%	6.1%
Q4-2022	5.9%	5.2%	1.1%	12.8%
Q3-2022	5.3%	4.4%	1.4%	12.6%
Q2-2022	5.2%	4.4%	1.5%	11.7%

- West Fargo has a lower retail vacancy than the metro average.
- The retail trends seem to be holding lateral
- Q3 tends to be the highest for new activity in Retail Lease changes.

INDUSTRIAL VACANCY - WEST FARGO

	CITY	S 1-94	N 1-94
Q2-2023	0.7%	NA	0.7%
Q1-2023	NA	NA	NA
Q4-2022	0.2%	NA	0.2%
Q3-2022	0.4%	NA	0.4%
Q2-2022	0.3%	NA	0.3%

INDUSTRIAL MARKET DATA - WEST FARGO

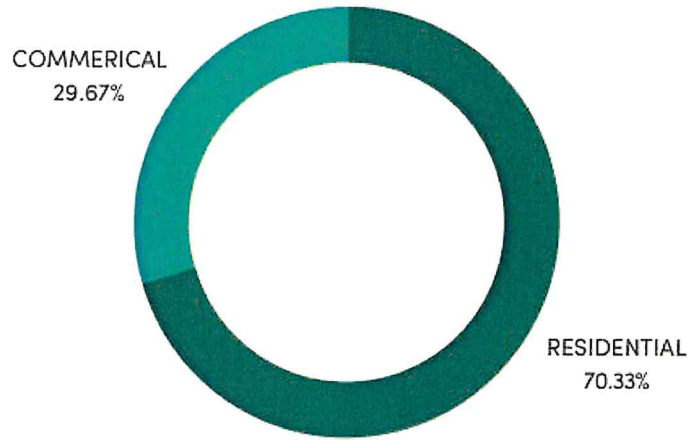
	As of 6/30/2023	QOQ - 3/31/2023	YOY - 6/30/2022
Total Industrial Inventory for Lease	52,727 SF	0 SF NA%	22,260 SF ↑ 133 %
MEDIAN Days on Market (All Office)	17	NA Days NA%	169 Days ↓ 89.9 %
Number of Industrial Listings	5	0 NA%	3 ↑ 66.7 %
Average Asking Rent (base + CAM)	\$8.67 PSF	NA PSF NA%	\$7.48 PSF ↑ 15.9 %

INDUSTRIAL VACANCY - METRO

	METRO	FCO	WFCO	MHD
Q2-2023	3.3%	4.4%	0.7%	0.8%
Q1-2023	2.8%	4.0%	NA	0.7%
Q4-2022	2.9%	4.1%	0.2%	0.8%
Q3-2022	3.3%	4.5%	0.4%	0.9%
Q2-2022	2.6%	3.7%	0.3%	0.8%

- West Fargo has a less than 1% vacancy rate
- Prices have increased significantly affecting this market
- All three cities saw an inventory increase, with West Fargo going from 0 SF available to 50k+ SF for lease

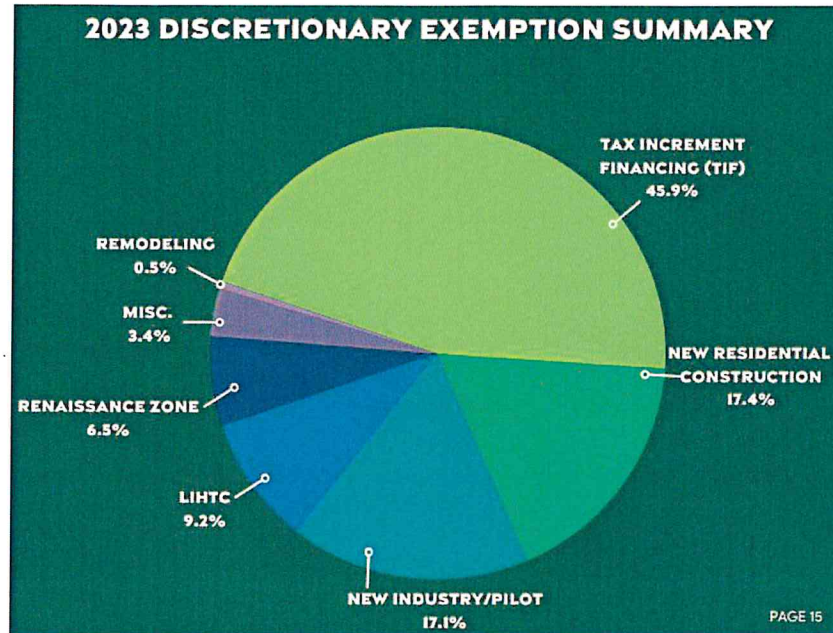
RESIDENTIAL VS. COMMERCIAL TOTAL VALUATIONS



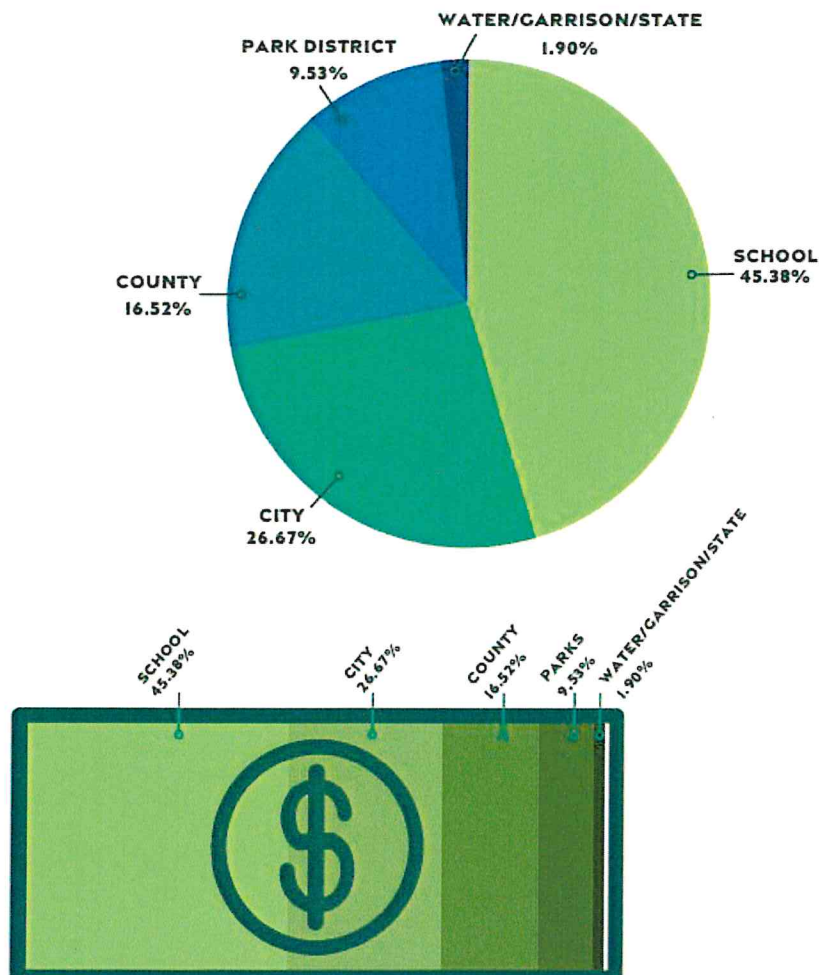
2022	2022
\$1,674,222,400	\$3,969,501,200
COMMERCIAL OVERALL VALUATION	RESIDENTIAL OVERALL VALUATION

2023 TAXABLE VALUATION PROJECTION	
Agriculture	\$17,620
Commercial	\$83,711,120
Residential	\$178,627,554
- TIF	(\$7,754,100)
- Adjustments (Estimated)	(\$750,000)
+ Utility Corps (Estimated)	\$2,174,068
Projected Taxable Value	\$256,026,262

YEAR	VALUATION	PERCENT CHANGE
2014	\$98,891,772	11.40%
2015	\$113,738,389	15.01%
2016	\$140,295,259	23.35%
2017	\$155,988,015	11.24%
2018	\$165,740,720	6.76%
2019	\$173,565,972	4.72%
2020	\$187,772,574	8.19%
2021	\$198,649,775	5.79%
2022	\$232,083,049	16.83%
2023	\$256,026,262	10.32%



BREAKDOWN OF A DOLLAR





Economic Development Department Summary Casey Sanders-Berglund

Sales Tax

- o Total Sales Tax for the City Collected \$11,671,234.12 (2022 year)
- o Economic Development Sales Tax

Year	Ac. To proj.	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	2023	2024	2025	2026	2027	2028	2029	2030
Sales Tax	\$3,519,510	\$3,589,900	\$3,661,698	\$3,734,932	\$3,809,631	\$3,885,824	\$3,963,540	\$4,042,811
