



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

Thursday, September 7, 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. Qualley Associates eXp Realty Enterprise Grant (Casey Sanders)
6. Economic Development Advisory Committee (Eddie Sheeley)
 - o Meeting day or time adjustment
7. Non-Agenda Items
8. Adjournment

Future Meeting Dates (1st Thursdays):

Thursday, October 5, 2023

Thursday, November 2, 2023

Thursday, December 7, 2023



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Friday, August 11th 2023
11 A. M.**

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

Voting Members Present: Eddie Sheeley (Chair), Nicole Steen-Dutton (Vice Chair) Jaysen Schock (Past-Chair), Tom McDougall, Carin Reich, Marshall McCullough, and Paul Matthys.

Nick Killoran joined on zoom after the beginning of the meeting

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

Ex-Officio Members: Joe Raso, Joey Ness, Ryan Asheim

City Commissioners: Roben Anderson and Brad Olson

Eddie called the meeting to order.

Marshall moved and Tom seconded to approve the minutes for July 13th and July 24th 2023 Special Economic Development Advisory Committee. No opposition. Motion carried.

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

Casey Sanders-Berglund presented four Child Care Facility Improvement Grants.

1. Learning Universe –Discussion highlights

- She has a new landlord and this is a year-to-year lease.
- EDAC would like her to inquire about a multi-year lease when releasing these funds for this purpose.
- She has the experience and history of 17 years in industry
- She will not be able to add overall to the count of her children but allow for a capacity shift in more of the in-demand ages
- Adding security access has been something parents and staff have wanted for some time
- Bathroom facility is up to code but was original to the building and in need of some modernization, repair, and adaption. The owner has said no to the request as the property is up to code.

Nicole made a motion to approve this grant contingent on the request for a multiyear lease (minimum of 3 years) prior to funds reimbursed. Paul seconded. No opposition. Motion Carried.



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2. Creative Minds Child Care Center – Discussion Highlights

- There is seven years left on a ten-year lease
- Owner has stated no to the major repair not being part of the building or parking
- Exterior hazard repair from a project that was done three years ago and has now cause issues and there is no warranty to date.
- They currently have 136 children with a max of 170 per license. As they have applied for both the infant and center grants the dollars will help facilitate a shift of priorities and increase by approximately 10-15 infants.

Nicole made a motion to approve both the center and infant grants for this center. Tom seconded. No opposition. Motion Carried.

3. Nurturing Dreams Child Care – Discussion Highlights

- This grant is for a center and infant grant.
- Currently into a 3-year lease almost 1 year (opened in Nov of 2022) As she is new in this business, she wanted a shorter lease and would look at signing a ten-year lease at renewal.
- The space is great but she is continually finding ways to make things more efficient or potentially expand areas of play, make things safer, and organized.
- She has 44 children currently but after removal of walls to increase the square footage of spaces she will have the capacity to have 57 (+ 13 children) She will also be adding 8 infants with the infant fit up allowance.
- There main items requested are wall removal and exterior hazard repair. As well as repair of commercial outdoor play system and adding toddler size outdoor activity space and a large stroller to accommodate classroom walks.

Paul made a motion to approve both the center and infant room grants. Jaysen seconded. No opposition. Motion carried.

4. Explorers Academy – Discussion Highlights

- Currently three years into a five-year lease.
- This is one of six locations and the only in West Fargo.
- Currently has 55 children but licensed for 71 children.
- Center is looking to replace all mulch as this has continued to be a safety concern for the children as well as shelving, wall repair, paint repair, and adding security access to the entrance.
- They are applying for both the center and infant fit up grants and would remain at the same capacity except for the addition of approximately 10 infants.



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Jaysen moved to approve both the center and infant room grants. Tom seconded. No opposition. Motion carried.

Casey Sanders-Berglund presented an information item regarding preliminary information regarding economic development strategy creation for the department as well as estimated dollars that affect the department. The goal is to create a robust plan that offers an arrow for a way forward and outline a plan of work for the Economic Development Department.

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

Qualley & Associates by eXp Realty

Current Location: 219 Main Ave W

Parcel: 02-2100-00050-000

Applicant: Qualley & Associates by eXp Realty
Jeremy QualleyStaff Contact: Economic Development
Casey Sanders

Economic Development Advisory Committee:

September 7th, 2023

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

Public Hearing:

N/A

City Commission:

September 18th, 2023

PURPOSE:

Qualley & Associates, is headquartered in West Fargo, ND on main Ave W. The business is a space for this team to use as a hub, meeting space, training, and storage area. The owner of the building has owned since 2009. The realty team leader has several goals one of which being growth in the form of adding staff. The goal of this renovation is to update the way this property functions and support a longer lifespan of the property. The fit up -space needs to adjust to a more modern way of the realty team industry by offering meeting spaces for client connects, training areas, a reception area, as well as breakroom and storage components. In addition, painting the outside of the building and adding some window decals that will modernize the appearance and lifespan of the building in which faces main avenue.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located on the south side of Main Ave 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

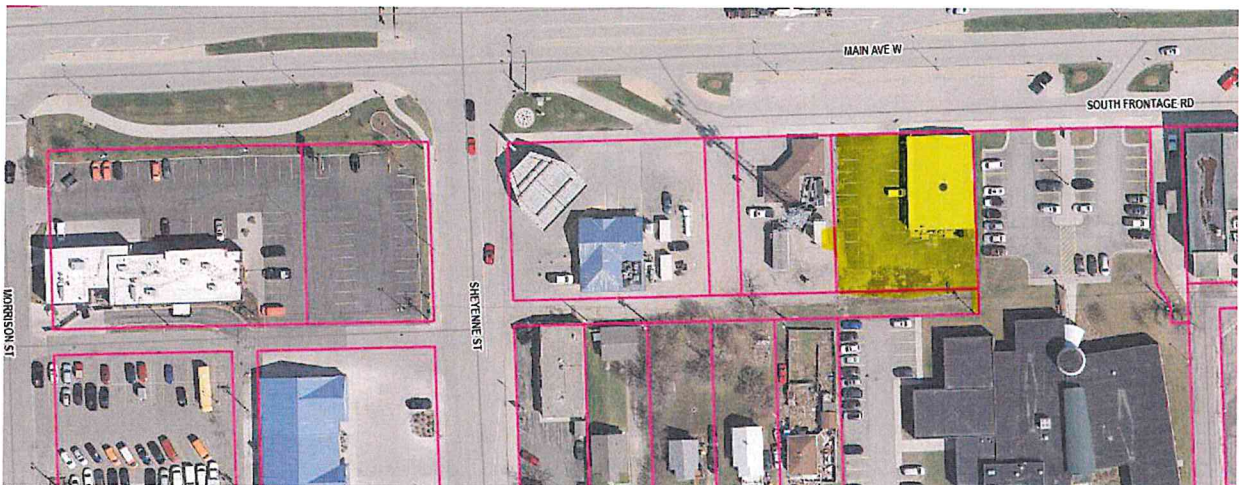
DISCUSSION AND OBSERVATIONS:

- Extend the life span of this building and add some enhancements as well as a sign to the outside.
- Commercial land value is \$ 78,400.00 and Improvement Value is \$206,500.00 with a total value of \$284,900.00.
- Leadership of this business is a longtime West Fargo resident and business owner and it is important to him to remain in West Fargo. Being part of this area of town is part of a bigger vision considering the potential that Main Ave has as well as the potential of the growth area of NW West Fargo.
- Being part of downtown is something they value and continue to leverage by cultivating relationships with new and current businesses in the area.
- With an enhanced office space, the next goal of this business is to grow the staff team.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

- Enhancements to the businesses in this area may inspire other businesses in this older area of our core to take on making additional commitments to façade updates, property clean ups, and suggests other businesses to look at joining the area.
- This is a service-oriented business industry in which all team members have a robust network of people and information about neighborhoods and housing market.
- The overall fit up is estimated to be \$150,000 - \$200,000. The included quotes that were received with this application range from 110,000 to 147,000. These quotes do not include grid drop down ceiling, appliances, furniture, or exterior. The owner has requests for quotes out for the exterior work to be completed as well.



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 \$150,000 - \$200,000 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:

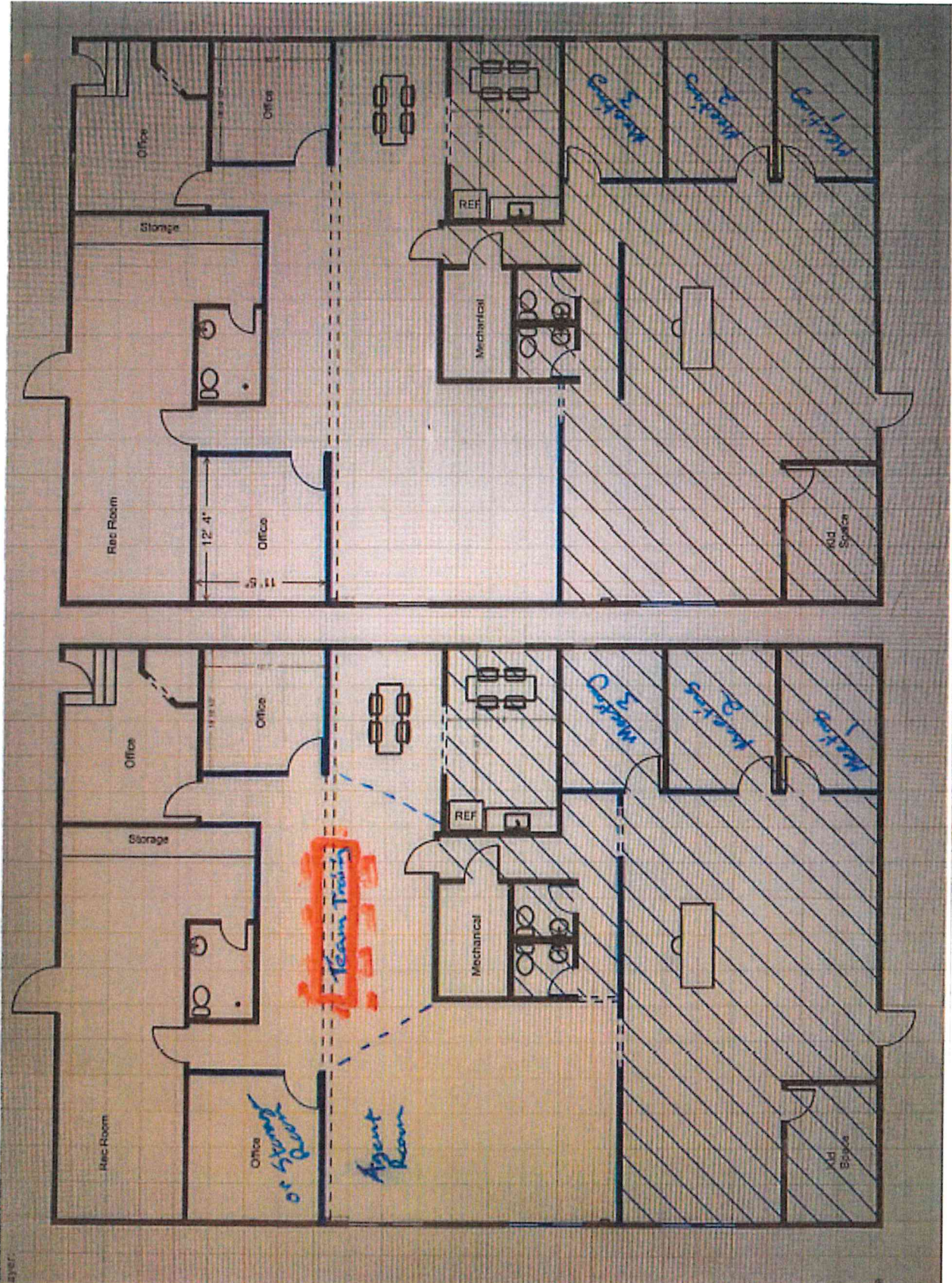
This parcel is currently used for the team of eXp for meeting, training, administration, and storage. There is no displacement of residences or businesses other than the current employees during the fit up. There are options to shift work to from local businesses or from home if needed. The north of the property faces Main Ave frontage road. The team has adequate parking for the entire team as well as clients. The property to the east is the WF School administration building and to the west is a church building.

RECOMMENDATIONS:

The proposed development plan is located in the Downtown Mixed-Use zone and will support an already existing building that will enhance the lifespan of this property. The continued fit up and updates to the main avenue street businesses that lead to the Sheyenne core of WF downtown is an important part of the overall downtown experience and density goal to create a thriving business and resident diverse area. This project fits the eligibility requirements and supports the goals of improvement in our Downtown Yards.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this project on September 7th, 2023.



CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

**Build North LLC**8717 Memory LN
Horace, ND 58047

Phone # (701)306-6610 builditnorth@gmail.com

Estimate

Date	Estimate #
5/9/2023	132

Name / AddressJeremy Qualley
219 W Main Ave
West Fargo, ND 58078

			Project
			Office Reno
Description	Qty	Rate	Total
Demo, Frame, Drywall, Tape, Texture, Paint as per plan Price includes all permits, insurance, dumpsters, final cleaning		42,000.00	42,000.00
Remove and replace flooring throughout (allowance)	3,600	10.00	36,000.00
Replace interior doors and door casing (allowance)	14	1,000.00	14,000.00
Drop acoustical ceiling (allowance)	1,700	7.00	11,900.00
Plumbing, including fixtures (allowance)		3,400.00	3,400.00
Painting beyond new walls (allowance)		3,000.00	3,000.00
Pricing assumes all current furniture and personal objects will be removed			
Pricing does not include ANY electrical work or electrical fixtures			
Pricing does not include any cabinets or countertops.			
Pricing does not include Fire suppression			
Pricing does not include any signage or decoration.			
Pricing does not include any wallpaper covering			
Payment Draw Schedule: 10% down upon signing 25% due upon completion of demo 25% due upon completion framing inspection 25% due upon completion of drywall finish 15% due upon completion			
Any questions or concerns contact Erik Johnson 701-306-6610 or at builditnorth@gmail.com		Total	\$110,300.00



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ND# 23086

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EMAIL: rick@rickhalvorsonconstruction.com

FOR ALL YOUR CONSTRUCTION NEEDS



Jeremy Qualley
219 Main Ave W.
West Fargo, ND 58078
701-306-1823

Estimate for remodeling and finish work on about 3000 square feet of space for Qualley & Associates EXP Realty office. Includes permit, design fees, demo, landfill, electrical, plumbing, cabinets & countertops, new carpet tile flooring, framing, sheetrock, tape, texture, and paint, trim and door materials and installation, labor, and general supervision of job site. Does not include grid ceiling, appliances, or furniture. Also does not include exterior.

One Hundred, Forty-Seven Thousand Dollars & No/100-----(\$147,000.00)

NOTE: *This is an estimate only. An official proposal will be presented prior to signing a contract for work.*