



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

Thursday, October 5, 2023

8:00 – 9:30 am

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
Cairn 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. Childcare Facility Improvement Grants (Casey Sanders)
 - YMCA Lodoen Early Learning Center
 - Faith Kids at Oak Ridge
6. West Fargo Events review 2023 & 2024 way forward (Mike Aumundson)
7. Non-Agenda Items
8. Adjournment

Future Meeting Dates (1st Thursdays):

Thursday, November 2, 2023

Thursday, December 7, 2023



**West Fargo Economic Development
Advisory Committee Meeting Minutes
Thursday, September 7, 2023
3 -5pm**

The City of West Fargo Economic Development Advisory Committee met on Thursday, September 7, 2023, at 3 pm.

Voting Members Present: Jaysen Schock, Marshall McCullough, Paul Matthys, Tom McDougall, Jeffery Volk, and Cairn Reisch.

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

Ex-Officio Members: Joey Ness

City Commissioners: Roben Anderson and Brad Olson

Jaysen called the meeting to order.

Marshall moved and Tom seconded to approve the minutes for August 11, 2023. No opposition. Motion carried.

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

Casey Sanders-Berglund presented the Enterprise Grant application for Qualley Associates eXp Realty.

The applicant, Jeremy Qualley was present to answer questions about the floorplan, fit up, and business goals. Discussion centered around the goal of the business in growing staff and the space utilization focused around being a specific destination by appointment. The front of the business faces Main Avenue and has adequate parking for the current and future growth. The fit up of the space and façade will support the team and goal of growth by creating a more desirable place to work. The space will allow for team building, storage, and partial open concept of shared group spaces to maximize the square footage.

Marshall moved and Tom seconded to approve the recommendation of Qualley Associates eXp Realty enterprise grant.

Discussion of the day of the week and time of the EDAC meeting to ensure that the best time and day is still popular. Overwhelming discussion around changing the meeting to a morning time was evident. It was suggested Casey sent out a questionnaire to inquire with all members of the committee and make a recommendation based on the information provided.

A non-agenda item around the next meeting was discussed as on October 5th, 2023 The Chamber is hosting a community open house and ribbon cutting that many members of the committee were invited and it directly conflicts with the date and time



**West Fargo Economic Development
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of the next EDAC meeting. Suggestion to adjust the date and time of the meeting. The request was made for Casey to send a scheduler out to confirm a good time for potential quorum to adjust this time.

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

Past Chair, Jaysen Schock

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
YMCA Early Learning Center – West Fargo – Lodoen Community Center Location	
Applicant: Tania Zerr	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	October 5 th , 2023
Provider Type:	Early Learning (Infant – age 5)
New or Existing business:	Existing
Grant goal addressed:	Maintain/ Shift resources to match community need
Score:	14 /15
Requested Amount:	\$50,000 Center and \$15,000 Infant Space
Lease or Own	Lease

PURPOSE:

The applicant is applying for the grant for both the center grant and infant space grant for their program that is located in the basement level of the Lodoen Community Center under the WF Library.

The purpose for applying for this grant is to shift the overall capacity of the license to accommodate more of the community need for care of infants and toddlers. As well as support for updates in the facility and equipment.

DISCUSSION AND OBSERVATIONS:

The highlight of this grant is the shift of space utilization and prioritization for a different age of children. Of the capacity held at this location the infants and younger toddlers are consistently full. However, as children age up the ratios increase and the number of children per classroom enhances the overall capacity for the center. However, there are current openings in the 4- and 5-year-old rooms. With these funds the YMCA would be able to significantly reduce the cost burden of remodeling and fitting up the space to accommodate more infant and toddlers.

- License is 238 currently. The goal here is that the amount of capacity for infants and toddlers would increase and the number of openings for four- and five-year-old's will decrease.
- The property owner is West Fargo Public Schools.
 - They have given a verbal support for this project but are unable to provide additional funding.
 - The school supports this program through a reduced monthly cost in rent in a contract.
 - WFPS has preferred contractors that the work would flow through the school's construction team.
- The project includes
 - 15,000 (paint and wall repair line) The overall quote is for fit up including an addition of two sinks, carpet, paint, plumbing, electrical, and a partial-wall to separate spaces.
 - Additional equipment to support the shift of the space such as indoor gates, shelving, cribs, changing tables, child sized equipment, food storage, and area carpets.
 - \$5,500 applied for under safety support in first aid supplies and security control access updates.
 - \$9,000 is applied for under activity equipment though the entire project may require more than this overall total. For infant or toddler outdoor equipment and looking other equipment to support large motor equipment. Lastly, looking at fencing the area as it is currently unfenced.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee is reviewing this grant on October 5th, 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	\$ 15,000.00
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			\$ 15000
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	\$ 4,000.00
LR, HC	Food storage	\$2,000	\$ 2,000.00
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			\$ 20500
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	\$ 5,000.00
LR	Infant monitors for sight and/or sound	\$500	\$
SECTION C TOTAL			\$ 5500

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
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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			\$ 50000

WORKSHEET 2- Eligible items for early learning and school-aged child care centers – INFANT ROOM			
Total request in Sections E-H must not exceed \$15,000			
Section E - 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	\$
SECTION E TOTAL			\$ 0
Section F - Equipment or Supplies			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor Gates	\$1,500	\$
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	\$3,500	\$ 3,500.00
LR, HC	Food storage	\$2,000	\$ 1,000.00
LR	Infant and toddler sized equipment including tables, chairs, high-chairs shelving, etc.	\$500	\$ 500.00
BP	Area carpets	\$1,500	\$ 1,000.00
SECTION F TOTAL			\$ 6000
Section G - Safety			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Infant monitors for sight and/or sound	\$250	\$
SECTION G TOTAL			\$ 0
Section H - Activity Equipment			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR	Indoor infant mobile activity	\$1,500	\$ 1,500.00
BP	Outdoor play materials including sandbox, backyard metal swing set, etc.	\$7,500	\$ 7,500.00
LR	Educational learning play equipment including blocks, books, sensory items	\$1,000	\$ 1,000.00
SECTION H TOTAL			\$ 10000
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS G-H			\$ 16,000.00

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Business Name	
Faith Corp	
Applicant: Heidi Tillman	Staff Contact: Economic Dev. Casey Sanders
Economic Development Advisory Committee:	October 5 th , 2023
Provider Type:	Early Learning (Infant – age 5)
New or Existing business:	Existing
Grant goal addressed:	Maintain/ Shift resources
Score:	14 /15
Requested Amount:	\$50,000
Lease or Own:	Lease 4 years of an 8-year lease

PURPOSE:

The applicant is applying for this grant in order to make these facility and equipment updates and would leverage this opportunity to allocate otherwise spend funding to market and attract additional staff.

Faith Kids has felt the need like many other businesses for staff. Currently their license has the capacity for 199 however, due to staffing needs and consistency they are currently operating at 174 children. So there is the opportunity to have updated equipment and assets to support the current and future staff but also be more attractive to the current and future families in need of care.

DISCUSSION AND OBSERVATIONS:

Faith Kids leases their space and is operating at 174 children. Through the use of the \$50,000 grant funds, they aim to complete the following list of work with the hopes of using other business funding to be intentional about hiring and attaining additional staff. However, the list of safety, business needs, as well as facility and equipment updates often become unprioritized and the maintenance becomes differed which compounds the staffing problems. Due to staff shortages overall, Faith Kids consolidated services to this location.

- Paint – The entire facility needs a coat of paint, high traffic areas, dings, and patches needed.
- Door replacement – Noise reduction in a section of the facility to support separation of children's groups.
- Restroom – Aged asset, used for hand washing station, became higher use through covid, note that there is small wear and tear leaking from use over time. The opportunity to add touchless faucets after living through covid would be a much-valued asset that would foster additional health safety standards.
- Food Storage- Add low maintenance storage easy to clean for health safety that would replace the storage that currently is harder to clean and maintain.
- Child size equipment – Replacement of deteriorating storage. As enrollment adjusts based on age groups other needs have surfaced. Replacing dilapidated sensory table equipment. Gap area in program is a space for children to decompress. Storage bins for toddler space to encourage mobility.
- Exterior Hazard – Landscaping. Large outdoor play area. – Rubber mulch update refresh. Baby/ Toddler area in synthetic turf that is currently is sand, grass, mulch.
- The business owners – will discuss options of building support to the owners of the building at the time in which their lease is up for re-negotiation.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

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Section A - Facility or Capital Expense			
Req.	Items	Maximum Amount Allowable	Requested Amount
LR, HC	Paint and wall repair by TPG. Bid attached.	No Max. Quote Required	\$ 2,500.00
LR	Flooring repair	No Max. Quote Required	\$ 0.00
LR	Repairs to fencing, gates, and/or handrails	No Max. Quote Required	\$ 0.00
LR	Door replacement by Galaxy Glass. Bid attached.	No Max. Quote Required	\$ 6,999.00
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			\$ 9499
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 by TPG. Bid attached.	No Max. Quote Required	\$ 9,303.00
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 by TPG. Bid attached.	\$2,000	\$ 1,925.00
LR	Child-sized equipment including tables, chairs, shelving, etc.	\$7,500	\$ 7,500.00
BP	Area carpets	\$1,000	900.00
SECTION B TOTAL			\$ 19628
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. by TNT Landscape. Bid attached.	No Max. Quote Required	\$ 22,250.00
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			\$ 22250

WORKSHEET 2 - Eligible items for early learning and school-aged child care centers.
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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. by Backyard Adventures. Bid attached.	\$7,500	\$ 1,875.00
SECTION D TOTAL			\$ 1875
TOTAL REQUEST TO BE ENTERED INTO ONLINE APPLICATION – SUM OF SECTIONS A-D			\$ 53252