



7:30 a.m. Wednesday, June 12, 2019
West Fargo City Hall - Commission Chambers

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes – May 8, 2019**
- 3. Monthly Budget Reports**
- 4. New Applications**
 - a. Zach's Foundation Summer Carnival
- 5. New Business**
 - a. Tourism and Events Committee vacancy
- 6. Review recent and upcoming tourism and events projects**
 - a. Street Fair
 - b. Cruise Nights
 - c. Taste of West Fargo
 - d. West Fest
- 7. Non-Agenda**
- 8. Correspondence**
- 9. Adjourn**



7:30 a.m. Wednesday, May 8, 2019
West Fargo City Hall

Members Attending: Commissioner Mark Simmons, Will Foss, Kurtis Karn

Members Absent: Commission President Bernie Dardis

Others Attending: Ellen Rossow, Brenda Warren

The meeting was called to order by Commissioner Mark Simmons.

Will Foss moved to approve the minutes of the April 10, 2019 meeting. Kurtis Karn seconded. No opposition. Motion carried.

The monthly budget report was presented. Kurtis Karn moved to approve the finance report as presented. Will Foss seconded. No opposition. Motion carried.

An application was presented for the Antiques Roadshow at Bonanzaville. The application was for \$1500. Will Foss moved to approve the application. Kurtis Karn seconded. No opposition. Motion carried.

For new business, the committee discussed the vacancy on the committee. Commissioner Mark Simmons chose to table the discussion until he was able to discuss the bylaws with the City Administrator. The committee requested staff send out a poll via email to vote on the applications.

Regarding Tourism and Events Project updates, Ellen Rossow presented an update on various West Fargo community events, primarily the West Fargo Street Fair. A discussion was had regarding the alcohol vendor area location, vendors included, etc. Regarding the Street Fair, a brief discussion was had regarding contingency planning. Regarding West Fest, Ellen Rossow shared info about the number of parade registrations coming in and sponsorships. Regarding, Cruise Night, Melissa Richard has been helping heavily with sponsorship gathering for the events.

No non-agenda items were brought up.

No correspondence was presented.

Commissioner Simmons adjourned the meeting.

CITY OF WEST FARGO
West Fargo, North Dakota

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
TOURISM & EVENTS COMMITTEE
2019 ACTUAL AS OF May 31, 2019

		Fund 2900	Fund 2800	Fund 2805	Fund 2810	Fund 2815	Fund 2820	Fund 2140		
	Acct Code	Cruise Night	West Fest	Taste of West Fargo	Arts Social	Tree Lighting	Street Fair	Tourism & Events Committee	Total Funds	All Funds Budget 2019
Revenues:										
Interest	361000								-	-
Sponsorships	360100	10,200.00	1,500.00				5,500.00		17,200.00	31,000.00
Parade Participation Fees	375300								-	5,000.00
Softball Registration	375400								-	1,000.00
Donations	346800								-	-
Vendor Fees	382000						4,200.00		4,200.00	4,000.00
Ticket Sales	336400								-	-
Total Revenues		\$ 10,200.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 21,400.00	\$ 41,000.00
Expenditures: (415000)										
Current:										
Liability Insurance	323								-	500.00
Advertising	440								-	5,000.00
Donations	300								-	2,500.00
Misc Printing & Mailing	360								-	1,000.00
Culture & Recreation	517	1,000.00	575.00					5,000.00	6,575.00	64,500.00
Total Expenditures		\$ 1,000.00	\$ 575.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 6,575.00	\$ 73,500.00
Excess (Deficiency) of Revenues Over Expenditures		\$ 9,200.00	\$ 925.00	\$ -	\$ -	\$ -	\$ 9,700.00	\$ (5,000.00)	\$ 14,825.00	\$ (32,500.00)
Other Financing Sources (Uses):										
Lodging Tax	361002								-	-
Transfers in	383000								-	10,000.00
Transfers out	890							1,000.00	1,000.00	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ (1,000.00)	\$ 10,000.00
Net Change in Fund Balances		\$ 9,200.00	\$ 925.00	\$ -	\$ -	\$ -	\$ 9,700.00	\$ (6,000.00)	\$ 13,825.00	\$ (22,500.00)
Fund Balances - January 1		\$ 11,673.25	\$ 31,014.56					54,944.66	97,632.47	97,632.47
Fund Balances		\$ 20,873.25	\$ 31,939.56	\$ -	\$ -	\$ -	\$ 9,700.00	\$ 48,944.66	\$ 111,457.47	\$ 75,132.47
Proof S/B 0		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

From: noreply@civicplus.com
To: [Ellen J. Rossow](#)
Subject: Online Form Submittal: Tourism and Events Committee Promotion Fund Application
Date: Friday, May 24, 2019 12:13:31 PM

Tourism and Events Committee Promotion Fund Application

Project or Event Contact Information

First Name	Mandy
Last Name	Zastre
Address	4012 19th Ave S
City	Fargo
State	ND
Zip Code	58103
Phone Number	701-492-5764
Email Address	mandy.zastre1@rasmussen.edu

(Section Break)

Project or Event Information

Project Name or Event	Summer Carnival for Zach's Foundation
Organization sponsoring project or event	Rasmussen College and Holiday Inn
Date of Project or Event	7/18/2019 5:00 PM - 7/18/2019 8:00 PM
Amount of funds requested	1500.00
Description of project	Rasmussen College and the Holiday Inn are partnering to put on a Summer Carnival in Zach Rummel's memory. All proceeds from the Summer Carnival will go to Zach's Foundation (www.teamzach.org) which supports pediatric cancer patients and their families in the FMWF area. Zach Rummel, who passed away from brain cancer at the age of 9 in 2015, attended Westside Elementary and his older sister Alexa currently attends West Fargo High School. Westside Elementary continues to honor Zach's memory in various ways yearly. Zach's mother, Ellen, created Zach's Foundation to provide joy, financial assistance, and cancer resources for pediatric cancer patients and their families. The foundation is

located in West Fargo.

List of vendors and expenses to be paid with funds	Games Galore - \$700, Sam's Club - \$300, Pikadilly Face Painting - \$360, Kim the Clown (balloon animals) - \$300, Prizes for carnival games (various vendors) - \$300, Materials/supplies for games - \$120, Marketing/Signage - \$50
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Has they project been held previously?	No
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Estimated attendance at event or project

Spectators:	50 volunteers
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Participants:	Hoping for up to 200 kids
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West Fargo facilities to be utilized:	NA
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(Section Break)

Income

Previous Year Admissions:	0
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Projected Admissions:	\$1000
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Previous Year Sponsorships/Advertising	0
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Projected Sponsorships/Advertising	\$0
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Previous Year Entry Fees	0
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Projected Entry Fees	0
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Previous Year Other	0
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Projected Other	\$1000
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Previous Year Total Income	0
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Projected Total Income	\$2000
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(Section Break)

Expenses

0

Previous Year West
Fargo Facilities

Projected West Fargo Facilities	0
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Previous Year West Fargo businesses	0
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Projected West Fargo businesses	0
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Previous Year Other Expenses	0
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Projected Other Expenses	\$2130
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Previous Year Total Expenses	0
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Projected Total Expenses	\$2130.00
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Previous Year Proceeds/Profits	0
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Projected Proceeds/Profits	\$1000
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Distributions	All proceeds will go to benefit Zach's foundation from the Summer Carnival to support families in our communities.
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(Section Break)

Supporting materials
Upload any supporting project or event materials.

Upload File	Summer Carnival for Zach.jpg
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Upload File	<i>Field not completed.</i>
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Upload File	<i>Field not completed.</i>
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Upload File	<i>Field not completed.</i>
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Other Comments	We only project a profit if we find sponsorships (which we are actively exploring), receive grant funding, achieve higher attendance or receive more in the silent auction or food proceeds. We also plan to have a free will offering at Admissions and hopefully that will help us raise more funds for Zach's Foundation. Thank you for any consideration of grant
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funding for this impactful event! If you have any questions,
please let me know.

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