



**7:30 a.m. Wednesday, May 9, 2018**  
**West Fargo City Hall - Commission Chambers**

**AGENDA**

- 1. Call to Order**
- 2. Approval of Minutes – April 11, 2018**
- 3. Monthly Budget Reports**
- 4. New Applications – Bonanzaville 4<sup>th</sup> of July Celebration**
- 5. New Business**
- 6. Review upcoming tourism and events projects**
- 7. Non-Agenda**
- 8. Correspondence**
- 9. Adjourn**



**7:30 a.m. Wednesday, April 11, 2018**  
**West Fargo City Hall**

**Members Attending:** Rich Mattern, Mark Simmons, Will Foss, Gordy Ferkul

**Members Absent:**

**Others Attending:** Melissa Richard, Ellen Rossow, Kurtis Karn

The meeting was called to order by Commissioner Mark Simmons.

Gordy Ferkul moved and Will Foss seconded to approve the minutes of Wednesday, April 11. No opposition. Motion carried.

The monthly budget report was reviewed. No significant changes were made.

Two new applications were presented. Melissa Richard presented her application for a Summer Safety Social, requesting \$225. Commissioner Mark Simmons motioned and Gordy Ferkul seconded to approve the item. The Red Ball Project was presented, requesting \$8000. This item was tabled for further conversation pending more information.

No new business was presented.

Gordy Ferkul presented an update about the FM Convention & Visitors Bureau. This update discussed lodging taxes for Airbnb users, successful Canadian promotion for Easter week. Two board members are up for re-election.

Melissa Richard introduced Ellen Rossow as Communications Coordinator.

Kurtis Karn was introduced. Will Foss motioned and Commissioner Mark Simmons seconded his application to become a board member. Kurtis has great interest in the arts.

Melissa Richard provided a review of upcoming Tourism and Events projects, including Cruise Night, West Fest, Budweiser Horse parade and Summer Safety Roundup.

There was no non-agenda items or correspondence.

Gordy Ferkul moved and Will Foss seconded to adjourn the meeting. No opposition. Meeting adjourned.

CITY OF WEST FARGO  
West Fargo, North Dakota

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
TOURISM & EVENTS COMMITTEE  
May 4, 2018

	Fund 2900	Fund 2800	Tourism & Events Committee Fund 2140				
	Cruise Night	West Fest	Taste of West Fargo	Arts Social	Tree Lighting	Other Uses	Total Fund
<u>Revenues:</u>							
Interest						85.70	85.70
Sponsorships	7,300.00						-
Parade Participation Fees							-
Softball Registration							-
Donations							-
Vendor Fees	240.00						-
Ticket Sales							-
Total Revenues	<u>\$ 7,540.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85.70</u>	<u>\$ 85.70</u>
<u>Expenditures:</u>							
Current:							
Advertising						100.00	100.00
Donations	2,000.00					500.00	500.00
Culture and Recreation		550.00					-
Total Expenditures	<u>\$ 2,000.00</u>	<u>\$ 550.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 600.00</u>	<u>\$ 600.00</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ 5,540.00</u>	<u>\$ (550.00)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (514.30)</u>	<u>\$ (514.30)</u>
<u>Other Financing Sources (Uses):</u>							
Lodging Tax							0.00
Transfers in							0.00
Transfers out							-
	-	-	-	-	-	-	0.00
Net Change in Fund Balances	<u>\$ 5,540.00</u>	<u>\$ (550.00)</u>					<u>\$ (514.30)</u>
Fund Balances - January 1	\$ 13,148.24	\$ 30,113.82					\$ 58,739.12
Fund Balances - May 5	<u>\$ 18,688.24</u>	<u>\$ 29,563.82</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 58,224.82</u>



# VISITORS PROMOTION FUND APPLICATION

**PLEASE READ THE GUIDELINES FOR VISITOR PROMOTION FUNDS BEFORE COMPLETING YOUR APPLICATION. TO BE ELIGIBLE, A PROJECT MUST MEET THESE GUIDELINES.**

Date: 5-2-18

Project Name or Event: 4th of July Celebration

Date project to be held: July 4, 2018

Organization Sponsoring Project or Event: Cass County Historical Society - Bonanzaville

Project Contact: Brenda Warren Phone: 701-282-2822

Contact Address: 1351 West Main Ave, West Fargo, ND 58078

Amount of Funds Requested from Visitors Fund: \$ 5,000

Brief description of project: fireworks

List vendors and expenses to be paid with Visitors Committee Funds. Preference will be given to requests utilizing West Fargo businesses:

BES Pyrotechnics

Has this project been held previously? Yes Number of years held: 10 years

If yes, previous locations: NA

Estimated Attendance at Event or Project: Spectators: 1,000 for fireworks Participants: 2,000 for July 4th during day hours

West Fargo Facilities to be utilized: Bonanzaville & fairgrounds

**Estimated Budget**

		Previous Year	Projected	
<b>Income:</b>	Admissions	14,300	15,000	
	Sponsorships/Advertising	7,000	7,000	
	Entry Fees	Day Hours 12 <sup>00</sup> Adults 6 <sup>00</sup> Children Free for Veterans Evening Fireworks Free	Free	Free
	Other			
	<b>TOTAL INCOME:</b>	21,300	22,000	
<b>Expenses:</b>	West Fargo Facilities	10,000 Fireworks	10,000 Fireworks	
	West Fargo Businessess	3,200	3,200	
	Other			
	<b>TOTAL EXPENSES:</b>	3,200	3,200	
	<b>PROCEEDS/PROFIT:</b>	11,100 <sup>00</sup>	11,800	

Does it include 10,000 of sponsored fireworks

Please list distributions of last year's proceeds and plans for this year's proceeds.

Operations - July 4<sup>th</sup> is our largest event.

RES Pyrotechnics does the fireworks

Comments:

Presented by: Juanda J. Warren

Date: 5-7-18