



7:30 a.m. Wednesday, June 13, 2018
West Fargo City Hall - Commission Chambers

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes – May 9, 2018**
- 3. Monthly Budget Reports**
- 4. New Applications – West Fargo Police Department Night to Unite**
- 5. New Business**
- 6. Review upcoming tourism and events projects**
- 7. Non-Agenda**
- 8. Correspondence**
- 9. Adjourn**



7:30 a.m. Wednesday, May 9, 2018
West Fargo City Hall

Members Attending: Rich Mattern, Mark Simmons, Will Foss, Kurtis Karn

Members Absent:

Others Attending: Melissa Richard, Ellen Rossow, Brenda Warren

The meeting was called to order by Commissioner Mark Simmons.

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

The monthly budget report was reviewed. Cruise Night funds have increased due to the addition of sponsorships. Melissa advised that West Fest vendor fees will start to accumulate shortly causing a change in that line item.

Brenda Warren presented her application for \$5,000 for the Bonanzaville Fourth of July Celebration. Commissioner Mark Simmons moved and Will Foss seconded to approve this request. Brenda also shared an overview of Bonanzaville current events.

No new business was presented.

Melissa Richard provided a review of upcoming Tourism and Events projects.

Regarding Cruise Night, work is underway to finalize all details, sponsorships are being filled with follow-ups being made. Melissa is unsure what part the city plaza will play in Cruise Night until it is finished. Discussion was held on this.

Regarding the Budweiser Clydesdales, the horses will still be coming to downtown West Fargo May 19. Melissa is in contact with the Budweiser Company, who is planning and hosting this event.

Regarding the Summer Safety Roundup, a new group has been added to the list of booths, which will focus on water safety. There are still a few loose ends, but the event should be successful. Ads went out with utility bills last week.

Regarding West Fest, communications will be sent out for volunteer signup and vendor sign up. A band should be booked for the street dance. Discussion will need to occur with West Fargo Events nonprofit group.

Regarding the Red Ball Project, no decisions have been made, as it is still unclear what the West Fargo Park District's contribution will be. The committee discussed what locations the ball could be located at throughout the city.

Regarding, the Street Fair, Ellen Rossow provided an update on her conversation with Matt Marshall regarding contacts from various Downtown organizations.

There were no non-agenda items or correspondence.

Will Foss moved and Kurtis Karn 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 31, 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						136.06	136.06
Sponsorships	9,800.00						-
Parade Participation Fees							-
Softball Registration							-
Donations							-
Vendor Fees	240.00						-
Ticket Sales							-
Total Revenues	<u>\$ 10,040.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 136.06</u>	<u>\$ 136.06</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>\$ 8,040.00</u>	<u>\$ (550.00)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (463.94)</u>	<u>\$ (463.94)</u>
<u>Other Financing Sources (Uses):</u>							
Lodging Tax							0.00
Transfers in						10,000.00	10,000.00
Transfers out							-
	-	-	-	-	-	-	10,000.00
Net Change in Fund Balances	<u>\$ 8,040.00</u>	<u>\$ (550.00)</u>					<u>\$ 9,536.06</u>
Fund Balances - January 1	\$ 13,148.24	\$ 30,113.82					\$ 58,739.12
Fund Balances - May 31	<u>\$ 21,188.24</u>	<u>\$ 29,563.82</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 68,275.18</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: 5/29/2018

Project Name or Event: Night to Unite

Date project to be held: August 7, 2018

Organization Sponsoring Project or Event: West Fargo Police Department

Project Contact: Sari Supler Phone: 701-433-5500

Contact Address: 800 4th Ave E #2 West Fargo, ND 58078

Amount of Funds Requested from Visitors Fund: \$ 1,000

Brief description of project: Night to Unite is designed to heighten crime and drug prevention awareness and showcase the nonprofit organizations in our cities to promote better health and well being.

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

Food Service of America - Ice Cream for Free Rootbeer Floats
Forum Online - Advertising

Has this project been held previously? Yes Number of years held: 23

If yes, previous locations: Elmwood Park

Estimated Attendance at Event or Project: Spectators: 3000+ Participants: 80+ Organizations

West Fargo Facilities to be utilized: Elmwood Parl

Estimated Budget

		Previous Year	Projected
Income:			
Admissions		0	0
Sponsorships/Advertising		2,700	2,200
Entry Fees		0	375
Other	City Hall	2,000	2,000
TOTAL INCOME:		4,700	4,575
Expenses:			
West Fargo Facilities			
West Fargo Businesses			
Other	Total Expenses	5,600	4,500
TOTAL EXPENSES:		5,600	4,500
PROCEEDS/PROFIT:		-900	75

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

This is a completely free event and we receive no proceeds

Comments:

We sincerely appreciate any assistance! Thank you!

Presented by: Sari Supler /Heith Janke

Date: 5/29/2018