EDIC MEETING
Tuesday, August 25, 2026 – 1:00 p.m.
City Commission Chambers, Fargo City Hall

AGENDA

1. **Approve EDIC Meeting Minutes of 7/28/2026**
   a. July 28, 2026 [Page 1-3]

2. **Business Incentives Review Procedures** [Page 4- 17]

3. **LDC/Incentive Project Updates** [Page 18-19]

4. **Growth Plan - Commercial Redevelopment Policy** [Page 20]

ECONOMIC AND DEVELOPMENT INCENTIVE COMMITTEE
Fargo, North Dakota

Regular Meeting **Tuesday, July 28, 2026**

The July meeting of the Economic and Development Incentive Committee of the City of Fargo, North Dakota was held in the City Commission Room at City Hall at 1:00 p.m., Tuesday July 28, 2026.

The committee members present or absent are:

Members Present: Commissioner Chad Peterson, Mayor Josh Boschee, Lucas Paper, Matt Schlenvogt, John Cosgriff, Jon Eisert

Others Present: Jackie Gapp, Robert Wilson, Michael Splonskowski, Ryan Aasheim, Mike Thummel, Mark Williams

Commissioner Peterson called the meeting to order at 1:00 p.m. A roll call was conducted and a quorum was established.

Agenda Approved

A motion was made and seconded to approve the agenda as presented. Motion carries.

Minutes Approved

A motion was made to approve April 28, 2026, meeting minutes. John Cosgriff moved. The motion was seconded by Lucas Paper. Motion carries.

Valley Process Technologies Property Tax Incentive Application

- Michael Splonskowski introduced a request from Valley Process Technologies for a five-year property tax exemption on the improvement value of a proposed Fargo facility.
- Project overview:
    - Ryan Aasheim, Chief Business Development Officer with the Greater Fargo Moorhead Economic Development Corporation, introduced the project and Mike Thummel, founder and CEO of Valley Process Technologies.
    - The company specializes in products and services for ethanol, bio-fuel, sugar beet, potato and other industrial food-processing facilities.
    - The company proposes to reactivate more than 35,000 square feet in the former Clinigen facility near 42nd Street and Main Avenue.
    - The project represents approximately $15 million in capital investment.

    - The expansion is expected to create 22 positions during the first year and 51 positions by the third year.
    - Average wages are projected to be approximately $37.00 per hour during the first year and $45.24 per hour by the third year.
- Company presentation:
    - Thummel stated Valley Process Technologies began operations in November 2022 and currently employs 14 full-time and two part-time employees.
    - The company provides technical services and specialized chemicals for industrial processing and has developed a nonhazardous alternative to chemicals traditionally used to descale processing equipment.
    - The proposed Fargo facility would support production of enzymes, yeast, biologics and other value-added agricultural products.
    - The building's existing laboratory, refrigeration and pharmaceutical-grade spaces make it suitable for the proposed operation.
    - The Fargo facility would supplement rather than replace the company's Wahpeton operations. Rail access in Wahpeton would support the receipt of materials and shipment of truckload quantities to Fargo.
    - Proposed positions would primarily include production operators, laboratory technicians and warehouse and logistics personnel. Approximately 80% of the positions would not require a four-year degree.
- Committee discussion:
    - Members discussed the company's projected growth, the anticipated number and types of jobs and the projected first-year operating loss during construction, equipment commissioning and commercialization.
    - Staff stated the application exceeded the minimum score required under the City's current incentive evaluation policy.
    - Members discussed the EDIC's role in reviewing applications and forwarding recommendations to the City Commission.
    - Discussion also addressed whether incentive recipients are subsequently reviewed to determine if employment, wage and investment commitments have been met.
    - Staff and Greater Fargo Moorhead Economic Development Corporation representatives reported that annual questionnaires are sent to businesses with active incentive agreements to measure job creation and wages against application commitments.
    - Results from the next incentive review are expected to be presented to the EDIC and City Commission in September or October.
    - Staff stated discussions are continuing with the City Attorney's Office regarding clawback provisions and other remedies when a recipient does not meet its commitments.

A motion was made to recommend approval of the five-year property tax exemption requested by Valley Process Technologies. John Cosgriff moved. The motion was seconded by Lucas Paper. On roll call vote, Jon Eisert, John Cosgriff, Mayor Josh Boschee, Commissioner Chad Peterson, Lucas Paper and Matt Schlenvogt voted aye. Motion carries unanimously.

Economic Development Incentive Policy and Land Development Code Discussion

- Mayor Boschee stated the City's economic development incentive policies are expected to undergo an in-depth review during the fall.
- Committee members discussed accountability, community impacts and whether existing incentive policies should be updated.
- Land Development Code update:
    - Mark Williams, Planning Department, stated consultants are expected to return in late August to continue work on the second draft of the Land Development Code.
    - Strategic Economics is reviewing historical tax increment financing, payment-in-lieu-of-tax and Renaissance Zone incentive data.
    - The analysis is intended to determine the cost of incentives to the City, when those costs are recovered and which projects have produced the greatest public benefit.
    - Results are anticipated in September or October.
- Mayor Boschee noted that compiling incentive information has been a largely manual process involving multiple departments and recordkeeping systems. The City may need to consider technology and other resources to improve forecasting, planning and accountability.
- No formal action was taken on this discussion.

A motion was made and seconded to adjourn the meeting. Motion carries.

The meeting was adjourned at 1:37 p.m.

Memorandum

To: Economic Development Incentives Committee
From: Michael Splonskowski, City Assessor
Date: August, 7th 2026
Subject: Business Incentive Review Procedures

Background
The City of Fargo grants property tax incentives to private entities to enhance opportunities for economic growth for the city and its citizens. The City has a duty to its citizens to grant these with diligence and discretion, and to gauge the success of these decisions. Since recipients benefit from the City's policies, it is appropriate that they detail their progress to the city for that purpose.

For this purpose, a Business Incentive Agreement (BIA) is required to be signed by each applicant, indicating the number of jobs and hourly pay they expect to add with the project, and agreeing to report annually while the exemption is in place.

Over the last few years, members of the commission have been calling for enhanced tracking of the progress of granted incentives as a means of verifying that recipients are fulfilling their commitments and to track the success or failure of the endeavors in an effort at transparency to the citizens.

There is also a desire for a process by which incentives that are underperforming can be reviewed and removed if necessary. The power to remove an incentive is provided in NDCC 40-57.1-03, with conditions outlined for such action. This power is evident for going forward and legal counsel is researching the possibility and practicality of recouping for prior years. Ideally, any incentives to be rescinded should be determined before January 1.

Progress
We worked with the Greater Fargo Moorhead Economic Development Corporation (GFMEDC) to set up the tracking software, build and populate the database, formulate, vet and beta test the survey. Part of the process involved updating contact information and informing recipients that this would be happening going forward.

In May of 2025 the first full survey was sent out. Initial response was incomplete and additional time was needed to reach out to non-respondents. The results were conveyed to the EDIC and the City Commission later that year. We are about to start our next survey for the current year.

Action Items
A new BIA has been formulated for this purpose and should be reviewed for adoption. Additionally, procedures for review and rescindment of property tax incentives need to be created.

Enclosed are some proposed procedures for the reporting and verification of granted incentives in the event that the commission wants to follow up for more information about an underperforming project. Such a follow-up will help to decide if any steps need to be taken, and if so, what those steps would be.

Sincerely,

Michael Splonkskowski
City Assessor

Enclosures:

Addenda A: Questions and Example Scenarios
Addenda B: Business Incentive Review Options
Addenda C: Example Letter to Recipient

Addenda A: Questions and Potential Scenarios

Questions for consideration:

- Which body – EDIC or City Commission - decides a follow-up is necessary, or do both decide separately?
- Can EDIC recommend no follow-up on an underperforming project?
- Do recipients have to go before both boards?
- Do we require a follow-up for every underperforming project or do we establish acceptable thresholds? Or is it case by case?

Example Scenarios

Example Case A:
Business A stated they would have 30 new jobs by year 3, paying $30/hr. They report they have 25 jobs paying $30/hour, with two years of incentive left. **Does this warrant an explanation to the committee/commission?**

Example Case B:
Business B stated they would have 30 new jobs by year 3, paying $30/hr. They report they have 25 jobs paying $33/hour, with two years of incentive left. **Is this close enough that the EDIC could say this is close enough to the mark, and no explanation is needed?**

Example Case C:
Business A stated they would have 30 new jobs by year 3, paying $30/hr. They report they have 20 jobs paying $25/hour, with two years of incentive left. **Is this an automatic follow-up?**

Addenda B: Business Incentive Review Options

Process Option 1 (Both Review, EDIC First):

1. Present the report to EDIC
2. EDIC determines if follow-up is necessary
3. Inform recipient of required follow-up
4. Recipient follow-up with EDIC
5. Recommendation to commission
6. Present report to commission
7. Commission determines if a follow-up is necessary
8. Inform recipient of required follow-up
9. Recipients follow up with Commission
10. Commission decision

Process Option 2 (EDIC Recommendation Only):

1. Present the report to EDIC
2. EDIC determines if follow-up is necessary
3. Inform recipient of required follow-up
4. Recipient follow-up with EDIC
5. Recommendation to commission, Commission only does follow-ups on EDIC recommendation
6. Inform recipient of required follow-up with commission
7. Present report to commission
8. Recipients follow up with Commission
9. Commission decision

Process Option 3 (Both Review, Commission First):

1. Present the report to commission
2. Commission determines if a follow-up is necessary
3. Inform recipient of required follow-up with EDIC and Commission
4. Recipient follow-up with EDIC
5. Recommendation to commission
6. Inform recipient of required follow-up with commission
7. Recipients follow up with Commission
8. Commission decision

Process Option 4 (City Commission Only):

1. Present the report to commission
2. Commission determines if a follow-up is necessary –
    a. **Motion: Direct city staff to notify the recipient(s) that the Commission has reviewed information concerning performance under their incentive agreement and has identified an apparent shortfall in one or more incentive obligations. Direct staff to invite the recipient(s) to attend a future Commission meeting to provide information concerning their performance and respond to questions from the Commission.**
3. Inform recipient of required follow-up with Commission

4. Recipients follow up with Commission
5. Commission decision

Process Option 5 (Combination of above)

Addenda C: Example Letter to Recipient

Re: Notice Regarding Property Tax Incentive Agreement

Dear [Recipient Name]:

At its meeting on **[Date]**, the **[Committee/Commission Name]** reviewed information regarding your property tax incentive agreement and the performance obligations associated with the incentive.

Following its review, the **[Committee/Commission Name]** determined that additional information is needed regarding an apparent shortfall in one or more of the obligations required under the incentive agreement. Accordingly, the Committee/Commission has directed city staff to invite you to appear before the **[Commission Name]** to provide additional information and respond to questions regarding your performance under the agreement.

The matter will be considered by the **[Commission Name]** at its meeting on **[Date]** at **[Time]**, to be held at **[Location]**. You are encouraged to attend and present any information or documentation you believe is relevant to the Commission's review.

Following its consideration of the information presented, the Commission may take any action authorized under the terms of the incentive agreement and applicable city policies. **Possible actions may include allowing the incentive to continue without modification, requesting corrective actions or additional reporting, modifying the terms of the incentive where authorized, or terminating the incentive if the Commission determines that such action is warranted under the agreement and applicable law.** No final determination has been made regarding your incentive, and the purpose of the meeting is to provide the Commission with the information necessary to make an informed decision.

If you wish to submit supporting documentation before the meeting or have questions regarding the meeting procedures, please contact [Staff Contact] at [Phone Number] or [Email Address].

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your participation in the Commission's review.

Business Incentive Agreement

[City of Fargo]

This agreement [“Agreement”] is made and entered into by and between the City of Fargo, a North Dakota municipal corporation, [the “City”] and the person, firm or company set forth below [the “Recipient”].

Recitals:

A. Name of Recipient:____

Recipient’s mailing address:____

Contact Person: ______________________________ Email address: ___________________

Telephone Number: _____________________

Recipient parent company (if applicable): ____

Location of Recipient prior to receiving incentive (if different): ________________________

B. Recipient currently employs _____ people (reported herein as full-time-equivalent positions), located in ____.

C. Description and location of the project: ____

____

____

____

____,

defined herein as the “Project.”

D. The Project will be located at the following address: _____________________________________

____.

E. The legal description of the Project location and the name of the fee owner of said property is as follows: ____

____

Fee owner name(s) is: ____

Relationship between Recipient and fee owner of location, if the two are different is:

____ (i.e. Recipient is tenant of fee owner).

F. Recipient has submitted to the City an application for an ad valorem tax exemption, to be applied to the Project location, above-described. The application contains a description of the improvements to real property to be undertaken as part of this Project as well as the installation of equipment, fixtures, furniture and equipment.

G. Recipient estimates that the annual value of the business incentive, which is determined by estimating the value of the ad valorem property tax exemption is $____________________ per year.

H. Recipient represents that either it has not entered into any other business incentive agreement authorized by North Dakota statute or, if it has entered into one or more such agreements, it has remained in full compliance therewith throughout the term of such agreement or agreements.

I. The Recipient wishes to receive from the City a business incentive in the form of a grant of an ad valorem property tax exemption or of payments in lieu of ad valorem taxes, as authorized by Chapter 40-57.1 of the North Dakota Century Code [N.D.C.C.]), and upon the approval of such grant by the City, the City and Recipient wish to enter into an agreement establishing the terms and conditions by which such grant will be awarded.

NOW, THEREFORE, in consideration of the Recitals and the following mutual covenants and agreements, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recipient hereby represents that the Recitals, above, are true and correct.
2. The Recitals, above, are incorporated as part and parcel of this Agreement.
3. City hereby grants recipient a business incentive, pursuant to N.D.C.C. §40-57.1-03 as follows:

The business incentive is the grant by the City of an ad valorem property tax exemption, as authorized pursuant to N.D.C.C. §40-57.1-03, which exemption shall extend for a period of _________ (____) years, with the first year of said exemption commencing at such time as the Recipient takes occupancy of the business premises of the Project following any construction or fit-up thereof, as may be the case. The period of years of this exemption shall be referred to herein as the "Exemption Term."

4. Recipient shall inform the City as to the date upon which such occupancy has commenced and the City shall undertake such action as necessary or appropriate to communicate with the County Auditor or County Finance Director to establish such exemption.
5. The parties understand and acknowledge that North Dakota ad valorem property taxes are calculated and assessed on a calendar year basis and that the property taxes for a particular calendar year (herein, a "tax year") are payable in arrears with the taxes for said tax year being payable commencing the 1st of January of the following year and, therefore, the exemption for a particular tax year is also realized in the following calendar year.

6. The public purpose or purposes of the business incentive are:

□ Increase tax base

□ Directly create employment opportunities □ Indirectly increase employment opportunities

□ Job retention □ Other ____________________

7. In return for the business incentive, Recipient shall create: ______________________ jobs (number of full-time equivalent jobs), with the average hourly wage of such jobs, the average value of benefits per hours and the resulting average hourly compensation for said jobs as follows:

_______________ + _________________ = ____________________

Average hourly wage Benefits per hour value Average hourly compensation

Said new jobs shall be created and filled by Recipient by the end of the second year of the Exemption Term and said new jobs shall remain in place throughout the Exemption Term.

8. The Recipient shall continue operations in the City of Fargo for at least the full length of the Exemption Term.

9. This Agreement, including the grant of the ad valorem property tax exemption contained herein, is subject to reduction or revocation by the City, as set forth in N.D.C.C. §40-57.1-03(6), for any reasons as set forth herein or as is determined by the findings and decision of the governing body of the City, as set forth in said statute.

10. Recipient shall file a report with the City of Fargo annually on or before December 31st of each year for five years commencing with the first tax year of the Exemption Term. Said report shall include the number of new jobs that have been created and filled by Recipient since the commencement of occupancy. Said report shall include the number of employees (in full-time-equivalent values) at the time of such commencement and as of the date of the annual report. To the extent the new jobs created are fewer than required by this Agreement, Recipient shall provide any relevant explanation for the deficiency, it being acknowledged that Recipient shall have until the end of the second year of the Exemption Term to come into compliance with the new-job requirements set forth herein. The City shall be entitled to request any additional information or report from the Recipient, in the City's reasonable discretion and the Recipient shall be obligated to comply with such request or requests.

11. If at any time from and after the first two tax years of the Exemption Term, the new job requirements set forth in this Agreement have not been met, the Recipient shall be obligated to remit to the City the value of the ad valorem property tax exemption received by the fee owner of the property upon which the Project is located prorated to reflect any partial fulfillment of the job

and compensation goals that were met. This remedy is for the benefit of the City, is in addition to the revocation or reduction of any tax exemption as set forth herein and is enforceable in a court of law.

12. Effective date. This Agreement shall be effective as of the date and year last signed below.

[Remainder of page blank – execution pages to follow]

RECIPIENT

Date: _________________, 20___.

____,

a North Dakota ____________________(type of entity)

by: ____

Print: __________________________________

Its: ______________ (office/position)

Dated ________________

CITY OF FARGO,
a North Dakota municipal corporation

(SEAL)

By _________________________________
Mayor

ATTEST:

By _________________________________
___ City Auditor, or
___ Deputy City Auditor on behalf of the City Auditor

July [DATE], 2026

[Contact First Name] [Contact Last Name]
[Title]
[Company Name]
[Street Address]
[City, State ZIP]
Dear [Contact First Name],

On behalf of the Greater Fargo Moorhead Economic Development Corporation (GFMEDC), I am writing regarding our annual Business Incentive Tracking process, conducted in partnership with the City of Fargo. Each year, GFMEDC assists the City of Fargo in evaluating the effectiveness and outcomes of its PILOT (Payment in Lieu of Taxes) / Property Tax Exemption incentive program. This program was designed to support primary sector companies — like yours — in growing jobs and wages in our community, and to ensure that the investments made by the City of Fargo are generating meaningful economic impact for the region.

Our outreach today is to collect your current 2026 employment headcount and wage information. Enclosed with this letter you will find a one-page response form pre-populated with your company's original agreement commitments and your responses from last year (if applicable). We ask that you simply fill in your current full-time employee count and average annual wage for 2026 and return the completed form or complete the survey online using the QR code provided at the bottom of the enclosed form.

Your participation in this process is important for two key reasons. First, annual reporting is a requirement of your Business Incentive Agreement with the City of Fargo. Providing your current employment and wage data ensures your organization remains in good standing with the terms of that agreement. Failure to provide this annual data could result in a termination of your property tax incentive by the City of Fargo. Second, maintaining an accurate and up-to-date record of your company's growth and progress is a valuable asset. Should your organization seek additional incentives or support from the City of Fargo in the future, having a documented track record of job creation and wage growth strengthens your position considerably.

If you have any questions about this process, your incentive agreement, or the information requested, please do not hesitate to reach out. A member of our team will be in touch directly in the coming weeks, and we are happy to assist in any way we can.

Thank you for your continued partnership and your commitment to growing jobs and wages in the Fargo community. We look forward to hearing from you.

Sincerely,

2026 ANNUAL INCENTIVE TRACKING — RESPONSE FORM

City of Fargo PILOT / Property Tax Exemption Program | Greater Fargo Moorhead Economic Development Corporation

Company Name: [ ]	**Primary Contact:** [ ]	**Incentive Agreement Date:** [ ]
Reporting Year: 2026	**Response Due Date:** August 9, 2026	**Submitted By:** [ ]

Instructions: Please review your original agreement commitments and your 2025 reported figures below. Complete the shaded 2026 response columns with your current full-time employee count and average annual wage. Return this form by August 9, 2026 or complete the survey online using the QR code at the bottom of this page.

	ORIGINAL AGREEMENT COMMITMENTS		2025 REPORTED FIGURES		2026 RESPONSE ← Please Complete	
Metric	**Full-Time Jobs Committed**	**Avg. Annual Wage Committed**	**Full-Time Jobs Reported (2025)**	**Avg. Annual Wage Reported (2025)**	**Full-Time Jobs (2026)**	**Avg. Annual Wage (2026)**
[Company Name]	[##]	[$##,###]	[##]	[$##,###]		

Additional Notes (optional): If your employee count or wage figures have been significantly impacted by factors such as workforce availability, automation, or other business conditions, please briefly note that context here:

____

____

[QR CODE PLACEHOLDER]

Prefer to respond online? It only takes 2 minutes.

Scan the QR code to the left to access our secure online survey. You will be asked the same two questions: your current full-time employee count and average annual wage for 2026. Your responses are submitted directly and securely to GFMEDC.

Questions? Contact Sammi Rowe: srowe@fmedc.com | 701-364-1918

Planning & Development Department
225 4th Street North
Fargo, ND 58102

MEMORANDUM

TO: **Economic Development Incentives Committee**

FROM: **Nicole Crutchfield, Director of Planning & Development**

DATE: **August 19, 2026**

SUBJECT: **Commercial Redevelopment PILOT Incentives**

The new Growth Plan encourages more infill development. Developing geographic growth centers as an infill strategy is laid out in the Growth Plan as an implementation strategy. (Pages 94 and 99 of the 2024 Growth Plan)

In Fall of 2025 and in Spring 2026, Jim Gilmour, as the Director of Strategic Planning brought forward a revision to an incentive policy that would encourage redevelopment of vacant and underutilized commercial buildings. EDIC supported this policy but the previous City Commission did not act on the policy and deferred action until the June 2026 election so that the new City Commission could weigh in on the new policy. The previous commissioners were also cognizant that the LDC updates were still in the development stages.

For reference the previously reviewed policy is attached. Staff would be interested in feedback on this policy draft. This policy draft will also be routed to city staff members and the City Commission for feedback. Staff will return to EDIC in September with recommendations for edits and to report on feedback received. If EDIC members have feedback or direct comments please reach out to me for inclusion in the policy draft or to frame conversation topics for future committee meetings.

Request

Please review and provide feedback of the drafted policy.

3E. Commercial Redevelopment

The purpose of this policy is to establish the City's position relating to the use of the Payment in Lieu of Taxes (PILOT) for encouraging redevelopment of commercial areas with high vacancies and/or economically obsolete buildings. The fundamental purpose is to encourage developers to redevelop commercial or apartment buildings that are on previously developed sites. Projects should create new development that has some of the following characteristics.

- Higher value and higher density buildings – Evaluate the increase in value per square foot of the site and the increase in the floor area ratio of the site. The value of the per square foot of the city and the floor area ration of the site should exceed the amounts in other commercial areas.
- Opportunities for economic development – Does the redeveloped site have the potential to attract primary sector businesses and startup businesses? Consider the availability of similar space and the provision of supportive services.
- Mixed use developments with shared parking – Does the site have multiple land uses that will allow for shared parking? Consider if the number of shared parking spaces to be provided allows the number of parking spaces to be below what is provided on other commercial sites.
- Desirable land uses – The proposed land use should be consistent with the Land Development Code and compatible with adjacent land uses.
- Consistent with City Plans – The land use must be consistent with plans approved by the City.
- Improved design and public amenities – The design and form of the building should be of a higher standard than required and/or include public amenities.

Applications should not provide an unfair competition to existing development and are subject to a "but for" test to evaluate the need for incentives. The maximum incentive is a 100% PILOT property tax incentive for up to 10 years.

Planning & Development Department
225 4th Street North
Fargo, ND 58102

MEMORANDUM

TO: **Economic Development Incentives Committee**

FROM: **Nicole Crutchfield, Director of Planning & Development**

DATE: **August 19, 2026**

SUBJECT: **Land Development Code Updates**

Staff will be present to provide an update to the LDC project and to answer questions committee members may have. The consultants for the project are visiting August 25th, 26th and 27th. A press release was published last week that announced their itinerary as listed below. Specifically, you should have received an invitation for the meeting on Wednesday August 26th. This is a joint meeting with EDIC & Renaissance Zone Authority and the staff that support these boards.

Media notice:
FARGO, NORTH DAKOTA – A Public Review Draft of Fargo's new Land Development Code (LDC) is now available for review and discussion. Visit FargoLDC.org to access the draft and submit comments and questions through Thursday, September 10, 2026.

The community is also invited to participate in person at two public LDC Workshops both in Sky Commons on the 2nd floor of the Fargo Civic Center (207 4th St. N.) on:

- Tuesday, August 25, from 4:30 p.m. – 6 p.m.
- Wednesday, August 26, from 8:30 a.m. – 10 a.m.

Additional opportunities for community engagement include:

- Tuesday, August 25
  - 11:30 a.m. – 1 p.m.: Planning Commission Informational Meeting in Commission Chambers in Fargo City Hall, 225 4th St. N.
  - 2 p.m. – 4 p.m.: LDC Workshop for Development Community (in-depth discussion with LDC practitioners) in Sky Commons on 2nd floor of Civic Center
- Wednesday, August 26
  - 10 a.m. – 11 a.m.: LDC Open Office Hours (unprogrammed time for Q&A) in Sky Commons on 2nd floor of Civic Center
  - Noon – 1:30 p.m.: Incentives Focus Group in Sky Commons on 2nd floor of Civic Center