



Economic Development Advisory Committee
 West Fargo City Hall, West Fargo Room
 Friday, January 9th, 2026
 8:00 -9:30 am

Voting Members

Eddie Sheeley Chair
 Banking
 Choice Financial
 Marshall McCullough
 Service V.Chair
 Ohnstad Twichell
 Jaysen Schock
 Past Chair
 Manufacturing
 Cargill
 Melissa Sampson
 Retail Melissa Sampson
 Photography
 Chad Brousseau
 Utilities
 Cass County Electric
 Tom McDougall
 Technology
 High Point Networks
 Tyler Leverington
 Member at Large
 Ohnstad Twichell
 Kristi Huber
 Small Business Owner
 Perspective Shift
 Consulting
 Jonathan Youness
 Const./Engineering
 EagleRidge Development

Ex-Officio Members

Shannon Full
 FMWF Chamber of
 Joe Raso
 GFMEDC
 Elizabeth Mackowick
 WFPS
 Robert Wilson
 Cass County

City Commissioners

Brad Olson
 Amy Zundel

City Staff

Dan Hanson
 Senior Director of Com. Srv.
 Casey Sanders- Berglund
 Economic Development
 Aaron Nelson
 Planning Director
 Paul Fracassi
 City Assessor
 Evan Frisk
 Economic Development

The Economic Development Advisory Committee (EDAC) meets regularly on the first Thursday of every month to review incentive applications and other items pertaining to the 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 meetings minutes
4. Approve order of Agenda
5. Welcome Tyler Leverington (Casey Sanders-Berglund)
6. Haven & Hue PILOT (Casey Sanders-Berglund)
7. Sandy's Donuts PILOT (Casey Sanders-Berglund)
8. CRM Update (Evan Frisk)
9. Non-Agenda Items
10. Adjournment

Future Meeting Dates (1st Thursdays of each month)

Thursday, February 5, 2026

Thursday, March 5, 2026

Thursday, April 2, 2026



**West Fargo Economic Development
Advisory Committee
Friday, January 9th, 2026
8:00 am**

The City of West Fargo Economic Development Advisory Committee met on Thursday, December 4th, 2025, at 8:00 am.

Voting Members Present: Eddie Sheeley (Chair), Marshall McCullough (Vice Chair), Chad Brosseau Jeffrey Volk, Kristi Huber, & Jonathan Youness.

City Staff: Casey Sanders-Berglund (Economic Development Manager), Paul Fracassi (City Assessor), Dan Hanson (Senior Director of Community Development), & Evan Frisk (Economic Development Coordinator).

Ex-Officio Members: Ryan Aasheim (GFMEDC)

Commissioners: Brad Olson

Eddie called the meeting to order. Chad moved and Jeff seconded to approve the minutes for December 4th, 2025 as presented. No opposition. Motion carried.

Jeff moved and Kristi seconded to approve the Order of Agenda. No opposition. Motion carried.

Casey Sanders-Berglund started by welcoming Kristi Huber and Jonathan Youness to the EDAC. Jeff Volk then announced that he will be stepping off the committee. The contingent EDAC applicant, Tyler Leverington, was brought up to fill the vacant seat. Kristi motioned to approve and Jon Seconded. No opposition. Motion Carried.

Evan Frisk then gave an update on the challenges the Economic Development Department faces and how a CRM system will help the department's efficiency. Evan then spoke about how the department was about to submit an RFP for a CRM system and put out an invitation to any EDAC members who wanted to be part of a selection committee to help choose a CRM system out of the vendors proposals. Eddie Sheeley and Kristi Huber volunteered for the selection committee. No decision or motion to be carried.

Casey Sanders-Berglund requested to change the date of the EDAC meeting taking place on January 8th and all members agreed that Friday January 9th would work to hold the next EDAC meeting. No motion required.

Non-agenda items, it was mentioned that there is a new development taking place behind WF City Hall and the management company was looking for businesses/tenants. It was also announced that Harry's Steak House and Valvoline had recently opened. There was also a discussion about the desire to share West Fargo's Commercial story and how there is money budgeted for marketing videos and magazines. Kristi motioned and Jon seconded to adjourn the meeting. No opposition. Meeting adjourned.

Chair, Eddie Sheeley

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Haven & Hue	PILOT
Address: 3945 4th St E West Fargo ND 58078	
Legal Description: LOT 11 BLK 1 WESTVIEW 4TH	
Applicant: Haven & Hue Owner: Andrea Greenwood & Sarah Ritter	Staff Contact: Economic Development Casey Sanders- Berglund
Economic Development Advisory Committee:	January 9, 2026
West Fargo Public School District:	N/A (5 Years – notified)
Cass County Board of Commissioners:	N/A (5 Years- notified)
Public Notice:	To be sent pending recommendation from EDAC
Public Hearing:	To be scheduled in conjunction w/ City Commission meeting
City Commission:	February 2, 2026

PURPOSE:

The applicant is fitting up this space to create a salon business. This salon will have 4 booth rentals in which Andrea and Sarah, who own the property, will take one each. The property is located in a PUD (Planned Unit Development) and was constructed in 2021. Haven and Hue has completed a lease contract with the property and has received bank financing to move forward with their business plan.

STATEMENTS OF FACT:

Existing Land Use:	Commercial
Current Property Tax:	\$5,543.27
Identified Blight or Slum:	No
Relocation Requirements:	None
Current Zoning District(s):	PUD
Zoning Overlay District(s):	None
Previous / Current Incentives -Applicant	None
Previous / Current Incentives -Property	None

PROPERTY OWNERSHIP, VALUES, & LOT SIZES:

Total number of properties	1
Property ID:	02-5233-00110-000
Legal Description:	LOT 11 BLK 1 WESTVIEW 4TH
Address:	3945 4th St E West Fargo ND 58078
Lot Size:	4,848.83 Sq Ft
Deed Holder:	SVR Holdings LLC
Improvement Value:	313,000.00
Total Property Value:	405,100.00

DISCUSSION AND OBSERVATIONS:

- The project will allow for a new business (start-up) to open in the proposed location

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

- There will be approximately 4 jobs created
- This ownership will lease this property
- Ownership has secured bank financing and has closed on the property



PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of a five-year Payment In Lieu of Taxes in which the payment each year would consist of 50% of the total property tax amount. After the five-year PILOT the total is \$13,857.50.

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Breakdown of Public Participation:

Current property tax \$5,543 annually though this project will bring a buildout and updates to the property it will not adjust the property value in a significant way.

Years	Property Tax	Percentage of Abatement	PILOT	Public Participation
1	\$ 5,543.00	50%	\$ 2,771.50	\$ 2,771.50
2	\$ 5,543.00	50%	\$ 2,771.50	\$ 2,771.50
3	\$ 5,543.00	50%	\$ 2,771.50	\$ 2,771.50
4	\$ 5,543.00	50%	\$ 2,771.50	\$ 2,771.50
5	\$ 5,543.00	50%	\$ 2,771.50	\$ 2,771.50
Total	\$ 27,715.00		\$ 13,857.50	\$ 13,857.50

Sales Tax Year	Sales Tax (Projected)
2026	\$ 1,468.00
2027	\$ 1,527.00
2028	\$ 1,588.00
2029	\$ 1,651.00
2030	\$ 1,717.00
	\$ 7,951.00

LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:

There would currently be no zoning changes, displacements, or street concerns with this business expanding into this existing location.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

This project is to be reviewed at the January 9th, 2026 EDAC meeting.

RECOMMENDATIONS:

Upon analysis this PILOT would support a small business starting up in a space that has been vacant for some time.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

MARKAR LLP (DBA Sandy's Doughnuts)		PILOT
Address: 1914 4 Ave NW West Fargo, ND 58078		
Legal Description: LOT 4 BLK 2 Butlers 4 th		
Applicant: Markar LLP Owner: Jeff Ostlund	Staff Contact: Economic Development Casey Sanders- Berglund	
Economic Development Advisory Committee:	January 9, 2026	
West Fargo Public School District:	N/A (5 Years – notified)	
Cass County Board of Commissioners:	N/A (5 Years- notified)	
Public Notice:	To be sent pending recommendation from EDAC	
Public Hearing:	To be scheduled in conjunction w/ City Commission meeting	
City Commission:	February 2, 2026	

PURPOSE:

The applicant is proposing an expansion project for an existing business founded in West Fargo, ND. This expansion marks a shift for the business as they move forward in developing their first manufacturing property. The goal of acquiring this property is to allow for the business to have room to scale. This property is 11,300 sq. feet. With plans to expand 3,000 sq. feet. The goal of this expansion for the company is efficiency and opportunity for continued growth.

STATEMENTS OF FACT:

Existing Land Use:	Commercial
Current Property Tax:	\$ 16,944
Identified Blight or Slum:	No
Relocation Requirements:	Current occupant is dissolving
Current Zoning District(s):	Light Industrial
Zoning Overlay District(s):	None
Previous / Current Incentives -Applicant	Enterprise Grant, Renaissance Zone (Different property)
Previous / Current Incentives -Property	None

PROPERTY OWNERSHIP, VALUES, & LOT SIZES:

Total number of properties	1
Property ID:	02-0033-00070-000
Legal Description:	LOT 4 BLK 2 Butlers 4th
Address:	1914 4 Ave NW, West Fargo, ND 58078
Lot Size:	1.34 Acres or 58,167.59 Sq Ft
Owner:	Current occupant Sjothun Properties (DBA Air Mechanical)
Improvement Value:	994,100.00
Total Property Value:	1,227,100.00

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

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DISCUSSION AND OBSERVATIONS:

- The project will allow for this expanding business
- The proposed project will ensure the infill of an industrial building in which the current tenant is vacating.
- This business has continued to grow with their headquarters in West Fargo for almost 40 years.
- There will be no intentional job growth due to this location as the goal is efficiency.
- This is a manufacturing location in which this property specifically does not produce any sales tax revenue but will support all other locations and vendors with increase volume.
- The state has approved a tax automation exemption for the equipment purchased for this facility

PUBLIC PARTICIPATION:

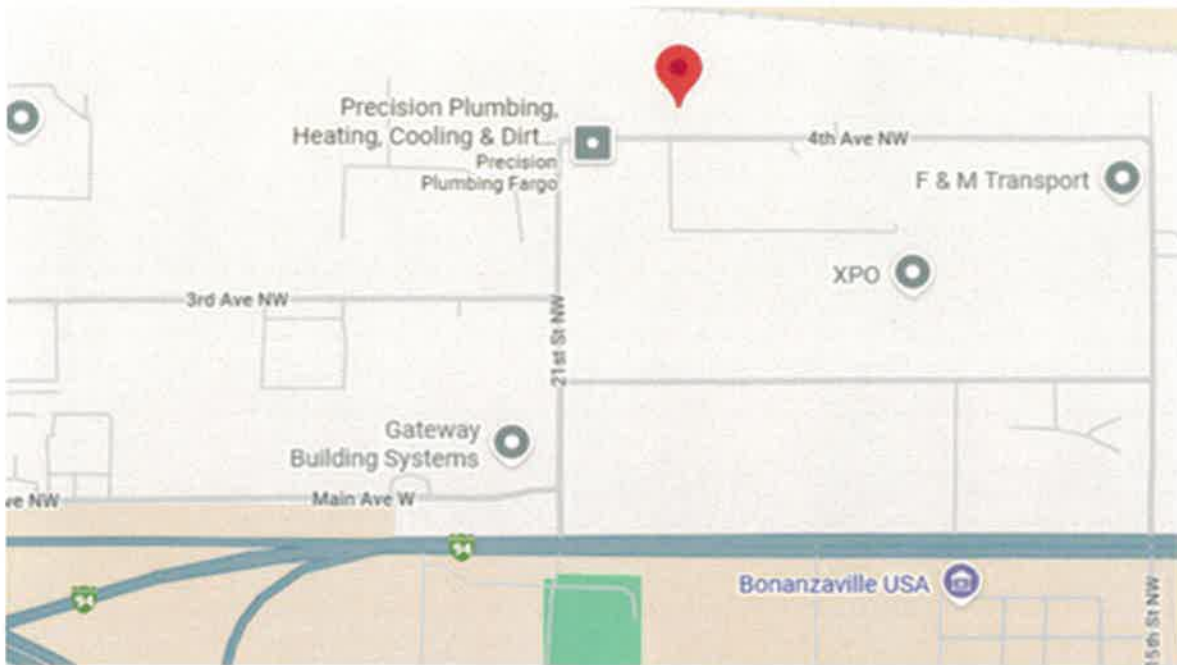
Public assistance for this project will be proposed to consist of a five-year Payment In Lieu of Taxes in which the payment each year would consist of 75% of the total property tax amount. After the five-year PILOT the total is approximately \$71,250.

Breakdown of Public Participation:

Current property tax \$16,944.38 annually and after improvements it is projected to be \$19,000 annually.

Years	Current Property Tax	Estimated Future Tax	PILOT %	PILOT	Public Participation
1	\$ 16,944.38	\$ 19,000.00	75%	\$ 4,750.00	\$ 14,250.00
2	\$ 16,944.38	\$ 19,000.00	75%	\$ 4,750.00	\$ 14,250.00
3	\$ 16,944.38	\$ 19,000.00	75%	\$ 4,750.00	\$ 14,250.00
4	\$ 16,944.38	\$ 19,000.00	75%	\$ 4,750.00	\$ 14,250.00
5	\$ 16,944.38	\$ 19,000.00	75%	\$ 4,750.00	\$ 14,250.00
Total	\$ 84,721.90	\$ 95,000.00		\$ 23,750.00	\$ 71,250.00

STAFF REPORT



LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:
There would currently be no zoning changes, displacements, or street concerns with this business expanding into this existing location.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:
This project is to be reviewed at the January 9th, 2026 EDAC meeting.

RECOMMENDATIONS:
Upon analysis of this project the PILOT at 5 years and 75% public participation would give a return on property tax investment in between years 7 -8 after the end of the initial 5 year PILOT. It will support the continued growth of a longstanding West Fargo company that is locally owned.