

**OFFICIAL PROCEEDINGS  
BOARD OF CITY COMMISSIONERS  
April 9, 2013 6:00 P.M.  
CITY HALL WILLISTON, NORTH DAKOTA**

1. Roll Call of Commissioners

COMMISSIONERS PRESENT: Howard Klug, Tate Cymbaluk, Brent Bogar, Brad Bekkedahl & E. Ward Koeser

COMMISSIONERS ABSENT: NONE

OTHERS PRESENT: John Kautzman, Donald Kress, James Lokken, Pete Furuseth, Steven Kjergaard, Alan Hanson, Monte Meiers, Rachel Ressler, Bill Tracy, Tom Rolfstad, Kent Jarcik, Shawna Gooche-Egge

**Add Agenda Items: 2. B. (2.) (a.) Moose Lodge Annual Gaming Permit**

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to amend the Agenda as presented.  
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

2. Consent Agenda

- A. Reading and Approval of Minutes for:
  - (1.) Regular Meeting Dated March 26, 2012
- B. Auditor
  - (1.) Accounts, Claims and Bills

Combined Check Register

For checks between: 03/26/13 - 04/08/13

Payroll

Check #	Vendor/Employee/Payee Number/Name	Check Amount	Date Issued
-79252	12020 RANDY M DONNELLY	955.59	04/03/13
-79251	12017 JOHN L. KAUTZMAN	903.79	04/03/13
-79250	13026 KEVIN W. CRAFT	828.60	04/03/13
-79249	56206 DANIELLE HENDRICKS	853.37	04/03/13
-79248	56280 KELSEY KARVONEN	611.30	04/03/13
-79247	56274 MEGAN NYGARD	587.93	04/03/13
-79246	56225 SUSAN E. SCHNEIDER	853.37	04/03/13
-79245	13025 JOLEEN S. TINKER	828.60	04/03/13
-79244	56245 AMY WAGGONER	853.37	04/03/13
-79243	18022 SHARYL J. BUSCH	884.33	04/03/13
-79242	18028 DAVID C. DONNER	884.33	04/03/13
-79241	18001 ALAN K. HANSON	903.79	04/03/13
-79240	56101 SUSAN G. HOLMEN	884.33	04/03/13
-79239	18027 STEVEN D. KERZMANN	828.60	04/03/13
-79238	18096 TRACY C. KERZMANN	828.60	04/03/13
-79237	18099 ERICA J. MYERS	828.60	04/03/13
-79236	18024 JONATHON RASMUSSEN	853.37	04/03/13

-79235	18070	JEANNE M. SAGASER RASSIER	902.90	04/03/13
-79234	56130	ANDREW A. SAILER	828.60	04/03/13
-79233	56174	SAM M. AIDE	41.56	04/03/13
-79232	56273	JASON BARTEN	603.59	04/03/13
-79231	19024	DAVID L. BELISLE	828.60	04/03/13
-79230	19092	DUSTIN J. BERTSCH	828.60	04/03/13
-79229	19028	MARK R. BITZ	853.37	04/03/13
-79228	56097	ALAN C. BRATT	938.32	04/03/13
-79227	19076	CORY G COLLINGS	903.79	04/03/13
-79226	56113	MINDY SUE DEGENSTEIN	853.37	04/03/13
-79225	56278	DANIEL DERY	0.00	04/03/13
-79224	56173	RODNEY H. DICKERSON	41.56	04/03/13
-79223	19009	LINDA R. GRANBOIS	828.60	04/03/13
-79222	56147	JACOB J. GREGORY	828.60	04/03/13
-79221	19082	RANDY M. HAUGENOE	828.60	04/03/13
-79220	56210	WILLIAM E. HOLLER	828.60	04/03/13
-79219	56102	MICHAEL A. ISENHOWER JR	884.33	04/03/13
-79218	19012	THOMAS L. LADWIG	884.33	04/03/13
-79217	19011	JAMES L LOKKEN	884.33	04/03/13
-79216	19014	KENNETH B. OWENS	921.06	04/03/13
-79215	19098	DAVID A. PETERSON	903.79	04/03/13
-79214	13027	CRYSTAL A. SCHAUBEL	884.33	04/03/13
-79213	56052	JAMESON J. O. SEIM	828.60	04/03/13
-79212	19077	MICHAEL S. WILSON	938.32	04/03/13
-79211	19100	RYAN C. ZIMMERMAN	828.60	04/03/13
-79210	20047	KELLY M. ABERLE	828.60	04/03/13
-79209	26039	DIANE K. ALBRIGHTSON	828.60	04/03/13
-79208	56268	MELISSA BUNESS	828.60	04/03/13
-79207	21040	MONTE C. MEIERS	828.60	04/03/13
-79206	21054	WAYNE A WIEDRICH	902.90	04/03/13
-79205	22020	ROBERT D. KNAPPER	828.60	04/03/13
-79204	56214	MICHAEL J. BEARCE	853.37	04/03/13
-79203	56282	CHASE FORD	323.22	04/03/13
-79202	56128	VERNON L. HENDRICKSON	828.60	04/03/13
-79201	56167	MATTHEW TUTAS	828.60	04/03/13
-79200	24018	EFFIE J. IVERSON	828.60	04/03/13
-79199	56275	JOSEPH CLARYS	563.17	04/03/13
-79198	24017	STEVEN W. JENSEN	903.79	04/03/13
-79197	56284	SABRINA NIELD - PHILLIPS	323.22	04/03/13
-79196	24013	THOMAS C. POTTER	828.60	04/03/13
-79195	25110	KENNETH W. BERGSTROM	884.33	04/03/13
-79194	56286	MONICA KELLEY	323.22	04/03/13
-79193	12029	LORI A. LARSEN	828.60	04/03/13
-79192	56232	ELVIS DINZON	853.37	04/03/13
-79191	27076	DANNY R. GERGEN	903.79	04/03/13
-79190	56091	JAMES A HAGA JR	903.79	04/03/13
-79189	56234	JOSEPH REIFENSTAHL	309.99	04/03/13
-79188	56084	KENNETH R. BOYKIN	828.60	04/03/13
-79187	56114	ANTHONY D. DUDAS	828.60	04/03/13
-79186	56110	ADAM M. FREEMAN	828.60	04/03/13

-79185	56086 STEVEN C. KJERGAARD	853.37	04/03/13
-79184	56120 VICTORIA M. RUBLE	828.60	04/03/13
-79183	34017 KENT A. JARCIK	969.67	04/03/13
-79182	56277 CHEYENNE POTTRIDGE	620.86	04/03/13
-79181	34016 ELAINE B. SINNESS	884.33	04/03/13
-79180	56267 SUZANNE GAUT	903.79	04/03/13
-79179	56079 BRENDA SEPTKA	884.33	04/03/13
-79178	36006 NEIL W. BAKKEN	884.33	04/03/13
-79177	56263 CHRISTINA BECK	921.06	04/03/13
-79176	56039 KERI L. BODA	903.79	04/03/13
-79175	56188 REBECCA R. MILLER	853.37	04/03/13
-79174	56111 ANDREA L. MITCHELL	921.06	04/03/13
-79173	48013 DEBORAH A. SLAIS	884.33	04/03/13
-79172	48034 YVONNE A. TOPP	884.33	04/03/13
-79171	52011 ANN M. KVANDE	878.13	04/03/13
-79170	56165 CODI A. MOBERG	853.37	04/03/13
-79169	56041 BARBARA J. PETERSON	828.60	04/03/13
-79168	52003 THOMAS C. ROLFSTAD	938.32	04/03/13
-79167	56283 RACHEL SAWICKI	323.22	04/03/13
-79166	52020 SHAWN WENKO	828.60	04/03/13
-79165	56109 PAULETTE K. BAUER	884.33	04/03/13
-79164	53005 BOBBI JO CLARKE	884.33	04/03/13
-79163	53002 AMY A. KRUEGER	884.33	04/03/13
-79162	56271 SABRINA A RAMEY	638.12	04/03/13
-79161	56080 BRAD E. SEPTKA	903.79	04/03/13
-79160	FIT U.S. TREASURY	26038.90	04/02/13
-79159	56169 KATHERINE E. BERWICK	1248.46	04/05/13
-79158	12020 RANDY M DONNELLY	1504.03	04/05/13
-79157	56249 GWENDOLYN GUERRETTAZ	797.35	04/05/13
-79156	12017 JOHN L. KAUTZMAN	2708.77	04/05/13
-79155	56240 KAREN D. KUEHL	866.57	04/05/13
-79154	56168 AARON G. MITCHELL	867.44	04/05/13
-79153	56287 SHARNELL NIX	510.97	04/05/13
-79152	56255 CHELSEA S CAVANAUGH	659.83	04/05/13
-79151	13026 KEVIN W. CRAFT	1277.90	04/05/13
-79150	56195 JACKIE L. HATCH	718.74	04/05/13
-79149	56206 DANIELLE HENDRICKS	1248.23	04/05/13
-79148	56280 KELSEY KARVONEN	1120.57	04/05/13
-79147	56118 KATALIN C. MAGYAR	635.08	04/05/13
-79146	56274 MEGAN NYGARD	361.91	04/05/13
-79145	56225 SUSAN E. SCHNEIDER	1368.05	04/05/13
-79144	13025 JOLEEN S. TINKER	1453.11	04/05/13
-79143	56245 AMY WAGGONER	931.37	04/05/13
-79142	18021 ROBERT J. BENTH	30.93	04/05/13
-79141	18022 SHARYL J. BUSCH	2177.49	04/05/13
-79140	56162 JOSHUA A. BUTLER	973.24	04/05/13
-79139	56237 ADEN A CLARK	681.69	04/05/13
-79138	18028 DAVID C. DONNER	1814.58	04/05/13
-79137	56127 RICHARD S. FISHER	26.32	04/05/13
-79136	56259 ANDREW FOURNELL	1218.90	04/05/13

-79135	56193 CYNTHIA L. GARDNER	791.94	04/05/13
-79134	18001 ALAN K. HANSON	2206.19	04/05/13
-79133	56101 SUSAN G. HOLMEN	1116.13	04/05/13
-79132	56201 JENNA JONES	31.86	04/05/13
-79131	18027 STEVEN D. KERZMANN	2232.39	04/05/13
-79130	18096 TRACY C. KERZMANN	1222.73	04/05/13
-79129	56107 VICTORIA L. KREGER	371.37	04/05/13
-79128	18099 ERICA J. MYERS	725.02	04/05/13
-79127	18024 JONATHON RASMUSSEN	2101.70	04/05/13
-79126	18070 JEANNE M. SAGASER RASSIER	1538.22	04/05/13
-79125	56130 ANDREW A. SAILER	2013.27	04/05/13
-79124	18097 DUANE S. WINTER	23.55	04/05/13
-79123	56174 SAM M. AIDE	1337.46	04/05/13
-79122	56166 RYAN J. ALLEN	992.45	04/05/13
-79121	56273 JASON BARTEN	1776.30	04/05/13
-79120	19024 DAVID L. BELISLE	1529.94	04/05/13
-79119	56246 HUGH E BENZEN	1124.05	04/05/13
-79118	19092 DUSTIN J. BERTSCH	1594.34	04/05/13
-79117	19028 MARK R. BITZ	1822.51	04/05/13
-79116	56097 ALAN C. BRATT	1625.12	04/05/13
-79115	56121 DUSTIN R. CELANDER	1023.22	04/05/13
-79114	19076 CORY G COLLINGS	2041.17	04/05/13
-79113	56113 MINDY SUE DEGENSTEIN	1034.35	04/05/13
-79112	56278 DANIEL DERY	691.33	04/05/13
-79111	56173 RODNEY H. DICKERSON	1192.19	04/05/13
-79110	56289 STACEY EISSINGER	597.40	04/05/13
-79109	56183 AMBER M. GILMORE	1363.48	04/05/13
-79108	19009 LINDA R. GRANBOIS	1142.43	04/05/13
-79107	56147 JACOB J. GREGORY	1533.45	04/05/13
-79106	19082 RANDY M. HAUGENOE	1716.65	04/05/13
-79105	56210 WILLIAM E. HOLLER	1700.54	04/05/13
-79104	56102 MICHAEL A. ISENHOWER JR	1548.88	04/05/13
-79103	56182 AARON R. KAMPA	941.11	04/05/13
-79102	19012 THOMAS L. LADWIG	1877.63	04/05/13
-79101	19011 JAMES L LOKKEN	2629.52	04/05/13
-79100	56082 TRAVIS J. MARTINSON	928.80	04/05/13
-79099	56061 AMY D. NICKOLOFF	1370.97	04/05/13
-79098	19014 KENNETH B. OWENS	1924.74	04/05/13
-79097	19098 DAVID A. PETERSON	1153.59	04/05/13
-79096	56181 TREVOR J. ROBERTS	1086.34	04/05/13
-79095	56148 JONATHAN D. ROGGENKAMP	1372.31	04/05/13
-79094	13027 CRYSTAL A. SCHAUBEL	1767.63	04/05/13
-79093	56052 JAMESON J. O. SEIM	1325.79	04/05/13
-79092	19077 MICHAEL S. WILSON	1926.77	04/05/13
-79091	19100 RYAN C. ZIMMERMAN	1479.32	04/05/13
-79090	56157 BENJAMIN W. ABBEY	1146.53	04/05/13
-79089	20047 KELLY M. ABERLE	1465.93	04/05/13
-79088	26039 DIANE K. ALBRIGHTSON	983.89	04/05/13
-79087	56268 MELISSA BUNESS	805.22	04/05/13
-79086	56209 MARTIN L. COLGAN	1197.59	04/05/13

-79085	56270 WILLIAM TRACY III	1063.11	04/05/13
-79084	56220 TRUNG THANH LE	1212.68	04/05/13
-79083	21040 MONTE C. MEIERS	2000.52	04/05/13
-79082	21054 WAYNE A WIEDRICH	1753.00	04/05/13
-79081	22020 ROBERT D. KNAPPER	2096.42	04/05/13
-79080	56214 MICHAEL J. BEARCE	1471.93	04/05/13
-79079	56282 CHASE FORD	1317.27	04/05/13
-79078	56128 VERNON L. HENDRICKSON	1338.70	04/05/13
-79077	56244 ROY LONG	1624.76	04/05/13
-79076	56288 CHRISTOPHER MALONE	948.46	04/05/13
-79075	56167 MATTHEW TUTAS	2058.98	04/05/13
-79074	56275 JOSEPH CLARYS	1506.29	04/05/13
-79073	24019 ROBERT D. COUGHLIN	552.60	04/05/13
-79072	24018 EFFIE J. IVERSON	1471.55	04/05/13
-79071	24017 STEVEN W. JENSEN	1524.39	04/05/13
-79070	56284 SABRINA NIELD - PHILLIPS	1299.76	04/05/13
-79069	24013 THOMAS C. POTTER	1286.39	04/05/13
-79068	56104 DANIEL W. TUPA	1232.70	04/05/13
-79067	25110 KENNETH W. BERGSTROM	2217.41	04/05/13
-79066	56286 MONICA KELLEY	731.56	04/05/13
-79065	12029 LORI A. LARSEN	951.07	04/05/13
-79064	56252 DIANE THOMPSON	983.37	04/05/13
-79063	56164 JACOB T BLOODGOOD	573.20	04/05/13
-79062	56232 ELVIS DINZON	1076.17	04/05/13
-79061	27076 DANNY R. GERGEN	1467.71	04/05/13
-79060	56091 JAMES A HAGA JR	1122.44	04/05/13
-79059	56241 DINA KINDELSPIRE	959.65	04/05/13
-79058	56175 ERIC C. OLSON	1207.75	04/05/13
-79057	56234 JOSEPH REIFENSTAHL	636.56	04/05/13
-79056	56266 MARK RIDDLE	998.01	04/05/13
-79055	56258 BRYAN THOMPSON	817.97	04/05/13
-79054	56084 KENNETH R. BOYKIN	1491.18	04/05/13
-79053	56112 GARRISON CANTER	1306.46	04/05/13
-79052	56114 ANTHONY D. DUDAS	1441.83	04/05/13
-79051	56110 ADAM M. FREEMAN	1405.54	04/05/13
-79050	56086 STEVEN C. KJERGAARD	1848.00	04/05/13
-79049	56120 VICTORIA M. RUBLE	1224.62	04/05/13
-79048	56100 BILLY J. BAKER	825.57	04/05/13
-79047	56200 GINA MOTTI	621.94	04/05/13
-79046	34017 KENT A. JARCIK	2132.72	04/05/13
-79045	56223 DONALD KRESS	1405.24	04/05/13
-79044	56277 CHEYENNE POTTRIDGE	1019.83	04/05/13
-79043	56239 RACHEL K. RESSLER	1126.70	04/05/13
-79042	34016 ELAINE B. SINNESS	840.08	04/05/13
-79041	35025 JOSILYN F BEAN	1006.44	04/05/13
-79040	56267 SUZANNE GAUT	313.27	04/05/13
-79039	56155 SCOTT R. MOLSTAD	1979.59	04/05/13
-79038	56079 BRENDA SEPTKA	1169.28	04/05/13
-79037	36006 NEIL W. BAKKEN	1668.73	04/05/13
-79036	56176 CHAUNCEY CARR, JR.	923.50	04/05/13

Account Number	Description	Amount	Date
-79035	56211 WAYNE E. BEARD	808.75	04/05/13
-79034	56263 CHRISTINA BECK	346.10	04/05/13
-79033	56212 AMELIA A. BICKLER	166.23	04/05/13
-79032	56039 KERI L. BODA	516.14	04/05/13
-79031	56144 CRYSTAL M. BONNER	556.50	04/05/13
-79030	56251 JAMIE ELLINGSON	265.05	04/05/13
-79029	48102 KAYLA J. HELL	234.51	04/05/13
-79028	56188 REBECCA R. MILLER	588.25	04/05/13
-79027	56111 ANDREA L. MITCHELL	787.34	04/05/13
-79026	48013 DEBORAH A. SLAIS	1252.60	04/05/13
-79025	48034 YVONNE A. TOPP	534.37	04/05/13
-79024	52011 ANN M. KVANDE	1606.56	04/05/13
-79023	56165 CODI A. MOBERG	1051.38	04/05/13
-79022	56041 BARBARA J. PETERSON	1106.53	04/05/13
-79021	52003 THOMAS C. ROLFSTAD	1509.14	04/05/13
-79020	56283 RACHEL SAWICKI	1343.08	04/05/13
-79019	52020 SHAWN WENKO	1672.57	04/05/13
-79018	56109 PAULETTE K. BAUER	850.05	04/05/13
-79017	53005 BOBBI JO CLARKE	1158.93	04/05/13
-79016	56222 VIVIAN KALMIK	149.28	04/05/13
-79015	53002 AMY A. KRUEGER	1621.93	04/05/13
-79014	56271 SABRINA A RAMEY	1123.08	04/05/13
-79013	56213 ROBERT JASON HILLARD	1062.77	04/05/13
-79012	56080 BRAD E. SEPTKA	2434.09	04/05/13
-79011	56150 SAMANTHA R. YODER	992.08	04/05/13
-79010	56025 Michael S. Conlin	100.74	04/05/13
-79009	56026 Scott Copenhaver	77.57	04/05/13
-79008	56011 Kelly Moody	51.72	04/05/13
-79007	56013 Josh S. Mosbrucker	25.85	04/05/13
-79006	56015 Dwight A. Richter	146.69	04/05/13
-79005	56058 Brenden L. Stevens	155.14	04/05/13
-79004	56179 Duane S. Winter	385.62	04/05/13
-79003	ND CHILD SUPPOR ND CHILD SUPPORT ENFORCE	780.50	04/05/13
-79002	DEFERRED COMP NATIONWIDE RETIREMENT SO	17512.13	04/05/13
-79001	FIT U.S. TREASURY	108413.96	04/05/13
1667	756 TRI-COUNTY REGIONAL DEVELOPMENT C	1000.00	04/08/13
55469	999998 MICHAEL SHANE BACA	157.57	03/26/13
55470	999999 MATTHEW FREEMAN	100.00	03/27/13
55471	999999 DICK O'NEAL	150.00	03/27/13
55472	999999 KEVIN TRACY LE BARON	550.00	03/27/13
55473	999999 MATTHEW CHAFFEE	470.00	03/27/13
55474	999999 GRANT BEEMER	500.00	03/27/13
55475	999999 FREDRICK DAVIS	270.00	03/27/13
55476	999999 JESSEE MARBLE	500.00	03/27/13
55477	999999 JEFFREY BROWN	550.00	03/27/13
55478	673 CLERK OF DISTRICT COURT	500.00	03/27/13
55479	673 CLERK OF DISTRICT COURT	20.00	03/27/13
55480	673 CLERK OF DISTRICT COURT	500.00	03/27/13
55481	673 CLERK OF DISTRICT COURT	500.00	03/27/13
55482	35 BANK OF NORTH DAKOTA	159798.00	03/27/13

55483	35 BANK OF NORTH DAKOTA	149999.00	03/27/13
55484	999999 LARRY & DARLENE SLINGSBY	16497.00	03/27/13
55485	AFLAC AMERICAN FAMILY LIFE ASS	957.98	03/28/13
55486	AMERICAN NATION AMERICAN NATIONAL LIFE I	240.56	03/28/13
55487	FIDELITY SECURI FIDELITY SECURITY LIFE I	157.62	03/28/13
55488	LINCOLN MUTUAL LINCOLN MUTUAL LIFE & CA	1304.80	03/28/13
55489	USABLE USABLE	281.82	03/28/13
55490	470 US POSTAL SERVICE	1229.91	03/28/13
55491	APARTMENT BH10 VALLEY RENTAL - BAKKEN H	28020.00	03/28/13
55492	APARTMENT BH2 VALLEY RENTAL - BAKKEN H	2820.00	03/28/13
55493	APARTMENT BH5 VALLEY RENTAL - BAKKEN H	20070.00	03/28/13
55494	APARTMENT BH7 VALLEY RENTAL - BAKKEN H	24300.00	03/28/13
55495	APARTMENT BH8 VALLEY RENTAL - BAKKEN H	5460.00	03/28/13
55496	APARTMENT BH9 VALLEY RENTAL - BAKKEN H	24300.00	03/28/13
55497	12026 KAREN P. LARSON	853.37	04/03/13
55498	17016 THOMAS J. GLENN	884.33	04/03/13
55499	19095 WALTER H. HALL	853.37	04/03/13
55500	21041 ROBERT E HANSON	853.37	04/03/13
55501	22021 LES CHRISTENSEN	884.33	04/03/13
55502	22014 GARY L. GLOVATSKY	853.37	04/03/13
55503	23126 BRENT E. HANSON	903.79	04/03/13
55504	23039 BRUCE A. JOHNSON	884.33	04/03/13
55505	27096 RUSSELL E. MOMBERG	884.33	04/03/13
55506	25030 PEDAR A. ANDRE	828.60	04/03/13
55507	27058 DAVID LEE BELL	884.33	04/03/13
55508	25106 RICHARD S. ODEGARD	828.60	04/03/13
55509	27067 RICHARD D. BORUD	828.60	04/03/13
55510	23136 JAMES B. ENGEN	884.33	04/03/13
55511	27091 JOSEPH G. MONSON	884.33	04/03/13
55512	56253 STEPHEN OLEGARIO	903.79	04/03/13
55513	31051 GORDON L. SMESTAD	938.32	04/03/13
55514	32006 WILLIAM M. MCQUISTON	828.60	04/03/13
55515	37008 LAVERN GOHL	903.79	04/03/13
55516	54065 PATRICIA K. FIORENZA	853.37	04/03/13
55517	999999 TERRANCE MARBURY	280.00	04/02/13
55518	999999 BRANDIN HAALAND	30.00	04/02/13
55519	673 CLERK OF DISTRICT COURT	500.00	04/02/13
55520	999999 CORTNEY CROUCH	300.00	04/02/13
55521	999999 KRISTIN SMITH	250.00	04/02/13
55522	999999 TYLER HUNTINGTON	300.00	04/02/13
55523	999999 MICHAEL ROGICH	210.00	04/02/13
55524	999999 KEVIN HAMMER	400.00	04/02/13
55525	999999 JUAN OROZCO	470.00	04/02/13
55526	999999 GALEN CARR	10.00	04/02/13
55527	12026 KAREN P. LARSON	979.63	04/05/13
55528	17016 THOMAS J. GLENN	1048.71	04/05/13
55529	18026 MATTHEW L. GARDNER	30.93	04/05/13
55530	56269 CLAY KAUTZER	918.19	04/05/13
55531	56250 JUSTIN LOGAN MAYNARD	496.43	04/05/13
55532	56290 BRADLEY SCHERER	1649.99	04/05/13

55533	18046 GARVIN SEMENKO	35.33	04/05/13
55534	18020 RICHARD SHEARER	297.27	04/05/13
55535	18048 DARWIN STEVENS	6.01	04/05/13
55536	18078 MICHAEL W. WALTERS	155.18	04/05/13
55537	19095 WALTER H. HALL	1711.47	04/05/13
55538	56243 JACOB R. HENDRICKS	1005.97	04/05/13
55539	56285 TYLER HOFF	807.22	04/05/13
55540	56279 ALEC RAISBECK	975.57	04/05/13
55541	21041 ROBERT E HANSON	2357.96	04/05/13
55542	22021 LES CHRISTENSEN	2010.22	04/05/13
55543	22014 GARY L. GLOVATSKY	1401.15	04/05/13
55544	23126 BRENT E. HANSON	2561.27	04/05/13
55545	23039 BRUCE A. JOHNSON	1512.21	04/05/13
55546	27096 RUSSELL E. MOMBERG	1628.84	04/05/13
55547	56189 AMANDA M. KAISER	877.34	04/05/13
55548	25030 PEDAR A. ANDRE	1066.30	04/05/13
55549	27058 DAVID LEE BELL	2238.06	04/05/13
55550	56187 STEPHEN R. KOHLER	619.63	04/05/13
55551	25106 RICHARD S. ODEGARD	1313.92	04/05/13
55552	27067 RICHARD D. BORUD	1494.04	04/05/13
55553	23136 JAMES B. ENGEN	2880.23	04/05/13
55554	27091 JOSEPH G. MONSON	1352.73	04/05/13
55555	56253 STEPHEN OLEGARIO	993.79	04/05/13
55556	31051 GORDON L. SMESTAD	1525.79	04/05/13
55557	56099 MARK C. AMONDSOEN	775.00	04/05/13
55558	56264 COREY HEIKKINEN	669.26	04/05/13
55559	32006 WILLIAM M. MCQUISTON	952.30	04/05/13
55560	37008 LAVERN GOHL	1517.43	04/05/13
55561	56180 DIANE C. HAGEN	432.44	04/05/13
55562	56276 ELTON LARSON	189.32	04/05/13
55563	56066 ZACHARY G. CORCORAN	1289.05	04/05/13
55564	54065 PATRICIA K. FIORENZA	1636.35	04/05/13
55565	56001 David W. Arnson	25.85	04/05/13
55566	56028 David Benth	103.44	04/05/13
55567	56003 Randall H. Bjella	25.85	04/05/13
55568	56116 Tyler D. Carlstad	295.00	04/05/13
55569	56085 Kyle D. Christensen	25.85	04/05/13
55570	56023 Mathew P. Ekblad	318.08	04/05/13
55571	56005 Cory J. Hanson	498.69	04/05/13
55572	56006 Randy D. Hanson	51.72	04/05/13
55573	56030 Martin J. Haug	25.85	04/05/13
55574	56007 Troy R. Heupel	25.85	04/05/13
55575	56205 Brandon Hoffman	169.34	04/05/13
55576	56034 Blaine C. Jeanotte	300.29	04/05/13
55577	56219 Jeremy V Knapkewicz	129.29	04/05/13
55578	56291 James Laqua	232.73	04/05/13
55579	56238 Ryan Lee	258.58	04/05/13
55580	56032 Darin P. Luther	25.85	04/05/13
55581	56009 Billy J. Lynn	77.57	04/05/13
55582	56281 Joshua Mahlum	181.01	04/05/13



55583	56083 Traver D. Melby	51.72	04/05/13
55584	56012 Miles A. Mortenson	51.72	04/05/13
55585	56016 Kyle J. Rossland	92.35	04/05/13
55586	56019 Garvin D. Semenko	155.14	04/05/13
55587	56020 Darwin J. Stevens	576.41	04/05/13
55588	56022 Scott S. Tanner	654.02	04/05/13
55589	56027 Michael W. Walters	285.11	04/05/13
55590	56249 GWENDOLYN GUERRETTAZ	705.16	04/05/13
55591	56245 AMY WAGGONER	1330.49	04/05/13
55592	56165 CODI A. MOBERG	342.78	04/05/13
55593	56278 DANIEL DERY	27.70	04/05/13
55594	DEL CHILD SUPPO DCSE	135.00	04/05/13
55595	LVNV FUNDING LL LVNV FUNDING LLC	1160.00	04/05/13
55596	MN CHILD SUPPOR MINNESOTA CHILD SUPPORT	153.00	04/05/13
55597	NC CHILD SUPPOR NC CHILD SUPPORT	205.00	04/05/13
55598	519 WILLISTON HOME & LUMBER	512.20	04/05/13
55599	74 CITY AUDITOR'S FUND	432.07	04/05/13
55600	673 CLERK OF DISTRICT COURT	500.00	04/05/13
55601	673 CLERK OF DISTRICT COURT	500.00	04/05/13
55602	999999 ANATOLEY OSADCHUK	330.00	04/05/13
55603	999999 MICHAEL TASKER	280.00	04/05/13
55604	999999 DANIELLE OLSON	150.00	04/05/13
55605	999999 RUSSEL MARLIN	130.00	04/05/13
55606	56187 STEPHEN R. KOHLER	240.72	04/05/13
55607	56251 JAMIE ELLINGSON	195.05	04/05/13
55608	1596 ACE TOWING	1061.00	04/08/13
55609	1230 AFFORDABLE TOWING	880.00	04/08/13
55610	1783 AIRGAS ON-SITE SAFETY SERVICES	176.52	04/08/13
55611	6 AL MCFARLANE	3405.00	04/08/13
55612	608 ALLGUARD ALARM SYSTEMS	72.00	04/08/13
55613	18 AMERICAN PUBLIC WORKS ASSOCIATION	568.00	04/08/13
55614	718 AMERIPRIDE LINEN AND APPAREL SERV	589.08	04/08/13
55615	999998 AMY A. KRUEGER	75.00	04/08/13
55616	540 AQUA-PURE INCORPORATED	906.31	04/08/13
55617	30 ASTRO-CHEM LAB, INC.	1950.00	04/08/13
55618	723 BADLANDS STEEL, INC	72.98	04/08/13
55619	33 BAKER & TAYLOR CO.	79.89	04/08/13
55620	34 BALCO UNIFORM CO., INC.	11564.73	04/08/13
55621	38 BASIN PRINTERS, INC.	1628.00	04/08/13
55622	874 BEST WESTERN KELLY INN & SUITES	256.34	04/08/13
55623	1223 BEST WESTERN PLUS/RAMKOTA HOTEL	345.00	04/08/13
55624	1764 BLACK HILLS RAPTOR CENTER	100.00	04/08/13
55625	52 BORDER STATES ELECTRIC	1081.31	04/08/13
55626	999999 BRAD NELSON	30.60	04/08/13
55627	966 BYERLY COMPUTER SERVICES	75.00	04/08/13
55628	1054 C & D WATER SERVICES	21.50	04/08/13
55629	67 CAR TUNZ	60.00	04/08/13
55630	1778 CAROLYN MONTGOMERY	1000.00	04/08/13
55631	69 CARQUEST AUTO PARTS STORES	104.96	04/08/13
55632	204 CCR-WILLISTON III, LLC	500.00	04/08/13

55633	710 CHANEY'S CAR & TRUCK REPAIR	1200.00	04/08/13
55634	1765 CHEF LANDRY	803.98	04/08/13
55635	77 CITY OF WILLISTON	1617.35	04/08/13
55636	79 CITY OF WILLISTON	94855.33	04/08/13
55637	80 CITY OF WILLISTON	29.96	04/08/13
55638	1666 CIVIL SCIENCE	124717.75	04/08/13
55639	81 CLAUSEN WELDING	45.00	04/08/13
55640	1759 Clay Kautzer	104.95	04/08/13
55641	871 COMFORT SUITES	138.00	04/08/13
55642	1662 Connecting Point Computers Center	3598.38	04/08/13
55643	1820 CORNERSTONE FBC	2500.00	04/08/13
55644	999999 CORPS OF ENGINEERS	580.00	04/08/13
55645	999998 CORY G COLLINGS	20.00	04/08/13
55646	567 CRAIG'S SMALL ENGINE REPAIR	679.21	04/08/13
55647	89 CRAVEN-HAGAN CLINIC	150.00	04/08/13
55648	1813 CROSBY COUNTRY CLUB	3000.00	04/08/13
55649	999998 CRYSTAL A. SCHAUBEL	25.00	04/08/13
55650	1625 CTS LANGUAGE LINK	8.20	04/08/13
55651	548 DAKOTA DIESEL	189.30	04/08/13
55652	1816 DAKOTA FAMILY SOLUTIONS	2000.00	04/08/13
55653	93 DAKOTA SUPPLY GROUP	12800.00	04/08/13
55654	999999 DANA OYE	77.93	04/08/13
55655	999998 DAVID A. PETERSON	145.00	04/08/13
55656	1705 DEGENSTEIN'S AUTO PLUS	1150.00	04/08/13
55657	103 DESTINATION MARKETING ASSOC INTL	770.00	04/08/13
55658	1101 DESTINATION MARKETING ASSOC OF ND	150.00	04/08/13
55659	671 DF LIGHTING COMPANY	300.00	04/08/13
55660	1214 Divide County Fair Association	2000.00	04/08/13
55661	118 EARL'S ELECTRIC, INC.	172.22	04/08/13
55662	119 EBEL INC.	3924.00	04/08/13
55663	549 ECONOMART	182.21	04/08/13
55664	1541 EKBLAD, INC.	1348.00	04/08/13
55665	124 ELECTRIC & MAGNETO, INC.	79.95	04/08/13
55666	577 EMERGENCY MEDICAL PRODUCTS	308.63	04/08/13
55667	126 EMRY'S LOCKSMITHING	2256.80	04/08/13
55668	1823 ESRI INC	1500.00	04/08/13
55669	545 EZ-LINER	714.62	04/08/13
55670	668 FASTENAL COMPANY	77.24	04/08/13
55671	331 FBI NATIONAL ACADEMY ASSOC.	225.00	04/08/13
55672	569 FEDEX	33.72	04/08/13
55673	907 FERGUSON WATERWORKS #2516	1158.13	04/08/13
55674	134 FORT UNION SUPPLY & TRADE	476.79	04/08/13
55675	354 FURUSETH LAW FIRM, PC	17287.50	04/08/13
55676	139 GAFFANEY'S	2201.05	04/08/13
55677	785 GALE	49.58	04/08/13
55678	1319 GARNEY COMPANIES, INC.	190407.00	04/08/13
55679	1670 Gem Builders	3656.73	04/08/13
55680	144 GRAYMONT WESTERN CANADA	18966.86	04/08/13
55681	178 H2O INNOVATION USA INC.	1575.50	04/08/13
55682	151 HAWKINS, INC.	19442.61	04/08/13

55683	161 HOME OF ECONOMY	403.89	04/08/13
55684	162 HORIZON RESOURCES	58663.92	04/08/13
55685	163 HOSE AND RUBBER SUPPLY	728.86	04/08/13
55686	164 HOTSY EQUIPMENT CO.	390.00	04/08/13
55687	900 HR COLLABORATIVE	30.00	04/08/13
55688	999998 HUGH E BENZEN	25.00	04/08/13
55689	999999 HYRUM GENTRY	400.00	04/08/13
55690	173 INFORMATION TECHNOLOGY DEPARTMENT	407.50	04/08/13
55691	174 INK SPOT PRINTING	49.00	04/08/13
55692	1645 INTERIOR DESIGN CENTER	2477.16	04/08/13
55693	175 INTERSTATE ENGINEERING	74132.00	04/08/13
55694	1819 J & J PARTY DECORATING	75.00	04/08/13
55695	999998 JACOB R. HENDRICKS	25.00	04/08/13
55696	999999 JASON OR TRACY RAINS	45.62	04/08/13
55697	191 JOE'S DIGGING SERVICE INC	5800.00	04/08/13
55698	999998 JONATHAN D. ROGGENKAMP	25.00	04/08/13
55699	195 JUNIOR LIBRARY GUILD	684.00	04/08/13
55700	196 KADRMAS LEE & JACKSON INC	25264.73	04/08/13
55701	1779 KATHLEEN PEPERA	2350.00	04/08/13
55702	210 KOHLER COMMUNICATIONS	2994.20	04/08/13
55703	212 KOTANA COMMUNICATIONS	116005.33	04/08/13
55704	893 KRUGER INC.	5310.00	04/08/13
55705	990 Lakeshore Learning Materials	275.37	04/08/13
55706	224 LIBRARY SPARKS	109.95	04/08/13
55707	1817 M-T SADDLE CLUB	3500.00	04/08/13
55708	1345 MAGNEY CONSTRUCTION	70073.90	04/08/13
55709	1812 MainStay Suites	1420.00	04/08/13
55710	1821 MARCO	5542.83	04/08/13
55711	1815 MARKETPLACE FOR KIDS	5000.00	04/08/13
55712	999998 MARTIN L. COLGAN	90.00	04/08/13
55713	240 MATHISON COMPANY	1822.52	04/08/13
55714	245 MEDQUEST INC	622.34	04/08/13
55715	999999 MERYL DIXON	25.00	04/08/13
55716	250 MICROMARKETING ASSOCIATES	266.91	04/08/13
55717	255 MILLY'S ALTERATIONS	91.00	04/08/13
55718	260 MODERN MACHINE WORKS	40.92	04/08/13
55719	833 MON DAK GYMNASTICS	3000.00	04/08/13
55720	261 MON-DAK HTG & PLG, INC.	54385.17	04/08/13
55721	1150 MONDAK PORTABLES LLC	440.25	04/08/13
55722	243 MONTANA DAKOTA UTILITIES	25354.80	04/08/13
55723	1632 MORRISON MAIERLE INC	16763.63	04/08/13
55724	267 MOUNTRAIL-WILLIAMS REC	3359.39	04/08/13
55725	270 MURPHY MOTORS, INC.	99.54	04/08/13
55726	271 MVTL/MINNESOTA VALLEY	63.00	04/08/13
55727	275 NAPA AUTO PARTS	2520.44	04/08/13
55728	297 ND ONE CALL	213.25	04/08/13
55729	311 ND STATE RADIO COMM.	480.00	04/08/13
55730	314 ND WORKFORCE SAFETY & INS	2658.11	04/08/13
55731	1713 NELSON INTERNATIONAL OF BISMARCK	1749.56	04/08/13
55732	320 NEMONT	42.55	04/08/13

55733	1697 Neopost	80.85	04/08/13
55734	626 NORTH DAKOTA LEAGUE OF CITIES	125.00	04/08/13
55735	333 NORTHWEST SUPPLY CO.	922.50	04/08/13
55736	690 O'REILLY AUTO PARTS	209.94	04/08/13
55737	1635 OCLC, Inc.	496.42	04/08/13
55738	340 OHNSTAD TWICHELL PC	588.00	04/08/13
55739	1795 On Scene Tags	339.65	04/08/13
55740	344 ONE FULFILLMENT	330.00	04/08/13
55741	999999 PAUL OR KELLY DART	8.84	04/08/13
55742	351 PENWORTHY	419.38	04/08/13
55743	356 PITNEY BOWES, INC.	1640.79	04/08/13
55744	1051 POET ETHANOL PRODUCTS, LLC	4170.02	04/08/13
55745	741 PRAIRIE ENGINEERING, P.C.	968.00	04/08/13
55746	359 PRAXAIR DISTRIBUTION INC	804.62	04/08/13
55747	360 PRISTINE WATER SOLUTIONS	10836.00	04/08/13
55748	367 QUILL CORPORATION	1487.60	04/08/13
55749	1800 RAMADA BISMARCK HOTEL	693.00	04/08/13
55750	999998 RYAN J. ALLEN	25.00	04/08/13
55751	999998 SABRINA A RAMEY	75.00	04/08/13
55752	1133 SANDERSON STEWART	55731.20	04/08/13
55753	409 SANITATION PRODUCTS	143.67	04/08/13
55754	872 SHARYL BUSCH	100.00	04/08/13
55755	420 SHERWIN-WILLIAMS	324.22	04/08/13
55756	426 SOURIS RIVER TELECOMMUNICATIONS	161.81	04/08/13
55757	1073 St. Alexius CTC	63.00	04/08/13
55758	1814 ST. JOSEPH SCHOOL PTO	2000.00	04/08/13
55759	436 STONEY CREEK KENNELS	3000.00	04/08/13
55760	1667 Storage Plaza,LLC	840.00	04/08/13
55761	1104 Tantor Audio	520.11	04/08/13
55762	447 THE SHOPPER	43.50	04/08/13
55763	1436 TOTAL SAFETY U.S., INC	1238.58	04/08/13
55764	460 TRACTOR & EQUIPMENT CO.	7618.91	04/08/13
55765	461 TRACTOR SUPPLY CREDIT PLAN	25.47	04/08/13
55766	463 TRIANGLE ELECTRIC	2306.33	04/08/13
55767	474 UNITED WAY	7000.00	04/08/13
55768	750 UPS	116.69	04/08/13
55769	484 VERIZON WIRELESS	6469.69	04/08/13
55770	485 VESSCO, INC.	518.05	04/08/13
55771	487 VISA	4112.64	04/08/13
55772	488 VISA	2039.05	04/08/13
55773	503 WESTLIE MOTOR CO.	15.93	04/08/13
55774	564 WILLIAMS RURAL WATER DISTRICT	534.37	04/08/13
55775	1716 Williams Scotsman, Inc.	2460.50	04/08/13
55776	509 WILLISTON AREA CHAMBER	7500.00	04/08/13
55777	1811 WILLISTON BASIN CURLING CLUB	535.00	04/08/13
55778	869 WILLISTON BASIN INDIAN CLUB	2000.00	04/08/13
55779	516 WILLISTON CVB	3971.11	04/08/13
55780	517 WILLISTON FIRE & SAFETY	557.70	04/08/13
55781	518 WILLISTON HERALD	1251.30	04/08/13
55782	519 WILLISTON HOME & LUMBER	160.58	04/08/13

55783	1687 WILLISTON LANDSCAPE AND IRRIGATIO	219.96	04/08/13
55784	881 WILLISTON LIONS CLUB	28.50	04/08/13
55785	524 WILLISTON SCHOOL DIST #1	4500.00	04/08/13
55786	1369 Williston Sea Lion	3000.00	04/08/13
55787	858 WILLISTON SPORTS COMMITTEE	60.00	04/08/13
55788	525 WILLISTON TIRE CENTER	3185.53	04/08/13
55789	526 WILLISTON TRUE VALUE	199.25	04/08/13
55790	530 WILLISTON/WILLIAMS COUNTY - LEC	713.94	04/08/13

**Grand Total** 575 **Total:** 2114797.47

**Check Types:** MC=Manual Claim, SC=System Claim, V=Void (never in system)

P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

- (2.) Application for a Local Permit or Charity Local Permit
  - (a.) **Moose Lodge Annual Gaming Permit**
- (3.) Special Permit to Sell Alcoholic Beverages
  - (a.) Chelsea Bakkila, The Williston Building LLC – Dance & Dessert Fundraiser for Entertainment, INC – April 12, 2013
- (4.) Application for Arborist License
  - (a.) Kim’s Lawn & Sprinkler Svc
- (5.) Application for Taxi License
  - (a.) AK-ECAB LLC
- C. Building Official
  - (1.) License Renewal for Fuel or Gas Installer 2013
  - (2.) License Renewal for Master Plumber 2013
  - (3.) License Renewal for Journeyman Plumber 2013
  - (4.) License Renewal for Master Mechanical Contractor 2013
  - (5.) License Renewal for Journeyman Mechanic 2013
  - (6.) License Renewal for Sign Hanger 2013
- D. City Planner
- E. Assessor
  - (1.) Abatement
    - (a.) Donald Skjei: Blind Exemption
  - (2.) Exemptions

**MOTION BY BEKKEDahl, SECONDED BY BOGAR, to approve the Consent Agenda as presented.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- 3. Bid Openings
  - A. Improvement Districts 13-1

Monte Meiers presented the following information:

There were four bidders for the bid opening for Sidewalk Improvement District 13-1. Knife River was the low bidder at \$155,678. Recommend the bid to Knife River.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve the bid as presented.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

B. Improvement Districts 13-4

Monte Meiers presented the following information:

District 13-4 is 23<sup>rd</sup> Street Water and Sewer Improvements to extend sewer out to the Harvest Hills Development. There were four bidders the low bidder was Northstar Energy which is a new company, with a bid of \$374,175.25 they are underneath the estimate. I would recommend that we hold the bid for the next meeting, partially because we have a Planning Commission meeting on some requests for easement conditions for part of this project.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to hold this bid until the next meeting.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

C. Improvement Districts 13-5

This is for Street Improvement District 13-5 for projects about town. Low bidder was Northern Improvement Co. at \$1,346,246. However, we have a protest hearing tonight so I would recommend tabling this until after the protest hearing.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to table this bid until after the protest hearing.**

**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

4. Public Hearings

A. Application for new Hotel or Motel On-Sale Beer and Liquor – Best Western Plus

John Kautzman presented the following information:

By ordinance, this hotel would be eligible for a hotel/motel type license, it has 105 rooms. I believe that the ordinance is 75 and over. I would ask that this be referred back to the Alcohol/Liquor Committee, mainly for one reason, this is the second hotel where they have come forward and they haven't had a designated bar area. A Hotel/Motel License has obviously been to the entire facility in the past, but they have had a designated bar area. El Rancho is the one that I refer to that is the one known to the most people, where they had their bar, but also served alcohol into the dining room and other areas. Like the Hampton Inn, they are looking to have this more in a side area and then have their customers come to that area to buy their beverage. I believe that this should be referred back to Alcohol/Liquor Committee and have them talk about comfort level that the Committee might have for this type setup continuing to a second facility.

A call for public input was made, a second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to refer this back to the Alcohol Committee.**

Commissioner Klug would like the Chief of Police to weigh in on this type of license and whether or not he has enough manpower to go out and service as many liquor licenses as we are getting in this town. If this is problem then he would like that to be addressed at the Liquor Committee meeting.

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- B. Amendment to Ordinance No. 613 of the Williston Zoning Ordinance – Section 31: Definitions: Adding “Lodge”

Rachel Ressler presented the following information:

In Ordinance 961, the official first reading and public hearing of which was at the March 26, 2013 City Commission meeting, the definition of Lodge was included as “a building or portion thereof or premises owned or operated by any corporation or association organized for civic, fraternal, social, or business purposes, or for the promotion of sports”.

This should have been included at that time as an amendment to Section 31, but was not. This amendment will place “Lodge” in the definition section as well as in Section 21: C-3 Restricted Commercial District.

A call for public input was made, a second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

Clarification was made that this is proposed Ordinance 964.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve the 1<sup>st</sup> Reading of Ordinance 964 with an amendment to Section 31 adding the definition of “Lodge”.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- C. Proposed Amendment to Ordinance No. 613 of the Williston Zoning Ordinance – Section 25: Supplementary District Regulations – (G): General Sign Regulations: amending dynamic message signs; and Section 31: Definitions: Adding “Animation”

Donald Kress presented the following information:

This was advertised as the Public Hearing for Ordinance 962 the Commission can also determine whether this will also be considered the First Reading of Ordinance 962.

Section 25 G: General Sign Regulations was amended recently to update the city's sign regulations in response to advances in sign technology, the growth of the City of Williston, and the goals of the updated Comprehensive Plan. The revised ordinance, 960, went into effect January 1, 2013.

Since that time, staff has been asked to re-evaluate certain regulations regarding dynamic messaging signs including message length, brightness, prohibited message elements, and how existing dynamic messaging signs in the Renaissance Zone will be addressed. Information provided by sign industry representatives, research on this topic done by staff and discussions within the city have led staff to propose the attached amendments to the dynamic messaging sign section of the sign ordinance.

Additionally, staff recommends your Commission approve an extension of the time required to comply with these amended dynamic messaging sign regulations. The original sign ordinance that went into effect on January 1, 2013 provided 90 days to comply with the regulations of that ordinance. This date has already passed and so staff proposes an extension of time to 90 days from the date the amendments before you are adopted to comply with the requirements of these dynamic messaging regulations.

At the March 18, 2013, Planning and Zoning Commission meeting, the commission reviewed the ordinance amendments as presented by staff of the Planning Department. There were no comments from the public. After discussion among the Commissioners regarding the time extension, a motion to recommend this proposed ordinance to the City Commission was approved, was seconded and passed with a 6 to 0 vote, with one Commissioner absent.

The changes are changing message length to three screens per message in no longer than nine seconds; prohibited display elements are animation not related to the message displayed, any flashing of all or any part of the screen and any spinning or similar motion of all or any part of the display; maximum brightness was changed to 0.3 footcandle above ambient light levels; and existing dynamic messaging signs in the Renaissance Zone will be considered non-conforming and defining animation as any depictions of people, animals, or objects in motion.

A call for public input was made

Julie Keller wanted verification on the Renaissance Zone portion of the ordinance.

A second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the 1<sup>st</sup> Reading of Ordinance 962, an ordinance amending Section 25: General Sign Regulations and Section 31: Definitions and also to allow for the 90 day extension from the date the Ordinance is adopted to become compliant with the Ordinance.**



Commissioner Klug had a question regarding the dynamic messaging signs within 150 feet of a residential zone that face the residential zone portion of the ordinance. He wanted to know how that was determined and wondered whether the existing signs complied with that.

Mr. Kress responded that portion of the ordinance was in the original ordinance and that portion is not being amended at this time. He also stated that those parameters came about from a discussion the City Staff who worked on this originally had and stated that there are not a lot of dynamic signs that actually face residential zones.

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- D. Proposed Amendment to Ordinance No. 613 of the Williston Zoning Ordinance – Section 25: Supplementary District Regulations – (H): Off-Street Parking Requirements: Modifications of City’s parking requirements and Section 31: Definitions: Adding “Warehouse” and “Remote Lot”

Donald Kress presented the following information:

Section 25 H of the Williston zoning ordinance states the requirements for offstreet parking as well as provides for methods of modification of those requirements—allowing parking on a non-contiguous lot (now proposed to be called “parking on a remote parking lot”), allowing shared parking, or reducing the parking requirement. Within the past year, the Planning Commission has received several requests to modify the offstreet parking requirements pursuant to the methods described in the ordinance. Those methods, however, do not provide a detailed basis on which to make a decision as to when a modification of the parking requirement should be granted.

In an effort to clarify the situations in which a modification of the parking requirement is appropriate, staff has proposed the attached amendments. The methods of modification in the amendments are those currently in the parking ordinance. What the amendments add are findings that must be made to support the decision to grant each kind of modification. The amendments also:

- Restructure that portion of Section 25 H that deals with modifications, so that each method of modification is clearly an individual process;
- Expand requirements for shared parking and parking on a remote lot;
- Require a site plan to be reviewed for all modifications of the parking requirement;
- Clarify what happens when the use to which a modification of the parking requirement has been granted;
- Require recordation of the grant of a parking reduction in the Williams County Recorder’s office; and
- Define terms related to modifications of required parking.

The amendments leave to power to make a decision on the modifications with the Planning and Zoning Commission.

In addition to addressing the methods of modification of the parking requirements, the proposed amendments also:

- Remove the requirement for one parking space per employee for professional or business offices;
- Provide a parking ratio of one space per 1,000 square feet of floor space for warehouses uses; and
- Define “warehouse.”

At the March 18, 2013 Planning and Zoning Commission meeting, that commission reviewed the ordinance amendments as presented by Planning Department staff. There were no comments from the public. After discussion among the Commissioners, a motion to recommend to the City Commission approval of the proposed ordinance amendments was seconded and passed with a 6 to 0 vote, with one Commissioner absent.

A call for public input was made, a second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve the 1<sup>st</sup> Reading of Ordinance No. 963, An Ordinance Amending Section 25 H: Offstreet Parking Requirements And Section 31: Definitions Of Ordinance 613 Of The City Of Williston.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- E. Proposed Amendment to Ordinance No. 613 of the Williston Zoning Ordinance – Section 25: Supplementary District Regulations – (S): Buffer Yards: Amending buffer requirements in certain zones

Rachel Ressler presented the following information:

Ordinance 959, passed in October of 2012, added a section “Buffer Yards” to Section 25 of Ordinance 613, otherwise known as the Zoning Ordinance of the City of Williston. Upon further review and citizen comment, the ordinance was determined to need more flexibility in buffering options.

Staff reviewed the ordinance and determined the following changes were necessary.

The ordinance clarifies that on undeveloped lots, the more intensively zoned lot is required to install the buffer at the time of development, on their property.

The ordinance also clarifies that the Planning Department will review site plans before deciding whether or not to approve them, and provides criteria to examine when reviewing the site plan, including open space setbacks, orientation of buildings and activities, architectural compatibility, streets and parking lots, and nuisance factors such as loading and traffic areas, noise, lighting, etc.

In addition, the ordinance combines several “buffered zones” shown in Table 1: Buffer

Yard Requirements, and updates some of those requirements between R-3/R-4/R-5/R-7 and R-1/R-2/R-6, and between any C and any A, R, or P zones. The requirements have been updated to allow flexibility from developers with approval from the Planning Department. Rather than requiring a 4 to 6 foot high opaque fence as a buffer between certain areas, the developer will now be able to choose between landscaped buffers, fencing and landscaping, and berms. The Planning Department will work with the developer to determine the appropriate level of buffering for projects.

A call for public input was made, a second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

Commissioner Cymbaluk had a question about the language used in the ordinances. He wanted to know which town they had used as an example.

Rachel Ressler explained that they had used Gillette Wyoming.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAH, to approve the 1<sup>st</sup> Reading of Ordinance 965, Amending Section 25 (S): Buffer Yards (established by Ordinance 959) of Ordinance 613, otherwise known as the Zoning Ordinance of the City of Williston.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

F. Protest Hearing for District 13-5

Monte Meiers presented the following information:

Mr. Meiers explained that this is a Mill and Overlay District. He also explained that there is a protest. We have assessed 50% of the cost for the District. The bids have come in at about 30% under what we originally figured so that will be a savings. We have a Resolution for Sufficiency of Protests that needs to be passed and I also request that you award the bid explained earlier to Northern Improvement Company for \$1,346,246.

A call for public input or protest was made, a second call was made and a third and final call for public input was made with no comments.

The public hearing was closed.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve Resolution 13-052 as to Protests on Street Improvement District 13-5.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

**MOTION BY BOGAR, SECONDED BY CYMBALUK, to accept and award the bid for Street Improvement District 13-5 to Northern Improvement Co. at \$1,346,246.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

5. Accounts, Claims and Bills Not Approved in the Consent Agenda
6. Ordinances
  - A. Second Reading of Proposed Ordinance 961: An Amendment to Section 21 C-3: Restricted Commercial District in Ordinance 613, the Zoning Ordinance of the City of Williston, ND.

Rachel Ressler read Ordinance 961.

This is the second, 2<sup>nd</sup> Reading of this proposed ordinance. Due to lack of publication we have been required to repeat the reading and public hearing process. The City Commission approved this ordinance at the February 26, 2013 hearing. The official first reading and public hearing took place at the last commission meeting.

Ms. Ressler summarized the Ordinance as follows: This ordinance essentially separates our C-3 Zoning as C-3 Zoning inside of the Renaissance Zone and C-3 Zoning outside of the Renaissance Zone. Within the Renaissance Zone it means that anything over three bedrooms in an apartment would need a Special Use Permit, it also means that apartments would be allowed only above retail space, not above commercial space and that outside of the Renaissance Zone apartments would be allowed over commercial space with a Special Use Permit.

**MOTION BY BOGAR, SECONDED BY CYMBALUK, to approve the 2<sup>nd</sup> Reading of Ordinance 961: An Amendment to Section 21 C-3: Restricted Commercial District in Ordinance 613, the Zoning Ordinance of the City of Williston, ND.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

7. Petitions, Communications and Remonstrance's
  - A. Resubmitted Request for Temporary Street Closing – Williston Area Chamber of Commerce – from 11am Friday July 5<sup>th</sup> until 5am Sunday July 7<sup>th</sup> – Ribfest & Blast Street Dance (Starting time changed from 5am Saturday to 11am Friday)

Mr. Meiers was asked if they were able to comply with the request and Mr. Meiers responded that Public Works was able to comply with the request.

Angela Demars expressed concerns about downtown being shut down for that long of a period and wanted to know if they were starting earlier or if they just wanted more time to set up. Angela stated that the Street Dance was changed from Friday night to Saturday night.

Commissioner Koeser suggested that it might be best to table this request until they have further information from the Chamber of Commerce as to why they want the extra time.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to table this request and for a representative to explain why they are requesting the extra time.**

**MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

8. Report of Commissioners
  - A. President of the Board
  - B. Vice-President; Finance Commissioner
  - C. Street and Improvement, Sanitation, Cemetery and Public Works Commissioner
  - D. Fire, Police, and Ambulance Commissioner
  - E. Water Works, Sewer, Airport, Building and Planning Commissioner
9. Report of Department Heads
  - A. City Auditor
    - (1.) Approval of final reports for Plans

Mr. Kautzman stated that Dawn Keily with Advanced Engineering had pointed out that in order for us to get some of our funding from grants that have been approved we need to acknowledge that the following Master Plans have been completed and approved by the Commission: Water Treatment Plant Master Plan Update, Water Distribution Master Plan Update and the Capital Improvement Plan.

Commissioner Bekkedahl asked for clarification on what was being approved. It was determined that they were approving that the projects were completed, and the plans were accepted.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to formally approve the Water Treatment Plant Master Plan Update, the Water Distribution Master Plan Update and the Capital Improvement Plan.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- (2.) Parks and Recreation: Spring Lake Park Sewer fee

John Kautzman explained that Parks and Recreation has requested that the City waive the sewer availability fee for the keel boat to hook up to the sewer. They have the right to connect to the sewer through the Easement Agreement; however the Easement Agreement did not cover the Sewer Availability Fee. This fee is per acre. Mr. Kautzman suggested that they waive the fee, but have it subject to the Park District not changing the use of the land.

Mr. Meiers explained that allowing them to hook up to the sewer for free was part of the Easement Agreement. What needs to be decided is whether we are going to charge them an expansion fee, which wasn't something we were charging at the time we entered into this agreement. The expansion fee is \$615 per acre. What we have been doing is implementing that at the time they hook up.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to waive the fees for connecting the sewer to the Keel Boat at Spring Lake Park and that the Commission reserve the right to readdress the waiver if the property is sold to commercial or private development.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(3.) Williston Chamber "Business after Hours:" Use of City Parking Lot

Mr. Kautzman presented the following information

This is a request from the Chamber of Commerce for the use of a City Parking Lot for a Chamber "After Hours" event. It is the parking lot south of the office building across from the old location of the Elks. They are looking to set up in that parking lot on May 9<sup>th</sup>. They would like the parking lot closed at 1:00 pm so that they could set up for the event which will take place from 5:30 pm to 7:30 pm. The business hosting the event doesn't have enough room to host the event so they are requesting to use the parking lot.

Commissioner Bekkedahl asked if the city owned both the North and the South halves of the parking lot. It was determined that Gate City owned the North half of the lot, and the City of Williston owned the South. Commissioner Bekkedahl then asked if the tent was taking up the whole lot or just the South half of the lot.

Commissioner Bekkedahl agreed with Commissioner Klug and expressed his own concern over damage to the lot.

Monte Meiers explained what the extent of the damage would be to the parking lot.

Commissioner Cymbaluk asked if this is a request that any business could request.

Commissioner Klug explained that they have done this before, and that this isn't something new. There was some kind of criteria that the parking lot be returned in the same condition as it was.

Commissioner Bekkedahl recalled that there was some sort of document that was signed when this had been allowed previously with specific guidelines including parking lot be return in the same condition, insurance covering the event and removal cleanup to be finished by a specific time.

**MOTION BY KLUG, SECONDED BY CYMBALUK, approve the request pending the review and approval of contract by the City Attorney.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(4.) Contract Review with DOT

John Kautzman explained that they needed to consult with the City Attorney on this matter. He suggested that it be moved to the end of the meeting, and handled in the executive session.

It was agreed that this would be tabled until the end of the meeting and go to Executive Session with it.

(5.) Proposed Assessment/Tax Increment District review – 42<sup>nd</sup>/University

Mr. Kautzman presented the Proposed Assessment Tax Increment District and stated that Mr. Kautzman and Mr. Meiers spoke to Brian Neugabauer Mr. Meiers has a proposed amendment to the University Commons which would add significantly to the incremental area but there are some hurdles that they will have to accomplish before that step can be taken.

Monte Meiers went over the Assessment District for the Improvement District. He stated that the Proposed Resolutions would create the District for a Water, Sewer, Street, Storm Sewer District. They are close to being finished with the design of Phase Two of University Commons, which would start on University on 26<sup>th</sup> up to 34<sup>th</sup> and then complete 34<sup>th</sup> as well as some improvements on 20<sup>th</sup> and a drainage improvement. Then the balance would be University up to the Fairgrounds Rd. and 42<sup>nd</sup> from Highway 2 back over. What the Resolutions will do is create the district, declare the necessity of the district, receive and approve the Engineering Reports and direct that the plans be completed which are pretty close to being done. Then we would come back with the rest and hopefully at that time we would have a little better idea of our funding package for this assessment district.

Mayor Koeser clarified that they are looking to move forward with the understanding that there are issues that need addressing, but that there is time to address them in the future. He also noted the importance of the season changes when dealing with construction in the area.

Mr. Meiers explained that this would allow for a protest hearing on May 14, 2013, and this would allow them more time to get the assessment based off of funding.

**MOTION BY BOGAR, SECONDED BY CYMBALUK, to approve the following Resolutions as presented by the City Engineer to begin the process of creating the District.**

**Resolution 13-050 Declaring the Necessity of District 13-10; Resolution 13-051 Creating District 13-10; Resolution 13-054 Directing the Engineer to Prepare a Report for District 13-10; Resolution 13-055 Receiving the Engineers Report for District 13-10 and Resolution 13-056 Directing that the Plans be Completed for District 13-10.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(6.) Electronic Document Access for Outside Groups

Mr. Kautzman explained that there are outside parties that are interested in the Electronic Agenda and documents that the Commissioners are now using for the Commission Meetings. He stated that he had talked to Ann Kvande and to Commission Bogar briefly about it and the consensus seemed to be that there wouldn't be a problem with it especially since everything that is presented to the Commissioners for the meeting are public record unless it is going to Executive Session.

Commissioner Bogar stated that he was fine with allowing outside groups access to this information. However he suggested a different page for the outside group, not the exact page that the commissioners can view.

Commissioner Bekkedahl stated that the only information that would not be allowed to be viewed was information that was we were allowed to protect by state statute which is typically Executive Session information.

It was stated by all Commissioners that they believed the public had the right to access the electronic documents, however, they wanted it made clear that sometimes the file would be available 24 hours prior to the meeting and sometimes it was not available until the morning of the meeting.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve Commissioner Bogar to work with Ann Kvande to set up allowing Electronic Document Access for Outside Groups.**

It was suggested that a TV monitor be placed in the commission room to let the public view the agenda. After discussion it was decided to just continue with the information being available via the internet.

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(7.) Request to go to Executive Session

Mr. Kautzman stated that he had already covered this and received approval to go to Executive Session at the end of the meeting.

B. Attorney

(1.) Jordon J. Evert: Right of Way & Utility Easement

Jordon Evert presented the Right of Way & Utility Easement.

This is an Easement Agreement that is going to run along 32<sup>nd</sup> Avenue with Brigham. They were piping in the Midway Oil and Gas well to eliminate the flare. They are going to run their easement alongside of the vast Right of Way Agreement that is going to be 32<sup>nd</sup> Avenue. Part of the Agreement was that they are going to build a rough grade road for a portion of the road, and in return the City of Williston would grant the easement. He asked that the Commissioners approve the agreement and grant Mayor Koeser the ability to execute this agreement pending the review and approval of the City Attorney.

Mayor Koeser asked for clarification if it was Brigham Oil or Oasis who wanted the agreement. It was discussed that Oasis originally made the easement request.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve the Right of Way & Utility Easement, and authorize the President of the Commission to sign the documents.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

C. Director of Public Works/City Engineer

(1.) Temporary Offices – Building & Engineering Department



Mr. Meiers presented the proposal for temporary offices spaces. Scott Molstad and Bill Tracy worked on some temporary office buildings for both departments. The brief of it is that they would allow temporary office type storage in the vacant lot right across from Public Works for the Building Department and Engineering. Public Works would put a smaller trailer in their parking lot to handle their storage demand for this given year. Hopefully by next year we will have a facility to move into.

He said the cost should be around \$75,000 to lease the trailers, and put in some of the improvements for the remainder of 2013.

Commissioner Bekkedahl asked if they had parking available, and if so would they be laying asphalt down.

It was determined that the asphalt would be put down, and the cost of the parking lot was included in the presented budget.

Bill Tracy explained that the entire Building Department would be moving into one of the temporary spaces. He mentioned that this would allow for additional staff as well as storage. He felt that would allow them the growth that is needed in that department.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve the request for Temporary Office Space, not to exceed \$75,000.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) Engineering agreements (REC Road & East Drainage design)

Monte Meiers presented for the second time the REC Road Agreement. He recommends that the City Commission select Civil Science for the project. He recommends approval for a contract for the REC Road design.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the request to award Civil Science the Engineering Bid.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

Monte Meiers explained the East Drainage or Wegley's Green Acres. Part of the development of this corridor is putting a huge amount of effort in trying to handle the storm sewer and drainage in that area, but, the problem is that we can't get everything that comes in and goes across University out of there. We know it's a flood plain; we have a study on it. We know what needs have to be improved on it but we have no design, but we are going to keep getting pressures to develop that area. He is asking for approval to get the design finished. Alliance Engineering has made a proposal of \$85,175 for doing that design.

**MOTION BY BOGAR, SECONDED BY CYMBALUK, to approve the City Engineers Request to move forward with Alliance Engineering's proposal for the design for the East**

**Drainage.****AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser****NAY: None****ABSENT AND NOT VOTING: None****CARRIED: 5-0****(3.) NDDOT 11<sup>th</sup> Street/West Bypass**

Monte Meiers explained the current issues with the NDDOT. The City Commission had previously decided to go with Alternate B as the preferred alternative. The NDDOT does not feel that they can build that out this year due to right of way issues, particularly with the west side, without relocation acquisitions. The reason why we originally went with Alternative B was to avoid the buy outs. We can revert back to Alternative E, which will require the buy outs. However if we revert back to Alternative E we can phase it out, and get the intersection improvement done with permanent signals by moving the roadway and working with existing right-of-ways with Alternative E. Since we went on record as preferring Alternative B we would need to revisit the issue and go on record as having changed to Alternative E.

Mayor Koeser voiced that he and Commissioner Klug had sat in on some of these meetings with the NDDOT, and felt that this is a good compromise. By doing this it would get the work done in 2013.

**MOTION BY KLUG, SECONDED BY CYMBALUK, adopt Alternative E2 for the 11<sup>th</sup> Street Improvement.****AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser****NAY: None****ABSENT AND NOT VOTING: None****CARRIED: 5-0****(4.) Memo of Understanding for Right of Way Acquisitions – Pheasant Run Parkway**

Monte Meiers explained these agreements take care of the right-of-way for the intersection except for the NW quadrant. Agreement one is with On Spot Development calls for a land swap type of provision with us providing up to \$5,000 for some sidewalk revision, we would give them a little more land than what we are taking. The second one is on the SE quadrant with the Assembly of Gods area, we would just acquire that additional 1,500 sq. ft. and they have agreed to that and hopefully we can try to get the other one soon. He is requesting approval on both acquisitions.

**MOTION BY BOGAR, SECONDED BY BEKKEDAH, to approve the Memorandum of Understandings with On Spot Development, LLC and the Williston Assembly of God Church.****AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser****NAY: None****ABSENT AND NOT VOTING: None****CARRIED: 5-0****(5.) West Williston Drainage**

Mr. Meiers explained that the West Williston Drainage issue will be triggered by the 32<sup>nd</sup> area project which is fast approaching so he introduced Jeff Hruby with AE2S, who is the Project Manager on this issue and he presented the following information:

The area in question has experienced frequent flooding in the past. There are three mechanisms for which the area could potentially get flooded. The first is if Sand Creek floods you could experience back flooding from Sand Creek. The second area is Williston Marsh, the area behind the levy, if that was to back up you could back flood through the railroad trestle and the third is the local drainage, which is the Bell watershed and the Handy Andy watershed and that is what this study primarily deals with moving forward. Existing probability in this area is right around 2-3 inches in a 24 hour period.

We have determined that the run off and conveyance issues need to be addressed. We have developed creating better conveyance through larger structures. This would include numerous box culverts. For run off in the Bell Drainage area we feel you will need two dry dams. Another item we looked at were new development in the water sheds, to control their peak flows on site. A third option would be a mixture of the two items. This would require on site plus smaller regional detainment that were not dams. The rough estimated cost of putting in the conveyance structures would be between eight and eleven million dollars. To put in the dam structures would roughly cost another six to seven million dollars.

The first recommendation is to develop and adopt a storm water management ordinance. The second recommendation is to continue design and implementation of phased drainage improvements.

Commissioner Cymbaluk asked if the cost would be the City's responsibility or if the County would participate at some level. It was determined that the conveyance costs would be the City's responsibility. The Bell Water Shed was determined to be about eighty percent outside of the City, and Handy Andy Water Shed is about 50/50.

Commissioner Bekkedahl was in favor of segregating the drainage, the Sand Creek Drainage from the Bell Drainage. He felt however that the high hazard dams presented too much liability for the City.

Monte Meiers explained that the point of this presentation was to highlight the need for a storm water management ordinance with restrictions on development.

Commissioner Bekkedahl asked if the City would hold everyone to the same standards after the improvements are replaced which may mean that they didn't have to do that. Would there be a time where we delete the standards?

Monte Meiers felt that we would not come to a time where we would back off of the standards, and suggested instead having different standards for the different drainage areas.

Jeff Hruby explained that typically the ordinance covers all the drainage areas with minimum standards, and if at some point you need to go above and beyond that you cover it with a Water Shed Master Plan.

**MOTION BY BEKKEDAHL, SECONDED BY BOGAR, to authorize moving forward on the**

**two recommendations as presented: Develop and adopt a Storm Water Management Ordinance soon, and continue design and implementation of phased drainage improvements.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(6.) Williston Park Subdivision Sewer Extension

Monte Meiers explained that there was a request to run sewer from 15<sup>th</sup> Ave W down to 50<sup>th</sup> St W.

Commissioner Cymbaluk asked if there would be an assessment.

Monte Meiers said that there would be an assessment district created.

**MOTION BY BEKKEDAH, SECONDED BY BOGAR, to authorize project documents, and hearing request to move forward.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(7.) Change Order (West Williston Sewer)

Monte Meiers presented the following information:

The reason for the change order: The pipeline was raised to allow for sewer pipeline above or near the top of the groundwater elevation. The pipeline has less than seven feet of cover resulting in the need for pipeline insulation to protect it from freezing. The net increase of the order was \$86,487.96

**MOTION BY BOGAR, SECONDED BY KLUG, approve the change order as submitted.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(8.) Ad for Bid 2013 Water Main Extension

Monte Meiers presented the following information:

This is an advertisement for bids on May 9, 2012 at 3:00pm for the Water Main Replacements. There is no assessment district for this.

**MOTION BY BOGAR, SECONDED BY CYMBALUK, approve the Advertisement for Bids for 2013 Water Main Replacements.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (9.) Improvement District 13-8 Resolutions

Monte Meiers presented the following information:

I have resolutions to create District 13-8 all the way to advertisement for bid; as well as a protest hearing for our large project reconstruction which we call our 2013 Water, Sewer and Street Improvement District 13-8. The bid opening would be April 30, 2013.

We have had several meetings with the property owners regarding project development. We will recover 2/3 of the cost, and we'll pick up the water and sewer, so it'll come out to 80%. We will assess the other 20%.

Commissioner Bekkedahl asked if the recommendation was to replace all of the curb and gutter vs. the patches we have done in the past?

Monte Meiers replied that we are going to replace the entire curb and the gutter. We asked about the sidewalks; we did give them the option if they would like to cover their share of the sidewalk instead of what we patch in for utilities.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, approve the following Resolutions for the Water, Sewer and Street Improvement District 13-8. Resolution 13-048 Declaring the Necessity of District 13-8; Resolution 13-049 Creating District 13-8; Resolution 13-057 Directing the Engineer to Prepare a Report for District 13-8; Resolution 13-058 Receiving the Engineers Report for District 13-8; Resolution 13-059 Directing that the Plans be Completed for District 13-8; Resolution 13-060 Approving the Plans for District 13-8 and Resolution 13-061 Ordering Advertisement for Construction Bid District 13-8.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (10.) Geotech Proposal – Epic Engineering

Monte Meiers presented the following information:

The Corps of Engineers is requesting that a seepage analysis be done of the sewer force mains crossing the Little Muddy River. The Corps of Engineers are requesting \$10,400 to install one 8" and one 12" pipe to transfer sanitary sewage across the Little Muddy River. Mr. Meiers recommends approval.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the request from The Corps of Engineers for \$10,400 for the installation of pipeline to transfer sanitary sewage across the Little Muddy River.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

D. Fire Chief

E. Chief of Police

(1.) Budgeted item: Three Police Officers Scheduled to be hired in July

Chief Lokken presented this information:

I have three Officers scheduled to be hired July 1<sup>st</sup> new positions. I am requesting that we rehire an Officer who left us in January, but he has asked to come back. I would like your permission to hire him back so we do not lose him to someone else. He would start over on salary. I believe it would fit within the budget. He would start in three weeks.

There was discussion on if the other two positions would and could be filled immediately. The belief was that there would be broad support for that.

**MOTION BY BEKKEDahl, SECONDED BY CYMBALUK, authorizes the Chief of Police and Police Commissioner to advance hire the three positions that were authorized to be hired on July 1<sup>st</sup> 2013.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- F. Building Official
- G. City Planner
- H. Economic Development
  - (1.) STAR Fund

Tom Rolfstad presented the following information:

Mini grants are matching grants that the City does to improve store fronts in the community. We match dollar for dollar to help with things like put up a sign. Both of the two on the agenda tonight are to put up store signs.

(a.) Mini Match: 3 Amigos

The 3 Amigos sign cost \$10,250; we will be contributing the full \$5,000. They will put up the other \$5,250.

**MOTION BY KLUG, SECONDED BY BOGAR, to approve the STAR Fund Mini Match.**

Commissioner Cymbaluk asked if there would be any issue because his daughter works at 3 Amigos. It was decided that this was not an issue.

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(b.) Mini Match: Car Tunz

The Car Tunz sign cost \$20,500; we will be contributing the full \$5,000. They will put up the other \$15,500.

**MOTION BY KLUG, SECONDED BY BOGAR, to approve the STAR Fund Mini Match.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(c.) Williston Vector Control – Community Build

Tom Rolfstad presented the following information:

For the record two of my employees are on the board of Vector Control: Barb Perterson and Shawn Wenko.

Vector Control would like to update their software. This software will allow them to document on a GPS. Part of the surveillance work is to locate larval mosquitos and noting stage of development they are in; this dictates the treatment options. The software will accompany the crews on the road. It will monitor time taken to complete tasks in the field, and monitor inventory of pesticides. This software meets all current and future government standards. The overall software costs \$126,000. Even though Vectrol Control revenue slightly exceeds expenses the budget doesn't have the funds available for the high cost for the software. My understanding is this is the same software the military uses when they do our spraying, so this will be in sync with what they do. They have gone to the Convention of Visitors Bureau and gotten them to put in \$25,000, they have asked for the STAR Fund to put in \$25,000, and they are also going to ask for funding from the county.

**MOTION BY BEKKED AHL, SECONDED BY CYMBALUK, to approve a Community Pell Grant for up to \$25,000 for Vector Control for map vision software.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(d.) City of Williston (Land purchase for new National Guard Armory)-  
Community Build

Tom Rolfstad asked that this item be tabled for the next meeting.

**MOTION BY CYMBALUK, SECONDED BY BEKKED AHL, to table  
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

(e.) Flex PACE: Creation Carpets of ND, LLC

Tom Rolfstad presented the following information:

They have request a Flex PACE \$24,999 to purchase the Anseth building on the corner of Main and 5<sup>th</sup> Street East. They currently lease, but have been given the option to purchase it. They have currently invested \$40,000 in building improvements. They currently employ seventeen full time installers, and three office staff. With the purchase of the building they plan to add three additional fulltime staff, and two part-time employees.

Commissioner Klug asked if they have an agreement with the other tenants in that building to continue to lease to them.

Tom Rolfstad was not sure; they did not cover that in the application.

Commissioner Bekkedahl explained that Keith Olson, who is handling all the finance, through SPDC did not mention any changes. He did state they would still be able to lease.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to approve a Flex PACE of up to \$24,999 to Creation Carpets of ND, LLC for the building purchase.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(f.) Flex PACE : My Swirl Self-Serve Frozen Yogurt, LLC

Tom Rolfstad presented the following information:

My Swirl Self-Serve Frozen Yogurt, which is next to 3 Amigos, is requesting a Flex PACE of \$10,000 for the build out and equipment for their frozen yogurt shop. The business will have two full time and eight part time employees. The overall cost of the building is \$350,000, with the owner supplying \$125,000 start up financing.

This is the same owners as 3 Amigo's, but the way we have been administrating it is as long as it's a separate business that we will still support it.

Commissioner Klug asked if they were up and running yet. It was determined that they were running. He also asked if the applications for the Flex PACE usually come in after they were running or before.

Tom Rolfstad replied that the application normally comes in after they have secured permanent financing elsewhere.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve a Flex PACE of up to \$10,000 to My Swirl Self-Serve Frozen Yogurt, LLC for the Build Out Expansion.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(g.) Flex PACE : Glen & Jennie Grandrud

Tom Rolfstad presented the following information:

Glen and Jennie Grandrud have requested a Flex PACE of \$24,999 for construction of the Jim Bridger Building located 8<sup>th</sup> Ave East in the industrial park. The overall project cost was between 5.2 and 5.3 million dollars. The Grandruds will occupy about 25% of the building and will be leasing the other portion of the building. There was no information on the number of employees. We did have discussion on the fact that it's really simple to fund a business in a building, but



what if we get a speculator who is building a building, do we want an owner occupy component. We are still sorting that out.

There was discussion about the standards for the Flex PACE pertaining to owner occupancy.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, approve the Flex PACE request for up to \$24,999, with the condition that they will occupy at least 10% of the building, and will provide employee information as requested.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(h.) City of Williston Housing Subsidy

Tom Rolfstad presented the following information:

You had approved on December 13, 2011 for funding for 2012 and 2013 for the City to have money to provide rental assistance. It was approved at \$600,000 the request is to add \$50,000 to the amount.

Commissioner Bekkedahl clarified that when the funding was approved it was a projection. The City of Williston has added more employees than anticipated, and exceeded the \$600,000 by over \$40,000. The request is to approve up to an additional \$50,000 to cover the additional employees.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve up to \$50,000 for the City of Williston Housing Subsidy.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

I. Airport  
(1.) Task Order 5 Corporate Hangar Area

Steven Kjergaard presented the following information:

I have a Task Order 5 with KLJ. I have been receiving inquiries about building hangers on the airport. Whoever would come in first would end up paying us back at the usual rate of 125%. They would put in all utilities. We would pay out of pocket, but be reimbursed immediately. Total cost would be \$17,039.59.

**MOTION BY BOGAR, SECONDED BY CYMBALUK, to approve Task Order 5 with KLJ.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) FAA Reimbursable Agreement

Steven Kjergaard presented the following information:

This is to allow them to begin looking at relocation of NAVAIDS at the airport. Whether or not we stay on our current location or relocate it's the same thing. It is \$70,000, and is a FAA Grant. We can get 90% funded, and we are 5% funded from state. We are responsible for \$3,500. We have to write them a check for \$70,000 within five days. The \$70,000 will be reimbursed on this grant cycle.

**MOTION BY CYMBALUK, SECONDED BY BEKKED AHL, to approve the FAA Reimbursable Agreement for \$70,000.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- J. Assessor
  - (1.) 2013 Assessment Season
  - (2.) Vanguard Appraisals

Shawna Gooche-Egge presented the following information:

This is for informational purposes only. As of next Wednesday the 2013 Notice of Increase evaluations will be going out to the public. Residential is estimated to go up by 15-30%, and commercial at least 5% most of which is land value.

Three years ago the City and the County with a company called the Vanguard Appraisals to move us into the technology age. Part of that contract was for their appraisers who are very well trained to re-measure, re-inspect, and re-evaluate all the commercial properties within The City and The County. As of April 29<sup>th</sup>, 2013 they will be here off and on through October. They will be going door to door. The City Police, and County Sheriff and Highway Patrol will have pictures, names and license plate numbers of the men who will be here.

- K. Convention and Visitor's Bureau
- 10. Appointments and Consultations with Officers
  - (1.) CEAD Committee Appointment

Mayor Koeser presented the following information:

Four member's terms will expire in April and all have agreed to serve another three years: Marie Williams, Louie Abdilnour, Sheryl Beard, and Kristen Jones.

**MOTION BY CYMBALUK, SECONDED BY BOGAR, to re-appoint Marie Williams, Louie Abdilnour, Sheryl Beard, and Kristen Jones to the CEAD Committee for a three year term ending April 30, 2016.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- 11. Unfinished Business
- 12. New Business

13. Executive Session

**MOTION BY BOGAR, SECONDED BY BEKKEDAHL, to go to Executive Session  
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

The Commission as authorized by section 44-04-19.1 North Dakota Century Code will go to Executive Session

**MOTION NUMBER ONE WAS MADE IN EXECUTIVE SESSION.**

**AYE: Klug, Cymbaluk, Bogar, Bekkedahl & Koeser**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

14. Adjourn

**MOTION BY BEKKEDAHL, SECONDED BY BOGAR, to adjourn.  
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE.**

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E. Ward Koeser, President  
Board of City Commissioners

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John Kautzman, City Auditor