

**OFFICIAL PROCEEDINGS  
BOARD OF CITY COMMISSIONERS  
September 9<sup>th</sup>, 2014 6:00 P.M.  
RECREATION CENTER WILLISTON, NORTH DAKOTA**

1. Roll Call of Commissioners

COMMISSIONERS PRESENT: Deanette Piesik, Tate Cymbaluk, Chris Brostuen, Brad Bekkedahl and Howard Klug

COMMISSIONERS ABSENT: None

OTHERS PRESENT: John Kautzman, Jason Catrambone, David Tuan, Chief Lokken, Bill Tracy, Bob Hanson, Nick Vasuthasawat, Rachel Ressler, Steven Kjergaard, Denell Kallemeyn, Shawn Wenko, Donald Kress, Jordan Evert and Pete Furuseth

Mayor Klug presented a quorum.

Mayor Klug stated that there are amendments that need to be made to the agenda – add item 9A(4) which a request to use Hess building parking lot, add item 2B(2)a, regarding a raffle by the Trenton Fire department, add item 9G(2) in regard to a two vehicle purchase, add item 8A(1) request for special meeting between the City and County Commission Boards, add item 6F second reading of amending Ordinance 634, Junk, Mowing and Parking, add item 9A(5) consent to lease transfer request.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL to approve the amendments to the agenda.  
UNANIMOUS BY VOICE VOTE**

2. Consent Agenda

A. Reading and Approval of Minutes for:

(1) Regular Meeting Dated: August 26<sup>th</sup>, 2014

B. Auditor

(1) Accounts, Claims and Bills

(2) Application for a Local Permit or Charity Local Permit

a. Trenton Fire Raffle

(3) Special Permit to Sell Alcoholic Beverages

(4) Taxi License

a. Black Gold Taxi and Shuttle, LLC - Renewal

C. Building Official

(1) Master Mechanical

a. David Shaia – Souris Heating & Air LLC

b. Duane Loew – Geissler Plumbing Inc.

c. Stan Stanislawski

(2) Master Plumber

a. Duane Loew – Geissler Plumbing Inc.

b. Bradley Lamphear – BL Plumbing

(3) Journeyman Plumber

a. John Solofra – Geissler Plumbing Inc.

- (4) Fuel and Gas Installer
  - a. John J Solofra – Geissler Plumbing Inc.
  - b. Duane Loew – Geissler Plumbing Inc.
  - c. Fred Bucchino Jr. – Plumbology Inc.
- (5) Journeyman Mechanical
  - a. John Sologra – Geissler Plumbing Inc.
- D. City Planner
- E. Assessor
  - (1) Abatement
  - (2) Exemptions

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve the Consent Agenda.**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

3. Bid Openings

Director of Public Works David Tuan presented the following:

A. Tandem Axle Truck Chassis with Dump Body/Spreader – Street Department

The Department received two bids. Northern Truck in the amount of \$106,555 and Nelson International in the amount of \$106,895. Recommends going with higher bid \$106,895, to Nelson International, due to better stock of spare parts to maintain vehicle.

**MOTION by CYMBALUK, SECONDED by BROSTUEN to approve the request to award bid to Nelson International for \$106,895**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

B. Tandem Axle Truck Chassis with 14' Dump Body – Street Department

The Department received one bid; from Nelson International in the amount of \$143,752 which is for the spreader body. Recommend awarding bid to Nelson International \$143,752, due to the public works department already maintaining a good stock of replacement parts for this type of vehicle.

**MOTION by CYMBALUK, SECONDED by BROSTUEN to approve the request to award bid to Nelson International for \$143,752**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

#### 4. Public Hearings

John Kautzman City Auditor, presented the following:

##### A. 2015 Budget Hearing

Mayor Klug opened the public forum on the 2015 budget hearing.

##### B. Resolution 14-041 – Appropriation and Levy Resolution, City of Williston North Dakota, Year Ending December 31, 2015

John Kautzman City Auditor presented Resolution 14-041 for proposing an appropriations tally of \$250,122,553 and a levy total of \$4,312,000. Letters were sent out to a pool of tax payers that have received a valuation increase notice from the tax equalization office as required by state statute. The tax increase was calculated at 21.63% at the time with some revisions. Rate is now being calculated at 13.65%. Budget includes a misc. number of large items subject to state coming through with cash flow and/or loan packages the commissioners will have to consider going forward, to include \$95,400,000 for various infrastructure projects. This will be supported by GPT revenues. This also includes \$125,000,000 potential loan from the state again supported by GPT oil money only. Advantage is the guarantor will be the State as opposed to the City should something happen with cash flow. The budget includes a 5% COLA increase for all employees. There are roughly 41 new positions proposed to be looked at more closer between now and the end of the year. There are 3 resolutions to be considered. The first is a sewer rate increase. This increase would reflect a \$1.90 increase for the average sewer customer, roughly a 21% increase in terms of the actually fee itself. The second is garbage fees would increase roughly 5%, which turns into a \$0.35 per month increase. The average increase total between the two would be a \$2.25 increase per month on the utility side. The sewer is based on a calculation of winter water usage. In addition with a separate resolution relating to the proposed 5% increase in the commissioners salary. By state statute this requires a separate resolution. Proposed is the Commissioners making \$800.00 per month with the board president making 1 ½ times that amount by state statute which would make his salary \$1200.00 per month.

Commissioner Bekkedahl, the Finance Commissioner, thanked staff and other commissioners for work on the budget. He discussed the process of putting together the budget. Commissioner Bekkedahl explained that a lot of these expenditures are dependent on funding from the state and no expenditures will be made without the appropriate funding mechanisms and will be based on GPT monies coming from the state to do the projects. They will not be tied to the city tax base or property tax levies in any way. There is an increase in the levy itself. Commissioner Bekkedahl stated many in Bismarck feel the property taxes in Williston are way too low. He explained to those people that for the last 18 years he is aware of, in order to assess passing property tax levies, the city has budget hearings, listens to staff regarding their needs, select what is felt important to the needs and those are prioritized into the budget. All of this is done in dollars. Dollars are what the needs are. Those needs are back tracked into the mills which are what the County uses to assess property tax levy and it is decided then how many mills need to be levy. One of the comments made from Bismarck was

“Williston should just be writing the value of the mills and getting the money every year”. This is not the way it has been done. Commissioner Bekkedahl feels the tax levies have been kept at a comfortable level for the tax payers, the way it has always been done. Unfortunately this tax year it has been found that by adding with next years’ budget and with the last 3 years budgets, the city has added 140 new staff to keep up with the growth. With that comes equipment purchases, housing needs and staffing issues in consideration to the city fleet. The city spends approximately \$1,500,000 per year in staffing just in housing and retention bonus in order to keep employees due to the high wage environment. Also the pension and social security fund increases due to employee costs. The increase is a little over \$900,000. We were levying about \$3.4 million. We are at about \$4.3 million with this levy – taking it from a proposed 21.5% to 13.5%. New growth, properties coming on the tax rolls that were not there last year, will account for about 35%. Overall increase to the roughly 10,000 properties in the city will be about \$600,000 in property tax levy. There is no way to break that down by individual house/business as every property is different. The hope is that with the State passage of the 12% property tax reduction that most people will see very little or no increase in property taxes.

Mayor Klug opened the meeting for public comment.  
Mayor Klug called a second time for public comments.

Mr. Ed Lodwig asked what is being done for the fire service and what’s in the plan for the next year as far as the 1% sale tax coming. Also during the election process the paper stated Williston has a \$140,000,000 debt and what will the commission be doing to bring that down.

Mayor Klug asked the Fire Chief Jason Catrambone to respond the first part of Mr. Lodwig's question.

Chief Catrambone stated the fire department is requesting a budget of roughly \$12.2 million. This includes everything needed to continue to move forward, i.e. substation, staffing (full time, part time and EMT), equipment, ambulance, etc. John Kautzman, City Auditor, stated that part of the funding will require the County sales tax or the State to step up. Mayor Klug discussed the 1% sales tax. Commissioner Bekkedahl discussed the expenses coming out of the general fund for the police and fire department.

Commissioner discussed the second part of Mr. Lodwig’s question regarding the \$140 million in debt. Most of the debt is from the infrastructure done, some for the airport. None of the debt is tied to property tax. \$60,000,000 of the \$1,000,000 will be paid off with oil and gas production taxes in a two year period. It should be paid off in May 2015. The remaining is infrastructure driven and will be paid off by 2020, possibly before that. A total of \$1.5 million will be paid off with short term debt issuance. All tied to sales tax, none to property tax.

Mayor Klug asked for the third time for any public input.  
Mayor Klug closed the public hearing for the proposed 2015 budget hearing. No comment from the commissioners.

John Kautzman, City Auditor asked for resolution 14-041 to be passed.

**MOTION by BEKKEDAHL, SECONDED by CYMBALUK to approve Resolution 14-041 – Appropriation and Levy Resolution, City of Williston North Dakota, year ending December 31, 2015**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

5. Accounts, Claims and Bills Not Approved in the Consent Agenda

6. Ordinances

Nick Vasuthasawat, Planning and Zoning presented the following:

A. Ordinance 982 – Prohibiting Mobile Businesses – Second Reading

**MOTION by CYMBALUK, SECONDED by BROSTUEN to approve Ordinance 982 – Prohibiting Mobile Businesses**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

B. Ordinance 988 – Amending Chapter 18, “Solicitors & Transient Merchants,” of the Williston Code of Ordinances – Second Reading

**MOTION by BROSTUEN, SECONDED by BEKKEDAHL to approve Ordinance 988 – “Solicitors & Transient Merchants,” of the Williston Code of Ordinances**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

C. Ordinance 999 – Amending Section 25(O), “Temporary Uses & Structures,” of the Williston Zoning Ordinance – Second Reading

**MOTION by BROSTUEN, SECONDED by CYMBALUK to approve Ordinance 999 – Amending Section 25(O) “Temporary Uses and Structures,” of the Williston Code of Ordinances**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

D. Ordinance 985-B – Amending Section 31, “Home Occupations,” of the Williston Zoning Ordinance – Second Reading

**MOTION by CYMBALUK, SECONDED by BROSTUEN to approve Ordinance 985-B –Amending Section 31 “Home Occupations,” of the Williston Code of Ordinances**  
**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

E. Ordinance 1000 – Amending Section 31, “Definitions,” of the Williston Zoning Ordinance – Second Reading

**MOTION by CYMBALUK, SECONDED by BEKKEDAHL to approve Ordinance 985-B –Amending Section 31 “Definitions,” of the Williston Code of Ordinances**  
**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

F. Ordinance 634 – Junk, Mowing and Parking – Second Reading

Taylor Olson, City Attorney presented the following:

**MOTION by BEKKEDAHL, SECONDED by BROSTUEN to approve Ordinance 634 – Junk, Mowing and Parking**  
**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

7. Petitions, Communications and Remonstrance’s

8. Report of Commissioners

Mayor Klug presented the following:

A. President of the Board  
(1) Request for Special Meeting between County and City for Building Issue. The county commissioners want to get together with the city commissioners to discuss a proposed joint building. This meeting will be held 9/16/2014 at 7:30AM at the new county building ‘Broadway Commons’. This meeting time and date will be published to the public.

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

John Kautzman City Auditor, presented the following:

## A. City Auditor

## (1) Dakota Access Pipeline

Dakota Access Pipeline is requesting for consideration to be able to move forward to conduct the necessary surveys of the potential pipeline route. Bob Hanson, Chief Engineer commented he has no concerns with the pipeline itself but wants to be aware of what comes through the city. Crossing and working around the Williston Basin Gas line can be difficult and expensive. May cause issues with Pheasant Run storm water retention ponds. This would cost upwards of \$1,000,000 in change orders. He states that several issues would need to be looked at and until the city receives better information he recommend that at this time it is not allowed to start through town.

Commission Bekkedahl asked if there was a way to let them know the city is not opposed to it, but that the city is opposed to being within the areas the city will be growing out to, also; and offering city staff support in discussions for possible routing.

City Attorney Furuseth is willing to meet with the organization Dakota Access LLC, stating any decisions will still need to be brought to the board. Commissioner Bekkedahl requested a response be written by City Attorney Furuseth that the city staff would like to engage them in the process prior to granting any access for surveyor easements.

**MOTION by BEKKEDAH, SECONDED by CYMBALUK to approve response to Dakota Access Pipeline**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2) Request for Temporary Street Closing for Oktoberfest on September 27<sup>th</sup>, 2014 – Six Shooters, LLC

**MOTION by BEKKEDAH, SECONDED by CYMBALUK to approve temporary street closing for Oktoberfest on September 27<sup>th</sup>, 2014 – Six Shooters LLC**

**AYE: Brostuen, Bekkedahl, Piesik, Cymbaluk and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(3) Request for Temporary Street Closing for Breast Cancer Awareness 5K Walk/Run on October 18<sup>th</sup>, 2014 – Mercy Medical Center

Item is not ready.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAH, to table request for temporary street closing for Breast Cancer Awareness 5K Walk/Run on October 18<sup>th</sup>, 2014 – Mercy Medical Center**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

- (4) Request from Jim Fee to Temporarily Store Pallets in Hess Building Parking Lot-

Mr. Fee is having work done at his residence and wants to be able to store landscaping stone pallets in the Hess Building parking lot. Mr. Fee will be given until October 15<sup>th</sup>, 2014 to have all pallets removed from the site.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve request for Mr. Jim Fee to store pallets in the Hess Building parking lot while construction goes on at his residence until October 15<sup>th</sup>, 2014**  
**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

- (5) Consent to Lease Request  
Consent to a lease transfer. Allows for the consent to move property (26<sup>th</sup>/2<sup>nd</sup> Ave W Corridor) to the Williston Holding Company.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve request to sign lease transfer**  
**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

B. Attorney

Jordon Evert, City Attorney, presented the following:

- (1) Review of the Declaration of Easements for the Harvest Hills Subdivision – Resolution 14-042
- (2) Review of the Declaration of Public Right-of-Way Harvest Hills Subdivision – Resolution 14-043

Jordon Evert, pointed out that there are actually three easements that need a resolution and one dedication for right-of-way all for Harvest Hills phase III development from 32<sup>nd</sup> Ave west to meet up with 42<sup>nd</sup> st subdivision. It is for cleaning up storm water and sewer issues (easement), some temporary construction easement for construction of the road when it does go in. First document is acceptance of easement for Resolution 14-042 from the Morans, LaBars and King, in pertaining to storm water, public storm drain utility easement and the temporary easement construction of the road. The second easement is for Resolution 14-043 for the dedication traditional right of way for construction of the road way. This is also from the Morans, LaBars and King. Last two items will be acceptance of an easement from Williston Park and Rec pertaining to sewer



and storm water drainage easement. There is no resolution number for this item. The fourth pertains to an easement from the developer for sanitary sewer and storm water. Mr. Evert has been working with Bob Hanson, Chief Engineer and also Chris Anderson, the developer's engineer.

**MOTION BY BEKKEDAHL, SECONDED BY BROSTUEN, to approve Resolution 14-042 – Declaration of Easements for the Harvest Hills Subdivision.**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

**MOTION BY BEKKEDAHL SECONDED BY BROSTUEN, to approve Resolution 14-043– Declaration of Public Right-of-Way for the Harvest Hills Subdivision.**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve Resolution 14-050 for an easement from the City Park and Rec Department**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve Resolution 14-051 for an easement from KRE HH Venture LLC**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

C. Director of Public Works

David Tuan, Public Works presented the following:

(1) AE2S Program Management Summary

Bob Moberg presented the AE2S Summary. A four page technical memorandum was included in the commission packet. The memorandum does not go into depth regarding the results of each study but rather highlights information which was discussed with department heads and the commission while going through the budget process. To highlight the activities that have taken place since the study has been concluded. Mr. Moberg discusses a series of meetings outlining the cities plans of projected growth, funding plans for the projected growth and operational needs.

## D. City Engineer

Bob Hanson presented the following:

(1) Interstate Engineering Task Order #15 – 1<sup>st</sup> Avenue West

Mr. Hanson states that there are some issues with the completed construction done on the 1<sup>st</sup> Ave W Reconstruction project completed by Knife River. Task order #15 allows for the post construction investigative work underway. It also allows for claim mitigation and litigation services should they become necessary. Such services were specifically excluded from the Interstate's original agreement. Mr. Hanson has stated there have been talks between the City and Knife River to lay out what needs to be done to proceed and once an agreement is reached Knife River will proceed. Mayor Klug requested Mr. Hanson meet with and update Commissioner Piesik on the situation.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve Interstate Engineering Task order #15 – 1<sup>st</sup> Ave W**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (3) Resolutions Amending District 13-13

Montrail Williams REC has petitioned the city to install concrete paving along 6<sup>th</sup> Ave W going North from 42<sup>nd</sup> St to their first approach and to grade and gravel the remaining portion of 6<sup>th</sup> Ave W to their North property line. The estimated cost of this proposed project is \$350,000. A detailed cost list is in the commissioner's packet. It is proposed to include this project in the existing Water, Sewer, Storm Sewer and Street District 13-13 by amending the resolutions creating that district. District 13-13 is currently under construction by Acme Concrete Paving. Acme has agreed to complete the 6<sup>th</sup> Ave W work at the prices list included in the commission packet and to include in the existing construction contract by change order. The project costs would be assessed to Montrail Williams REC.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve Resolutions (6) Amending District 13-13**

**AYE: Cymbaluk, Piesik, Bekkedahl and Klug**

**NAY: BROSTUEN**

**ABSENT AND NOT VOTING: None**

**CARRIED: 4-1**

## (4) Acme Concrete Change Order #4 – District 13-13

Adding the work that Robert Gibb and Sons will be subcontracting from Acme tools to do the paving and grading on 6<sup>th</sup> Ave W. Approximate cost of this change order will be \$300,915.06

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve Acme Concrete Change order #4**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

E. Fire Chief

Fire Chief Jason Catrambone presented the following:

(1) Emergency Purchase of New Ambulance

Jason Catrambone is requesting approval for an emergency purchase of a new ambulance. A catastrophic failure to one of the ambulances has left the fire department below what is needed to provide services. An ambulance is available for immediate purchase and can be lettered and on the road by the end of the week.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve Emergency purchase of new ambulance by the fire department**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

F. Chief of Police

G. Building Official

Kelly Aberle presented the following:

(1) New Address Grid of Annexed Areas

Kelly Aberle is presenting an order to change the county road names to city addresses for EMS. A previous public meeting on August 27<sup>th</sup>, 2014 had four citizens in attendance. Two of the four were opposed due to not wanting to change their addresses. Implementing the street signage would include sending out letters by the end of September and in effect of new addresses by November 1<sup>st</sup>, 2014. Ms. Aberle has been in contact with the post office so that citizens affected will not have to do change of address forms. Commissioner Bekkedahl suggested putting up signage letting traveling public know they are entering/leaving city addressing areas.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve New Grid of Annexed Areas on newly dated map 9/9/14**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (2) Two Vehicle Purchase

Bill Tracy, Building Department presented the following:

Mr. Tracy stated the Building department will be adding a code enforcement division. With the current budget, the building department has an excess of about \$130,000 in machinery and equipment line items. Mr. Tracy would like to allocate that budgetary line item to purchase two vehicles to get two code enforcement personnel started. Mr. Tracy will come back to the Board with purchase price approvals.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the Purchase of Two Vehicles to Add to New Code Enforcement Division**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (3) Mr. Tracy has requested approval to go out for bids for the two code enforcement vehicles.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve to go out for bids for two vehicles for code enforcement**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## H. City Planner

## I. Economic Development

Shawn Wenko presented the following:

## (1) Flex PACE

## a. Culvers of Williston

Culvers of Williston are requesting a Flex PACE of \$52,800 to establish a cook to order casual restaurant. This project is located next to Buffalo Wild Wings.

Culvers will specialize in butter burger, frozen custards, Wisconsin cheese curds, salads and much more. 100% of their business income will be from Williston. 35 full time and 65 part time positions will be created with an average hourly between \$12-\$18 and an annual salary of \$40,000.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve Flex PACE to Culvers of Williston not to exceed \$52,800 to be paid in yearly funding installments for a local restaurant construction.**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## b. Nova Oilfield Services, Inc.

NOVA Oilfield Services Inc., is requesting a Flex PACE of \$45,000 for construction of a new shop for expansion of rental business for mechanics, wash bay and rehab of equipment. Two full time positions will be created with this project with an average salary of \$50,000. NOVA Oilfield Services, Inc. is locally owned. The STAR Fund approved the Flex PACE with the stipulation that if NOVA Oilfield Services, Inc. is sold that the Flex PACE funding/monies would be returned to the STAR Fund.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve Flex PACE to NOVA Oilfield Services, Inc. not to exceed \$45,000 to be paid in yearly funding installments for the expansion of their retail business**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## c. Shepherd's Garden

Shepherd's Garden of Williston is requesting a Flex PACE if \$1800 for construction and rehab of a retail flower shop located in the Main Street Plaza in Williston. Shepherd's Garden will provide every day floral service along with specialty services for weddings, funerals and unique occasions. Two full time and Three part time positions will be created with this project. Country floral is their local competitor. Shepherd's Garden will only specialize in floral; no home goods or house wares will be sold.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve Flex PACE to Shepherd's Garden of Williston not to exceed \$1,866 to be paid in yearly funding installments for construction and rehab of a local floral shop**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (2) 2015 Community Enhancement

The STAR Fund board is announcing the availability of up to \$50,000 in matching fund grants for community enhancement and marketing projects throughout the Mon-Dak region. The purpose of the fund is to "enhance the quality of life in our trade area". A press release will be drafted and provided to all regional newspapers. A letter will also be sent to regional non-profit organizations and communities who have participated in the marketing program in the past. Deadline for applying for these funds will be December 15, 2014. Applications can be picked up at the Economic Development office.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve guidelines and the publicizing of the availability of community enhancement/marketing funds for up to \$50,000**

**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- J. Airport
  - K. Assessor
  - L. Convention and Visitor's Bureau
10. Appointments and Consultations with Officers

11. Unfinished Business  
City Towing

Chief of Police Lokken Presented the Following:

RFP was opened Friday 9/5/2014. Requesting time to go over both bids received. Request item be tabled until next commission meeting.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to table City Towing item**  
**AYE: Cymbaluk, Brostuen, Piesik, Bekkedahl and Klug**  
**NAY: None**  
**ABSENT AND NOT VOTING: None**  
**CARRIED: 5-0**

Alliance Engineering Contract Amendment #1 – 2013 North Water & Sewer Extension Project

Bob Hanson stated it was intention to pull this item from the agenda. There is no information in the Commission Packet. This item will be discussed at the next commission meeting.

**Item moved to next City Commission Meeting**

- 12. New Business
- 13. Executive Session
- 14. Adjourn

**MOTION BY CYMBALUK, SECONDED BY BEKKADAHL to adjourn the meeting.**  
**UNANIMOUS BY VOICE VOTE.**

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Howard Klug, President  
Board of City Commissioners

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John Kautzman, City Auditor