

**Official Proceedings**  
**BOARD OF CITY COMMISSIONERS**  
**November 26, 2013 6:00 P.M.**  
**CITY HALL WILLISTON, NORTH DAKOTA**

1. Roll Call of Commissioners

COMMISSIONERS PRESENT: Tate Cymbaluk, Chris Brostuen, Brad Bekkedahl, Howard Klug & Ward Koeser

COMMISSIONERS ABSENT: NONE

OTHERS PRESENT: Pete Furuseth, Karen Larson, Chief Lokken, Donald Kress, David Tuan, Kelly Aberle, Tom Rolfstad, Nick Vasuthasawat, Steven Kjergaard, Rachel Ressler, Bill Tracy, Denell Kallemeyn, Bob Hanson, Kent Jarcik, Monte Meiers and Anthony Dudas.

Mayor Koeser presented a quorum; there are two changes that need to be made to the agenda. First, item 7C needs to be moved to 9A2. And second, the Downtown Plan needs to be added under New Business.

**MOTION BY CYMBALUK, SECONDED BY KLUG, to amend the agenda as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

2. Consent Agenda

- A. Reading and Approval of Minutes for:
  - (1.) Regular Meeting Dated: 11/12/2013
- B. Auditor
  - (1.) Accounts, Claims and Bills

Combined Check Register  
For checks between: 11/09/13 - 11/22/13

Date	Check #	Vendor/Employee/P ayee Number/Name	Check Amount	Period	Issued
	-76347	14021 BRAD D. BEKKEDAHL	0.00	1113	11/15/13
	-76346	56070 TATE A. CYMBALUK	0.00	1113	11/15/13
	-76345	56169 KATHERINE E. BERWICK	1809.48	1113	11/15/13
	-76344	56297 BRENDA D'ANGELO	908.78	1113	11/15/13
	-76343	12020 RANDY M DONNELLY	1706.91	1113	11/15/13
	-76342	56348 TYLER EMERSON	903.72	1113	11/15/13
	-76341	12017 JOHN L. KAUTZMAN	2701.13	1113	11/15/13

-76340	56240 KAREN D. KUEHL	757.85	1113	11/15/13
-76339	56363 JUSTINA ROSE	295.50	1113	11/15/13
-76338	56252 DIANE THOMPSON	985.01	1113	11/15/13
-76337	56255 CHELSEA S CAVANAUGH	682.08	1113	11/15/13
-76336	13026 KEVIN W. CRAFT	1073.41	1113	11/15/13
-76335	56195 JACKIE L. HATCH	718.74	1113	11/15/13
-76334	56274 MEGAN NYGARD	625.24	1113	11/15/13
-76333	56323 LINDSEY REPP	601.96	1113	11/15/13
-76332	56359 KELLEN SANDLAND	374.84	1113	11/15/13
-76331	56225 SUSAN E. SCHNEIDER	1103.23	1113	11/15/13
-76330	13025 JOLEEN S. TINKER	1225.14	1113	11/15/13
-76329	56344 CARRIE ZELLMER	569.40	1113	11/15/13
-76328	34103 CHRISTOPHER J. BROSTUEN	663.73	1113	11/15/13
-76327	14025 HOWARD D. KLUG	99.04	1113	11/15/13
-76326	15004 JANET B. ZANDER	1947.91	1113	11/15/13
-76325	56215 MARK W. ANDERSON	1144.95	1113	11/15/13
-76324	56292 CAMERON BRADLEY	1563.76	1113	11/15/13
-76323	18022 SHARYL J. BUSCH	2045.81	1113	11/15/13
-76322	56162 JOSHUA A. BUTLER	1155.57	1113	11/15/13
-76321	18028 DAVID C. DONNER	612.80	1113	11/15/13
-76320	56193 CYNTHIA L. GARDNER	231.50	1113	11/15/13
-76319	56325 DAVID GORDON	1442.20	1113	11/15/13
-76318	18001 ALAN K. HANSON	2197.46	1113	11/15/13
-76317	18027 STEVEN D. KERZMANN	1929.08	1113	11/15/13
-76316	18096 TRACY C. KERZMANN	1058.07	1113	11/15/13
-76315	56332 ANDREW KINDLE	783.39	1113	11/15/13
-76314	56107 VICTORIA L. KREGER	974.53	1113	11/15/13
-76313	18099 ERICA J. MYERS	758.35	1113	11/15/13
-76312	18070 JEANNE M. SAGASER RASSIER	1601.53	1113	11/15/13
-76311	56130 ANDREW A. SAILER	2115.56	1113	11/15/13
-76310	56174 SAM M. AIDE	1140.62	1113	11/15/13
-76309	56166 RYAN J. ALLEN	1013.49	1113	11/15/13

-76308	56273 JASON BARTEN	1485.44	1113	11/15/13
-76307	19024 DAVID L. BELISLE	1289.14	1113	11/15/13
-76306	56246 HUGH E BENZEN	1044.40	1113	11/15/13
-76305	19092 DUSTIN J. BERTSCH			1565.74
-76304	19028 MARK R. BITZ	1959.58	1113	11/15/13
-76303	56097 ALAN C. BRATT	1222.11	1113	11/15/13
-76302	56121 DUSTIN R. CELANDER	1023.22	1113	11/15/13
-76301	19076 CORY G COLLINGS	2119.61	1113	11/15/13
-76300	56113 MINDY SUE DEGENSTEIN	1030.64	1113	11/15/13
-76299	56278 DANIEL DERY	1205.65	1113	11/15/13
-76298	56173 RODNEY H. DICKERSON	1310.07	1113	11/15/13
-76297	56354 RYAN EGERMAN	918.27	1113	11/15/13
-76296	56289 STACEY EISSINGER	891.27	1113	11/15/13
-76295	56183 AMBER M. GILMORE	1265.80	1113	11/15/13
-76294	19009 LINDA R. GRANBOIS	1139.36	1113	11/15/13
-76293	56147 JACOB J. GREGORY	1140.62	1113	11/15/13
-76292	56343 ZACHARY HANSEN	757.11	1113	11/15/13
-76291	19082 RANDY M. HAUGENOE	1544.68	1113	11/15/13
-76290	56206 DANIELLE HENDRICKS	976.38	1113	11/15/13
-76289	56285 TYLER HOFF	1095.89	1113	11/15/13
-76288	56210 WILLIAM E. HOLLER	1272.22	1113	11/15/13
-76287	56353 JONATHAN HOLTER	723.00	1113	11/15/13
-76286	56102 MICHAEL A. ISENHOWER JR	1520.43	1113	11/15/13
-76285	19012 THOMAS L. LADWIG	1868.66	1113	11/15/13
-76284	19011 JAMES L LOKKEN	2621.89	1113	11/15/13
-76283	56082 TRAVIS J. MARTINSON	928.80	1113	11/15/13
-76282	56061 AMY D. NICKOLOFF	1191.61	1113	11/15/13
-76281	19014 KENNETH B. OWENS	1998.18	1113	11/15/13
-76280	19098 DAVID A. PETERSON	1394.62	1113	11/15/13
-76279	56181 TREVOR J. ROBERTS	1071.08	1113	11/15/13
-76278	56148 JONATHAN D. ROGGENKAMP	928.89	1113	11/15/13
-76277	56052 JAMESON J. O. SEIM	1511.82	1113	11/15/13
-76276	56098 JAKE O.	812.89	1113	11/15/13

-76275	SNYDER 19077 MICHAEL S.	1596.22	1113	11/15/13
-76274	WILSON 19100 RYAN C.	1504.75	1113	11/15/13
-76273	ZIMMERMAN 56157 BENJAMIN W.	1137.57	1113	11/15/13
-76272	ABBEY 20047 KELLY M.	1508.26	1113	11/15/13
-76271	ABERLE 26039 DIANE K.	884.31	1113	11/15/13
-76270	ALBRIGHTSON 56209 MARTIN L.	1168.09	1113	11/15/13
-76269	COLGAN 56296 JOE DOSS	1197.39	1113	11/15/13
-76268	56309 KRYSTINE HEIFORT	820.29	1113	11/15/13
-76267	56308 JAMES LEAHY	1138.30	1113	11/15/13
-76266	56270 WILLIAM TRACY III	1382.76	1113	11/15/13
-76265	56360 NYDEL WALL	158.26	1113	11/15/13
-76264	56220 TRUNG THANH LE	1295.87	1113	11/15/13
-76263	56302 ANTON LEUTY	1367.41	1113	11/15/13
-76262	21040 MONTE C. MEIERS	1992.90	1113	11/15/13
-76261	56293 DAVID TUAN	2092.01	1113	11/15/13
-76260	21054 WAYNE A WIEDRICH	2489.13	1113	11/15/13
-76259	22020 ROBERT D. KNAPPER	1772.56	1113	11/15/13
-76258	56318 TYLER KOLDEN	30.47	1113	11/15/13
-76257	56214 MICHAEL J. BEARCE	1146.74	1113	11/15/13
-76256	56128 VERNON L. HENDRICKSON	1301.25	1113	11/15/13
-76255	56244 ROY LONG	909.32	1113	11/15/13
-76254	56320 PHILIP ARENDS	1405.81	1113	11/15/13
-76253	24019 ROBERT D. COUGHLIN	573.08	1113	11/15/13
-76252	24017 STEVEN W. JENSEN	1280.96	1113	11/15/13
-76251	56356 MITCHELL KERSTING	873.85	1113	11/15/13
-76250	56284 SABRINA NIELD - PHILLIPS	1131.81	1113	11/15/13
-76249	56104 DANIEL W. TUPA	1210.46	1113	11/15/13
-76248	56352 BRIAN YOUNG	740.10	1113	11/15/13
-76247	25110 KENNETH W. BERGSTROM	2152.20	1113	11/15/13
-76246	56187 STEPHEN R. KOHLE	0.00	1113	11/15/13
-76245	56368 ERICA KELASH	1172.96	1113	11/15/13
-76244	56349 LILLIAN MCGUIRE	848.15	1113	11/15/13
-76243	56287 SHARNELL NIX	2071.09	1113	11/15/13
-76242	56164 JACOB T BLOODGOOD	359.98	1113	11/15/13

-76241	27076 DANNY R. GERGEN	1437.11	1113	11/15/13
-76240	56091 JAMES A HAGA JR	862.28	1113	11/15/13
-76239	56315 EARL KILLINGSWORTH	616.80	1113	11/15/13
-76238	56241 DINA KINDELSPIRE	825.64	1113	11/15/13
-76237	56303 TROY OSTER	699.75	1113	11/15/13
-76236	56266 MARK RIDDLE	736.28	1113	11/15/13
-76235	56258 BRYAN THOMPSON	927.17	1113	11/15/13
-76234	56084 KENNETH R. BOYKIN	1446.17	1113	11/15/13
-76233	56313 WILLIAM BRENNY	1376.20	1113	11/15/13
-76232	56114 ANTHONY D. DUDAS	1472.25	1113	11/15/13
-76231	56086 STEVEN C. KJERGAARD	1844.83	1113	11/15/13
-76230	12029 LORI A. LARSEN	951.07	1113	11/15/13
-76229	56358 RYAN O'REAR	474.94	1113	11/15/13
-76228	56307 TRAVIS SAMUDA	1163.85	1113	11/15/13
-76227	56340 MICHAEL SIMPSON	1347.91	1113	11/15/13
-76226	56200 GINA MOTTL	249.44	1113	11/15/13
-76225	56347 CHRISTINE EDWARDS	1021.73	1113	11/15/13
-76224	34017 KENT A. JARCIK	2344.44	1113	11/15/13
-76223	56223 DONALD KRESS	1402.07	1113	11/15/13
-76222	56075 DEEANN M. LONG	41.56	1113	11/15/13
-76221	56239 RACHEL K. RESSLER	1168.05	1113	11/15/13
-76220	34016 ELAINE B. SINNESS	831.11	1113	11/15/13
-76219	56314 NICK VASUTHASAWAT	810.52	1113	11/15/13
-76218	35025 JOSILYN F BEAN	1040.17	1113	11/15/13
-76217	56301 TRAVIS MIZZELL	869.99	1113	11/15/13
-76216	56079 BRENDA SEPTKA	1267.42	1113	11/15/13
-76215	36006 NEIL W. BAKKEN	1978.69	1113	11/15/13
-76214	56366 KENT SKABO	1421.37	1113	11/15/13
-76213	56211 WAYNE E. BEARD	808.75	1113	11/15/13
-76212	56212 AMELIA A. BICKLER	199.48	1113	11/15/13
-76211	56144 CRYSTAL M. BONNER	187.13	1113	11/15/13
-76210	48102 KAYLA J. HELL	666.79	1113	11/15/13
-76209	56333 STEVEN MCGAUGHEY	470.75	1113	11/15/13
-76208	56111 ANDREA L. MITCHELL	147.33	1113	11/15/13

-76207	56341 KACEY PETERSON	136.97	1113	11/15/13
-76206	56364 JASON SAGE	4.61	1113	11/15/13
-76205	48013 DEBORAH A. SLAIS	1243.63	1113	11/15/13
-76204	48034 YVONNE A. TOPP	530.40	1113	11/15/13
-76203	52011 ANN M. KVANDE	1175.49	1113	11/15/13
-76202	56365 KATHRYN LONG	1496.32	1113	11/15/13
-76201	56306 MARGARET LUNSFORD	979.99	1113	11/15/13
-76200	56041 BARBARA J. PETERSON	1097.56	1113	11/15/13
-76199	52003 THOMAS C. ROLFSTAD	1500.18	1113	11/15/13
-76198	52020 SHAWN WENKO	1672.57	1113	11/15/13
-76197	53005 BOBBI JO CLARKE	1149.97	1113	11/15/13
-76196	56222 VIVIAN KALMIK	255.36	1113	11/15/13
-76195	53002 AMY A. KRUEGER	1621.92	1113	11/15/13
-76194	56271 SABRINA A RAMEY	1113.62	1113	11/15/13
-76193	56310 JENNIFER STRIETZEL	833.82	1113	11/15/13
-76192	56213 ROBERT JASON HILLARD	1223.53	1113	11/15/13
-76191	56234 JOSEPH REIFENSTAHL	1190.79	1113	11/15/13
-76190	56080 BRAD E. SEPTKA	1982.23	1113	11/15/13
-76189	56150 SAMANTHA R. YODER	919.36	1113	11/15/13
-76188	DEFERRED COMP NATIONWIDE RETIREMENT SO	18011.82	1113	11/15/13
-76187	ND CHILD SUPPOR ND CHILD SUPPORT ENFORCE	893.50	1113	11/15/13
-76186	FIT U.S. TREASURY	113265.93	1113	11/15/13
60085	483 VECTOR CONTROL DIST #1	39602.32	1113	11/12/13
60086	999998 THOMAS SANDO	1053.50	1113	11/12/13
60087	35 BANK OF NORTH DAKOTA	24999.00	1113	11/12/13
60088	638 SMALL BUSINESS DEVELOPMENT CENTER	35000.00	1113	11/12/13
60089	74 CITY AUDITOR'S FUND	563.15	1113	11/13/13
60090	270 MURPHY MOTORS, INC.	23200.00	1113	11/14/13
60091	12026 KAREN P. LARSON	1240.25	1113	11/15/13
60092	56295 CHERIE SMITH	1453.07	1113	11/15/13
60093	14020 E. WARD	210.77	1113	11/15/13

60094	KOESER 17016 THOMAS J.	1048.71	1113	11/15/13
60095	GLENN 18094 MICHAEL CASLER	565.19	1113	11/15/13
60096	56337 DARIN JOHNSON	1377.76	1113	11/15/13
60097	56269 CLAY KAUTZER	1089.19	1113	11/15/13
60098	56290 BRADLEY SCHERER	1198.91	1113	11/15/13
60099	18046 GARVIN SEMENKO	10.85	1113	11/15/13
60100	19095 WALTER H. HALL	1543.96	1113	11/15/13
60101	56243 JACOB R. HENDRICKS	931.82	1113	11/15/13
60102	56279 ALEC RAISBECK	1001.42	1113	11/15/13
60103	21041 ROBERT E HANSON	2354.82	1113	11/15/13
60104	22021 LES CHRISTENSEN	1746.23	1113	11/15/13
60105	22014 GARY L. GLOVATSKY	1382.03	1113	11/15/13
60106	23126 BRENT E. HANSON	1718.19	1113	11/15/13
60107	23039 BRUCE A. JOHNSON	1139.42	1113	11/15/13
60108	56288 CHRISTOPHER MALONE	766.62	1113	11/15/13
60109	27096 RUSSELL E. MOMBERG	1368.54	1113	11/15/13
60110	56362 JOHN WELKER	730.57	1113	11/15/13
60111	56189 AMANDA M. KAISER	703.85	1113	11/15/13
60112	25030 PEDAR A. ANDRE	1245.66	1113	11/15/13
60113	27058 DAVID LEE BELL	2229.28	1113	11/15/13
60114	25106 RICHARD S. ODEGARD	1362.49	1113	11/15/13
60115	27067 RICHARD D. BORUD	1397.92	1113	11/15/13
60116	56202 GUNNAR CORCORAN	1025.64	1113	11/15/13
60117	23136 JAMES B. ENGEN	2422.06	1113	11/15/13
60118	56355 TIMOTHY JEWELL	1079.18	1113	11/15/13
60119	27091 JOSEPH G. MONSON	1236.07	1113	11/15/13
60120	56372 THOMAS SANDO	1070.92	1113	11/15/13
60121	31051 GORDON L. SMESTAD	1497.01	1113	11/15/13
60122	56099 MARK C. AMONDSON	1274.65	1113	11/15/13
60123	56361 JUSTIN EDWARDS	966.37	1113	11/15/13
60124	56367 TONY SCOTT	1106.17	1113	11/15/13
60125	32006 WILLIAM M.	942.83	1113	11/15/13

60126	MCQUISTON 56253 STEPHEN	255.96	1113	11/15/13
60127	OLEGARIO 34105 GLENN A.	41.56	1113	11/15/13
60128	BOYEFF 34106 GERALD L.	41.56	1113	11/15/13
60129	FLECK 56117 NICK J.	41.56	1113	11/15/13
60130	HAUGEN 37008 LAVERN GOHL	1459.88	1113	11/15/13
60131	56180 DIANE C.	423.16	1113	11/15/13
60132	HAGEN 56276 ELTON	143.14	1113	11/15/13
60133	LARSON 56369 LELIO	250.79	1113	11/15/13
60134	SOLOWONIUK 56298 SAWYER ZENT	136.97	1113	11/15/13
60135	56066 ZACHARY G.	1468.98	1113	11/15/13
60136	CORCORAN 54065 PATRICIA K.	1750.75	1113	11/15/13
60137	FIORENZA 18028 DAVID C.	3587.29	1113	11/15/13
60138	DONNER DEL CHILD SUPPO	135.00	1113	11/15/13
60139	DCSE ID CHILD SUPPOR	377.50	1113	11/15/13
60140	IDAHO CHILD SUPPORT RECE	3262.55	1113	11/15/13
60141	MEDICAL SPENDIN DISCOVERY	348.50	1113	11/15/13
60142	BENEFITS MN CHILD SUPPOR	205.00	1113	11/15/13
60143	MINNESOTA CHILD SUPPORT	56.00	1113	11/15/13
60144	NC CHILD SUPPOR NC CHILD SUPPORT	108.00	1113	11/15/13
60145	ND PEA NDPEA UNITED WAY UNITED	1395151.60	1113	11/15/13
60146	WAY 19 AMERICAN STATE	1395136.61	1113	11/15/13
60147	BANK 521 WILLISTON	479.11	1113	11/15/13
60148	PARK DISTRICT 56370 JEFFREY	5928.29	1113	11/15/13
60149	BRYSON 623 Wex Bank	750.00	1113	11/15/13
60150	673 CLERK OF DISTRICT COURT	400.00	1113	11/15/13
60151	999999 ROBERT ELZNER	250.00	1113	11/15/13
60152	999999 HANNAH EASTER	50.00	1113	11/15/13
60153	999999 HAMZAH SALISU	1130.00	1113	11/15/13
60154	999999 BRAXTYN LOYD	480.00	1113	11/15/13
60155	999999 AUSTIN DORRELL	250.00	1113	11/15/13
60156	999999 AZOADAM ALONGABA	30.00	1113	11/15/13
60157	999999 KENT RALPH JACE	400.00	1113	11/15/13
	ELZNER			



60158	56187 STEPHEN R. KOHLE	0.00	1113	11/18/13
60159	56187 STEPHEN R. KOHLE	844.48	1113	11/18/13
60160	886 TotalFunds by Hasler	5.52	1113	11/18/13
60161	484 VERIZON WIRELESS	523.14	1113	11/18/13
60162	1902 Williston Unlimited, LLC & Pioneer	5385.94	1113	11/18/13
60163	2013 Berg Construction	20000.00	1113	11/18/13
60164	1902 Williston Unlimited, LLC & Pioneer	7913.05	1113	11/18/13
60165	79 CITY OF WILLISTON	97904.47	1113	11/19/13
60166	531 WILLIAMS COUNTY AUDITOR	31.91	1113	11/19/13
60167	999999 AARON HENRY	150.00	1113	11/19/13
60168	999999 MARA KASECKY	250.00	1113	11/19/13
60169	999999 JEREMY WEYRAUCH	400.00	1113	11/19/13
60170	999999 KEVIN CHAPPINS	1500.00	1113	11/19/13
60171	999999 DARREN MILLER	1000.00	1113	11/19/13
60172	270 MURPHY MOTORS, INC.	23200.00	1113	11/20/13
60173	38 BASIN PRINTERS, INC.	586.00	1113	11/21/13
60174	673 CLERK OF DISTRICT COURT	1000.00	1113	11/22/13
60175	673 CLERK OF DISTRICT COURT	750.00	1113	11/22/13
60176	673 CLERK OF DISTRICT COURT	750.00	1113	11/22/13
60177	999999 GARY NIELSEN	400.00	1113	11/22/13
60178	1299 KNIFE RIVER- NORTH CENTRAL	51149.67	1113	11/22/13
60179	1079 ABL MOBILE LOCK & SAFE	135.00	1113	11/22/13
60180	999998 ALEC RAISBECK	25.00	1113	11/22/13
60181	718 AMERIPRIDE LINEN AND APPAREL SERV	1137.38	1113	11/22/13
60182	1910 ANDERSON & WOOD CONSTRUCTION CO I	163848.26	1113	11/22/13
60183	25 APCO INTERNATIONAL	92.00	1113	11/22/13
60184	30 ASTRO-CHEM LAB, INC.	250.00	1113	11/22/13
60185	708 AT&T	359.20	1113	11/22/13
60186	999999 BACA ENERGY SERVICES LLC	50.00	1113	11/22/13

60187	33 BAKER & TAYLOR CO.	691.55	1113	11/22/13
60188	34 BALCO UNIFORM CO., INC.	3384.68	1113	11/22/13
60189	38 BASIN PRINTERS, INC.	372.00	1113	11/22/13
60190	39 BASIN TIRE SERVICE, INC.	3266.00	1113	11/22/13
60191	999999 BCBS	200.71	1113	11/22/13
60192	999999 BEVERLY NATWICK	11.31	1113	11/22/13
60193	48 BISMARCK TRIBUNE	770.00	1113	11/22/13
60194	1664 BLUE TARP FINANCIAL INC	862.50	1113	11/22/13
60195	52 BORDER STATES ELECTRIC	12434.92	1113	11/22/13
60196	54 BOUND TREE MEDICAL	1845.50	1113	11/22/13
60197	999998 BRAD D. BEKKEDAHL	337.25	1113	11/22/13
60198	999999 BRENT LEE	19.50	1113	11/22/13
60199	1054 C & D WATER SERVICES	28.00	1113	11/22/13
60200	67 CAR TUNZ	453.00	1113	11/22/13
60201	69 CARQUEST AUTO PARTS STORES	102.76	1113	11/22/13
60202	999999 CASEY DYER	6.34	1113	11/22/13
60203	549 CASH WISE FOODS	47.60	1113	11/22/13
60204	616 CENTER POINT LARGE PRINT	79.08	1113	11/22/13
60205	1261 CHAMBER OF COMMERCE	1000.00	1113	11/22/13
60206	1623 CHEMSEARCH	8422.40	1113	11/22/13
60207	73 CHRISTOPHERSON'S TIN	2039.64	1113	11/22/13
60208	77 CITY OF WILLISTON	40.50	1113	11/22/13
60209	79 CITY OF WILLISTON	1961.08	1113	11/22/13
60210	80 CITY OF WILLISTON	10.35	1113	11/22/13
60211	1666 CIVIL SCIENCE	35570.40	1113	11/22/13
60212	999999 CLATON LEE	2.60	1113	11/22/13
60213	682 COLE ELECTRIC, INC	188.79	1113	11/22/13
60214	1662 Connecting Point Computers Center	82.50	1113	11/22/
60215	705 CONTINENTAL GATE CO.	212.16	1113	11/22/13
60216	999998 CORY G COLLINGS	332.50	1113	11/22/13
60217	89 CRAVEN-HAGAN CLINIC	450.00	1113	11/22/13
60218	1041 CRETEX CONCRETE PRODUCTS WEST, IN	7444.32	1113	11/22/13
60219	92 DACOTA PAPER	224.35	1113	11/22/13

	CO.			
60220	548 DAKOTA DIESEL	105.83	1113	11/22/13
60221	2015 Dakota Fire Extinguishers	4151.94	1113	11/22/13
60222	93 DAKOTA SUPPLY GROUP	3456.19	1113	11/22/13
60223	999999 DAN GERHARDT	53.06	1113	11/22/13
60224	100 DAWA SOLUTIONS GROUP	170.00	1113	11/22/13
60225	1959 Downtown Business Associaton	125.00	1113	11/22/13
60226	999998 DUSTIN R. CELANDER	25.00	1113	11/22/13
60227	999998 E. WARD KOESER	38.50	1113	11/22/13
60228	1665 EAST & WEST EXCAVATING LLC	22974.85	1113	11/22/13
60229	999999 ELCO ENTERPRISES	67.05	1113	11/22/13
60230	125 ELECTRO WATCHMAN, INC.	348.00	1113	11/22/13
60231	1451 ELITE K-9, INC.	248.95	1113	11/22/13
60232	126 EMYR'S LOCKSMITHING	135.00	1113	11/22/13
60233	1823 ESRI INC	550.40	1113	11/22/13
60234	1962 EXECUTIVE CLEANING SERVICE, LLC	3875.00	1113	11/22/13
60235	999999 EXPRESSWAY INN	719.60	1113	11/22/13
60236	127 F&F SPRINKLER SYSTEMS	150.00	1113	11/22/13
60237	354 FURUSETH LAW FIRM, PC	19915.50	1113	11/22/13
60238	139 GAFFANEY'S	351.08	1113	11/22/13
60239	785 GALE	79.97	1113	11/22/13
60240	826 Gaylord Bros.	6293.00	1113	11/22/13
60241	1125 GENERAL TRAFFIC CONTROLS, INC	3885.87	1113	11/22/13
60242	999999 GLACIER PORTABLE WATER	467.91	1113	11/22/13
60243	143 Government Finance Officers Assoc	190.00	1113	11/22/13
60244	144 GRAYMONT WESTERN CANADA	12116.32	1113	11/22/13
60245	999999 GYRODATA INC	12.10	1113	11/22/13
60246	624 HAMERS AUTOMOTIVE	3369.96	1113	11/22/13
60247	151 HAWKINS, INC.	19875.15	1113	11/22/13
60248	153 HEIMAN FIRE EQUIPMENT, INC.	24064.12	1113	11/22/13
60249	622 HELENA REGIONAL AIRPORT	750.00	1113	11/22/13
60250	161 HOME OF ECONOMY	126.76	1113	11/22/13
60251	162 HORIZON RESOURCES	47162.11	1113	11/22/13

60252	163 HOSE AND RUBBER SUPPLY	48.49	1113	11/22/13
60253	164 HOTSYS EQUIPMENT CO.	395.00	1113	11/22/13
60254	1503 iDSS	50.00	1113	11/22/13
60255	967 Information Systems Corp.	395.00	1113	11/22/13
60256	173 INFORMATION TECHNOLOGY DEPARTMENT	487.85	1113	11/22/13
60257	175 INTERSTATE ENGINEERING	29642.00	1113	11/22/13
60258	999998 JACOB R. HENDRICKS	25.00	1113	11/22/13
60259	999998 JACOB R. HENDRICKS	37.50	1113	11/22/13
60260	999999 JAMES STOKKE	41.45	1113	11/22/13
60261	999998 JANET B. ZANDER	360.17	1113	11/22/13
60262	999999 JENNIFER SIBLEY	22.45	1113	11/22/13
60263	999999 JOHN RUONAVAARA	10.00	1113	11/22/13
60264	999998 JONATHAN HOLTER	25.00	1113	11/22/13
60265	999999 KAL BECKMAN	65.35	1113	11/22/13
60266	1299 KNIFE RIVER- NORTH CENTRAL	333477.97	1113	11/22/13
60267	210 KOHLER COMMUNICATIONS	168.55	1113	11/22/13
60268	212 KOTANA COMMUNICATIONS	2252.80	1113	11/22/13
60269	956 L & K ELECTRIC	2819.51	1113	11/22/13
60270	1419 Lake Superior College/SPO	1250.00	1113	11/22/13
60271	1761 Lands' End Business Outfitters	33.00	1113	11/22/13
60272	999999 LONI STEPPLER	51.39	1113	11/22/13
60273	999999 MAGGIE MCCOY	43.79	1113	11/22/13
60274	999999 MEDICARE PART B - MEDICARE REFUND	221.63	1113	11/22/13
60275	245 MEDQUEST INC	108.00	1113	11/22/13
60276	247 MERCY MEDICAL CENTER	1629.14	1113	11/22/13
60277	999999 MICHAEL FLAHERTY	21.82	1113	11/22/13
60278	250 MICROMARKETING ASSOCIATES	713.69	1113	11/22/13
60279	252 MIDCONTINENT COMMUNICATIONS	391.71	1113	11/22/13
60280	261 MON-DAK HTG & PLG, INC.	6300.00	1113	11/22/13
60281	243 MONTANA	40777.29	1113	11/22/13

60282	DAKOTA UTILITIES 270 MURPHY MOTORS, INC.	983.28	1113	11/22/13
60283	275 NAPA AUTO PARTS	865.40	1113	11/22/13
60284	312 ND WATER COALITION	70.00	1113	11/22/13
60285	317 NDWPCC	195.00	1113	11/22/13
60286	320 NEMONT	5276.34	1113	11/22/13
60287	1944 NFPA	1451.84	1113	11/22/13
60288	999998 NICK VASUTHASAWAT	45.56	1113	11/22/13
60289	1733 Noble Industrial Supply Corp.	3899.37	1113	11/22/13
60290	1494 North Dakota Insurance Department	240.00	1113	11/22/13
60291	681 NORTHERN DIRECTORY PUBLISHING	389.50	1113	11/22/13
60292	1407 Northern Improvement Company	686965.34	1113	11/22/13
60293	333 NORTHWEST SUPPLY CO.	120.36	1113	11/22/13
60294	1635 OCLC, Inc.	544.41	1113	11/22/13
60295	1803 ODNEY	30957.20	1113	11/22/13
60296	1069 Oil Patch Hotline	69.00	1113	11/22/13
60297	344 ONE FULFILLMENT	330.00	1113	11/22/13
60298	351 PENWORTHY	415.69	1113	11/22/13
60299	246 PHYSIO- CONTROL, INC	680.11	1113	11/22/13
60300	359 PRAXAIR DISTRIBUTION INC	915.38	1113	11/22/13
60301	641 PREBLE MEDICAL SERVICES, INC	50.00	1113	11/22/13
60302	360 PRISTINE WATER SOLUTIONS	10836.00	1113	11/22/13
60303	362 PRO SAFE PEST CONTROL	247.80	1113	11/22/13
60304	367 QUILL CORPORATION	371.27	1113	11/22/13
60305	369 RADISSON HOTEL BISMARCK	208.00	1113	11/22/13
60306	999999 REDLAND LLC	23.34	1113	11/22/13
60307	390 RICHARD A. JOHNSON	2941.50	1113	11/22/13
60308	999999 ROBERT DAWKINS	54.09	1113	11/22/13
60309	1091 ROBERT GIBB & SONS	187416.00	1113	11/22/13
60310	402 ROUGH RIDER INDUSTRIES	1273.00	1113	11/22/13
60311	1918 ROYAL TIRE	3192.27	1113	11/22/13
60312	999998 RYAN C. ZIMMERMAN	265.19	1113	11/22/13
60313	415 SELECT FORD	448.13	1113	11/22/13
60314	416 SELID	1132.96	1113	11/22/13

PLUMBING & HEATING INC				
60315	669 SHIRT WORX	103.00	1113	11/22/13
60316	427 SRF	4317.49	1113	11/22/13
60317	CONSULTING GROUP, INC 1073 St. Alexius CTC	61.00	1113	11/22/13
60318	999999 TAMMY ROUTH	57.51	1113	11/22/13
60319	447 THE SHOPPER	518.00	1113	11/22/13
60320	453 THRIFTY WHITE PHARMACY	3518.08	1113	11/22/13
60321	701 Tourism Alliance Partnership	1000.00	1113	11/22/13
60322	460 TRACTOR & EQUIPMENT CO.	38.83	1113	11/22/13
60323	461 TRACTOR SUPPLY CREDIT PLAN	119.44	1113	11/22/13
60324	464 TRI-COUNTY GLASS	305.00	1113	11/22/13
60325	463 TRIANGLE ELECTRIC	147.73	1113	11/22/13
60326	999999 TRICARE FOR LIFE	56.53	1113	11/22/13
60327	999999 TRIZETTO	39.00	1113	11/22/13
60328	2024 TRP Studios	125.00	1113	11/22/13
60329	750 UPS	86.78	1113	11/22/13
60330	484 VERIZON WIRELESS	2934.05	1113	11/22/13
60331	485 VESSCO, INC.	1554.55	1113	11/22/13
60332	487 VISA	7757.92	1113	11/22/13
60333	489 VISA	2031.05	1113	11/22/13
60334	1866 Vivid Ink and Toner	1682.61	1113	11/22/13
60335	1284 Vogel Law Firm	484.38	1113	11/22/13
60336	2025 WAGNER CONSTRUCTION	135052.00	1113	11/22/13
60337	649 WAL-MART SUPERCENTER	25.00	1113	11/22/13
60338	491 WAM SOFTWARE, INC.	1920.00	1113	11/22/13
60339	496 WCS TELECOM	977.75	1113	11/22/13
60340	501 WESTERN VET CLINIC	152.19	1113	11/22/13
60341	531 WILLIAMS COUNTY AUDITOR	4573.13	1113	11/22/13
60342	1691 Williston API	5000.00	1113	11/22/13
60343	514 WILLISTON COMMUNITY LIBRARY	92.50	1113	11/22/13
60344	516 WILLISTON CVB	5039.23	1113	11/22/13
60345	518 WILLISTON HERALD	5316.96	1113	11/22/13
60346	522 WILLISTON PD PETTY CASH	121.89	1113	11/22/13
60347	523 WILLISTON POLICE ASSN.	600.00	1113	11/22/13
60348	526 WILLISTON	401.27	1113	11/22/13

	TRUE VALUE			
60349	527 WILLISTON	515.00	1113	11/22/13
	VOLUNTEER			
60350	999998 ZACHARY	25.00	1113	11/22/13
	HANSEN			
Grand			5481738.19	

- (2.) Application for a Local Permit or Charity Local Permit
  - a. Williston Trail Riders Club, Raffle – Trail Riders Club House – 02/02/14
  - b. Downtowner’s Association/CVB, Holiday Stroll Raffle – 12/06/13-12-08-13
- (3.) Special Permit to Sell Alcoholic Beverages
  - a. American Legion Edgar M. Boyd Post #37 – Chambers After Hours – 12-12-13
  - b. American Legion Edgar M. Body Post #37 – Cowboy Christmas – 12-07-13
  - c. American Legion Edgar M. Boyd Post #37 – Christmas Party – 12-13-13
  - d. American Legion Edgar M. Boyd Post #37 – Christmas Party – 12-14-13
  - e. American Legion Edgar M. Boyd Post #37 – Wedding Reception – 12-20-13
  - f. American Legion Edgar M. Boyd Post #37 – Birthday Party – 12/27/13
- (4.) Application for Taxi License
  - a. The Cab Dude – Additional Vehicle: 2005 Chevy Uplander – VIN# 1GNDV03L65D229069 – Now has North Dakota Registration
- C. Building Official
  - (1.) Master Plumber
    - a. Tobie Hansen – Professional Plumbing & Heating, LLC
    - b. Felix Ramos – Ramos Plumbing, Inc.
  - (2.) Journeyman Plumber
    - a. Genaro Ramos – Ramos Plumbing, Inc.
    - b. Perfecto Ramos – Ramos Plumbing, Inc.
    - c. David Ramos – Ramos Plumbing, Inc.
- D. City Planner
  - (1.) Request for Public Hearing on December 10, 2013, on Ordinance 980, a Moratorium on Industrial Metal Sided Buildings in the Downtown Area
  - (2.) Review Application for New Rural Water Hookup(s) – Raider/Lopez – Christiansen – M&L Enterprise/Dixon
- E. Assessor
  - (1.) Abatement
  - (2.) Exemptions

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

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- 3. Bid Openings
- 4. Public Hearings

- A. Public Hearing on Planned Unit Development (PUD) including areas zoned for residential, commercial, and heavy commercial development, parks, and open space on a 535-acre parcel located in portions of Sections 23 and 14, T155N, R101W, and a preliminary plat for that parcel. To be known as Northstar Subdivision.

This hearing will be on both the zoning and the preliminary platting, both of these issues will be open for discussion.

Kent Jarcik and Donald Kress from the Planning and Zoning Department presented the information on this hearing.

This project was originally submitted as a plat and multiple zone change in July, 2013. Due to the size and complexity of the project, the need for detailed transportation and traffic analysis, and the need for sufficient time for staff to adequately review the proposal documents, the Planning and Zoning Commission hearing date for this project was pushed back to September. Further discussion between city staff and the applicant led to the Planning Department recommending this project be reconfigured as a planned unit development (PUD) pursuant to Section 18 of the Williston zoning ordinance. At that time, in order to allow adequate time for this revision and staff review, a special meeting of the Planning and Zoning was proposed for this project. The revised plan was submitted on October 5, 2013. A special ad hoc meeting for this project was held on October 21, 2013 and a special meeting of the Planning and Zoning Commission was convened on November 4, 2013, to hold a hearing for this project.

The PUD allows project-specific amendments to the existing zoning ordinance to provide for more specific development standards in terms of height, setback, fencing, screening, signage, and uses allowed in the individual zones. The trade-off is that the PUD allows more flexibility but at the same time the city has greater ability to manage flexibility.

The entire project site is currently zoned A: Agricultural. The following zones are proposed:

- **R-4: Residential** – 74.94 acres of R-4 residential accommodating 1,074 apartment units, a density of 14.3 dwelling units per acre. The R-4 zoned areas are concentrated along the west side of Northstar Parkway. The R-4 blocks will have internal access to the apartment buildings. These R-4 areas can be reconfigured to support single-family or twin-home development in the event there is not sufficient demand for apartments in this area.

The development standards of the R-4 zone in the Williston zoning ordinance will be modified by the PUD to limit the height of buildings to 75 feet (25 feet shorter than the 100 feet allowed by the zoning ordinance) except where the R-4 zone shares a common property line with, or is directly across the street from any R-2 zone land use. In those cases, the maximum height of the buildings in the R-4 zone will be 45 feet within 100 horizontal feet



from the interface with R-2 zone. In the case of adjacent R-2 and R-4 zones being separated by open space, the maximum height of 75 feet is allowed for buildings in the R-4 zone provided a buffer of open space with a minimum of 100 feet of horizontal distance between the R-2 and R-4 buildings is provided. All other development standards for the R-4 zone in the PUD will remain the same as in the zoning ordinance. The developer will work with the city to establish design guidelines for access, driveways, landscaping, and screening. These guidelines will be included in the PUD narrative.

- **R-2: Residential** – 94.98 acres of R-2 residential, including 94 single family lots and 176 twin-home lots. These areas are located on the west side of the project site, west and north of the R-4 zoned areas. The R-2 zoned areas will include three different lot sizes:
  - Twin-home lots will be 4,000 to 5,999 square feet
  - Single-family detached lots will be 6,000 to 7,999 square feet
  - Single-family detached lots will be 8,000 square feet and over

The development standards for the R-2 zone in the PUD will be the same as in the Williston zoning ordinance.

- **C-2: General Commercial** – 225.68 acres. The commercial uses developed in the C-2 zoned areas are intended to be hospitality, entertainment, strip-center retail, medium box retail and probably automobile dealerships.

As multifamily housing is allowed above ground floor retail in the C-2 zone, a further 200 apartment units are planned for the C-2 areas.

The development standards for the C-2 zone in the PUD will be the same as in the Williston zoning ordinance. The developer will work with the city to establish design guidelines for access, driveways, landscaping, screening and 360-degree architecture. These guidelines will be included in the PUD narrative.

- **Parks and Open Space** – 105.2 acres. The size of this project site, 535 acres, requires the developer to dedicate 10% of the area of the site, or 53.5 acres, as parks and open space. The developer is intending to dedicate 20% of the area of the site, or 105.72 acres, as parks and open space. Some of this open space is along Camp Creek as well as areas of passive (non-developed) open space throughout the project site. A 47.6 acre park, with a concept approved by the Williston Parks and Recreation Department, is intended to be developed with baseball diamonds and supporting facilities.

The development standards for the P zone in the PUD will be the same as in the Williston zoning ordinance.

The master plan included the illustrative master plan, the PUD narrative and an overlay zone and will be recorded after final approval of this project.

Donald Kress presented a picture of the illustrative master plan. This document depicts the overall look of the development in graphic form (that is, it's not a plat) showing zones, roads and general building outlines of the type of development proposed for each zone.

The PUD narrative focuses on the development standards for this project and includes the following:

- Background on the PUD
- Street profiles
- Development standards for all zones in the PUD
- Maps depicting land uses, planning areas, park and open space, topography, transportation and phasing
- Design guidelines for all zones
- Product layout diagram that depicts the location and spacing of all single-family and twin-home units, including driveway length and space between driveways.
- Phasing map – the project is proposed to be developed in three phases, as depicted on the phasing map in the PUD narrative:
  - Phase 1: Residential and commercial areas between 56<sup>th</sup> Street NW and Energy Street.
  - Phase 2: Residential and commercial areas north of Energy Street and south of the 47 acre park and Camp Creek drainage.
  - Phase 3: The 47 acre park and commercial (C-2 and C-2H) uses north of the Camp Creek drainage and south of Count Highway 6.

The phases must be free-standing in relation to utilities and access, as verified by the city engineer.

- **Proposed Overlay Zone – C-2H: Heavy Commercial** – 61.58 acres. This area was originally proposed as M:1: Light Industrial. However, the Planning Department recommends instead that this area be zoned as C-2: General Commercial with an overlay zone to allow certain “heavy commercial” uses such as warehousing and logistics; contractor shops and yards; and truck and heavy equipment dealerships, but specifically excluding oilfield and oilfield support activities. This overlay zone will be referred to as “C-2H: Heavy Commercial.” This overlay zone was designed by Planning Department staff based on a proposal by the applicant and is intended for this PUD only. It is not an amendment to the Williston zoning ordinance. The development standards for the C-

2H overlay zone will be included in the PUD narrative. The developer will work with the city to establish design guidelines for access, driveways, landscaping, screening and 360-degree architecture. These guidelines will be included in the PUD narrative

The preliminary plat depicts the detailed lot sizes, lot widths, street widths, right of way and easement locations of the project.

The following are additional documents that will be recorded with the project:

- **Development Agreement** – The development agreement (DA) focuses on the public improvements required by the project. The project will have the standard development agreement with project specific special provisions, including water and sewer expansion fee.
- **Conditions, Covenants and Restrictions (CC&R's)** – Though there is no homeowners' association (HOA) in this project, there will be CC&R's between the developer and the future property owners. The city is not a party to the CC&R's and does not enforce them, but the city does review them prior to recordation to make sure they are consistent with the other recorded documents for this project, as well as zoning ordinance and city policies.

These documents do not have separate approval motions but are contingent on the approval motion for the preliminary plat.

Northstar Parkway, an 80-foot wide arterial street, will run the full north-south length of the project site from Williams County Highway 6 on the north to 56<sup>th</sup> Street NW on the south side of the project site. This street will have 44 feet of paving back of curb, an eight foot planted boulevard, five foot sidewalk, and five additional feet beyond the sidewalk.

Energy Street, a 120 foot wide arterial street, will run the east-west with of the project site from Highway 2/85 on the east to the western boundary of the project site. This street will have the standard street profile of 64 feet of paving curb-to-curb, eight foot planted boulevard, five foot sidewalk and an additional 15 feet beyond the sidewalk.

Areas zoned R-2 and R-4 will be connected to Northstar Parkway and Energy Street by 60-foot wide dedicated public streets. These streets will have the standard street profile of 38 feet of paving curb-to-curb, a six foot planted boulevard and a five foot sidewalk.

Areas zoned C-2 will be connected to Northstar Parkway and Energy Street by 60-foot wide reciprocal easements for access and utilities.

Areas zone C-2H will be connected to Northstar Parkway by both 60-foot wide dedicated public streets and 60-foot wide reciprocal easements.

The project site will be accessed from five points:

- **South** – Intersection of Northstar Parkway with 56<sup>th</sup> Street NW, approximately 750 feet west of the intersection of 56<sup>th</sup> Street NW and Highway 2/85. This intersection is intended to align with the future extension of 6<sup>th</sup> Avenue west. This is intended to be a full turn intersection. Intersection of Northstar Street with 56<sup>th</sup> Street NW, approximately 2,800 feet west of the intersection of Northstar Parkway and 56<sup>th</sup> Street NW. This is intended to be a full turn intersection.
- **East** – Energy Street – Intersection of Energy Street and Highway 2/85. Energy Street within the project site lines up with Energy Street in the Bakken Industrial Park on the east side of Highway 2/85. This is intended to be a signalized intersection, though signalization will only come when the traffic volume warrants.
- **East** – Right In/Right Out – 60-foot wide access easement and Highway 2/85, approximately 2,300 feet south of the intersection of County Highway 6 and Highway 2/85. This will be a right-in/right-out access only.
- **North** – Intersection of 137<sup>th</sup> Avenue NW with County Highway 6, approximately 2,640 feet west of the intersection of County Highway 6 and Highway 2/85. The future route of 137<sup>th</sup> Avenue NW, which generally follows section lines, is intended to veer to the east and enter the northwestern portion of the project site where it will intersect with Northstar Parkway and continue north to intersect with County Highway 6.
- **West** – At this time, there are no dedicated public roadways along the westerly side of the project site. Energy Street and “A” Street provide for future connectivity to the west.

Planning staff have recently received information from SRF consulting regarding a potential realignment of County Highway 6 and 137<sup>th</sup> Avenue NW that would cut through the northwest corner of the project site instead of bordering the project site. Some revision of the project may be necessary if this proposed realignment is approved by NDDOT. Planning and Engineering staff will continue to work with the applicant, SRF Consulting, and NDDOT.

A traffic study was performed by Midwest Traffic Consultants (MTC). During the traffic study process, MTC met with City staff, North Dakota Department of Transportation (NDDOT) staff, and traffic experts from the city’s transportation and traffic consultant, SRF Consulting. These meetings developed the parameters of the traffic study and provided mid-course review.

At the November 4, 2013 special Planning and Zoning Commission hearing, the Commission heard the project as presented by staff and the applicant. Staff explained the background of the Northern Annexation area in which this project is located, and the project’s relationship to the Tier 1 Growth Area, Comprehensive Plan, Long Range Transportation Plan, and truck reliever route. Staff also provided an overview of the project, including how the PUD works, base and overlay zones, design guidelines, connectivity, and traffic improvements. The

applicant presented a more detailed description of the project. One member of the public spoke in support of the project; there was no other public comment.

The commission's discussion with staff and the applicant's representative included the following:

- Geometry of intersections of U.S. Highway 2/85 and County Road 6, and other potential intersections along the truck reliever route. The applicant stated that accommodations for this intersection geometry are included in the plat but there are not definite alignments at this time.
- Ownership of areas identified as "parks and open space." The commission directed the applicant to provide documentation from the Williston Parks and Recreation Department verifying what the department will take on in terms of park dedications and maintenance.
- Gravel pit in the southwest corner of the property. Applicant explained this would be remediated as part of project development.
- How the future extension of 6<sup>th</sup> Avenue west would connect to the Northstar Parkway. The applicant explained that Northstar Parkway could connect to a more regional framework of connectivity including 6<sup>th</sup> Avenue west and the truck reliever route.
- Utility line relocation for power and gas lines and who will pay for this relocation. The applicant described the proposed re-routing of these lines and stated that the cost of relocation is borne by the developer.
- How building permits in the different areas of the project site will be handled in relation to the PUD. Staff explained that the PUD documents apply to the entire project site and building permits will be reviewed against the PUD documents.
- Route of utilities north to County Highway 6. The assistant city engineer described the routes of the utilities and discussed the difference between the city's and the developer's responsibility for utilities.
- Width of 56<sup>th</sup> Street northwest along the southerly boundary of the project site. The applicant explained that 56<sup>th</sup> Street will be six lanes near U.S. Highway 2/85 but as it goes west it tapers down to three lanes. He noted that there are many obstructions to widening the road right of way, including oil wells, easements, and other physical limitations.
- How conditions, covenants, and restrictions (CC&R's) will work. Staff explained that CC&R's are between the developer and the property owners; the city is not a party to these but they want to review them to make sure the things they need are in them. The city is a party to and does enforce the master plan and development agreement.
- Extensive staff comments. Staff stated that the developer has received these comments and has already resolved many of them. Staff emphasized these three comments:

- Resolution of the alignment of County Highway 6 and 137<sup>th</sup> Avenue NW
- Resolution of the right of way of County Highway 6 and U.S. Highway 2/85
- Resolution of utility right of ways. WBI, which owns a high-pressure gas line across the project site, had additional restrictions. The area along the existing overhead power line that crossed the project site diagonally cannot be platted until that power line is relocated.

By a vote of 6-0 with one commission seat vacant, the Planning and Zoning Commission made the following three recommendations to the City Commission:

- Approve base zones R-2, R-4, C-2, P contingent on these zones not becoming effective until the final plat records.
- Approve the master plan including the illustrative plan and the PUD narrative and overlay zone contingent on these not becoming effective until the final plat records.
- Approve the plat with the following contingencies:
  - Development agreement with project specific amendments is required.
  - PUD narrative to be prepared as a recordable document to be reviewed and approved by staff prior to recording.
  - CC&R's prepared as recordable document to be reviewed and approved by staff prior to recording.
  - Addressing all staff comments plus the requirement that the applicant provide documentation from the Williston Parks and Recreation Department verifying what that department will take on in terms of park dedications and maintenance.

The three parts of this project: base zones, master plan & preliminary plat all require separate motions.

Donald Kress presented the applicant, Patrick Murphy, as well as Patrick McGarry and Ken Puncerelli, the development team.

Patrick Murphy spoke and said that he is excited to be before the commission and has been working on this project for a long time, starting last February. He started working with the city staff and he and his team have spent many hours revising and planning. He said he believes he has addressed every issue and has a plan that they can start moving forward with. Mr. Murphy stated that he has been in touch with some big merchants and restaurants, and also some other businesses that Williston is lacking at this time. Mr. Murphy stated that the project site is in a prime location with good access and layout. He just needs final approval and is hoping that they can move forward. Mr. Murphy said he is excited

to bring a new Murphy Motors development to Williston; which will include lots of parking, display and easy access to more service.

Patrick McGarry from R&R Professional Services introduced his staff and thanked the commission for their time. Mr. McGarry thanked the city staff as well and said that they were wonderful to work with. Mr. McGarry stated that they have worked on many projects, but this is the biggest project they have worked on. He stated that they have spent almost three months in ad hoc going through each issue of this project.

Ken Puncerelli, the CEO of LAI Design Group spoke next. Mr. Puncerelli recapped what Mr. Kress and Mr. Jarcik presented earlier in the meeting. Mr. Puncerelli presented the master plan which included a detailed map and explained to the commission where different things would be located.

Mayor Koeser opened the floor to the public for input on this project.

Barbara Vondell spoke saying she believed it was a really good plan but did have a question. She asked if there is going to be any low income to middle income housing available and if there is how they plan on rating the rents. She also wanted to know if the developer was going to be part of it.

Mr. Murphy responded that it is a difficult question to answer because of the size and scope of the project. Mr. Murphy stated that he is not going to own everything but would be part of the single-family and twin-home housing. He said that they have a price target in mind but cannot guarantee that he can live up to the target. Mr. Murphy said that they have a three bedroom, two bathroom home for \$229,000 and a three bedroom two bathroom home with a garage and basement for \$269,000. Mr. Murphy stated that he cannot commit to what the rent in the multi-family is going to be. He gave a ball park number of \$1,274 per month. Mr. Murphy explained that as they increase the supply of housing, the rent costs will come down. The lack of supply is what is keeping the rent costs so high and he hopes that the increase in supply will bring everyone lower rent.

Ida Purkey spoke with concerns of construction that has been done and has been done quickly, such as the Bison Drive town homes. Ms. Purkey said that the town homes will be sold for \$324,000 in about six years and are currently renting for \$4,500 per a month. She stated that there are quite a few vacant properties that are for rent but prices are not going down and it seems they have created a housing bubble in Williston.

Mayor Koeser stated that they couldn't respond to Ms. Purkey's question because it is something different then the project they are currently dealing with.

Bob Horob stated that he has seen a lot of projects come before the board and believes the team has done a good job with planning the project and it seems very well laid out

Peter Falcon spoke, saying that he knows some areas of Williston are owned by Minot and asked if there were going to be any areas in Williston that would be built for Williston only.

Mayor Koeser replied to Mr. Falcon's question. Mayor Koeser said no because they have no control over who buys the properties. Once the developer develops the land, people come in and buy lots or properties and develop them. You can't say that you cannot purchase the property because you are from Minot. He said they cannot legally say you have to be from Williston to purchase the property.

Mayor Koeser called a third and last time for public input; none was heard. He then closed the hearing and asked for any final discussion.

Mr. Kress wanted to clarify the idea of the face zones. There are four base zones: C-2, R-4, R-2 and P. The C-2H is a zone that is created just for the PUD and is not going to be an amendment to the general zoning ordinance. Mr. Kress also wanted to clarify that the DA applies all the time so anyone who buys a lot from the developer will be responsible for the requirements. The CC&R's reinforce the DA and do not take the place of the other.

Commissioner Cymbaluk stated that he would be abstaining from voting on this project.

**MOTION BY BEKKEDAHL, SECONDED BY BROSTUEN, to approve the base zones R-2, R-4, C-2 & P contingent on these zones not becoming effective until the final plat records.**

**AYE: Brostuen, Bekkedahl, Klug & Koeser**

**NAY: None**

**ABSTAIN: Cymbaluk**

**ABSENT AND NOT VOTING: None**

**CARRIED: 4-0**

**MOTION BY BROSTUEN, SECONDED BY BEKKEDAHL, to approve the master plan including the illustrative plan with the PUD narrative and overlay zone contingent on these not becoming effective until the final plat records.**

**AYE: Brostuen, Bekkedahl, Klug & Koeser**

**NAY: None**

**ABSTAIN: Cymbaluk**

**ABSENT AND NOT VOTING: None**

**CARRIED: 4-0**

**MOTION BY BEKKEDAHL, SECONDED BY BROSTUEN, to approve the plat with the following contingencies: 1. Development Agreement with project specific amendments. 2. PUD narrative is prepared as a recordable document to be reviewed and approved by staff prior to recording. 3. CC&R's prepared as recordable document to be reviewed and approved by staff prior to recording. 4. Addressing all staff comments plus the requirement that the applicant provide documentation from the Williston Parks and Recreation Department verifying what that department will take on in terms of park dedications and maintenance.**

**AYE: Brostuen, Bekkedahl, Klug & Koeser**

**NAY: None**

**ABSTAIN: Cymbaluk**

**ABSENT AND NOT VOTING: None**

**CARRIED: 4-0**



5. Accounts, Claims and Bills Not Approved in the Consent Agenda
6. Ordinances
  - A. Ordinance No. 981 (zoning) – Workforce Temporary Housing - Second Read

City Attorney Pete Furuseth said he would like this matter to be tabled because it still needed some amending.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to table Ordinance No. 981 (zoning) regarding workforce temporary housing – Second Read.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

7. Petitions, Communications and Remonstrance's
  - A. Request by District 8 to be classified as Non-Profit for Rental of New Armory

Bill Jorgenson the athletic director for District 8 requested to be classified as non-profit for the rental of the New Armory. There was discussion among the commissioners that this does not go against the spirit of the intention so there was a motion to approve this request.

**MOTION BY BEKKEDAH, SECONDED BY CYMBALUK, to approve the request from District 8 to be classified as a non-profit for the rental of the New Armory.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- B. Request for Temporary Street Closing from Rachel Ressler on behalf of the Downtowner's Association – Main Street from the South Side of 2<sup>nd</sup> Street to the South Side of 5<sup>th</sup> Street from 4:00-8:00 P.M. on December 6<sup>th</sup>.

Rachel Ressler presented a request on behalf of the Downtowner's Association to temporarily close Main Street from the south side of 2<sup>nd</sup> Street to the south side of 5<sup>th</sup> Street for the Holiday Stroll that will be taking place on December 6<sup>th</sup> from 4:00-8:00 P.M.

The original request was to block of the north side of 2<sup>nd</sup> street but she received a late request to include the south side of 2<sup>nd</sup> Street as well. The city engineers were not in favor of blocking of the south side of 2<sup>nd</sup> Street.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the original request to temporarily close Main Street from the north side of 2<sup>nd</sup> Street to the south side of 5<sup>th</sup> Street on December 6<sup>th</sup> from 4:00 – 8:00 P.M for the Holiday Stroll.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

C. High Rent Costs for Elderly and Low Income

Barbara Vondell spoke in regards to the high rent costs in Williston. Ms. Vondell said that in August of this year Schatz's Trailer Park was sold and the lot rent went from \$350 per month to \$750 per month. The rent more than doubled in a matter of just a couple of months. There are a lot of elderly people on a fixed income as well as low income families living in this trailer park. Ms. Vondell said she knew that there is nothing the city can do about the Schatz Trailer Park but she would like to explore other options to solve the issues of high rent costs for the elderly and low income

Ms. Vondell stated that she would like to get suggestions from the city and shared a petition she started that has acquired 326 signatures. Ms. Vondell accumulated 537 signatures on an online petition to reach people who had lived in Williston but had to return home because of the high rent costs. Ms. Vondell said that while doing research she found a city, Rockville, Maryland, where they had similar housing issues. Ms. Vondell e-mailed the mayor and commission of Rockville to get more information about their low income housing programs. She received an e-mail back that included a couple of different plans.

The first is called moderately priced dwelling units – when developers want to build an apartment complex there is a voluntary program where a percentage of the units would be reserved for people that are considered low income. The second is called inclusionary zoning – where people considered low income would pay a certain percent of the rent.

While doing research, Ms. Vondell discovered that the North Dakota Housing Finance Agency have developers enter into a contract where developers agree to a certain price to set the rent at.

Ms. Vondell presented the commission with letters and e-mails from people who have been struggling due to high rent costs. She state that these people have moved from other states to come to Williston and work and make Williston their home. A lot of couples are now living separate and families are being separated. Ms. Vondell said that change is a good thing but that we also need to take care of our people. Ms. Vondell set up a committee with just three people that could come to the commission and see what can be done about the high cost of rent for the elderly and low income.

Mayor Koeser asked for those who came to the meeting regarding this issue to raise their hands so the commission could see all the people concerned about this issue.

Mayor Koeser asked Ms. Vondell to tell the commission what the petition said. She said the petition says that we feel the city's government should be able to do something to stop the unfair act against all citizens of Williston. Citizens of Williston would like affordable housing and access to programs from the North Dakota Housing Finance Agency. We would urge the city to allow a land tax incentive that will encourage housing projects for the low income and the elderly.

Ms. Vondell stated that she wants to find a solution that will be fair to the people renting as well as the owners' of these apartments and complexes. She said she would like the small committee she created to meet with the commission and would like them to approve a committee designated to deal with the issue of high rent costs.

Mayor Koeser said that he would start putting a committee together and asked if any commissioners would be willing to be on the committee. Tate Cymbaluk volunteered to be on the committee as did Mayor Koeser. Mayor Koeser also asked Kent Jarcik and Bill Tracy to be on the committee.

Mayor Koeser said he would like to get the contact information for the mayor of Rockville and plans on contacting her to get ideas to resolve the issues of high rent costs here in Williston. Mayor said he would like to get the committee working on this issue within two weeks.

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.) EIO Grant for 2<sup>nd</sup> Street Dispenser Project

This grant is from the Energy Infrastructure and Impact Office's 2007 award of \$10,000 for the 2<sup>nd</sup> Street W Water Dispenser Road Improvement Project. Karen Larson, Deputy Auditor, is requesting approval to sign the request to receive reimbursement.

**MOTION BY BEKKEDahl, SECONDED BY CYMBALUK, to approve the request to sign off on the form to receive reimbursement from EIO.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- B. Attorney
  - (1.) Mineral Lease Bid

The city received one bid on the 34.43 acres they are leasing. The bid is for \$5,550.00 per acre for three years at 20% for a total amount of \$191,086.50. The City Attorney, Peter Furuseth, recommended to the commission that they accept the bid from Bole Resources, LLC in the amount of \$191,086.50.

**MOTION BY BEKKEDahl, SECONDED BY BROSTUEN, to accept the bid from Bole Resources, LLC in the amount of \$191,086.50 for the leasing of the city's 34.43 acres at \$5,550 per acre for three years at 20% subject to the attorney's approval.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- C. Director of Public Works/City Engineer  
(1.) NDDOT Frontage Road Construction Maintenance Agreement (CMA)

Monte Meiers, Director of Public Works presented a request from the NDDOT for a maintenance agreement to maintain the frontage roads and ditches north of the city for the newly annexation areas.

There was some discussion with the NDDOT district engineer on mowing the ditches, but generally when the city takes over a street, it is with construction improvements. Mr. Meiers said that maybe the city should consider agreeing to the ditch mowing request but request the frontage road upgrade improvements be made prior to assuming their maintenance. Mr. Meiers said the city should also request that these roadways be added to the urban aid programs once the city accepts them for maintenance.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to allow the Department of Public Works' City Engineer to counter propose the maintenance agreement for the Williston frontage roadways on the east and west side of U.S. Highway 2.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- (2.) North Water and Sewer Extension – Engineering Agreement – Alliance

Monte Meiers presented a request from Alliance for an engineering agreement to do a road alignment design at an hourly rate not to exceed \$40,555.00. As part of the North Water & Sewer installation, Mr. Meiers said he realizes that this alignment may be a major road corridor some day and the city should install the water line and sewer line at such a depth that would allow the city to build the roads without adjusting the pipelines.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDahl, to approve the request for an engineering agreement with Alliance at an hourly rate not to exceed \$40,555.00 as part of the North Water & Sewer extension.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

## (3.) Main Street Construction Improvements – Executive Decisions

Monte Meiers, Director of Public Works presented information on next year's federal aid Main Street Project. He stated that there is a number of executive decisions that need to be made regarding this project. There are a number of options estimated by the engineering firms. The roadway costs are estimated to be between \$676,000.00 - \$680,000.00. The water and sewer is estimated to be a little over \$1,000,000.00. The street scape alternatives are estimated at \$765,000.00 which \$424,000.00 is 100% city cost and will have no eligibility for federal aid. Rachel Ressler from Planning and Zoning stated they had an ad hoc meeting where the committee went over all the options. The reconstruction of Main Street was recommended by the committee as well as the pavement option. The committee also recommends the three lane section, curbs bulbs, colored and patterned concrete crosswalks and landscape plantings. The restriping north of 6<sup>th</sup> street was not recommended. The committee recommends roadway lighting that is a lantern style street light similar to what is at Harmon Park. The estimated local share is \$2,614,500.00.

**MOTION BY BEKKEDAH, SECONDED BY KLUG, to accept the committee's recommendations and to allow the engineer to proceed with approving the documentation.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- D. Fire Chief
- E. Chief of Police
- F. Building Official
- (1.) Request for Proposal – Addressing Grid

Kelly Aberle of the Building Department, presented a request for a proposal for GIS Mapping/Land Use Consultant services for the newly annexed area that was advertised in October. The Building Department received two proposals, one from AE2S and the other from Forsgren Associates, Inc. After reviewing the proposals the Building Department recommends to move forward with the proposal from AE2S. When doing the proposal the Building Department did it in phases. AE2S estimated the first phase at \$5,610 for phase one and two the total is estimated at \$15,675 and the third phase is estimated at \$29,700 for a total of \$45,375 for the entire project. The Building Department did receive money from the STAR Fund in the amount of \$45,000 for this project.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the request for GIS Mapping/Land Use Consultant services to be done by AE2S in the amount of \$45,375.00.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- G. City Planner
- (1.) Request to Annex Approximately 242 Acres Located North of North Dakota Highway 1804 and West of 133<sup>rd</sup> Avenue NW – East Valley Rail

Donald Kress, the principal planner presented that this request is to annex approximately 217 acres located in portions of Section 8, 17, and 20, T154N, R100W. The applicant Jason Everett/New Frontier Group, requests the annexation of this undeveloped property to the City of Williston on behalf of the property owners, Neil Falk, Martin Rieger and Mark and Linda Barstad. This area, located north of North Dakota State Highway 1804 and west of 133<sup>rd</sup> Avenue NW, is currently within the extra-territorial jurisdiction of the City of Williston. This area includes approximately 17.59 acres owned by the U.S. Army Corps of Engineers. The annexation area extends to the west side of the 33-foot statutory right of way for 133<sup>rd</sup> Avenue NW, a section line road. The property is not currently served by public water and sewer.

This area would be developed as a part of the East Valley Rail project, a proposed freight transloading facility. The applicant is prepared to submit a request to rezone this property to M-2: Heavy Industrial as well as a preliminary plat for this project.

The Annexation Committee recommends annexation of the property consisting of approximately 217 acres located in portions of Section 8, 17, and 20, T154N. If the City Commission would wish to recommend annexation, a 30-day advertising period for annexations is required by state law. The actual annexation hearing before the commission would be January 14, 2014.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the request to have a hearing for the annexation of the property located in portions of Section 8, 17, and 20, T154N consisting of 217 acres.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) Update on Crew Camp Policy

Principal Planner, Donald Kress, presented an update on the city's Crew Camp Policy. On September 10, 2013, the City Commission adopted a policy on extending the permit of crew camps within the city limits. Among other items, this policy included an inspection of each camp by city staff and for those crew housing units not taxed as a real estate, a per bed fee of \$400 before permits would be extended.

City staff has made site visits to the crew housing for the following reasons:

- To verify the existing number of beds.
- To verify the facility constructed matches what was permitted for the facility.
- To do an overview inspection for compliance with building and fire codes; more detailed inspections have been warranted in some cases.
- To determine whether the crew housing units meet the qualifications for the crew housing fee of \$400 per unit.

The crew housing facilities now within the city's jurisdiction have two different origins. Some were approved by the City Commission under Ordinance 925, the Temporary Workforce Housing ordinance, or were approved by the City Commission as crew housing prior to the ordinance. Others were originally approved with a conditional use permit from Williams County and came under the city's jurisdiction through annexation.

As a result of the site visits, the following points have come up for which staff has made recommendations:

- **Future connection to city sewer** – sewer service to some of the crew housing facilities is currently provided by septic tanks or septic systems. Some of the operators of these facilities have asked about the possibility of hooking up to future extensions of city sewer. Staff recommends that, as these facilities are intended to be temporary, the crew housing facilities should not be allowed to hook up future extensions of city sewer.
- **Future connection to city water** – water service to some of the crew housing facilities is currently provided by Williams Rural Water. Staff recommends that as these facilities are intended to be temporary, the city should not take over the Williams Rural Water lines that serve these facilities.
- **Date from which to charge fees for crew housing facilities approved by the city** – staff recommends that crew housing fees be charged starting January 1, 2013 for the full year (January 1<sup>st</sup> to December 31<sup>st</sup>). Crew camps annexed during that time would have their fees pro-rated to the date of annexation. The fees will be based on the actual number of beds existing as of September 10, 2013.

There was discussion among the commissioners and it was determined that compliance will be required before the permit is issued and also any RV's located on workforce housing property will need to be removed by October of 2014.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to not allow the crew camps to hook up to permanent city water/sewer at this time.**

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

**NAY:** None

**ABSENT AND NOT VOTING:** None

**CARRIED:** 5-0

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the request that crew housing fees be charged starting January 1, 2013 for the full year of 2013 and for crew camps annexed during that time to have their fees pro-rated to the date of annexation.**

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

**NAY:** None

**ABSENT AND NOT VOTING:** None

**CARRIED:** 5-0

- H. Economic Development
  - (1.) Star Fund
    - a. Mini-Match
      - 1. Woodworks, Inc. dba Williston Woodworks

Tom Rolfstad from Economic Development presented a request for a Mini-Match from Woodworks, Inc. doing business as Williston Woodworks. Williston Woodworks is doing work to their sidewalks and parking lot. The total cost of this project is estimated at \$5,674.00 so they are requesting \$2,837.00.

The Star Fund Board recommends approving the Mini-Match for Woodworks, Inc. doing business as Williston Woodworks not to exceed \$2,837.00.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the request to grant Woodworks, Inc. doing business as Williston Woodworks a Mini- Match not to exceed \$2,837.00 for work being done to their sidewalk and parking lot.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- I. Airport
  - (1.) Airport Advertising Lease Agreements

Anthony Dudas, Airport Assistant Manager, presented information on the airport advertising lease rate increases. The rate for electrical advertising is \$400 per month or \$4,000 per year. The rate for physical poster advertising is \$8,000 per year. The rate increases from \$300 per month or \$3,000 per year for both types of advertising prior to these agreements is due to the demand the airport has for the advertising spaces due to the increase traffic counts have warranted the need to change the per exposure rate.

- a. Wall Lease Agreement QV21

Anthony Dudas presented a Wall lease Agreement with QV21. This Wall Lease Agreement will increase to \$8,000.00 per year. Airport manager Steven Kjergaard recommends approval of this Wall Lease Agreement in the amount of \$8,000.00 per year.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the Wall Lease Agreement with QV21 in the amount of \$8,000.00 per year.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**



b. Oklahoma City University

Anthony Dudas presented an Electronic Advertising Agreement with Oklahoma City University. This Electronic Advertising Agreement will increase to \$400 per month. Airport manager, Steven Kjergaard recommends approval of this Electronic Advertising Agreement in the amount of \$400 per month.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the Electronic Advertising Lease Agreement with Oklahoma City University in the amount of \$400 per month.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) Airport Parking Lot Request for Services Results, Findings and Recommendation

Airport manager, Steven Kjergaard presented the results for a request for services for a paid parking system in which there was only one bid. The company that provided the bid is Republic Parking. Their initial request was to have the rate set at \$10 per day. However, in conference, it was determined that airport staff feels an initial start-up of \$7 per day would be a better starting price point. The company would provide \$350,000.00 in initial investment to install the parking system, have staff on field six hours per day and a 24/7 communication connection through the parking kiosks located at the airport. Mr. Kjergaard also presented an agreed upon agreement between the airport and Republic parking. The fees are set up so that they can be changed by a commission resolution. At this time Mr. Kjergaard said he recommends that the city approves the agreement with Republic Parking to begin pay parking at Sloulin Field. The expected start date is February 1<sup>st</sup>, 2014. Mr. Kjergaard also said that they expect to have a little over \$1,000,000.00 a year in gross revenue from the paid parking system, a percentage of the revenue will go to Republic Parking. If needed, the airport will reimburse their Star Fund and CVB grants.

**MOTION BY BROSTUEN, SECONDED BY CYMBALUK, to approve the agreement with Republic Parking to begin pay parking at Sloulin Field contingent upon repayment of Star Fund money that was put towards the parking lot and attorney review.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(3.) KLJ Work Agreement

Mason Short from KLJ presented information on the architectural terminal pre-design and conceptual cost development. He said that they have completed most of the planning documentation and the initial drafts of the environmental assessment have been submitted to the FAA. In 2014 they need to complete the planning and environmental assessment. Also, the letter of intent and the

application, which will guarantee federal funds over a fixed amount of time, need to be submitted to the FAA. If the environmental assessment comes back positive, they can begin land acquisition and design. He also stated that having state and federal representatives involved in this process is very important. They think they may be able to get the construction completed in 2016 and 2017. Most commercial service airports take between 10 and 15 years to complete. The planning process has been delayed because the FAA does not want to approve the planning efforts that have been proposed. Before the environmental assessment can be completed, they need to complete the comprehensive financial plan. They will also need to complete the draft of the airport layout plan and submit all final planning documentation to support the environmental assessment. There are three task orders before the city commission tonight.

a. Task Order 9 – Architectural Terminal Pre-Design & Conceptual Cost Development

This item was approved on October 8<sup>th</sup> pending FAA concurrence. The scope of services was provided to the FAA for comment and no comments have been received. KLJ is recommending that this project move forward as quickly as possible to minimize delays to the airport development project. The information collected in this project will be used in the financial analysis for proposed airport development. This project will be included in the FAA grant application that will be submitted in the summer of 2014 and will be included in the North Dakota Aeronautic Commission grant application in the spring of 2014. The cost of this agreement is \$221,309.39. Airport manager, Steven Kjergaard is requesting the ability to move forward with this project.

b. Task Order 10 – Site Selection and Preliminary Environmental Study

This project includes providing supplemental and revised work completed for the Airport Site Selection and Preliminary Environmental Study, dated March 10, 2011. Due to the changing conditions which occurred at Sloulin Field International Airport since the beginning of the planning effort, significant additional work and revisions of already completed work was completed. The work completed was used to help develop the master planning documentation, including feasibility analysis and site selection study to support the development of a preferred alternative for the City of Williston. This project is not an amendment to the previous agreement, but a new agreement that includes the additional labor incurred through June 30, 2013 to support the planning effort. This project will be included in the FAA grant application that will be submitted in the summer of 2014 and will be included in the North Dakota Aeronautic Commission grant application in the spring of 2014. The sum of this agreement is \$205,020.00. Airport manager, Steven Kjergaard is recommending approval of this agreement.

c. Task Order 11 – Master Plan Phase II

This project was previously approved by the City Commission on August 27, 2013 in the amount of \$653,491.00. No agreement was executed

because the FAA requested to review and approve the engineering scope of services prior to contract execution. KLJ provided information to the FAA and the FAA has not responded to date. KLJ is recommending that the City Commission rescind the previous approval and instead move forward with a revised version of this agreement which includes updates to the airport master plan, updates to the environmental assessment, web based document integration, paper airport layout plan, data collection for an electronic airport layout plan, compatible land use plan and project grant administration & FAA closeout. This project will be included in the FAA grant application that will be submitted in the summer of 2014 and will be included in the North Dakota Aeronautic Commission grant application in the spring of 2014. For these projects, if the FAA participates in the funding, they will likely fund them at 90% FAA, 5% state and 5% local. If the FAA does not participate then it will likely be a 50/50 split between the State and local funds. The new total of the work is \$1,109,282.27 if the FAA fully funds this project. If the city and state funds it, some items may be removed. Airport manager, Steven Kjergaard recommends approving Task Order 11. Failure to not approve or to wait for the FAA could delay the entire project.

Mr. Schauer from KLJ reassured the commission that the FAA is not purposely delaying the process and they believe that the FAA is in full support of this project. When you look at the magnitude of money involved in planning and developing (roughly about two million dollars), it is going to take a lot of funds. Once the environmental assessment has gone through the public hearing and they have a good feel for the FAA's views on the project they would like to start educating state and federal representatives on this project. Mr. Schauer also said the City Commission would need to show their support for the project by attending meetings and that this would make a big difference. Mr. Schauer stated that they would like to move forward with this project as quickly as possible. They recommend having the state match 50/50 and to not wait for the FAA because it is delaying the entire project.

**MOTION BY BEKKEDahl, SECONDED BY BROSTUEN, to approve Task Orders 9, 10 & 11 as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- J. Assessor
- K. Convention and Visitor's Bureau
- 10. Appointments and Consultations with Officers
  - A. Appointment of CEAD Committee

Jackie Teskey from Vocation Rehab has resigned and Roxanne Raymond has agreed to complete her term, ending April 30, 2014. The Planning Department recommends allowing Roxanne Raymond to complete Jackie Teskey's term.

**MOTION BY CYMBALUK, SECONDED BY KLUG, to approve the request to allow Roxanne Raymond to finish Jackie Teskey's term on the CEAD Committee, ending April 30, 2014.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

11. Unfinished Business
  - A. PC Scale Quote

David Tuan from public works presented a quote for software for the landfill. He stated that they are in the process of reviewing some additional costs they were just made aware of by a county IT.

Mayor Koeser stated that this item will be left on the table.

12. New Business
  - A. Downtown Plan

Rachel Ressler from Planning and Zoning gave a short summary on the Downtown Meeting that was held Thursday November 21<sup>st</sup>. At this meeting they went over final updates for the downtown plan and received public input.

13. Executive Session
14. Adjourn

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to adjourn Board of City Commission meeting.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

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E. Ward Koeser, President  
Board of City Commissioners

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John Kautzman, City Auditor