

**Official Proceedings  
BOARD OF CITY COMMISSIONERS  
December 10, 2013 6:00 P.M.  
CITY HALL WILLISTON, NORTH DAKOTA**

1. Roll Call of Commissioners

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

COMMISSIONERS ABSENT: None

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

Mayor Koeser presented a quorum; there are a couple items that need to be added to the agenda and also an item that needs to be changed. Resolution 13-140 regarding the East Valley Rail Annexation was added as 9G(1) and Castle Walz, Inc. was added as 9H(1)b. The Mini-Match Program was changed to 9H(1)c.

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

**AYE: Brostuen, Bekkedahl, Klug, Cymbaluk & 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: 11/26/2013
- B. Auditor
  - (1.) Accounts, Claims and Bills

Combined Check Register  
For checks between: 11/23/13 - 12/09/13

Payroll

Check #	Check Vendor/Employee/Payee Number/Name	Check Amount	Period
-	56169 KATHERINE E. BERWICK	2132.34	
76185			
-	56297 BRENDA D'ANGELO	1403.95	
76184			
-	12020 RANDY M DONNELLY	1851.02	
76183			
-	56348 TYLER EMERSON	1341.11	
76182			
-	12017 JOHN L. KAUTZMAN	2826.80	
76181			

-	56240 KAREN D. KUEHL	1429.09
76180	-	
-	56363 JUSTINA ROSE	503.94
76179	-	
-	56252 DIANE THOMPSON	1502.81
76178	-	
-	56255 CHELSEA S CAVANAUGH	1171.33
76177	-	
-	13026 KEVIN W. CRAFT	1256.80
76176	-	
-	56195 JACKIE L. HATCH	1171.08
76175	-	
-	56274 MEGAN NYGARD	1883.32
76174	-	
-	56323 LINDSEY REPP	1095.81
76173	-	
-	56359 KELLEN SANDLAND	474.80
76172	-	
-	56225 SUSAN E. SCHNEIDER	1121.80
76171	-	
-	13025 JOLEEN S. TINKER	1554.97
76170	-	
-	56344 CARRIE ZELLMER	561.71
76169	-	
-	56215 MARK W. ANDERSON	1226.86
76168	-	
-	56292 CAMERON BRADLEY	2850.75
76167	-	
-	18022 SHARYL J. BUSCH	2170.38
76166	-	
-	56162 JOSHUA A. BUTLER	1554.93
76165	-	
-	56374 DAVID CHRISTENSEN	664.00
76164	-	
-	56193 CYNTHIA L. GARDNER	35.33
76163	-	
-	56325 DAVID GORDON	1309.88
76162	-	
-	18001 ALAN K. HANSON	2402.29
76161	-	
-	18027 STEVEN D. KERZMANN	2471.43
76160	-	
-	56332 ANDREW KINDLE	743.28
76159	-	
-	56107 VICTORIA L. KREGER	903.39
76158	-	
-	18099 ERICA J. MYERS	879.23
76157	-	
-	18070 JEANNE M. SAGASER RASSIER	1896.55
76156	-	
-	56130 ANDREW A. SAILER	1887.57
76155	-	
-	18020 RICHARD SHEARER	230.40
76154	-	
-	18097 DUANE S. WINTER	103.00
76153	-	
-	56174 SAM M. AIDE	1709.34
76152	-	
-	56166 RYAN J. ALLEN	1564.08
76151	-	
-	56273 JASON BARTEN	1653.54
76150	-	
-	19024 DAVID L. BELISLE	1352.24
76149	-	
-	56246 HUGH E BENZEN	1708.72
76148	-	
-	19092 DUSTIN J. BERTSCH	1760.31
76147	-	
-	19028 MARK R. BITZ	2065.48
76146	-	
-	56097 ALAN C. BRATT	1596.28

76145		
-		
76144	56121 DUSTIN R. CELANDER	1709.34
-		
76143	19076 CORY G COLLINGS	1964.29
-		
76142	56113 MINDY SUE DEGENSTEIN	1070.50
-		
76141	56278 DANIEL DERY	1486.99
-		
76140	56173 RODNEY H. DICKERSON	1564.06
-		
76139	56354 RYAN EGERMAN	1024.35
-		
76138	56289 STACEY EISSINGER	1755.17
-		
76137	56183 AMBER M. GILMORE	1540.53
-		
76136	19009 LINDA R. GRANBOIS	1175.07
-		
76135	56147 JACOB J. GREGORY	1418.82
-		
76134	56343 ZACHARY HANSEN	1287.08
-		
76133	19082 RANDY M. HAUGENOE	1789.12
-		
76132	56206 DANIELLE HENDRICKS	1070.48
-		
76131	56285 TYLER HOFF	1572.52
-		
76130	56210 WILLIAM E. HOLLER	1389.08
-		
76129	56353 JONATHAN HOLTER	938.95
-		
76128	56102 MICHAEL A. ISENHOWER JR	1521.98
-		
76127	19012 THOMAS L. LADWIG	2033.62
-		
76126	19011 JAMES L LOKKEN	2802.56
-		
76125	56082 TRAVIS J. MARTINSON	1418.82
-		
76124	56061 AMY D. NICKOLOFF	1838.39
-		
76123	19014 KENNETH B. OWENS	2366.93
-		
76122	19098 DAVID A. PETERSON	1775.71
-		
76121	56181 TREVOR J. ROBERTS	1605.79
-		
76120	56148 JONATHAN D. ROGGENKAMP	1605.81
-		
76119	56052 JAMESON J. O. SEIM	1467.23
-		
76118	19077 MICHAEL S. WILSON	1742.96
-		
76117	19100 RYAN C. ZIMMERMAN	1531.39
-		
76116	56157 BENJAMIN W. ABBEY	1879.00
-		
76115	20047 KELLY M. ABERLE	1482.82
-		
76114	26039 DIANE K. ALBRIGHTSON	1035.29
-		
76113	56209 MARTIN L. COLGAN	1755.41
-		
76112	56296 JOE DOSS	1810.71
-		
76111	56309 KRYSTINE HEIFORT	950.42
-		
76110	56308 JAMES LEAHY	1626.92

-	56270 WILLIAM TRACY III	2086.67
76109	-	
-	56360 NYDEL WALL	197.12
76108	-	
-	56220 TRUNG THANH LE	1637.72
76107	-	
-	56302 ANTON LEUTY	1261.70
76106	-	
-	21040 MONTE C. MEIERS	2103.70
76105	-	
-	56293 DAVID TUAN	2135.48
76104	-	
-	21054 WAYNE A WIEDRICH	2754.44
76103	-	
-	22020 ROBERT D. KNAPPER	2003.26
76102	-	
-	56318 TYLER KOLDEN	24.94
76101	-	
-	56214 MICHAEL J. BEARCE	1462.59
76100	-	
-	56128 VERNON L. HENDRICKSON	1350.59
76099	-	
-	56244 ROY LONG	2117.09
76098	-	
-	56320 PHILIP ARENDS	1523.91
76097	-	
-	56370 JEFFREY BRYSON	2229.23
76096	-	
-	24019 ROBERT D. COUGHLIN	1124.44
76095	-	
-	24017 STEVEN W. JENSEN	1423.55
76094	-	
-	56356 MITCHELL KERSTING	1127.53
76093	-	
-	56284 SABRINA NIELD - PHILLIPS	1308.75
76092	-	
-	56104 DANIEL W. TUPA	1531.74
76091	-	
-	56352 BRIAN YOUNG	713.83
76090	-	
-	25110 KENNETH W. BERGSTROM	2469.50
76089	-	
-	56187 STEPHEN R. KOHLER	1669.65
76088	-	
-	56368 ERICA KELASH	1158.92
76087	-	
-	56349 LILLIAN MCGUIRE	1083.89
76086	-	
-	56287 SHARNELL NIX	2199.15
76085	-	
-	56164 JACOB T BLOODGOOD	1298.61
76084	-	
-	27076 DANNY R. GERGEN	1739.66
76083	-	
-	56091 JAMES A HAGA JR	1674.67
76082	-	
-	56315 EARL KILLINGSWORTH	1359.45
76081	-	
-	56241 DINA KINDELSPIRE	1322.86
76080	-	
-	56303 TROY OSTER	1126.77
76079	-	
-	56266 MARK RIDDLE	1506.56
76078	-	
-	56258 BRYAN THOMPSON	1432.26
76077	-	
-	56084 KENNETH R. BOYKIN	1478.69
76076	-	
-	56313 WILLIAM BRENNY	1489.65
76075	-	
-	56114 ANTHONY D. DUDAS	1504.84

76074		
-	56086 STEVEN C. KJERGAARD	1878.63
76073		
-	12029 LORI A. LARSEN	952.61
76072		
-	56358 RYAN O'REAR	892.33
76071		
-	56307 TRAVIS SAMUDA	1271.63
76070		
-	56372 THOMAS SANDO	1077.30
76069		
-	56340 MICHAEL SIMPSON	1529.35
76068		
-	56200 GINA MOTTL	454.14
76067		
-	56347 CHRISTINE EDWARDS	1114.27
76066		
-	34017 KENT A. JARCIK	2475.32
76065		
-	56223 DONALD KRESS	1841.47
76064		
-	56239 RACHEL K. RESSLER	1444.74
76063		
-	34016 ELAINE B. SINNESS	930.58
76062		
-	56314 NICK VASUTHASAWAT	1475.72
76061		
-	35025 JOSILYN F BEAN	1491.98
76060		
-	56301 TRAVIS MIZZELL	1261.70
76059		
-	56079 BRENDA SEPTKA	1318.05
76058		
-	36006 NEIL W. BAKKEN	1787.26
76057		
-	56366 KENT SKABO	1458.23
76056		
-	56211 WAYNE E. BEARD	1259.68
76055		
-	56212 AMELIA A. BICKLER	256.96
76054		
-	56144 CRYSTAL M. BONNER	676.37
76053		
-	48102 KAYLA J. HELL	658.20
76052		
-	56333 STEVEN MCGAUGHEY	906.59
76051		
-	56111 ANDREA L. MITCHELL	793.54
76050		
-	56341 KACEY PETERSON	87.56
76049		
-	56364 JASON SAGE	42.90
76048		
-	48013 DEBORAH A. SLAIS	1415.57
76047		
-	48034 YVONNE A. TOPP	571.23
76046		
-	52011 ANN M. KVANDE	1422.49
76045		
-	56365 KATHRYN LONG	1429.10
76044		
-	56306 MARGARET LUNSFORD	1060.29
76043		
-	56041 BARBARA J. PETERSON	1264.85
76042		
-	52003 THOMAS C. ROLFSTAD	1693.28
76041		
-	52020 SHAWN WENKO	1692.52
76040		
-	53005 BOBBI JO CLARKE	1244.07
76039		

-	56222 VIVIAN KALMIK	285.70
76038		
-	53002 AMY A. KRUEGER	1652.13
76037		
-	56271 SABRINA A RAMEY	1238.55
76036		
-	56310 JENNIFER STRIETZEL	833.82
76035		
-	56213 ROBERT JASON HILLARD	1489.01
76034		
-	56234 JOSEPH REIFENSTAHL	1536.68
76033		
-	56080 BRAD E. SEPTKA	2332.98
76032		
-	56150 SAMANTHA R. YODER	1525.89
76031		
-	56028 David Benth	51.72
76030		
-	56025 Michael S. Conlin	25.85
76029		
-	56026 Scott Copenhaver	129.29
76028		
-	56351 Jonathon Korner	103.44
76027		
-	56011 Kelly Moody	25.85
76026		
-	56013 Josh S. Mosbrucker	77.57
76025		
-	56015 Dwight A. Richter	51.72
76024		
-	56058 Brenden L. Stevens	284.43
76023		
-	56179 Duane S. Winter	129.29
76022		
-	DEFERRED COMP NATIONWIDE RETIREMENT SO	15971.05
76021		
-	FIT U.S. TREASURY	113439.36
76020		
-	ND CHILD SUPPOR ND CHILD SUPPORT ENFORCE	264.00
76019		
-	MERITAIN HEALTH MERITAIN HEALTH	1077.99
76018		
1671	* 1570 COMMUNITY ACTION PARTNERSHIP	3527.85
1672	756 TRI-COUNTY REGIONAL DEVELOPMENT C	1473.47
60351	* AVESIS AVESIS	334.82
60352	35 BANK OF NORTH DAKOTA	24999.00
60353	463 TRIANGLE ELECTRIC	12782.56
60354	999999 AHSLEY SMIGELSKI	250.00
60355	999999 NICHOLAS HERNER	400.00
60356	999999 DANIEL MANJACK	350.00
60357	999999 BRETT ROTH	500.00
60358	673 CLERK OF DISTRICT COURT	750.00
60359	673 CLERK OF DISTRICT COURT	750.00
60360	673 CLERK OF DISTRICT COURT	750.00
60361	673 CLERK OF DISTRICT COURT	500.00

60399	12026 KAREN P. LARSON	1274.03
60400	56295 CHERIE SMITH	1121.80
60401	17016 THOMAS J. GLENN	1072.31
60402	18094 MICHAEL CASLER	814.35
60403	56337 DARIN JOHNSON	1445.77
60404	56269 CLAY KAUTZER	2187.87
60405	56290 BRADLEY SCHERER	2108.62
60406	18046 GARVIN SEMENKO	68.11
60407	18078 MICHAEL W. WALTERS	140.23
60408	19095 WALTER H. HALL	2031.58
60409	56243 JACOB R. HENDRICKS	1826.42
60410	56279 ALEC RAISBECK	1572.52
60411	21041 ROBERT E HANSON	2389.25
60412	22021 LES CHRISTENSEN	1887.87
60413	22014 GARY L. GLOVATSKY	1429.56
60414	23126 BRENT E. HANSON	2235.09
60415	23039 BRUCE A. JOHNSON	1596.29
60416	56288 CHRISTOPHER MALONE	1497.26
60417	27096 RUSSELL E. MOMBERG	1733.28
60418	56362 JOHN WELKER	1417.67
60419	56189 AMANDA M. KAISER	1343.23
60420	25030 PEDAR A. ANDRE	1511.68
60421	27058 DAVID LEE BELL	2321.74
60422	25106 RICHARD S. ODEGARD	1391.99
60423	27067 RICHARD D. BORUD	1478.29
60424	56202 GUNNAR CORCORAN	948.64
60425	23136 JAMES B. ENGEN	3043.97
60426	56355 TIMOTHY JEWELL	1350.68
60427	27091 JOSEPH G. MONSON	1263.51
60428	56373 JEFFREY TRACY	478.12
60429	31051 GORDON L. SMESTAD	1617.52
60430	56099 MARK C. AMONDSOEN	1602.80
60431	56361 JUSTIN EDWARDS	1326.54
60432	56367 TONY SCOTT	1375.37
60433	32006 WILLIAM M. MCQUISTON	1212.98
60434	56253 STEPHEN OLEGARIO	484.18
60435	56375 KRISTIN WENDT	109.18
60436	37008 LAVERN GOHL	1588.67
60437	56180 DIANE C. HAGEN	518.92
60438	56276 ELTON LARSON	189.32
60439	56298 SAWYER ZENT	143.46
60440	56066 ZACHARY G. CORCORAN	1922.39
60441	54065 PATRICIA K. FIORENZA	1726.47
60442	56001 David W. Arnson	51.72
60443	56003 Randall H. Bjella	155.14
60444	56116 Tyler D. Carlstad	155.14
60445	56085 Kyle D. Christensen	25.85
60446	56339 James Dixon	129.29

60447	56023 Mathew P. Ekblad	113.90
60448	56005 Cory J. Hanson	675.30
60449	56030 Martin J. Haug	77.57
60450	56007 Troy R. Heupel	77.57
60451	56205 Brandon Hoffman	214.61
60452	56034 Blaine C. Jeanotte	277.65
60453	56219 Jeremy V Knapkewicz	336.15
60454	56291 James Laqua	181.01
60455	56238 Ryan Lee	181.01
60456	56009 Billy J. Lynn	103.44
60457	56281 Joshua Mahlum	206.86
60458	56083 Traver D. Melby	25.85
60459	56012 Miles A. Mortenson	51.72
60460	56016 Kyle J. Rossland	118.20
60461	56338 Steve Simard	155.14
60462	56020 Darwin J. Stevens	734.86
60463	56022 Scott S. Tanner	186.29
60464	56027 Michael W. Walters	353.28
60465	470 US POSTAL SERVICE	1300.80
60466	56253 STEPHEN OLEGARIO	427.33
60467	488 VISA	861.95
60468	APARTMENTS WSCF DAKOTA COMMERCIAL - WSC	7050.00
60469	APARTMENT BH10 VALLEY RENTAL - BAKKEN H	34530.00
60470	APARTMENT BH2 VALLEY RENTAL - BAKKEN H	2820.00
60471	APARTMENT BH5 VALLEY RENTAL - BAKKEN H	2640.00
60472	APARTMENT BH6 VALLEY RENTAL - BAKKEN H	17430.00
60473	APARTMENT BH7 VALLEY RENTAL - BAKKEN H	24300.00
60474	APARTMENT BH8 VALLEY RENTAL - BAKKEN H	5460.00
60475	APARTMENT BH9 VALLEY RENTAL - BAKKEN H	24300.00
60476	APARTMENT DAKOT VALLEY RENTAL - DAKOTA	19550.00
60477	LINCOLN MUTUAL LINCOLN MUTUAL LIFE & CA	1326.81
60478	999999 TABARI CRAWFORD	400.00
60479	999999 HANNAH HATMAKER	150.00
60480	999999 BRIAN HOOK	400.00
60481	999999 WALTEE POWELL	400.00
60482	999999 DUSTIN CLARK	400.00
60483	999999 SAMUEL SIRANY	200.00
60484	999999 DANIEL COSS	430.00
60485	999999 DANIEL SPARKS	480.00
60486	35 BANK OF NORTH DAKOTA	24999.00
60487	35 BANK OF NORTH DAKOTA	42999.00
60488	23 AMY KRUEGER	225.00
60489	999998 SABRINA A RAMEY	187.50
60490	AFLAC AMERICAN FAMILY LIFE ASS	2201.69
60491	AMERICAN NATION AMERICAN NATIONAL LIFE I	205.56
60492	DEFER COMP PERS NORTH DAKOTA PUBLIC EMPL	125.00
60493	USABLE USABLE	281.82
60494	1724 UNITED STATES TREASURY	2346.10

60495	ND HEALTH	ND PUBLIC EMPLOYEES RETI	135581.96
60496	PERS	NORTH DAKOTA PUBLIC EMPL	139584.40
60497	1220	3D SPECIALTIES	2937.50
60498	632	ACKERMAN-ESTVOLD	39919.44
60499	1903	ACME CONCRETE PAVING INC	2079572.92
60500	3	ADVANCED ENGINEERING &	369337.10
60501	945	ALBERTSONS	92.20
60502	1768	ALLIANCE CONSULTING LC	58720.00
60503	718	AMERIPRIDE LINEN AND APPAREL SERV	453.17
60504	540	AQUA-PURE INCORPORATED	26581.00
60505	30	ASTRO-CHEM LAB, INC.	1805.00
60506	723	BADLANDS STEEL, INC	158.88
60507	33	BAKER & TAYLOR CO.	232.39
60508	34	BALCO UNIFORM CO., INC.	2702.57
60509	38	BASIN PRINTERS, INC.	509.00
60510	999999	BCBSND	982.09
60511	41	BERRY DAKOTA	423.00
60512	1357	BLAINS AUTO BODY & SALES, inc.	2175.00
60513	1339	BOBCAT OF WILLISTON	1098.10
60514	828	BODO'S TV & APPLIANCE CENTER	863.85
60515	614	BONNIE'S COUNTRY CLASSICS	87.04
60516	52	BORDER STATES ELECTRIC	86.78
60517	54	BOUND TREE MEDICAL	402.31
60518	1054	C & D WATER SERVICES	35.50
60519	69	CARQUEST AUTO PARTS STORES	69.93
60520	204	CCR-WILLISTON III, LLC	2028.00
60521	1349	CENTURYLINK	981.54
60522	710	CHANEY'S CAR & TRUCK REPAIR	825.00
60523	1332	Charles Wilder	1700.00
60524	999998	CHRISTINE EDWARDS	56.83
60525	77	CITY OF WILLISTON	1795.71
60526	79	CITY OF WILLISTON	76361.18
60527	80	CITY OF WILLISTON	28.60
60528	1486	CONNEX INTERNATIONAL	19.83
60529	635	CONSOLIDATED PLASTICS COMPANY, IN	182.96
60530	822	COUNTRY FLORAL	85.00
60531	567	CRAIG'S SMALL ENGINE REPAIR	611.81
60532	1041	CRETEX CONCRETE PRODUCTS WEST, IN	150.00
60533	548	DAKOTA DIESEL	33.13
60534	93	DAKOTA SUPPLY GROUP	151.96
60535	595	DASH MEDICAL GLOVES	188.70
60536	999998	DAVID A. PETERSON	175.00
60537	1705	DEGENSTEIN'S AUTO PLUS	1400.00
60538	1365	DEZURIK	280.00
60539	568	DPC INDUSTRIES, INC	2721.75
60540	121	EIDE BAILLY LLP	16800.00
60541	126	EMRY'S LOCKSMITHING	108.55
60542	668	FASTENAL COMPANY	134.87
60543	134	FORT UNION SUPPLY & TRADE	531.43

60544	139 GAFFANEY'S	1559.15
60545	785 GALE	12.79
60546	1019 Gardner Publishing	185.56
60547	999999 GARY DUTTON	51.11
60548	999999 GIL & LORA WANLESS	5.73
60549	144 GRAYMONT WESTERN CANADA	18151.36
60550	539 HACH	364.20
60551	151 HAWKINS, INC.	10288.29
60552	2035 HAZELDEN	859.95
60553	161 HOME OF ECONOMY	681.93
60554	162 HORIZON RESOURCES	58302.27
60555	163 HOSE AND RUBBER SUPPLY	347.46
60556	672 IMSA	80.00
60557	999999 JAMES CLARK	50.00
60558	999998 JEFFREY BRYSON	64.25
60559	999999 JIM SEIDEL	68.15
60560	2033 JOE ROGERS	925.00
60561	191 JOE'S DIGGING SERVICE INC	5850.00
60562	1299 KNIFE RIVER-NORTH CENTRAL	1736988.06
60563	212 KOTANA COMMUNICATIONS	136.79
60564	591 LEXIS NEXIS	116.46
60565	611 MABLE'S TASTE OF HOME	395.45
60566	999998 MARTIN L. COLGAN	38.51
60567	999999 MARY THOMPSON	414.00
60568	1310 MED-TECH RESOURCE, INC.	247.83
60569	245 MEDQUEST INC	867.12
60570	247 MERCY MEDICAL CENTER	50.00
60571	250 MICROMARKETING ASSOCIATES	755.77
60572	1235 MIDWEST HOSE & SPECIALTY, INC.	646.80
60573	243 MONTANA DAKOTA UTILITIES	30051.98
60574	999998 MONTE C. MEIERS	129.87
60575	1632 MORRISON MAIERLE INC	20081.85
60576	267 MOUNTRAIL-WILLIAMS REC	2534.52
60577	2021 MURPHY AND SONS TOWING AND RECOVE	180.00
60578	270 MURPHY MOTORS, INC.	2426.05
60579	271 MVTL/MINNESOTA VALLEY	3901.50
60580	1772 MYGOV,LLC	1050.00
60581	275 NAPA AUTO PARTS	951.88
60582	306 ND RURAL WATER SYSTEM ASSOCIATION	200.00
60583	626 NORTH DAKOTA LEAGUE OF CITIES	40.00
60584	839 NORTH DAKOTA LIVING	40.00
60585	1003 NORTH PRAIRIE SIGNATURE,LLP	1293.20
60586	1927 NORTH STAR ENERGY & CONSTRUCTION	223084.70
60587	333 NORTHWEST SUPPLY CO.	663.75
60588	340 OHNSTAD TWICHELL PC	171.50
60589	343 OLYMPIC SALES, INC.	4338.00
60590	2034 OWL	200.00
60591	1055 PARTS CENTRAL - HEIL ENVIRONMENTA	76.67
60592	1051 POET ETHANOL PRODUCTS, LLC	3338.71

60593	2027 Prairie Coffee Roaster	94.50
60594	641 PREBLE MEDICAL SERVICES, INC	297.00
60595	819 PUBLIC SAFETY EQUIPMENT CO., LLC	3696.47
60596	367 QUILL CORPORATION	1092.97
60597	1882 RAM SPV II, LLC	2600.00
60598	1441 RAY ALLEN MANUFACTURING, LLC	144.89
60599	1898 RDG Planning & Design	40990.00
60600	1447 Regional Maple Leaf Communication	247.00
60601	999999 RELIANCE TELEPHONE, INC.	3.23
60602	999999 RUS INC	23.89
60603	1133 SANDERSON STEWART	56345.95
60604	2012 SANI-STAR	200.00
60605	409 SANITATION PRODUCTS	4447.89
60606	415 SELECT FORD	19.52
60607	416 SELID PLUMBING & HEATING INC	238.12
60608	872 SHARYL BUSCH	66.40
60609	422 SIGNS BY DAN	190.00
60610	1916 Slagle Services	150.00
60611	426 SOURIS RIVER TELECOMMUNICATIONS	216.19
60612	999999 STRAD OILFIELD SERVICES	51.65
60613	1686 TALKIN THE BAKKEN	7.00
60614	460 TRACTOR & EQUIPMENT CO.	10836.71
60615	878 TRACTOR SUPPLY COMPANY	705.96
60616	463 TRIANGLE ELECTRIC	312.40
60617	1610 ULTEIG	239481.06
60618	2026 UNITED VANLINES, LLC	7923.83
60619	939 USA BLUEBOOK	291.57
60620	2028 VILLAGE LAUNDRY	48.00
60621	487 VISA	1147.91
60622	501 WESTERN VET CLINIC	212.50
60623	531 WILLIAMS COUNTY AUDITOR	15000.00
60624	533 WILLIAMS COUNTY TREASURER/RECORDE	992.00
60625	564 WILLIAMS RURAL WATER DISTRICT	77.92
60626	1716 Williams Scotsman, Inc.	583.00
60627	514 WILLISTON COMMUNITY LIBRARY	47.96
60628	518 WILLISTON HERALD	1677.81
60629	526 WILLISTON TRUE VALUE	390.26
60630	530 WILLISTON/WILLIAMS COUNTY - LEC	519.30
60631	999998 YVONNE A. TOPP	465.66
60632	999999 ZIMNEY OILFIELD SERVICES LLC	71.25

**Grand Total****# of Checks:**

452

**Total:**

6177431.55

5344574.79

**Total**

832856.76

- (2.) Application for a Local Permit or Charity Local Permit
  - a. Williams County Deputy Sheriff's Association, Calendar Raffle – Law Enforcement Center – 02/01/14 thru 02/28/14
- (3.) Special Permit to Sell Alcoholic Beverages
  - a. American Legion Edgar M. Boyd Post #37 – Christmas Party – 12/21/13
- (4.) Taxi License
  - a. The Cab Dude – Transfer of Business from Joseph Uzdavinis to Simeon Petrov
  - b. Bakken Taxi – Additional Vehicle: 1998 Dodge Grand Caravan – VIN# 1B4GP44G4WB505297
  - c. Bakken Taxi – Additional Vehicle: 1998 Ford Taurus – VIN# 1FAFP526OWG224426
- C. Building Official
  - (1.) Master Mechanical
    - a. Tobie Hansen – Professional Plumbing & Heating LLC
    - b. Brian Horne – Air Charlotte Mechanical Services
    - c. Floyd Hamblin – J & J Sheet Metal of Michigan
  - (2.) Master Plumber
    - a. Mitch Olson – Olson Plumbing & Heating
  - (3.) Fuel and Gas Installer
    - a. Mitch Olson – Olson Plumbing & Heating
    - b. Tobie Hanson – Professional Plumbing & Heating
  - (4.) Journeyman Mechanical
    - a. Barry Cassell – Air Charlotte Mechanical Services
    - b. Eric Miller – Air Charlotte Mechanical Services
    - c. Terry McClurkin – Air Charlotte Mechanical Services
    - d. Floyd Wayne Hamblin Jr. – J & J Sheet Metal of Michigan
- D. City Planner
- E. Assessor
  - (1.) Abatement
  - (2.) Exemptions

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

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- 3. Bid Openings
  - A. Type 1 4X4 Demonstrator Ambulance

Chief Hanson presented information on a bid they received for an ambulance. Chief Hanson said that the Fire Department went out for bid on a demonstrator ambulance that they should be able to receive in about 60 days. This purchase has been budgeted for next year; their budget was for \$200,000.00. The Fire Department received one bid from North Central Ambulance for a total of \$167,301.00. Chief Hanson stated that this ambulance will meet their needs.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the bid for the ambulance in the amount of \$167,301.00 from North Central Ambulance.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

4. Public Hearings

- A. Public Hearing for New Restaurant - Outlaw's Bar & Grill, On-Sale Beer and Liquor License for the property at 1319 9<sup>th</sup> Avenue NW, Williston ND described as Lot 3 Block 1, First International Bank Plaza, City of Williston, North Dakota.

Mayor Koeser presented that this Hearing is for a new restaurant, Outlaw's Bar & Grill, on-sale beer and liquor license for the property at 1319 9<sup>th</sup> Avenue NW, Williston ND described as Lot 3 Block 1 in the First International Bank Plaza, City of Williston, North Dakota.

Mayor Koeser stated that this was a time for the public to address any concerns. Mayor Koeser called for public input three times; none was heard.

Commissioner Klug wanted to make sure that the city received the \$50,000.00 fee for the liquor license before issuing the permit.

It was decided that the issuing of the liquor license shall be contingent on the proper fees being paid first.

**MOTION BY KLUG, SECONDED BY BEKKEDAHL, to approve the license for on-sale beer and liquor contingent upon the proper fees being paid first.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- B. Public Hearing for Ordinance No. 983, a Moratorium on Industrial Metal Sided Buildings in the Downtown Area.

Mayor Koeser opened the hearing for Ordinance No. 983, a moratorium on industrial metal sided buildings in the downtown area.

Rachel Ressler from Planning and Zoning presented the information on this ordinance. Ms. Ressler stated that this is a moratorium to prohibit the construction of buildings with industrial metal siding, pole barns and buildings that are inconsistent with the proposed downtown plan for a period of nine months. The purpose of this ordinance is to prohibit the construction of these buildings in order to properly determine what the appropriate building requirements are for the downtown area. These building requirements may include appropriate building materials, heights, window transparencies, sign types and lighting types. All these requirements will be put into place in order to enhance the overall appearance of the downtown area. Currently, the downtown area includes a fair amount of industrial property which is outdated.

As downtown grows these properties will be turned over and re-developed so they are cohesive with the rest of the downtown area. Any building permits submitted for the downtown area during the moratorium will require elevation drawings. Ms. Ressler said she does not anticipate this being an issue for the downtown area but if something is called into question they will go by the proposed downtown plan. If there are any disputes with administrative decisions, they will be appealed before the Board of Adjustments.

Mayor Koeser called for any public input. Ernie Dawson wanted to know if this ordinance pertained to existing building permits. Ms. Ressler stated that this would not apply to existing permits.

John Christianson had concerns as he is in the process of remodeling the façade of his building located in the downtown area.

Mayor Koeser said that if you are trying to enhance something already existing that it would not apply. They are just trying to prevent more warehouses from being built downtown in hopes of getting more retail.

Mayor Koeser called a third time for public input; none was heard.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve the first reading of Ordinance No. 983, a moratorium on industrial metal sided buildings in the downtown area.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

5. Accounts, Claims and Bills Not Approved in the Consent Agenda
6. Ordinances
7. Petitions, Communications and Remonstrance's
  - A. Fireworks Display Request from Mercy Hospice

Mayor Koeser presented a request from Mercy Hospice to have a fireworks display for their annual Reflections of Love Ceremony on Thursday, December 12<sup>th</sup>, 2013 beginning at 6:30 p.m. in the McKinnon Café at Mercy. A portion of the ceremony will include a fireworks display, which will be held at approximately 7:00 p.m. on the front lawn of Mercy Medical Center. The fireworks will be provided by Terry Gaudreau. Mercy Hospice has already contacted Chief Hanson at the Fire Department who is fine with the display; provided they contact the adjacent residents to notify them of the fireworks display.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the request from Mercy Hospice to have a fireworks display on December 12<sup>th</sup>, 2013 at approximately 7:00 p.m., contingent on notifying adjacent residents of the fireworks display.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

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.) Bad Debt Write Off

Karen Larson, Deputy Auditor, presented a request for a proposed write off of bad debts for 2013. Ms. Larson presented an accounts receivable list showing the totals for the different departments; \$496.14 for utilities, \$430,444.09 for ambulance service and \$166,530.51 for municipal court.

The total write-off is \$597,470.74 as compared to a total of \$434,079.27 last year. Ms. Larson stated that collection attempts will continue with the help of a collection agency.

Commissioner Klug stated that the water department generates about 72,000 utility bills every year, with revenue near \$7,924,000.00. Even with this kind of volume the utility related write-offs are only \$496.14.

Commissioner Bekkedahl asked Chief Hanson if there were any provisions to assist with bad debt occurring with public ambulance service.

Chief Hanson said they are still working legislatively on the possibility of doing reimbursements at a Medicaid rate.

Commissioner Bekkedahl inquired about the significantly higher rate of bad debt write-offs with the ambulance service. He asked if it was because they are serving more people or if it is just more people not paying. Chief Hanson said that it is a little bit of both. He stated that they have had a large increase in the number of people who are from other states and are difficult to track down but that they are working on getting software that will help them resolve this issue.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the request to write-off the bad debts in the total of \$597,470.74 for 2013.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- (2.) 911 Vote – Timeline Vote on Rate Increase

Karen Larson, Deputy Auditor, presented a request for direction from the board of commissioners regarding their preference on the time line for the vote on the rate increase. The two options are: June or November of 2014.

Chief Lokken said that the legislature allows \$1.50.

There was discussion that they should contact the county so both the city and county rates go to vote. Commissioner Cymbaluk said that he would contact the county in regards to this matter. There was a decision made to table this matter until they contact the county.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to table this item until contact is made with the county.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(3.) Holiday Hours of December 24<sup>th</sup>, 2013

Karen Larson, Deputy Auditor, presented a request to close December 24<sup>th</sup>, 2013 for either half of a day or the entire day for Christmas Eve. In the past they have usually closed for half of a day but have closed for the entire day depending on which day it falls on.

Mayor Koeser felt that most businesses probably wouldn't be open the entire day and Ms. Larson said that the county would be closing at noon on December 24<sup>th</sup>.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to close at noon on December 24<sup>th</sup>, 2013.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

B. Attorney

C. Director of Public Works/City Engineer

(1.) Call for Bids – Motor Grader with Roller Packer & Mechanical Sweeper

David Tuan, Senior Engineer, presented a request to go out for bids on two pieces of equipment for Public Works. The first is a motor grader with roller pack that was budgeted in the amount of \$428,500.00 for 2014 and the second is a truck-type mechanical sweeper that was budgeted in the amount of \$215,000.00 for 2014. Mr. Tuan stated that they intend to advertise for these in December 2013 and, that although they are going out for bids in December of 2013; they will not purchase anything until 2014.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the request to go out for bids for a motor grader with roller packer and a truck-type mechanical sweeper for public works.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) Executive Decisions – Traffic Signals

Monte Meiers, Director of Public Works, presented a NDDOT decision document that evaluates the needs for the traffic signals on Main Street from 1<sup>st</sup> Street to 6<sup>th</sup> Street due to their federal aid project next summer. All of the existing signals on Main Street based on engineering judgment are warranted with the exception of 4<sup>th</sup> Street. However, public opinion supports the existing signal.

The NDDOT is asking for the commission's decision of whether or not to keep the existing signals or remove them as none of them meet the Manual on Uniform Traffic Control Devices (MUTCD) warrant for a traffic signal.

Mayor Koeser asked what the Public Works Department recommends. Mr. Meiers stated that their department believes they should keep all of the traffic signals. They believe that 4<sup>th</sup> street needs a traffic signal for pedestrian use with the church and the school being there.

Commissioner Cymbaluk stated that he felt that the city needs all of the traffic lights due to how busy Williston is and how much traffic there is.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to keep all traffic signals in place.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(3.) D12-4 JMAC Change Order #2

Monte Meiers, Director of Public Works, presented a request from JMAC for \$95,701.00 to finalize the D12-4 project for the water and sewer line improvement installation for 1<sup>st</sup> Avenue W in Sande Subdivision due to Williams Rural water line, utility lines and groundwater conflicts.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the request from JMAC and give them \$95,701.00 to complete the D12-4 Change Order #2 project for the water and sewer line improvement installation for 1<sup>st</sup> Avenue W in Sande Subdivision.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(4.) D13-11 Northstar Change Order #1

Monte Meier, Director of Public Works, presented the need for a decrease in the amount of \$1,425.65 for the D13-11 Northstar Change Order #1 contract.

**MOTION BY BEKKEDAHL, SECONDED BY BROSTUEN, to approve the request to decrease the amount of the D13-11 Northstar Change Order #1 contract by \$1,425.65.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(5.) Oasis Agreement

Monte Meiers, Director of Public Works, presented an agreement with Oasis that needs to be finalized. As part of the corridor development agreement and process to improve a roadway for 32<sup>nd</sup> Avenue W from 26<sup>th</sup> Street to U.S. Highway 2 & 85, the city had an agreement with Oasis on this project. The agreement Mr. Meiers presented formalizes this process and is ready for approval of the City Commission as it has been reviewed by the City Attorney. The amount of this agreement is \$558,732.34.

**MOTION BY BEKKEDAHL, SECONDED BY KLUG, to approve the Agreement with Oasis in the amount of \$558,732.34.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(6.) Sigvaldsen – Special Assessment Deferral

Monte Meiers, Director of Public Works, presented a letter from Ken Sigvaldsen. Mr. Sigvaldsen has a large amount of property north of 42<sup>nd</sup> Street and along the west side of the new University Avenue extension north of 42<sup>nd</sup> Street that is undeveloped.

Mr. Sigvaldsen indicated that he was under the impression he would not be assessed for the right-of-way that he provided for the north University extension and 3<sup>rd</sup> Avenue east new right-of-way in the How-Dee subdivision until he developed the property.

Mr. Meiers said he felt that they needed to defer the assessment until the property is either sold or developed.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve the request to defer the assessment of Mr. Sigvaldsen's property until it is sold or developed.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(7.) Renewing Recycling Building Lease

Monte Meiers, Director of Public Works, presented information on the Recycle Building Lease. The term of this lease has ended for the ND Recycling Services.

Mr. Meiers stated that they have been performing as agreed but some items have come up that he believes warrants considering a modification of this agreement.

Will Chamley from ND Recycling Services would like to add a permanent loading ramp on the site and modify the lease to a five year term. The ramp construction is fine with Public Works, but Mr. Meiers stated that they may want to add an inflation clause to the compensation.

Mr. Meiers also said that they have come up with a possible use for the north two lots that are listed on the agreement, and recommends removing the two lots from the lease agreement as they are vacant at this time.

There was discussion among the commissioners regarding the lease term and inquired about having a three year term instead of the five year term.

There was also discussion about the inflation rate. Commissioner Cymbaluk said that 3% - 5% is a typical rate.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the modification of the Recycling Building Lease. The modifications being a three year term at \$3,000.00 per month, an inflation clause of 3% and removing the two lots; leaving lots three to seven in the lease.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(8.) NDDOT Pavement Decision

Monte Meiers, Director of Public Works, presented a decision document from NDDOT regarding the type of pavement they would like installed on the truck reliever route. Mr. Meiers stated that the document just came in and that they need a decision by Friday. Mr. Meiers said he agrees with the design consultant team that they should go with option number one: concrete paving with a 30 year life span and total cost of \$49,000,000.00.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the request to go with option number one for the paving of the truck reliever route as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

D. Fire Chief

(1.) Request to Re-Advertise the Sale of Old Ambulance

Chief Hanson presented a request to re-advertise the sale of their old ambulance. Three months ago the Fire Department put one of their old ambulances out to bid, they received one bid but it came in 3 days late so Chief Hanson did not open it. Chief Hanson is asking the commissions opinion if he should rebid the ambulance or accept the late bid.

The city attorney said that it would be ok to accept the late bid but since Chief Hanson did not open the bid they decided to table this item until he opens the bid they received.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to allow Chief Hanson to open the late bid and also to table this item until the bid has been opened.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- E. Chief of Police
- F. Building Official
- G. City Planner

- (1.) Resolution 13-140 – Annexation of East Valley Rail

Donald Kress from the Planning & Zoning Department presented a request for the City Commission to approve Resolution 13-140 to go forward with this annexation. A public hearing for this annexation request has been scheduled for the City Commission meeting of January 14<sup>th</sup>, 2013 and will be advertised.

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve Resolution 13-140 as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- H. Economic Development
  - (1.) Mini-Match
    - a. Landmark Occupational Health

Tom Rolfstad, Director of Economic Development, presented a Mini-Match request from Landmark Occupational Health. This Mini-Match would be for interior renovations. The total project is estimated at \$31,000.00 and the Mini-Match amount is \$5,000.00.

The STAR Fund recommends approval of the Mini-Match not to exceed \$5,000.00

**MOTION BY CYMBALUK, SECONDED BY BROSTUEN, to approve the Mini-Match request as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

b. Castle Walz, Inc.

Tom Rolfstad, Director of Economic Development, presented a Mini-Match request from Castle Walz, Inc. Castle Walz, Inc. is a daycare that is requesting funds for a sign. The Mini-Match is for \$5,000.00.

The STAR Fund recommends approval of the Mini-Match not to exceed \$5,000.00.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the Mini-Match request as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

c. Mini-Match

Tom Rolfstad, Director of Economic Development, stated that the STAR Fund Board would like time for discussion of the Mini-Match guidelines and possible program revisions. Commissioner Bekkedahl recommended cessation of the Mini-Match program allowing time for the STAR Fund Board to review and make possible program revisions. Revisions of the program would be brought back to the City Commission for approval.

The STAR Fund Board recommends to the City Commission to approve cessation of the Mini-Match program, allowing for board review and possible program revision.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to cease the Mini-Match program, allowing for board review and possible program revision for a period of 90 days.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

(2.) Flex PACE

a. Envision Land & Development, LLC

Tom Rolfstad, Director of Economic Development, presented a request from Envision Land & Development, LLC for a Flex PACE in the amount of \$67,308.00. These funds would be used for essential workforce affordable housing. Under the affordable housing program the applicant has a 15 year deed restriction to provide lower than average rent. If the owner/applicant sells the property, the remainder of the Flex PACE money would be returned to the STAR Fund. The units would be a 5 plex with four bedrooms each located at 714 Place 11<sup>th</sup> Street E in Williston. Two or three of these units would be for essential workforce affordable housing and two or three of the units would stay at market rate. There was discussion that the address is not 11<sup>th</sup> Street and they need to get the proper address.

There was also discussion about how many of the units would be for essential government employees which includes city employees as well as the State Patrol.

The STAR Fund Board recommends approving the Flex PACE for affordable housing not to exceed \$67,308.00.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the Flex PACE for Envision Land & Development, LLC not to exceed \$67,308.00 with the provision that the City of Williston would get first choice of the units for city employees.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

b. Lutheran Social Services Housing

Tom Rolfstad, Director of Economic Development, presented a request from Lutheran Social Services Housing, Inc. for an affordable housing Flex PACE of \$115,000.00. These funds would be used to complete the renovation of the historic Williston Junior High School into 44 affordable apartments for lower income older adults (55+) in the community. Their goal is to have the project completed by February 2014. Lutheran Social Services is different from their competitors because this project is owned by a non-profit who would preserve a significant historic building that has sat vacant in an existing Williston neighborhood downtown. This project creates quality affordable housing that will remain affordable long-term.

The organization has previously received a STAR Fund Community Growth Grant in the amount of \$150,000.00, which did not turn into a Flex PACE. Due to the new State's Affordable Housing Flex PACE guidelines, Lutheran Social Services Housing, Inc. is now eligible for additional matching funds of \$500,000.00. Keith Olson will work with Jessica Thomasson to help establish the previous \$150,000.00 and requested \$115,000.00 into a Flex PACE option.

Pending Flex PACE qualification option, the STAR Fund Board recommends approving the affordable housing Flex PACE not to exceed \$115,000.00 to Lutheran Social Services Housing, Inc. for establishing senior housing, maxing out the \$500,000.00 state match.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the the Flex PACE not to exceed \$115,000.00 to Lutheran Social Services Housing, Inc.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- (3.) Community Builder  
a. Over the Rainbow Daycare

Tom Rolfstad, Director of Economic Development, presented a request from Sonya Owan and Andrea Peterson of Over the Rainbow Daycare (Opportunity Foundation) for a Community Build Grant of \$225,000.00. These funds would be for the demolition of the existing structure and the construction of a new modular facility that will increase quality and capacity of child care in Williston. These funds will be used in conjunction with the State Land Department Matching Pilot Grant of \$125,000.00. The current facility is licensed for 16 children; the new facility will increase capacity up to 30 children including infant care. The organization is also interested in starting an afterschool program. In addition to its regular staff, the foundation provides employment opportunities for people with disabilities. This project would create two full-time and one part-time position with an annual salary of \$30,000.00. It is well known that Williston is in dire need of additional child care, this project would help with that need.

Pending approval from the City Planning Department, the board approved a Community Growth Grant up to \$125,000.00 to receive the State's matching fund of \$125,000.00. In addition the Board approved a dollar for dollar matching grant for the dollars raised by Over the Rainbow Daycare (Opportunity Foundation) in the amount not to exceed \$100,000.00.

Pending approval from the City Planning Department, the STAR Fund Board recommends the City Commission approve the first Community Build Grant to Over the Rainbow Daycare (Opportunity Foundation) not to exceed \$125,000.00. This will allow Over the Rainbow Daycare (Opportunity Foundation) to receive the state's matching grant of \$125,000.00 for the demolition or construction of a new daycare facility in Williston.

**MOTION BY BEKKEDAHL, SECONDED BY BROSTUEN, to approve the First Community Build Grant to Over the Rainbow Daycare (Opportunity Foundation) not to exceed \$125,000.00 pending approval from the Planning Department.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

The STAR Fund Board recommends to the City Commission to approve the second Community Build Grant in the amount of \$100,000.00 to Over the Rainbow Daycare (Opportunity Foundation). This is a matching dollar for dollar grant, with a 10 year contingency on the property being a daycare, with a 10% prorated amount per year owed if the daycare closes. This grant is for the demolition or construction of a new daycare facility in Williston.

**MOTION BY BEKKEDAHL, SECONDED BY CYMBALUK, to approve the second Community Build Grant in the amount of \$100,000.00 to Over the Rainbow Daycare (Opportunity Foundation) with a 10 year contingency on the property being a daycare and a 10% prorated amount per year owed if the daycare closes.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- (4.) Community Growth  
a. City of Williston – Downtown Marketing Fund

Tom Rolfstad, Director of Economic Development, presented a request from Rachel Ressler with the City of Williston for a Community Growth Grant of \$25,000.00. This money would be used to establish a downtown marketing fund to help downtown businesses during the reconstruction of Main Street this summer 2014. These funds will be used to support and enhance the funds raised by the downtown community. This will allow the creation of a comprehensive advertising campaign that will help businesses weather the inevitable interruptions in business during the construction season. Any grant money remaining will go towards the maintenance of the downtown streetscape and toward any continuing advertising campaign in place. The grant would match city 2:1 downtown businesses. This request and program is through the City Planning and Zoning (Rachel Ressler) who will be the fiscal agent and will submit a yearly report of how the grant funds were spent.

The STAR Fund Board recommends to the City Commission to approve the Community Growth Grant in the amount of \$25,000.00 to the City of Williston – Downtown Marketing Fund allowing a grant to be established to help downtown businesses with marketing during this summer's (2014) reconstruction phase on Main Street.

**MOTION BY BROSTUEN, SECONDED BY KLUG, to approve the Community Growth Grant in the amount of \$25,000.00 to the City of Williston – Downtown Marketing Fund allowing a grant to established to help downtown businesses with marketing during this summer's (2014) reconstruction phase on Main Street.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- b. Williston Economic Development & STAR Fund – Community Development Comprehensive Plan

Tom Rolfstad, Director of Economic Development, requested approval from the City Commission to move forward with issuing a RFP for the Community Development Comprehensive Gap Plan. In the plan they are supposed to have a comprehensive analysis of the community to identify what gaps there are in Williston; that if filled could improve the quality of life and be more attractive to younger workers and their families.

The Community Development Comprehensive Gap Plan would give the STAR Fund a clear direction when it comes to making a decision on approving or denying the grant application.

Mr. Rolfstad stated they are proposing that the STAR Fund Board work with the Williston Economic Development staff to establish an RFP and a list of competent firms to solicit proposals from. Together we would meet with the top three to five firms and make a decision as to who would be the most competent consultant to advise us through this process.

The STAR Fund Board recommends that the City Commission approve the request for Williston Economic Development to move forward with issuing an RFP for the Community Development Comprehensive Gap Plan.

**MOTION BY KLUG, SECONDED BY CYMBALUK, to approve the request for Williston Economic Development to move forward with issuing an RFP for the Community Development Comprehensive Gap Plan.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- I. Airport
  - (1.) Airport Advertising Lease
    - a. North Dakota Development

Airport Manager, Steven Kjergaard presented an increase in the Airport Advertising Lease. This is a one year term for electronic advertising with North Dakota Development at a rate of \$3,000.00. Mr. Kjergaard recommends the City Commission approve this lease.

**MOTION BY CYMBALUK, SECONDED BY BEKKEDAHL, to approve the Airport Advertising Lease with North Dakota Development as presented.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

- b. Landmark Suites

Airport Manager, Steven Kjergaard presented an increase in the Airport Advertising Lease. This is a one year term for electronic advertising with Landmark Suites at a rate of \$3,000.00. Mr. Kjergaard recommends the City Commission approve this lease.

**MOTION BY BEKKEDahl, SECONDED BY CYMBALUK, to approve the Airport Advertising Lease with Landmark Suites as presented.**

**AYE: Brostuen, Bekkedahl, Klug, Cymbaluk & 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
- 11. Unfinished Business
  - A. Ordinance No. 981 (zoning) – Workforce Temporary Housing – Second Read

Mayor Koeser said that Ordinance No. 981 is still being worked on so they will table this item.

- B. PC Scale Quote

David Tuan from Public Works presented a request to purchase new software to be used at the landfill. The software is to manipulate the scale and input data which will be transmitted back to Public Works. Their current software has had a lot of errors and the billing process takes a lot longer than it should. This matter was previously tabled because they were unsure if the software would be compatible with the existing network connection. After checking with County IT, they have determined that the existing connection will work. In the event the connection doesn't work, the software is still superior to what they currently have. The estimated cost of this software is \$17,615.00. They would like to buy the software in 2013 even though it was budgeted for 2014 with a budget amount of \$15,000.00.

**MOTION BY BROSTUEN, SECONDED BY KLUG, to approve the purchasing of the new software in 2013 in the amount of \$17,615.00.**

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

**NAY: None**

**ABSENT AND NOT VOTING: None**

**CARRIED: 5-0**

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

**MOTION BY BEKKEDahl, SECONDED BY CYMBALUK, to adjourn the City Commission Meeting.**

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