

**Official Proceedings – Addendum 1
Board of City Commissioners
September 10, 2019 - 6:00 pm
Williams County Commission Room
County Administrative Building – Williston, North Dakota**

1. Roll Call of Board of Adjustments and Pledge of Allegiance

COMMISSIONERS PRESENT: Brad Bekkedahl, Deanette Piesik Tate Cymbaluk (via teleconference), Chris Brostuen and Howard Klug

COMMISSIONERS ABSENT: None

OTHERS PRESENT: Captain Armstrong, Dave Bell, Chief Catrambone, Anthony Dudas, Andrea Duntz, Pete Furusest, Bob Hanson, Kent Jarcik, John Kautzman, Amy Krueger, Ryan O’Rear, Chief Peterson, Chery Pierzina, Andrea Placher, Mark Schneider, David Tuan, Derrick Walker, Shawn Wenko

Mayor Klug presented a quorum and started the meeting with the Pledge of Allegiance.

City Planner Kent Jarcik presented the following:

- A. Public Hearing to Hear a Variance for ParkRidge Townhomes, a Rearrangement of Lot 5, Block 29, Rearrangement of Lot 1, Block 23 Harvest Hills Subdivision

This property is zoned R-3 and operates as a large apartment lot with the buildings built in the style of townhomes. The application requests to plat the lot into 23 lots with 22 of the lots becoming fee-simple townhome lots and the remaining lot would remain as an apartment lot with 14 units split between two buildings.

The variance applied for is to allow the property a variance from impervious surface and setback requirements. All lots meet the required size for townhome lots but most do not meet the impervious surface requirements which is required to be no more than 70% of the lot. These lots are between 71% and 86% impervious surface. Lot 14 (condo lot) and lot 23 (apartment lot) do not meet setback requirements as there is only a 2.3 feet setback while PUD requires 5 feet.

Each building, not each lot, has their own water and sewer line which is shared between its seven or eight units and is something that has been allowed in duplex lots with strict maintenance and an access easement agreement signed by all owners being required. The committee recognized this could cause great impact to homeowners down the line and did not feel this would be a desirable outcome. However, in this case, the applicant was told that a variance may be an option because of the financing behind the project, which is dependent on a Housing Incentive Fund (HIF) grant. That HIF money helps fund 18 essential workers within this development.

The Planning and Zoning Commission discussed the price points of the units that will be sold and Don Sterhan, President of Mountain Plains Equity explained the price range is somewhere from \$195,000 to \$215,000 with a target of \$200,000. Most of these units are two-bedroom with the exception of five three-bedroom units.

The Fire department has reviewed this as a multifamily project and will no longer be able to do inspections of the fee-simple lots but will continue to do an annual inspection of the two remaining apartment buildings. The HOA would also not require inspections of the fee simple townhome lots.

The code which addresses variances, states the variance shall not be granted by the Board of Adjustments unless and until a written application for a variance is submitted demonstrating 1) the special conditions and circumstances that exist are not applicable to other lands, structures or buildings in the same district; 2) the literal interpretation of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district; 3) the special conditions and circumstances do not result from the actions of the applicant; and 4) that granting the variance requested will not confer any special privilege that is denied by this ordinance to other land, structures or buildings in the same district. In granting any variance, the Board of Adjustments may prescribe the appropriate conditions and safeguards in conformity with this ordinance. In this case, the variance application is tied to the HIF units, which are the only thing that distinguishes this property from any other. Selling 18 units would allow the applicant to maintain the other 18 units as HIF essential worker rental units with 14 of those being in the two apartment buildings and the other four would be fee-simple lots that would be maintained in the developer's ownership. The Development Review Committee (DRC) felt the short supply of affordable housing would qualify the property for a variance.

The DRC noted that if the variance is granted, it should be contingent on 1) a water valve and meter placed in each individual unit; 2) a reciprocal access and utility maintenance agreement that spans all parking areas as well as the storm water management facility; 3) the HOA documents must a) give the city access rights to all properties in the event of a water or sewer concern; b) require penalties to be paid by the HOA if the City ends up running the HOA; c) conditions, covenants and restrictions (CC&R's) shall be submitted to the City for review; d) CC&R's for the HOA must state that HOA membership is mandatory, a liaison be designated between the HOA and the City, the HOA is empowered to assess the members for the cost of maintenance, the City of Williston may assume the duties of the HOA should it dissolve, and the developer shall submit documentation to the City from the ND Secretary of State verifying establishment of the HOA as an entity of the state; e) require that the HOA be tied to the owner of the apartment lot, requiring a representative of their company be president of the board for 3-5 years, allowing for an election at that point; f) require multiple signatures on any HOA expenditures from members of the board; g) give the HOA the ability to place a lien on properties that have not paid HOA fees; and h) set up a reserve fund to establish the HOA of which the developer has agreed to \$2,000 per fee-simple lot for a total reserve fund to start of \$36,000.

Mayor Klug opened the public hearing.

Don Sterhan, manager of ParkRidge Townhomes, LLC who are the owner and developer of the property stated the project began in 2014 with the State of North Dakota to assist in

solving the issue of affordable housing for essential service workers in Williston. The Bank of North Dakota stepped forward with the Flex Pace buy down program which has now expired doubling the debt service and they are now working through a creative solution to preserve the essential worker housing. This solution will take the 18 units that are market rate and to sell to homeowners, applying the net proceeds to the principle on the existing mortgage allowing the preservation of the 18 essential worker units.

Mayor Klug called a second time for anyone else who would like to speak on the matter with no response.

At this time Mayor Klug called for questions and comments from members of the Board of Adjustments.

Commissioner Bekkedahl asked for clarification on the placement of the 18 units to which Mr. Sterhan indicated there would be some relocation necessary to put the 18 essential worker households in the same buildings. Commissioner Piesik inquired about the size of the buildings and the size of the units being set aside for essential workers to which Mr. Sterhan stated two of the main buildings would make up 14 of the units and four in the fifth building. Of the 36 units, five are three-bedrooms with one in each building leaving two of the three-bedrooms in HIF units. Commission Brostuen asked if the north facing units would be essential worker housing or units for sale to which Mr. Sterhan indicated that building would be split between the two. Commission Cymbaluk asked if the complex would be setup similar to that of a condo association and if so if they are being sold fee-simple with covenants, will this group file the necessary paperwork to file for FHA funding to make it more affordable to the consumer to which Mr. Sterhan responded that they are going through this process to designate them townhomes for financing purposes and the necessary paperwork will be filed with HUD for approval of FHA financing. Mr. Sterhan was not aware this was necessary but will file the necessary paperwork to make them eligible for FHA financing. They are working with Community Works in Mandan that have some excellent first-time home buyer and down payment programs available. Commission Piesik also asked about the information stated in the application regarding the need to sell the property if the variance is not approved to which Mr. Sterhan indicated he did not see a choice due to the debt service.

Mayor Klug called a third time for additional public comments.

Ryan Geltel with McMaster, Geltel & Siewert law firm clarified the FHA requirements are associated with the condo association but these fee-simple lots are FHA eligible and he is not aware of anything specific to be filed with FHA for approval. Commissioner Piesik thought the requirement is with HUD to which Commission Cymbaluk believed this was the true and asked that it be looked at to benefit all involved.

Mayor Klug closed the public hearing.

Motion by Bekkedahl, Seconded by to Brostuen to approve the variance for ParkRidge Townhomes contingent on the completion/recordation requirements as listed above and speaking with the Fire Chief regarding inspections, which has been completed and also that there be a contingency in place that they pursue paperwork for proper FHA and HUD eligibility for purchasing the projects and if that requirement is not necessary for financing, that the contingency be removed.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

B. Adjourn Board of Adjustments

**Motion by Cymbaluk, Seconded by Bekkedahl to adjourn the Board of Adjustments.
UNANIMOUS BY VOICE VOTE**

1a. Roll Call of Board of City Commissioners

COMMISSIONERS PRESENT: Brad Bekkedahl, Deanette Piesik Tate Cymbaluk (via teleconference), Chris Brostuen and Howard Klug

COMMISSIONERS ABSENT: None

OTHERS PRESENT: Captain Armstrong, Dave Bell, Chief Catrambone, Anthony Dudas, Andrea Duntz, Pete Furuseth, Bob Hanson, Kent Jarcik, John Kautzman, Amy Krueger, Ryan O'Rear, Chief Peterson, Chery Pierzina, Andrea Placher, Mark Schneider, David Tuan, Derrick Walker, Shawn Wenko

Mayor Klug presented a quorum.

CHANGES TO AGENDA: Add 6C

Motion by Bekkedahl, Seconded by Brostuen to approve the agenda as presented with the addition.

UNANIMOUS BY VOICE VOTE

2. Consent Agenda

- A. Reading and Approval of Minutes
 - 1) Regular Meeting: August 27, 2019
- B. Auditor and Finance
 - 1) Accounts, Claims and Bills
 - a. August 23 – September 5, 2019

For checks between: 08/23/19 - 09/05/19

Check #	Vendor/Employee/Payee Number/Name	Check Amount	Date Issued
-32776	LYNN BYERS-WALLACE	1421.25	08/30/19
-32775	BRENDA D'ANGELO	1617.14	08/30/19
-32774	RANDY M DONNELLY	1662.95	08/30/19
-32773	JOHN L. KAUTZMAN	3667.62	08/30/19
-32772	KATHY KIMLEY	2455.52	08/30/19

-32771	KAREN P. LARSON	1869.61	08/30/19
-32770	STEPHANIE WELLMAN	1536.08	08/30/19
-32769	JASMINE COLLINS	1653.70	08/30/19
-32768	HEATHER DREWELOW	1502.98	08/30/19
-32767	CAITLIN ESTRADA	1514.46	08/30/19
-32766	SARAH HILTON	2401.66	08/30/19
-32765	GEORGIA HOLLEMBEAK	1553.88	08/30/19
-32764	YULISSA JIMENEZ	1421.25	08/30/19
-32763	JULIE KIRKPATRICK	1863.87	08/30/19
-32762	ELIZABETH OLSON	1514.46	08/30/19
-32761	PATRICIA POTTEIGER	1545.29	08/30/19
-32760	MIKAELA SKALICKY	1104.46	08/30/19
-32759	JOLEEN S. TINKER	1799.63	08/30/19
-32758	CARLI WADE	1436.14	08/30/19
-32757	DERRICK WALKER	3273.04	08/30/19
-32756	CINDY WHITE	1611.23	08/30/19
-32755	LAUREN WILKINSON	686.92	08/30/19
-32754	LAURA WOLTJER	1775.10	08/30/19
-32753	DENISE MELBY	1453.57	08/30/19
-32752	JACQUELINE MONZON	2085.18	08/30/19
-32751	KENNETH B. OWENS	317.17	08/30/19
-32750	APREL PURVIS	1513.65	08/30/19
-32749	KATHLEEN STAHOWIAK	2569.86	08/30/19
-32748	AMY JOHNSON	1580.58	08/30/19
-32747	SUSAN E. MOELLER	1516.13	08/30/19
-32746	HASAN ABDUL JABBAR	2077.11	08/30/19
-32745	ARIC ARENDS	1272.40	08/30/19
-32744	BRAD AUTTELET	4266.75	08/30/19
-32743	JOSHUA BANKS	2011.62	08/30/19
-32742	KARALEE BARLOW	1468.36	08/30/19
-32741	CLINTON BATES	2961.24	08/30/19
-32740	JALEN BEN	1908.09	08/30/19
-32739	ROBERT J. BENTH	2568.88	08/30/19
-32738	MINDY BERNSTEIN	1155.93	08/30/19
-32737	JAKE BYMAN	2230.13	08/30/19
-32736	JASON CATRAMBONE	3542.84	08/30/19
-32735	JUSTIN CHAMPION	2138.62	08/30/19
-32734	KHRISTOPHER CHAMPION	4158.44	08/30/19
-32733	MATTHEW CLARK	2778.15	08/30/19
-32732	STEPHEN CLARK	1777.44	08/30/19
-32731	PRISCILLA CRAIN	528.22	08/30/19
-32730	CHRIS DICK	2511.24	08/30/19
-32729	THOMAS DICKEY	364.79	08/30/19
-32728	SHERIDAN DOUGLAS	1577.26	08/30/19
-32727	RILEY ECKART	1344.18	08/30/19
-32726	GARRET FLESNESS	1646.93	08/30/19
-32725	MICHAEL FRONIMOS	4103.82	08/30/19
-32724	WADE GAMMELL	1646.93	08/30/19
-32723	COLTON GUTKNECHT	1792.84	08/30/19

-32722	GRACE GUTLOVICS	319.44	08/30/19
-32721	THOMAS HARTLEY	2832.20	08/30/19
-32720	ABIGAIL HELWIG	838.56	08/30/19
-32719	JAMES HERRMANN	815.93	08/30/19
-32718	JOHN HOSKINS	1953.92	08/30/19
-32717	EMILY HUGHES	2130.95	08/30/19
-32716	COREY JOHNSON	3216.70	08/30/19
-32715	RACHEL KARVONEN	1646.93	08/30/19
-32714	TRACY C. KERZMANN	1891.67	08/30/19
-32713	ROBERT KISER	2408.56	08/30/19
-32712	JEREMY KNAPKEWICZ	1734.17	08/30/19
-32711	JILL KNAPKEWICZ	2077.80	08/30/19
-32710	WYATT KOENIG	3654.08	08/30/19
-32709	TRISHA LADUE	1309.09	08/30/19
-32708	DYLAN LAMONTIA	1262.81	08/30/19
-32707	JOSHUA LARSON	2333.53	08/30/19
-32706	JASON LEWIS	3202.58	08/30/19
-32705	CAROLYN LIMERICK	2031.68	08/30/19
-32704	JARED MACKLEY	2652.63	08/30/19
-32703	CHRISTOPHER MAHONEY	3158.30	08/30/19
-32702	CALLEY MANN	787.68	08/30/19
-32701	ANDRE MARTONI	67.75	08/30/19
-32700	RYAN A. MILLER	2829.05	08/30/19
-32699	BRIAN MINTON	3984.03	08/30/19
-32698	CRAIG MOEN	1730.82	08/30/19
-32697	WYATT MOEN	1591.83	08/30/19
-32696	JOHN MORGAN	2042.59	08/30/19
-32695	ERICA J. MYERS	1580.57	08/30/19
-32694	CHRISTIAN OLSON	1624.32	08/30/19
-32693	JESSICA PATTERSON	1582.11	08/30/19
-32692	FLETCHER SCAIFE	2756.71	08/30/19
-32691	PATRICK SELLERS	2291.68	08/30/19
-32690	TRAVIS SHAY	2229.04	08/30/19
-32689	CHARLES STAFFORD	1458.79	08/30/19
-32688	SARA STAFFORD	1872.04	08/30/19
-32687	BRITTANY STORM-ANDERSON	2778.44	08/30/19
-32686	EARNEST THEETGE	3322.84	08/30/19
-32685	JEFFREY VANDYKE	1284.67	08/30/19
-32684	ANTHONY VERESPE	2933.82	08/30/19
-32683	HUNTER VOSS	1938.74	08/30/19
-32682	JAMES WESTON	1763.92	08/30/19
-32681	MATTHEW ABERLE	1836.40	08/30/19
-32680	SAM M. AIDE	2002.78	08/30/19
-32679	STEVEN D. ARMSTRONG	3373.19	08/30/19
-32678	BRANDON BALOGH	2092.44	08/30/19
-32677	JASON BARTEN	2132.77	08/30/19
-32676	HUGH E BENZEN	2610.07	08/30/19
-32675	LUCAS BRINKMAN	1876.45	08/30/19
-32674	MARTIN BURCH	295.41	08/30/19

-32673	ASHLEY R. CELANDER	1876.45	08/30/19
-32672	DUSTIN R. CELANDER	2138.78	08/30/19
-32671	KEVIN W. CRAFT	1413.50	08/30/19
-32670	JESSE CRUISE	2472.97	08/30/19
-32669	ERICA DAVIS	1836.40	08/30/19
-32668	DANIEL DERY	2812.50	08/30/19
-32667	RODNEY H. DICKERSON	3093.84	08/30/19
-32666	JAMES DIXON	2016.52	08/30/19
-32665	ALEXIUS ENGET	1993.28	08/30/19
-32664	TANNER FARSTVEET	2020.08	08/30/19
-32663	BRETT FLESNESS	2054.33	08/30/19
-32662	JORY FORSBERG	2120.40	08/30/19
-32661	CHELSEA S FOSSEN	1457.49	08/30/19
-32660	LINDA R. GRANBOIS	1589.75	08/30/19
-32659	STEVEN GUTKNECHT	3312.62	08/30/19
-32658	ALEXIS HAGGERTY	1884.41	08/30/19
-32657	WALTER H. HALL	2499.75	08/30/19
-32656	ROBERT HARRAH	2052.54	08/30/19
-32655	RANDY M. HAUGENOE	2520.15	08/30/19
-32654	DANIELLE HENDRICKS	2329.79	08/30/19
-32653	JACOB R. HENDRICKS	2279.61	08/30/19
-32652	JONATHAN HOLTER	2102.80	08/30/19
-32651	MICHAEL A. ISENHOWER JR	2234.56	08/30/19
-32650	BEAU JACOBSON	1866.96	08/30/19
-32649	EVAN JOHNSON	1955.23	08/30/19
-32648	ERIC KEYES	1876.45	08/30/19
-32647	KAYLA KLAPPER	1836.40	08/30/19
-32646	AMBER KOEHN	1926.82	08/30/19
-32645	JACOB KOEHN	2164.82	08/30/19
-32644	CINDY KOPAC	1193.61	08/30/19
-32643	JEREMIAH LACHNER	2189.76	08/30/19
-32642	TRAVIS LAWHEAD	1914.30	08/30/19
-32641	MIA LEFEVER	1826.90	08/30/19
-32640	MICHAEL LICCIARDI	1630.06	08/30/19
-32639	JOSHUA MAHLUM	1905.78	08/30/19
-32638	ANTHONY MANN	1836.40	08/30/19
-32637	TRAVIS J. MARTINSON	2498.20	08/30/19
-32636	CODY MILLER	2670.24	08/30/19
-32635	HEATHER MONTGOMERY	1954.10	08/30/19
-32634	NICHOLAS NELSON	1979.46	08/30/19
-32633	GARRETT NORSTEN	1836.12	08/30/19
-32632	JEFFREY OLSON	2147.61	08/30/19
-32631	GREG OSTER	2069.00	08/30/19
-32630	JOHN PAGANO	1991.53	08/30/19
-32629	JORDAN PATTON	2055.13	08/30/19
-32628	AMBER PELZL	1321.32	08/30/19
-32627	JUSTIN PELZL	2353.62	08/30/19
-32626	DAVID A. PETERSON	3682.33	08/30/19
-32625	KENNETH L. PRENTICE	2320.34	08/30/19

-32624	KRISTIINA RAVASKA	2435.63	08/30/19
-32623	NICK RINTAMAKI	1797.29	08/30/19
-32622	JONATHAN D. ROGGENKAMP	2041.60	08/30/19
-32621	NICHOLAS SATERMO	2702.27	08/30/19
-32620	NICOLE SAVELA	1797.29	08/30/19
-32619	CRYSTAL A. SCHAUBEL	1546.62	08/30/19
-32618	ZACHARY SCHWARTZ	1857.46	08/30/19
-32617	DAKOTAH SMITH	2134.52	08/30/19
-32616	CALLI STELLMACHER	1538.16	08/30/19
-32615	THEODORE VANGRINSVEN	1932.57	08/30/19
-32614	ROBERT VANWINKLE	1948.98	08/30/19
-32613	JESSE WEICHT	1786.34	08/30/19
-32612	JENNIFER WILLARD	1876.45	08/30/19
-32611	MICHAEL S. WILSON	2880.53	08/30/19
-32610	KELLY ABERLE	1981.49	08/30/19
-32609	JOE DOSS	2247.21	08/30/19
-32608	LESLIE HAMRICK	1353.39	08/30/19
-32607	AMELIA MOORE	1047.00	08/30/19
-32606	KARA ROBINSON	1200.35	08/30/19
-32605	DAVID SASSER	2262.97	08/30/19
-32604	MARK SCHNEIDER	3436.58	08/30/19
-32603	JASMIN TEIGEN	1179.67	08/30/19
-32602	NYDEL TOMPKINS	1457.57	08/30/19
-32601	WILLIAM TOWNSLEY	1763.65	08/30/19
-32600	PEDAR A. ANDRE	2189.01	08/30/19
-32599	MATTHEW ELBERT	1940.64	08/30/19
-32598	ROBERT E HANSON	3221.51	08/30/19
-32597	JASON W. HOULE	3439.85	08/30/19
-32596	DAVID WICKE	3679.35	08/30/19
-32595	WAYNE A WIEDRICH	3053.80	08/30/19
-32594	JAREK WIGNESS	2235.35	08/30/19
-32593	LES CHRISTENSEN	2420.00	08/30/19
-32592	AUBREY FOSBURGH	2455.34	08/30/19
-32591	JOHN JASTRZEBSKI	1381.83	08/30/19
-32590	LES WALTER	2242.23	08/30/19
-32589	JASON ANDREASON	3209.31	08/30/19
-32588	KYLE BREDWICK	1646.17	08/30/19
-32587	JAMES B. ENGEN	3062.90	08/30/19
-32586	WILLIAM EVANS	1442.78	08/30/19
-32585	LUKE FATZ	33.88	08/30/19
-32584	HUNTER HERMANSON	1563.93	08/30/19
-32583	DOMINICK IOVINO	1859.72	08/30/19
-32582	BRUCE A. JOHNSON	2307.81	08/30/19
-32581	RICHARD MALONEY	1011.38	08/30/19
-32580	EMIL NEHRING	970.44	08/30/19
-32579	TREVOR ODEGARD	1534.51	08/30/19
-32578	TROY OSTER	1573.06	08/30/19
-32577	DERIAN SIM	676.81	08/30/19
-32576	MATTHEW TUTAS	2038.60	08/30/19

-32575	IAN WEIGEL	2118.25	08/30/19
-32574	JEFFREY BRYSON	2351.61	08/30/19
-32573	ROBERT D. COUGHLIN	1416.42	08/30/19
-32572	MORKATAA DHINAA	1828.17	08/30/19
-32571	CHELSEA DIERZEN	1578.75	08/30/19
-32570	TYLER FIXEN	1390.24	08/30/19
-32569	JANAH JELLISON	1362.63	08/30/19
-32568	LACEY JOHNSTON	1733.48	08/30/19
-32567	AMANDA M. KAISER - LEE	1788.97	08/30/19
-32566	MITCHELL KERSTING	3249.66	08/30/19
-32565	EVAN LEWIS	1600.23	08/30/19
-32564	ALDON OLSON	1378.44	08/30/19
-32563	WILLIAM SCHWENDEMAN	1909.88	08/30/19
-32562	JAMIE SITZMAN	1951.44	08/30/19
-32561	ROBERT SKURDAL	2130.21	08/30/19
-32560	CURTIS CLARYS	2511.56	08/30/19
-32559	CHASE ENGEN	1381.84	08/30/19
-32558	BRANDON SANDBERG	1856.11	08/30/19
-32557	WYATT WILLSON	1452.73	08/30/19
-32556	THOMAS ATOR	2001.20	08/30/19
-32555	KATRINA HENRY	1449.55	08/30/19
-32554	CHRISTOPHER ADAM	1542.07	08/30/19
-32553	RENA COLLIE	1736.39	08/30/19
-32552	JASON COTTAM	1462.52	08/30/19
-32551	ARTHUR CRUMB	2653.13	08/30/19
-32550	PATRICIA K. FIORENZA	2801.31	08/30/19
-32549	DANNY R. GERGEN	2295.13	08/30/19
-32548	JAMES A HAGA JR	3220.87	08/30/19
-32547	VERNON L. HENDRICKSON	2002.90	08/30/19
-32546	LONNY HIATT	1866.33	08/30/19
-32545	JEFFREY LADUCER	1945.21	08/30/19
-32544	JESSICA MEADE	1390.63	08/30/19
-32543	RUSSELL E. MOMBERG	0.00	08/30/19
-32542	JOSEPH G. MONSON	484.68	08/30/19
-32541	REX OLSON	2034.24	08/30/19
-32540	ZACKERY OSTER	1540.32	08/30/19
-32539	TYRELL SMITH	1637.33	08/30/19
-32538	DAVID SMITHBERG	1597.48	08/30/19
-32537	BRYCE STORY	2173.42	08/30/19
-32536	KIMBERLY WALKER	1785.62	08/30/19
-32535	JONATHAN BABCOCK	539.86	08/30/19
-32534	KENNETH R. BOYKIN	2099.79	08/30/19
-32533	KASSANDRA BROWN	1553.29	08/30/19
-32532	ZACHARY COTHERN	1527.60	08/30/19
-32531	ANTHONY D. DUDAS	3547.54	08/30/19
-32530	ZACHARY EFFERTZ	1315.31	08/30/19
-32529	ROBERT S HANSON	1698.07	08/30/19
-32528	TERRY HARP	1823.06	08/30/19
-32527	DANIEL KIMLEY	1200.67	08/30/19

-32526	LORI A. LARSEN	1888.83	08/30/19
-32525	CORDELL LINDVIG	1682.83	08/30/19
-32524	GLENN MARSHALL	1424.72	08/30/19
-32523	BRENT MILLER	1360.26	08/30/19
-32522	RAHUL NATH	1308.89	08/30/19
-32521	RYAN O'REAR	2609.20	08/30/19
-32520	DEVIN REIFSTECK	1601.26	08/30/19
-32519	MICHAEL SPROUSE	664.67	08/30/19
-32518	KASEY WYMAN-YOUNG	1351.67	08/30/19
-32517	ARMAND BARBOT	1047.30	08/30/19
-32516	JAMES HAGA SR	1405.30	08/30/19
-32515	BRENT E. HANSON	2078.41	08/30/19
-32514	BEAU BERGERON	1529.90	08/30/19
-32513	MARK BRUINEKOOL	1827.53	08/30/19
-32512	TONY SCOTT	1304.10	08/30/19
-32511	MICHAEL SIMPSON	1856.12	08/30/19
-32510	JORDAN BLOTSKE	1353.26	08/30/19
-32509	GORDON HEENAN	1191.85	08/30/19
-32508	PORTER LEWIS	1485.31	08/30/19
-32507	GINA MOTT	2770.38	08/30/19
-32506	KELSY NEHRING	1749.22	08/30/19
-32505	SCOTT VASSEN	2363.11	08/30/19
-32504	BRIAN YOUNG	2003.13	08/30/19
-32503	KAYLYN BONDY	41.56	08/30/19
-32502	KEVIN CHRISTENSEN	41.56	08/30/19
-32501	ROBERT EYNON	41.56	08/30/19
-32500	LUCAS GJOVIG	41.56	08/30/19
-32499	DONNA HANSEN	41.56	08/30/19
-32498	KENT A. JARCIK	2920.95	08/30/19
-32497	RACHEL K. LAQUA	2423.24	08/30/19
-32496	JEREMY MILLER	1559.93	08/30/19
-32495	KELLY SOTO	1444.14	08/30/19
-32494	JOSILYN F BEAN	2831.42	08/30/19
-32493	DAVID LEE BELL	3260.41	08/30/19
-32492	KENNETH W. BERGSTROM	2786.43	08/30/19
-32491	STEVEN BROE	1121.88	08/30/19
-32490	BARBARA ELLICO	1574.36	08/30/19
-32489	KRISTIN PASEKA	1822.92	08/30/19
-32488	ALYSSA WIEDRICH	1329.11	08/30/19
-32487	KENT SKABO	2120.14	08/30/19
-32486	SKYLER HENRIE	2393.41	08/30/19
-32485	DIANE C. HAGEN	669.68	08/30/19
-32484	ETHAN BECK	330.99	08/30/19
-32483	TRACI BYRNE	1261.89	08/30/19
-32482	MORGAN COTE	1193.81	08/30/19
-32481	KELLY CRUSCH	205.93	08/30/19
-32480	GARY DESJARDINS	710.86	08/30/19
-32479	ARIEL FLECK	554.10	08/30/19
-32478	LEA HEINEY	92.35	08/30/19

-32477	KAYLA J. HELL	1127.46	08/30/19
-32476	MICHAEL HELL	527.14	08/30/19
-32475	MONTANA ICENOGLE	409.81	08/30/19
-32474	REBECCA KIEFER	96.97	08/30/19
-32473	ZOEY MELBERG	166.82	08/30/19
-32472	WANDA OLAF	1129.69	08/30/19
-32471	ANDREA L. PLACHER	1977.69	08/30/19
-32470	NATASHA TORRES	646.45	08/30/19
-32469	LISA WEBB	1165.54	08/30/19
-32468	SAWYER ZENT	973.20	08/30/19
-32467	ANN M. KVANDE	1768.38	08/30/19
-32466	BARBARA J. PETERSON	1702.88	08/30/19
-32465	BRENDA SCHMIDT	1597.73	08/30/19
-32464	SHAWN WENKO	3153.39	08/30/19
-32463	KATHY HAVSKJOLD	406.50	08/30/19
-32462	VIVIAN KALMIK	802.15	08/30/19
-32461	AMY A. KRUEGER	2381.99	08/30/19
-32460	ASHLEY OYLOE	1348.78	08/30/19
-32459	SABRINA A RAMEY	1893.31	08/30/19
-32458	JENNIFER STRIETZEL	1433.09	08/30/19
-32457	SHAWN BICE	1336.50	08/30/19
-32456	MICHAEL HARBRON	1556.08	08/30/19
-32455	JULIE HATTER	2825.92	08/30/19
-32454	TRISTA HENRIE	2307.05	08/30/19
-32453	MONICA LAMOREUX	1681.15	08/30/19
-32452	JAMES POIRRIER	1630.71	08/30/19
-32451	Matthew Flaten	32.32	08/30/19
-32450	Joshua Foust	193.93	08/30/19
-32449	Brandon Hoffman	187.12	08/30/19
-32448	Ethan Hurley	64.64	08/30/19
-32447	Kenny Kukuk	32.32	08/30/19
-32446	James Laqua	173.58	08/30/19
-32445	Paul Riely	96.97	08/30/19
-32444	DARWIN STEVENS	193.93	08/30/19
-32443	Brenden L. Stevens	32.32	08/30/19
-32442	CJ Vinger	64.64	08/30/19
-32441	Michael W. Walters	223.58	08/30/19
-32440	PRESTON OLSON	1362.77	08/30/19
-32439	KEVIN POWERS	2836.76	08/30/19
-32438	BRET WILLIAMS	2540.99	08/30/19
-32437	ANDREA DUNTZ	2274.51	08/30/19
-32436	PEGGY MASTERS	1969.20	08/30/19
-32435	CHERYL PIERZINA	2831.08	08/30/19
-32434	DAVID TUAN	3736.67	08/30/19
-32433	NATIONWIDE RETIREMENT SO	16025.58	08/30/19
-32432	CITY OF WILLISTON	1816.46	08/30/19
-32431	RUSSELL E. MOMBERG	392.07	09/03/19
-32430	RUSSELL E. MOMBERG	0.00	09/03/19
-32429	U.S. TREASURY	243074.51	08/30/19

-32428	JESSICA PATTERSON	467.96	09/04/19
-32427	U.S. TREASURY	132.80	09/03/19
-32426	MERITAIN HEALTH	10579.99	09/04/19
103087	ND CPA SOCIETY	145.00	08/26/19
103088	DAKOTA FENCE	220745.14	08/26/19
103089	ND DEPT OF TRANSPORTATION	81.00	08/26/19
103090	ND DEPT OF TRANSPORTATION	26125.80	08/26/19
103091	WILLISTON AUTO	1828.52	08/26/19
103092	PREMIER SPECIALTY VEHICLES, INC.	240925.00	08/26/19
103093	PROMOTION SELECT	4388.39	08/26/19
103094	MOUNTRAIL-WILLIAMS REC	356.35	08/26/19
103095	MIDCONTINENT COMMUNICATIONS	541.83	08/26/19
103096	WILLIAMS SCOTSMAN, INC.	2189.55	08/26/19
103097	AMB	6741.08	08/26/19
103098	EDLING ELECTRIC	75000.00	08/26/19
103099	AMERICAN STATE BANK	1604999.75	08/27/19
103100	MIKHAIL ASTVATSATUROV	179.00	08/27/19
103101	AMERICAN STATE BANK	7590977.28	08/28/19
103102	US POSTAL SERVICE	1323.76	08/28/19
103103	MIDCONTINENT COMMUNICATIONS	96.40	08/28/19
103104	MOUNTRAIL-WILLIAMS REC	4428.03	08/28/19
103105	MONTANA DAKOTA UTILITIES	51065.02	08/28/19
103106	MOUNTRAIL-WILLIAMS REC	133.96	08/28/19
103107	THE CREATIVE TREATMENT	1457.50	08/28/19
103108	ANTHONY D. DUDAS	45.00	08/28/19
103109	KADRMAS LEE & JACKSON INC	660445.21	08/28/19
103110	ANGELA CASTILLO	100.00	08/29/19
103111	MICHAEL MCCREARY	150.00	08/29/19
103112	DANIEL STRODE	500.00	08/29/19
103113	JEREMIE HOLMES	750.00	08/29/19
103114	STEWART AIRTH	750.00	08/29/19
103115	CLERK OF DISTRICT COURT	750.00	08/29/19
103116	CLERK OF DISTRICT COURT	750.00	08/29/19
103117	WALMART RESTITUTION RECOVERY	69.00	08/29/19
103118	ANGELA SOLBERG	20.00	08/29/19
103119	STEPHANIE WEBBER-MISSEY	450.00	08/29/19
103120	BANK OF NORTH DAKOTA	161247.44	08/29/19
103121	GARY L. GLOVATSKY	2293.94	08/30/19
103122	MARC MOHR	1331.67	08/30/19
103123	RICHARD S. ODEGARD	2025.96	08/30/19
103124	JOSHUA DAGENAIS	1536.03	08/30/19
103125	Christ Scheen	450.00	08/29/19
103126	MARTIN BURCH	2061.47	08/30/19
103127	JONNY IOVINO	7413.37	08/30/19
103128	JULIE KIRKPATRICK	216.73	08/30/19
103129	RICHARD MALONEY	550.45	08/30/19
103130	JESSICA MEADE	384.18	08/30/19
103131	EMIL NEHRING	3655.85	08/30/19
103132	BRET SANDBERG	681.03	08/30/19

103133	JOLEEN S. TINKER	11699.91	08/30/19
103134	MATTHEW TUTAS	363.95	08/30/19
103135	CONNECTICUT - CCSPC	274.00	08/30/19
103136	CREDIT COLLECTIONS BUREAU	410.00	08/30/19
103137	RI CHILD FAMILY SUPPORT PAYMENT	364.79	08/30/19
103138	ND STATE TAX COMMISSIONE	370.80	08/30/19
103139	RODENBURG LAW FIRM	478.86	08/30/19
103140	UNITED STATES TREASURY	440.00	08/30/19
103141	NDBOA SECRETARY/TREASURER	405.00	08/30/19
103142	JASMINE COLLINS	354.08	08/30/19
103143	BANK OF NORTH DAKOTA	2550.14	09/03/19
103144	JANA CARSEY	750.00	09/03/19
103145	ARIANNA MEYER	55.52	09/03/19
103146	MONTANA DAKOTA UTILITIES	508.63	09/03/19
103147	TECHNICAL COMMUNITIES, INC	36742.00	09/04/19
103148	MonDak Animal Rescue	250.00	09/04/19
103149	Deuces Wild!, LLC	3750.00	09/04/19
103150	BANK OF NORTH DAKOTA	8374.26	09/04/19
103151	ROGER & PAULA CYMBALUK	1500.00	09/05/19
103152	JOHN VALLEY JR	175.00	09/05/19
103153	NORMA SANDO	650.00	09/05/19
103154	AMERICAN FAMILY LIFE	2987.24	09/05/19
103155	AVESIS	2397.16	09/05/19
103156	UNITED WAY	90.00	09/05/19
103157	USABLE	138.40	09/05/19
103158	CLERK OF DISTRICT COURT	1500.00	09/05/19
103159	CLERK OF DISTRICT COURT	750.00	09/05/19
103160	DANIEL KROLAK	150.00	09/05/19
103161	Christ Scheen	1720.00	09/05/19
103162	MOUNTRAIL-WILLIAMS REC	3100.00	09/05/19
103163	3D SPECIALTIES	4770.00	09/05/19
103164	ACE HARDWARE & FLOORING	464.70	09/05/19
103165	ALEXIUS ENGET	300.31	09/05/19
103166	ALL SEASONS SPORT ABOUT, INC	334.50	09/05/19
103167	AMANDA DICKEY	31.28	09/05/19
103168	AMERIPRIDE LINEN AND APPAREL SERV	1025.03	09/05/19
103169	Angela Westphal	240.00	09/05/19
103170	ANN L STANTON	52.08	09/05/19
103171	AT&T MOBILITY	82.68	09/05/19
103172	AYLA DAY	13.07	09/05/19
103173	BADLANDS STEEL, INC	267.16	09/05/19
103174	BAKER & TAYLOR CO.	74.68	09/05/19
103175	BALCO UNIFORM CO., INC.	5395.34	09/05/19
103176	BIG SKY BATTERY MFG.	419.80	09/05/19
103177	BLACK MOUNTAIN SOFTWARE	103.77	09/05/19
103178	BLACKBURN MFG. CO.	731.36	09/05/19
103179	BORDER PLAINS EQUIPMENT, LLC	271.69	09/05/19
103180	BORDER STATES ELECTRIC	114.78	09/05/19
103181	BOSS OFFICE PRODUCTS	986.05	09/05/19

103182	BRAATEN PLUMBING, INC	6567.96	09/05/19
103183	BRODART CO.	144.88	09/05/19
103184	BURNS & MCDONNELL ENGINEERING CO	1824.00	09/05/19
103185	BUTLER MACHINERY CO.	1834.91	09/05/19
103186	C & D WATER SERVICES	76.50	09/05/19
103187	CAPITAL JOURNAL	107.91	09/05/19
103188	CARQUEST	761.55	09/05/19
103189	CASH WISE FOODS	93.39	09/05/19
103190	CDW GOVERNMENT	62648.00	09/05/19
103191	CG WILLISTON, LLC	344039.35	09/05/19
103192	CHARLES WILDER	500.00	09/05/19
103193	CITY OF WILLISTON	16961.11	09/05/19
103194	CITY OF WILLISTON	28455.50	09/05/19
103195	CITY OF WILLISTON	59322.16	09/05/19
103196	CITY OF WILLISTON	39.46	09/05/19
103197	CLAUSEN WELDING	100.00	09/05/19
103198	COLSTRIP ELECTRIC INC	1736.72	09/05/19
103199	CONNEX INTERNATIONAL	51.88	09/05/19
103200	CORE & MAIN LP	8672.32	09/05/19
103201	CRAIG'S SMALL ENGINE REPAIR	519.35	09/05/19
103202	DAKOTA DIESEL	718.55	09/05/19
103203	DAKOTA OUTDOOR ADVERTISING, LLC	1450.00	09/05/19
103204	DAKOTA SUPPLY GROUP	729.12	09/05/19
103205	DAN'S TIRE SERVICE	450.00	09/05/19
103206	DANIEL DERY	400.00	09/05/19
103207	DANIEL MATIS	26.81	09/05/19
103208	DAVID A. PETERSON	131.50	09/05/19
103209	DEGENSTEIN'S AUTO PLUS	625.00	09/05/19
103210	DEMARS FOODS	36.00	09/05/19
103211	DOT'S PRETZELS	103.97	09/05/19
103212	DPC INDUSTRIES, INC	6333.00	09/05/19
103213	DUANE'S RADIATOR SHOP	307.50	09/05/19
103214	EAST & WEST EXCAVATING LLC	15000.00	09/05/19
103215	ELECTRIC & MAGNETO, INC.	25.06	09/05/19
103216	EMRY'S LOCKSMITHING	329.00	09/05/19
103217	ERIKS North America	62.60	09/05/19
103218	EVAN LEWIS	45.50	09/05/19
103219	EVANGELINE JOHNSON	169.00	09/05/19
103220	FARGO GLASS & PAINT CO.	100.00	09/05/19
103221	FASTENAL COMPANY	119.36	09/05/19
103222	FCI CONSTRUCTORS, INC - ND	2136338.15	09/05/19
103223	FEDEX	312.28	09/05/19
103224	FIRSTMARK MATERIALS	49416.00	09/05/19
103225	FISHER SCIENTIFIC	1287.06	09/05/19
103226	FORT UNION SUPPLY & TRADE	375.81	09/05/19
103227	FURUSETH LAW FIRM, PC	40656.13	09/05/19
103228	GLOBAL EQUIPMENT CO, INC.	2609.47	09/05/19
103229	GOOSENECK IMPLEMENT	1150.42	09/05/19
103230	GRAYMONT WESTERN CANADA	31554.53	09/05/19

103231	Great American Financial Services	284.90	09/05/19
103232	HACH	898.90	09/05/19
103233	Hardscapes Plus	4912.50	09/05/19
103234	HAWKINS, INC.	16349.81	09/05/19
103235	HECK BUILT LLC	52460.00	09/05/19
103236	HEIL ENVIRONMENTAL	219.55	09/05/19
103237	HERC-U-LIFT	1164.80	09/05/19
103238	HOME OF ECONOMY	267.41	09/05/19
103239	HORIZON RESOURCES	12472.16	09/05/19
103240	HOSE AND RUBBER SUPPLY	120.47	09/05/19
103241	HOWARD SUPPLY COMPANY, LLC	181.17	09/05/19
103242	IDEXX DISTRIBUTION & LABORATORIES	938.28	09/05/19
103243	IDSS GLOBAL LLC	250.00	09/05/19
103244	INK SPOT PRINTING	868.44	09/05/19
103245	INNOVA INTEGRATED SOLUTIONS	600.00	09/05/19
103246	INNOVATIVE OFFICE SOLUTIONS LLC	1049.84	09/05/19
103247	INSURANCE INFORMATION EXCHANGE	314.30	09/05/19
103248	INTERSTATE BILLING SERVICE, INC	216.54	09/05/19
103249	INTERSTATE POWER SYSTEMS	461.21	09/05/19
103250	IWERX CONNECT	674.00	09/05/19
103251	JAMES MEMORIAL LIBRARY	600.00	09/05/19
103252	Jasmin Holm	612.50	09/05/19
103253	JOHN & JODY MALONE	49.42	09/05/19
103254	KATHLEEN STAHOWIAK	204.54	09/05/19
103255	KLEIN LANDSCAPING AND NURSERY INC	4200.00	09/05/19
103256	KODET ARCHITECTURAL GROUP, INC.	12666.50	09/05/19
103257	KRUGER	10141.15	09/05/19
103258	LASER DESIGNS ND	34.00	09/05/19
103259	LEAH KEEN	507.14	09/05/19
103260	LEXIPOL LLC	6293.00	09/05/19
103261	LEXIS NEXIS	78.43	09/05/19
103262	LUIS JARAMILLO	3600.00	09/05/19
103263	M-B COMPANIES, INC.	363.42	09/05/19
103264	MARCO TECHNOLOGIES LLC (MPLS)	152.03	09/05/19
103265	MARCO TECHNOLOGIES LLC (ST. LOUIS)	1599.53	09/05/19
103266	MC'S DIGGING	2000.00	09/05/19
103267	MENARDS	1364.88	09/05/19
103268	MIDCONTINENT COMMUNICATIONS	75.00	09/05/19
103269	MILLY'S ALTERATIONS	93.00	09/05/19
103270	MINNKOTA	410.06	09/05/19
103271	MITCHELL'S MAGIC COLORS	1000.00	09/05/19
103272	MONTANA DAKOTA UTILITIES	37629.16	09/05/19
103273	MOUNTRAIL-WILLIAMS REC	565.37	09/05/19
103274	MVTL/MINNESOTA VALLEY	1347.50	09/05/19
103275	MYGOV, LLC	1920.00	09/05/19
103276	NAPA AUTO PARTS	865.64	09/05/19
103277	ND DEPT OF HEALTH ENVIRONMENTAL HEALTH	100.00	09/05/19
103278	ND WATER AND POLLUTION CONTROL CO	130.00	09/05/19
103279	NEMONT	81.27	09/05/19

103280	NEO SOLUTIONS, INC	28644.21	09/05/19
103281	NEOPOST	1157.26	09/05/19
103282	NEWMAN SIGNS	2492.41	09/05/19
103283	NORTHERN IMPROVEMENT CO.	49950.00	09/05/19
103284	NORTHWEST RURAL WATER DISTRICT	835.78	09/05/19
103285	NORTHWEST SUPPLY & R&R TROPHIES	315.90	09/05/19
103286	OVERLAND AERIAL PHOTOGRAPHY	325.00	09/05/19
103287	PAYMENT PRINCIPALS	20.00	09/05/19
103288	PLAINS WINDOW CLEANING LLC	875.00	09/05/19
103289	POET ETHANOL PRODUCTS, LLC	4721.16	09/05/19
103290	POLAR REFRIGERATION LLC	624.63	09/05/19
103291	PRAXAIR DISTRIBUTION INC.	55.12	09/05/19
103292	PREBLE MEDICAL SERVICES, INC	241.00	09/05/19
103293	PRO SAFE SERVICES, INC	637.50	09/05/19
103294	QUILL CORPORATION	2469.60	09/05/19
103295	RED ROCK FORD	319.95	09/05/19
103296	REEVES COMPANY, INC.	27.38	09/05/19
103297	ROBERT SKURDAL	45.50	09/05/19
103298	ROBERT SKURDAL	31.50	09/05/19
103299	ROSS HOGAN	15.65	09/05/19
103300	RYAN ANDERSON	9.15	09/05/19
103301	SAFEGUARD BUSINESS SYSTEMS	547.98	09/05/19
103302	SANI-STAR	200.00	09/05/19
103303	SANITATION PRODUCTS	675.36	09/05/19
103304	SLAGLE SERVICES	14597.50	09/05/19
103305	SOURIS RIVER TELECOMMUNICATIONS	6.74	09/05/19
103306	STEIN'S, INC	150.00	09/05/19
103307	STEVEN D. ARMSTRONG	35.00	09/05/19
103308	STEVEN GUTKNECHT	149.00	09/05/19
103309	SUNSET LAW ENFORCEMENT	1203.20	09/05/19
103310	THOMAS D RUTHERFORD	12.02	09/05/19
103311	TODAY'S MACHINE SHOP	775.00	09/05/19
103312	TRACTOR & EQUIPMENT CO.	499824.23	09/05/19
103313	TRANSUNION RISK & ALTERNATIVE	73.20	09/05/19
103314	TRIANGLE ELECTRIC	16350.60	09/05/19
103315	TRILLION AVIATION	2000.00	09/05/19
103316	TYLER FIXEN	45.50	09/05/19
103317	TYREL RAUTH	8.11	09/05/19
103318	ULTEIG	117898.96	09/05/19
103319	UPS	61.88	09/05/19
103320	VELOCITY EHS	70.00	09/05/19
103321	VERIZON WIRELESS	396.40	09/05/19
103322	VISA	27355.16	09/05/19
103323	WILLIAM SCHWENDEMAN	45.50	09/05/19
103324	WILLIAMS COUNTY AUDITOR	9136.88	09/05/19
103325	WILLIAMS COUNTY HIGHWAY DEPT.	7018.20	09/05/19
103326	WILLIAMS COUNTY TREASURER/RECORDER	224.00	09/05/19
103327	WILLIAMS SCOTSMAN, INC.	2452.83	09/05/19
103328	WILLISTON AUTO	332.74	09/05/19

103329	WILLISTON COMMUNITY LIBRARY	346.37	09/05/19
103330	WILLISTON CONVENTION & VISITOR BU	2865.72	09/05/19
103331	WILLISTON DOWNTOWNERS ASSOCIATION	139.00	09/05/19
103332	WILLISTON FIRE & SAFETY	1026.10	09/05/19
103333	WILLISTON HERALD	2400.78	09/05/19
103334	WILLISTON PD PETTY CASH	75.35	09/05/19
103335	WILLISTON TIRE CENTER	490.00	09/05/19

Total Claims: \$14,550,323.44

Total Payroll: \$932,901.97

Grand Total: \$15,483,225.41

of Checks: 600

- 2) Business Licenses
 - a. Prime Hospitality, LLC – Transfer of Alcoholic Beverage License to GWND Assoc, LLC
- C. Development Services
 - 1) Contractor Licenses
- D. Engineering
- E. Authorization to Bid
 - 1) City Owned Facilities and Equipment Sale at Sloulin Field
 - 2) Demolition of Airfield Pavements, Lighting, Facilities and NAVAID Equipment at Sloulin Field

Motion by Brostuen, Seconded by Piesik to approve the Consent Agenda as presented UNANIMOUS BY VOICE VOTE

- 3. Public Hearings
 - A. 2020 City of Williston Budget

City Auditor, John Kautzman, presented the following:

Proposed Resolution 19-033 proposes an appropriation amount of \$165,821,464 and includes a proposed levy amount of \$5,064,150.

City Administrator David Tuan indicated the budget for 2020 was more challenging with the budget process started earlier in the year and working with projections and growth that are still in development. There are some moderate changes, decreases in some areas where efficiencies were found and some growth in the emergency services area due to a rise in calls for service. Overall it is a moderate increase to meet the demand of the public with a high level of service.

Commissioner Bekkedahl thanked City Auditor John Kautzman and his staff for their time commitment to the budget and City Administrator David Tuan for his leadership with the other department heads and staff for putting this together. The North Dakota state legislator changed the century code that requires these proceedings to take place a month earlier in order for the state to properly communicate assessed information to property owners. A budget of \$165 million with a city property tax levy of about \$5 million means about 3% of

that is funded by property taxes and keeps property taxes low. Commissioner Bekkedahl also thanked the City Commissioners for their involvement and due diligence in the budgeting process.

Mayor Klug opened the public hearing.

Mayor Klug called a second time for anyone who would like to speak on the budget.

Mayor Klug called a third time for public input. With no response, the hearing was closed.

Motion by Cymbaluk, Seconded by Bekkedahl to approve Resolution 19-033 to adopt the City of Williston 2020 budget as presented.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

4. Bid Openings
 - A. Walk Behind Trencher (Water Distribution)

Public Works Director, Dave Bell, presented the following:

Public Works opened bids on September 3 for a walk behind trencher for Water Distribution with a budget of \$20,000. Bids were received from RDO Equipment for \$17,920 and Ditch witch of ND for \$21,175 and recommends the award of the walk behind trencher to RDO Equipment of Williston in the amount of \$17,920.

Commissioner Bekkedahl inquired about the depth capacity and how it functions within the department to which Mr. Bell indicated it is for irrigation so we can stop contracting the work out and the depth is 2 – 2.5”.

Motion by Brostuen, Seconded by Piesik for approval awarding the bid for the walk behind trencher to RDO Equipment of Williston in the amount of \$17,920 as presented.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

5. Ordinances
6. Petitions, Communications and Remonstrance's
 - A. American State Bank Construction – Street Close Request
 - B. Williston High School – Homecoming Parade
 - C. City of Williston – Ag Appreciation Lunch – Street Close Request

Mayor Klug stated there are three street closure requests for American State Bank construction, Williston High School Homecoming Parade and the Ag Appreciation lunch.

**Motion by Bekkedahl, Seconded by Brostuen to approve the three street closure requests as requested on the dates with the date to be selected by American State Bank, and the date for the Ag Appreciation day is September 25.
UNANIMOUS BY VOICE VOTE**

7. 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
- 1) XWA Fuel Facility Management Agreement**

Commissioner Brostuen presented the following:

There are two items on the agenda requiring action of the Commission for items at XWA. The first item is a third-party fuel facility management agreement that sets the terms for the third-party management and sale of fuel to airport operations and airfield tenants. The second item is the approval for wayfinding signage at XWA.

Airport Director Anthony Dudas presented the following:

The fuel operations facility was constructed to provide diesel and unleaded fuel for our operations as well as our tenants which includes ground service equipment for the airlines and rental cars, as well as, any others that may be interested in procuring fuel at XWA. The original intent was to sell the fuel to our tenants ourselves however, the federal fuel taxes involved creates significant accounting challenges. With that, Overland Aviation was approached to provide the fuel with a \$.20 per gallon flowage fee with a \$1.00 per gallon maximum to those that procure fuel for some level of control over the fuel price. Recommendation is approval of the fuel facility management agreement with Overland Aviation.

Commission Bekkedahl asked if the City would also be responsible for the flowage fee to which Mr. Dudas indicated that yes, we also would pay that fee. Further discussion was held on whether the City could use the fuel ourselves at the no-tax rate and allow Overland Aviation to provide fuel for the tenants. Mr. Dudas will discuss with Overland Aviation to identify any administrative costs for them to manage our fuel. Actual gallons used now doesn't show on the report received monthly and we are typically seeing a few thousand dollars a month during the winter months.

Commission Brostuen asked if the price of a \$.20 per gallon flowage fee and a maximum of \$1.00 is close to retail at a station in town. Mr. Dudas indicated this agreement is to maintain a price as close to retail as practical to entice our tenants to procure fuel through the airport and the \$1.00 per gallon maximum is not applied to the aviation fuel that is procured.

Mayor Klug questioned what the thought was for the limit on the margins and do we have too many requirements for someone putting a large investment in our facility. Mr. Dudas

replied that with this agreement Overland Aviation would have an additional source of income.

Motion by Brostuen, Seconded by Cymbaluk for approval of the fuel facility management agreement with Overland Aviation as presented.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

2) XWA Wayfinding Signage

Bids were opened on Thursday September 5 for wayfinding signage at XWA that includes off-site signage for entrances to the facility from all directions for the people in our region, as well as the on-site wayfinding for people to get to the areas such as our new Customs & Border Protection facility and Overland Aviation, etc. A bid opening was also held for the monument sign but unfortunately no bids were received that to get it constructed this fall and it will be reissued this winter. One bid was received for on and off-site wayfinding signage that came in at \$203,373, significantly below the \$450,000 budget. Recommendation is for approval for construction of the on and off-site wayfinding signage to 3D Specialties in the amount of \$203,373.

Mayor Klug inquired if the wayfinding signs were designed by airport experts to which Mr. Dudas indicated Alliance Consulting was hired to assist in getting the appropriate wayfinding signage similar to other airports in the country.

Motion by Piesik, Seconded by Brostuen to recommend approval for construction of off and on-site wayfinding signage to 3D Specialties in the amount of \$203,373.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

8. Report of Departments
 - A. Administration
 - B. Auditor and Finance
 - C. Attorney
 - 1) School Resource Officer MOU

Attorney Pete Furuseth presented the following:

Attorney Taylor Olson has been working with Chief Peterson putting together the Memorandum of Understanding with the police department and public schools similar to last year with a few small items to account for changes in command at the Williston Police Department. Recommendation is to sign the document.

Motion by Cymbaluk, Seconded by Brostuen to adopt the MOU and to direct the Mayor and Chief Peterson to sign the agreement as presented.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- D. Public Works
- E. Engineering
 - 1) MDU and Nemont Easements for Corp of Engineers

Senior Engineering Advisor Bob Hanson presented the following:

The Corp of Engineers is doing some electrical upgrades at the pumping plant by the levee that requires a new set of primary electrical cables from the MDU substation located south of Scenic Sports to the facility and would like to install the cables underground along the east edge of the Waste Water Recovery Facility. Nemont also wants to install a fiber optic telephone line in the same trench and this requires an easement for both Nemont and MDU. Recommendation is to grant both MDU and Nemont a 20' easement along the east side of the Williston Waste Water Recovery Facility.

Commissioner Brostuen asked if the new lines being buried will result in any upgrades to the service levels at the Waste Water plant to which Mr. Hanson indicated no, they are just going by the facility. Commissioner Bekkedahl inquired if in the future we are required to put any sort of a levee system around the facility, will it encumber any portion of this easement area that would require them to dig a disproportionate amount of fill to get to their services for repair and if so can we put language in this agreement that if have to use that space in any way and the lines have to be move that it is at their expense, not ours. Mr. Hanson indicated that yes it could potentially be a concern and will check with MDU and Nemont to do this.

Motion by Bekkedahl, Seconded by Brostuen for approval of the MDU and Nemont easements for Corp of Engineers as presented by the City Engineer with the provision that we research the possible addition of language to make sure the City is held harmless if a levee is ever required and encumbers their easement

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- F. Fire Department
- G. Police Department
- H. Development Services
 - 1) Preliminary Plat for a Rearrangement of Lot 5, Block 29, a Rearrangement of Lot 1, Block 23, Harvest Hills Subdivision

City Planner Kent Jarcik presented the following:

This is to implement the variance heard earlier to create 23 lots, 22 of the lots would become fee-simple lots and one lot would hold two buildings of 14 units. The Building Department has reviewed, no additional construction would be needed to do this. The plat must add a reciprocal access easement across all rear driveways and lots. Completion and recordation requirements include final plat review at Planning and Zoning Commission and City Commission, individual water valves and meters, easement and access agreements, HOA documents and CC&R's. The Planning and Zoning Commission recommended approval of the preliminary plat for the rearrangement of Lot 5, Block 29, a rearrangement of Lot 1, Block 23, Harvest Hills Subdivision.

Motion by Bekkedahl, Seconded by Brostuen for approval of the preliminary plat and variance from impervious surface coverage and setback requirements for ParkRidge Townhomes as recommended by the Development and Review Committee.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- I. Economic Development
 - 1) Flex PACE Applications
 - a. Executive Air Taxi Service

Economic Development Executive Director Shawn Wenko presented the following:

There are items for the Flex PACE program with the first being Executive Air Taxi Service, which is a full-service aviation company based out of Bismarck with their expansion into Williston to provide air ambulance transport to the necessary medical facilities. They are requesting a Flex PACE match to construct an aircraft hangar and flight crew facility at XWA. The project cost is approximately \$650,000, they have secured a lease agreement with XWA and the STAR Fund board is recommending an amount not to exceed \$108,000 for the Flex PACE portion.

Motion by Bekkedahl, Seconded by Piesik to approve the Flex PACE Buydown not to exceed the amount of \$108,000 to Executive Air Taxi Service.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- b. Hops & Berry, LLC

The second application is Hops & Berry, LLC which is a self-service beer and wine bar located at the Renaissance on Main building. Every customer checks in with an attendant to confirm their age, setup payment and receive an electronic bracelet. The customer then activates their bracelet and they dispense the product by swiping the bracelet by the tap which then activates the tap. Hops & Berry plans to have 40-50 taps with limited food

service. One question in committee was about managing over consumption which is done through security measures in place with the bracelet set to a certain amount of ounces before the bracelet clicks off and needs to be reset by the attendant who can make the determination of any over consumption. The STAR Fund recommends a Flex PACE Buydown not to exceed \$10,000 which is contingent upon Hops & Berry securing a beer and wine license. The application has been submitted and will be before the Commission in a couple of weeks.

Motion by Brostuen, Seconded by Bekkedahl for approval of the request for a Flex PACE Buydown not to exceed \$10,000 for the Hops & Berry, LLC business in downtown Williston contingent upon the business acquiring a beer and wine license.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- 2) Community Build/Growth Grants
 - a. Williston State College Small Business Development Office

This is the Small Business Development Center (SBDC) requesting funding to match the annual operating budget for the region. This request is seen each year from SBDC for services provided to the area. The Economic Development office has had an agreement with SBDC since 2015 which allows us to utilize director Keith Olson's time to review and qualify the super majority of applications that come through the STAR Fund and limits the amount of staff on the City's side. The request is the same as last year and is not to exceed \$45,000.

Motion by Brostuen, Seconded by Piesik for approval of the annual Community Build/Growth Grant in the amount of \$45,000 for funding of the local SBDC office as presented.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- b. Williston Regional Economic Development

The second application is the Western Region Economic Development Board requesting funds for their 2020 budget to assist with marketing and various events. The STAR Fund has participated with this for multiple years and there is support to approve once again but there was considerable discussion that since this organization is now expanded to include the counties of Williams, Divide, Mountrail and McKenzie, going forward there is going to be emphasis placed on receiving monetary participation by these entities similar to what the STAR Fund does for this group. The Board has recommended an amount not to exceed \$45,000 for the Western Regional Economic Development for their 2020 budget.

Motion by Bekkedahl, Seconded by Brostuen to approve the Community Build Grant to Western Regional Economic Development in the amount not to exceed \$45,000.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

3) Community Enhancement

This is for the 2020 Community Enhancement grants totaling up to \$50,000 for nonprofits in the region that have projects or events that help increase and improve quality of life. With approval tonight, a date for applications and a deadline for review will be set and then recommendations will be brought back for final approval.

Motion by Brostuen, Seconded by Bekkedahl to approve.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

J. Airport

1) XWA Commercial Terminal Cleaning Contract

Airport Director Anthony Dudas presented the following:

Proposals for cleaning of the XWA terminal were opened August 21. A mandatory pre-bid was held with two interested vendors with only one bid received from Paramount Building Solutions. They submitted a very thorough proposal including all required items and at least one person on-site 24 hours a day. The proposal is for \$325,000, which includes some additional capital improvement costs for specific equipment, which is being reviewed to be sure all equipment is necessary. Recommendation is to approve the cleaning contract with Paramount Solutions not to exceed \$325,000.

Commissioner Brostuen asked if references were submitted, to which Mr. Dudas answered yes and shared that they provide cleaning services to facilities around the nation, but they do not currently provide any services in Willison. Mr. Dudas responded to some financial questions from Commissioner Bekkedahl, which included that yes, the annual proposed amount includes the required capital equipment, and this is a three-year contract that does allow for making changes as seen necessary. There are also no built-in annual price escalations and there is a 90-day notice required for any changes or cancellations of the contract. Minot airport has hired their own staff and do not contract their cleaning service. Commission Piesik inquired as to whether the company will do background checks and are they providing the cleaning supplies to which Mr. Dudas indicated the City would do the background checks and provide the cleaning supplies as part of our operating budget. Additional financial discussion was held on the cost of cleaning the current terminal at \$7,000 monthly for 9,500sf compared to 103,000sf at XWA. Mayor Klug inquired about

cleaning the ARFF/SRE which will be done by the operations and fire staff and the Customs building will be managed by Overland Aviation.

Motion by Brostuen, Seconded by Piesik for approval of the cleaning contract with Paramount Solutions as presented in the annual amount not to exceed \$325,000.

AYE: Bekkedahl, Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: None

CARRIES: 5-0

- K. Convention and Visitor's Bureau
- 9. Appointments and Consultations with Officers
- 10. Unfinished Business
 - A. Herman Oil Property Sale

City Administrator David Tuan presented the following:

Request made to remove from the agenda until further notice.

**Motion by Bekkedahl, Seconded by Cymbaluk to approve removal.
UNANIMOUS BY VOICE VOTE**

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

**Motion by Bekkedahl, Seconded by Piesik to adjourn.
UNANIMOUS BY VOICE VOTE**

Howard Klug, President
Board of City Commissioners

John Kautzman, City Auditor