

AGENDA
Board of City Commissioners
July 23, 2019 - 6:00 pm
City Hall – Williston, North Dakota

1. Roll Call of Commissioners and Pledge of Allegiance
2. Consent Agenda
 - A. Reading and Approval of Minutes
 - 1) Regular Meeting: July 9, 2019
 - B. Auditor and Finance
 - 1) Accounts, Claims and Bills
 - a. July 4 – 18, 2019
 - 2) Business Licenses
 - C. Development Services
 - 1) Contractor Licenses
 - 2) Request for Public Hearing August 13, 2019 for a Preliminary Plat and Zone Change for 2.24 Acres for the Reiger 2nd Subdivision - MSR, LLC
 - D. Engineering
 - E. Authorization to Bid
 - 1) XWA Rental Car Quick Turn Around Facility RFQ
3. Public Hearings
4. Bid Openings
5. Ordinances
 - A. Ordinance 1105 – Marijuana (First Reading)
 - B. Ordinance 1106 – General Penalty; Continuing Violations (First Reading)
6. Petitions, Communications and Remonstrance's
 - A. CVB – Street Close Request: Chokecherry Festival
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 Rental Car and Staff Parking Lot Bid Award
8. Report of Departments
 - A. Administration
 - B. Auditor and Finance
 - 1) Williston Housing Authority – HUD Recovery Agreement
 - 2) USDA Firm Application
 - 3) Big Shot Taxi – Termination/Revocation
 - 4) Pledged Collateral
 - C. Attorney
 - D. Public Works
 - E. Engineering
 - 1) 2019 Water Main Replacement Change Order 1 – BEK Consulting
 - 2) 42nd St and 16th Ave Design Award

- 3) Engineering Service Task Order Agreement for Harvest Hills/Hagan
Coulee Drainage Improvement – Alliance Consulting
- F. Fire Department
- G. Police Department
- H. Development Services
- I. Economic Development
 - 1) Flex PACE Applications
 - a. Send It Truckin, LLC
 - b. Fischer Family Chiropractic
 - c. Glo Tanning Spa & Salon
 - 2) Community Build/Growth Grants
 - a. Little Rascals Daycare
 - b. Williston Downtowners Association
 - 3) Other
 - a. Task Order – XWA Marketing AE2S
- J. Airport
- K. Convention and Visitor’s Bureau
- L. Library
 - 1) 2018 Annual Report
9. Appointments and Consultations with Officers
10. Unfinished Business
11. New Business
12. Executive Session
13. Adjourn



Memo

To: Board of City Commissioners

From: John Kautzman, City Auditor

Date: July 23, 2019

Re: Consent Agenda

2A1 Regular Meeting Minutes Dated: July 9, 2019

2B1 Accounts, Claims and Bills

Accounts, claims and bills processed: July 4 - 18, 2019

2B2 Business Licenses

Recommendation: Approval of Consent Agenda items

Attachments:

a2A1

a2B1



DATE: July 23, 2019
TO: City Commission
FROM: Mark Schneider, Director Development Services
RE: Consent Agenda – Contractor Licenses

2C1 Contractor Licenses

I recommend approval for all Licenses.

Attachments

Building Official – Consent Agenda

Master plumber

- a) Michael Conduff-Little Mac Plumbing

Water Sewer Installer

- a) Michael Erickson-Drain Man Inc



DATE: Tuesday, July 23rd, 2019
TO: City Commission
FROM: Anthony Dudas, Airport Director
RE: Authorization To Bid – Airport

2E1 XWA Rental Car Quick Turn Around Facility (QTA) RFQ

The Airport is seeking qualification based proposals from all responsible and qualified proposers which are interested in funding the construction and operation of the rental car QTA through a public private partnership at the new Williston Basin International Airport. The City will award a contract to the most qualified proposer. The final contract and scope of work will be negotiated with the selected Proposer and then brought to the City Commission for final review and approval. The committee responsible for reviewing these proposals will consist of Anthony Dudas, David Tuan, Shawn Wenko, Keith Olson, and Chris Brostuen.

I recommend approval to advertise an RFQ for construction and operation of the quick turn around facility at XWA.

Attachments

None



DATE: July 18, 2019
TO: City Commission
FROM: Taylor Olson, City Attorney
RE: Ordinance amendments

Summary of agenda subject:

Good evening Commissioners and Department Heads:

Chapter 12 of the City of Williston Code of Ordinances provides the penalties for the possession of marijuana, marijuana paraphernalia, and ingestion of marijuana.

In the last legislative session, the penalty for violation of specific provisions of these ordinances was amended from a class B misdemeanor to an infraction under certain circumstances.

The amendments I have proposed tonight mirror the NDCC amendments. As we know, a city ordinance cannot be stricter than a state ordinance, and therefore, we must amend these ordinances.

I have included a copy of the house bill which outlines the changes. I have incorporated them into our code in Chapter 12 and have also amended Section 1-11 of Chapter 1 to reflect the changes in the definition and penalty of an infraction.

Please let me know if I can answer any questions for you.

I recommend a motion is made as follows:

- 1) Motion to pass the ordinance regarding 12-51.**
- 2) Motion to pass the ordinance regarding 1-11.**

Thank you for your time,

Taylor D. Olson
City Attorney

ORDINANCE NO. 1105

AN ORDINANCE OF THE CITY OF WILLISTON AMENDING SECTION 12-51 OF CHAPTER 12 (OFFENSES-MISCELLANEOUS) OF THE WILLISTON CODE OF ORDINANCES TO EFFECTUATE THE ADOPTION AND IMPLEMENTATION OF THE CHANGES MADE BY THE 2019 NORTH DAKOTA LEGISLATIVE SESSION RELATING TO MARIJUANA OFFENSES.

THEREFORE, BE IT ORDAINED by the Board of City Commissioners of the City of Williston, North Dakota, that Chapter 12, Section 12-51 be amended, and as amended be enacted as follows:

Sec. 12-51. Marijuana

- (a) *Short title.* This section shall be known and may be cited as the “Marijuana Ordinance of the City of Williston.”
- (b) *Definitions.*
1. Marijuana means all parts of the plant Cannabis whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of mature stalks (except the resin extracted therefrom), fiber, oil or cake, or the sterilized seed of the plant which is in capable of germination. The term marijuana does not include hemp, as defined by Title 4.1 of the North Dakota Century Code.
- (c) *Prohibited Acts.*
1. It shall be unlawful to possess marijuana within the corporate limits of the city, unless the marijuana was obtained in accordance with chapter 19-24.1 of the North Dakota Century Code.
 2. It shall be unlawful to use or possess with the intent to use drug paraphernalia to ingest, inhale, or otherwise introduce marijuana into the human body, or possess with the intent to use drug paraphernalia to store or contain marijuana, within the corporate limits of the city.
 3. It shall be unlawful to intentionally ingest, inhale, inject, or otherwise take into the body a controlled substance unless the substance is medical marijuana obtained in accordance with chapter 19-24.1.
- (d) *Penalties.*
1. A person violating section(c)(1) by possessing marijuana in an amount of less than one-half ounce (14.175 grams) is guilty of an infraction.
 2. A person violating section(c)(1) by possessing at least one-half ounce (14.175 grams) but not more than 500 grams of marijuana is guilty of a class B misdemeanor.

3. A person violating section (c)(2) by using or possessing with the intent to use drug paraphernalia to ingest, inhale or otherwise introduce marijuana into the human body, or possess with the intent to use drug paraphernalia to store or contain marijuana, is guilty of an infraction.
4. A person who is under twenty-one years of age and violates section (c)(3) by intentionally ingests, inhales, injects, or otherwise takes into the body a controlled substance that is marijuana, unless the substance was medical marijuana obtained in accordance with chapter 19-24.1, is guilty of a class B misdemeanor.

This ordinance shall be in full force and effect on August 1, 2019 or upon its final passage, approval, and publication, whichever occurs first.

Commissioner ____ moved the adoption of the foregoing Ordinance. The Motion was seconded by Commissioner _____. On roll call vote of the Commissioners vote "AYE": _____; and the following Commissioners vote "NAY": none. Absent and not voting: none.

WHEREUPON, the Motion was passed, and the Ordinance declared **adopted this ____ day of July, 2019.**

ATTEST:

John Kautzman, City Auditor

Howard Klug, President
Board of City Commissioners

First Reading: July 23, 2019
Second Reading: August 13, 2019
Publish:

ORDINANCE NO. 1106

AN ORDINANCE OF THE CITY OF WILLISTON AMENDING SECTION 1-11 OF CHAPTER 1 (GENERAL PENALTY; CONTINUING VIOLATIONS) OF THE WILLISTON CODE OF ORDINANCES TO EFFECTUATE THE ADOPTION AND IMPLEMENTATION OF THE CHANGES MADE BY THE 2019 NORTH DAKOTA LEGISLATIVE SESSION RELATING TO INFRACTIONS.

THEREFORE, BE IT ORDAINED by the Board of City Commissioners of the City of Williston, North Dakota, that Chapter 1, Section 1-11 be amended, and as amended be enacted as follows:

Sec. 1-11. General Penalty; Continuing Violations

- (a) *Class B misdemeanor.* Whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in this Code or any ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the penalty shall be classified as a Class B misdemeanor. Any person upon conviction for the violation of any such provision of this Code or any ordinance shall be punished by a fine not exceeding one thousand dollars five hundred dollars (\$1,500.00) or by imprisonment not to exceed thirty (30) days, or by both such fine and imprisonment, for each such offense. Each day any violation of any provision of this Code or of any ordinance shall continue shall constitute a separate offense. In the construction and interpretation of this section, the revocation of a license or permit shall not be considered as a recovery or penalty so as to bar any other penalty from being enforced.

- (b) *Infraction.* The penalty for violation of an offense classified as an infraction is a maximum fine of one thousand dollars. Any person convicted of an infraction who, within one year before commission of the infraction of which the person was convicted, has been convicted previously at least twice of the same offense classified as an infraction may be sentenced as though convicted of a class B misdemeanor. If the prosecution contends that the infraction is punishable as a class B misdemeanor, the complaint must specify the offense is a misdemeanor.

This ordinance shall be in full force and effect upon its final passage, approval, and publication.

Commissioner ____ moved the adoption of the foregoing Ordinance. The Motion was seconded by Commissioner _____. On roll call vote of the Commissioners vote "AYE": _____; and the following Commissioners vote "NAY": none. Absent and not voting: none.

WHEREUPON, the Motion was passed, and the Ordinance declared **adopted this ____ day of July, 2019.**

ATTEST:

John Kautzman, City Auditor

Howard Klug, President
Board of City Commissioners

First Reading: July 23, 2019
Second Reading: August 13, 2019
Publish:



DATE: July 23, 2019
TO: City Commission
FROM: John Kautzman, City Auditor
RE: Petitions

6A CVB – Street Close Request: Chokecherry Festival

The Williston Convention & Visitors Bureau is requesting a street closure for its annual Chokecherry Festival.

The proposed two-day event will take place at Harmon Park on August 9th beginning at 4 p.m. until midnight and will continue August 10th from 7 a.m. to 5 p.m. This multi-faceted event will include an outdoor band, a 5K run, a car show, a children's jump-n-fun area and will feature a variety of vendors.

The CVB's traffic control plan includes a street closure along 11th street from 2nd Ave W to Main Street on Saturday, August 10th for a set-up area for the car show and cornhole beanbag tossing tournament, and to provide safety for foot traffic. Additionally, a closed section of Highland Drive off of 2nd Ave W will be used for an EMS vehicle hub.

Map details for the event and street closures are included in the commission packet.

Recommendation: To approve the Street Close Requests for the Williston CVB Chokecherry Festival.

Attachments:
a6A



DATE: Tuesday, July 23rd, 2019
TO: City Commission
FROM: Anthony Dudas, Airport Director
RE: Report of Commissioners – Water Works, Sewer, Airport, Building and Planning
Commissioner

7E1: XWA Rental Car and Staff Parking Lot Bid Award

This project was originally bid as a parking lot and rental car wash facility together. When these bids were opened in April, they were more than twice the engineer’s estimate for the project. Upon review of these bids, our team found several areas in which we felt we could lower costs including, removal of a large retaining wall which required tribal consultation with the FAA, separation of the building from the parking lot, and easing the construction schedule to allow more flexibility to the potential contractor.

With these items accomplished, we opened bids for the parking lot only on July 18th. You can see the bid tabulation below. The engineer’s estimate for this project was \$4,000,100.00 for general construction and the asphalt alternative and \$194,775.58 for electrical construction. The original design of this parking lot had a low bid of \$5.8M not including any electrical construction.

Construct the Construction of the Employee Parking Area and Rental Car Parking Project		
Summary of Bids		
	Engineer’s Estimate	KLE Construction, LLC
Schedule I: General Construction Base Bid	\$2,534,512.23	\$1,812,670.00
Schedule I: Alternate 2 HMA Pavement Section	\$1,466,100.00	\$1,658,700.00
Total Bid	\$4,000,100.00	\$3,471,370.00

Construct the Construction of the Employee Parking Area and Rental Car Parking Project		
Summary of Bids		
	Engineer’s Estimate	Strata Corporation
Schedule II: Electrical Construction Base Bid	\$194,775.58	\$164,480.00
Total Bid	\$194,775.58	\$164,480.00

After review of the bid tabulation and the bidders experience on similar projects, it is recommended to move forward with KLE Construction for the general construction and asphalt paving of this parking lot. KLE recently met the substantial completion date for the commercial parking lot Phase I at XWA, which is very similar to this project and directly adjacent to it.

I recommend approval of the rental car parking lot general construction and alternative 2 for asphalt surface to KLE Construction in the amount of \$3,471,370.00

I recommend approval of the rental car parking lot electrical construction to Strata Corporation in the amount of \$164,480.00

Attachments

A17E1: Burns & McDonnell Bid Review and Recommendation

A27E1: Bid Tabulation

A37E1: Original Unawarded Bid Tabulation



DATE: July 23, 2019
TO: City Commission
FROM: John Kautzman, City Auditor
RE: Auditor and Finance

8B1 Williston Housing Authority – HUD Recovery Agreement

This Recovery Agreement between the Williston Housing Authority and the US Department of Housing and Urban Development is intended to formalize the Housing Authority's intent to implement an action plan to improve performance and correct deficiencies as identified by HUD. Further, the Agreement stipulates that the Housing Authority and the City of Williston will work together to develop and implement a Sustainability Plan, as necessary, to achieve recovery.

Recommendation: Approval of the Williston Housing Authority – HUD Recovery Agreement.

8B2 USDA Firm Application

This item is a request to move forward with the processing of required documents necessary for a proposed US Department of Agriculture loan for financing projects at the new XWA Williston Basin Airport in the amount of \$85,000,000. Copies of the draft documents required by the USDA are in the commission packet and include:

- City Attorney's Opinion in connection with the financing request.
- Legal Services Agreement between the City and its legal counsel, the Furuseth, Olson & Evert law firm, for services as necessary for this project.
- Survey on Ensuring Equal Opportunity for Applicants.
- Inability to Fund Certification.
- Letter to State Historic Preservation Officer (SHPO) notifying the State of the proposed project.
- Notice of Public Hearing for a required public meeting proposed for August 27th to obtain views and answer questions related to project economic and environmental impacts, service area and alternatives to the project.

Recommendation: To authorize the City Auditor to proceed with the USDA Firm Application and process the required documents; authorize the Commission President, and any other required designees, to sign necessary documents; approve the Legal Services Agreement with the Furuseth, Olson & Evert Law Firm for services related to the USDA loan projects; and to authorize the advertisement of a notice of public hearing regarding the application and project to be scheduled for the regular City Commission meeting of August 27th, 2019.

8B3 Big Shot Taxi Revocation

We are asking for the Board to revoke Big Shot Taxi's City Tax License for non-compliance. Jason Evanson, owner of Big Shot Taxi, failed to provide the City Auditor's office with a current safety inspection due on July 9, 2019. A certified letter was mailed on July 11, 2019 informing Mr. Evanson that the revocation was on the July 23, 2019 Commission Meeting Agenda.

Big Shot Taxi has had several prior issues/suspensions;

- September 21, 2017 – Suspension letter mailed for non-compliance for not providing current insurance.
- December 1, 2017- Suspension letter mailed for not renewing his business license on time, however, that was rescinded as he did come in late any pay this fee.
- December 21, 2017 - 30-day suspension for non-compliance with the requirements of his business license. This issue was resolved with an agreement drafted by our City Attorney's office.

Mr. Evanson has not demonstrated the ability to be a responsible license holder, as indicated by his repeated violations of our City Ordinance.

Recommendation: To revoke Big Shot Taxi's City Tax License for non-compliance of the city's Vehicles for Hire ordinance.

8B4 Semi-Annual Review of Pledged Collateral

Semi-annually the Board of Commissioners is asked to review the pledged collateral and acknowledge, for the record, that we have our funds covered to 110% for each dollar invested over the FDIC coverage and that the Board approves the collateral listed. The recap ending June 30, 2019 is as follows:

American State Bank	
Pledge Total	\$ 72,540,000.00
Money Market Account 4419	\$ 6,019,872.12
ICS 419	\$ 24,763,709.91
Checking 9003	\$ 13,009,445.49
Checking 4845	\$ 1,618.85
Total	\$ 43,794,646.37
FDIC coverage	\$ 250,000.00
Needed collateral at 110%	\$ 47,899,111.01

1st International Bank	
Pledge Total	\$ 5,563,938.88
CD's	\$ 4,060,372.22
FDIC coverage	\$ 250,000.00
Needed collateral at 110%	\$ 4,191,409.44

1st National Bank	
Pledge Total	
Comm Dev Account 9074	\$ -
Checking 5272	\$ 216.00
Total	\$ 216.00
FDIC coverage	\$ 250,000.00
Needed collateral at 110%	\$ -

Bank of North Dakota	
Pledge Total	\$ -
CD 3334	\$ 69,435,254.56
Sales Tax 2015A/B	\$ 7,994,375.51
Total	\$ 77,429,630.07
FDIC coverage	\$ -
Needed collateral at 110%	\$ -

Century Code requires us to present pledged collateral, we have presented the report from the financial institutions and ask for your approval of the collateral as presented.

Attachments:

a8B1

a8B2

a8B3

a8B4



DATE: July 23, 2019
TO: City Commission
FROM: David Wicke, City Engineer
RE: Report of Departments, Item 8E - Engineering

8E.1 Change Order No. 1 – 2019 Local Water Main Replacement Project (P297)

The City of Williston has received a change order from BEK Consulting for construction of Local Water Main Replacement Project.

It was identified during construction that to connect the new watermain along 13th Street East to the existing 14-inch main along the east side of University Avenue would require significant traffic disruptions and extensive traffic control set-up and detouring. Staff felt that undue traffic disruptions would not be desirable and therefore, requested through our consultant (Alliance Consulting) to obtain pricing from BEK to bore that section of new watermain under University Avenue.

The new watermain bore incorporates pricing for boring approximately 80 LF of new pipe and installation of a new 14" Gate Valve

The project's consultant, Alliance Consulting, has issued and received, signed Change Order No. 1 from BEK Consulting to be compensated for the work required to complete the bore and make the connection to the existing 14-inch main along University Avenue in the lump sum amount of \$35,920.00.

This change order increases the project's original contract price of \$1,545,782.50 to a total of \$1,581,702.50.

This Project was originally budgeted at \$2,000,000. This change order will revise the overall budget amount to \$1,817,902.50 which is 9.1% below the original budgeted amount.

A copy of the change order and supporting documentation are included in the Commissioner's Information Packet for reference.

RECOMMEND:

That the City Commission accept BEK Consulting's Change Order No. 1 for the additional work as described above in the amount of \$35,920.00 as presented.

Attachments:

8E.1 Change Order No. 1 with supporting documentation.

8E.2 Project Award to Alliance Consulting – Sloulin field Infrastructure Improvement Projects

The City sent out RFP's to a prequalified group of consultants asking for proposals for engineering design services for Sloulin Field Infrastructure Improvement Projects which include the extension of 16th Avenue West from 26th Street West to 42nd Street West, 42nd Street West from 16th Avenue West to 32nd Avenue

West and the development of stormwater retention systems associated with the respective roadway corridors and the surrounding drainage basins as pertaining to proposed development of Sloulin Field.

RFP's were sent to the following consultants: AE2S, Alliance Consulting, Moore Engineering and Ulteig, Inc. and were received by the City on April 30th, 2019. Proposals are on file with the Engineering Department.

A selection review committee was tasked with reviewing and evaluating the proposals to determine the best qualified consultant to be awarded the project. The review committee held interviews with each consultant on July 17th, 2019. After the interviews, the review committee convened to discuss the qualifications, experience, availability and project understanding of each consultant.

It was the opinion of the review committee to recommend Alliance Consulting as the selected firm for design, bidding and construction services of the referenced project.

The review committee agreed that Alliance presented the best knowledge, experience, local presence and understanding of the project, particularly as how it affects to a greater degree, the redevelopment of Sloulin Field.

As part of Alliance's proposal, they offered a preliminary budget estimate for the engineering design and construction services for both 16th Avenue and 42nd Street along with the associated stormwater retention systems as a total project in the amount of \$3,436,150.00.

This is just a preliminary estimate and would be refined and adjusted and would be presented to the Commission in the form of a Contract Service Agreement as the project becomes more defined in the project scoping.

Currently, the Project is identified in our 2020 Capital Improvement Plan and is tentatively scheduled for construction in 2020. The Project would most likely occur in phases, based on available funding and timing.

RECOMMEND:

The City award Alliance Consulting as the selected consultant for the design and construction service of the Sloulin Field Infrastructure Improvements and to engage with Alliance Consulting as the selected consultant and develop the Engineering Service Agreement for the Project to be presented at a future commission meeting as presented.

Attachments:

8E.2 Alliance Consulting Sloulin Field Infrastructure Projects Proposal

8E.3 Engineering Service Task Order Agreement – Alliance Consulting, Harvest Hills/Hagan Coulee Drainage Improvement

The existing Harvest Hill Development stormwater drainage system outlets via a 48" concrete pipe into an existing coulee just south of 26th Street West and west of 32nd Avenue West onto an unplatted parcel of land in the NE ¼, S16, T154, R101W. This section of land is owned by the Hagan Family Partnership LLLP.

On July 9th, 2019 Williston experienced a rain event totaling 3.12 inches in a 24-hour period according to official NOAA data. This equated to roughly a 25-year event (4% chance of occurrence.) This event resulted in various storm sewer system surcharging and localized street flooding.

The Harvest Hills Drainage system was designed for a 5-year storm, and therefore exceeded its capacity. The 48" pipe that discharges into the coulee was estimated to be flowing at full capacity with a peak discharge more than 400 cfs and a velocity of around 9 fps.

The coulee couldn't take this volume of water with the energy is created, therefore washing out areas downstream of the pipe outlet. Channel banks were eroded by the water flowing down the coulee carrying sand, silt and gravel downstream. Photos are included for reference.

Staff has prepared a synopsis of the topics discussed during an onsite meeting held on July 17th, 2019 in which proposed rehabilitation and improvements, scheduling, coordination and possible funding were discussed. The report is included in the Commissioner's packet for review.

The affected property owners have been in communication with staff and have been apprised of the City's efforts to rehabilitate and improve the drainage way.

Alliance Consulting has been asked under their Master Service Agreement with the City to offer a Task Order Agreement to the City to prepare estimates, designs, reports, and documents to rehabilitate and improve the drainage way of the coulee from the discharge point of the 48" pipe south of 26th Street downstream to the Sand Creek Lift Station at the south end of the property.

At the time of this memo, the Task Order Agreement from Alliance Consulting wasn't available to be included in the Commission Packet but will be available and presented at the Commission Meeting.

RECOMMEND:

That the City Commission accept Alliance's Engineering Service Task Order Agreement No. ___ to be billed hourly not to exceed \$_____ for the design engineering and construction services required for Harvest Hill/Hagan Coulee Drainage Improvements as presented.

Attachments:

8E.3.1 Site Photos

8E.3.2 Hanson Summary Report from 7-17-19 field meeting



DATE: July 23, 2019

TO: City Commission

FROM: Shawn Wenko, Executive Director, Williston Economic Development Office

RE: Report of Departments – STAR Fund

811 Flex PACE Applications

Send It Truckin, LLC: Request for Flex PACE buydown in the amount not to exceed \$25,000 for existing business relocation and expansion.

Fischer Family Chiropractic: Request for Flex PACE buydown in the amount not to exceed \$15,000 for expansion of existing business exterior remodel.

Glo Tanning Spa & Salon: Request for a Flex PACE buydown in the amount not to exceed \$11,000 for purchase of existing business.

The STAR Fund Board recommends the above Flex PACE Buydowns for the amounts indicated be approved by the Williston City Commission.

812 Community Build/Growth Grants

Little Rascals Daycare: Community Growth Grant in the amount not to exceed \$25,000 for the purchase, expansion and relocation of existing daycare in Ray.

Williston Downtowners Association: Request for a Community Build grant in the amount not to exceed \$10,000 to assist with costs associated with the North Dakota Downtown Conference to be held in Williston.

The STAR Fund Board recommends the above Community Build/Growth Grants be approved for the stated amounts by the Williston City Commission.

812 Other

Task Order-Williston Basin International Airport (XWA): Outline and description of task order from AE2S for design of XWA promotion and marketing campaign.

The office of Williston Economic Development recommends the approval of the Task Order by the Williston City Commission.

Attachments

STAR Fund Minutes, Applications, AE2S Task Order



DATE: Wednesday, July 17, 2019
TO: City Commission
FROM: Andrea Placher, Library Director
RE: Report of Departments – 2018 North Dakota Public Library Annual Report

8L1 Williston Community Library 2018 North Dakota Public Library Annual Report

In accordance with **NDCC 40-38-09. Annual Report of board of directors – Contents – To whom made.** The board of directors shall make a report on July first of each year to the governing body of the city or board of county commissioners, as the case may be, stating:

1. The condition of the library and property.
2. The various sums of money received from all sources.
3. How much money has been expended and for what purpose.
4. The number of books and periodicals on hand.
5. The number of books and periodicals added by purchase or gift during the year and the number thereof lost or loaned out.
6. The character and kind of books contained in the library.
7. Such other statistics, information, and suggestions as the board may deem of general interest or as many be required by the state library.

Copies of the report shall be filed with the governing body of the political subdivision and with the state library.

Attachments

a9A



CITY OF
WILLISTON
COMMUNITY LIBRARY

2018

YEAR IN REVIEW

IMPROVEMENTS TO YOUR LIBRARY:

- Added numerous bookmobile stops throughout Williams County
- Began landscaping renovations
- Created the North Dakota History Room
- Created twenty-two new programs
- Enrolled in local recycling program
- Implemented a Notary Public service
- Implemented print monitoring software to all public computers
- Leased new printer/copier/scanner for public use
- Purchased label printer for printing library cards on demand
- Purchased shelving units for juvenile non-fiction books in children's area
- Purchased side view mirrors, step handle and step for bookmobile
- Purchased three card catalog workstations
- Purchased twelve public computer workstations
- Purchased two additional fire extinguishers for building
- Purchased two public use scanners
- Renovated young adult book section
- Repaired/updated all outside lighting
- Repaired book drop drive and staff parking lot

 <p>119,809 VISITORS TO THE LIBRARY</p>	<p>226,785 QUESTIONS ANSWERED</p>  <hr/>  <p>3,068 HOURS OPEN</p>
<p>883 PROGRAMS OFFERED</p>  <p>10,627 PROGRAM ATTENDANCE</p> 	<p>2,892 NEW LIBRARY CARDS</p>  <p>7,071 REGISTERED CARDHOLDERS</p>
 <p>241,156 ITEMS CIRCULATED</p>	 <p>13,558 BOOKMOBILE CHECKOUTS</p>
 <p>17,020 COMPUTER SESSIONS</p> <p>47,463 WIRELESS SESSIONS</p> 	 <p>9,232 WEBSITE VISITS</p> <p>1,849 FACEBOOK FOLLOWERS</p> 
 <p>2,761 ITEMS ADDED TO OUR COLLECTION</p>	