



AGENDA
Board of City Commissioners
April 23, 2024 | 6:00 pm CT
City Hall & GoToMeeting | Williston, North Dakota

1. Roll Call of Commissioners and Pledge of Allegiance
2. Consent Agenda
 - A. Reading and Approval of Minutes
 - 1) Regular Meeting – April 9, 2024
 - 2) Tax Equalization Meeting – April 11, 2024
 - B. Auditor and Finance
 - 1) Accounts, Claims and Bills – April 4-17, 2024
 - 2) Business Licenses
 - 3) Request for a Public Hearing at the May 14, 2024, City Commission Meeting – Merlin Hotel Group (Roosevelt Hotel) – New Hotel/Motel Alcoholic Beverage License
 - C. Development Services
 - 1) Contractor Licenses
 - D. Engineering
 - 1) Safety Action Plan – Safe Streets for All Grant
 - 2) 2026 Transportation Alternatives (TA) Program Project Award Concurrence
 - E. Authorization to Bid
 - 1) Pavement Maintenance Project (XWA)
3. Public Hearings
4. Bid Openings
 - A. 2024 Concrete / Asphalt Crushing (Landfill)
5. Ordinances
6. Petitions, Communications and Remonstrances
7. Report of Commissioners
 - A. President of the Board
 - 1) Mayor for a Day
 - B. Vice-President of the Board
 - C. Public Works and Library Commissioner
 - D. Fire, Police, and Ambulance Commissioner
 - E. Airport, Engineering, and Development Services Commissioner
8. Report of Departments
 - A. Administration
 - B. Finance
 - C. Attorney
 - D. Public Works
 - E. Engineering
 - F. Fire Department
 - 1) North Dakota Firefighters Association Live Fire Training MOU

- G. Police Department
- H. Development Services
- I. Economic Development
 - 1) Flex PACE Applications
 - a. The Hair Hut
 - b. ND Hestia LLC
 - c. Western Veterinary Clinic
 - 2) Community Grant Applications
 - a. 2024 XWA Airshow
 - 3) C4 Façade Grant Application
 - a. Laurus Inc.
- J. Airport
- K. Convention and Visitor's Bureau
- 9. Appointments and Consultations with Officers
 - A. Housing Commission Appointment
- 10. Unfinished Business
- 11. New Business
- 12. Executive Session
- 13. Adjourn

VIRTUAL MEETING ACCESS INFORMATION

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Memo

To: Board of City Commissioners
From: Hercules Cummings, Finance Director
Date: April 23, 2024
Re: Consent Agenda

2A1 Reading and Approval of Minutes

- 1) Regular Meeting Minutes Dated: April 9, 2024
- 2) Tax Equalization Meeting – April 11, 2024

2B1 Accounts, Claims and Bills

Accounts, claims and bills processed: April 4, 2024 – April 18, 2024

2B2 Business Licenses

- a. Aztecas, LLC – New Mobile Food Vendor
- b. Niskanen Construction – New Waste Hauler
- c. Hurley Enterprises – New Liquid Waste Hauler

2B3 Request for Public Hearing at the May 14, 2024, City Commission Meeting – Merlin Hotel Group (Roosevelt Hotel) New Hotel/Motel Alcoholic Beverage License.

Recommendation: Approval of all consent agenda items.

Attachments: a2A1, a2B1, a2B2a, 2aB2b, a2B2c



DATE: April 23rd, 2024

TO: City Commission

FROM: Mark Schneider, Director Development Services

RE: Consent Agenda – Development Services

2C1 Contractor Licenses

Fuel and Gas Installer

- a) Marcus Johnson – Hymark HVAC LLC
- b) Michael Hathorn- Aqua Plumbing
- c) Michael Conduff- Little Mac Plumbing
- d) Keith Bruce- Bruce's Plumbing
- e) Brandon Swoboda- Lakeside Builders
- f) John Aversano – Lakeside Builders
- g) Joseph LaFave- Lakeside Builders
- h) Bart Rasmussen- Climate Care Heating and Air
- a) Scott Goebel- Goebel Construction
- i) Marcus Johnson- Hymark HVAC

Plumbers

Master

- b) Loree Olsen- Aqua Plumbing
- c) Michael Conduff- Little Mac Plumbing
- d) Keith Bruce- Bruce's Plumbing
- e) Scott Goebel- Goebel Construction

Journeymen

- j) Michael Hathorn- Aqua Plumbing

Mechanical

Master

- a) Marcus Johnson – Hymark HVAC LLC
- b) Keith Bruce- Bruce's Plumbing
- c) Terry Gribben- Air Controls
- d) Brandon Swoboda- Lakeside Builders

- e) John Aversano- Lakeside Builders
- f) Joseph LaFave- Lakeside Builders
- g) Bart Rasmussen- Climate Care Heating and Air
- h) Marcus Johnson- Hymark HVAC
- i)

Water and Sewer Installer

- a) Peter Richter- Strata Corporation
- b) Mike Bruett- Anderson & Wood Construction Co

Sign Hangers

- a) Caleb Paczkowski- Dakota Ink
- b) Rosenbaum's Signs

I recommend approval for all contractor licenses listed.



DATE: April 23, 2024
TO: City Commission
FROM: David Juma, City Engineer
RE: Consent Agenda – Engineering

2D.1 Adoption of Safety Action Plan – Safe Streets for All Grant

Williston was one of three cities in North Dakota to be awarded a USDOT's Safe Streets for All (SS4A) grant. The grant funds two major components. The first is the preparation of an action plan, which is similar to a transportation safety plan, but includes additional information. The second is funding for the projects identified in the action plan. For projects to qualify for grant funding, they must be included in the action plan. The City of Williston has been working with SRF & Interstate consulting to develop an action plan that meets these requirements. The grant is an 80/20 cost share.

The attached resolution will enforce the City's commitment to roadway safety for all users by adopting the attached plan as the official Williston Infrastructure Safety Action Plan. The adoption of this plan will allow the City Engineering department to start work on preparing the necessary documents to complete the application for the implantation of the items identified within the action plan.

A copy of the Williston Infrastructure Safety Action Plan is included in the Commissioner's Information Packet.

RECOMMENDATION:

That the City Commission by their consent authorize the Mayor Klug to sign the resolution for the adoption of the Williston Infrastructure Safety Action Plan and direct the Engineering Department to both submit the SS4A final documentation to the FHWA to complete the necessary documents to complete the SS4A grant agreement and to apply for the implementation portion of the action plan in a not to exceed amount of \$19,200,000.

Attachment:

2D.1a Resolution 24-003
2D.1b Williston Infrastructure Safety Action Plan

RESOLUTION NO. 24-003

Commissioner _____ introduced the following Resolution and moved its adoption:

RESOLUTION ADOPTING THE WILLISTON INFRASTRUCTURE SAFETY ACTION PLAN.

WHEREAS, the City of Williston has prepared a transportation safety plan (Williston Infrastructure Safety Action Plan) to address transportation safety concerns throughout the City of Williston, and

WHEREAS, the desired goal of the transportation safety plan is to reduce fatal and serious injury crashes within the boundaries of the City of Williston by completing a comprehensive analysis of the existing transportation system, crash data analysis, develop safety strategies unique to the City of Williston, identify funding sources, perform policy and procedure review, host stakeholder and public outreach events, develop a ADA review component, and completion of the Williston Infrastructure Safety Action Plan document, and

WHEREAS, the City of Williston's goal by the year 2045 is to achieve zero roadway fatalities and serious injuries, and to apply for funding for safety projects within the City of Williston to reduce fatal and serious injury crashes, and

WHEREAS, the City of Williston intends to create a Infrastructure Safety Project Review Committee that will help to review and promote projects identified in the transportation safety plan to be implemented, with representation from the following:

- a. Board of City Commissioners
- b. Police Department
- c. Public Works Department
- d. Engineering Department
- e. Williston Parks and Recreation District
- f. State Department of Transportation

BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WILLISTON, NORTH DAKOTA:

The Board of City Commissioners hereby adopts the attached Williston Infrastructure Safety Action Plan to identify specific safety strategies for at risk transportation system locations with the goal of eliminating fatal and serious crashes within the boundaries of the City of Williston by the year 2045.

The motion for the adoption of the foregoing Resolution was duly seconded by Commissioner _____, and upon vote being taken thereon, the following Commissioners voted "AYE": _____; and the following voted "NAY": _____. Absent and not voting none. Whereupon said motion was declared duly passed and adopted this **[DATE]**.

ATTEST:

Hercules Cummings, City Auditor

Board of City Commissioners
Howard Klug, President



DATE: April 23, 2024
TO: City Commission
FROM: David Juma, City Engineer
RE: Consent Agenda – Engineering

2D.2 2026 Transportation Alternatives (TA) Program Project Award Concurrence

Williston was selected to be awarded a transportation alternatives program (TAP) grant in the amount of \$319,674 for the construction of a sidewalk system along 14th Ave. W. (the project is erroneously titled 14th Street in the award letter). The grant is for a total project cost of \$395,000 and is an 80.93/19.07 cost share, putting the project at a \$319,674/\$75,326 split.

Copies of the TAP Grant award letters are included in the Commissioner's Information Packet.

RECOMMENDATION:

That the City Commission by their consent authorize the City Engineer to accept the TAP grant in the amount of \$319,674.

Attachment:

2D.2a TAP Grant award letters from NDDOT



DATE: Tuesday, April 23, 2024

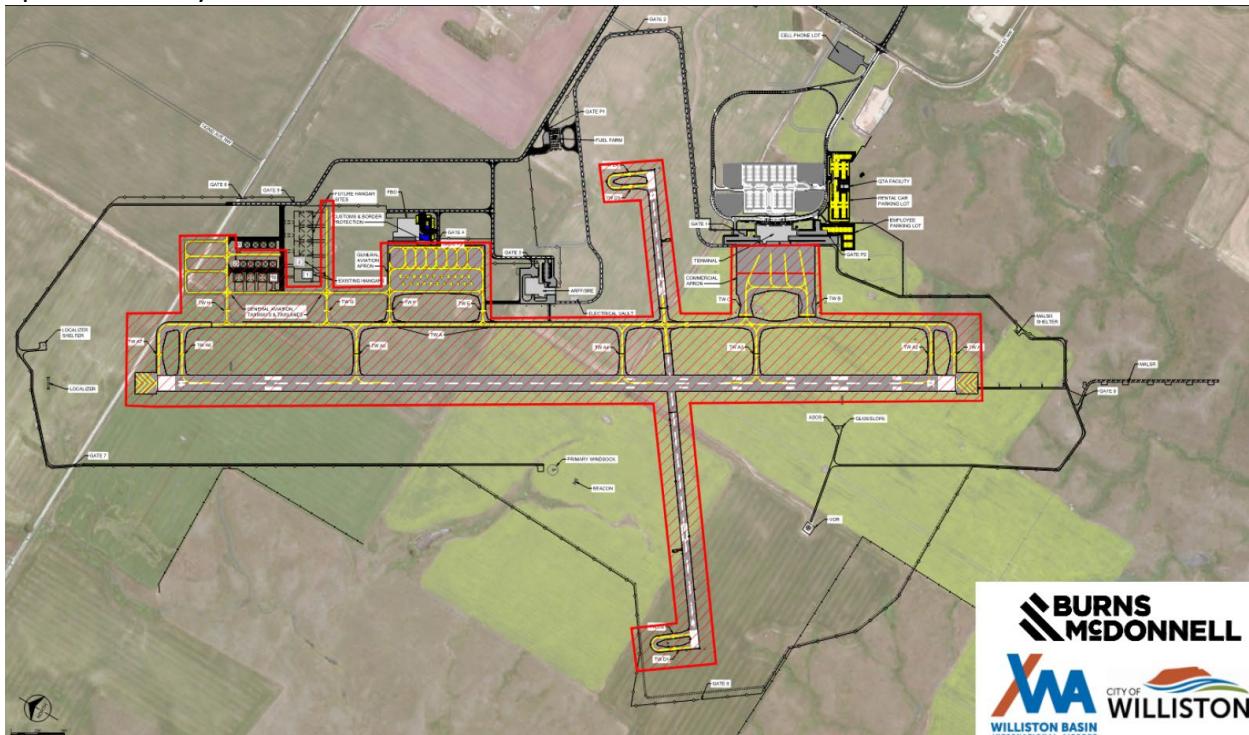
TO: City Commission

FROM: Anthony Dudas, Airport Director

RE: Memo to Commissioners – Airport Department Authorization to Bid

2E1: Authorization to Bid Airport Pavement Maintenance Project

The Airport intends to advertise a pavement maintenance project to include concrete crack and spall repair as well as runway, taxiway, and apron painting throughout the area highlighted in red below. The project is anticipated to be advertised April 24, May 1, and May 8 with bids opened on May 15.



I recommend approval to bid this project.

Attachments

None



DATE: April 23, 2024

TO: City Commission

FROM: Kenny Bergstrom, Director of Public Works

RE: Bid Openings

4A 2024 Concrete/ Asphalt Crushing (Landfill Department)

Public Works opened bids on Monday, April 8, for the following project:

2024 Concrete/ Asphalt Crushing (Landfill Department)	Budget: \$100,000
Sundre Sand & Gravel, INC	\$14.48/ton
Chamley Pipe & Salvage	No Bid Bond

We received a total of two bids. We are recommending an award of the 2024 Concrete/ Asphalt Crushing to Sundre Sand & Gravel, INC of Minot, ND in the amount of \$14.48/ton, but not to exceed \$100,000.00.

Commitments

Attachments



DATE: Tuesday, April 23rd, 2024

TO: City Commission

FROM: Matt Clark, Fire Chief

RE: Memorandum of Understanding

SUBJECT: North Dakota Firefighters Association MOU

The Williston Fire Department (WFD), in partnership with the North Dakota Firefighters Association (NDFA), is seeking to establish a memorandum of understanding regarding the facilitation of live fire training in western North Dakota and the use of the WFD live fire burn trailer. The WFD has operated under a good faith agreement with the NDFA over the last 15 years regarding using the WFD live burn trailer.

The proposed MOU not only serves to formalize the agreement but also brings mutual benefits to both the Williston Fire Department and the North Dakota Firefighters Association. As part of the agreement, the NDFA will be refurbishing the trailer and covering all expenses for the trailer's recertification. The certification for the trailer will be for five years, which will serve as the initial term of the MOU, ensuring a long-term, mutually beneficial partnership.

The Williston Fire Department recommends approval of the 2024-2029 North Dakota Firefighters Association memorandum of understanding.

Sincerely,

Matt Clark

Matthew J. Clark

Fire Chief, Williston Fire Department



DATE: April 23, 2024

TO: City Commission

FROM: Shawn Wenko, City Administrator

RE: Report of Departments – STAR Fund

8I1 Flex PACE Applications

The Hair Hut: Flex PACE application for purchase of existing business located at 2009 2nd Avenue West. This is a salon and spa that has been in Williston for many years. Request for buydown is not to exceed \$2,500.

ND Hestia LLC: Flex PACE application for the purchase of the building the business is located at 4814 Sunset Boulevard. Request for buydown not to exceed \$65,000.

Western Veterinary Clinic: Flex PACE application for the purchase of Western Veterinary Clinic located at 14008 West Front Street. This will be a business buyout from the current owners. Request for buydown not to exceed \$78,000.

The STAR Fund Board recommends the above Flex PACE application(s) be approved, as presented, by the Williston City Commission.

8I2 Community Grant Applications

2024 XWA Airshow: Request for \$50,000 for the 2024 XWA Airshow. This is a community match to the Convention and Visitors Bureau commitment.

The STAR Fund Board recommends the above Community Grant application(s) be approved by the Williston City Commission.

8I3 C4 Façade Grant Application

Laurus Inc: Request for \$40,000 for a C4 Façade Grant for repairs and upgrades to the exterior of the Plainsman Building.

The STAR Fund Board recommends the above Community Grant application(s) be approved by the Williston City Commission.

Attachments

STAR Fund Applications, STAR Fund Minutes



MEMO

DATE: April 23, 2024

TO: **Board of City Commissioners**

FROM: **Mark Schneider**
Development Services Director

RE: **9A SELECTION OF NEW HOUSING COMMISSIONER**

The Housing Commission formed in January 2020 has been committed to exploring the housing industry problems and opportunities with the City of Williston and Williams County. We have implemented incentive programs to help promote construction of single-family homes and going forward in 2024, we will continue to explore ideas.

We would like to thank Alex Garcia who has served the past four years on our Committee as Builder/Developer. Effective April 1, 2024, Alex will no longer represent the Housing Commission, but his contributions are appreciated.

Applicants were asked to submit a letter and resume. Two applicants were reviewed and narrowed down based on qualifications and industry.

I recommend that Thane Corpron be approved as Builder/Developer representative for Housing Commission.