

MEETING OF THE BOARD OF CITY COMMISSIONERS

SEPTEMBER 27, 2016

The Board of City Health met in regular session on September 27, 2016 at the hour of 5:15 p.m. in the Tom Baker Meeting Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota. There were present: Commissioners Askvig, Marquardt, Guy, and President Seminary. Commissioner Oban participated via Skype on an iPad.

A Chaplain of the Bismarck Police Department presented the invocation.

1. Call to order - President Seminary
2. Emergency Preparedness Month - Crystallynn Kuntz, Emergency Preparedness & Response Coordinator

Ms. Kuntz said the theme for 2016 is: "Don't wait communicate; make your emergency preparedness plan now!" Follow these four easy steps:

- 1) Know your local threats
- 2) Make a plan
- 3) Build a kit
- 4) Take action.

Ms. Kuntz also reminded everyone to get their flu shots. Commissioner Askvig asked how the flu season sounds like it will be. Ms. Kuntz said it's too early to tell but there are already three confirmed reported cases of the flu this fall. Commissioner Askvig asked about the Zika virus and if it's in the state. Ms. Kuntz said North Dakota does not have the type of mosquitos that carry Zika nor will we probably ever have mosquitos that carry Zika. She said there are confirmed cases in Florida.

3. Tobacco Prevention Program Update - Sue Kahler, Tobacco Prevention & Control Coordinator

Ms. Kahler said their highlights for 2015-2016 are in the Board of Health agenda packet as well as their goals for 2016-2017. She also handed out a snapshot of what's happened since the funding was received back in 2008.

The Board of Health adjourned and reconvened as the Board of City Commissioners.

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1. The Board of City Commissioners considered approval of the minutes of the meeting on September 13, 2016.

Commissioner Askvig made a motion to approve the minutes. Commissioner Marquardt seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

2. CONSENT AGENDA

A. The Board of City Commissioners considered and approved voucher numbers 1067380 to 1067683.

B. The Board of City Commissioners reviewed the personnel actions.

C. The Board of City Commissioners considered the following requests from the Administration Department:

- Approval of the appointment of Rochelle Williams and Barnie Botone to the Human Relations Committee.

Rochelle Williams to be assigned to an unexpired term that ends January 2018 and Barnie Botone to be assigned to an unexpired term that ends January 2018.

- Approval of request to hold Human Relations Committee Diversity University Cultural Dinner Event.

The Human Relations Committee is requesting approval to partner with the Legacy High School Culinary Arts program (Bismarck Public Schools), to hold a Diversity University 4th quarter cultural dinner event. The event is designed to recognize and celebrate the value of a diverse community.

Legacy High School would provide in-kind services for the cultural dinner event of the facilities, janitorial services, security, and labor in the form of culinary students. The Human Relations Committee would lead ticket sales, manage the marketing and program for the evening's event. The cost for the event would be \$25.00 per person to cover food and dining supply expenses. Ticket sales would take place in City Administration. As advised by Finance, a separate activity for the event would be set up in the Government Grants and Contracts fund for Administration to account for the ticket sales and expense transactions.

D. The Board of City Commissioners considered approval of the tax abatement application for Calculation Error for 2015 & 2016 at 3400 Stonewall Drive: Stacey A. Kessler qualified for the abatement.

E. The Board of City Commissioners considered the request from the Bismarck Airport to approve Contract Change Order 1 - Final with Mariner Construction Inc. for a reduction of \$29,342.09 with the parking lot rehabilitation projects.

F. The Board of City Commissioners considered the following requests from the Engineering Department:

- Approval of Encroachment Easement and Waiver with Heritage Development, Inc. for Heritage Park Addition.

This is for the right to install an identification sign for Heritage Park near the corner of Sonora Way and 57th Avenue. The location of this sign is within a dedicated stormwater easement within Lot 17, Block 1, Heritage Park Addition. The Heritage Park Association will maintain the sign located on the stormwater easement.

- Approval of Encroachment Easement and Waiver with 100 West Main Limited Partnership for work in the public right-of-way at North First Street and Main Avenue.

This request is from 100 West Main Limited Partnership for the right to install, maintain, repair and replace concrete footings projecting into the public right-of-way at North First Street and Main Avenue.

- Approval of Sidewalk Easement with Alvie R. Jarratt, Jr.

This sidewalk easement is needed for installation of sidewalk at the corner of Midwest Drive and Tandem Drive on Lot 7, Block 2 of Midwest Business Park Addition.

G. The Board of City Commissioners considered the request from the Finance Department for the approval of and bring Resolutions Directing Special Assessments to be Levied before the Special Assessment Commission on September 29 & 30, 2016.

Sewer Improvement District No. 561	\$ 875,035.00
Sewer Improvement District No. 562	\$1,374,182.94
Sewer Improvement District No. 566	\$ 372,103.03
Sewer Improvement District No. 567	\$ 80,054.02
Street Improvement District No. 489	\$ 511,062.05
Street Improvement District No. 490	\$ 2,091,892.75
Street Improvement District No. 491	\$ 1,873,134.47
Street Improvement District No. 482	\$ 1,082,158.57
Street Improvement District No. 496	\$ 1,641,375.87

Street Improvement District No. 498	\$ 1,784,100.39
Water Improvement District No. 328	\$ 317,805.66

H. The Board of City Commissioners considered the following requests from the Public Works Service Operation Department:

- Approval of request for the reallocation of funds to replace carpet in the hallway on first floor in the City/County Building.

This request is to reallocate funds to cover the purchase and installation of carpet in the hallway on 1st floor, in the north hallway, and use the remaining funds to correct the slippery tile in the west entrance of the building.

- Approval of Engineering Contract with Houston Engineering, Inc. for a Suitable Plant Growth Material Survey and Report for the Solid Waste Division.

The project consists of evaluating the proposed MSW landfill site for SPGM for final cover at the Bismarck Municipal Waste Facility. The project will adhere to North Dakota Department of Health (NDDH) Guideline #26 – Soil Surveys and Management of Suitable Plant Growth Material (SPGM) and Plant Rooting Soil for North Dakota Solid Waste Disposal Facilities (see NDDH website for details). This will include, but not be limited to:

- Submission of an evaluation work plan to the NO State Department of Health prior to initiation of project (as outlined in Guideline #26);
- In-situ examination and sampling of site topsoil material;
- Laboratory analyses will include electrical conductivity of the saturated paste extract (ECsat), pH, sodium absorption ratio (SAR), and Organic Matter (OM);
- Evaluation of laboratory analyses;
- Preparation of a report that includes evaluation and summary of topsoil properties, recommendation for amendments to material, and recommendation of material as SPGM.

Registered Professional Soil Classifiers will conduct/supervise all field activities and testing. A state certified laboratory (Agvise, Northwood, NO) will be utilized for all analyses. Location of sample sites will be recorded via GPS equipment. Houston Engineering Inc. and sub-consultant, Prairie Soil Consulting, will provide an electronic copy of the report at the completion of the project, unless otherwise specified (i.e. hard copy, FAX).

Addendum items:

I. The Board of City Commissioners considered the following requests from the Event Center:

- Receive and award quotes for companies to recaulk various areas around the Belle Mehus with sealants.

The quotes received were as follows:

COMPANY	QUOTE
Dakota Caulking	\$11,985
Midwest Caulking	\$17,060

The one time budgeted amount for 2016 is \$22,000. Staff recommends awarding the work to Dakota Caulking for \$11,985.

- Receive and award quotes for companies to recaulk with sealants and make repairs to sidewalks around the Event Center.

The quotes received for sidewalk repairs were as follows:

COMPANY	QUOTE
West Dakota Mudjacking	\$2,641.50
Roughrider Mudjacking	\$3,500.00

The quotes received for sealant repairs were as follows:

COMPANY	QUOTE
Dakota Caulking	\$11,900
Midwest Caulking	\$17,000

The one time budgeted amount for 2016 is \$20,000. Staff recommends awarding the work to Dakota Caulking for \$11,900 and to West Dakota Mudjacking for \$2,641.50.

J. The Board of City Commissioners considered the request for approval of Change Order G-6 with PKG Contracting, Inc. on the Bismarck West End Reservoir Expansion Project.

This change order extends the contract timeline to September 30, 2016, in order to pay the final project payment.

Commissioner Askvig made a motion to approve the consent agenda. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

REGULAR AGENDA

3. The President of the Board of City Commissioners announced the hour had arrived for the PUBLIC HEARING on the 2017 Budget Ordinance (Ordinance 6233).

ORDINANCE NO. 6233

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OF THE CITY OF BISMARCK, NORTH DAKOTA FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2017 AND ENDING DECEMBER 31, 2017 AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2016.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA:

Commissioner Marquardt gave some background information on this item and then introduced, Sheila Hillman, Finance Director. Ms. Hillman appeared before the Board and explained how the budget works and gave a presentation (a copy of the presentation will be included at the end of the minutes).

PERSONS APPEARING	SUMMARY OF THEIR REMARKS
Robert Graham, Bismarck resident	He's concerned with how confusing the budget is; staff needs to find a way to make it understandable; he recommends withdrawing the three percent pay raise the Board is proposing; he also recommends eliminating some items from the budget that he feels unnecessary including proposed fees and charges, purchase of land/buildings, hard surface streets, etc; he also feels there should be more public input regarding some of the proposed expenditures by the Board.
Lawrence Klemin, District 47	There's major concern in legislature about transparency in budget; he's glad the city provided this information to the public and will be also posting it on the city's website; it's great to see transparency and an opportunity to comment; need to set budgets and live within our budget.

There was discussion between the Board it relates to spending for emergency services in response to our growing community, street repairs and retaining city staff through raises.

Commissioner Askvig made a motion to approve the request. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes:

Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

4. The President of the Board of City Commissioners announced the hour had arrived for the PUBLIC HEARING on the request to transfer a Class D liquor license from SHU, Inc. to Tonka Group, Inc. at 115 South 5th Street (dba The Elbow Room).

There were no oral or written protests.

Commissioner Marquardt made a motion to approve the liquor license transfer. Commissioner Askvig seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

5. The Board of City Commissioners considered the request from the Public Works Service Operations Department to receive a presentation of the Solid Waste Management Collection System Evaluation study by HDR Engineering Inc.

Jeff Heintz, Public Works Service Operations director, appeared and he gave background on this agenda item. Mr. Heintz then introduced Allison Trulock from HDR Engineering. Ms. Trulock appeared before the Board to make the presentation of the Solid Waste Management Collection System Evaluation study. A copy of her presentation will added at the end of the minutes.

Ms. Trulock said their key recommendations are:

- Adopt a volumetric rate structure for residential garbage collection
- Rebalance garbage collection routes
- Move to a four-day per week curbside collection schedule
- Provide seasonal residential yard waste pick-up, and cease operating a majority of the seasonal grass clipping drop sites and provide call-ahead bulk waste collection
- Perform a detailed evaluation for optimization of dumpster service.

There was some discussion between the Board and Ms. Trulock and Mr. Heintz as it relates to alley access in winter, growth in Bismarck and how it will affect the routes/zones, educating residents, yard waste curb collection; effects on recycling program, difference in cart sizes/prices, and space limitations for adding additional services. Mr. Heintz recommends accepting the report and putting together a timeline for phased implementation with public engagement.

Commissioner Askvig made a motion to accept the report and put together a phased implementation. Commissioner Marquardt seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

6. The Board of City Commissioners considered the request of Jeff Anderson to appeal the decision of the Board of Adjustment to deny a variance to increase the maximum sidewall height of an accessory building to sixteen (16) feet for Lot 4, Block 3, High Top Acres Second Subdivision.

Jenny Wollmuth, Planner, appeared before the Board and gave background information on this agenda item. There was discussion between Ms. Wollmuth and the Board.

Commissioner Askvig made a motion to uphold the decision of the Board of Adjustment to deny the variance. Commissioner Oban seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

7. The Board of City Commissioners considered the request from Public Works Service Operations Department to receive and consider disposition of bids for server room air conditioning.

Jeff Heintz, Public Works Service Operations Director, appeared before the Board. He presented the bids received:

BIDDER	BID AMOUNT
City Air	\$57,340
Gibb & Son	\$69,250
HA Thompson	\$58,800
Lindtech	\$51,665
Northern Plains	\$103,315

Mr. Heintz said in speaking with Sheila Hillman, Finance Director, all of the bids were higher than the \$40,000 budgeted for the project. Normally the 10% contingency is added to the low bid, which would bring the total project up to \$56,832. Ms. Hillman recommends getting the extra funds from the General Fund cash balance. Mr. Heintz asked the Board to award the low bid to Lindtech with the additional funds coming from the General Fund cash balance (\$16,832).

Commissioner Askvig made a motion to award the bid to Lindtech with the funds coming from the General Fund cash balance. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

President Seminary said we must go back and revisit item #6 because we didn't give Mr. Anderson his chance to appear before the Board to appeal the Board of Adjustment's decision.

Commissioner Askvig rescinded his earlier motion. Commissioner Oban seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners

Askvig, Marquardt, Guy, Oban, and President Seminary. Naves: None, the motion carried.

6. The Board of City Commissioners considered the request of Jeff Anderson to appeal the decision of the Board of Adjustment to deny a variance to increase the maximum sidewall height of an accessory building to sixteen (16) feet for Lot 4, Block 3, High Top Acres Second Subdivision.

The Bismarck Board of City Commissioners considered the appeal of Jeff Anderson (Anderson) from the Bismarck Board of Adjustment's denial of his application for variance to increase the maximum sidewall height on an accessory building from 14 feet to 16 feet on his property at Lot 4, Block 3, High Top Acres Second Subdivision in Burleigh County, North Dakota (street address 7201 Moonstone Lane, Bismarck, North Dakota). The hearing was held on September 27, 2016, at approximately 5:15 p.m. in the Tom Baker Meeting Room. Anderson appeared at the hearing and presented testimony in support of his appeal. Ms. Jenny Wollmuth, Planner, and Mr. Brady Blaskowski, Building Official, appeared and reported the action of the Board of Adjustment and informed the commission of the situation. Mr. Quirin Friese, township supervisor for Hay Creek Township, also appeared and presented testimony at the hearing. All of the records and files of the Bismarck Board of Adjustment regarding this matter were also before the City Commission. After all of the parties were given an opportunity to present evidence, the City Commission makes the following:

FINDINGS OF FACT

1. That Anderson's property is zoned RR Residential and the maximum height of sidewalls for an accessory building as allowed for the Anderson's property under the zoning ordinance pursuant to section 14-04-01(10) is 14 feet. A building permit was issued for a 2,368 square foot accessory building on October 15, 2015.
2. Upon inspection, while the building was under construction, it was discovered that the sidewalls were constructed at sixteen (16) feet in height and work was ceased.
3. According to Anderson, he always intended that the accessory building was to be constructed with sixteen foot sidewalls but that the finished structure would be under the maximum allowed height of 25 feet.
4. Anderson testified that he stated his intentions to the Office Assistant II that issued the building permit. However, the building permit does not state the maximum height of the sidewalls.
5. That the Appellant's property has no topographical features that limit the use of the property. The shape, size and topography of the property do not

create difficulties or challenges for development or otherwise limit the reasonable use of the property.

6. That several neighbors submitted written testimony to the Board of Adjustment in opposition to the variance request.

7. Quirin Friese, township supervisor for Hay Creek Township, appeared and stated the Township's opposition to the variance request.

8. That the Board of Adjustment, at their September 1, 2016 meeting, denied Anderson's request to increase the maximum sidewall height from 14 feet to 16 feet for the accessory building. Anderson timely appealed that decision.

CONCLUSIONS OF LAW

1. That pursuant to City Ordinance 14-06-02, before the City Commission grants a variance, it must find that the property in question is exceptionally narrow, irregular, shallow, or steep or that there are other exceptional physical or topographical conditions so that there are special circumstances that are peculiar to the land or building that do not generally apply to other properties in the area and have not resulted from any act of the applicant taken subsequent to the adoption of the zoning ordinances; that the strict application of the zoning ordinance would deprive the owner of the reasonable use of the land or building; that the variance granted is the minimum necessary to accomplish the relief sought and; the variance, if granted, will be in harmony with the general purpose and intent of this article, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

DECISION

Based upon the findings and the conclusions, the Bismarck Board of City Commissioners concludes that there is no hardship created by the zoning ordinance, that the shape and topography of the property are not difficult or unique to the area and do not create any hardship that requires or justifies a variance from the application of the zoning ordinance. The relief requested by Anderson would not be in harmony with the neighborhood and would be detrimental to the neighborhood.

Accordingly, the Board of City Commissioners denies the appeal and upholds the decision of the Board of Adjustment.

Commissioner Askvig made a motion to uphold the denial. Commissioner Oban seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

8. The Board of City Commissioners considered the request from Public Works Service Operations Department to receive and consider disposition of bids for snow removal at the City/County Building sidewalks and parking lot, Public Health sidewalks and parking lot, Public Library sidewalks and parking lot, and Bismarck Event Center sidewalks and parking lots for 2016 - 2017.

Jeff Heintz, Public Works Service Operations Director, appeared before the Board to present the low bids.

	Site	Group 1 - Downtown Sites	All Seasons Landscape			Northland Concrete			Guthmiller & Son		
			16-17	17-18	18-19	16-17	17-18	18-19	16-17	17-18	18-19
City/County	A-1	A Services Base	\$140.00	\$140.00	\$145.00	\$135.00	\$140.00	\$145.00	No bid for Removal or other services. "Bidder is required to bid on all sites within proposal group to be qualified."		
	A-1	A Services Additional per inch	\$15.00	\$15.00	\$20.00	\$15.00	\$17.00	\$20.00			
	A-1	D Services Sand/Ice Melt	\$85.00	\$85.00	\$85.00	\$75.00	\$80.00	\$80.00			
Public Health	A-2	A Services Base	\$440.00	\$450.00	\$465.00	\$450.00	\$460.00	\$470.00			
	A-2	A Services Additional per inch	\$45.00	\$50.00	\$50.00	\$50.00	\$55.00	\$55.00			
	A-2	D Services Sand/Ice Melt	\$180.00	\$190.00	\$200.00	\$150.00	\$160.00	\$170.00			
Library	A-3	A Services Base	\$260.00	\$270.00	\$270.00	\$285.00	\$290.00	\$295.00			
	A-3	A Services Additional per inch	\$27.00	\$30.00	\$35.00	\$30.00	\$32.00	\$34.00			
	A-3	D Services Sand/Ice Melt	\$95.00	\$105.00	\$110.00	\$125.00	\$135.00	\$150.00			
C/C	C-1	C Services Exits/Sidewalks	\$80.00	\$85.00	\$90.00	\$90.00	\$95.00	\$100.00			
	C-1	D Services Egress Sand/Ice Melt	\$45.00	\$45.00	\$50.00	\$65.00	\$65.00	\$70.00			
PHC	C-2	C Services Exits/Sidewalks	\$110.00	\$115.00	\$115.00	\$140.00	\$145.00	\$155.00			
	C-2	D Services Egress Sand/Ice Melt	\$60.00	\$60.00	\$65.00	\$75.00	\$85.00	\$100.00			
Library	C-3	C Services Exits/Sidewalks	\$125.00	\$125.00	\$130.00	\$140.00	\$160.00	\$175.00			
	C-3	D Services Egress Sand/Ice Melt	\$75.00	\$80.00	\$80.00	\$90.00	\$100.00	\$110.00			
		TOTAL	\$1,782.00	\$1,845.00	\$1,910.00	\$1,915.00	\$2,019.00	\$2,129.00	\$0.00	\$0.00	\$0.00
Load/Haul	Truck Capacity/Price: 12-14										
	Truck Capacity/Price: 15		\$170.00	\$170.00	\$170.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
	Truck Capacity/Price:								\$220.00	\$220.00	\$220.00

	Site	Group 2 - Event Center	All Seasons Landscape			Northland Concrete			Guthmiller & Son		
			16-17	17-18	18-19	16-17	17-18	18-19	16-17	17-18	18-19
Lot B	B-1	A Services Base	\$270.00	\$280.00	\$290.00	\$290.00	\$300.00	\$300.00	No bid for Removal or other services. "Bidder is required to bid on all sites within proposal group to be qualified."		
	B-1	A Services Additional per inch	\$30.00	\$30.00	\$35.00	\$30.00	\$30.00	\$35.00			
	B-1	D Services Sand/Ice Melt	\$75.00	\$75.00	\$80.00	\$80.00	\$85.00	\$90.00			
	C-4	C Services Exits/Sidewalks	\$90.00	\$90.00	\$100.00	\$120.00	\$120.00	\$125.00			
	C-4	D Services Sidewalks Sand/Ice Melt	\$70.00	\$75.00	\$75.00	\$75.00	\$80.00	\$80.00			
Lot C	B-2	A Services Base	\$450.00	\$460.00	\$460.00	\$450.00	\$455.00	\$465.00			
	B-2	A Services Additional per inch	\$45.00	\$45.00	\$50.00	\$45.00	\$50.00	\$50.00			
	B-2	D Services Sand/Ice Melt	\$140.00	\$160.00	\$200.00	\$125.00	\$135.00	\$140.00			
Lot D	B-3	A Services Base	\$620.00	\$640.00	\$650.00	\$650.00	\$655.00	\$665.00			
	B-3	A Services Additional per inch	\$65.00	\$65.00	\$65.00	\$70.00	\$70.00	\$75.00			
	B-3	D Services Sand/Ice Melt	\$180.00	\$195.00	\$210.00	\$175.00	\$175.00	\$185.00			
Lot E	B-4	A Services Base	\$260.00	\$260.00	\$260.00	\$260.00	\$270.00	\$280.00			
	B-4	A Services Additional per inch	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00			
	B-4	D Services Sand/Ice Melt	\$90.00	\$90.00	\$90.00	\$75.00	\$85.00	\$85.00			
		TOTAL	\$2,415.00	\$2,495.00	\$2,595.00	\$2,475.00	\$2,540.00	\$2,605.00			
Loading & Hauling	Truck Capacity/Price: 12-14										
	Truck Capacity/Price: 15		\$175.00	\$175.00	\$175.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00	\$180.00
	Truck Capacity/Price: 20 to 28								\$220.00	\$220.00	\$220.00
	Truck Capacity/Price:										

Mr. Heintz said the best and lowest bidder for all areas is All Seasons Landscape. He recommends approval by the Board.

Commissioner Askvig made a motion to award the bid to All Seasons Landscape. Commissioner Marquardt seconded the motion. Upon roll call, the commissioners voted

as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

9. The Board of City Commissioners considered the request from the Public Works Service Operations Department for the reallocation of funds to be used to address sewer plumbing and air handling in the City/County Building.

Jeff Heintz, Public Works Service Operations Director, appeared before the Board and gave background information on this item.

Commissioner Askvig made a motion to approve the request. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

10. The Board of City Commissioners considered the request from the Bismarck Airport to receive and consider disposition of bids for the Security Checkpoint Reconfiguration Phase 1.

Greg Haug, Airport Director, appeared before the Board. He gave background information on this item then presented the bids received:

General bid:

BIDDER	BID AMOUNT
Capital City Construction	\$43,750.00
Engineer's Estimate = \$27,000.00	

Electrical bid:

BIDDER	BID AMOUNT
Skeels Electric	\$61,710.00
Engineer's Estimate = \$100,000.00	

Mr. Haug recommends awarding to both of the bidders for their respective bid and approval of the interim budget.

Commissioner Askvig made a motion to award the bids and approval of the interim budget. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

11. The Board of City Commissioners considered the request of River Road Partners, LLC for assistance from the CORE Technical Assistance Bank grant program for the building at 212 East Main Avenue. The property is owned by River Road Partners, LLC and is legally described as Lot 12, Block 52, Original Plat. The Renaissance Zone Authority recommends approval.

Daniel Nairn, Planner, appeared before the Board and presented the background information for this item.

Commissioner Askvig made a motion to approve the request. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Guy, and Oban. Nays: Commissioner Marquardt and President Seminary, the motion carried.

12. The Board of City Commissioners considered the request of Vold Tire Company, LLC for assistance from the CORE Facade Improvement grant program for the building at 214-216 East Main Avenue. The property is owned by Vold Tire Company, LLC and is legally described as Lot 10-11, Block 52, Original Plat. The Renaissance Zone Authority recommends approval.

Daniel Nairn, Planner, appeared before the Board and presented the background information for this item.

Commissioner Askvig made a motion to approve the request. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Guy, Oban, and President Seminary. Nays: Commissioner Marquardt, the motion carried.

13. The Board of City Commissioners considered the request from the Engineering Department for approval of Contract Change Order No 14 with Mariner Construction for Street Improvement District 15-491, Unit 1.

Gabe Schell, City Engineer, appeared before the Board and provided background information on this item.

Commissioner Askvig made a motion to approve the request. Commissioner Guy seconded the motion. Upon roll call, the commissioners voted as follows: Ayes: Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

14. The Board of City Commissioners considered the request from the Engineering Department for approval of the consultant agreement with Short Elliot Hendrickson Inc. relating to the geotechnical evaluation of the East Century Avenue bridge approaches.

Gabe Schell, City Engineer, appeared before the Board and presented the background information to the Board. There was discussion between Mr. Schell and the Board relating to the safety of the approaches, what we can do differently in the future and how safe the bridge due to the pylon versus the approaches.

Commissioner Askvig made a motion to approve the request. Commissioner Marquardt seconded the motion. Upon roll call, the commissioners voted as follows: Ayes:

Commissioners Askvig, Marquardt, Guy, Oban, and President Seminary. Nays: None, the motion carried.

15. The Board of City Commissioners received a project update on North Washington Street.

Gabe Schell, City Engineer, appeared before the Board. He said the project is 85 percent complete. The graveling and utility work is completed. The ribbon cutting is scheduled for October 25, 2016 at the North Dakota Department of Transportation's request but the substantial completion date is set for November 15, 2016.

The Board received the update but took no formal action.

16. The Board of City Commissioners considered other business.

President Seminary said October 7th at the ND Heritage Center there will be a proclamation for First Nations Day and the city will issue a proclamation following the states'.

Having completed the items on the agenda, President Seminary asked if there was any further business for this meeting. There being none, the meeting was declared adjourned at 7:37 p.m.

City of Bismarck

Summary of 2017 Budget

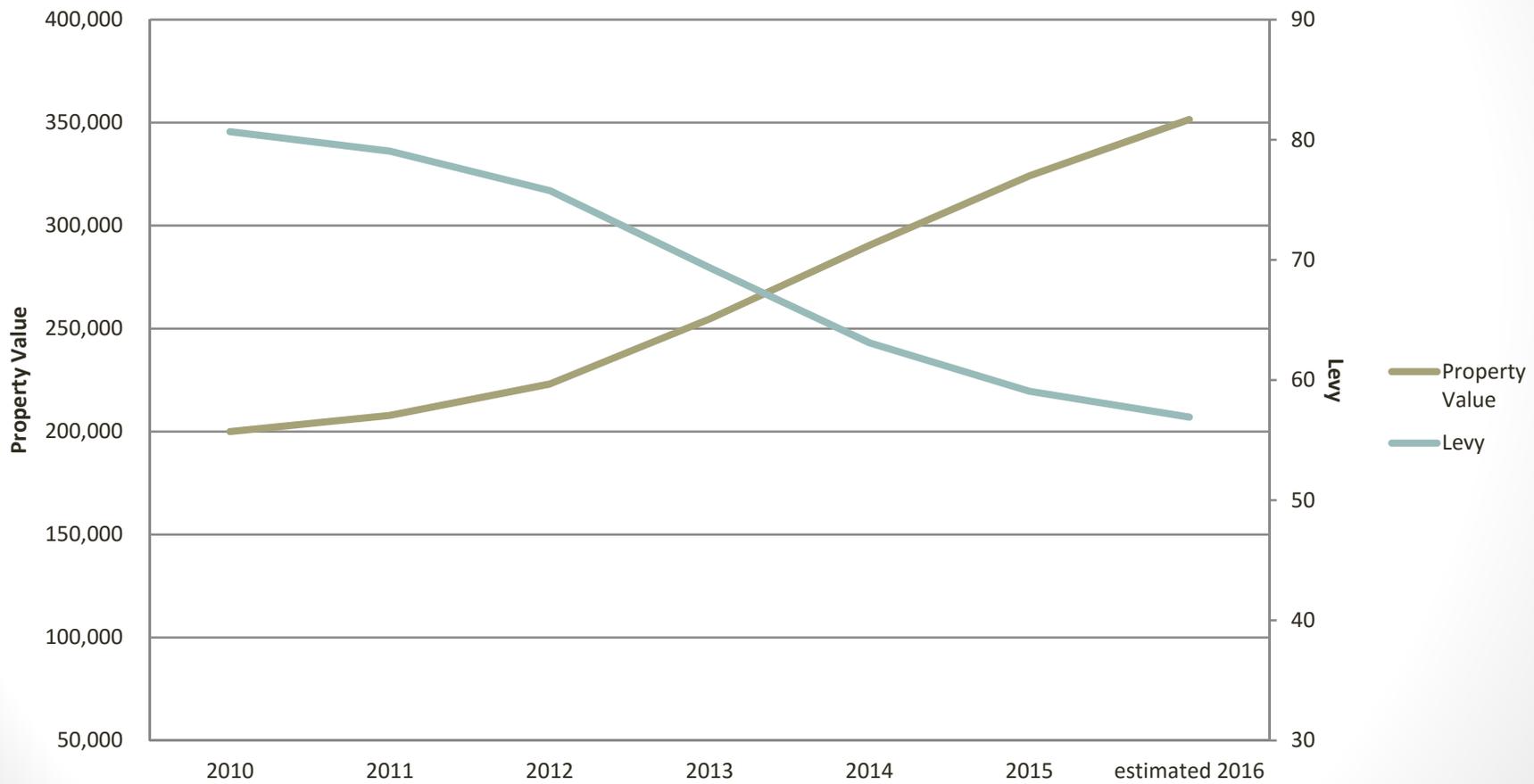
September 27, 2016 | Board of City Commissioners Meeting



City of Bismarck

Property Tax Value and Mill Levy

2010-2016

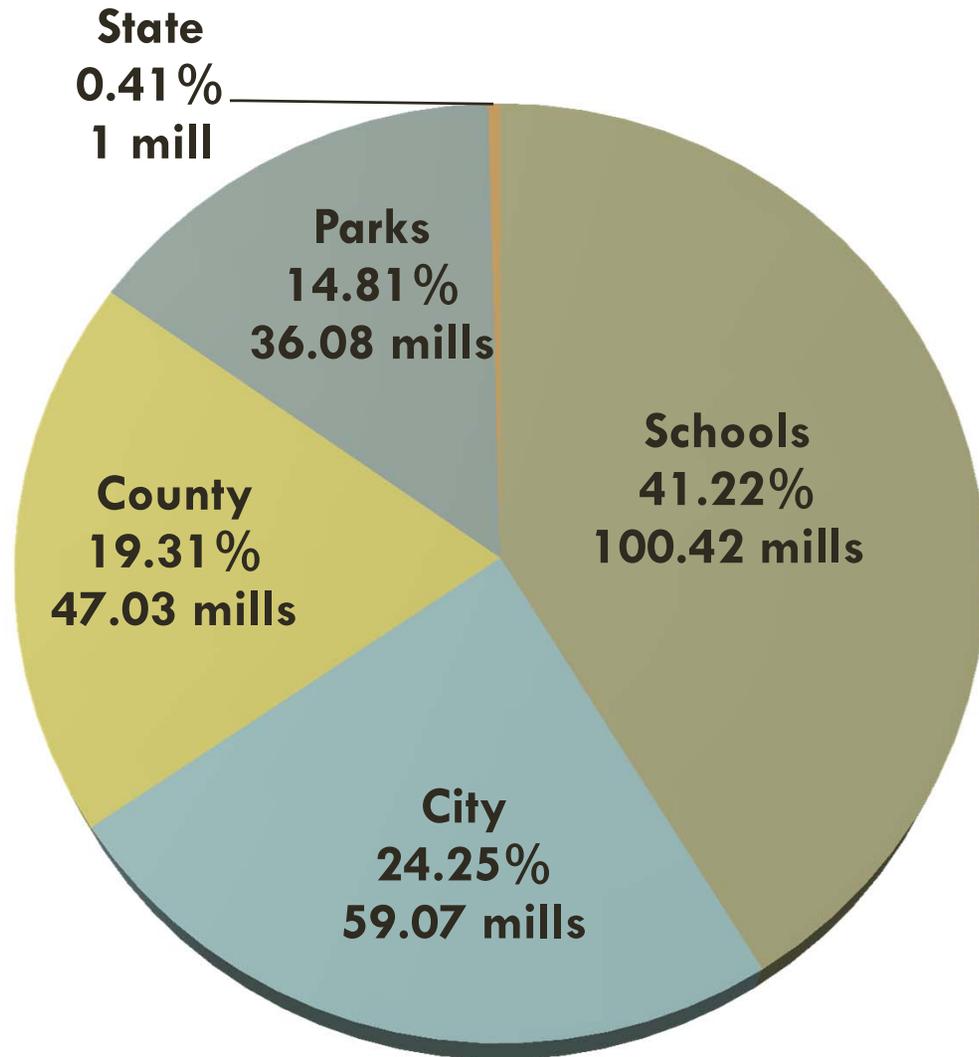


Levy Year *

*Levy year represents the year in which taxes are levied with the collection of taxes budgeted in the subsequent year.

City of Bismarck

2015 Property Tax Distribution for 2016 Budget



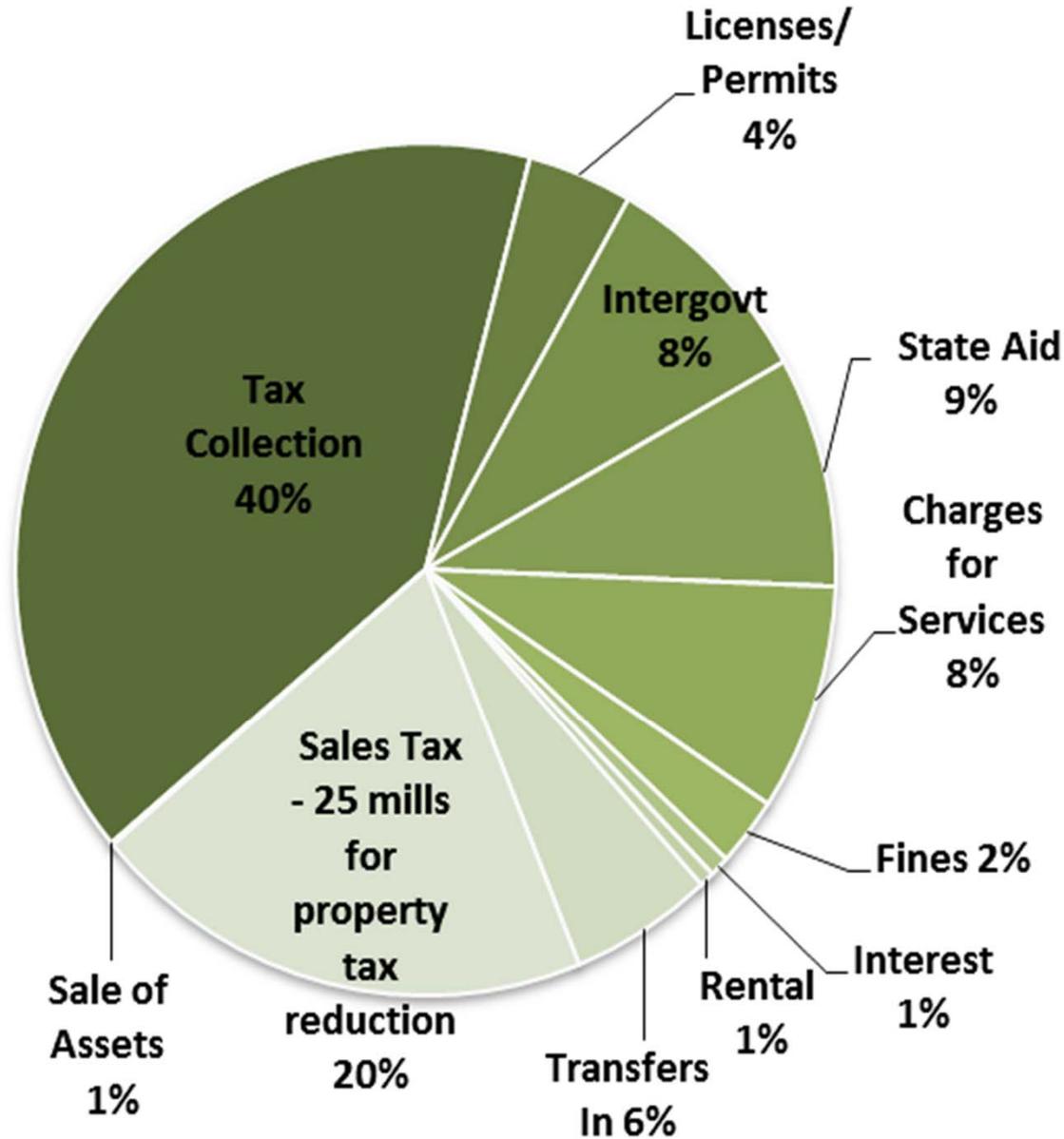
Total Mills = 243.6

City of Bismarck

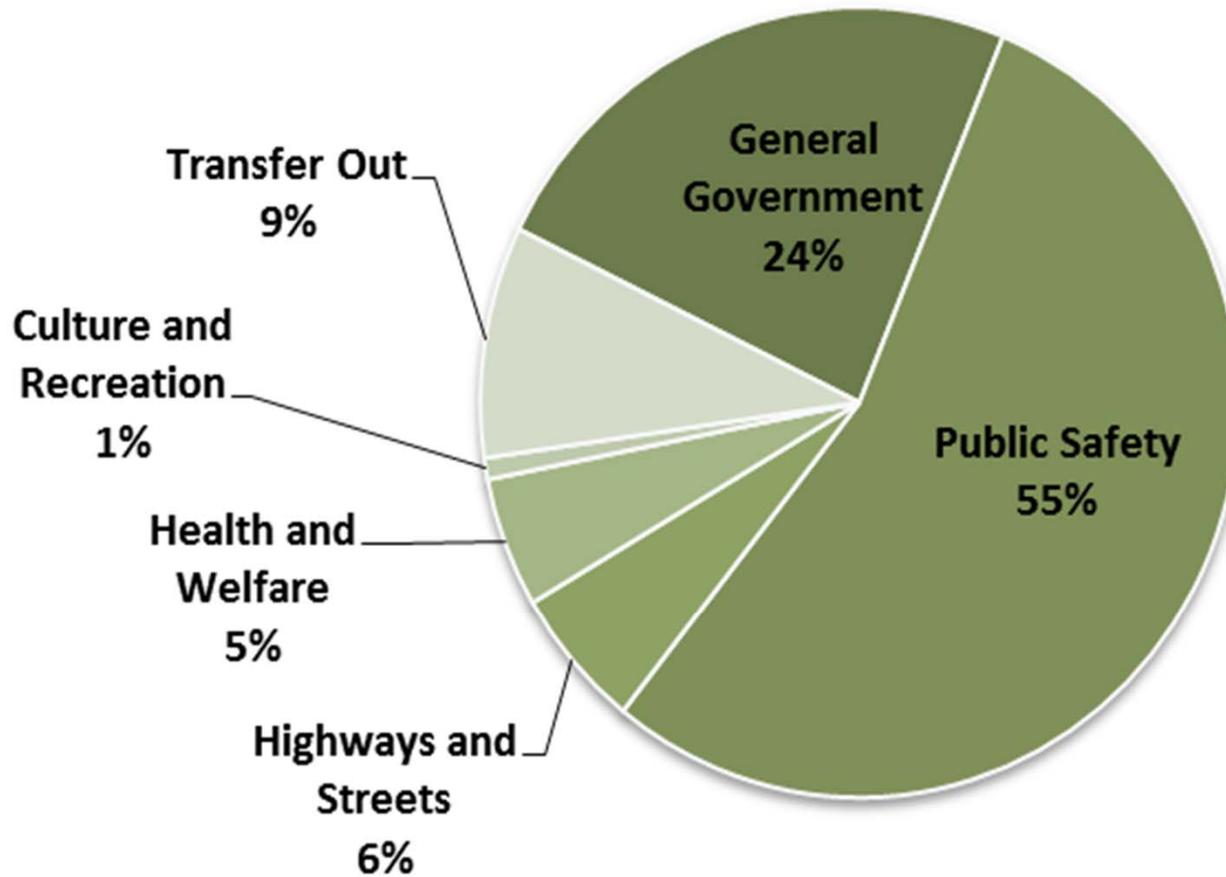
Comparative Levies for 2016 to 2017 Budget

	<u>2015 Levy</u>	<u>2016 Levy</u>
General Fund	62.09	66.95
Building Construction	<u>9.99</u>	<u>4.32</u>
General Fund Subtotal	72.08	71.72
Less 25 Mills/Sales Tax	<u>25.00</u>	<u>25.00</u>
General Fund Total	47.08	46.27
 Special Revenue:		
Special Deficiency	3.00	2.00
E/H Transit	3.00	3.00
Library	<u>5.99</u>	<u>5.65</u>
Special Fund Total	11.99	10.65
 Total Levy	59.07	56.92
 <i>Value of Mill</i>	\$324,136	\$351,555

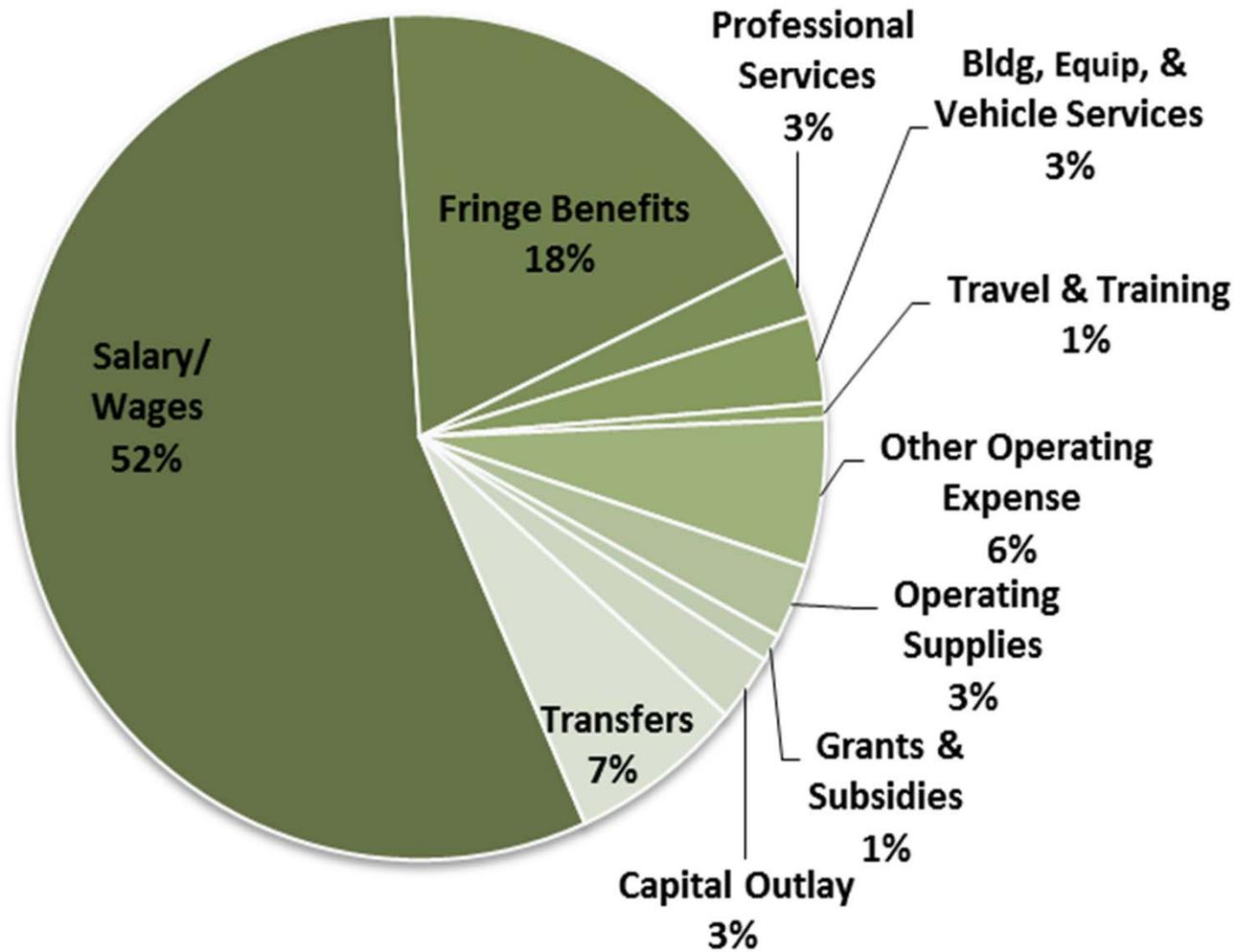
2017 General Fund Revenues



2017 General Fund Budget by Function

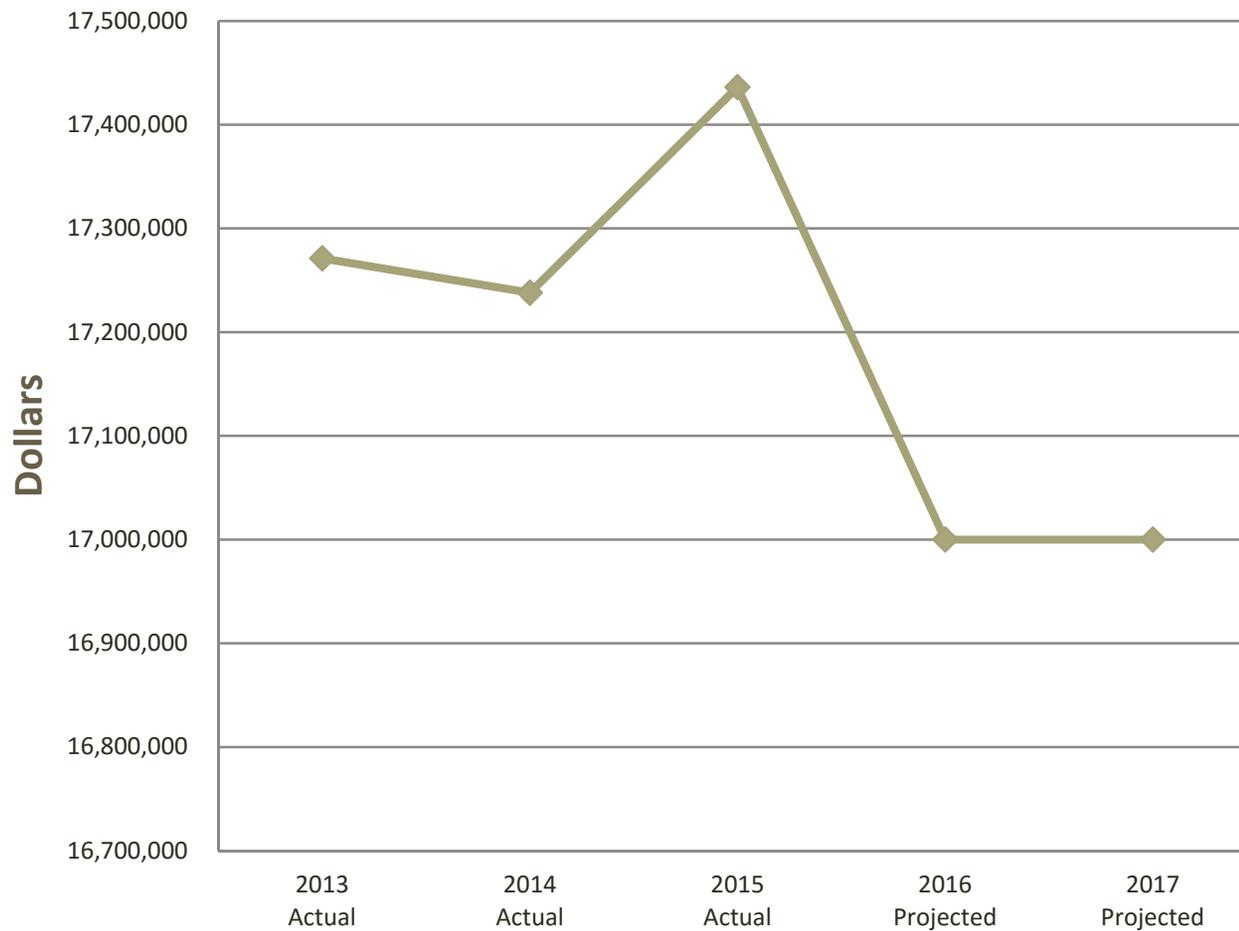


2017 General Fund Expenditures



City of Bismarck

Sales Tax Revenue | 2013 - 2017

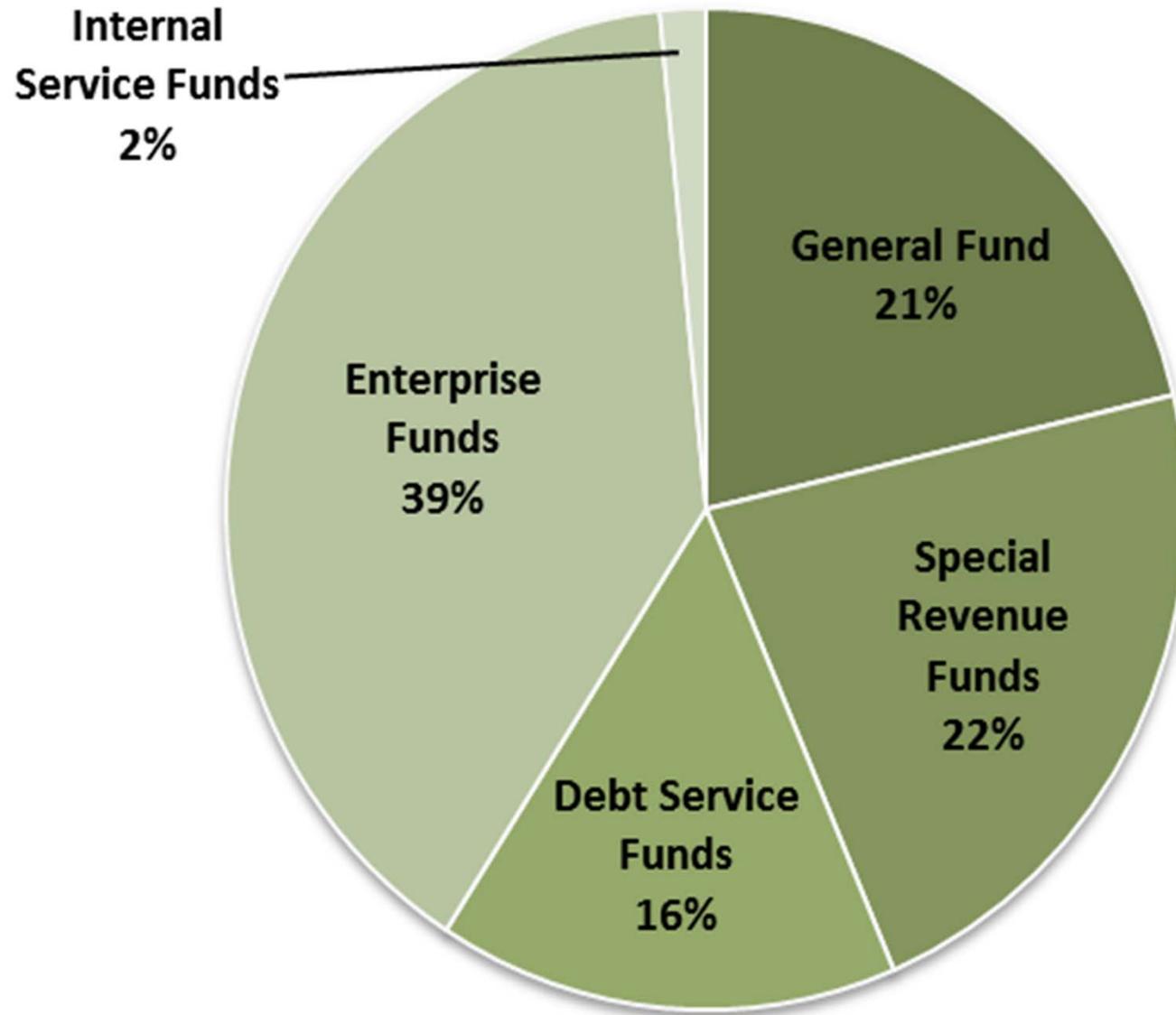


City of Bismarck

Sales Tax Budget 2016 - 2017

	<u>Year 2016</u>	<u>Year 2017</u>
Beginning Cash Balance	\$11,204,545	\$ 5,177,268
Revenue:		
1% Sales Tax	\$17,000,000	\$17,000,000
Interest	<u>\$ 63,100</u>	<u>\$ 25,887</u>
Total Revenue	\$17,063,100	\$17,025,887
Revenue + Cash Balance	\$28,267,645	\$22,203,355
 Budget Expenditures		
25 Mill Reduction & Administration	\$8,156,424	\$8,846,608
Highway Construction	\$5,110,000	\$1,164,000
Commission Special Road Projects	\$ 150,000	\$ 50,000
Snow Gate Activities	\$ 332,753	\$ 408,655
Special Assessment Street Projects	<u>\$9,341,000</u>	<u>\$8,934,500</u>
Total Expenditures	\$23,090,177	\$19,403,763
 Projected Ending Cash Balance	 \$5,177,468	 \$2,766,592

2017 Budget by Fund



Questions?

<http://bismarcknd.gov/DocumentCenter/View/26735>

Website Link to the 2017 Preliminary Budget



Solid Waste Management Collection Evaluation

Bismarck City Commission
September 27, 2016



Project Purpose

- Identify and analyze options available to the City to:
 - Maximize efficiency
 - Make recommendations for changes to the current residential garbage collection system
- Provide the City with the tools, feasibility costs, and implementation recommendations to successfully meet the needs of the citizens



Project Approach



Baseline of the current residential garbage collection system

- Review of City-provided data (billing, routes)
- Route observations
- Operational and financial model development



Benchmark current policy and practices of similar communities (8)



Identify potential modifications to the system to be considered

- Route rebalancing and optimization of existing system
- Modifications to current collection practices
 - Change to a 4-day Collection Cycle
 - Volumetric Rate Cart and Bag structure for both curbside and alley customers
 - Residential curbside and alley grass clipping collection



Develop estimated budget and operational impacts of modifications to the system

- Modify operational and financial model to estimate impacts of potential Route rebalancing and optimization of existing system

Key Recommendations



Adopt a volumetric rate structure for residential garbage collection



Rebalance garbage collection routes



Move to 4-day per week curbside collection schedule



Provide seasonal residential yard waste pick-up, and cease operating a majority of the seasonal grass clipping drop sites and provide call-ahead bulk waste collection



Perform a detailed evaluation for optimization of dumpster service

Key Recommendations

Volumetric Rate Structure Residential Curbside and Alley Garbage Collection

Recommendations

Adopt a volumetric rate structure for residential collection, based on size cart selected and specially marked bags for out-of-cart set-outs

Allow additional residential garbage set-outs during Thanksgiving and Christmas without need for specially marked bags

Benefits

Volumetric rate is more **equitable approach to cost** relative to amount of garbage set out

4-day week for curbside makes **volumetric rate approach more equitable** for former “Friday customers” who will not have to hold two extra days’ worth of garbage until the following Monday



For Excess waste:

- offer **free, non-transferable, disposal voucher** at landfill for City residential property owners on a quarterly basis (with weight limits)
- continue the twice yearly cleanup weeks.

Key Recommendations

Residential Curbside Garbage Collection

Recommendations

Rebalance curbside collection routes

Move to 4-day per week schedule, rather than five days per week

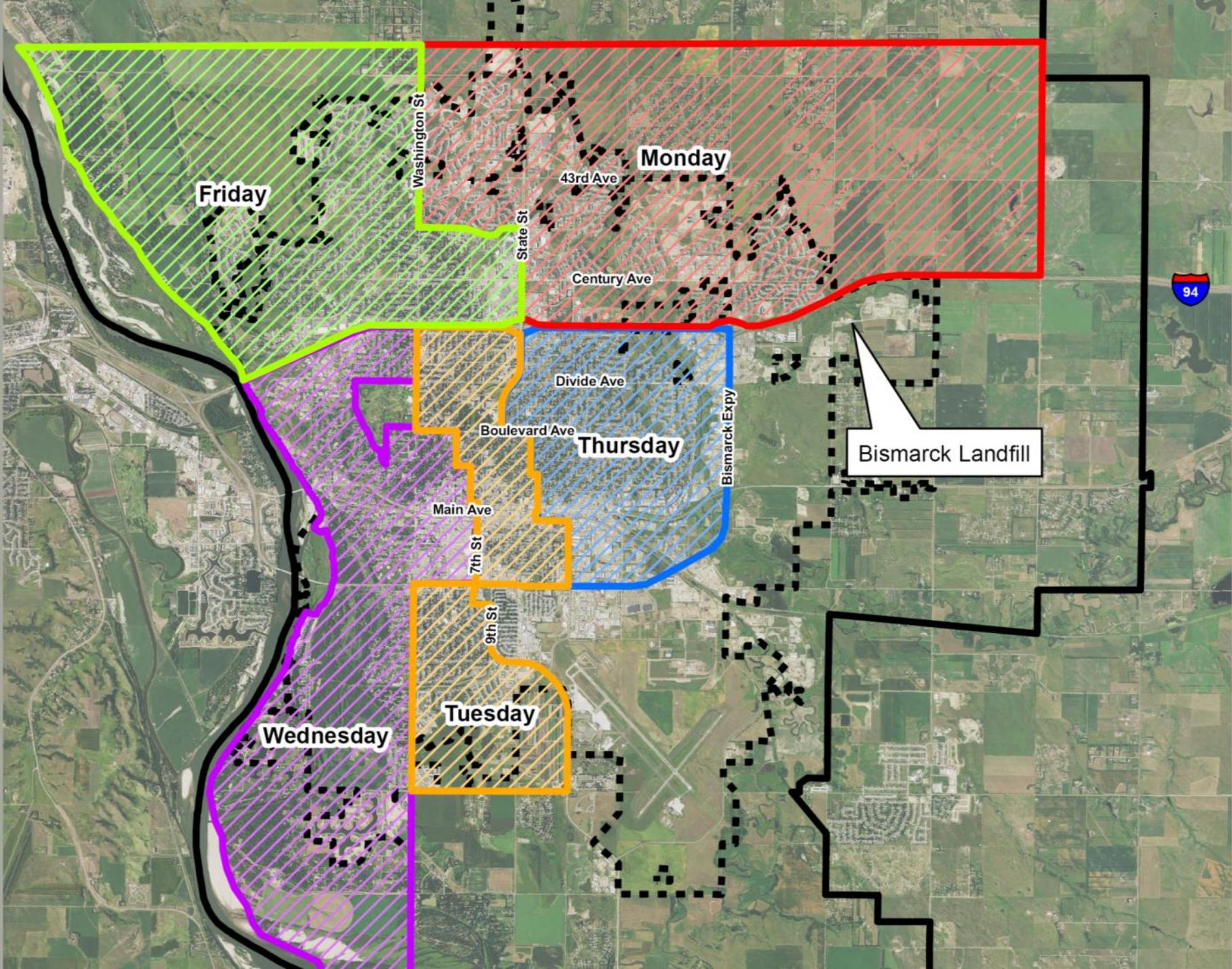
Benefits

Efficiencies gained = system cost savings

Solves the Friday carryover of garbage until Monday during holiday weeks

Eliminates the need for 13 Roads and Street employees to assist with collecting garbage after holidays (reduces total crew size by one third six times a year)





Friday

Monday

43rd Ave

Century Ave

Divide Ave

Thursday

Boulevard Ave

Main Ave

7th St

9th St

Tuesday

Wednesday

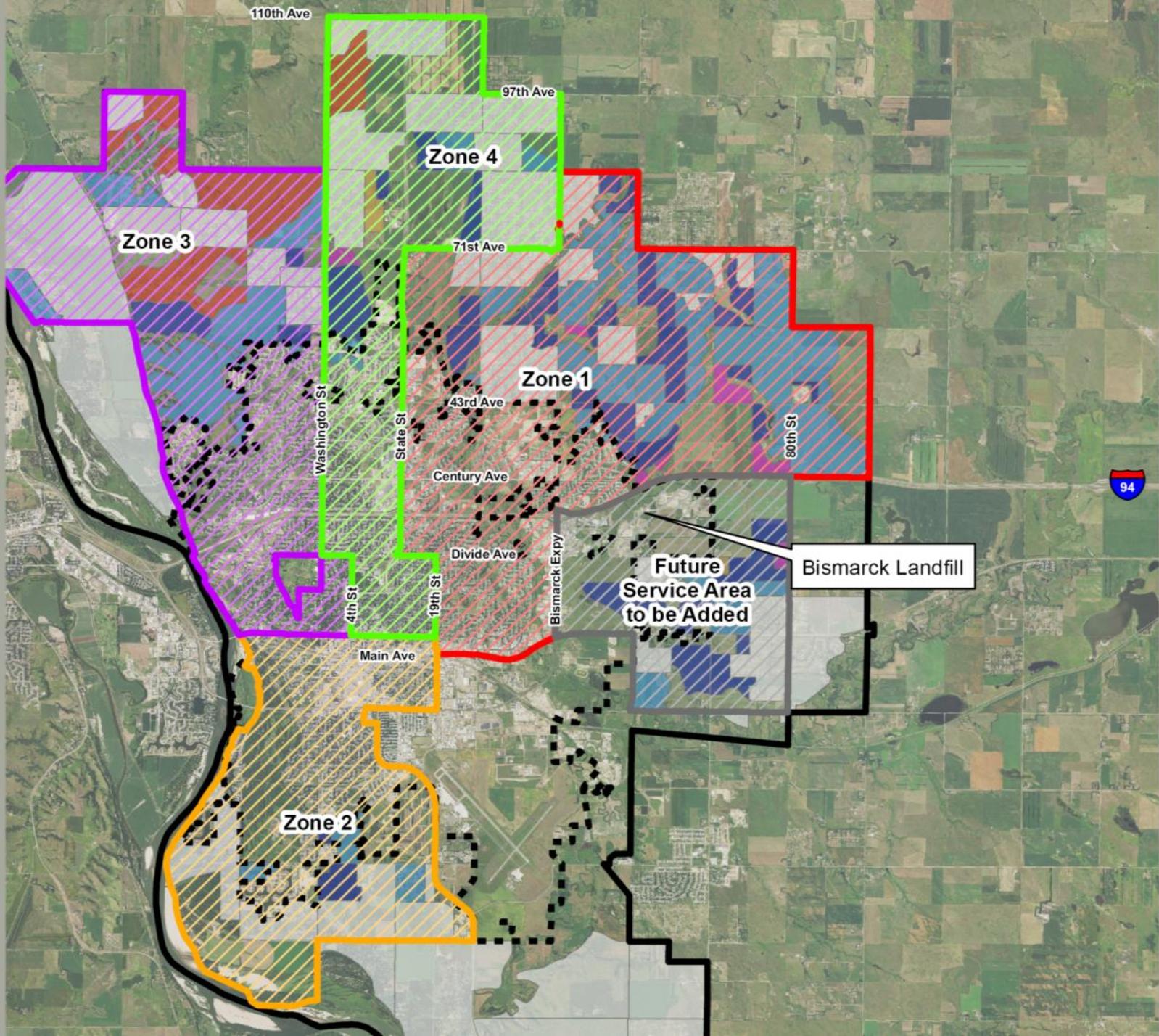
Bismarck Landfill

94

Washington St

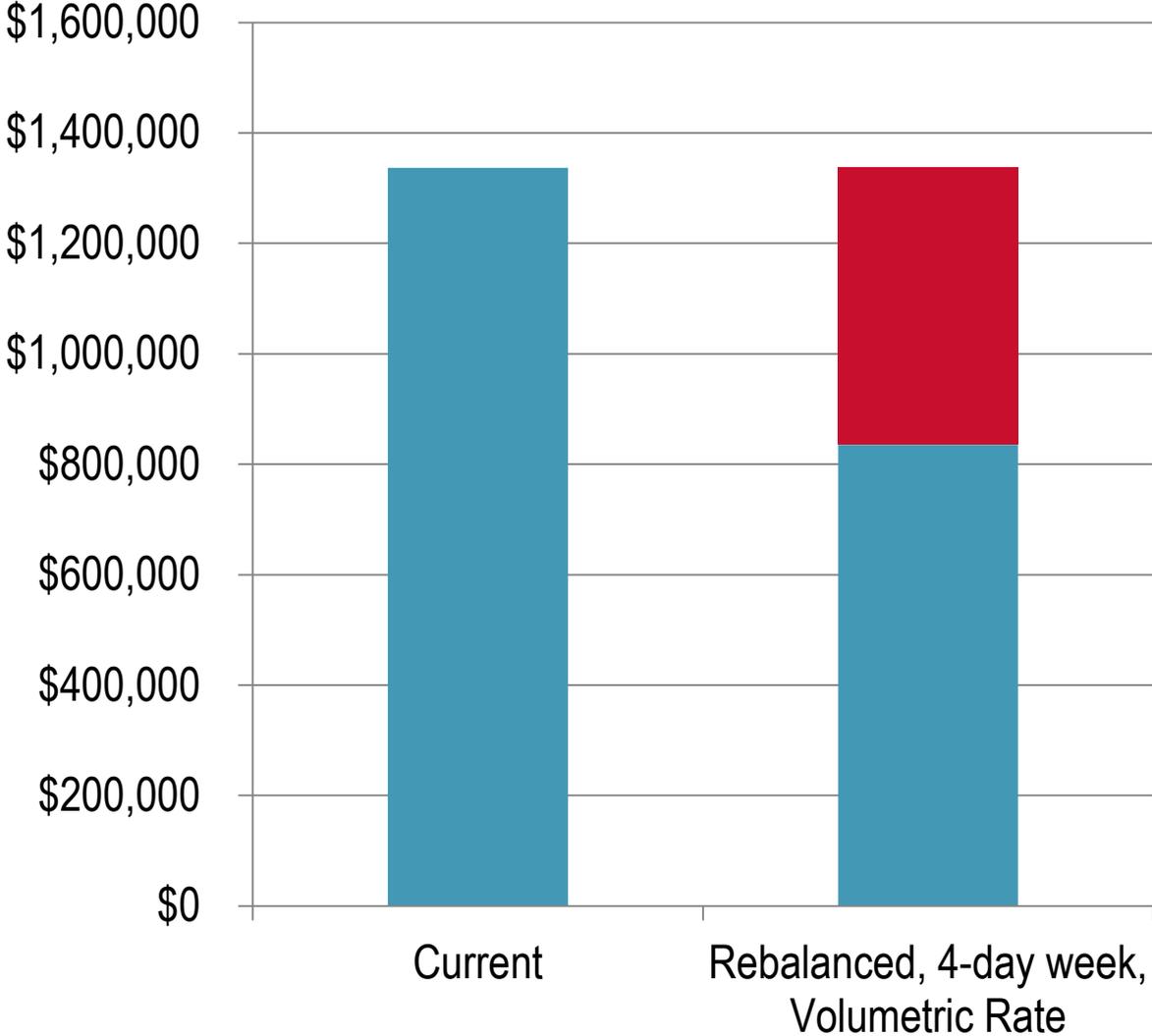
State St

Bismarck Expy



Residential Curbside Garbage Collection

Estimated Total Annual Costs



Estimated
\$502,000 in
annual savings

- Estimated Annual Cost Savings
- Estimated Annual Cost

Key Recommendations

Residential Alley Garbage Collection

Recommendations

Rebalance alley collection routes

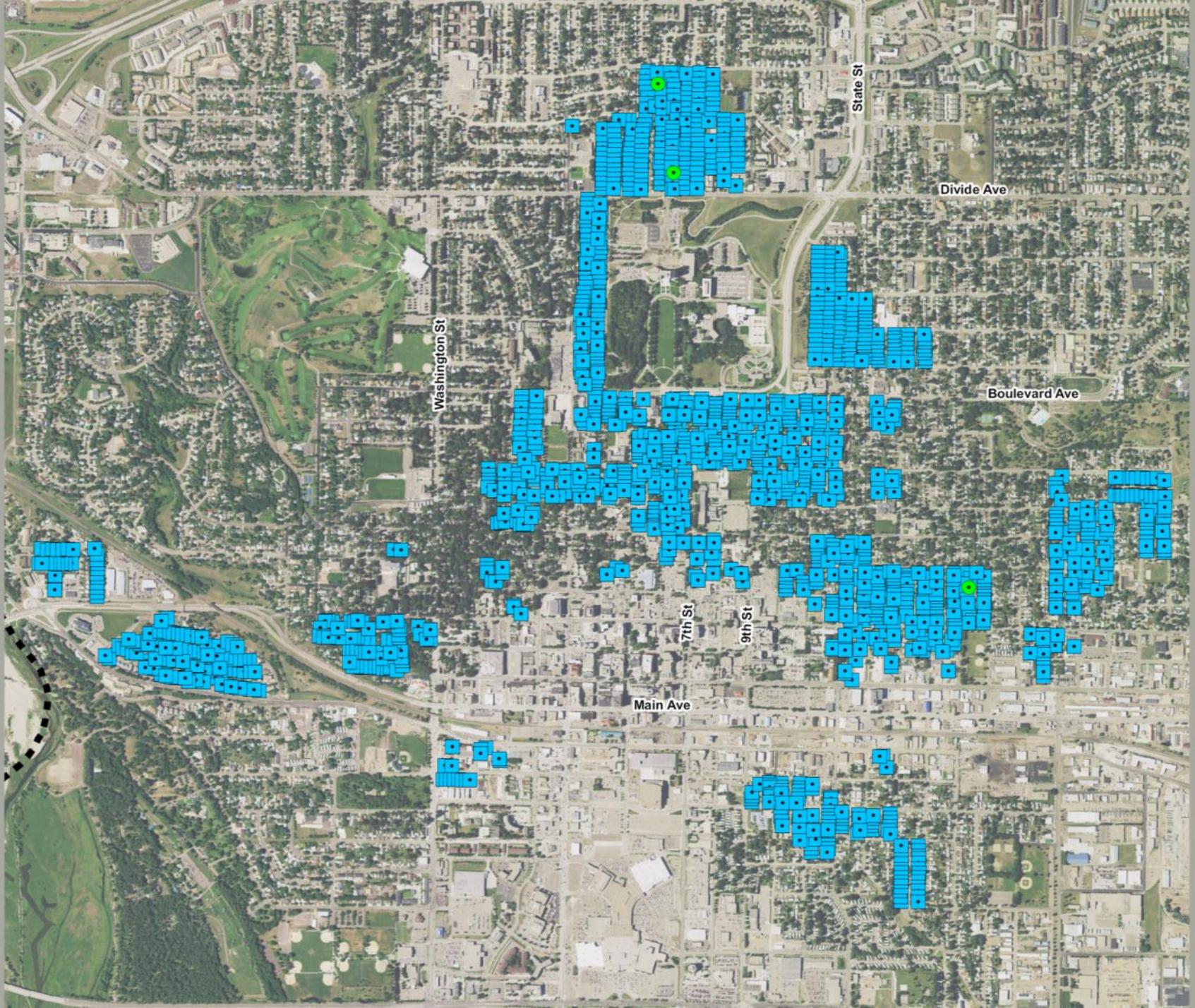
Perform a feasibility analysis for alley customers that could be served with fully automated collection service

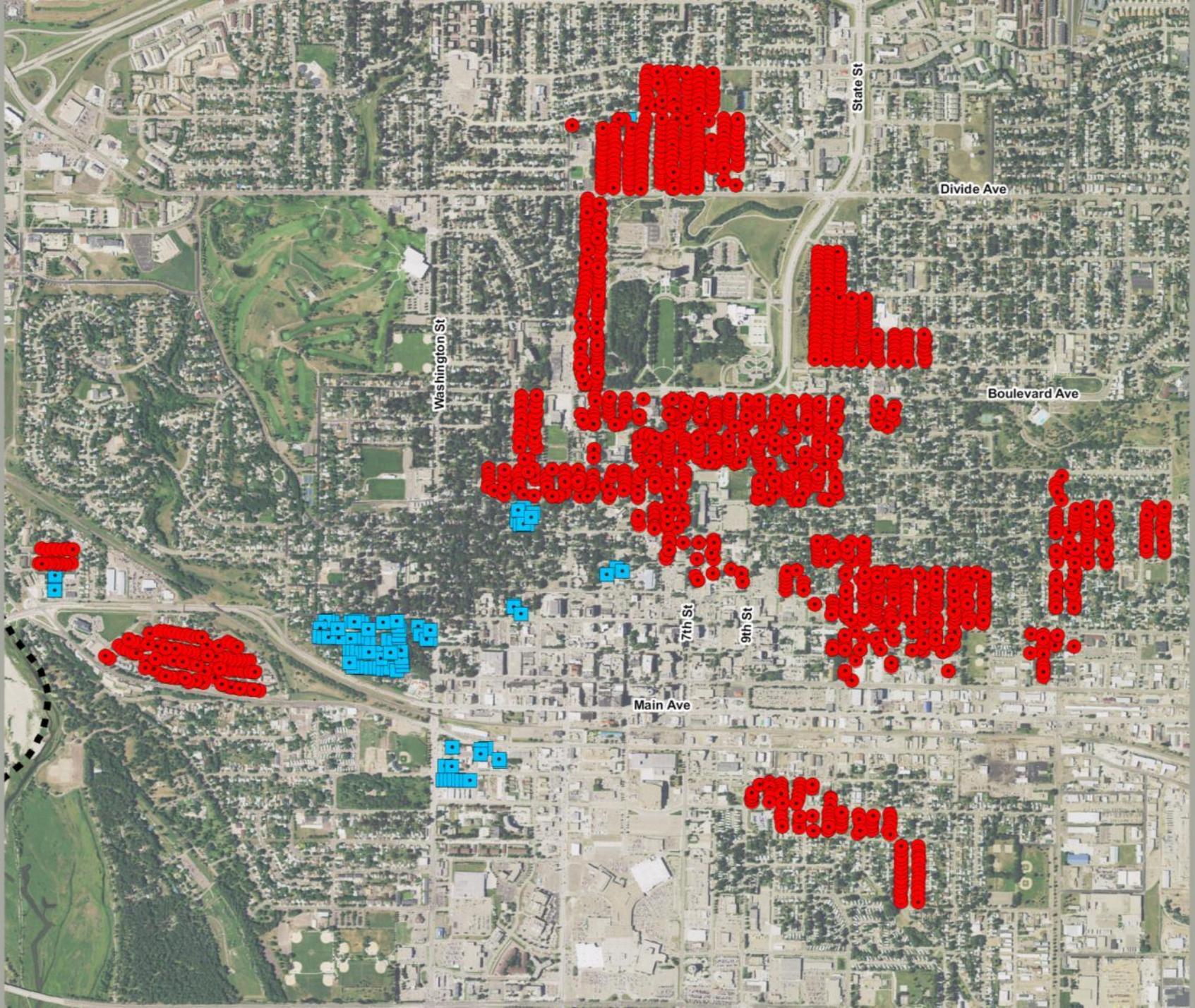
Benefits

Potential for more system **cost savings**



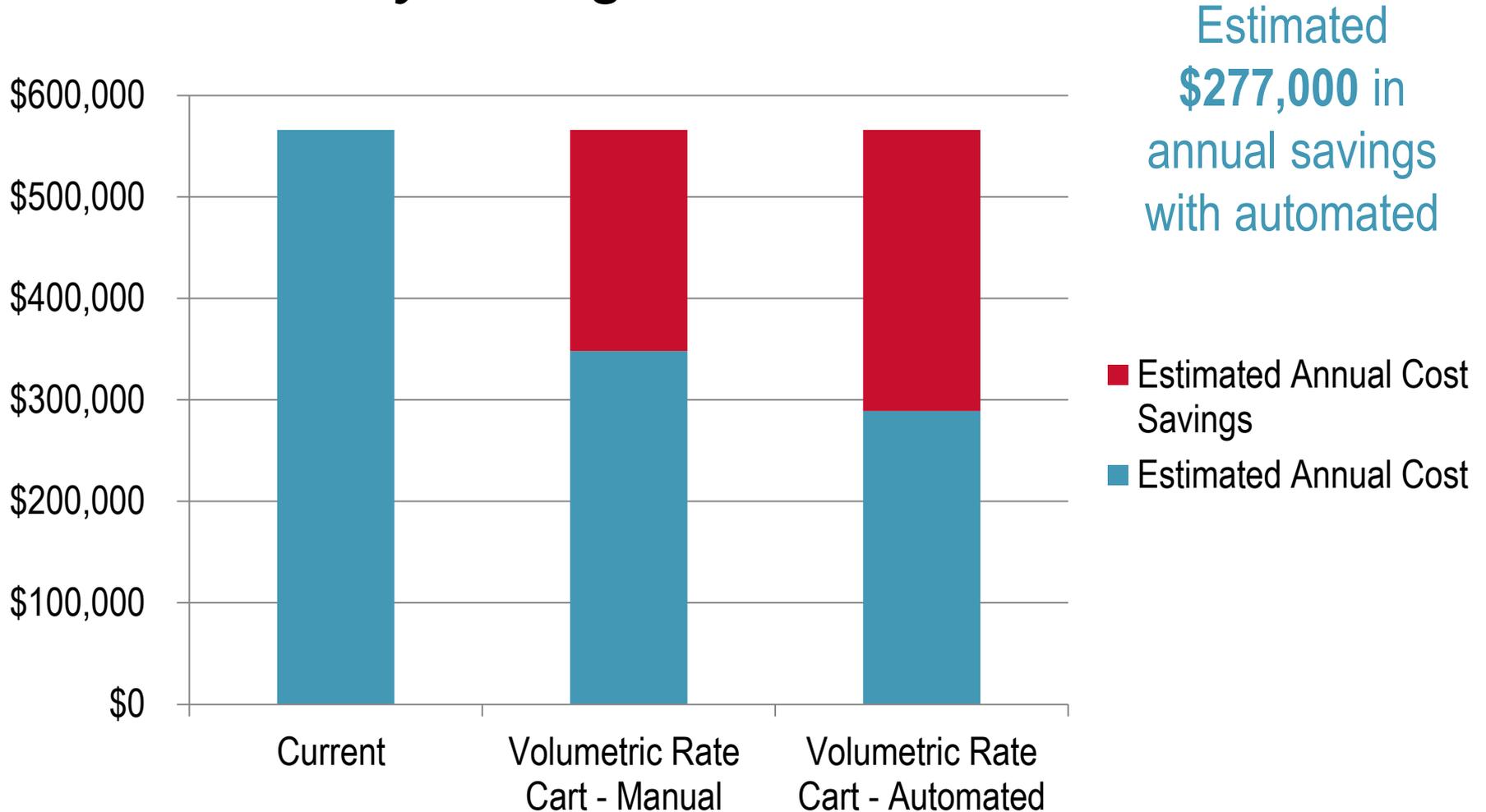
Initial review of alley pick-up locations using GIS analysis and field visits showed that converting 1,712 of the 1,912 alley customers to an automated collection system appears possible.





Key Recommendations

Residential Alley Garbage Collection



Key Recommendations

Residential Yard Waste Collection

Recommendations

Provide seasonal residential curbside and alley yard waste pick-up (voluntary program)

Cease operating the seasonal grass clipping drop sites

Benefits

Convenience for customers

No additional cost to the customers

Potential for net cost savings



Key Recommendations

Residential Bulk Waste Collection

Recommendations

Provide call-ahead bulk waste collection services (fee charged based on amount and type of material)

Benefits

Convenience for customers
Reduce amounts set out for cleanup weeks



Key Recommendations

Dumpster Collection

Recommendations

Perform a detailed evaluation and optimization of dumpster service



Benefits

Potential efficiencies to be gained



Current collected pounds of dumpster weight per loose cubic yard is well below the expected 150 pounds per cubic yard

- Indicates the potential to scale dumpsters to a smaller size or collect on a less frequent basis

Vehicles were observed to return to the landfill at half capacity

- Indicates potential to rebalance the routes and potentially convert to smaller collection vehicles.

Key Recommendations



Adopt a volumetric rate structure for residential garbage collection



Rebalance garbage collection routes



Move to 4-day per week curbside collection schedule



Provide seasonal residential yard waste pick-up, and cease operating a majority of the seasonal grass clipping drop sites and provide call-ahead bulk waste collection



Perform a detailed evaluation for optimization of dumpster service

A circular arrangement of diverse hands reaching towards the center, symbolizing unity and support. The hands are of various skin tones, including light, medium, and dark brown. They are positioned in a ring, with fingers slightly curled as if holding or supporting each other. The background is plain white.

**Questions or
Comments?**