



**BISMARCK CITY COMMISSION
PUBLIC MEETING NOTICE**

TO: Board of City Commissioners
Media

FROM: Keith J. Hunke, City Administrator

DATE: February 28, 2020

SUBJECT: Special Meeting Notice

Board of City Commissioners
Tuesday, March 3, 2020
12:00 p.m. – 1:00 p.m.
Tom Baker Meeting Room
221 N 5th Street
Bismarck, ND

AGENDA

1. Consider a discussion of decision not to approve resolutions of necessity for Street Improvement No. 531 (SI 531) and Street Improvement No. 533 (SI 533) and if applicable provide city staff direction on next steps forward to address consequences of not approving the resolution of necessity for Street Improvement District No. 531 and Street Improvement District No. 533.
2. Adjourn

For more information, please contact Administration at 355-1300.



City Administration

DATE: February 28, 2020

FROM: Keith J. Hunke, City Administrator

ITEM: Street Improvement District No.531 & Street Improvement District No.533

REQUEST:

Consider discussion of decision to not approve the resolutions of necessity for Street Improvement District No. 531 (SI 531) and Street Improvement District No. 533 (SI 533).

Please place this item on the 3/3/2020 City Commission special meeting agenda.

BACKGROUND INFORMATION:

At the February 25th City Commission meeting resolutions of necessity were presented for SI 531 (205 blocks of asphalt resurfacing, reconstruction and 2 blocks of converting gravel alleys to asphalt paving) and SI 533 (10 blocks of concrete pavement repair). Motions to approve the resolutions of necessity for SI 531 and SI 533 both failed on 2-3 votes. At this point in time both SI 531 and SI 533 have been terminated based on the action of the City Commission on February 25th and staff does have budgeted funds to bid out the projects. Some potential consequences of this action include:

- Uncertainty in determining how to address the current and future maintenance needs of the asphalt and concrete pavement system for these and other roads in the city
- Uncertainty in the use of special assessment process to fund current and future maintenance needs of the asphalt and concrete pavement system
- uncertainty in the use of the special assessment process for new asphalt and concrete pavement projects
- Uncertainty in the water and sewer maintenance projects scheduled in conjunction with SI 531 and SI 533
- Uncertainty of financial impact
- Uncertainty of staff work priorities
- Liability issues on portions of the streets if repairs or reconstruction does not happen

- Uncertainty in the relevance of current special assessment policy

RECOMMENDED CITY COMMISSION ACTION:

Hold a discussion regarding decision to not approve the resolutions of necessity for SI 531 and SI 533. Consider consequences of not approving the resolution of necessity for Street Improvement District No. 531 and Street Improvement District No. 533. Allow staff to answer questions the City Commission may have regarding the special assessment policy, special assessment process and the planning, programming, budgeting and construction details of SI 531 and SI 533. Allow staff to provide additional information the Commission may need. Provide city staff direction on next steps forward to address consequences of not approving the resolution of necessity for Street Improvement District No. 531 and Street Improvement District No. 533.

STAFF CONTACT INFORMATION:

Keith J. Hunke | City Administrator, 355-1300 or khunke@bismarcknd.gov



Engineering Department

DATE: January 6, 2020
FROM: Gabe Schell, City Engineer
ITEM: Street Improvement District No. 531

REQUEST

Request for Resolution Approving Plans and Specifications

Request for Resolution of Necessity.

Request for Resolution Directing the Advertisement of Bids and Receive Bids

Please place this item on the 1/14/2020 City Commission meeting agenda.

BACKGROUND INFORMATION

Street Improvement District No. 531 consists of eight units (205 blocks) of asphalt resurfacing (patch, level, mill, overlay, chip seal, curb repair, alley repair), reconstruction and related items and one unit (2 blocks) converting gravel alleys to asphalt pavement. Given the size of the district, it will bid in two parts, Part A and Part B, to allow for two separate contracts under one assessment district.

Letters will be sent to parcel owners prior to the public hearing date scheduled for February 25, 2020.

PART A (78 Blocks Roadway Maintenance and 2 Blocks Alleys)

Unit No. 1

Buckskin Avenue – Longhorn Drive to 130' east

Eagles View Lane – High Creek Road to Cul-De-Sac

Eagles View Place – Eagles View Lane to Cul-De-Sac

High Creek Road – Valley Drive to 80' south of Eagles View Lane

Longhorn Drive – Valley Drive to 135' south of Saddle Ridge Drive

Mustang Drive – Valley Drive to 575' east

Saddle Ridge Road – Longhorn Drive to Cul-De-Sac
Valley Drive – 30' south of Stagecoach Circle to 120' south of Longhorn Drive

Unit No. 2

Valley Drive – Tyler Parkway to 209' west of Mesquite Loop (W)

Unit No. 3

9th Street – Capitol Avenue to Central Avenue
11th Street – Capitol Avenue to Divide Avenue
Constitution Drive – 9th Street to Central Avenue
Central Avenue – 9th Street to Owens Avenue
Owens Avenue – 9th Street to 11th Street

Unit No. 4

Mandan Street – Cherokee Avenue to Sioux Avenue
1st Street – Mandan Street to Sioux Avenue
Meredith Drive – Divide Avenue to Arikara Avenue
2nd Street – Divide Avenue to Arikara Avenue
Apache Street – Divide Avenue to 2nd Street
Mohawk Street – Divide Avenue to Teton Avenue
3rd Street – Divide Avenue to Boulevard Avenue
Osage Avenue – Washington Street to Meredith Drive
Cherokee Ave – Washington Street to Meredith Drive
Teton Avenue – Meredith Drive to 4th Street
Cheyenne Avenue – 2nd Street to 3rd Street
Arikara Ave – Washington Street to 4th Street
Seminole Avenue – Mandan Street to 1st Street
Sioux Avenue – Washington Street to Boulevard Avenue
Alley between 3rd and 4th – Arikara Avenue to Boulevard Avenue

Unit No. 5

Alley between 3rd Street and 4th Street – Divide Avenue to Teton Avenue
Alley between 3rd Street and 4th Street – Teton Avenue to Arikara Avenue

PART B (127 Roadway Maintenance)

Unit No. 6

20th Street – Divide Avenue to Laforest Avenue
21st Street - Harmon Avenue to Laforest Avenue
22nd Street – Divide Avenue to Laforest Avenue
23rd Street – Divide Avenue to 22nd Street
Vista Lane – Laforest Avenue to Boulevard Avenue
Northview Lane – Divide Avenue to Boulevard Avenue
Crestview Lane –Cul-De-Sac to Boulevard Avenue

Ridgeview Lane – Cul-De-Sac to Boulevard Avenue
26th Street – Divide Avenue to Valley View Avenue
Divide Avenue – 19th Street to Volk Drive
Harmon Avenue – 20th Street to 22nd Street
Rolling Drive – 23rd Street to Cul-De-Sac
Laforest Avenue – 23rd Street to Crestview Lane
Boulevard Avenue – 22nd Street to 26th Street
Hillside Terrace – Boulevard Avenue to Cul-De-Sac
Hillview Avenue – Boulevard Avenue to 26th Street

Unit No. 7

8th Street – Avenue C to Rosser Avenue
8th Street - Thayer Avenue to Broadway Avenue
Avenue C – 5th Street to 9th Street
Avenue B – 7th Street to 9th Street
Avenue A – 8th Street to 9th Street
Thayer Avenue – 7th Street to 9th Street
Alley between 7th Street and 8th Street – Avenue C to Avenue B
Alley between 7th Street and 8th Street – Avenue B to 250' south of Avenue B
Alley between 8th Street and 9th Street – Avenue B to Avenue A
Alley between 8th Street and 9th Street – Avenue A to 100' south

Unit No. 8

Washington Street – Bismarck Expressway to 150' south of Billings Drive
Willow Lane – Pleasant Street to Cul-De-Sac

Unit No. 9

Columbia Drive – 7th Street to Atlanta Drive
Albany Drive – Denver Avenue to Richmond Drive
7th Street – Bismarck Expressway to Denver Avenue
7th Street – Bozeman Drive to 7th Street
7th Street – Denver Avenue to Columbia Drive
Richmond Drive – Denver Avenue to Atlanta Drive
Bozeman Drive – Denver Avenue to 7th Street
Lansing Drive – Cul-De-Sac to 7th Street
Denver Avenue – 3rd Street to University Drive
Tulsa Drive – 3rd Street to Columbia Drive
Concord Drive – 7th Street to Richmond Drive

Project Schedule-Part A

Letters to Property Owners Sent:	January 17, 2020
Protest Period Ends:	February 20, 2020
Public Hearing:	February 25, 2020
Receipt and Opening of Bids:	March 16, 2020

Award of Bid: March 24, 2020
Project Completion: August 2021

Project Schedule-Phase B

Letters to Property Owners Sent: January 17, 2020
Protest Period Ends: February 20, 2020
Public Hearing: February 25, 2020
Receipt and Opening of Bids: March 17, 2020
Award of Bid: March 24, 2020
Project Completion: August 2021

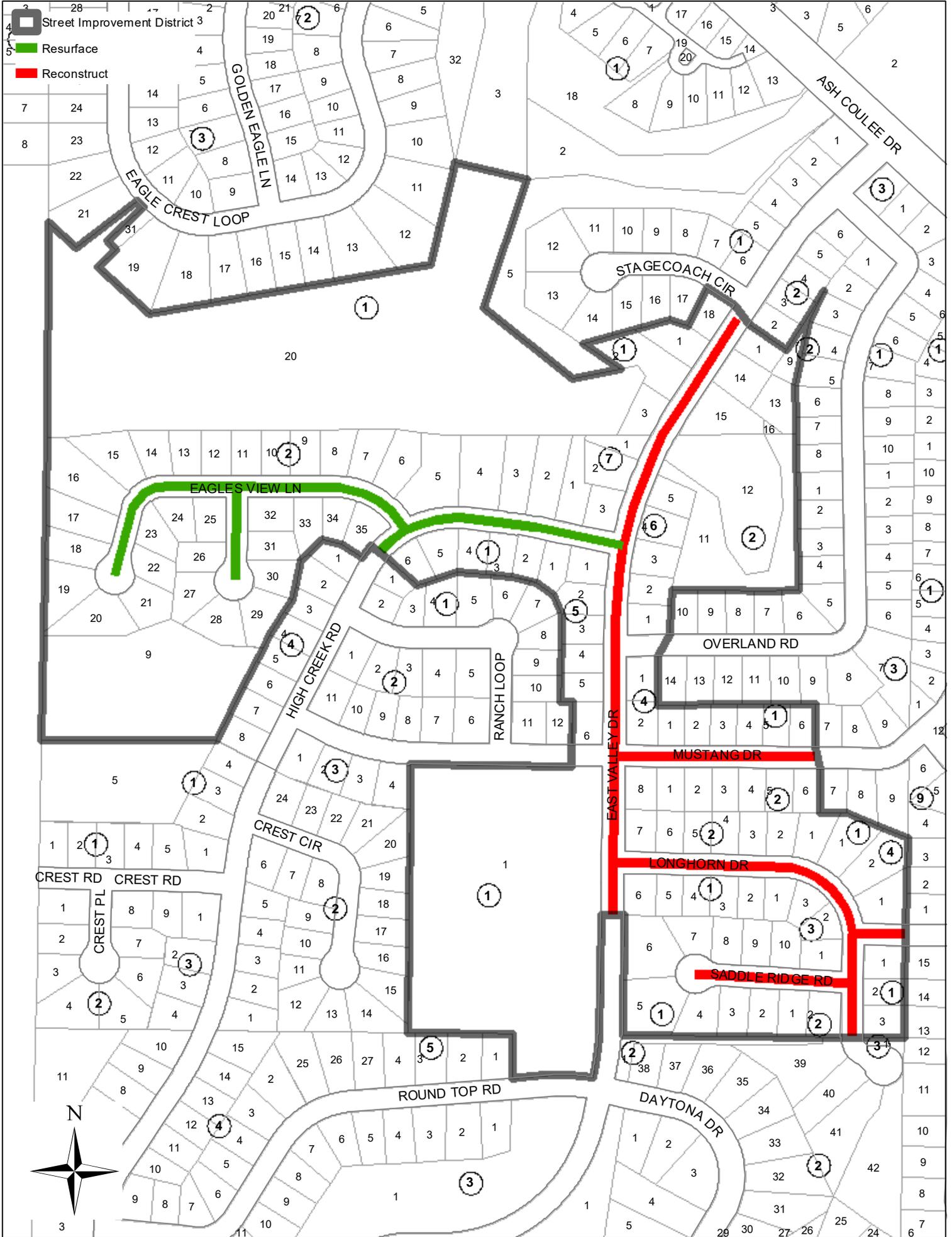
RECOMMENDED CITY COMMISSION ACTION

Consider request for approval of Resolution Approving Plans and Specifications, Resolution of Necessity, and Resolution Directing Advertisement of Bids and Receiving Bids for SI 531

STAFF CONTACT INFORMATION

Linda Oster, PE, Design & Construction Engineer, 355-1505, loster@bismarcknd.gov

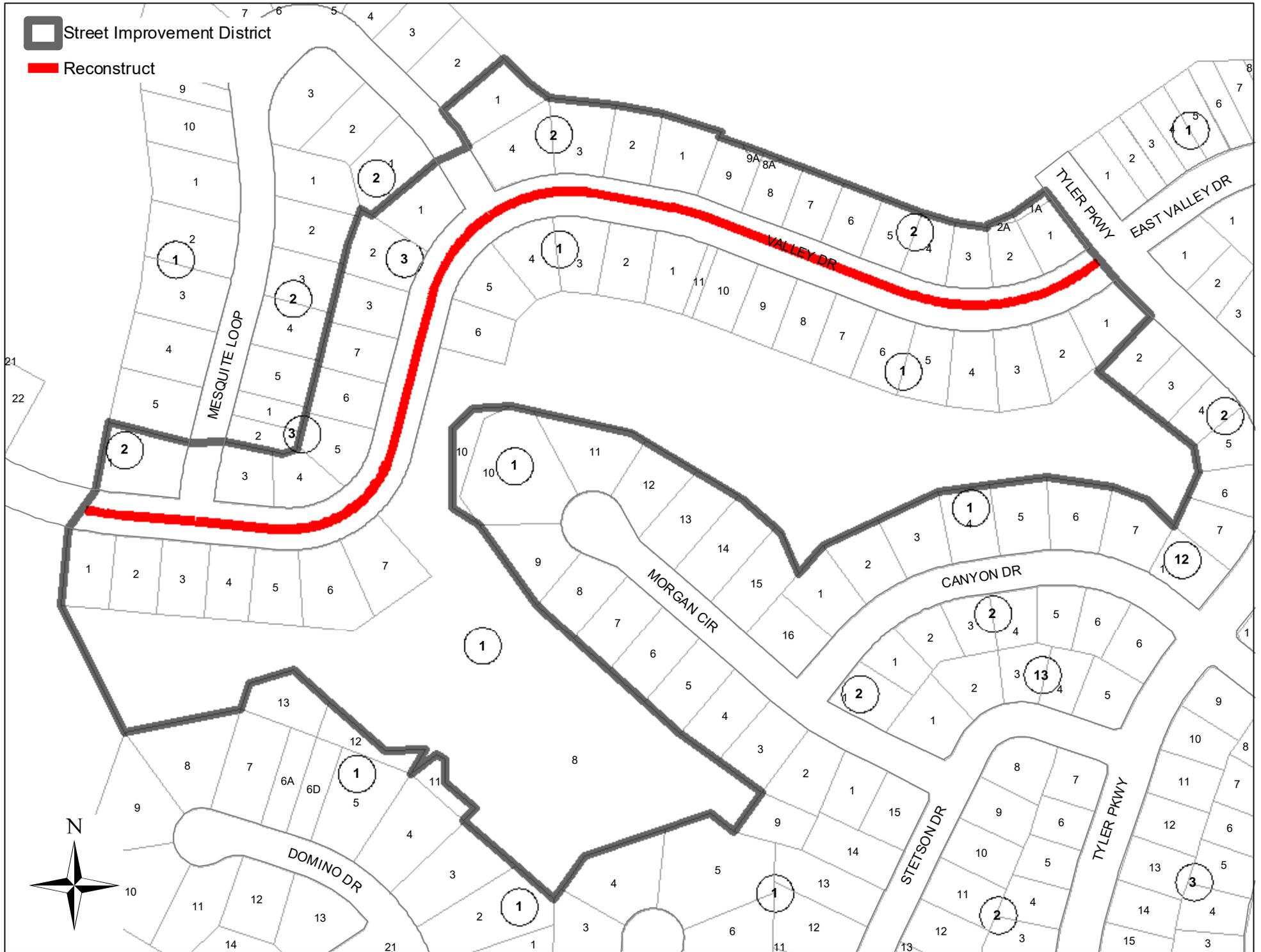
SI 531 - UNIT 1



SI 531 - UNIT 2

 Street Improvement District

 Reconstruct



SI 531 - UNIT 3

Street Improvement District

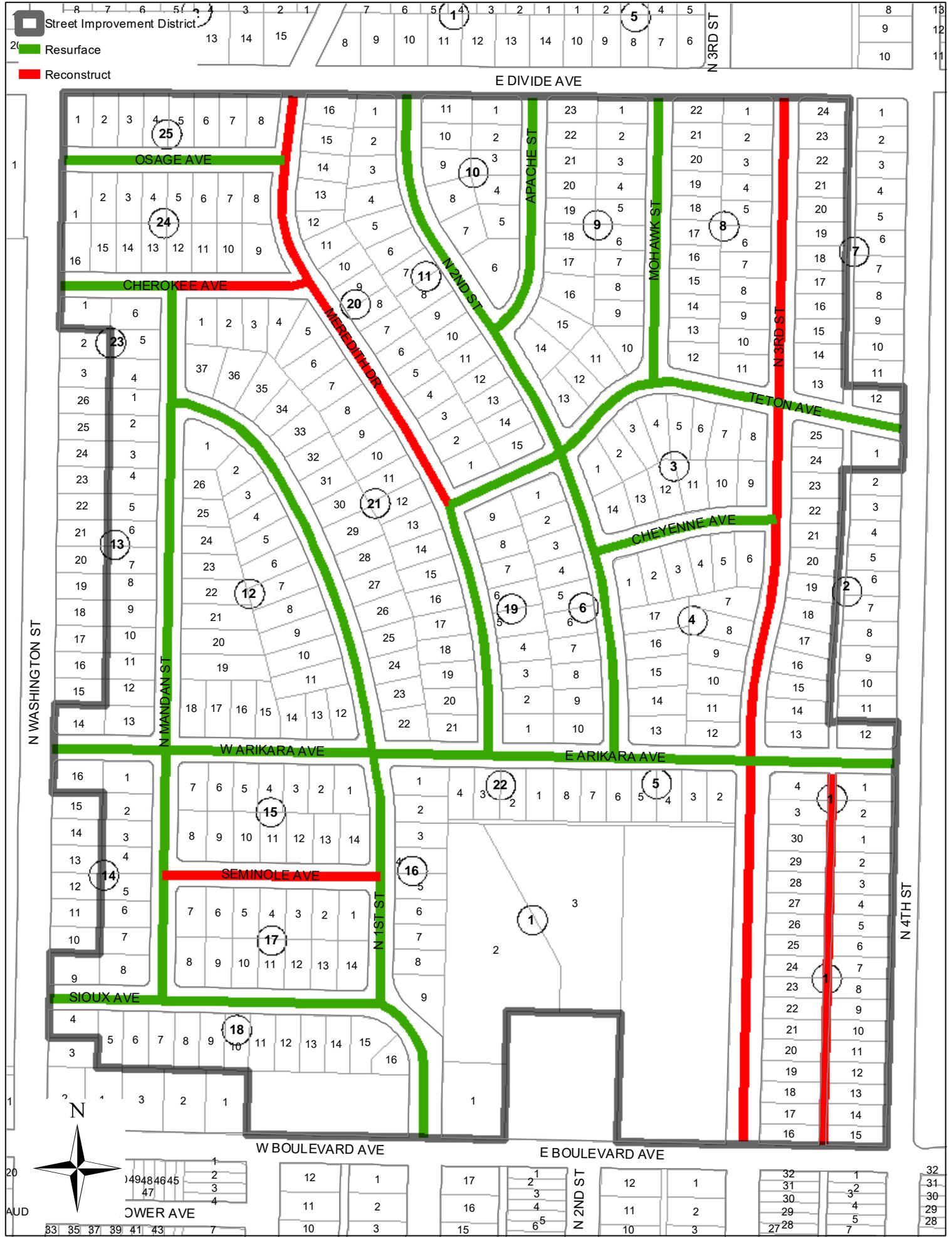
2 Resurface

Reconstruct



SI 531 - UNIT 4

-  Street Improvement District
-  Resurface
-  Reconstruct



SI 531 - UNIT 5

10 9 8 7 6 10 11 10 10

Street Improvement District

Reconstruct

E DIVIDE AVE



N 4TH ST

N 3RD ST

MOHAWK ST

TETON AVE

CHEYENNE AVE

N 2ND ST

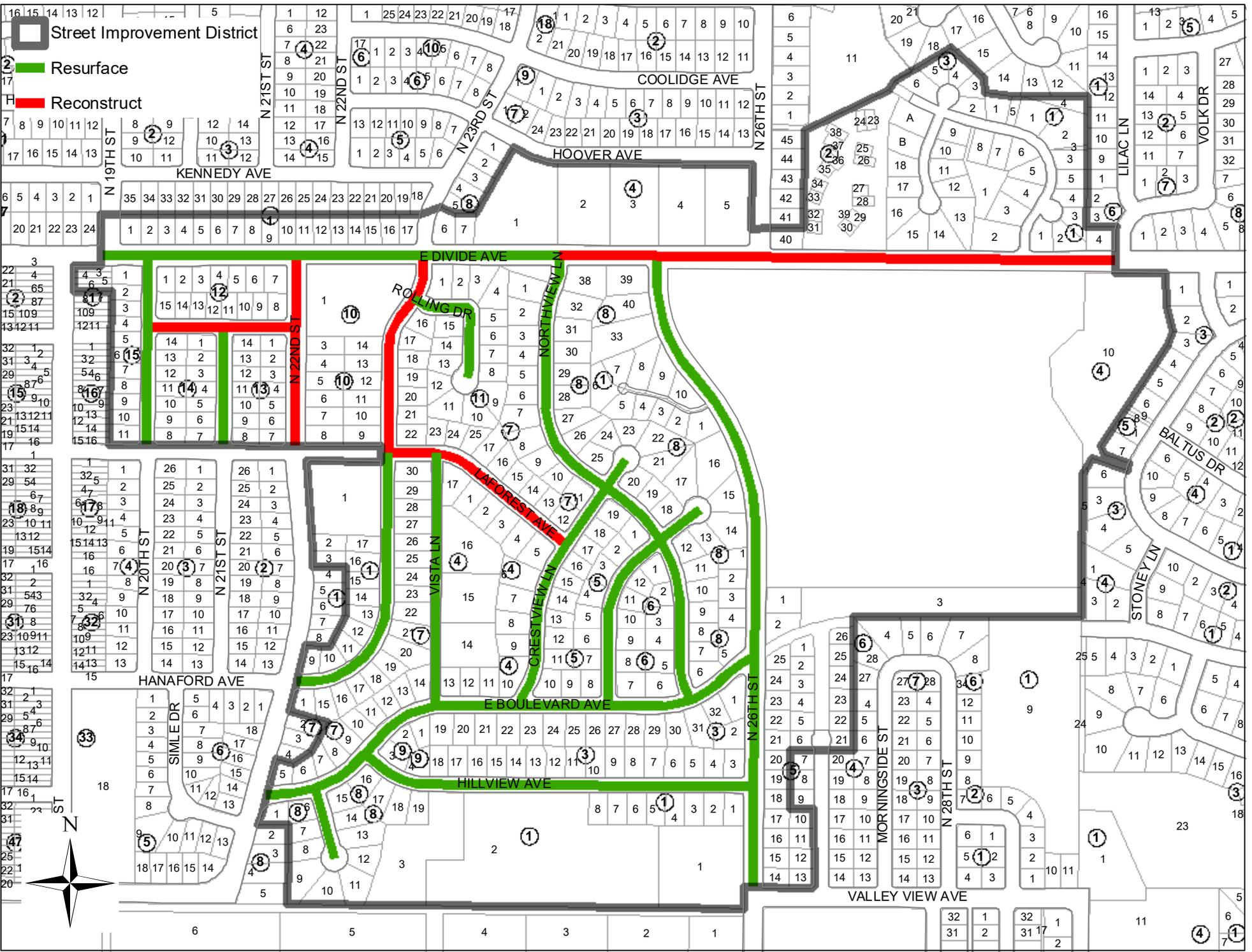
E ARIKARA AVE

8 7 6 5 4 3 2

4 1



SI 531 - UNIT 6



Street Improvement District

Resurface

Reconstruct



SI 531 - UNIT 7

-  Street Improvement District
-  Resurface
-  Reconstruct



AUDITORS LOT 1

SI 531 - UNIT 8

-  Street Improvement District
-  Resurface
-  Reconstruct

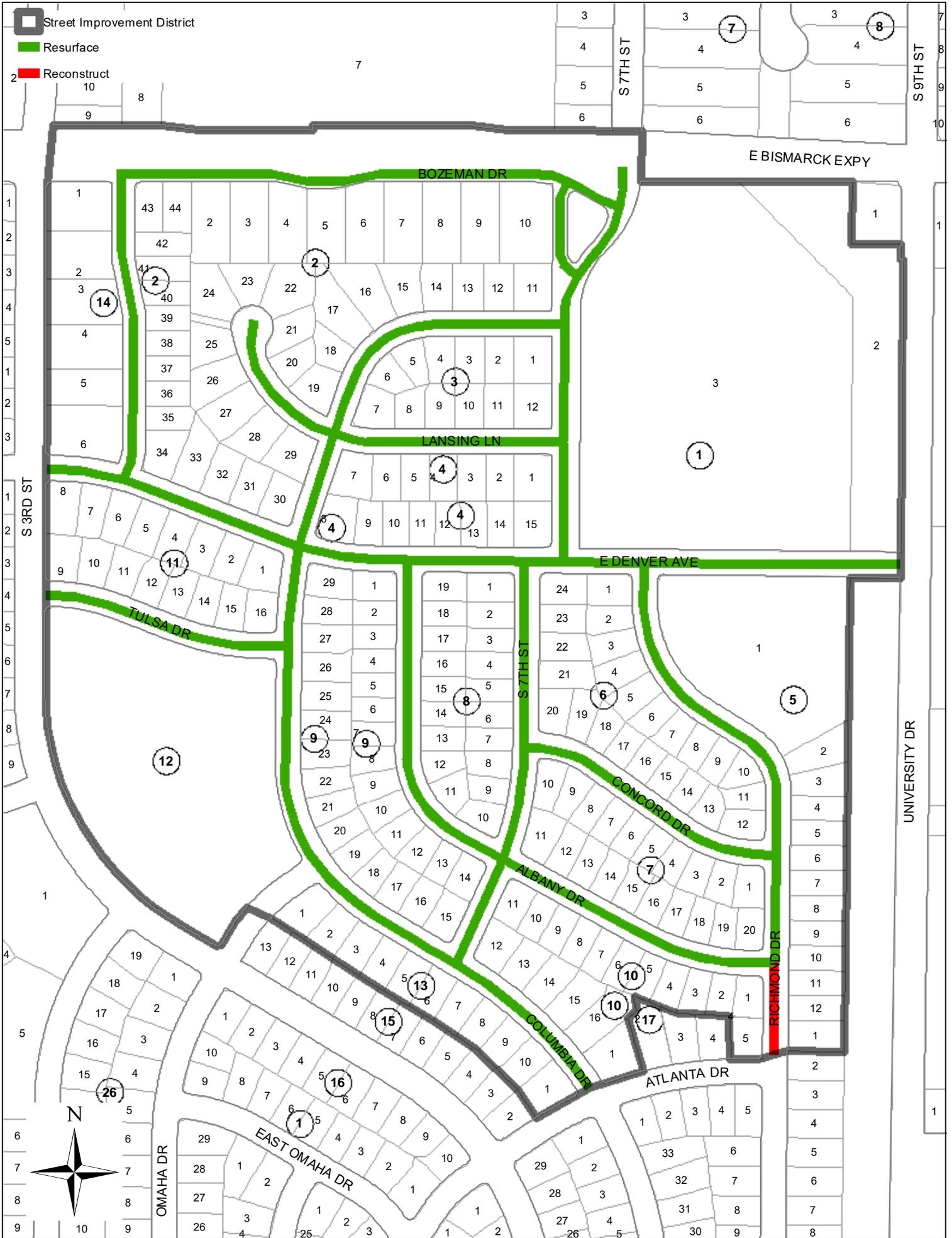


SI 531 - UNIT 9

Street Improvement District

Resurface

Reconstruct





Engineering Department

DATE: February 18, 2020
FROM: Gabe Schell, City Engineer
ITEM: Street Improvement District No. 531

REQUEST

Request for Public Hearing on Street Improvement District SI 531 on Resolution of Necessity.

Please place this item on the 2/25/2020 City Commission meeting agenda.

BACKGROUND INFORMATION

Street Improvement District No. 531 consists of eight units (205 blocks) of asphalt resurfacing (patch, level, mill, overlay, chip seal, curb repair, alley repair), reconstruction and related items and one unit (2 blocks) converting gravel alleys to asphalt pavement. Given the size of the district, it will bid in two parts, Part A and Part B, to allow for two separate contracts under one assessment district.

The Resolution of Necessity was published in the newspaper on January 20, 2020 at the board’s request. Letters were sent to property owners on or before January 20, 2020.

PART A (78 Blocks Roadway Maintenance and 2 Blocks Alleys)

Unit No. 1

- Buckskin Avenue – Longhorn Drive to 130’ east
- Eagles View Lane – High Creek Road to Cul-De-Sac
- Eagles View Place – Eagles View Lane to Cul-De-Sac
- High Creek Road – Valley Drive to 80’ south of Eagles View Lane
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Unit No. 2

Valley Drive – Tyler Parkway to 209' west of Mesquite Loop (W)

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Arikara Ave – Washington Street to 4th Street

Seminole Avenue – Mandan Street to 1st Street

Sioux Avenue – Washington Street to Boulevard Avenue

Alley between 3rd and 4th – Arikara Avenue to Boulevard Avenue

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Project Schedule-Part A

Protest Period Ended:	February 20, 2020
Public Hearing:	February 25, 2020
Receipt and Opening of Bids:	March 16, 2020
Award of Bid:	March 24, 2020
Project Completion:	August 2021

Project Schedule-Part B

Protest Period Ended:	February 20, 2020
Public Hearing:	February 25, 2020
Receipt and Opening of Bids:	March 17, 2020
Award of Bid:	March 24, 2020
Project Completion:	August 2021

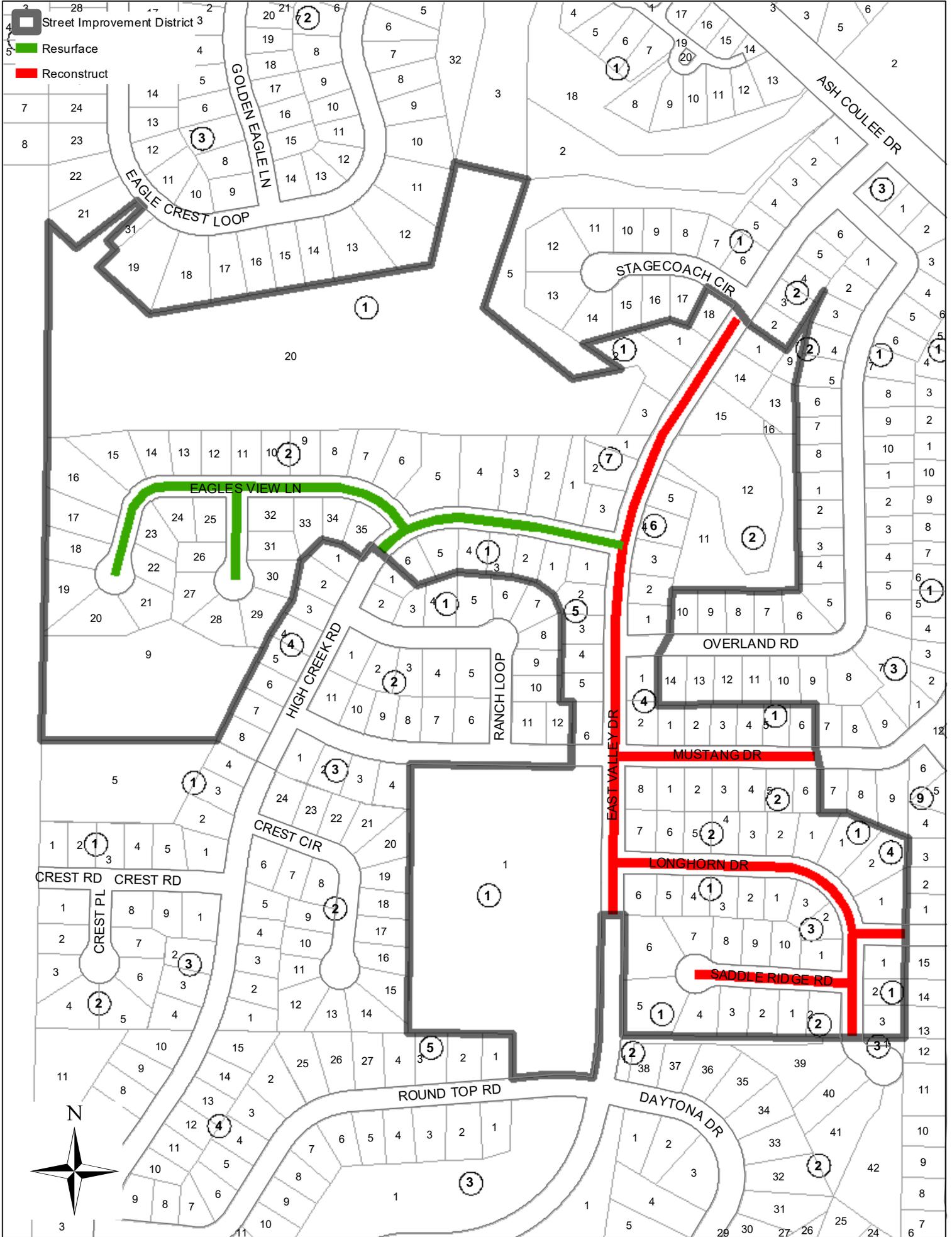
RECOMMENDED CITY COMMISSION ACTION

Hold a Public Hearing on the Resolution of Necessity for Street Improvement District SI 531

STAFF CONTACT INFORMATION

Linda Oster, PE, Design & Construction Engineer, 355-1505, loster@bismarcknd.gov

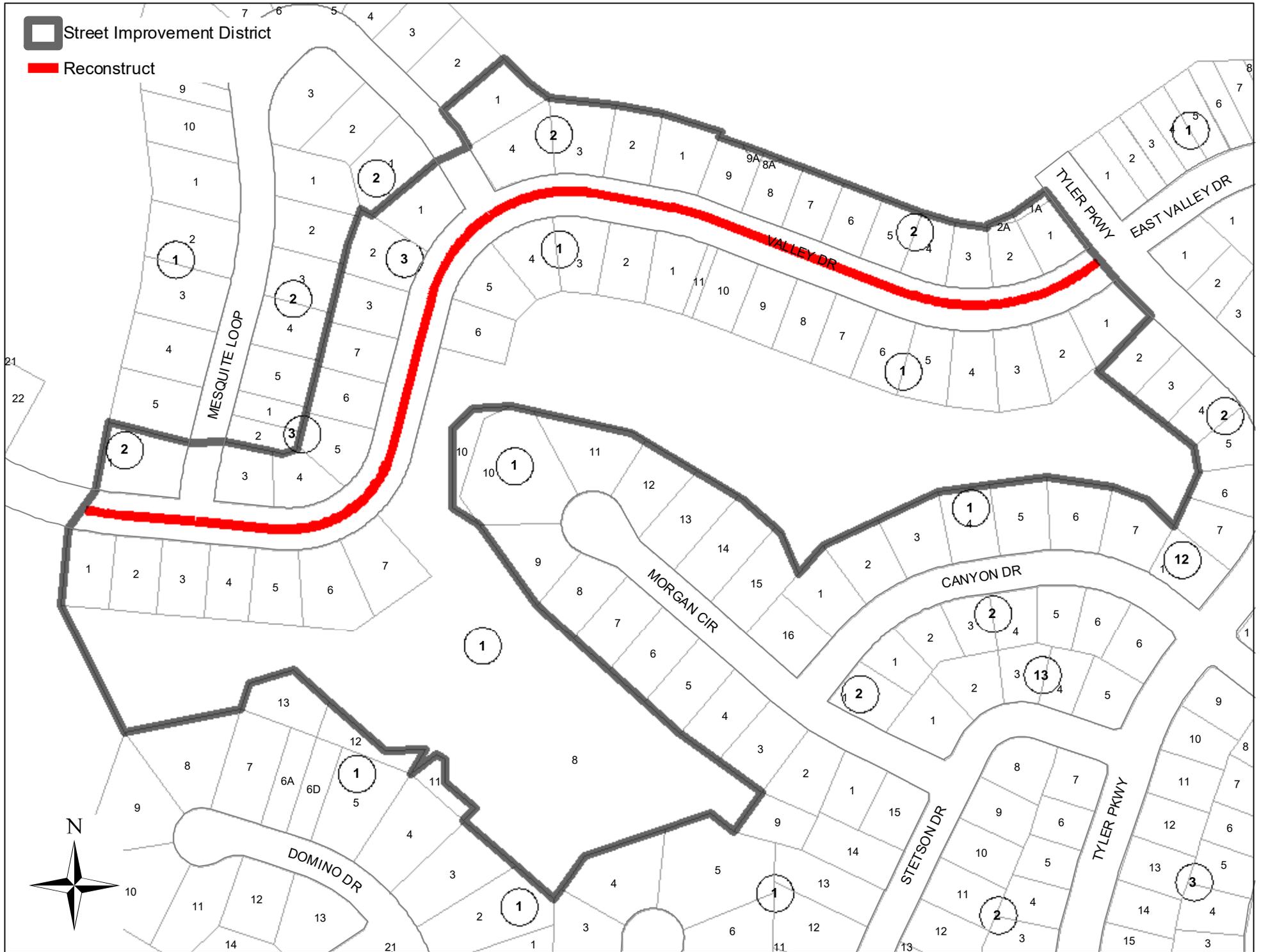
SI 531 - UNIT 1



SI 531 - UNIT 2

 Street Improvement District

 Reconstruct



SI 531 - UNIT 3

Street Improvement District

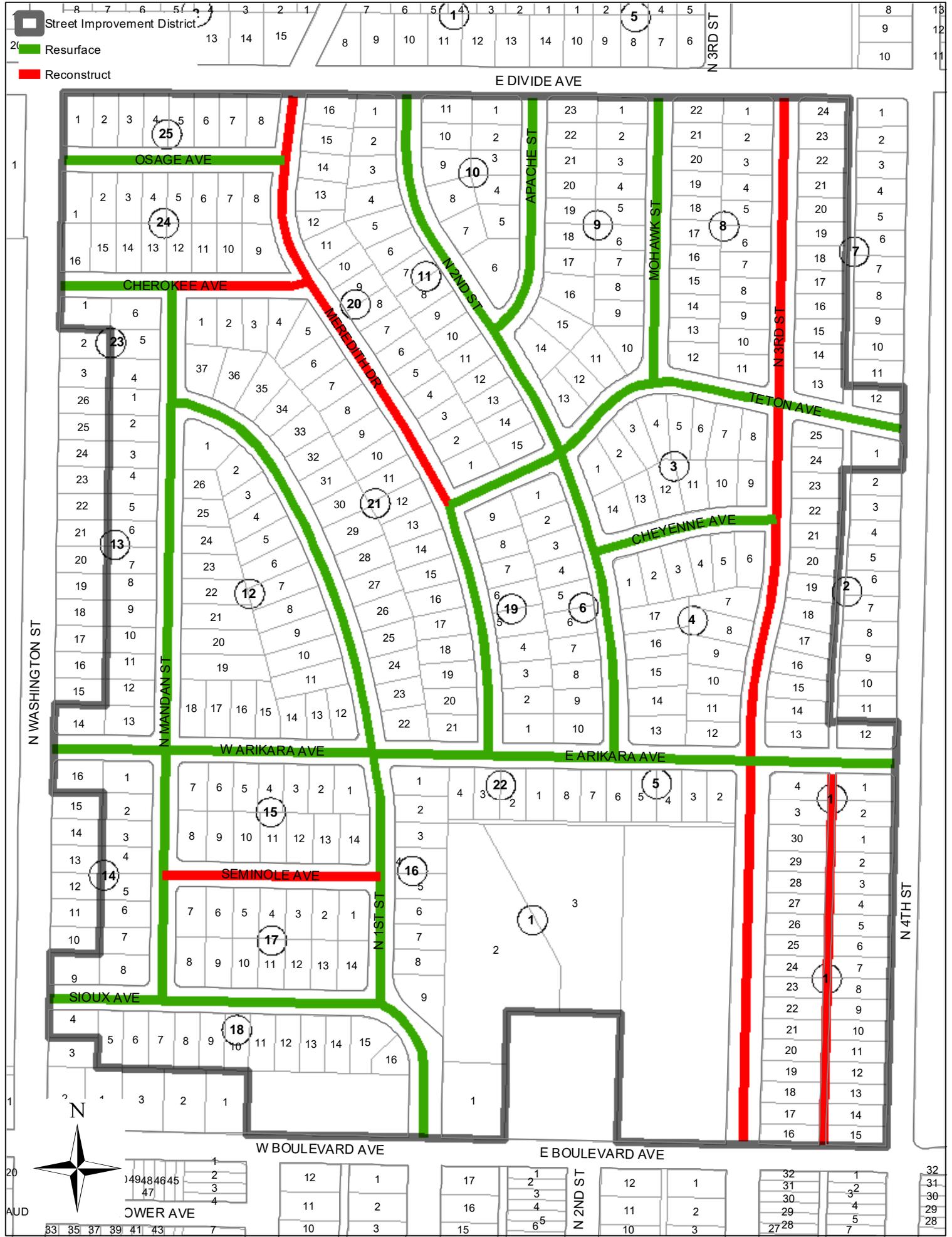
2 Resurface

Reconstruct



SI 531 - UNIT 4

-  Street Improvement District
-  Resurface
-  Reconstruct



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OWER AVE

AUD

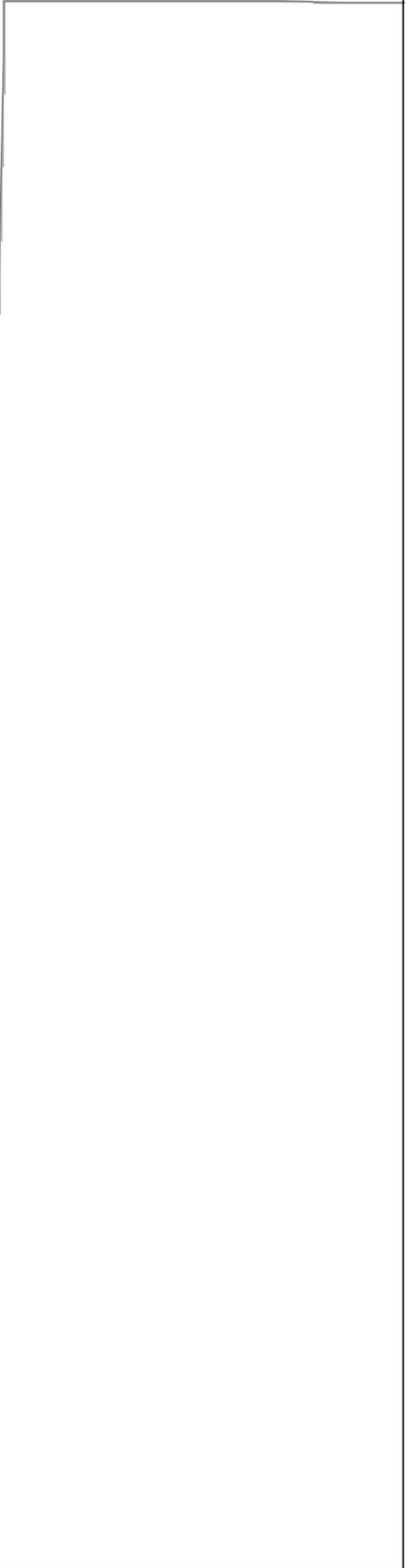
SI 531 - UNIT 5

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Street Improvement District

Reconstruct

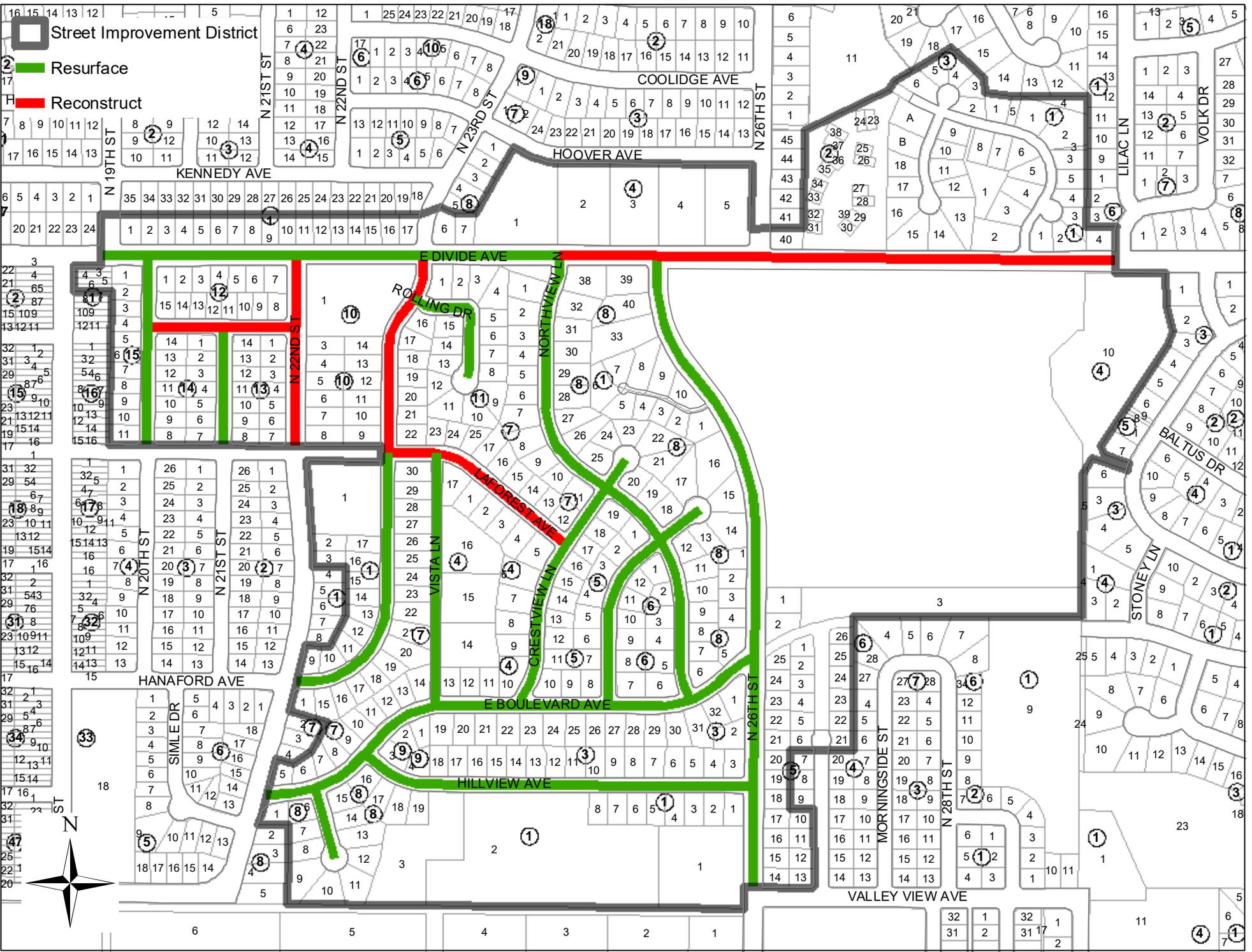
E DIVIDE AVE



8 7 6 5 5 4 3 2

4 1

SI 531 - UNIT 6



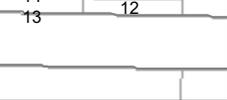
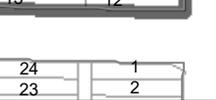
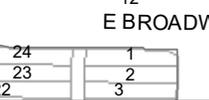
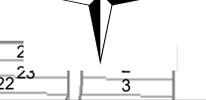
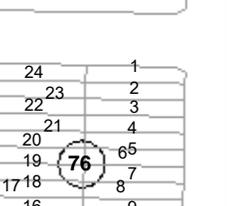
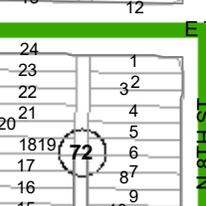
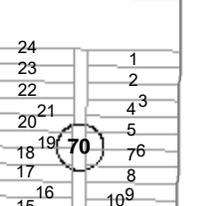
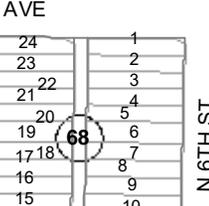
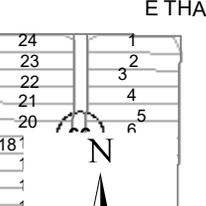
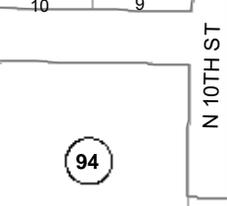
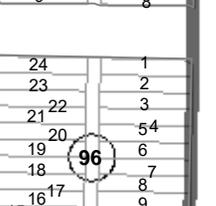
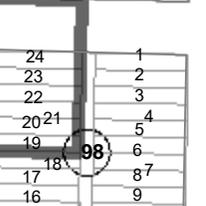
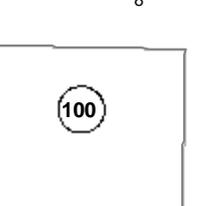
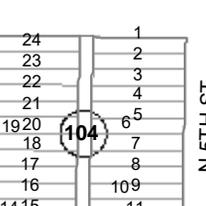
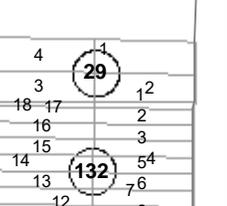
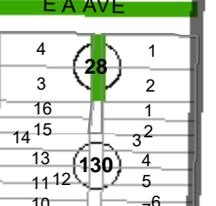
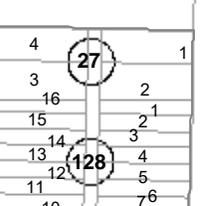
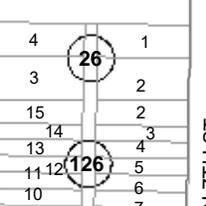
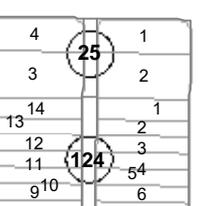
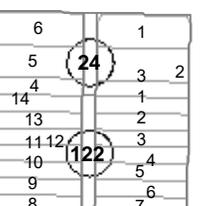
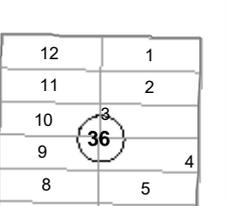
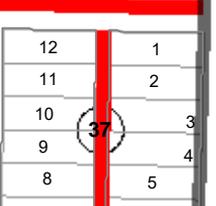
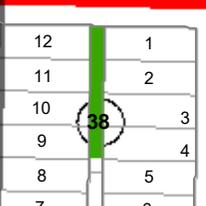
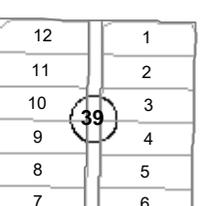
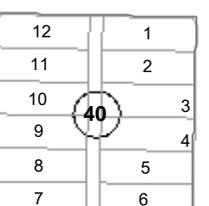
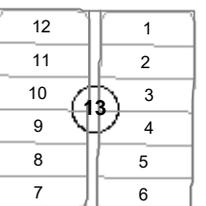
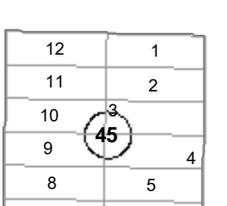
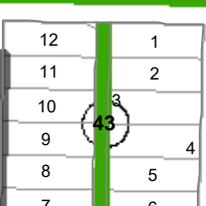
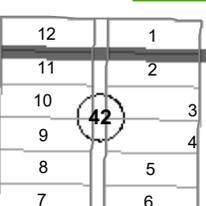
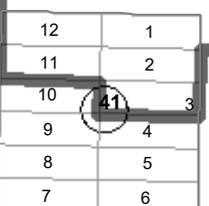
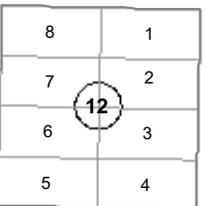
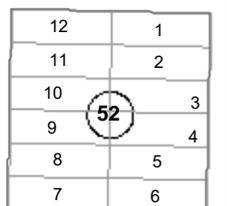
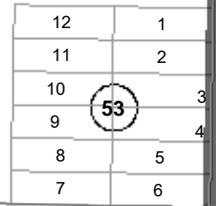
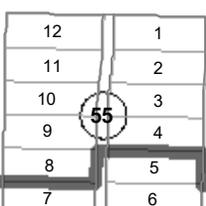
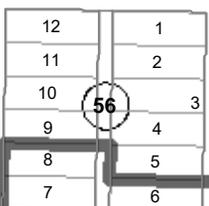
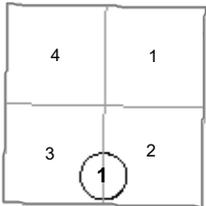
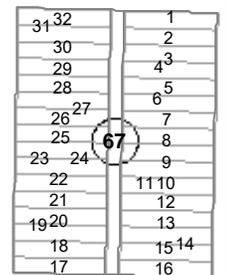
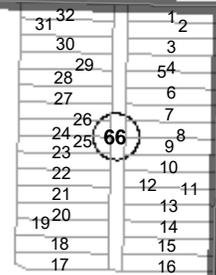
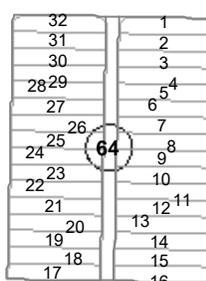
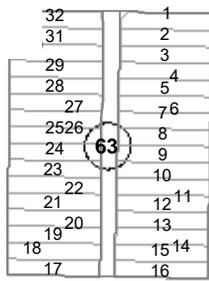
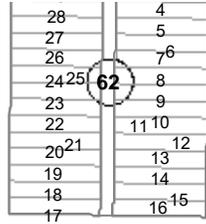
SI 531 - UNIT 7



Street Improvement District

Resurface

Reconstruct



AUDITORS LOT 1



SI 531 - UNIT 8

-  Street Improvement District
-  Resurface
-  Reconstruct

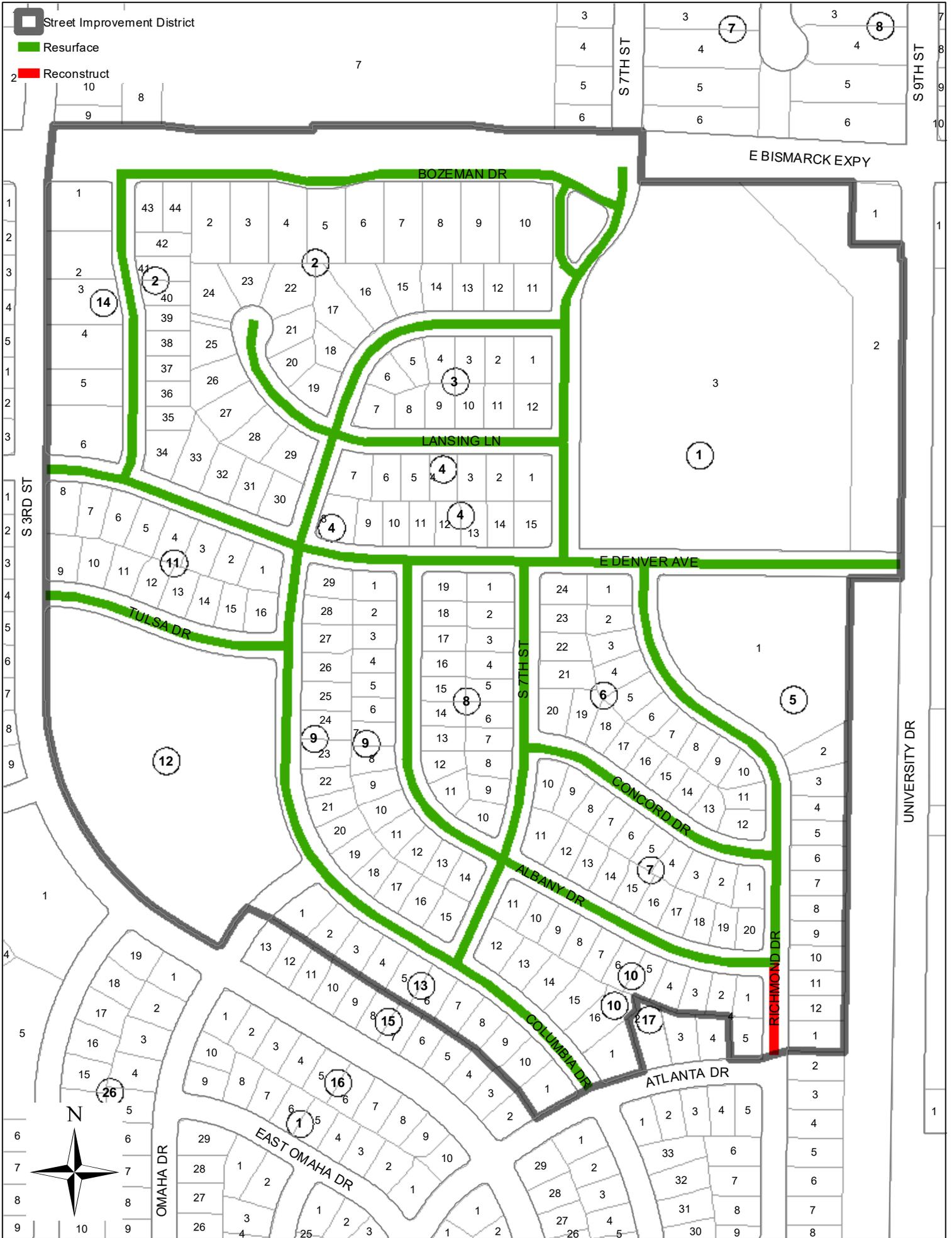


SI 531 - UNIT 9

Street Improvement District

Resurface

Reconstruct





Engineering Department

DATE: January 6, 2020
FROM: Gabe Schell, City Engineer
ITEM: Street Improvement District No. 533

REQUEST

Request for Resolution Approving Plans and Specifications

Request for Resolution of Necessity.

Request for Resolution Directing the Advertisement of Bids and Receive Bids

Please place this item on the 1/14/2020 City Commission meeting agenda.

BACKGROUND INFORMATION

Street Improvement District No. 533 consists of one (1) unit of concrete pavement repair including full and partial depth pavement repairs, curb and gutter, driveways, ADA curb ramps, sealing and related work. The overall length of this project is approximately 4131 lineal feet.

Letters will be sent to parcel owners prior to the public hearing date scheduled for February 25, 2020.

Unit No. 1

Washington Street – Rosser Avenue to 295' north of Ingals Avenue
 Memorial Highway –Hannifin Street to Washington Street
 Front Avenue – Washington Street to Mandan Street

Project Schedule

Letters to Property Owners Sent:	January 17, 2020
Protest Period Ends:	February 20, 2020
Public Hearing:	February 25, 2020
Receipt and Opening of Bids:	March 16, 2020
Award of Bid:	March 24, 2020
Project Completion:	Fall 2020

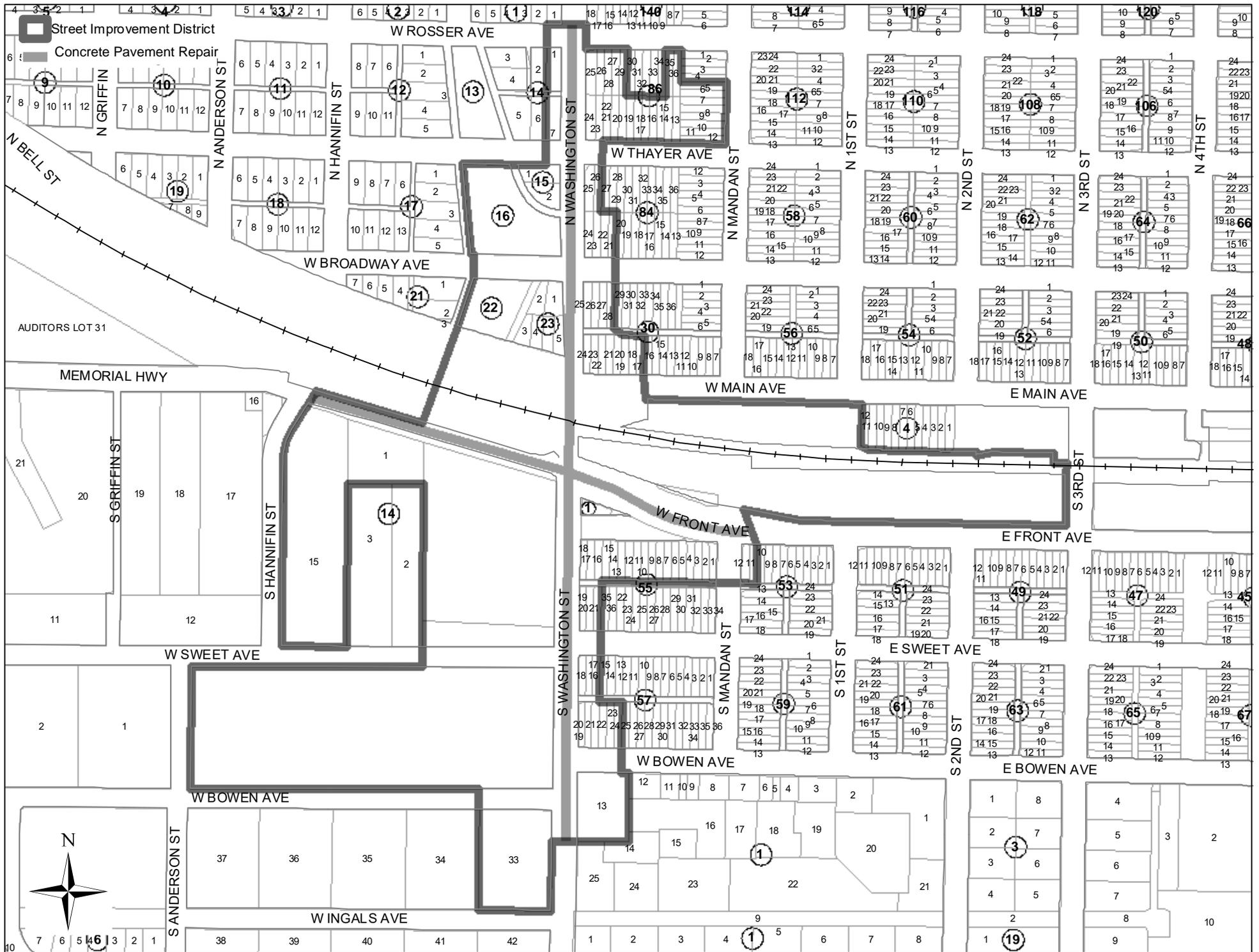
RECOMMENDED CITY COMMISSION ACTION

Consider request for approval of Resolution Approving Plans and Specifications, Resolution of Necessity, and Resolution Directing Advertisement of Bids and Receiving Bids for SI 533

STAFF CONTACT INFORMATION

Linda Oster, PE, Design & Construction Engineer, 355-1505, loster@bismarcknd.gov

SI 533 - UNIT 1





Engineering Department

DATE: February 18, 2020
FROM: Gabe Schell, City Engineer
ITEM: Street Improvement District No. 533

REQUEST

Request for Public Hearing on Street Improvement District SI 533 on Resolution of Necessity.

Please place this item on the 2/25/2020 City Commission meeting agenda.

BACKGROUND INFORMATION

Street Improvement District No. 533 consists of one (1) unit of concrete pavement repair including full and partial depth pavement repairs, curb and gutter, driveways, ADA curb ramps, sealing and related work. The overall length of this project is approximately 4131 lineal feet.

The Resolution of Necessity was published in the newspaper on January 20, 2020 at the Board’s request. Letters were sent to property owners on January 20, 2020. An additional letter was sent to the commercial properties in the district on February 3, 2020 clarifying the estimated cost range of the special assessment.

Unit No. 1

Washington Street – Rosser Avenue to 295’ north of Ingals Avenue
Memorial Highway –Hannifin Street to Washington Street
Front Avenue – Washington Street to Mandan Street

Project Schedule

Protest Period Ended:	February 20, 2020
Public Hearing:	February 25, 2020
Receipt and Opening of Bids:	March 16, 2020
Award of Bid:	March 24, 2020
Project Completion:	Fall 2020

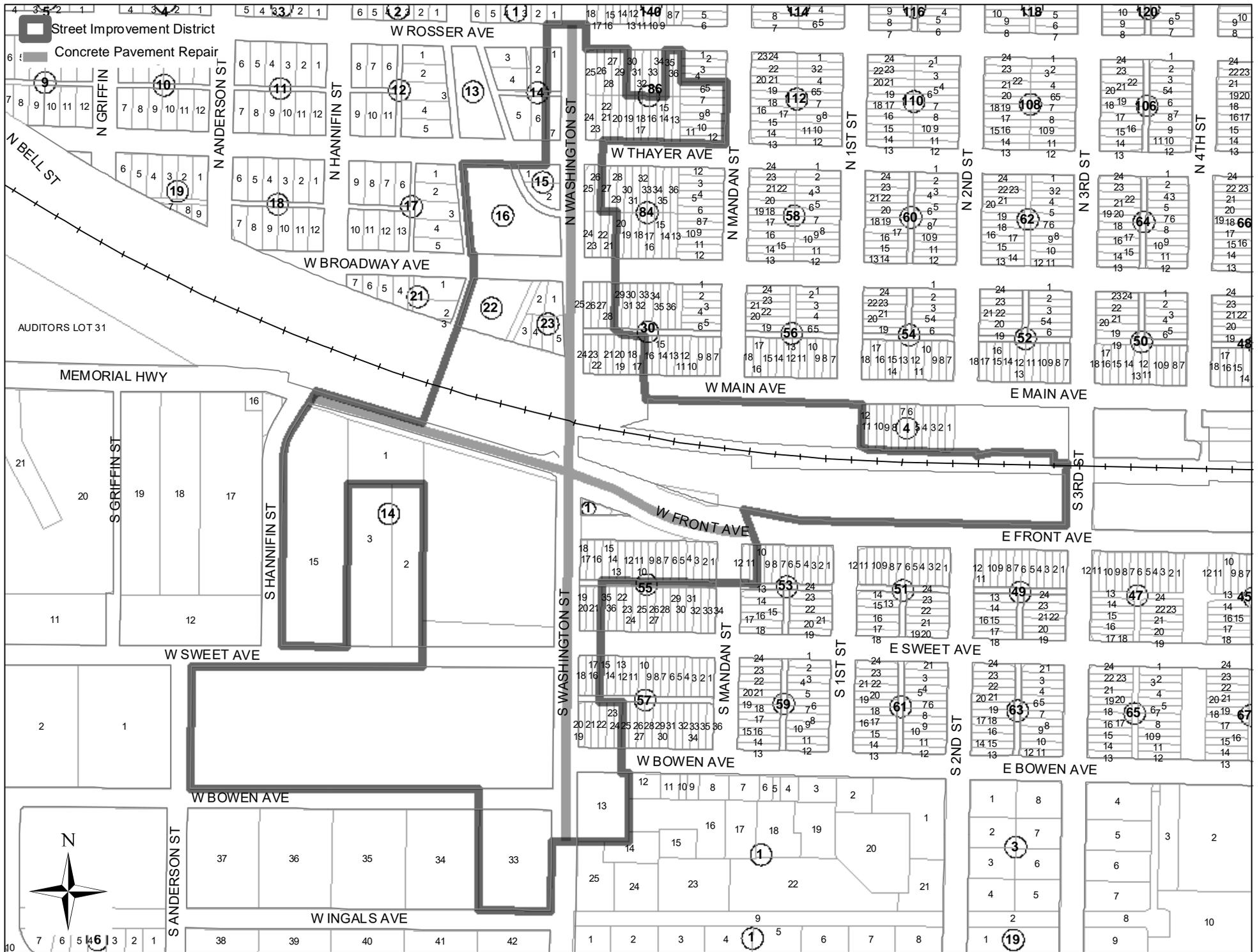
RECOMMENDED CITY COMMISSION ACTION

Hold a Public Hearing on the Resolution of Necessity for Street Improvement District SI 533.

STAFF CONTACT INFORMATION

Linda Oster, PE, Design & Construction Engineer, 355-1505, loster@bismarcknd.gov

SI 533 - UNIT 1



BASIS OF SPECIAL ASSESSMENTS

Special Assessment is the method the City of Bismarck (the City) uses to pay for public improvements that affect benefiting properties. Improvements in the public right-of-way and dedicated public easements funded by a developer are considered public improvements if they meet the City's design standards. The costs of the improvement are allocated to the parcels/lots that benefit from these improvements.

All properties will be assessed for a local street and proportionate share of an arterial street unless the developer pays the cost of the local street and/or arterial streets under a three-way agreement with the City.

Notification letters are sent to non-petitioning property owners included in a special assessment district. The letters identify the proposed improvement project and provide an estimated cost range of the property assessment. Letters for non-petitioned projects are sent before the project is approved by the City Commission. Letters for petitioned projects are sent to non-petitioning properties after the bids for the project are received.

The following policy is the basis for special assessments when the public improvement is petitioned by a developer or initiated by the City. This policy has been developed in accordance with North Dakota Century Code, Title 40, that relates to municipal government.

1. **Special Assessment Districts**

● **Storm Water**

- Cost allocation based on parcel/lot square footage.
- District boundaries are determined by watershed areas.
- Coulees, detention ponds, and other nondevelopable lots are not assessed for storm water.
- For regional storm water districts, the Public Works Utility Operations Department assumes the cost for unannexed property via assessment to a City-owned parcel. This cost is held in abeyance and assessed in a continuous district to previously unannexed land when the land is subsequently annexed. This only applies to remaining masterplanned projects in North Washington Street, Carufel's and Tyler Coulee watersheds (see Continuous Districts below).
 - Factor applied to unannexed property shall coincide with the Comprehensive Land Use Plan.

● **Street Lights**

- Cost allocation is based on a per parcel/lot for residential and square foot for commercial.
- Boundaries are drawn to include properties that benefit from the improvement.
- City may consider installing street lights when 50% of lots are either permitted or contain building structures or if transportation safety issues exist.
- Corner lots only pay a 1/2 street light assessment for each side of the lot.

- **Streets**

- 1. **Local & Collector Streets**

- New Pavement/Reconstruction/Resurfacing - patch, level, mill & overlay, seal coat, concrete pavement repair*

- Cost allocation is based on a per parcel/lot for residential and square foot for commercial.
 - Boundaries are drawn to include properties that benefit from the improvement.
 - Multi-street properties are those with more than one street adjacent to the property. Multi-street properties are assessed based on the street(s) being improved.
 - For residential multi-street properties with two adjacent streets, 1/2 of the assessment is allocated to each street.
 - For residential multi-street properties with three adjacent streets, 1/3 of the assessment is allocated to each street.
 - For commercial multi-street properties, the portion of the adjacent street footage within the district relative to the parcel's total adjacent street footage is allocated.
 - In non-commercial parcels/lots with reconstruction/resurfacing, the City assumes cost to construct a street wider than 37 feet and pavement depth greater than local roadway design. Commercial parcels/lots are assessed full width and depth costs.
 - City subsidizes 25% for resurfacing projects.
 - City subsidizes 70% for reconstruction projects.
 - Balance of remaining cost is assessed unless other City resources are identified and approved.

- 2. **Arterial Streets**

- a. *New Pavement/Reconstruction*

- Cost allocation is based on a per parcel/lot for residential and square foot for commercial.
 - District boundaries are drawn to include properties that benefit from the improvement (direct benefit) and properties in the area half-way to the next north-south or east-west assessed arterial street (secondary benefit).
 - Direct benefit would be an assessment equivalent to new pavement assessment on a local street plus a share of secondary benefit as all parcels/lots pay for a local street plus a portion of the arterial streets.
 - Secondary benefit would be a proportionate amount of the direct benefit.
 - Multi-street properties are those with more than one street adjacent to the property. Multi-street properties are assessed based on the street(s) being improved.
 - For residential multi-street properties with two adjacent streets*, 1/2 of the assessment is allocated to each street.
 - For residential multi-street properties with three adjacent streets*, 1/3 of the assessment is allocated to each street.
 - For commercial multi-street properties, the portion of the adjacent street* footage within the district relative to the parcel's total adjacent street* footage is allocated.
 - *ND Dept. of Transportation Regional Highways are excluded from multi-street allocations (Effective for all assessment districts confirmed by the City Commission after December 31, 2020). In non-commercial parcels/lots, the City assumes cost to construct a street wider than 37 feet and pavement depth greater than local roadway design. Commercial parcels/lots are assessed full width and depth costs.
 - City subsidizes 70% for reconstruction projects.
 - Balance of remaining cost is assessed unless other City resources are identified and approved.

b. *Resurfacing - patch, level, mill & overlay, seal coat, concrete pavement repair*

- Cost allocation is based on a per parcel/lot for residential and square foot for commercial.
- Boundaries are drawn to include properties that benefit from the improvement.
- Special Assessments are proportionate with costs for typical local street resurfacing. Generally, arterial streets require resurfacing more frequently than local streets. Lots on arterial streets will have their special assessment adjusted to be proportionate to a local street special assessment.
- Multi-street properties are those with more than one street adjacent to the property. Multi-street properties are assessed based on the street(s) being improved.
 - For residential multi-street properties with two adjacent streets*, 1/2 of the assessment is allocated to each street.
 - For residential multi-street properties with three adjacent streets*, 1/3 of the assessment is allocated to each street.
 - For commercial multi-street properties, the portion of the adjacent street* footage within the district relative to the parcel's total adjacent street* footage is allocated.
 - *ND Dept. of Transportation Regional Highways are excluded from multi-street allocations (Effective for all assessment districts confirmed by the City Commission after December 31, 2020).
- In non-commercial parcels/lots, the City assumes the cost to construct a street wider than 37 feet and thicker than local roadway design. Commercial parcels/lots are assessed full width and depth costs.
- City subsidizes 25% for resurfacing projects.
- Balance of remaining cost is assessed unless other City resources are identified and approved.

3. ***Alleys (public alleys with asphalt or concrete pavement)***

- The full cost to pave, resurface, or reconstruct public alleys will be assessed proportionately, without subsidy, based on a per parcel/lot for residential property and square foot for commercial property, to properties that either abuts the alley or have access to their property via the public alley.

● **Concrete Curb & Gutter/Sidewalk/Driveways (New and Repairs)**

- New Pavement/Reconstruction/Resurfacing
 - Sidewalk and Driveways are assessed to individual parcels/lots.
 - Curb and Gutter and ADA Ramps are included as project costs.
- Owner-Elected Improvement
 - Total costs are assessed directly to individual parcels/lots.

● **Federal/State/Local Aid Projects**

- Parcels/lots included in Federal/State/Local Aid projects are assessed equivalent to the method used for a local roadway (Refer to Arterial Streets section above).

2. Continuous Districts

A. **Regional Trunk Infrastructure Fee (only applied to property annexed prior to Feb 1, 2019, if applicable)**

- Apply special assessments policy in effect at the time of annexation.

B. **Main Lines Built by City Prior to Annexation (Not over-sized mains) (only applied to property annexed prior to Feb 1, 2019, if applicable)**

- Apply special assessments policy in effect at the time of annexation.

C. **Storm Water - Regional projects that included unannexed property**

- Costs held in abeyance are assessed upon annexation of those parcels.
- Cost allocation is based on parcel/lot square footage of the previous project(s).

D. Rural Road Usage Policy

- a. The improvement cost for streets or street lights for property not annexed that benefit from the improvement will be held in abeyance until those properties are annexed to the City in accordance with the City Commission Rural Road Usage Policy.

3. Factors

A. The following factors are applied to all special assessment districts, except Continuous

Districts:

- Factors applied are:
Commercial - 2.0; Residential - 1.0
Agricultural - Factor applied shall coincide with Comprehensive Land Use Plan.
 - Public Park Property - if the property contains a revenue producing facility (i.e. pool), then Commercial - 2.0; otherwise, same application as Residential - 1.0.
 - Schools & Churches - Commercial - 2.0.
- Stormwater Lots - 0.5
 - Stormwater lots are subject only to paving and street lighting assessments on a per parcel/lot residential basis.

4. Parcels with Access via Private Drives

- Private drives are named roadways that lead from a public street to more than one property and are owned and maintained by private individuals or organizations rather than the City.
- Commercial properties that gain access to their property from a public street via a private drive are assessed for pavement and street lighting improvements to the public street based on 75% of their lot square footage or adjusted square footage, if applicable.
- Residential properties that access their property from a public street via a private drive are assessed for pavement and street lighting improvements to non-arterial public streets based on 50% of their parcel/lot or adjusted parcel/lot, if applicable.
- Actual costs of concrete repairs to driveway aprons or sidewalk on the private drive will be assessed proportionately to all parcels utilizing the private drive.

5. Adjustments

- Adjustments may be made if the literal application of the policies result in an inequitable assessment and to achieve a more equitable assessment.

6. Errors or Omissions

- Corrections may be made to existing special assessments if errors or omissions of the applicable policy are determined at the time the error is identified.