

## MISSION STATEMENT

To provide high-quality public service in partnership with our community to enhance our quality of life.

## MEETING WITH THE BOARD OF EQUALIZATION

1. Call to Order
2. Director's Report - Dmitry Chernyak, Finance Director
  - a. Presentation of the 2020 Annual Report
3. Adjourn

City Assessor Allison Jensen, presented the annual report for the Board of Equalization. The report summarized assessing roll in 2020, and reviewed 2019 real estate value and appraisal activity of the City. She confirmed that the market value of taxable real property, property sales, new construction, and annexations all combine to provide a tax base for the City's 2020 property tax, which is collected in 2021. Please see the attachment for the full presentation and list of appeals.

Presentation: <https://www.bismarcknd.gov/AgendaCenter/ViewFile/Item/5082?fileID=12190>

Appeals: <https://www.bismarcknd.gov/AgendaCenter/ViewFile/Item/5082?fileID=12303>

Assessor Jensen asked if there was anyone present that wanted to speak on behalf of their property adjustment. Two members of the public appeared. Stephen Brousseau, a resident at 407 Granite Dr. in Bismarck, and Matt Geiger, owner of Centennial Mobile Home Park located at 2500 Centennial Rd., both stated they wanted to appeal the assessment on their properties.

Commissioner Oban moved to approve the report as presented. Commissioner Guy seconded the motion. Upon a roll call vote, all voted aye. M/C

The meeting adjourned at 5:33 p.m.

## MEETING OF THE BOARD OF CITY COMMISSION

1. Proclamation recognizing the week of April 12 - April 18, 2020 as National Public Safety Telecommunications Week.

Mayor Bakken signed the proclamation declaring April 12-18, 2020 as National Public Safety Telecommunications Week.

2. Public comment (restricted to items on the Consent Agenda and Regular Agenda, excluding public hearing items).

No member of the public appeared for comment.

3. Consider the approval of the minutes.

Commissioner Guy moved to approve the minutes as presented. Commissioner Oban seconded it. Upon a roll call vote, all voted aye. M/C.

#### 4. CONSENT AGENDA

Commissioner Marquardt moved to approve the Consent Agenda as presented, with the exception of Public Works - Service Operation's item K #5, which he requested be pulled for further discussion. Commissioner Zenker seconded it. Upon a roll call vote, all voted aye. M/C.

Commissioner Marquardt asked the Director of Public Works - Service Operations, Jeff Heinz, to clarify a few concerns with the cancelation of Spring Clean Up Week. He and several commissioners shared with Director Heinz the concerns they had heard from Bismarck residents regarding the proposed cancelation and instead allow free disposal at the landfill from April 20-25 with proof of residency with City utility bill. Director Heinz addressed these concerns which included long wait lines, exposure to COVID-19 when showing proof of utility bill and online billing. He stated that canceling Clean Up Week would ensure the safety of our City employees.

With the conclusion of this statement, Commissioner Marquardt moved to approve the cancelation of Spring Clean Up Week and instead hold open landfill disposal for Bismarck residents from April 20 - April 25, 2020. Commission Guy seconded it, and upon a roll call vote, all voted aye. M/C.

A. Consider approval of expenditures.

Vouchers: 1092427 - 1092666.

B. Consider approval of personnel actions.

C. Consider the request for the approval from the Administration Department for the following:

1. Appoint Kollie Flomo and Annette Martel to the Bismarck Human Relations Committee.
2. Introduction of and call for a public hearing on a new Class I-2 Restaurant Beer and Wine Only Liquor License for JET Enterprises, Inc., Amici Pizza Company, located at 3001 Yorktown Dr.

D. Consider the request for approval from the Airport for the following:

1. Approve sale of surplus/obsolete items at the annual Police Auction.
2. Approve deferral of the Airport's rent and fees.

E. Consider the request for approval from the Attorney for the following:

1. Ratify the April 14, 2020 state of emergency declaration relating to COVID-19 by the President of the City Commission and extend its effect to May 14, 2020.

F. Consider the request for approval from the Community Development Department for the following:

1. Apply for Section 5310 Funding for Mobility Manager position.
2. Apply for Section 5310 Funding for Night Time Demand Response Service.
3. Apply for Section 5310 Funding for Sunday Service for the Disabled and Elderly.

4. Approve Glenn Lauinger as a TrAMS User and a National Transit Database User Manager.

G. Consider the request for approval from the Engineering Department for the following:

1. Approve the North Dakota Department of Transportation Construction and Maintenance Agreement and the Companion Agreement with Bismarck Parks and Recreation District.
2. Construction of Sidewalk, Curb and Gutter and Driveways 2020 - Request for Resolution Receiving Bids. Request for Resolution Awarding Contracts for Parts A-1, A-2, B-1 and B-2.
3. Street Improvement District No. 530 - Request for Resolution Receiving Bids and Ordering Preparation of the Engineer's Statement for SI 530. Request for Resolution Awarding Contract for SI 530.
4. Street Improvement District No. 532 - Request for Resolution Receiving Bids and Ordering Preparation of the Engineer's Statement for SI 532. Request for Resolution Awarding Contract for SI 532.
5. Street Improvement District No. 535 - Request for Resolution Approving Plans and Specifications. Request for Resolution Directing the Advertisement of Bids and Receive Bids.
6. Street Improvement District No. 536 - Request for Resolution Approving Plans and Specifications. Request for Resolution Directing the Advertisement of Bids and Receive Bids.
7. Street Improvement District No. 537 - Request for Resolution Approving Plans and Specifications. Request for Resolution Directing the Advertisement of Bids and Receive Bids.
8. Street Improvement District No. 538 - Request for Resolution Declaring Petitions for Improvements have been Received. Request for Resolution Creating District SI 538 and Ordering Preparation of Preliminary Report. Request for Resolution Approving Preliminary Report and Directing Preparation of Plans and Specifications.
9. Water Utility Project WU 130 - Request and Receive Bids and Award Contract for WU 130.
10. Water Utility Project WU 132 - Request to Receive and Reject Bids for WU 132.

H. Consider the request for approval from the Finance Department for the following:

1. Application for Abatement for 2019, Deferred Maintenance, at 323 S. 9th St.
2. Approve Travel Policy revisions.

I. Consider the request for approval from the Fire Department for the following:

1. Permission to accept donated sanitizing supplies for first responders.

J. Consider the request for approval from the Police Department for the following:

1. Allow the transfer of possession of a motorcycle to a salvage yard or equivalent for scrap.
2. Accept donations to help department personnel during the COVID-19 Pandemic.

K. Consider the request for approval from the Public Works - Service Operations Department for the following:

1. Award contract for the Spring and Fall cankerworm control aerial spraying to Airborne Custom Spraying, Inc.
2. Award bid for one or more model side discharge slinger style spreaders for the Waste Water Treatment Plant to Duppong's, Inc.
3. Reallocate funds for purchase of a Forestry chipper truck using Forestry and Roads & Street 2020 operating budget.
4. Apply for America the Beautiful, a Tree Planting Grant, through the North Dakota Forest Service.
5. Cancel Spring Clean-Up Week and allow free disposal at the landfill April 20-25, 2020.
6. Approve the revised Fleet Services Fueling Services Policy regarding fuel purchases.
7. Approve Change Order 3 with Edling Electric for Street Utility Project No. 52.

L. Consider the request for approval from the Public Works - Utility Operations Department for the following:

1. Approve additional state funding for \$500,000 and approval of lead service line replacement cost share policy.
2. Approve the purchase of Wonderware software and hardware upgrades for SCADA system at the Waste Water Treatment Plant.
3. Approve Task Order No. 15 to the agreement with AE2S for 2020 Water Distribution Upgrade I&C Commissioning Services.
4. Submit planning level flood protection information to the State Water Commission.

5. REGULAR AGENDA

6. Receive COVID-19 update from Keith Hunke, City Administrator.

No motion was made for this item.

7. Receive COVID-19 update from Dmitriy Chernyak, Finance Director.

Finance Director Dmitriy Chernyak presented the financial activity for the 2019 fiscal year, the approved budget for 2020 and the 1st quarter expenditures for this year. He also explained the impact COVID-19 Pandemic has had on the City's finances.

Please see the attachment for his full presentation.

Commissioner Marquardt moved to approve the report as presented to reconvene the budget committee to review 2020 budget, which would include, the 2020 initiatives, the 2020 capital projects, the budget overall, a better understanding of the impact of COVID-19, provide direction to the City Commission and plan for the 2021 budget. Commissioner Guy seconded the motion. Upon a roll call vote, all voted aye. M/C.

8. Consider the request from the Community Development Department, regarding the Apple Meadows Third Subdivision, requested by Sattler Family, LLLP, for the following:

No member of the public appeared for comment during the continued public hearing.

Commissioner Zenker moved to approve the zoning change and final plat of Apple Meadows Third Subdivision. Commissioner Marquardt seconded the motion. Upon a roll call vote, all voted aye.

9. Consider the request from the Engineering Department for Street Improvement District No. 531 - Request for resolution determining insufficiency of protests on resolution of necessity. Request for resolution receiving bids and ordering preparation of the Engineer's Statement for SI 531A and SI 531B. Request for resolution awarding contracts for SI 531A and SI 531B.

Commissioner Zenker moved to approve Street Improvement District No. 531, SI 531 A & SI 531 B, excluding unit 8 and 11 to the low bidding contractors and including the resolutions. Commissioner Marquardt seconded the motion. Upon a roll call vote, all voted aye. M/C.

10. Consider the request from the Engineering Department for Street Improvement District No. 533 - Request for resolution determining insufficiency of protests on resolution of necessity. Request for resolution receiving bids and ordering preparation of the Engineer's Statement.

Commissioner Oban moved to improve the street improvement project as presented. Commissioner Zenker seconded the motion. Upon a roll call vote, all voted aye. M/C.

11. Consider the request from the Administration Department to hold a discussion regarding the retail sale of alcoholic beverages.

The Commission discussed allowing restaurants to serve alcoholic beverages with prepared food orders being picked up.

Commissioner Oban made a motion for staff to explore options for writing something up that would allow restaurants to do curbside, beer and wine only, with beer being sold at no more than 64 ounces, all alcohol sales would be sold with the purchase of food, for one-month only, no longer, unless the Commission decides otherwise.

No member of the Commission seconded. Motion Denied.

12. Receive an update from the City Attorney regarding the efforts and successes for mitigation strategies due to COVID-19.

City Attorney Jannelle Combs informed the Commission on the successes of the City's effort to slow the spread of COVID-19. This included adjustments staff adapted to and assisted in putting into action, such as video conferences and policy changes. She addressed the dedicated efforts and positive outcome of the Emergency Operations Center to educate Bismarck residents through media outreach. In addition, she discussed the strategies the organization has taken to ensure safety of City employees and the citizens they serve.

#### Other Business

Having completed all the items on the agenda, President Bakken asked if there was any other business.

The next City Commission Meeting will be at 5:15 on April 28, 2020.

Adjourn

The meeting was adjourned at 7:14 p.m.