



Special Assessment Task Force

The Special Assessment Task Force is scheduled to meet in regular session every first and third Monday of the month at 3:30 p.m. in the Large Conference Room at Bismarck Public Works, 601 S 26th St, Bismarck, ND 58504.

1. Welcome And Introductions
2. Approval Of Minutes

Documents:

[SATF 1-24-22 MINUTES.PDF](#)

3. Street Utility Fee Rate Structure Update

Documents:

[RECOMMENDATIONS 220206 MEETING.PDF](#)

4. Continued Discussion Of Home Rule Charter And Ordinance Language
5. Next Step Discussion - Outreach To City Commission, SATF Member Constituents, And The Public

Phone: 701-355-1300 | 221 North 5th Street | P.O. Box 5503 | Bismarck, ND 58501
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Meeting Minutes

1/24/2022 - Minutes

1. Welcome And Introductions

2. Approval Of Minutes

Vicky Laraway made a motion to approve the minutes as presented, Dustin Gawrylow second. All voted aye, M/C.

3. Street Utility Fee Rate Structure Update

City Engineer Gabe Schell gave an overview of the fee structure. After discussion, the general consensus was that the 60% commercial, 40% residential split was preferable.

4. Discussion Of Possible Elements Of Future Ballot Language, Home Rule Charter Changes, And Policy Changes In Relation To Proposed Street Utility Fee And ND Century Code Authority And Requirements

City Attorney Jannelle Combs discussed the differences between making a change to the Home Rule Charter versus an ordinance, and highlighted the ability to do this based on legislative rules. Due to being a fee rather than a tax, an ordinance change is possible. She also stated that while a vote is not required by law it is still possible. City Administrator Keith Hunke stated that it may be more efficient to make an ordinance, which can later be more easily changed by a Commission vote.

[HTTPS://BISMARCKND.GOV/DOCUMENTCENTER/VIEW/39680/DUSTIN-GAWRYLOW-BALLOT-LANGUAGE-DRAFT](https://bismarcknd.gov/documentcenter/view/39680/dustin-gawrylow-ballot-language-draft)

[HTTPS://BISMARCKND.GOV/DOCUMENTCENTER/VIEW/39684/ITEM-FOUR-DOCUMENTS](https://bismarcknd.gov/documentcenter/view/39684/item-four-documents)

5. Next Steps Discussion - Outreach To City Commission, SATF Member Constituents, And The Public.

The task force requested that Mr. Schell bring a finalized rate structure to the next meeting, and that Ms. Combs draft ordinance language.

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Special Assessment Task Force

Updated Recommendations

January February 7, 2022

Parcel Data Summary

- Residential Class
 - 1 unit, 2 unit, 3 unit and condo building improved parcels
- Multi-Family Class
 - Apartments, 4+ unit
 - Manufactured Home Park
- Non-Residential (Commercial) Class
 - Everything Else
- Revenue Split
 - 40% Residential/Multi-Family & 60% Commercial



Parcel Data Summary

Parcel Class	Parcel Count	Adjusted Parcel Square Foot	% Parcel SF of Total
Residential/Condo	21,255	243,371,322	33.45%
Apartment	524	19,919,941	2.74%
Manufactured Home Park	36	23,977,031	3.30%
Non-Residential (commercial)	3,225	440,388,883	60.52%
Total	25,040	727,657,177	

Rate Design - Residential

- Median Parcel Square Foot – 9,000 SF
- 0.5X to 2X of the median parcel SF = base residential fee
- Adjustments to small and large parcels



Rate Design - Residential

Residential Class - Street Utility Fee							
Factor of Median Parcel		Min Parcel Size (SF)	Max Parcel Size (SF)	Fee Multiplier	Monthly Fee	Annual Fee	Total Parcels
0	0.125	0	1,125	0.25	7.00	83.96	28
0.125	0.25	1,125	2,250	0.5	13.99	167.92	1,072
0.25	0.5	2,250	4,500	0.75	20.99	251.87	1,325
0.5	2	4,500	18,000	1	27.99	335.83	17,819
2	3	18,000	27,000	1.5	41.98	503.75	687
3	Max	27,000	Max	2	55.97	671.67	324
Median Parcel SF	9,000					Sum	21,255

Rate Design - Multi-Family

- Apartment / Manufactured Home Park
 - Basis is dwelling unit
 - Treat the apartment dwelling unit identical the smallest condo parcel
 - 0.25X base residential fee

Multi-Family Class - Street Utility Fee			
Customer Class	Basis	Monthly Fee	Annual Fee
Apartment	Dwelling Unit	7.00	83.96
Manufactured Home Park	Dwelling Unit	7.00	83.96

Rate Design – Commercial

- Median parcel SF – 27,583 SF
- 0.5X to 2X of the median parcel SF = base commercial fee
- Adjustments to small and large parcels



Rate Design – Commercial

Commercial Class Rate Relationship							
Factor of Median Parcel		Min parcel Size (SF)	Max parcel Size (SF)	Fee Multiplier	Monthly Fee	Annual Fee	Total Parcels
0	0.125	-	3,448	0.25	51.05	612.62	147
0.125	0.25	3,448	6,896	0.5	102.10	1,225.24	458
0.25	0.5	6,896	13,792	0.75	153.15	1,837.86	413
0.5	2	13,792	55,166	1	204.21	2,450.48	1159
2	3	55,166	82,749	1.5	306.31	3,675.72	324
3	4	82,749	110,332	2	408.41	4,900.96	177
4	5	110,332	137,915	2.5	510.52	6,126.20	92
5	6	137,915	165,498	3	612.62	7,351.44	232
6	7	165,498	193,081	3.5	714.72	8,576.68	37
7	8	193,081	220,664	4	816.83	9,801.92	29
8	9	220,664	248,247	4.5	918.93	11,027.16	24
9	10	248,247	275,830	5	1,021.03	12,252.40	15
10	11	275,830	303,413	5.5	1,123.14	13,477.64	17
11	12	303,413	330,996	6	1,225.24	14,702.88	8
12	13	330,996	358,579	6.5	1,327.34	15,928.12	9
13	14	358,579	386,162	7	1,429.45	17,153.36	11
14	15	386,162	413,745	7.5	1,531.55	18,378.60	4
15	16	413,745	441,328	8	1,633.65	19,603.84	7
16	17	441,328	468,911	8.5	1,735.76	20,829.08	3
17	18	468,911	496,494	9	1,837.86	22,054.32	8
18	19	496,494	524,077	9.5	1,939.96	23,279.56	5
19	20	524,077	Max	10	2,042.07	24,504.80	46
Median Parcel SF	27,583					Sum	3,225



Rate Design

Parcel Class	Parcel Count	Adjusted Parcel Square Foot	% Parcel SF of Total	% of Revenue	Total Annual Revenue
Residential/Condo	21,255	243,371,322	33.45%	35.32%	7,064,000
Apartment	524	19,919,941	2.74%	3.56%	712,554
Manufactured Home Park	36	23,977,031	3.30%	1.12%	224,756
Non-Residential (commercial)	3,225	440,388,883	60.52%	60.00%	12,000,000
Total	25,040	727,657,177		100%	20,001,311

Example Residential Rates



PARCEL_ID	PROPERTY_ADDRESS	PROPERTY_TYPE_DESC	Adjusted Parcel SF	% of Median	Capped Factor	Capped Annual Revenue	Capped Monthly Revenue
0923-009-031	1526 CIMARRON DR	Townhouse	874	0.10	0.25	83.96	7.00
0330-001-019	1120 N 12TH ST 8	Condominium	823	0.09	0.25	83.96	7.00
0785-005-010	3129 WINNIPEG DR	Townhouse	1,536	0.17	0.50	167.92	13.99
0604-015-026	107 BOISE AVE	Condominium	2,560	0.28	0.75	251.87	20.99
2020-001-007	3415 HAMILTON ST 6	Condominium	3,435	0.38	0.75	251.87	20.99
1585-002-074	829 CANADA AVE 12	Condominium	2,488	0.28	0.75	251.87	20.99
1245-011-017	908 LAMBTON AVE 2	Condominium	3,803	0.42	0.75	251.87	20.99
0497-022-013	310 W RENO AVE	Condominium	4,381	0.49	0.75	251.87	20.99
1035-007-050	3800 RENEE DR	Single-Family / Owner Occupied	9,000	1.00	1.00	335.83	27.99
0981-001-050	3225 EASTSIDE PL	Single-Family / Owner Occupied	13,488	1.50	1.00	335.83	27.99
1319-010-001	3609 VALLEY DR	Single-Family / Owner Occupied	17,920	1.99	1.00	335.83	27.99
1510-010-001	5100 BOULDER RIDGE RD	Single-Family / Owner Occupied	17,923	1.99	1.00	335.83	27.99
1436-001-015	5300 CORNICE DR	Single-Family / Owner Occupied	25,557	2.84	1.50	503.75	41.98
0588-008-005	1610 N 26TH ST	Single-Family / Owner Occupied	34,122	3.79	2.00	671.67	55.97
1600-004-001	3559 AUGUSTA PL	Single-Family / Owner Occupied	37,750	4.19	2.00	671.67	55.97
1410-001-100	416 FRAINE BARRACKS RD	Single-Family / Owner Occupied	44,799	4.98	2.00	671.67	55.97
0985-002-100	620 N 35TH ST	Public Use	47,532	5.28	2.00	671.67	55.97
0930-003-090	1857 SANTA GERTRUDIS DR	Single-Family / Owner Occupied	58,700	6.52	2.00	671.67	55.97
0045-016-001	320 E CUSTER PARK ST	Public Use	69,963	7.77	2.00	671.67	55.97

Example Apartment Rates



PARCEL_ID	PROPERTY_ADDRESS	LOT_SQ_FEET	APT_COUNT	Annual Revenue	Monthly Revenue
0001-061-005	306 S 2ND ST	7,000	4	335.83	27.99
0025-080-001	930 N 4TH ST	10,500	8	671.67	55.97
0025-098-005	1027 N 12TH ST	13,500	12	1,007.50	83.96
0140-001-001	612 S WASHINGTON ST	31,376	24	2,015.00	167.92
0185-002-010	415 FRAINE BARRACKS RD	55,000	36	3,022.50	251.87
0300-005-030	121 E ARIKARA AVE	127,296	48	4,030.00	335.83
0324-005-020	1658 CAPITOL WAY	100,435	60	5,037.50	419.79
0325-004-001	2000 N 16TH ST	283,140	96	8,060.00	671.67
0327-002-001	1615 E CAPITOL AVE	391,153	152	12,761.66	1,063.47
1612-001-200	3105 NE 43RD AVE	640,862	246	20,653.74	1,721.15

Example Manufactured Home Rates



PARCEL_ID	PROPERTY_ADDRESS	Owner	Dwelling Units	Annual Revenue	Monthly Revenue
1402-002-001	3300 JERICHO RD	LIECHTY HOMES INC	1*	83.96	7.00
1402-005-001	3901 GREENSBORO DR	LIECHTY HOMES INC	5*	419.79	34.98
1402-001-001	3324 JERICHO RD	LIECHTY HOMES INC	6*	503.75	41.98
0035-027-001	700 S 12TH ST	HOLIDAY ESTATES OF BISMARCK L	12	1,007.50	83.96
1402-003-005	3750 GREENSBORO DR	LIECHTY HOMES INC	17*	1,427.29	118.94
1402-004-001	3751 GREENSBORO DR	LIECHTY HOMES INC	18*	1,511.25	125.94
0485-002-040	1821 N 11TH ST	ADDINGTON,D % LIECHTY MOBILE	22	1,847.08	153.92
0105-007-035	1713 E ROSSER AVE	WEISBECK, THOMAS	25	2,098.96	174.91
0125-011-001	716 W SWEET AVE	SANDERS & SON'S PROPERTIES LLC	26	2,182.92	181.91
0105-045-001	2406 E THAYER AVE	BISMARCK RENTAL PROPERTIES LLC	31	2,602.71	216.89
0035-010-025	507 S 8TH ST	WEISBECK, THOMAS	33	2,770.62	230.89
0105-049-001	2520 E BROADWAY AVE	BISMARCK RENTAL PROPERTIES LLC	50	4,197.92	349.83
0125-012-005	614 W SWEET AVE	SANDERS & SON'S PROPERTIES LLC	61	5,121.46	426.79
0035-019-001	600 S 9TH ST	HOLIDAY ESTATES OF BISMARCK L	84	7,052.50	587.71
1142-001-001	4224 N 19TH ST	TIEMAC INC	88	7,388.33	615.69
1360-000-001	4005 N 19TH ST	HAY CREEK LLC	133	11,166.45	930.54
0120-001-001	725 S 12TH ST	STARDUST ESTATES LLC	158	13,265.41	1,105.45
0635-001-001	1437 UNIVERSITY DR	AIRPORT VILLAGE LLC	193	16,203.95	1,350.33
0160-026-300	2500 CENTENNIAL RD	161 COMMERCIAL LLC	260	21,829.16	1,819.10
0666-001-001	1501 E BISMARCK EXPY	COLONIAL ESTATES OF BISMARCK L	281	23,592.28	1,966.02
0825-001-001	2200 S WASHINGTON ST	TATLEY MEADOWS LLC	357	29,973.12	2,497.76
0620-001-002	1119 UNIVERSITY DR	LIECHTY MOBILE HOMES	358	30,057.07	2,504.76
1150-001-001	4191 E CENTURY AVE	CENTURY PARK PARTNERSHIP	458	38,452.90	3,204.41



Example Commercial Rates

PARCEL_ID	PROPERTY_ADDRESS	PROPERTY_OWNER	Approx Adjust Lot SF	% of Median	Capped Factor	Capped Annual Revenue	Capped Monthly Revenue
0001-052-015	110 N 3RD ST	KETTERLING, DARIN & JULIE	1,875	0.068	0.25	613	51
0001-112-053	309 N MANDAN ST 1	BLUE CHAMPAGNE ENTERPRISES INC	3,125	0.113	0.25	613	51
2020-001-151	3401 HAMILTON ST A	DAHL, MARK	2,671	0.097	0.25	613	51
0001-040-025	802 E MAIN AVE	VUE COMMUNITY CREDIT UNION	3,750	0.136	0.50	1,225	102
1125-001-005	3200 ROCK ISLAND PL 1	BJH OIL INC	4,536	0.164	0.50	1,225	102
0001-046-025	101 N 5TH ST	MORRIS, SUSAN MAE LIVING TRUST	9,750	0.353	0.75	1,838	153
0001-064-045	301 E THAYER AVE	DUEMELANDS OFFICE LLLP	10,520	0.381	0.75	1,838	153
0001-045-001	200 S 5TH ST	DAKOTA EYE INSTITUTE	26,250	0.952	1.00	2,450	204
0001-048-025	420 E MAIN AVE	PATTERSON PLACE LIMITED PARTN	15,800	0.573	1.00	2,450	204
0001-108-015	214 E THAYER AVE	FIRST PRES CH OF BISMARCK	52,500	1.903	1.00	2,450	204
0025-091-001	1030 N 6TH ST	MC CABE METHODIST CHURCH	80,750	2.928	1.50	3,676	306
0115-003-700	2422 E BOWEN AVE	CONLIN'S FURNITURE INC	56,317	2.042	1.50	3,676	306
0600-006-015	505 S 7TH ST	UNIVERSITY OF MARY	60,082	2.178	1.50	3,676	306
0926-003-200	1640 BURNT BOAT DR	BIS-MAN CHAMBER OF COMMERCE	86,489	3.136	2.00	4,901	408
2135-005-001	4100 SARATOGA AVE	CENTURY AMOCO LLC	83,422	3.024	2.00	4,901	408
0600-004-005	410 S 5TH ST	BISMARCK, CITY OF CIVIC CENTER	131,961	4.784	2.50	6,126	511
0600-006-060	805 S 7TH ST	REAL HARDWARE LLC	117,098	4.245	2.50	6,126	511
2195-001-150	201 TRANSPORT LN	MME INC	137,743	4.994	2.50	6,126	511
0906-001-100	3420 MIRIAM AVE	JEROME PROPERTIES LLP	174,253	6.317	3.50	8,577	715
1989-001-001	1608 N WASHINGTON ST	MISSOURI VALLEY YMCA INC	254,534	9.228	3.00	7,351	613
0601-001-001	600 S 7TH ST	TARGET CORPORATION	472,245	17.121	9.00	22,054	1,838
2302-005-001	4401 IVORY LN	BISMARCK PUBLIC SCHOOL DISTRI	535,946	19.430	3.00	7,351	613
0756-001-001	1401 W CENTURY AVE	LOWE'S HOME CENTERS, INC	609,110	22.083	10.00	24,505	2,042
1180-001-401	3225 N 14TH ST	EVANGEL ASSEMBLY OF GOD	943,225	34.196	3.00	7,351	613
0625-001-040	2700 STATE ST	GATEWAY FASHION MALL LLC	1,114,736	40.414	10.00	24,505	2,042
2001-001-100	500 ASH COULEE DR	BISMARCK PUBLIC SCHOOL DIST #	1,958,244	70.995	3.00	7,351	613
0600-004-061	600 S 5TH ST	KIRKWOOD MALL ACQUISITION LLC	2,103,654	76.266	10.00	24,505	2,042
1224-001-002	2000 SHILOH DR	BISMARCK PARK DISTRICT	4,293,245	155.648	3.00	7,351	613
1570-002-100	2111 NE 52ND ST	BISMARCK, CITY OF LANDFILL	20,124,544	729.600	3.00	7,351	613