



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
www.bismarcknd.gov | TDD 711 | An Equal Opportunity-Affirmative Action Employer





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 Janelle 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 |