



Board of City Commissioners

The Board of City Commissioners is scheduled to meet on Tuesday, February 13, 2024, at 5:15 PM in the Tom Baker Meeting Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota.

The Invocation and the Pledge of Allegiance will be presented by a Chaplain from the Bismarck Police Department.

The City of Bismarck encourages citizens to provide their comments for public hearing items on the Bismarck City Commission agenda via email to bismarckadmin@bismarcknd.gov. Please include the item number that your comment references. The comments will be sent to the members and placed with the minutes.

To ensure your comments are received before the meeting, please submit them by 3:30 PM on the day of the meeting and reference the item your comments address. If you would like to appear via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your email address and contact information to the above email at least one business day before the meeting.

Live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access 102.5 FM Radio, or streaming on multiple platforms, including [FreeTV.org](https://www.freeTV.org) and [Facebook LIVE](https://www.facebook.com/bismarckndgov). Agenda items can be found online at www.bismarcknd.gov/agendacenter.

Call to Order

FUTURE COMMISSION MEETINGS

- February 27, 2024
- March 12, 2024 & March 26, 2024
- April 9, 2024 & April 23, 2024

MISSION STATEMENT

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

MEETING OF THE BOARD OF CITY COMMISSION

1. Public comment (restricted to items on the Consent Agenda and Regular Agenda, excluding public hearing items)
2. CONSENT AGENDA
 - A. Consider approval of minutes

Documents:

[January 23, 2024 - Minutes.pdf](#)

[January 29, 2024 - Minutes.pdf](#)

B. Consider approval of personnel actions

Documents:

[HR Personnel Report.pdf](#)

C. Consider approval of expenditures

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

1. Request by the Bismarck-Mandan Convention & Visitors Bureau to conduct gaming at Blarney Stone Pub, 408 East Main Avenue.
2. Application to transfer the Class F-1 - Restaurant alcohol license, located at 512 East Main Avenue, from Jimmy V's, Inc. to The Mob Menu, LLC.

Documents:

[C\) ADMIN - Gaming Site Authorization.pdf](#)

[C\) ADMIN - Liquor License Transfer.pdf](#)

E. Consider the request for approval from Bismarck Airport for the following:

1. Sole Source Purchase of Airport Exit Doors.
2. Receive bids and award bid to Northern Improvement Company, approve additional future FAA BIL grant funds, and approve project budget for Hangar 5 Demolition and GA Apron Phase 5 Project.
3. Incentive package recommendation for Allegiant Air's new route between Bismarck Airport and St. Petersburg/Clearwater Airport.
4. Change Order #1 to the Interiors by Design Contract to replace carpet in the terminal.
5. Replacement of utility tractors using Sourcewell Cooperative Purchasing.

Documents:

[C\) AIR - Exit Doors Replacement.pdf](#)

[C\) AIR - Hangar 5 Demolition and GA Apron Phase 5 Project.pdf](#)

- C) AIR - Incentives for PIE Route.pdf
- C) AIR - Interiors by France Change Order 1.pdf
- C) AIR - Tractor Replacement.pdf

F. Consider the request for approval from Bismarck-Burleigh Public Health Department for the following:

1. Permission to apply for funding from AARP's Community Challenge Grant.

Documents:

- C) BBPH - Grant Request AARP Grant.pdf

G. Consider the request for approval from the Bismarck Event Center for the following:

1. Permission to sell goalposts to the Bismarck Bucks.

Documents:

- C) BEC - Sale of Goalposts.pdf

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

1. Approval of a major subdivision final plat titled First Responders Third Addition, where the Planning and Zoning Commission recommends approval.
2. Introduction of and call for a public hearing on Ordinance 6571, a request for zoning map amendment from the RM30 – Residential zoning district to the planned unit development (PUD) zoning district on Lot 6, Block 1, Sonnet Heights Subdivision Sixth Replat where the Planning and Zoning Commission recommends approval.
3. Selection of Clarion Associates, SRF, and Madden Planning to assist Bismarck with the creation of a new Land Development Code.

Documents:

- C) CD - First Responders Third Addition.pdf
- C) CD - Sonnet Heights Subdivision Ninth Replat.pdf
- C) CD - Land Development Code Consultant.pdf

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

1. Street closure for 51st Annual Downtowners Street Fair.
2. Use of online bid openings.
3. ND Department of Transportation Cost Participation and Maintenance Agreement for South Washington Street reconstruction project AC-NHU-1-981(137) PCN 23859 and CPU-1-981(140) PCN 24022, HC 158.
4. Request to Hear Insufficiency of Protest on Resolution of Necessity for Street Improvement District 577.
5. Request for resolution approving plans and specifications, resolution directing the advertisement for bids and receiving bids for SI 578.

Documents:

- C) [ENG - Downtowner Street Fair.pdf](#)
- C) [ENG - Online Bid Opening and Fee.pdf](#)
- C) [ENG - HC 158.pdf](#)
- C) [ENG - SI 577.pdf](#)
- C) [ENG - SI 578.pdf](#)

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

1. Applications for Abatement.

Documents:

- C) [FIN - Abatements.pdf](#)

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

1. Permission to purchase replacement special threat ballistic plates through Balco Uniform Inc.
2. Permission to sell two decommissioned Police vehicles.
3. Permission to sell a decommissioned police vehicle.
4. Permission to transfer ownership of damaged Police vehicles.

Documents:

- C) [PD - Replacement Balistic Plates.pdf](#)
- C) [PD - Sell 2 Decommissioned Police Vehicles.pdf](#)
- C) [PD - Sell Decommissioned Police Vehicle.pdf](#)
- C) [PD - Transfer Ownership of Damaged Police Vehicles_wo.pdf](#)

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

1. Permission to request donations for the Forestry Division's 2024 Partners In Planting and Arbor Day Fund.
2. Permission to appoint members to the Forestry Advisory Board.
3. Permission to offer Bismarck residents free disposal at the landfill, excluding tires, for the 2024 Spring and Fall clean-up weeks by presenting their most recent City of Bismarck utility bill or current driver's license, and to offer free curbside pickup during the Spring clean-up week.
4. Permission to sell the assets from Solid Waste Disposal and Roads and Streets divisions.
5. Permission to award the bid for Diesel Fuel and Gasoline Supplies to Farstad Oil, Inc.
6. Extension to the Master Short Form Agreement to February 16, 2026, with HDR Engineering, Inc. for Solid Waste Collections and Landfill Operations.
7. Change Order 2 to Task Order 2 to the 2018 Agreement with HDR Engineering for Solid Waste operations.
8. Task Order 21-01 to extend the Master Services Agreement with Houston Engineering, Inc. for an additional period of two years, or until February 11, 2026, for solid waste operations which provides support services for the NDDEQ permit.
9. Task Order 24-01 from Houston Engineering for the Solid Waste operations to provide 2024 BMWF Groundwater Sampling, Analysis, and Reporting.
10. Time Extension to Task Order 22-03 with Houston Engineering for Landfill Final Cover Closure Phase I-III to December 31, 2024.

Documents:

- C) [PW SO - Partners in Planting Donations Request.pdf](#)
- C) [PW SO - Forestry Advisory Board Appointments.pdf](#)
- C) [PW SO - Cleanup Week Free Disposal at Landfill.pdf](#)
- C) [PW SO - Sale of Fleet Assets.pdf](#)
- C) [PW SO - Fuel Bid Award to Farstad Oil Inc.pdf](#)
- C) [PW SO - HDR Engineering Extend MSA.pdf](#)
- C) [PW SO - HDR Engineering Greenfield Investigation.pdf](#)
- C) [PW SO - Houston Engineering Extend MSA.pdf](#)
- C) [PW SO - Houston Engineering Groundwater Monitoring Task](#)

[Order.pdf](#)

[C\) PW SO - Houston Engineering Landfill Final Cover Closure.pdf](#)

M. Consider the request for approval from the Public Works Utility Operations Development Department for the following:

1. Task Order 24-01 from Houston Engineering for the Solid Waste operations to provide 2024 BMWF Groundwater Sampling, Analysis, and Reporting.
2. Amendment No. 1 to HDR Engineering Inc's contract for the WTP Expansion Project.
3. Letter of Support for ND Diversification Research Collaboration with Energy and Minerals Innovation Center.

Documents:

[C\) PW UO - Groundwater Monitoring Task Order.pdf](#)

[C\) PW UO - WTP Expansion Project.pdf](#)

[C\) PW UO - WWTP Biosolids Letter of Support.pdf](#)

3. REGULAR AGENDA

A. Public hearing on the application to transfer the Class E - Sale At Retail of Beer Only alcohol license, located at 619 Memorial Hwy, from 3 Fat Boys, LLC. to BHB, LLC

Documents:

[R\) ADMIN - Liquor License Transfer.pdf](#)

B. Request of Gusaas Signs to appeal the January 4, 2024, decision of the Bismarck Board of Adjustment to uphold the Planning Manager / Zoning Administrator's interpretation of the zoning ordinance relating to a proposed off-premise advertising sign on Lot 1, Block 1, Basin Electric Fourth Addition.

Documents:

[R\) CD - Gusaas Signs BOA Appeal.pdf](#)

C. Consider the request by the Community Development Department for the creation of the Neighborhood Reinvestment Initiative.

Documents:

[R\) CD - NRI Creation.pdf](#)

D. Consider the request for direction relating to curbside waste collection for all residential and collection of extra items.

Documents:

R) PW SO - Curbside Collection for All Residential.pdf

E. Continued discussion and approval of department director employment and performance processes.

Documents:

R) ADMIN - Director Policy.pdf

F. Update on the status of Burleigh County and the Provident Building.

Documents:

R) ADMIN - Provident Building Update.pdf

G. Discussion regarding the request from Bismarck Event Center to change the insurance limits for contracts.

Documents:

R) LEGAL - Bismarck Event Center Insurance Limits.pdf

4. Other Business

Adjourn

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