



# Board of City Commissioners

## AGENDA July 23, 2024

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<b>Tom Baker Meeting Room</b>	<b>City/County Office Building</b>	<b>5:15 PM</b>
	<b>221 N. 5th St.</b>	
	<b>Bismarck, ND 58501</b>	

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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](mailto: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. 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, RadioAccess 102.5 FM Radio, or streaming on multiple platforms, including FreeTV.org and Facebook LIVE. Agenda items can be found online at <https://bismarcknd.gov/2163/32996/Agendas-Minutes>.

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

### **CALL TO ORDER**

### **FUTURE COMMISSION MEETINGS**

### **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
  - B. Consider approval of personnel actions

- C. Consider approval of expenditures
- D. Consider the request for approval from the Administration Department for the following:
  - 1. Approval of liquor license renewal applications.
  - 2. Introduction of and call for a public hearing on a request for a new Class I-2: Complementary Alcohol license for Yellow Stitch Boutique, LLC (dba) Yellow Stitch Boutique at 114 North 4th Street.
- E. Consider the request for approval from the Bismarck Airport for the following:
  - 1. Engineering and environmental consultant selection recommendation.
  - 2. Engineering Services Agreement with Kadrmas, Lee & Jackson (KLJ) for Runway 03/21 and Taxiway D Rehabilitation Engineer Design Report.
- F. Consider the request for approval from the Community Development Department for the following:
  - 1. 2024 Annual Action Plan, which functions as the City's application to the Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funds.
  - 2. City of Bismarck's Disadvantaged Business Enterprise (DBE) Goal of .25% for the years 2025-2027.
  - 3. Release a 40-foot portion of the non-access line adjacent to the east lot line of Lot 3, Block 1, Fairview Cemetery Addition.
- G. Consider the request for approval from the Engineering Department for the following:
  - 1. Consultant services contract and Scope of Work with Apex Engineering Group relating to Tyler Parkway Extension Project HC 173.
  - 2. Sidewalk easement in Lot 1, Block 1 Cottonwood Parkview Addition First Replat.
  - 3. Partial release of an existing easement, accept a new easement, and approve private drive and private utility agreement within Lots 16-19, Block 4, Southbay Fifth Addition.
  - 4. Resolution of necessity for Street Improvement District No. SI 583.
  - 5. Change Order for Time Extension - HC146 - Traffic Signal Modifications.
  - 6. Resolutions approving the preliminary engineer's report, directing the preparation of plans and specifications, approving plans and specifications and

directing the advertisement for bids and receive bids for Street Improvement District SI 582.

7. Warranty deed and right of way documents with the North Dakota Department of Transportation relating to an upcoming traffic signal replacement project on Bismarck Expressway.
  8. Permission to close Raymond Street between Avenue A and Avenue B from Friday, September 13, 2024, at noon through Saturday, September 14, 2024, at noon.
- H. Consider the request for approval from the Finance Department for the following:
1. Applications for abatement.
- I. Consider the request for approval from the Fire Department for the following:
1. Permission to accept a donation from Electric Systems.
- J. Consider the request for approval from the Legal Department for the following:
1. Introduction of and call for a public hearing on Ordinance 6585 to amend the Running At Large ordinance.
- K. Consider the request for approval from Municipal Court for the following:
1. Designate Alternate/Conflict Judges: Retired Judge William Severin and Mandan Municipal Court Judge Thomas Jackson
- L. Consider the request for approval from the Public Works - Service Operations Department for the following:
1. Permission to award the bid for Fire Station 4 Cold Storage Building Construction to Dakota West Contracting, Inc.
  2. Agreement for Weed Control Mowing with Schmidt Seasonal Services, LLC.
- M. Consider the request for approval from the Public Works - Utility Operations Department for the following:
1. Recieve bids and award contract for Sewer Utility Project SU-92.
  2. Work Authorization 3 with PKG Contracting, Inc., the construction manager at risk (CMAR) for the Water Treatment Plant Expansion Project.
  3. Amendment No.1 with HDR, Inc. for the Water Treatment Plant Masterplan Agreement.
  4. Task Order No. 1 with HDR Engineering, Inc. for the Industrial Pretreatment Program Sewer Use Ordinance (SUO) project.

5. Change order #27 with Kraus-Anderson Construction Company for the PW Expansion Project and give delegation of signing authority to the Director of Utility Operations.

### 3. REGULAR AGENDA

- A. Receive a presentation from Bismarck-Mandan Convention & Visitors Bureau Executive Director, Sheri Grossman.
- B. Public hearing on a request for a new Class I-2: Complementary Alcohol license for Hi Honey Corporation (dba) Hi Honey Salon at 117 North 4th Street.
- C. Public hearing on Ordinance 6584, a zoning map amendment on Lot 1 Less the North 250 Feet, Block 1, Northern Sky Addition and all of Northern Sky Second Addition First Replat.
- D. Public hearing on Ordinance 6583 of the City Code of Ordinances related to home occupations and model homes.
- E. Consider the requests for approval of a New Construction Renaissance Zone Project and a Commercial Lease Renaissance Zone project by First North, LLC and Mulloy Law, PLLC, respectively, at 319 North 1st Street along with a local property tax exemption for five years as well as an exemption from state income tax on income derived from the same location.
- F. **~~Consider Bismarck Manufactured Housing Park (MPH) LLC's request for approval for the resale of water from Bismarck MHP, LLC Water Service Contract.~~**
- G. Consider the request for resolutions receiving bids, ordering preparation of the engineer's statement, and awarding a contract for Sewer Improvement District SE 582.
- H. Consider the request to discuss the Bismarck Event Center Director's current job description.
- I. Consider the request to discuss the creation and expectation of an Event Center Advisory Board
- J. Consider the request to accept the 2023 Audit Results and the 2023 Annual Comprehensive Financial Report.
- K. Consider the request to receive and approve the City's 2025 preliminary budget, budget requests, and Budget Committee recommendations.
- L. **Consider the request for approval of a contract with Marketing Würks for banner design services for the Cathedral Area Historic District banners.**
- M. Consider the request from the Engineering Department to enter Executive Session under North Dakota Century Code Section 44-04-19.2 regarding contract negotiation/negotiation strategy under NDCC Section 44-04-19.1 (9).

**4. OTHER BUSINESS**

**ADJOURN**