

SPECIAL ASSESSMENT COMMISSION MEETING

September 10, 2025

09/10/2025

MEMBERS PRESENT John Lundby, Chairman; Abby Ritz, Member

CITY STAFF PRESENT Gabe Schell, City Engineer; Linda Oster, Assistant City Engineer; Eric Lund, Comptroller; Katie Petrou, Senior Accountant; Heidi Belohlavek, Engineering Technician

CALL TO ORDER

Chairman Lundby called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

Commissioner Ritz motioned to approve October 14, 2024, and August 21, 2025, minutes. Chairman Lundby seconded. All members voted Aye. The motion carried.

PURPOSE OF MEETING

To hold public hearing on objections, if any, to special assessment improvement districts. Prior to this hearing, subject assessment lists have been published once each week for two consecutive weeks and published to the city website.

CONFIRMATION OF ASSESSMENT LISTS

A. STREET IMPROVEMENT DISTRICT No. 573

Nature of Improvements: Construct New Pavement

***Unit #1: Daybreak 2nd Addition

Assessment: Per square foot Commercial: \$0.9302

Term: 15 years

Total Assessed
and Financed: \$2,062,140.34

B. STREET IMPROVEMENT DISTRICT No. 577

Nature of Improvements: Reconstruct with 70% subsidy applied and Resurface with 25% subsidy applied

***Unit #1: Medora Avenue – Autumn Blaze Way to Mellowsun Drive
Medora Avenue – Amberglow Drive to Washington Street
Driftwood Lane – Medora Avenue to 330' north

***Unit #2: Coleman Court – Coleman Street to Cul-De-Sac
Coleman Street – Brome Avenue to Calgary Avenue
Brome Avenue – Coleman Street to 130' west of Brome Loop
Walter Way – Brome Avenue to 135' north

***Unit #3: 14th Street – Calgary Avenue to Harvest Lane
Harvest Lane – 150' east of State Street to 14th Street
19th Street – 760' north of Koch Drive to 100' north of Century Avenue
Idaho Drive – 19th Street to 285' west
Oregon Drive – 19th Street to 240' west

***Unit #4: Boulevard Avenue – Washington Street to 4th Street

***Unit #5: Divide Avenue – 5th Street to 11th Street

***Unit #6: Broadway Avenue – 7th Street to 17th Street
12th Street – Broadway Avenue to Main Avenue
17th Street – Broadway Avenue to Main Avenue

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***Unit #7: River Road – 1180' north of Fraine Barracks Road to Memorial Highway
Fraine Barracks Road – River Road to 150' north of Main Avenue.
Memorial Highway – 200' south of Main Avenue to Hannafin Street
Griffin Street – Memorial Highway to Sweet Avenue
Hannafin Street – Memorial Highway to 265' south

Assessment: Per lot Residential: \$4,115.36
Per square foot Commercial: \$0.3497

Term: 7 years

Total Assessed
and Financed: \$3,270,051.53

C. STREET IMPROVEMENT DISTRICT NO. 582

Nature of Improvements: Construct New Pavement and Storm Sewer

***Unit #1: Noble Drive - 52nd Street NE to 600 feet east of Silver Boulevard
Halverson Avenue - 160 feet west of Silver Boulevard to 600' east of Keeble Drive
Hample Drive - Noble Drive to 85 feet south of Noble Drive
Silver Boulevard - 100 feet north of Welder Avenue to 740 feet north of Noble Drive
Keeble Drive - 100 feet north of Welder Avenue to Halverson Avenue.

Assessment: Per lot Residential: \$23,538.10
Per square foot Commercial: \$1.4833

Term: 15 years

Total Assessed
and Financed: \$2,476,491.54

D. STREET IMPROVEMENT DISTRICT NO. 584

Nature of Improvements: Construct New Pavement and Storm Sewer

***Unit #1: Kites Lane – 170' south of Prairie Hawk Drive to 125' south of Cogburn Road
Cogburn Road – Tyler Parkway to Kites Lane
Marsh Hawk Drive – Kites Lane to 145' south of Prairie Hawk Drive

Assessment: Per lot Residential: \$28,081.42

Term: 15 years

Total Assessed
and Financed: \$1,951,658.69

Assessment Basis

*Based on square feet: Residential @ 1.0 factor
Commercial @ 2.0 factor

***Based on Per Lot: Residential @ 1.0 factor
Commercial @ 2.0 factor

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QUESTIONS AND COMMENTS

Doyle Randall in District SI577 Unit 3 asked if the street maintenance project was being paid 100% by special assessments. Gabe Schell described the project, and Katie Petrou showed the amount paid by the City of Bismarck and what was paid by special assessments showing just over 50% is being paid by City of Bismarck sales tax.

Chairman Lundby asked Gabe to review the districts that had not already been addressed. Chairman Lundby asked about SI584 to how common it is for the City to adjust policy regarding multi-street adjustments. The city brought all parcels on Kites Lane fully into this district instead of giving a multi-street to those whose backyards abut Tyler Parkway since Tyler Parkway was paid fully by sales tax. In future maintenance project to both Tyler Parkway and Kites Lane the multi-street adjustment will be given. Gabe answered saying the City will make these adjustments when it sees inequity within the district.

APPROVAL OF BENEFIT TO DISTRICTS

1. Commissioner Ritz motioned to approve the total of present and likely future benefits per the adopted benefit philosophy and our judgment for all projects approved at the 8/21/25 Special Assessment Commission exceeds the total cost of the projects. Chairman Lundby seconded. All members voted Aye. The motion carried.
2. Commissioner Ritz motioned to approve the total of present and likely future benefits per the adopted benefit philosophy and our judgment of all projects on the 9/10/25 agenda exceeds the total cost of the projects. Chairman Lundby seconded. All members voted Aye. The motion carried.
3. Commissioner Ritz motioned to approve the proposed assessments for each lot and parcel are necessary to pay that parcel's just proportion of the total cost of such work, finding that such proposed assessments do not exceed the benefit to each lot, and recommending said assessments to the City Commission for approval. Chairman Lundby seconded. All members voted Aye. The motion carried.

APPROVAL OF ASSESSMENT LIST

Commissioner Ritz motioned to approve the balance of the special assessment districts on the agenda as presented. Chairman Lundby seconded. All members voted Aye. The motion carried.

OTHER BUSINESS

Commissioner Ritz motioned to formally adopt the benefit philosophy presented at the August 21, 2025 meeting. Chairman Lundby seconded. All members voted Aye. The motion carried.

Gabe Schell asked the commissioners if they want more involvement in the start of the districts regarding benefit or if they want staff to continue doing it on behalf of the commissioners. Commissioner Ritz would like to be notified early on about the adjustments to the policy that staff will make otherwise to continue to have staff making the decisions.

ADJOURNMENT

Chairman Lundby asked if there were any further questions from commissioners, with no further questions, the meeting was adjourned by Chairman Lundby at 3:30 p.m.