



MEETING OF THE BOARD OF CITY COMMISSIONERS

11/25/2025 - MINUTES

CALL TO ORDER

The Board of City Commissioners met on November 25, 2025, at 5:15 PM in the Tom Baker Meeting Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota. Commissioners Risch, Zenker, Connelly, Cleary and Mayor Schmitz were present.

FUTURE COMMISSION MEETINGS

December 16, 2025
January 13, 2026 & January 27, 2026
February 10, 2026 & February 24, 2026

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. PROCLAMATION

Mayor Schmitz presented a certificate of achievement to Sister Kathleen Atkinson and read a proclamation declaring December 10, 2025, as Sister Kathleen Atkinson Day in the City of Bismarck.

- [Sister Kathleen Atkinson Day Proclamation](#)

2. PUBLIC COMMENT

Restricted to items on the Consent Agenda, Regular Agenda, or the Prior City Commission Agenda excluding public hearing items.

No public comment was received.

3. CONSENT AGENDA

Mayor Schmitz requested to pull items E.1 and J.1 from the agenda due to a conflict of interest.

Commissioner Zenker moved to approve the consent agenda with the removal of items E.1. and J.1., and Commissioner Cleary seconded. Upon a roll call vote, all voted aye.

Commissioner Zenker moved to approve consent agenda items E.1. and J.1., and

Commissioner Risch seconded. Upon a roll call vote, Commissioners Connelly, Risch, Zenker, and Cleary voted aye. M/C.

- A. Consider approval of minutes
- B. Consider approval of personnel actions
- C. Consider approval of expenditures

Vouchers: 1128846-1129176.

- D. Consider the request for approval from the Administration Department for the following:
 - 1. Introduction of and call for a public hearing on the request to have the new Class D Sale At Retail of Alcoholic Beverages license transferred from Sixteen03 Main Events to Eclipse Venue, LLC, and application for a class D license for Eclipse Venue, LLC (dba) Eclipse Venue at 118 South 3rd Street.
 - 2. Introduction of and call for a public hearing on an application for a Class F-1 alcohol license by Los Mariachis Bar & Grill, LLC (dba) Los Mariachis Bar & Grill at 210 East Main Avenue.
 - 3. Deny the taxi cab renewal application for Bismarck Transportation Services.
 - 4. Increase the Vision Fund Committee local match Flex PACE interest buydown from \$85,000 to \$94,273.93 for Surya, LLC dba Lightspring, LLC.
- E. Consider the request for approval from the Bismarck Airport for the following:
 - 1. Amendment of Executive Air Taxi Corp. Development Agreement.
- F. Consider the request for approval from the Engineering Department for the following:
 - 1. Dedication and acceptance of Stormwater and Drainage Easement for the development of Silver Ranch Fifth Addition.

2. Resolutions approving plans and specifications, directing the advertisement of bids and receiving bids for Street Improvement District SI 592.
3. Receive information regarding Change Order No. 10 for East Century Ave Reconstruction HC 165.
4. Receive bids and award contract for safety improvements project HEU-1-981(134), PCN 23645, HC 164 and approve the utility relocation agreements related to HC 164 with CEC, DCN, MDU and Midco.
5. Receive bids and award contract for safety improvements project HEU-1-981(133), PCN 23644, HC 171.

G. Consider the request for approval from the Legal Department for the following:

1. Designate the agent awarded the North Dakota Insurance Reserve Fund contract to be listed as agent of record for liability, auto, inland marine, boiler and machinery and property insurance agent services.

H. Consider the request for approval from the Planning Department for the following:

1. Bismarck-Mandan Metropolitan Planning Organization's (MPO) 2026 Unified Planning Work Program (UPWP) Contract with the North Dakota Department of Transportation (NDDOT).
2. Final consideration for approval of a revision to Silver Ranch Third Addition Third Replat, a minor subdivision final plat, where the Planning and Zoning Commission recommends approval.

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

1. Permission for the Bismarck PD to assist 31:8 Project as a subrecipient in the application for a grant for Human Trafficking.

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

1. Permission to award the Architectural Services for the City County Remodel to Endeavor North Design Architects.
2. Permission to apply/accept the Targeted Assistance Grant (TAG) Award from the North Dakota Department of Agriculture.

4. **REGULAR AGENDA**

A. Consider the request to authorize the issuance and award/accept bids for the 2025 Refunding Improvement Bonds, Series U, for approximately \$15,295,000 for the special assessment improvement districts and sidewalk, curb, and gutter warrants, and Series SCG-2024 for approximately \$1,835,000, for a total of \$17,130,000.

Eric Lund, Acting Finance Director, introduced the 2025 Special Assessment Bonds and explained that the City of Bismarck (City) has received a Moody's Aa1 rating which indicates that the City is judged to be of high quality and is subject to very low credit risk. John Lundby, a representative of Colliers International Securities, presented the details of the bond sale for the refunding of special assessment bonds Series U and Series SCG24. Mr. Lundby explained that the City of Bismarck received a true interest cost of 3.135% on a 15-year maturity for Series U and 3.2035% on a 10-year maturity for Series SCG-2024.

- [Bond Resolutions](#)

Commissioner Cleary moved to award the bids for the 2025 refunding for improvement bond Series U for approximately \$15,295,000 for the special assessment districts, and Commissioner Zenker seconded. Upon a roll call vote, all voted aye. M/C.

Commissioner Clery moved to award the bids for Series SCG-2024 for approximately \$1,835,000, and Commissioner Connelly seconded. Upon a roll call vote, all voted aye. M/C.

B. Consider the request to receive a report from the Downtown Bismarck Community Foundation (Downtowners) relating to the economic development services provided.

Kate Herzog, COO of the Downtown Community Foundation, and Dr. Karel Sovak, provided an update on the organization's work with Economic Development Services.

- [Downtown Economic Development Presentation](#)

The Commission received the report.

C. Public hearing and approval of the Special Assessment Policy.

Gabe Schell, City Engineer, presented revisions to the Special Assessment Policy.

- [Special Assessment Policy Revisions Presentation](#)

Mayor Schmitz opened the public hearing. No public comment was received.

Commissioner Zenker moved to approve the item as presented and Commissioner Cleary seconded. Upon a roll call vote, all voted aye. M/C.

5. **OTHER BUSINESS**

- A. Commissioner Risch thanked the Roads and Streets crew for keeping the roads cleared during the recent snow event.
- B. Mayor Schmitz wanted to remind citizens that applications for City Boards, Committees, and Citizen Academy will remain open through the end of November.

ADJOURN

There being no further business to discuss, the meeting adjourned at 6:08 PM.