



Board of City Commissioners

July 28, 2026

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

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 by 3:30 PM on the day of the meeting. Please include the item number that your comment references. The comments will be sent to the members and placed with the minutes.

Live meeting coverage is available on Government Access Channels 2 & 602HD, RadioAccess 102.5 FM Radio, or streaming on multiple platforms, including DakotaMediaAccess.org and [Facebook LIVE](https://www.facebook.com/BismarckCityCommission).

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

CALL TO ORDER

FUTURE COMMISSION MEETINGS

August 11, 2026 & August 25, 2026
September 8, 2026 & September 22, 2026
October 13, 2026 & October 27, 2026

MISSION STATEMENT

Together, we deliver exceptional public service.

MEETING OF THE BOARD OF CITY COMMISSION

1. PUBLIC COMMENT

- A. [Public Comment Policy](#): Restricted to items on the Consent Agenda, Regular Agenda, or the Prior City Commission 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. Receive bids and award the contract for the Bismarck Event Center Lighting and Control Modernization Project.
- E. Consider the request for approval from the Bismarck Airport for the following:
 - 1. Disposal of a de-ice fluid storage tank for \$5,000.00.
 - 2. Change order to Capital City Construction's contract for the Aircraft Rescue and Firefighting (ARFF) Building.
 - 3. A 150-day time extension on House of Color Contract.
 - 4. Architectural Contract with Ubl Design Group for the Design, Construction Administration and Construction Observation (CACO) of the Terminal Expansion Project.
- F. Consider the request for approval from the Bismarck-Burleigh Public Health Department for the following:
 - 1. Adjustments to Public Health fee schedule.
- G. Consider the request for approval from the Engineering Department for the following:
 - 1. Transferring watermain and appurtenances ownership located on the North Dakota (ND) State Capitol Grounds to the State of ND.
 - 2. Resolution approving the resolution of necessity for Park Improvement District No. PI 007.
 - 3. Resolution approving a revised boundary map for Sewer Improvement District SE 576.
 - 4. Resolutions creating the district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Sewer Improvement District SE 587.
 - 5. Resolutions for declaring petitions have been received, creating the district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Street Improvement District SI 601.
- H. Consider the request for approval from the Finance Department for the following:
 - 1. Application for abatement.
- I. Consider the request for approval from the Legal Department for the following:

1. Introduction of and call for a public hearing on Ordinance 6678 to amend sections 5-01-01, 5-01-06, 5-01-07, 5-01-13, 5-03-05, of the City of Bismarck Code of Ordinances Relating to Alcoholic Beverages and Civic Center Exception, and Repeal 5-01-20 Relating to Enclosed Booths and Access to Licensed Premises and 5-10-01 Relating to Sunday Opening of Grocery Stores
- J. Consider the request for approval from the Police Department for the following:
 1. Accept a donation of \$2400.00 from Continental Resources for the K-9 Program.
- K. Consider the request for approval from the Public Works - Service Operations Department for the following:
 1. Permission to sell or dispose of City Assets at Public Sale.
- L. Consider the request for approval from the Public Works - Utility Operations Department for the following:
 1. Task Order 38 with Advanced Engineering and Environmental Services, LLC (AE2S) for the SCADA Project, Phase IV.

3. **REGULAR AGENDA**

- A. Consider the request from Bismarck-Mandan Convention & Visitors Bureau Executive Director, Sheri Grossman, to present the 2025 CVB Annual Report.
- B. Consider and discuss the five design options and potential project funding for renovations to the City/County Building.
- C. Public Hearing on Ordinance 6673 to create a special assessment district for annexed properties.
- D. Public hearing on Ordinance 6676, a zoning map amendment from the A – Agriculture and CG – Commercial zoning district to the CG – Commercial zoning district, major subdivision final plat titled Berg Acres Addition, and Development Agreement.
- E. Public hearing on Ordinance 6677, a zoning map amendment from the A – Agricultural and RT – Residential zoning districts to the RT – Residential zoning district, and major subdivision final plat titled DCN Addition.
- F. Consider the request from the Administration Department to provide an update on the Strategic Plan.
- G. Consider the request to receive and approve the City's 2027 preliminary budget, budget requests, and Budget Committee recommendations.

4. **OTHER BUSINESS**

ADJOURN



MEETING OF THE BOARD OF CITY COMMISSIONERS

7/14/2026 - MINUTES

CEREMONIAL SWEARING-IN

City Attorney Julie Mees swore in newly elected Commissioners Doll, Hull and Mayor Schmitz.

CALL TO ORDER

The Board of City Commissioners met on July 14, 2026, at 5:15 PM in the Tom Baker Meeting Room, City/County Office Building, 221 North Fifth Street, Bismarck, North Dakota. Commissioners Connelly, Hull, Risch, Doll, and Mayor Schmitz were present.

FUTURE COMMISSION MEETINGS

July 28, 2026
August 11, 2026 & August 25, 2026
September 8, 2026 & September 22, 2026

MISSION STATEMENT

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MEETING OF THE BOARD OF CITY COMMISSION

1. LEADERSHIP CODE OF CONDUCT

City Administrator Jason Tomanek, presented the Leadership Code of Conduct to the Commission.

Leadership Code

2. COMMISSIONER ORIENTATION

City Administrator Jason Tomanek and City Attorney Julie Mees presented the Commissioner Orientation.

Commissioner Orientation

3. PUBLIC COMMENT

No public comment was received.

[Public Comment Policy](#): Restricted to items on the Consent Agenda, Regular Agenda, or the Prior City Commission Agenda, excluding public hearing items.

4. **CONSENT AGENDA**

Commissioner Risch moved to approve the Consent Agenda as presented and Commissioner Doll seconded. Upon a roll call vote, all voted aye. M/C.

A. Consider approval of minutes

B. Consider approval of personnel actions

C. Consider approval of expenditures

Vouchers: 1133277-1133660.

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

1. Apply for and receive a State Homeland Security Program Grant.
2. Appoint Tyler Demars to the Dakota Media Access (DMA) Board of Directors, with a term to expire in 2030.
3. Confirmation of appointed officers.
4. Introduction of and public hearing on an application for a Class C-2 Hotel or Motel alcohol license by Jassi Bismarck 29 Corporation (dba) LaQuinta Inn & Suites at 2240 North 12th Street.

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

1. Close 4th Street between Rosser Avenue and East A Avenue on Saturday, August 1, 2026, from 6:00 AM to 10:00 PM.
2. Dedication and acceptance of access, water and sewer easements related to Elk Ridge Fourth Addition.

3. Encroachment Agreement with Phat Brothers Bakery, Inc. for the sign overhanging on the right-of-way at 1129 E Bismarck Expressway.
 4. Resolution approving the resolution of necessity for Street Improvement District No. SI 603.
 5. Resolutions approving plans and specifications, directing the advertisement for bids, and receiving bids for Sewer Improvement District No. SE 588.
- F. Consider the request for approval from the Finance Department for the following:
1. Applications for abatement.
 2. Introduction of and call for a public hearing for ordinance 6673 to create a special assessment district for annexed properties.
- G. Consider the request for approval from the Legal Department for the following:
1. Introduction of and call for a public hearing on Ordinance 6674 to amend Sections 2-05-01, 2-05-02 and 6-09-04 of the City of Bismarck Code of Ordinances relating to Term of Office, Duties and Powers, and Fee Assessments for Funding Crime Victim and Witness Program.
- H. Consider the request for approval from the Planning Department for the following:
1. 2025 Consolidated Annual Performance Evaluation Report (CAPER), which serves as a detailed report of the prior year's performance of the Community Development Block Grant (CDBG) program.
 2. 2026 Annual Unified Planning Work Program (UPWP) Contract Amendment.

3. Introduction of and call for a public hearing on Ordinance 6675, an annexation of Block 2, Northern Sky Second Addition First Replat, which the Planning and Zoning Commission recommends approval.
 4. Introduction of and call for a public hearing on Ordinance 6676, a zoning map amendment from the A – Agriculture and CG – Commercial zoning district to the CG – Commercial zoning district and major subdivision final plat titled Berg Acres Addition, which the Planning and Zoning Commission recommends approval.
 5. Introduction of and call for a public hearing on Ordinance 6677, a zoning map amendment from the A – Agricultural and RT – Residential zoning districts to the RT – Residential zoning district, and major subdivision final plat titled DCN Addition, which the Planning and Zoning Commission recommends approval.
 6. Meadow Valley Sixth Addition, a minor subdivision final plat, which the Planning and Zoning Commission recommends approval.
 7. Vacate platted setback lines in Wachter's Fifth Addition.
- I. Consider the request for approval from the Police Department for the following:
 1. Permission to accept a donation of \$7500 from Emmons-Logan Wind LLC for the Bismarck Police Department (BPD) Wellness Center.
 - J. Consider the request for approval from the Public Works - Service Operations Department for the following:
 1. Award the Construction of the Public Works Fuel Tank & Dispensers and related items project to O'Day Equipment, LLC in the amount of \$584,263.
 - K. Consider the request for approval from the Public Works - Utility Operations Department for the following:
 1. Award architectural services for the Water Treatment Plant (WTP) Sludge Building Reproof Project to The Origin Group for \$24,750.00.

2. Water Treatment Plant (WTP) GMP7 Change Order No. 6 with PKG Contracting Inc. in the amount of -\$31,262.00 and a time extension to September 25, 2026.

5. **REGULAR AGENDA**

- A. Consider the request to provide a letter of support to the North Dakota Opportunity Fund Loan Program for applicant ERE Properties LLC.

Bismarck-Mandan Chamber EDC's (Chamber) Business Development Coordinator, Noah Vroman, provided an overview of the Chamber's role in supporting economic development for the City of Bismarck, including strategy, analysis, and facilitation of public-private partnerships. Mr. Vroman explained how the Chamber works with local businesses of all sizes to support retention, growth, and workforce development. A key interaction with the Commission is presenting applications for businesses seeking Bank of North Dakota's PACE and Flex PACE interest-rate buy-down programs. Mr. Vroman explained that the PACE program supports primary sector business expansion, while Flex PACE assists businesses that do not meet primary sector requirements. Interest rate buy-downs can reach up to \$500,000 for PACE and \$200,000 for Flex PACE, with Bismarck's required local match for these programs being 35%. Mr. Vroman outlined three possible methods for fulfilling the local match: 1. A Vision Fund loan, 2. An in-kind contribution such as tax incentives or land, and 3. Non-city funds via the Lewis & Clark Development Group's ND Opportunity Fund, which requires a City letter of support. Mr. Vroman emphasized that the Commission's role for this request is to issue a letter of support. The letters of support indicate that the business provides community benefit but does not obligate the City financially. Mr. Vroman closed by noting that consistency and predictability in reviewing these requests help maintain Bismarck's pro-business climate and that routine approval without due diligence or routine denial without clear concerns both have negative impacts. Final decisions on financing remain with the business, lender, and Bank of North Dakota.

The Chamber's Vice President of Economic Development, Alex Kowski, introduced the request from ERE Properties, LLC (dba) Midtown Dental for a Flex PACE letter of support to help purchase the former Schlotzsky's building at 2000 North 12th Street. The expansion would increase staffing from 18 to 24 employees, add another dentist, reduce patient wait times, and support technology upgrades. The Vision Fund previously reviewed the request and recommended support due to increased property value and job growth. Approving the letter of support will not utilize City economic development funding.

Commissioner Risch expressed concern that approving this project through the Flex PACE program could interfere with free-market competition, noting that the business is simply relocating and not creating a new service. Commissioner Risch emphasized that other dental practices have not received similar support and cautioned against using state dollars in ways that may favor one provider over others.

Commissioner Connelly voiced concern that government support should be reserved for unique community needs or services that cannot succeed through the private market alone, such as homelessness or addiction programs, not for businesses operating in competitive markets like dentistry. Commissioner Connelly emphasized that many

successful North Dakota businesses were built without such programs and reiterated his consistent pro-business, free-market stance.

Mayor Schmitz stressed that the Bank of North Dakota's incentive program is an important tool for supporting local business growth and that providing letters of support does not use the City's Vision Fund dollars and does not involve a tax abatement or special incentive. Mayor Schmitz noted that if the City fails to support qualified businesses, those businesses may choose to invest in other North Dakota communities that actively use the program. Mayor Schmitz closed by stating that supporting this program helps Bismarck grow its economy, increases property values, strengthens the tax base, and add jobs.

Commissioner Doll noted that not supporting the program would hurt the local community as the funds would be used somewhere else in North Dakota, and that Bismarck should not miss the opportunity for local development. Commissioner Doll explained the difficulty she has had with the lack of availability of dentists in Bismarck and noted the need for more dental care capacity. Commissioner Doll closed by stating that not approving the request would be a disappointment.

Commissioner Doll moved to approve the letter of support and Commissioner Hull seconded. Upon a roll call vote, Commissioners Hull, Doll, and Mayor Schmitz voted aye. Commissioners Connelly and Risch voted nay. M/C.

- B. Consider the request to provide a letter of support to the North Dakota Opportunity Fund Loan Program for applicant JH Commercial LLC.

Bismarck-Mandan Chamber EDC's (Chamber) Vice President of Economic Development, Alex Kowski, introduced the request from JH Commercial, LLC (dba) Warner Lawn Service for a Flex PACE letter of support to help purchase a commercial building at 1701 Battalion Street in Bismarck. The Chamber recommends approval of the project as it would revitalize an underutilized property, establish a stable commercial presence that supports long-term economic growth, and significantly expands the company's workforce from five employees to 16. Mr. Kowski explained that the project requires no City of Bismarck funding.

Commissioner Hull moved to approve as presented and Commissioner Doll seconded.
Discussion:

- Commissioner Risch noted that it is an existing business competing with other lawn care businesses that is buying an existing building.
- Commissioner Connelly commented that, in addition to what Commissioner Risch stated, he does not see how cleaning up the property will increase the value.

Upon a roll call vote, Commissioners Hull, Doll and Mayor Schmitz voted aye. Commissioners Risch and Connelly voted nay. M/C.

- C. Consider the request to provide a letter of support to the North Dakota Opportunity Fund Loan Program for applicant Zenker Enterprises.

Bismarck-Mandan Chamber EDC's (Chamber) Vice President of Economic Development, Alex Kowski, introduced the request from Zenker Enterprises (dba) Interstate Laundry, for a Flex PACE letter of support to help purchase a commercial building at 1414 Interstate Loop in Bismarck. Interstate Laundry, a local commercial laundry service, plans to expand into the new facility with financing through Capital Credit Union, and no City of Bismarck dollars will be used. The move will increase staffing from one full-time and eight part-time employees to four full-time and twelve part-time employees, while the larger space will allow the business to upgrade its technology, improve service to medium and large clients, and offer enhanced pickup and delivery options. The project is expected to strengthen Bismarck's small business ecosystem by supporting entrepreneurship, local business growth, and workforce retention.

Commissioner Hull moved to approve as presented and Commissioner Doll seconded. Upon a roll call vote, Commissioners Risch, Doll, Hull, and Mayor Schmitz voted aye. Commissioner Connelly voted nay. M/C.

- D. Public hearing on an application for a Class F-1 alcohol license by The Landing, LLC (dba) The Landing at 1700 River Road.

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

Commissioner Connelly moved to approve as presented and Commissioner Hull seconded. Upon a roll call vote, all voted aye. M/C.

- E. Public hearing on a request for a new Class I-2: Complementary Alcohol license for North Nail and Lash, LLC (dba) North Nails at 4401 Coleman Street.

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

Commissioner Risch moved to approve as presented and Commissioner Connelly seconded. Upon a roll call vote, all voted aye. M/C.

- F. Public hearing on Ordinance 6669, an annexation of Lot 45, Block 4, Silver Ranch Fifth Addition and the adjoining Davies Drive right-of-way.

Planning Director Daniel Nairn, introduced Ordinance 6669, an annexation of Lot 45, Block 4, Silver Ranch Fifth Addition and the adjoining Davies Drive right-of-way.

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

Commissioner Connelly moved to approve as presented and Commissioner Doll seconded. Upon a roll call vote, all voted aye. M/C.

- G. Public hearing on Ordinance 6672 to amend Chapter 7-02 Salary and Payroll and Chapter 7-03 of the City of Bismarck Code of Ordinances relating to Sales, Use, and Gross Receipts Tax.

City Attorney Julie Mees provided a brief description of Ordinance 6672, to amend Chapter 7-02 Salary and Payroll and Chapter 7-03 of the City of Bismarck Code of Ordinances relating to Sales, Use, and Gross Receipts Tax. Attorney Mees explained that Ordinance 6672 removes outdated language relating to Commissioner salaries.

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

Commissioner Doll moved to approve as presented and Commissioner Hull seconded. Upon a roll call vote, all voted aye. M/C.

- H. Consider the request to receive a presentation on the half-cent sales tax for roadways prioritization, funding strategy, and project selection.

City Engineer Gabe Schell provided an update on the half-cent sales tax program, explaining current revenues, spending, and long-term projections. Engineer Schell noted that the revenue stream is stable at around \$10 million per year, existing commitments are limited, and future needs exceed available funds. Due to these circumstances, Engineer Schell explained that project prioritization is essential and outlined early guidance on how water, sewer, and roadway costs should be funded.

Commissioner Connelly noted that he believes that voters are under the impression that the half-cent sales tax would fully cover certain road projects, and that changing the terms after the election to have property owners be responsible for 20% would be unfair. Commissioner Connelly argued that the proposed roads should be treated like collector streets, with future maintenance being handled through special assessments, but without surprising citizens with new costs that were never mentioned during the campaign.

Engineer Schell explained that projects were never promised to be funded by only sales tax and that funding has always been decided case-by-case by the Commission. Engineer Schell noted that public understanding of the ballot question varied, but when residents asked about fairness, many accepted the idea of discussing an appropriate local cost share.

Commissioner Risch noted that many projects cannot be funded by the half-cent sales tax alone, so covering 80% with City funds may be too generous and that a lower City share might be more appropriate.

Engineer Schell further explained that for street projects that include unusual, high-cost elements, the City should cover the unique costs fully, while adjacent landowners pay only for the standard street. If special assessments are used, they can start either through petitions from affected owners or the City can initiate a district, with normal protest rights. Engineer Schell noted that the existing 2013 rural roads policy should apply only to its original purpose and funding, not broadly to all rural roads.

Commissioner Hull requested clarification on financial projections, specifically wondering where the City's finances would end up had the half-cent sales tax not been extended and the already approved projects were completed. Engineer Schell explained that had the current measure not been extended, the City would still have collected enough revenue over the next couple of years to end with about a \$17 million positive balance, allowing completion of Tyler Parkway and enabling decisions on how to use the remaining funds for other projects.

Commissioner Risch questioned how the 80/20% split was decided. Engineer Schell explained that he encouraged discussion on how to split project costs between the City and adjacent property owners for roadway improvements. Engineer Schell noted that using the Ottawa Street project as an example, a 50/50 cost share would leave property owners with an extremely high special assessment. Engineer Schell explained that he is

trying to balance fairness and financial feasibility, which leans towards an 80/20% split. Commissioner Risch questioned whether the ratio should apply consistently across all similar projects to which Engineer Schell noted that some situations may justify different approaches, but that consistency helps avoid future disputes, and keeps the project predictable.

Mayor Schmitz asked about using half-cent sales tax funds to cover specific challenging components of a project, such as major crossings, when those pieces are essential for the project to move forward. Engineer Schell explained that the goal is to invest limited sales-tax dollars only where they create key community benefits, while developers and property owners continue funding most standard roadway costs.

Commissioner Doll moved to approve the first recommendation that water and sewer funding is per staff's recommendation, and Commissioner Connelly seconded.

Discussion:

- Commissioner Connelly noted that this is consistent with what was there before, noting that this particular passage of the sales tax portion, versus the one previously, has a lot more projects. He continued by stating that there's a lot of moving parts, so being consistent with the way we did it before is a really good move.

Upon a roll call vote, all voted aye.

Commissioner Risch moved to approve the street funding recommendation as presented, and Commissioner Doll seconded.

Discussion:

- Commissioner Connelly provided the following statement: I went to the meetings at Public Works and sat in the back and there was probably 18 people there. Maybe that's a little generous. And there were a lot of different what we could add this, or we could even look at do we dedicate it to sewage project or products or projects that weren't favorable to the group or part of that discussion? And so, they weren't included in the sales tax portion at all. And you're right in the sense that the previous one I remember when the 43rd Street discussion came up. I remember, at the time, Commissioner Marquardt, talking about it, and they were really, um, no, if we do this, it's only half a cent, not special assessment. And then it carried status quo after that. Um, uh, and that was the message that citizens grew comfortable with. There are nuances. You did explain the difference. So it allows you to kind of keep a foot on both sides of the door and in the gray. When we live in a society that wants more clarity and a genuine, honest and transparent manner, and this isn't going to be the last home World Charter amendment, this isn't going to be, um, even at the state level. We have a precedence. And I think we should follow that. And then my vote is going to reflect that.

Upon a roll call vote, Commissioners Hull, Risch, Doll, and Mayor Schmitz voted aye. Commissioner Connelly voted nay. M/C.

Commissioner Doll moved to approve the rural road recommendation as presented, and

Commissioner Risch seconded. Upon a roll call vote, Commissioners Hull, Risch, Doll, and Mayor Schmitz voted aye. Commissioner Connelly voted nay. M/C.

Engineer Schell continued by providing an overview of eligible roadway projects, both completed and untouched, and created a formal scoring system to help prioritize future work based on factors like safety, traffic operations, and community need. He noted that because large corridors can't realistically be built all at once, they were broken into smaller segments to compare priorities more accurately. Engineer Schell explained that the ranking process is subjective, intended only as guidance, and can shift if new development or community needs arise. He noted that using this method, staff identified a set of higher-priority segments, beginning with Ottawa Street, and outlined next steps, returning to the Commission as projects advance.

Mayor Schmitz asked who was involved in the ranking and scoring for the projects. Engineer Schell replied that the Engineering team initially scored and prioritized the projects internally, with input from various staff who had differing perspectives. He noted that past discussions with the North Dakota Department of Transportation indicated that State Street would not receive support until other corridors, like 19th Street, were addressed, which influenced how priorities were set. Engineer Schell noted that while Planning staff were not directly involved with the scoring, they routinely coordinate with Engineering on development activity, ensuring future infrastructure needs are well understood.

Commissioner Risch asked which projects are arterial and which ones are local and collector streets. Engineer Schell replied that all the proposed projects are non-arterial roadways.

Commissioner Hull noted he appreciates seeing the Arabian/Buckskin/Colt area on the project list as the residents have long complained about poor road quality and lack of sidewalks. He asked how often the Commission would need to approve new batches of projects, since the current prioritized group represents about four years of work. Engineer Schell explained that while the list of priority projects has been identified, each project will still require future Commission approval before moving forward and noted that work cannot begin until petitions are gathered from affected property owners and a special assessment district is formally created.

Commissioner Connelly suggested finishing current projects before starting new to allow revenue to catch up to not show a deficit. Engineer Schell explained that once projects are approved, they remain part of ongoing planning, and development activity can shift their priority over time. He further explained that as current projects finish, existing sales tax revenue will likely catch up, reducing any temporary deficits and that the City can manage short-term negative balances by cash-flowing costs, rather than delaying projects until funding accumulates.

Commissioner Risch moved to adopt the prioritized project list as recommended and Commissioner Hull seconded. Upon a roll call vote, all voted aye. M/C.

- I. Consider the recommendation from Mayor Mike Schmitz for portfolio assignments and designation of Vice Chair of the Board of City Commissioners.

Mayor Schmitz presented his recommendation for Commissioner portfolio assignments and Vice Chair designation, explaining that the proposal was developed over several weeks with input from department leaders and Commissioners. The updated structure consolidates related areas under Public Works to align better with City Ordinances and provides clearer organization.

Commissioner Risch moved to approve as presented and Commissioner Hull seconded. Upon a roll call vote, all voted aye. M/C.

6. OTHER BUSINESS

- A. Commissioner Risch welcomed the new Commissioners.
- B. City Administrator Jason Tomanek introduced the newly hired Finance Director, Ryan Skor to the Commission.

ADJOURN

There being no further business to discuss, the meeting was adjourned at 7:11 PM.

PERSONNEL ACTIONS FOR THE MEETING ON JULY 28, 2026

<u>Full-Time and Part-Time Appointments</u>	<u>Department</u>	<u>Status/Action</u>	<u>Date</u>
Shanmugasundarm, Kabhilaan – Systems Analyst	IT	Full-Time	07/20/2026
Harrington, Marcus – Heavy Equip Operator	PW-Services	Full-Time	07/20/2026
Teddick, Michael – HVAC Tech	PW-Services	Full-Time	08/03/2026
Ahlgren, Gracie – Maintenance Worker	PW-Utilities	Part-Time	07/13/2026

Separations

Oswald, Christopher – Real Property Appraiser	Assessing	Full-Time	07/17/2026
Krantz, Jonathan – Mosquito Control Tech	Public Health	Part-Time	07/08/2026
Davis, Brandon – Heavy Equipment Operator	PW-Services	Full-Time	07/01/2026
Delorme, Darryl – Truck Driver	PW-Services	Part-Time	06/30/2026
Gilgallon, Kevin – Fleet Technician I	PW-Services	Full-Time	07/07/2026
Hoffer, Beth – Forestry Tech	PW-Services	Part-Time	07/07/2026
Long, Dustin – Waste Service Worker	PW-Services	Full-Time	06/30/2026

Others



Administration Department

DATE: July 28, 2026

FROM: Jason Tomanek, City Administrator

ITEM: Event Center Lighting and Control Modernization - Halls A through D

REQUEST:

Receive bids and award the contract for the Bismarck Event Center Lighting and Control Modernization Project.

BACKGROUND INFORMATION:

The lighting and lighting control system at the Bismarck Event Center for Halls A through D has reached the end of its life expectancy and was scheduled for replacement in the 2024 Capital Improvement Plan. This project will replace the lighting systems in exhibit halls A through D and will provide a new lighting control system along with a service contract.

The Architect's estimate in the 2024 CIP for the base bid was \$400,000.00. Bids were received on July 13, 2026. Six bids were submitted with the apparent low bidder being Bergstrom Electric for \$418,000.00. In addition to the base bid the Architect requested three add alternates, Alternate 1 for replacing light fixtures in halls A&B, Alternate 2 adding the Prairie Rose Rooms to the new control system, and Alternate 3 adding a 5-year service agreement with the lighting controls vendor. The total of the add alternates is \$204,500.00.

RECOMMENDED CITY COMMISSION ACTION:

Receive bids and award contract for the base bid and alternates for the Bismarck Event Center Lighting and Control Modernization.

STAFF CONTACT INFORMATION:

Jason Tomanek, City Administrator, 701-355-1300, jtomanek@bismarcknd.gov

ATTACHMENTS:

1. BEC Lighting & Controls Modernization Bid Tabulation

TABULATION OF BIDS

Design Team Estimate: \$400,000 (base bid only)

PROJECT: Bismarck Events Center - Lighting & Controls Modernization 315 South 5th Street Bismarck, ND 58504 BIDS RECEIVED BY: Jeff Ubl, Principal Architect Ubl Design Group, P.C.	BID TIME & DATE: Bids Received at 3:00 PM Central Time Bid Opening at 4:00 PM Central Time July 13, 2026 BID LOCATION: Office of the City Administrator 221 North 5th Street Bismarck, ND 58506	
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ELECTRICAL CONSTRUCTION BIDS

	CONTRACTOR NAME City, State	ADDENDA				ENVELOPE #1		BASE BID	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3	
		Addendum #1 June 24, 2026	Addendum #2 June 29, 2026	Addendum #3 July 6, 2026	Addendum #4 July 7, 2026	Bid Bond (5%)	ND Contractor's License #					
1	Fetzer Electric Bismarck, ND	X	X	X	X	X	X	\$445,000	\$94,000	\$45,000	\$57,000	\$641,000
2	Edling Electric Bismarck, ND	X	X	X	X	X	X	\$732,000	\$129,000	\$46,000	\$54,000	\$961,000
3	Skeels Electric Bismarck, ND	X	X	X	X	X	X	\$733,185	\$170,955	\$53,025	\$49,900	\$1,007,065
4	Denny's Electric Dickinson, ND	X	X	X	X	X	X	\$513,000	\$110,100	\$61,300	\$62,300	\$746,700
5	Bergstrom Electric Inc. Bismarck, ND	X	X	X	X	X	X	\$418,600	\$104,200	\$41,800	\$58,500	\$623,100
6	Electric Systems Inc. Bismarck, ND	X	X	X	X	X	X	\$494,000	\$79,800	\$84,980	\$54,000	\$712,780



Airport

DATE: July 28, 2026

FROM: Gregory Haug, Airport Director

ITEM: De-icing Fluid Storage Tank Disposal

REQUEST:

Disposal of a de-ice fluid storage tank for \$5,000.00.

BACKGROUND INFORMATION:

Bismarck Airport maintenance staff uses de-icing fluid to maintain runway conditions during winter ice events. Airport staff orders the de-icing fluid in bulk and stores it in large tanks. Prior to the new airport maintenance shop being built, the airport had one 6,000-gallon tank to store de-icing fluid. Two new 10,000-gallon tanks were incorporated into the new airport maintenance shop. Now, the 6,000-gallon tank is not needed for airport maintenance.

With that, Airport staff is requesting disposal of the tank per City Ordinance 7-01-05.1. The tank is valued at \$5,000. An airline ground handling company at the airport has agreed to purchase the tank for their operation at a cost of \$5,000. Airport staff is agreeable to the private sale of \$5,000.

RECOMMENDED CITY COMMISSION ACTION:

Approve the private sale of the de-icing storage tank for \$5,000.

STAFF CONTACT INFORMATION:

Gregory Haug, Airport Director, 701-355-1805, ghaug@bismarcknd.gov

Matthew Remyense, Assistant Airport Director, 701-355-1806, mremynse@bismarcknd.gov

ATTACHMENTS:

None



Airport

DATE: July 28, 2026

FROM: Gregory Haug, Airport Director

ITEM: Capital City Construction Aircraft Rescue and Firefighting Building Contract Change Order

REQUEST:

Change order to Capital City Construction's contract for the Aircraft Rescue and Firefighting (ARFF) Building.

BACKGROUND INFORMATION:

In August 2025, the City entered into a contract with Capital City Construction for the construction of the expansion to the ARFF building. The contract required Capital City Construction to have the project substantially completed by June 9, 2026, and final completion by July 9, 2026. Both completion dates were successfully met by Capital City Construction.

In early July, Airport staff was making minor improvements to the existing building; painting, ceiling tile replacement and wallpaper removal. During Airport staff's work, water damage was found to the ceiling and drywall in several locations. The damage occurred due to old worn-out caulking in a roof seam.

After discovery of the water damage, Airport staff asked Capital City Construction if they could repair the water damage and replace the worn-out caulking. Capital City Construction agreed to complete the repairs under the current contract, which is advantageous since they are familiar with the building and have airport badging. To complete the repairs under the current contract, it will require a change order adding 60-days and \$15,900 to the contract. The cost of completing the base and option 1 repairs is \$15,900.

RECOMMENDED CITY COMMISSION ACTION:

Approve a change order authorizing \$15,900 contract increase and a 60-day time extension for the Capital City Construction ARFF building contract.

STAFF CONTACT INFORMATION:

Gregory Haug, Airport Director, 701-355-1805, ghaug@bismarcknd.gov

Matthew RemyNSE, Assistant Airport Director, 701-355-1806, mremynse@bismarcknd.gov

ATTACHMENTS:

1. AIR - 1



Capital City Construction, Inc.

1501 E. Calgary Ave. • P.O. Box 7337 • Bismarck, ND 58507
Phone 701-255-4002 • FAX 701-222-0731

July 7, 2026

Ubl Design Group, P.C.
Attn: Jeffrey Ubl
210 South 12th Street
Bismarck, ND 58504

RE: Bismarck Airport ARFF Building Expansion - Bismarck, ND

Dear Jeffery,

This is our Change Order Request to remove and replace an area of gypsum approximately 10'-0" x 50'-0". Price includes taping and painting new gypsum, provide and install new vinyl base to match existing, provide a new acoustical ceiling at corridor and also includes new joint sealants at existing roof where existing joints at brick have failed.

TOTAL..... \$ 12,850.00

Option #1 - Remove and replace ceiling at back office.

OPTION #1 TOTAL..... \$ 3,050.00

This is our Change Order Request I.

If you have any questions, please feel free to contact our office.

Sincerely,

Erik Bilstad, Project Manager
CAPITAL CITY CONSTRUCTION, INC.

EB/jw



Airport

DATE: July 28, 2026

FROM: Gregory Haug, Airport Director

ITEM: House of Color Contract Time Extension

REQUEST:

A 150-day time extension on House of Color Contract.

BACKGROUND INFORMATION:

In October 2025, the City Commission approved the award of a contract to House of Color for the replacement of the terminal's entrance mats. At that same time, the City Commission had to reject a bid to replace the terminal doors because of bid error. Following the meeting, Airport staff rebid the project and in January 2026, the City Commission awarded the bid for the replacement of the sliding glass doors to C&H Glass. Airport staff executed contracts with both House of Color and C&H Glass for the projects.

To prevent damage to the new entrance mats, Airport staff required that the entrance mat installation be completed after the doors were installed by the door contractor. Unfortunately, the sliding glass door project has been delayed due to extended manufacturing and shipping lead times. Since being executed in November, the mat contract with House of Color has been sitting open waiting for the door project to be completed and now requires a time extension.

Airport staff is recommending a 150-day time extension for the House of Color contract. The 150 days will extend the contract to the end of October.

RECOMMENDED CITY COMMISSION ACTION:

Approve a 150 day time extension for the House of Color floor mat contract.

STAFF CONTACT INFORMATION:

Gregory Haug, Airport Director, 701-355-1805, ghaug@bismarcknd.gov

Matthew Remyense, Assistant Airport Director, 701-355-1806, mremynse@bismarcknd.gov

ATTACHMENTS:

None



Airport

DATE: July 28, 2026

FROM: Gregory Haug, Airport Director

ITEM: Commercial Terminal Expansion Design Contract

REQUEST:

Architectural Contract with Ubl Design Group for the Design, Construction Administration and Construction Observation (CACO) of the Terminal Expansion Project.

BACKGROUND INFORMATION:

In 2001, City and Airport leadership began the process of studying the concept of a new commercial terminal to serve the traveling public. The study that was completed in 2001 forecasted 20-year passenger enplanement to be approximately 240,000. After the study was completed, City and Airport leadership determined to move forward with a new commercial terminal designed to accommodate the forecasted enplanements of 240,000. Design of the terminal was conducted between 2001 and 2003. Construction of the new terminal began in September 2003 and was finished in May 2005. Since opening to the public in 2005, the terminal has largely remained the same except for security queuing improvements, the addition of a 4th passenger boarding bridge, post security concessions improvements and maintenance and cosmetic upgrades.

Passenger enplanement numbers have grown faster than the 2001 study predicted. In 2014, passenger enplanement numbers surpassed 240,000 and since then, except for 2020 and 2021 COVID years, the terminal has been operating at or above what it was designed to accommodate. During those times, the terminal has experienced overcrowding, leading to a lack of seating and bathrooms, inadequate circulation space, and concessions space. Additionally, the increased activity has led to challenges related to aircraft parking, space for airline ground handling, and TSA baggage and passenger screening.

In 2019, passenger enplanements hit an all-time high of 309,000 enplanements and are expected to continue growing. Based on that growth and the known challenges with the Terminal, Airport staff began the process of commissioning a terminal area study. However, in 2020, the COVID-19 pandemic decimated commercial air travel, resulting in a steep drop in passenger enplanements. At this time, Airport staff tabled the need for a terminal area study to better understand what long-term effects the COVID-19 Pandemic would have on future air travel. In Bismarck, the passenger enplanement numbers did not rebound from the COVID-19 pandemic until late 2022 into 2023. In 2023, passenger enplanement activity continued to grow, regenerating the need to initiate the study. In late 2023, Airport staff received permission from

the City Commission to proceed with the terminal area study.

In 2024, Airport Staff commissioned Ubl Design Group and its sub-consultant, Mead and Hunt, to complete a terminal area study. The purpose of the study was to conduct an inventory of existing conditions, develop aviation activity forecasts that include passenger enplanements, develop future facility requirements, develop future alternatives concepts, and develop an implementation plan. The study included the participation of current airport terminal tenants, the Federal Aviation Administration (FAA) and North Dakota Aeronautics Commission (NDAC). Additionally, the consultant developed the Airport Advisory Committee, which was made up of community leaders from key industries like education, local government, community developers, and healthcare, along with representatives from the Bismarck Mandan Chamber EDC, Bismarck Mandan Convention of Visitors Bureau and the Bismarck City Commission.

The study was completed in early 2026 and findings of the study were presented to the City Commission at the February 24, 2026, City Commission meeting. In summary, the study concluded that several areas of the terminal are not properly sized for current and future passenger activity. The study identified that over the next twenty years, passenger numbers will grow to over 450,000 passengers, triggering the need for increases in departure lounge, baggage pick-up, concessions, and TSA screening space, plus the addition of two boarding bridges. Based on these needs, the consultant developed multiple terminal expansion concepts for consideration by the Airport Advisory Committee. The Airport Advisory Committee selected a combination of the alternatives to form the preferred alternative. The implementation plan took the preferred alternative and created five distinct phases that could be completed independent of one another. The study identified the total cost of all five phases to be \$160.5 million.

During the final stages of the study, Airport staff determined that the most critical phases of the preferred alternative are Phases 1, 2, and 3 with a total estimated cost of \$132.2 million. During the development of the 2026 budget, Airport staff proposed a funding plan for completing Phases 1, 2, and 3 over a four-year period, 2027 through 2030. The plan was generally accepted by the budget committee and funds were programmed into the budget. At the February 2026 update to the Commission, Airport staff and Jeff Ubl, with Ubl Design Group (Ubl), recommended to the City Commission to proceed with Phases 1, 2, and 3. The Commission generally agreed with this concept with the understanding that the financial plan would need to be further developed.

As described in the financial implementation plan, a large amount of the funding for the terminal construction is expected to be one-time generational funding from the ND State legislature. To ensure a proper timeline for design and bidding, Airport staff has been working to assure design of the project would start in the summer of 2026. Activities that have been completed include the selection of the architectural firm that will lead the design of the expansion, the development of the scope of services for the design contract, the official request to the FAA to allow the Airport to use a Construction Manager at Risk (CMAR) for the project, applying for an Airport Terminal Program (ATP) Grant through the FAA and refining the financial plan based on the latest information. Airport staff is happy to report that the FAA has approved the use of CMAR for the project as well as approved the scope of services, and we have received two grants to assist with funding the design contract.

Earlier this year, Airport staff worked with Ubl and the FAA to define the scope of services for the design contract. The contract is based on the number of hours expected to complete tasks within the scope. The contract has two distinct services. The first is the design of the terminal and the second is the construction administration, construction observation and closeout of the

construction projects. The contract begins at the start of design and continues through the completion of the terminal construction project, including the closeout paperwork, which will be completed in or about 2031. Ubl's responsibilities under the contract include design of the terminal, environmental review, construction document development, bidding services, grant management, construction observation and closeout. The contract and scope are designed to have off-ramps in the event funding is not received, and a phase does not need to be designed, constructed or managed.

The FAA approved the scope of services in June 2026. After the FAA approved the scope of services, Airport staff worked with another architect to complete an Independent Fee Estimate (IFE) of the contract with Ubl. After IFE negotiations, Ubl's total cost to complete the architectural services for the terminal expansion project is \$10,055,152.81. Ubl's cost includes all labor, and expenses for Ubl, including subconsultants. Airport staff engaged Burns and McDonnell, Inc., an engineering and architectural firm from Kansas City, MO, to complete the IFE work. Burns and McDonnell submitted a total cost for the project of \$10,517,049.86. Burns and McDonnell's IFE cost includes all labor, expenses, and subconsultants. When comparing costs, the subconsultant costs were considered a pass through and were not factored into the review. When comparing the labor cost of the proposals, Ubl's proposal was \$372,534.55, or 6.82%, lower than Burns and McDonnell's IFE cost proposal. Ubl Design Group's cost proposal is within 10% of the IFE, an FAA requirement, and is deemed to be reasonable.

The Airport has received two grants to assist with the cost of the contract. The first grant was an ATP Grant from the FAA in the amount of \$1 million and requires no match. The second grant is an NDAC grant in the amount of \$4.7 million, which requires a 50% match. With these two grants figured in, the cost to the City and Airport for the contract is \$4.5 million over a five-year period. The architectural scope of services and project budget for Phases 1, 2 and 3 are attached for reference. (Enclosures 1 & 2). In the Airport's 2026 approved spending plan, there is \$5 million in revenue that is to be used for the Airport's share of the design contract. The \$5 million is the first installment of the City's \$19 million commitment over a four-year period for the overall terminal expansion project.

As part of the architect selection process, the City Commission needs to officially confirm the selection committee's recommendation of the architect. In December 2025, Airport staff, following City and FAA policy, advertised a Request for Proposal (RFP) for an architect. The Airport received four proposals in response to the RFP. The proposers were EAPC Architects, Mead and Hunt, SOM, and Ubl Design Group. On January 12, 2026, the selection committee made up of City Commissioner John Risch III, Chamber EDC Executive Director Brenda Nagel, MDU Senior Public Affairs Specialist Justin Dever, Assistant Airport Director Matthew Remyse, and myself interviewed EAPC Architects, Mead and Hunt, and Ubl Design Group. After scoring and ranking the firms interviewed, the selection committee recommends Ubl Design Group for the five-year period.

In closing, Airport staff recommends the City Commission approve the design contract with Ubl Design Group. Approving the design contract will allow the design process to start so Phase 1 can be ready to bid next summer after the 2027 legislative session. This action shows the City's commitment to advancing the overall project. As the design starts progressing and the funding plan for constructing each phase of the terminal expansion gets further refined, Airport staff will bring construction bids, grant funding and a financial plan to the City Commission for approval of each phase.

RECOMMENDED CITY COMMISSION ACTION:

1. Accept the recommendation of the Architect Selection Committee to select Ubl Design Group as the Architect of Record for a five-year period.
2. Authorize City and Airport staff to enter into a contract with Ubl Design Group for the Design and Construction Administration and Construction Observation of Phases 1, 2 and 3 of the Terminal Expansion project.
3. Authorize the use of Construction Manager at Risk (CMAR) for the Terminal Expansion Project.

STAFF CONTACT INFORMATION:

Gregory Haug, Airport Director, 701-355-1805, ghaug@bismarcknd.gov

Matthew Remyense, Assistant Airport Director, 701-355-1806, mremynse@bismarcknd.gov

ATTACHMENTS:

1. AIR - 1
2. AIR - 2

SCOPE OF SERVICES
Bismarck Airport (BIS)
Bismarck, North Dakota
Terminal Expansion and Renovation: Design and Construction Phase Services
June 15, 2026

This document includes a general understanding of the Bismarck Airport - Terminal Renovation and Expansion project, as well as a detailed scope of services for related design and construction phase services to be performed under the contract between **Übl Design Group, P.C. (Consultant)**, and **Bismarck Airport (BIS) / City of Bismarck (Bismarck) (Sponsor)**.

Document Table of Contents:

1. Project Understanding
 2. Basic Services
 3. Supplemental Services (services included beyond basic services)
 4. Additional Services (services not included in the scope, but available upon request)
 5. Meeting, Travel, Trips – Design
 6. Meeting, Travel, Trips – Construction
 7. Owner's Responsibilities
- Appendix A – List of Subconsultants

1. Project Understanding

The BIS Terminal Building was originally designed by Tvenge Associates, P.C. and constructed between 2002 and 2005. The Terminal opened to the public in May of 2005. Since opening, the terminal has undergone few improvements, with only one significant renovation happening in 2018 that included an expansion and modifications to the TSA security screening checkpoint. From 2005 to present day, the airport has continued to experience significant passenger growth. The Consultant was contracted in December 2022 to provide a Terminal Area Study (TAS) evaluating the existing conditions of the terminal, forecasting the passenger growth over the next twenty years, and to identify a list of terminal facility requirements that aligns with the optimum Level of Service (LOS) needed for passenger comfort and as required by the Federal Aviation Administration (FAA). Following the forecasting, plan alternatives and a preferred alternative were developed. The last step was preparation of a long-term financial/implementation plan to ensure the feasibility of a future terminal expansion project. This scope of services will refer to the 2026 Terminal Area Study (Exhibit B) as the basis of design for the terminal renovation and expansion. The TAS was accepted by the City of Bismarck in June of 2025 and was submitted to the FAA for a general review in February of 2026. Übl will provide design and construction phase services to renovate impacted portions of the existing terminal and construct the new expansion.

The purpose of this terminal expansion is to reconfigure existing spaces and expand the terminal to better manage passenger and operational traffic, meet the needs of passengers, and have the capacity to manage the forecasted passenger loads and airport operations predicted in the TAS forecasts. This translates into the

need for two additional gates, expanded the passenger departure lounges, reconfiguring the TSA security screening checkpoint, allocating additional space for sterile area concessions, restrooms, and other passenger amenities such as a Service Animal Relief Area (SARA), Sensory/Play areas for children, Mothers' Room and updated passenger seating and technology accommodations. In addition, the expansion will provide additional space in both the inbound and outbound baggage make-up, for the TSA Checked Baggage Inspection Area, improve ground support operations and provide much-needed equipment storage.

The existing terminal will remain in continuous operations throughout the duration of construction, and it is anticipated that the terminal expansion project will be executed over three phases of construction. Collaborating with the Sponsor's engineering consultant and construction manager (CM@R), a detailed phasing plan will be prepared to mitigate disruptions to airport operations during construction. The Project phases are as follows:

- Phase 1: South Concourse expansion / airport administration offices / outbound bag make-up expansion
- Phase 2: Concessions/concourse expansion and TSA security checkpoint reconfiguration
- Phase 3: North Concourse expansion

The project schedule will be determined in cooperation with the Owner and CM@R. However, the anticipated schedule is as follows:

- Scoping, IFE, Contracting: Q1 2026
- Design & CM@R Selection: Q2 2026 through Q3 2027
- Construction (all Phases): Q4 2027 through Q1 2031

This scope of work (Exhibit A) includes professional architectural and engineering design and construction phase services. The phases of design will include Schematic Design (SD), Design Development (DD), Construction Documents (CD), and Procurement. The design phase services will be contracted on a lump sum basis for all three phases. The Construction Phase Services will include construction administration, site observation, and project closeout. The construction phases services will be contracted on an hourly basis. The budget, timeline, and physical extents of the project for which services are being provided is identified in Exhibit B.

2. Basic Services

The tasks in the scope of basic services are as follows:

- BS.01 – Project Management
- BS.02 – Schematic Design
- BS.03 – Design Development
- BS.04 – Construction Documents
- BS.05 – Procurement Phase Services – CM@R
- BS.06 – Construction Phase Services

BS.01 - Project Management

Project Management will take place throughout the duration of this project. The Consultant will coordinate project progress and issues with the Owner, manage consultant's activities, provide oversight and quality control, check documents, and organize team information.

Specific tasks related to Project Management are as follows:

- Scoping and fee negotiations with responses to IFE Review.
 - Including preparation of the Exhibit A and IFE Worksheet
- Preparation and revisions to the consultant agreement
- Preparation and completion of all subconsultant agreements
- Consultant project invoicing and accounting
- Owner, consultant, subconsultant, and stakeholder communications
 - Develop and maintain a project contact list.
 - Establish and maintain document sharing procedures.
 - Record and distribute meeting agendas and minutes.
- Direct and coordinate of in-house staff
- Direct and coordinate subconsultants, including subconsultant invoicing.
- Project budget and schedule management
- Quality Control
- Assist CM@R with preconstruction tasks:
 - On-boarding CM@R
 - Assist with project schedule
 - Assist with budgeting
 - Assist with project phasing and logistics
 - Review of GMP's with Sponsor

BS.02 – Schematic Design

The schematic design (SD) phase is the initial stage of project design, where the design team collaborates closely with the Owner to define the project goals, requirements, and spatial relationships. During this phase, the design team explores concepts, prepares preliminary drawings, develops basic plans, elevations, and massing models. The early sketches and models help visualize the project's scale, form, and organization. The goal is to establish a clear direction and ensure alignment with the Owner's vision, budget, and functional needs before advancing to detailed design.

This schematic design phase will include refinement of the preferred alternative plans and development of exterior elevations. Preliminary selection of major building systems and construction materials will be noted on drawings or described in writing. The phase will consider the interfacing of various structural, mechanical, plumbing, electrical, baggage handling systems, passenger boarding bridges (PBB) and other building

components. In coordination with the Sponsor's Engineer, the SD phase will also establish basic relationships between site improvements and building elements.

The deliverables for this phase are identified below and will include services from all the subconsultants listed in Appendix A.

- Existing conditions coordination
 - Coordinate existing site conditions with Sponsor's Engineer
 - Procure, complete, review and distribute Geotechnical Investigation
 - Survey existing terminal building systems.
 - Survey existing terminal building spaces.
 - Survey existing terminal materials and finishes.
 - Complete a review of all past projects, as-builts, specifications, and studies.
 - Prepare a set of digital drawings that reflect the existing building conditions for distribution to the subconsultants.
- Develop schematic level drawings for:
 - Architectural
 - Interiors
 - Structural
 - HVAC
 - Electrical
 - Baggage handling systems
 - Passenger boarding bridges.
- Develop planning level drawings for future phases of expansion to the terminal (i.e., phase 4 from the TAS)
- Coordinate preliminary civil and site conditions with Sponsor's Engineer
- Complete preliminary building code and ADA review, this includes an introductory meeting with the authority having jurisdiction.
 - Complete a preliminary review with the City of Bismarck.
 - City Administration
 - Community Development
 - Building Inspections
 - Engineering
 - IT
 - Fire
 - Police
- Develop schematic level engineering calculations.
- Evaluate building systems options.
- Complete a preliminary development review of the proposed plan with the local utilities that interact with the Airport.

- Develop narratives describing preferred building systems.
 - HVAC
 - Plumbing
 - Fire Protection
 - Electrical
 - Technology (FIDS, BIDS, Access Control, data, and telecommunications)
 - Baggage Handling
 - Passenger Boarding Bridges
- Establish sustainability goals and provide outline.
- Develop interior design concept; provide Owner with proposed materials and color selections.
- Prepare preliminary outline of technical specifications.
- Conduct SD level Stakeholder Meetings with the stakeholders identified in the TAS.
- Coordinate preliminary front-end specifications with Owner Engineer and CM@R
- Complete internal SD QC/QA Review.
- Submit SD Documents to CM@R for SD level budget development. (one hardcopy/one digital)
- Submit SD Documents to Owner for Review. (Four Hardcopies/One digital)
- Submit SD Documents to FAA for Review. (One Hardcopy/One digital)
- Review SD Budget update and coordinate with Sponsor; complete value engineering exercise.
- Complete a general review with the FAA.
- Complete page-turn review with Owner before proceeding to next phase.

BS.03 – Design Development

The Design Development (DD) phase builds on the approved SD phase to further refine and develop the project. During this phase, the design team advances the design details, including layout, form, materials, building systems, and structural components. Key decisions are made regarding finishes, equipment, and systems integration, in collaboration with the engineering subconsultants. The design team prepares detailed drawings and documents that illustrate how the building will function and appear, ensuring alignment with the Owner's goals, code requirements, and budget. By the end of this phase the design is well defined and ready for construction documentation.

The deliverables for this phase are identified below and will include services from all the subconsultants listed in Appendix A.

- Building code and ADA investigation and coordination with Authorities having Jurisdiction
 - Coordinate with outside local agencies and resources on terminal accessibility. Seek input from Public on accessibility and universal design for the terminal to aid those with physical and mental disabilities.
 - Complete a comprehensive review with the City of Bismarck.
 - City Administration
 - Community Development
 - Building Inspections

- Engineering
 - IT
 - Fire
 - Police
- Structural
 - Design and inspection criteria.
 - Geotechnical review and comment
 - Foundation plans
 - Floor and framing plans
 - Preliminary construction details
 - Draft technical specifications
- Architectural
 - Demolition plans
 - Floor plans
 - Room sizes and configurations
 - Roof Plan
 - Exterior elevations and material selections
 - Building sections
 - Preliminary wall sections
 - Doors and windows are located.
 - Complete Glare analysis
 - Overall horizontal work points established.
 - Overall vertical work points established.
 - Preliminary ceiling plans and heights
 - 3-D presentation quality images
 - Digital animation
 - Draft technical specifications
- Interior Design
 - Continuing selection and coordination of interior finish materials
 - Prepare FF&E plans, including furniture selection.
 - Prepare room finish schedules.
 - Interior elevations
 - Provide support in 3-D imagery.
 - Coordinate with Wayfinding/signage subconsultant.
 - Coordinate with baggage handling subconsultant.
 - Draft technical specifications
- HVAC/Plumbing/Fire Protection
 - Identification and narrative outlining Owner design criteria.
 - Systems and major equipment drawings

- Building utilities identified and coordinated with civil (Owner Engineer)
- Demolitions plans
- Plumbing plans
- Fire protection plans.
- Ventilation plans
- Proposed control system
- Mechanical roof opening sizes confirmed.
- Coordinated building sections.
- Preliminary details
- Complete DD level energy modeling
- Draft technical specifications
- Electrical and technology
 - Drawings indicating the scope of project.
 - Demolition plans
 - Lighting plans
 - Power plans
 - Systems plans.
 - Preliminary details
 - Complete DD level energy modeling
 - Draft technical specifications
- Preliminary Landscape plans and concepts
- Aircraft parking and passenger boarding bridge preliminary documents.
- Baggage handling equipment preliminary documents
- Wayfinding/Signage preliminary documents
- Review and confirm sustainability goals are being met
- Conduct DD Level Stakeholder Meetings with stakeholders identified in the TAS.
- Coordinate preliminary front-end specifications with Owner Engineer and CM@R
- Complete internal DD QC/QA Review at 50%
- Complete internal DD QC/QA Review at 100%
- Submit DD Documents to CM@R for DD level budget development (one hardcopy/one digital)
- Submit DD Documents to Owner for Review (four hardcopies/one digital)
- Submit DD Documents to FAA for Review (one hardcopies/one digital)
- Review DD Budget update and coordinate with Sponsor; complete value engineering exercise.
- Complete a general review with the FAA.
- Complete page-turn review with Owner before proceeding to next phase.

BS.04 – Construction Documents

In the Construction Document (CD) Phase, the design team produces detailed drawings and technical specifications that fully describe the building's design, materials, systems, and construction requirements.

These documents serve as legal and technical basis for contractor bidding, permitting, and construction. The consultant coordinates with subconsultants to integrate structural, mechanical, electrical, and other systems. Emphasis is on accuracy, code compliance, constructability, and alignment with approved design and budget. The result is a comprehensive set of documents used to secure building permits and guide the construction process.

The deliverables for this phase are identified below and will include services from all the subconsultants listed in Appendix A.

- Building Code and ADA completion
 - Comcheck finalized for energy code analysis
- Finalize all design calculations.
- Final drawings
 - Civil (Owner Engineer)
 - Structural
 - Architectural
 - Interior Design
 - Landscape design
 - Plumbing
 - HVAC
 - Fire Protection
 - Electrical
 - Technology
 - Baggage Handling
 - Passenger Boarding Bridges
 - Signage/Wayfinding
- Final building renderings
- Final Technical specifications
- Coordinate final front-end specifications with Owner Engineer and CM@R
- Deliver final construction documents to the following:
 - 90% review to Owner (four hardcopies/one digital)
 - 90% review to CM@R (one hard copy/one digital)
 - 90% review to FAA (one hard copy/one digital)
 - 100% Documents to Owner (three hardcopies/one digital)
 - 100% Documents to CM@R (one hard copy/one digital)
- Review CD Budget update and coordinate with Sponsor; complete value engineering exercise.
- Complete final page-turn review with Owner.
- Deliver CD Review documents to Owner and complete page-turn review.

BS.05 – Procurement Phase Services – CM@R

The scope of services includes preparation of one set of construction documents for the entire construction work scope. The segregation of that work into subcontractor work, or self-performed work scopes or bid packages shall be the responsibility of the CM@R. Refer to Supplemental Services paragraph SS.08 - Multiple Bid Packages for additional information.

The Consultant will provide its services in conjunction with the services of a CM@R. The Architect is not responsible for items identified in the scope or Contract of the CM@R.

The Consultant and its Subconsultants will assist the CM@R during the bid period and will receive, review, and respond to questions from bidders. The Consultant and its Subconsultants will provide complementary documents as needed in response to questions during the bid period. In addition to answering questions, the Consultant and its Subconsultants will review material and equipment substitutions, attend the bid opening and subsequent city commission meeting to award bids, and approve the CM@R guaranteed maximum price.

The deliverables for this phase are identified below and will include services from all the subconsultants listed in Appendix A.

- Deliver final documents to CM@R for bidding.
- Supplementary drawings and specifications for inclusion into addenda issued by the CM@R
- Formal responses to request for prior approval or substitution requests

BS.06 – Construction Phase Services

The Consultant will provide construction administration for architecture and subconsultant services listed in Appendix A. The scope of services for this phase will include the following:

- Construction Administration
- Post-Construction Tasks

Construction Administration

The Consultant will perform the following Construction Administration tasks:

- Contractor Submittal Process
 - Review submittal schedule.
 - Review submittals, samples, and shop drawings as required in the technical specifications.
 - Review required laboratory tests as determined by individual technical specifications.
 - Review submittals for Buy American compliance.
 - Distribute submittals based on CM@R protocols, utilizing CM@R Submittal and project management software.
- Requests for Information (RFI)
 - Coordinate with Owner and stakeholders.
 - Coordinate with Design team and CM@R
 - Review and process RFI's.

- Issue Supplemental Instructions
- Monitor RFI and Supplemental Instruction log.
- Change in Work
 - Issue Proposal Requests (PR) for potential changes in work.
 - Review CM@R Change Requests (CR), address AIP eligibility (allowability and reasonableness of cost), make recommendations to Owner and coordinate submittals to FAA.
 - Assist the Owner with negotiations related to proposed changes, including requests for additional time.
 - Review Change Orders (CO) prepared by the CM@R for accuracy and process as needed.
 - Monitor PR, CR, and CO logs.
- Application for Payment Review
 - Review CM@R's schedule of values.
 - Review and certify partial pay applications and lien waivers.
 - Review and monitor stored materials requests.
 - Forward recommendations to Owner.
 - Monitor payment status log.
- Periodic Site Visits, Construction Meetings, and Site Activity Coordination
 - The Consultant and its Subconsultants will make weekly site visits throughout the duration of the construction. Some visits may coincide with construction progress meetings.
 - The Consultant and its consultants will prepare Field Observation Reports with each visit that will be distributed to the Owner, Owner Engineer, and CM@R. The field observation reports will include photographic evidence of work progress.
 - The Consultant will assist in the preparation of a bi-weekly construction and inspection report which will be submitted to the FAA (FAA Form 5370-1)
 - The Consultant will provide project update presentations to the Bismarck City Commission at completion of each phase.
 - The Consultant and its Subconsultants will participate in weekly construction progress meetings.
 - The Consultant will attend required pre-installation meetings, organized by the CM@R as designated by each individual technical specification section.
 - The Consultant will observe in-field performance testing, organized by the CM@R as required by each individual technical specification section.
- Punch-List preparation and Final Inspections
 - Upon notice from the CM@R that each phase is complete the Consultant with the Owner will make a 'pre-final' site visit to determine if the Project is complete and ready for inspection.
 - The Consultant and its subconsultants will schedule and conduct a substantial completion inspection with the Owner, Subconsultants, CM@R, and FAA.

- The Consultant and its Subconsultants will prepare and distribute punch-lists following the pre-final and substantial completion inspections. The Consultant will coordinate with the CM@R on corrective action to the punch-list items indicated.
- Upon completion of the substantial completion inspection the Consultant will prepare and issue a Certificate of Substantial Completion
- Upon completion of the final inspection, submission of the closeout documents and project closeout meeting, the Consultant will issue a Certificate of Final Completion.

Post-Construction Tasks

The Consultant will perform the following Post-Construction Tasks:

- Record Documents. In accordance with Supplemental Service SS.04 – As-Constructed Record Drawings, the Consultant and its Subconsultants will prepare a complete set of record drawings.
- Review of Federal Requirements
 - The Consultant will review all Buy American requirements have been completed.
 - The Consultant will assist the Owner with FAA Grant closeout.
 - The Consultant will prepare the Final Construction report.
- Project Closeout
 - The Consultant will assist the Owner with a project closeout meeting.
 - The Consultant and its Subconsultants will review the closeout submittal prepared by the CM@R and provide any comments for corrections.
 - The Consultant will review the prepared summary of material testing reports from the CM@R.
 - The Consultant will review the prepared summary of Project Change Orders from the CM@R,
 - The Consultant will review and obtain the final release of liens prior to issuing final payment to the CM@R.
 - The Consultant will review and issue the final payment application and release of retainage.

3. Supplemental Services (Services beyond the basic services)

The tasks that are included in the scope of supplemental services are as follows:

- SS.01 – Landscape Design
- SS.02 – Conformed Construction Documents
- SS.03 – As-Constructed Record Drawings
- SS.04 – Post Occupancy Evaluation
- SS.05 – Tenant-related Services
- SS.06 – Architect's Coordination of Owner's Consultants
- SS.07 – Multiple Bid Packages
- SS.08 – Furniture, Furnishings and Equipment Design
- SS.09 - Other Specialty Consultants: FAA/NDAC Grant Management

- SS.10 - Other Specialty Consultants: Environmental Determination
- SS.11 - Other Specialty Consultants: Airspace Analysis
- SS.12 - Other Specialty Consultants: Aircraft Parking and Passenger Boarding Bridge Design Services
- SS.13 - Other Specialty Consultants: Baggage Handling Equipment Design Services
- SS.14 - Other Specialty Consultants: Wayfinding/Signage Design Services
- SS.15 - Other Specialty Consultants: Budget & Funding Planning Services
- SS.16 - Other Specialty Consultants: Technology/Low Voltage Design Services
- SS.17 - Other Specialty Consultants: Geotechnical Services
- SS.18 - Other Supplemental Services: CM@R Procurement
- SS.19 - Other Supplemental Services: Assist CM@R with Preconstruction Services
- SS.20 - Other Supplemental Services: FAA and NDAC Related Services
- SS.21 - Other Supplemental Services: Community Outreach

SS.01 – Landscape Design

The Consultant will enlist a registered landscape architect to provide landscape design services that align with the project needs, including but not limited to plant and tree selection, ground cover, paving, and irrigation systems. The landscape architect will provide drawings and technical specifications in the following phases:

- SD, DD, CD

The Landscape Architect will provide procurement and construction phase services in support of the project.

SS.02 – Conformed Construction Documents

Following the bid process that Consultant and its subconsultants will prepare a conformed Construction Document set that includes all addenda and accepted alternates identified during the bidding process. The conformed set will be provided to the Owner and CM@R.

- CM@R Set: One hardcopy/one digital
- Owner Set: four hardcopies/one digital

SS.03 – As-Constructed Record Drawings

At the conclusion of the construction, the Consultant and its Subconsultants will prepare a complete set of drawings that incorporate design changes and construction modifications that have occurred throughout the construction process. The drawings will rely only on first-hand information that the Consultant and its Subconsultants have prepared or witnessed or based on information provided by the CM@R and its subcontractors. The drawing modifications will not be field confirmed.

- CM@R Set: One hardcopy/one digital
- Owner Set: four hardcopies/one digital

SS.04 – Post Occupancy Evaluation

At the 10-month mark following the date of substantial completion of the Project, the Consultant and its subconsultants will complete a post occupancy evaluation to ascertain that the Project is performing as expected and that equipment and systems are operating as expected. The Consultant will collaborate with the Owner to take any corrective action needed by the CM@R and its subcontractors before the one-year warranty period expires.

- Post Occupancy Report

SS.05 – Tenant-related Services

The Consultant and its subconsultants will meet with specific building tenants to coordinate the design of terminal spaces to accommodate the tenant's specific needs, and to coordinate with their designated design team. This will include concessions, airlines, car rentals, TSA, and other vendors. The Consultant will not be responsible for the actual design of tenant spaces under this scope but rather providing a 'white box' that meets the tenants' needs. Any design services requested by the tenants or the Owner will either be contracted directly with the tenant or be completed as additional services.

SS.06 – Architectural Coordination of Owner's Consultants

The Consultant will facilitate communication between the Owner's consultants and the design team. The Consultant will share design documents, reports, and other materials as necessary for the Owner's consultant to complete their work. The Owner's consultant is expected to share information as necessary for the Consultant and team to complete their work and maintain the mutually agreed upon budget and schedule.

Owner provided Consultants:

- KJ Engineering (Owner Engineer)
- City of Bismarck - IT

SS.07 – Multiple Bid Packages

It is anticipated that the CM@R will issue up to three separate bid packages for the Project. The Consultant and its Subconsultants will prepare up to three bid packages for the Terminal super-structure, shell and interior fit-up. The schedule for each bid package will be mutually agreed upon by the Owner, Architect, and CM@R prior to completing the SD design phase. If the CM@R requests additional bid packages beyond those indicated in this paragraph, the Consultant reserves the right to negotiate additional services and time as needed to complete the request.

SS.08 – Furniture, Furnishings, and Equipment Design

Based on the approved design, the Consultant will obtain product data and prepare drawings and specifications for the procurement of the furniture, fixtures and equipment listed below.

- Ticketing counters and scales
- Gate podiums
- Breakroom casework
- Storage casework
- Departure lounge furniture
- Administrative Office and conference room furniture
- Sensory play equipment

F, F & E, not list is assumed to be provided and installed by the Owner or other building tenant.

SS.09 – Other Specialty Consultants: FAA/NDAC Grant Management

The Consultant will enlist a specialty subconsultant to prepare and manage the FAA and NDAC grant process. This will include FAA grant pre-application, FAA grant application, assistance with NDAC grant application, assisting the Owner in preparation of CIP in FAA approved formatting, FAA quarterly reporting, DBE quarterly and annual reporting, and preparation and submission of FAA project closeout reports. The Consultant anticipates that there will be six (6) FAA grants and six (6) NDAC grants to complete the project.

Specific Project Closeout Requirements will include the following:

- Final outlay request
- Preparing DBE summary report
- Preparing executive summary
- Preparing quantity revisions
- Preparing ALP update
- Updating City of Bismarck GIS map
- Updating sponsor utility map
- Preparing project closeout document
- Submitting NDAC pavement history update

SS.10 – Other Specialty Consultants: Environmental Determination

The Consultant will enlist a specialty subconsultant to provide FAA required environmental determinations (CATEX). Prepare a Categorical Exclusion (CATEX) using the FAA ARP SOP 5.1 Appendix A-Documented CATEX form according to FAA Order 1050.1F and the criteria contained in FAA Order 5050.4B. Modification or additions to FAA Order 1050.1F and FAA Order 5050.4B or any new environmental laws or regulations that significantly change the services to be performed, as defined below, shall be handled per Section V, Item P, of the Agreement. The general objective of this study is to provide documented information necessary for the Federal Aviation Administration (FAA) to determine whether the proposed action shall not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment or environmental impact statement is required. The Engineer is responsible for providing

concise environmental documentation that is acceptable to the FAA, State, and the Owner. The CATEX shall be sufficient to ensure compliance with the National Environmental Policy Act (NEPA). The proposed Detailed Scope of Services for the preparation of the CATEX is as follows:

1. **Agency Coordination.** The Consultant shall coordinate with a select group of federal, state, and local agencies (maximum of three) to ensure compliance with federal, state, and local laws and regulations. The Consultant shall not obtain any permits as part of the work.
2. **Environmental Documentation.** The Consultant shall prepare a CATEX FORM (FAA ARP SOP 5.1 Appendix A) for submittal to the FAA.

SS.11 – Other Specialty Consultants: Airspace Analysis

The Consultant will enlist a specialty subconsultant to provide FAA Airspace Analysis. This will include the preliminary and final preparation of the material and required documents, a review with the Sponsor, submission to the FAA and required reviews with the Sponsor and FAA.

SS.12 – Other Specialty Consultants: Passenger Board Bridge (PBB) Design Services

The Consultant will enlist a specialty subconsultant to provide design services for the relocation of existing passenger boarding bridges as well as the design of new passenger board bridges as needed to meet the project requirements. The passenger boarding bridge consultant will provide drawings and technical specifications in the following phases:

- SD, DD, CD

The PBB Consultant will provide Construction phase services in support of the project.

SS.13 – Other Specialty Consultants: Baggage Handling Equipment (BHS) Design Services

The Consultant will enlist a specialty subconsultant to provide design services for new outbound and inbound baggage handling systems as needed to meet the project requirements. The baggage handling equipment consultant will provide drawings and technical specifications in the following phases:

- SD, DD, CD

The BHS consultant will provide Construction phase services in support of the project.

SS.14 – Other Specialty Consultants: Wayfinding/Signage Design Services

The Consultant will enlist a specialty subconsultant to provide design services for new wayfinding and signage throughout the terminal as needed to meet the project requirements. The wayfinding/signage consultant will provide drawings and technical specifications in the following phases:

- SD, DD, CD

The Wayfinding/Signage consultant will provide Construction phase services in support of the project.

SS.15 – Other Specialty Consultants: Budget and Funding Planning Services

The Consultant will enlist a specialty subconsultant to provide budget and funding planning services to aid the Owner in ensuring that the Terminal expansion funding plan is aligned with the Owner's budget and schedule.

SS.16 – Other Specialty Consultants: Technology/Low Voltage Design Services

The Consultant will provide a specialty subconsultant to provide design services for technology/low voltage for the terminal as needed to meet the project requirements. The technology consultant will provide drawings and technical specifications in the following phases:

- SD, DD, CD

The technology engineering consultant will provide Construction phase services in support of the project.

SS.17 – Other Specialty Consultants: Geotechnical Services

The Consultant will enlist a specialty subconsultant to provide geotechnical engineering services as needed to meet the project requirements. The Geotechnical consultant will conduct soil borings at locations as determined by the Architect, Civil Engineer (Owner Engineer), and Structural Engineer. Following the completion of the soil borings the Geotechnical Engineer will complete a comprehensive report and will meet with the design team to review the findings and recommendations.

SS.18 – Other Supplemental Services: CM@R Procurement

The Consultant will assist the Owner in the development of an RFQ for CM@R services, which will include reviewing the RFQ, assisting with establishing the selection criteria, and attending the CM@R Interview.

- The requirements for the CM@R selection will be reviewed to align with both FAA Requirements (AC 150/5100-14E, Appendix G) and the North Dakota Century Code 48-01.2.

SS.19 – Other Supplemental Services: Assist CM@R with Preconstruction Services

The Consultant will assist the CM@R through the duration of preconstruction to include the following tasks:

- Development of Project Schedule
- Phasing plan and Construction Safety Phasing Plan (CSPP)
- Development of Project budget
- Budget and schedule updates
- Finalization of Guaranteed Maximum Price (GMP)

SS.20 – Other Supplemental Services: FAA and NDAC Coordination

The Consultant will assist the Owner and Sponsor's Engineer with the following services related to interactions with the FAA and NDAC

- SD Phase to align with FAA Preliminary Phase requirements per AC150/5100-14E, 1.4.2.1.
- DD and CD phases align with FAA Design Phase Requirements per AC150/5100-14E, 1.4.2.2.

- Bidding Support Phase to align with FAA Bidding and Negotiations Phase requirements per AC150/5100-14E, 1.4.2.3.
- Coordinate with the Owner and Owner Engineer regarding FAA Eligibility, including attending meetings with FAA to review.
- Coordinate with Owner and Sponsor's Engineer in completion of ATCT line-of-sight surveys and studies per CFR Title 14, Chapter I, subchapter E, part 77 analysis.
- Assist Owner with Request for Alternative Delivery to FAA for use of CM@R
- Assist Owner with development of a Benefit-Cost-Analysis (BCA) for the Airport Improvement Program as a requirement to receive AIP discretionary funds.
- Assist Owner and Owner engineer with grant requests to the FAA and NDAC
- Prepare Modification to Standards Request. Based on the preliminary design, the Engineer shall prepare the necessary documentation for the applicable Modification to Standards to be submitted to the FAA for approval.
- Review and Comment on CM@R's weekly report and forward to FAA.
- conduct periodic wage-rate interviews.
- Review of contractor's weekly payroll certifications
- Provide progress updates to the FAA and NDAC
- Provide supporting materials for presentations and funding requests.

SS.21 – Other Supplemental Services: Community Outreach

Consultant will assist Owner with in-person presentations and presentation materials to be presented to community stakeholders including the City Commission, user groups, tenants, and community leaders.

- Prepare presentations for community outreach meetings.
- Work with BIS to identify community partners and stakeholders.
- Assist BIS in presenting to community partners.
- Provide print and digital information for inclusion at meetings and on BIS website.
Provide digital information for BIS social media.

4. Additional Services

The following services are not currently in the scope of work but may be added following contract execution. It should be noted that many of these services are time sensitive. The Owner is advised to thoroughly review this list and ensure that any required additional services are added to the scope in a timely manner,

Facility Programming	Conceptual Design
BIM Management Responsibilities	Existing Facility Survey
BIM for post-construction	Existing Facility Scanning
Civil Engineering	Measured Drawings
Value Analysis	Topographic/Boundary Site Survey
Detailed Cost Estimate	Traffic Studies

On-Site Project Representation	Design of Auxiliary Structures
Conformed Documents for Construction	Redesign due to no fault of the Architect
As-Designed Record Drawings	Cost to rebid or redesign because bids exceed CM@R budget
Facility Support Services	Permitting Fees
Security Evaluation and Planning	Physical Model of Project
Sustainable Project Services	Site Utility Design or Connections
Fast-Track Design Services	Hazardous Materials Investigations
Historic Preservation	Parking analysis and design
Custom Furniture Design	LEED Certification
Selection of Art	Water Quality studies or improvements
Assistance with preliminary FAA Reimbursable Agreement(s)	Coordination with FAA Technical Operations Personnel

5. Meeting, Travel, Trips –Design

The table below indicates meetings that the consultant's team members will attend during the design, in-person or by phone.

In the following tables, attendee designations are:

PIC – Principal in Charge		
PM – Project Manager		
A - Architect		
ID – Interior Designer		

Milestone	Attend in person	Attend by Phone
Project Kick-off Meeting (Pre-Design Conference)	PIC, A	ID
Bi-weekly Technical Advisory Committee (TAC) Meetings	PIC, A	ID
Bi-weekly Internal Design Team Meetings	PIC, A	ID
SD Level Stakeholder Meetings	PIC, A, ID	
DD Level Stakeholder Meetings	PIC, A, ID	

Community Outreach Meetings	PIC, A	
Meetings with Code Authorities having Jurisdiction	PIC, A	
City Commission Meetings	PIC	
NDAC Coordination Meetings	PIC	
FAA Coordination Meetings	PIC, A	
User Group Coordination Meetings (Airlines, TSA, Car Rentals, Concessions, Ground Support)	PIC, A,	ID
50% Schematic Design	PIC, A	ID
Schematic Design Page Turn	PIC, A, ID	
50% Design Development	PIC, A	ID
Design development Page Turn	PIC, A, ID	
50% Construction Documents	PIC, A	ID
90% Construction Documents	PIC, A	ID
Pre-Bid Meeting	PIC, A	ID
Bid Opening	PIC, A	

6. Meeting, Travel, Trips – Construction

The table below indicates meetings that the consultant's team members will attend during the design, in-person or by phone. Expense allowance will include team member travel expenses for in-person meetings as listed on this table, as well as anticipated Printing and Shipping costs.

Milestone	Attend in person	Attend by Phone
Project Kick-off Meeting (Pre-Construction Conference)	PIC, A	ID
Weekly Construction Meetings	PIC, A	ID
Pre-Installation Meetings	PIC, A	

In-field Performance Testing	PIC, A	
City Commission Meetings (quarterly during construction)	PIC	

7. Owner's Responsibilities

Project Representative. The Owner shall designate a Project Representative with authority to administer the Engineer's consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner's Project Representative.

Submittal Reviews. The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions to minimize delay in the progress of the Engineer's work.

Historical Information. The Owner shall furnish the Engineer one copy of As-Built drawings, maps, records, surveys, reports, preliminary designs, etc. that are pertinent to the project.

Agreement Between Owner and Contractor. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law.

Disadvantaged Business Enterprise (DBE) Plan. The Owner has an approved DBE Plan and shall make determinations on accomplishments and participation.

Scope of Services

Appendix A - Subconsultants

Role	Services	Name
Structural Engineering Consultant	BS.01 thru BS.06 SS.02, SS.03, SS.04, SS.07	CW Structural Engineers Bismarck, ND.
Mechanical, Plumbing and Fire Protection Engineering Consultant	BS.01 thru BS.06 SS.02, SS.03, SS.04, SS.07	Prairie Engineering, P.C. Bismarck, ND.
Electrical Engineering Consultant	BS.01 thru BS.06 SS.02, SS.03, SS.04, SS.07	Apex Engineering Group Bismarck, ND
Landscape Architect Consultant	SS.01	Confluence Fargo, ND
Grant Management, FAA Coordination, Environmental, Airspace, Project Closeout	SS.09, SS.10, SS. 11, SS.20,	KLJ Engineering Bismarck, ND
Passenger Board Bridge Design Consultant	SS.12	BNP Denver. CO.
Baggage Handling Equipment Design Consultant	SS.13	BNP Denver, CO.
Wayfinding/Sign Design Consultant	SS.14	Selbert Perkins Chicago, IL
Budget/Funding Planning Services	SS.15	Leibowitz & Horton Greenwood Village, CO.
Technology Consultant	SS.16	Apex Engineering Group Bismarck, ND
Geotechnical Engineering Consultant	SS.17	Terracon Bismarck, ND

Project Budget

Design and Construction Observation and Construction Administration of Terminal Expansion Project

Number Scheduled Start	Description Scheduled End	Terminal Design 12/31/2027
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Contracts

<u>Project Design Contracts</u>	
UBL Design	\$ 6,873,972.39
Total Project Design Contracts \$ 6,873,972.39	

<u>Engineering, Testing and Misc. Contracts</u>	
Burns & Mc IFE	\$ 9,800.00
Total Engineering, Testing and Misc. Contracts \$ 9,800.00	

<u>Administration</u>	
UBL CACO	\$ 3,181,180.42
Total Administration \$ 3,181,180.42	

Sub Total \$ 10,064,952.81

<u>Project Funding</u>	
FAA ATP Grant	\$ 1,000,000.00
State Grant (State Funding)	
50.00% Federal Share	\$ 4,532,476.41
Airport Funds	
50.00% Federal Share	\$ 4,532,476.41
Total Funding (without contingencies) \$ 10,064,952.81	

Contingencies	10%	\$ 1,006,495.28
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Other Costs

Total Project Costs	<u>\$ 11,071,448.09</u>
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Bismarck-Burleigh Public Health Department

DATE: July 28, 2026

FROM: Renae Moch, Director

ITEM: Public Health Fees and Charges

REQUEST:

Adjustments to Public Health fee schedule.

STRATEGIC FOCUS AREA:

Safe and Healthy Community: The City of Bismarck is committed to fostering a safe, healthy, and inclusive environment where all residents can thrive. The Safe and Healthy Community strategic focus area reflects a comprehensive approach to public safety, health, and well-being—grounded in collaboration, innovation, and proactive service delivery.

Goal Three: Strengthen public health, emergency preparedness, and environmental safety to protect community well-being.

BACKGROUND INFORMATION:

Public Health is requesting adjustments to the current fee schedule. Medicaid recently released its updated fee schedule, effective July 1, 2026. Staff reviewed the updated reimbursement rates and identified increases to the following:

- Health Tracks Assessment: increase from \$145 to \$150
- ASQ-3/M-CHAT Developmental Screening: increase from \$13 to \$15
- Fluoride Varnish Application: increase from \$30 to \$35

In addition, private vaccine administration reimbursement rates increased, impacting fees as follows:

- Flu Shot: increase from \$75 to \$85
- Flu Mist: increase from \$75 to \$85
- Flu Shot High Dose: increase from \$130 to \$140

Adjusting the department's fees to correspond with the updated Medicaid reimbursement rates will allow Public Health to receive the full allowable reimbursement for services provided. If approved, Public Health would implement the updated fee schedule as of August 1, 2026.

RECOMMENDED CITY COMMISSION ACTION:

Approve request to adjust fees for public health services effective August 1, 2026.

STAFF CONTACT INFORMATION:

Renae Moch, Director, 701-355-1541, rmoch@bismarcknd.gov

ATTACHMENTS:

None



Engineering Department

DATE: July 28, 2026

FROM: Gabe Schell, City Engineer

ITEM: Transfer of Watermain and Appurtenances Ownership

REQUEST:

Transferring watermain and appurtenances ownership located on the North Dakota (ND) State Capitol Grounds to the State of ND.

BACKGROUND INFORMATION:

The City previously constructed approximately 400 linear feet of watermain and appurtenances on the ND State Capitol Grounds to service the now-demolished State Water Commission building. We are requesting authorization to transfer ownership of the watermain and appurtenances to the State, as the watermain and appurtenances reside entirely on State-owned property. The State agrees to accept ownership, operation, maintenance, repair, and replacement of the watermain and appurtenances and waive the City of any further responsibility for the same.

RECOMMENDED CITY COMMISSION ACTION:

Approve transfer of watermain and appurtenances to the State of North Dakota.

STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

1. Water Assumption Agreement
2. WU43_15

Above this line used for recordation purposes only.

Water Main, Valve, and Hydrant Transfer and Assumption Agreement

This Water Main, Valve, and Hydrant Transfer and Assumption Agreement (**Agreement**) is made between the City of Bismarck, a municipal corporation (the **City**), and the State of North Dakota (the **State**).

Whereas, in 2002, the **City** installed approximately 400 linear feet of water main, together with three valves and two hydrants (collectively, the "**Appurtenances**"), as part of City Water Utility Project No. 43 in conjunction with the North Dakota Department of Transportation reconstruction of State Street to serve the **State** Water Commission building located at 900 E. Boulevard Avenue, as depicted on Water Utility Project No. 43 Record Drawing, Sheet 15 of 15, which is incorporated herein by reference and maintained by the City Engineer for the City of Bismarck.

Whereas, the **State** owns the real property legally described as lying within the Northeast Quarter (NE $\frac{1}{4}$) of Section 33, Township 139 North, Range 80 West, Fifth Principal Meridian, Burleigh County, North Dakota, upon which the **Appurtenances** are located.

Whereas, the State Water Commission building has since been demolished, and the **Appurtenances** now provide water service to the **State's** irrigation system located on the property.

Whereas, the **City** desires to convey ownership of the **Appurtenances** to the **State**, and the **State** desires to accept ownership and incorporate the **Appurtenances** into its private water service system, the parties agree as follows:

1. The **City** represents that it is the owner of the **Appurtenances**, has full authority to convey the

Appurtenances, and hereby transfers, conveys, and assigns to the **State** all right, title, and interest in and to the **Appurtenances**, free and clear of all liens and encumbrances.

2. The **State**, by executing this **Agreement**, accepts the transfer of the **Appurtenances** and, in exchange for the receipt of the **Appurtenances**, the **State** agrees that it will hereinafter be responsible for the ownership, operation, maintenance, repair and replacement of the **Appurtenances**.
3. The **State** acknowledges that it has inspected the **Appurtenances** or has had the opportunity to do so and accepts the **Appurtenances** in their existing condition, "AS IS" and "WHERE IS," without representation or warranty by the **City** regarding age, condition, capacity, suitability, or fitness for any particular purpose.
4. Upon transfer of ownership, the **City** shall have no further responsibility or liability for the ownership, operation, maintenance, repair, replacement, or condition of the **Appurtenances**, or for any interruption, obstruction, failure, or damages associated with the **State's** private water service system.
5. Notwithstanding the foregoing, the **City** agrees to flush the **Appurtenances** on an annual basis to test operational ability. The **State** agrees the **Appurtenances** may be accessed and used by the City of Bismarck Fire Department for purposes of fire suppression and safety.
6. This **Agreement** shall run with the land upon which the **Appurtenances** are located and shall be recorded in the office of the Burleigh County Recorder. The covenants contained herein shall be binding upon the parties and their respective successors and assigns.
7. This Agreement may not be amended, except in writing and signed by both parties.

This Agreement shall be governed by the laws of the State of North Dakota, and any action brought as a result of any claim, demand or cause of action arising under the terms of this Agreement shall be brought exclusively in a court of competent jurisdiction located within the State of North Dakota.

Dated this _____ day of _____, 2026.

State of North Dakota

By: _____

Name: _____

Title: _____

STATE OF _____)
) SS
COUNTY OF _____)

On this ____ day of _____, 2026, before me personally appeared _____, on behalf of State of North Dakota known to me to be the person who is described in, and who executed the within and foregoing instrument and who acknowledged to me that he executed the same.

Notary Public
(seal)

Dated this ____ day of _____, 2026.

Attest: _____
Jason Tomanek
City Administrator

Michael T. Schmitz
President, Board of City
Commissioners

STATE OF NORTH DAKOTA)
) SS
COUNTY OF BURLEIGH)

On this ____ day of _____, 2026, before me personally appeared Michael T. Schmitz, President of Board of City Commissioners, and Jason Tomanek, City Administrator, known to me to be the persons who are described in, and who executed the within and foregoing instrument and who severally acknowledged to me that they executed the same.

Notary Public
(seal)

CONSTRUCTION NOTES

**ALL EXISTING STORM SEWER TO BE ABANDONED
BUT MAY NOT BE REMOVED PRIOR TO WATERMAIN
CONSTRUCTION**

**MAINLINE CONNECTIONS, ABANDON MAINS; AND
FITTINGS ARE INCIDENTAL TO 6" & 8" WATERMAINS
8" WATERMAIN SHALL HAVE MIN. 7.5' COVER TO
TOP OF PIPE UNLESS OTHERWISE NOTED OR
DIRECTED BY ENGINEER IN THE FIELD.**

**WATER COMMISSION BUILDING SHALL BE KEPT IN
SERVICE AT ALL TIMES UNLESS PERMISSION IS
RECEIVED**

**WATER SERVICE LINE MAY BE MOVED EAST TO
ALLOW CONTINUOUS SERVICE IF APPROVED BY
THE ENGINEER**

**ALL STATIONS AND OFFSETS ON THIS PAGE ARE
BASED ON CENTERLINE "OFFICE MAINLINE"**

**THE CONTRACTOR SHALL NOTIFY THE STATE
CAPITOL MANAGEMENT (CURT ZIMMERMAN, (701)
328-2471), PRIOR TO BEGINNING WATERMAIN
REPLACEMENT**

**ALL EXISTING STORM SEWER TO BE ABANDONED
BUT MAY NOT BE REMOVED PRIOR TO WATERMAIN
CONSTRUCTION**

MAINLINE CONNECTIONS, ABANDON MAINS; AND FITTINGS ARE INCIDENTAL TO 6" & 8" WATERMAINS. 8" WATERMAIN SHALL HAVE MIN. 7.5' COVER TO TOP OF PIPE UNLESS OTHERWISE NOTED OR DIRECTED BY ENGINEER IN THE FIELD.

WATER COMMISSION BUILDING SHALL BE KEPT IN SERVICE AT ALL TIMES UNLESS PERMISSION IS RECEIVED

**WATER SERVICE LINE MAY BE MOVED EAST TO
ALLOW CONTINUOUS SERVICE IF APPROVED BY
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**THE CONTRACTOR SHALL NOTIFY THE STATE
CAPITOL MANAGEMENT (CURT ZIMMERMAN, (701)
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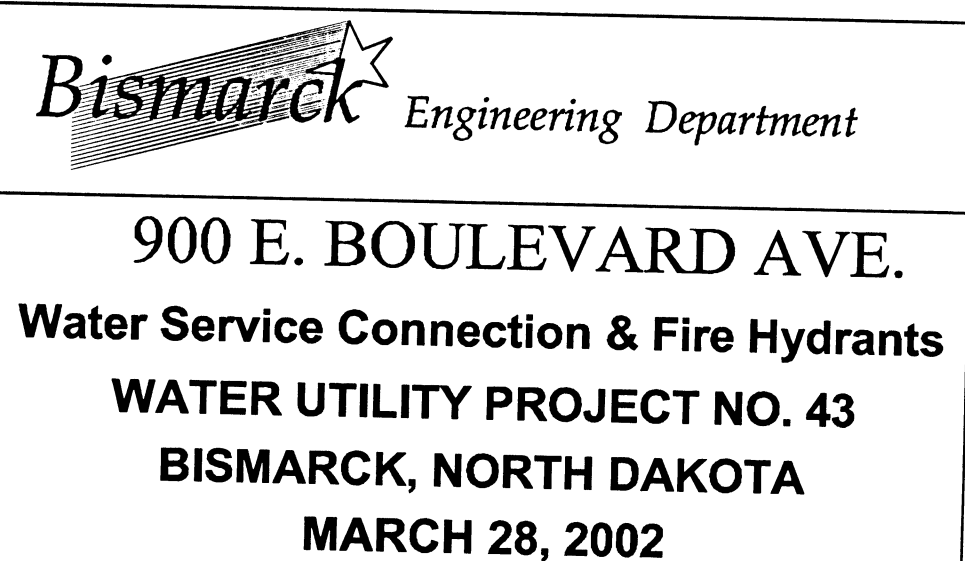
QUANTITIES DO NOT REFLECT AS-BUILT CONDITIONS

PVC WATERMAIN - 8 IN.	
STA 80+92.8 - 31' RT TO 65.8' LT	97 LF
STA 80+61.4 - 65.8' LT TO STA 80+92.8 - 65.8' LT	32 LF
STA 80+92.8 - 65.8' LT TO STA 84+96.4 - 167' LT	281 LF

GATE VALVE & BOX - 8 IN.	
STA 80+91.8 - 65.8' LT	1 EA
STA 80+93.8 - 65.8' LT	1 EA
STA 80+92.8 - 31' LT	1 EA

HYDRANT - 8 IN.	
STA 80+61.4 - 65.8' LT	1 EA
STA 84+98.4 - 167' LT	1 EA

QUANTITIES DO NOT REFLECT AS-BUILT CONDITIONS





Engineering Department

DATE: July 28, 2026

FROM: Gabe Schell, City Engineer

ITEM: Park Improvement District PI 007

REQUEST:

Resolution approving the resolution of necessity for Park Improvement District No. PI 007.

BACKGROUND INFORMATION:

A Park Development agreement was entered into between the developer of Boulder Ridge Eighth Addition and the Bismarck Parks and Recreation District on June 13, 2019, which included creating a future special assessment district for the park improvements. Park Improvement District No. PI 007 was created on June 9, 2026, by this commission in accordance with the Joint Powers Agreement between the City of Bismarck and the Bismarck Parks and Recreation District.

Park Improvement District PI-007 consists of the construction of neighborhood park amenities including playground equipment, a picnic shelter, fitness pods, and trail connections. This agreement detailed the timing and location of the neighborhood park, which serves the Boulder Ridge Developments. The park would be located within land to be platted as Boulder Ridge Eighth Addition, approved by the Bismarck Planning and Zoning Commission on May 27, 2026, and approved by Bismarck City Commission on June 23, 2026. The developer owns less than 50% of the benefited area, requiring the need for a resolution of necessity, giving the benefiting area the ability to protest the improvement.

The Engineering Report has been posted to the city website at www.bismarcknd.gov/streets. Letters will be sent to property owners notifying them of this project along with their estimated special assessment cost and their right to protest this improvement per NDCC Chapter 40-22.

If it is determined that the Park Improvement District has received an insufficient number of protests, the Park District will proceed with hiring a consultant to prepare the plans and specifications for bid. We will then ask this commission for authorization to advertise for the bid.

Project Schedule

Resolution of Necessity	July 28, 2026
Resolution of Necessity printed in paper	August 1, 2026
Protest Period Ends	August 31, 2026
Insufficiency of Protests	September 8, 2026
Authorization to Advertise	TBD
Receipt and Opening of Bids	TBD
Approval of Bids by Park Board	TBD
Award of Bid	TBD
Project Completion	Fall 2027

RECOMMENDED CITY COMMISSION ACTION:

Approve the resolution of necessity for Park Improvement District No. PI 007.

STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

None



Engineering Department

DATE: July 28, 2026

FROM: Gabe Schell, City Engineer

ITEM: Sewer Improvement District SE 576

REQUEST:

Resolution approving a revised boundary map for Sewer Improvement District SE 576.

BACKGROUND INFORMATION:

The Tyler Coulee Watershed is approximately a 1900-acre watershed in northwest Bismarck. A storm water masterplan for the Tyler Coulee Watershed was adopted by the City of Bismarck on April 26, 2016. The plan identified four regional detention facilities and additional conveyance improvements within the watershed. On October 13, 2020, the Sewer Improvement District, SE 576, was created consisting of one unit of regional storm water improvements for the Tyler Coulee Watershed. On November 13, 2025, the engineers' report, along with a revised boundary map, was presented and approved by the City Commission. This district includes over 2700 parcels.

Staff has verified benefiting properties in preparing to send informational letters to property owners within the district. At the time this boundary was created, the best information that was available was used. With recent detailed field evaluations and improved LIDAR data, along with recent development within the boundary, we have identified ten properties that should be added to the district and twenty-three that should be removed. See the attached revised map. Of the properties that will be added, three have been included in a regional improvement in an adjoining watershed. The cost of the previous assessments will be evaluated and addressed prior to spreading the specials for SE 576.

RECOMMENDED CITY COMMISSION ACTION:

Approve resolution approving a revised boundary map for Sewer Improvement District SE 576.

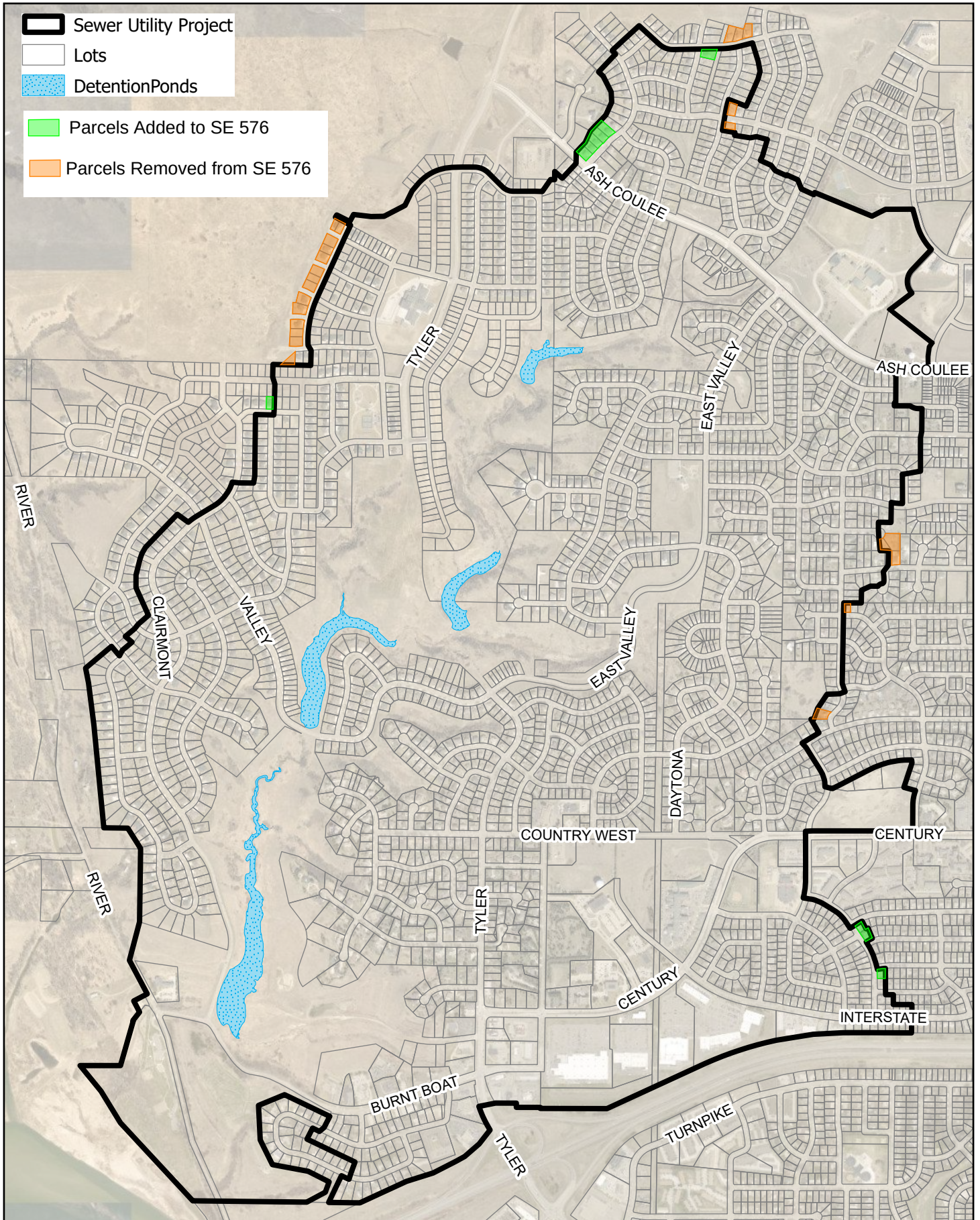
STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

1. Boundary Map - Unit 1 - SE576 Revised

Sewer Improvement District 576





Engineering Department

DATE: July 28, 2026

FROM: Gabe Schell, City Engineer

ITEM: Sewer Improvement District SE 587

REQUEST:

Resolutions creating the district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Sewer Improvement District SE 587.

BACKGROUND INFORMATION:

Sewer Improvement District 587 consists of one unit of new storm sewer and related work. Unit 1 includes approximately 1,330 LF of new storm sewer ranging from 15" to 42" in size and related appurtenances in Elk Ridge Second and Elk Ridge Fourth Additions. This district will be bid with Street Improvement District SI 601.

The engineer's report and boundary map for the district are attached. The report will be posted to the city website upon City Commission approval at www.bismarcknd.gov/streets.

Project Schedule	
Resolution Creating District	July 28, 2026
Authorization to Advertise	August 11, 2026
Receipt and Opening of Bids	September 1, 2026
Award of Bid	September 8, 2026
Project Completion	Summer 2027

RECOMMENDED CITY COMMISSION ACTION:

Approve resolutions creating district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Sewer Improvement District SE 587.

STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

1. Engineering Report - SE587

ENGINEER'S REPORT
Sewer Improvement District No. 587

General Nature, Purpose and Benefit

Sewer Improvement District No. 587 consists of one unit of new storm sewer and related work. Unit 1 includes approximately 1,330 LF of new storm sewer ranging from 15" to 42" in size and related appurtenances in Elk Ridge Second and Elk Ridge Fourth Additions.

The storm sewer within this district will be installed to manage stormwater runoff within this district and will facilitate the extension of the City's roadway network as requested by the majority landowner for the continued growth of the City of Bismarck.

The boundary of the district was drawn to include the parcels which receive a benefit from the improvements of this district as per the current special assessment policy approved by the City Commission. Please see attached map.

Cost Feasibility

Schedule A - Project Costs included as set out in Section 40-22-01 of the NDCC and as advertised under section 40-22-19 of the NDCC:

New Storm Sewer Costs	\$	365,000.00
Subtotal	\$	365,000.00
10% Contingency	\$	36,500.00
Total Schedule A Cost	\$	401,500.00

Schedule B - Other Project Costs not otherwise included above:

Engineering Fees	\$	20,100.00
Administration Fees	\$	20,100.00
Interest During Construction	\$	12,000.00
Advertising and Legal	\$	8,000.00
Total Schedule B Cost	\$	60,200.00

Project Cost Summary:

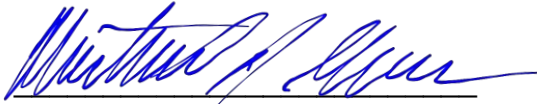
Schedule A Costs	\$	401,500.00
Schedule B Costs	\$	60,200.00
Total Estimated Improvement Cost	\$	461,700.00

Funding Summary:

Special Assessments	\$	461,700.00
Total Funding	\$	461,700.00

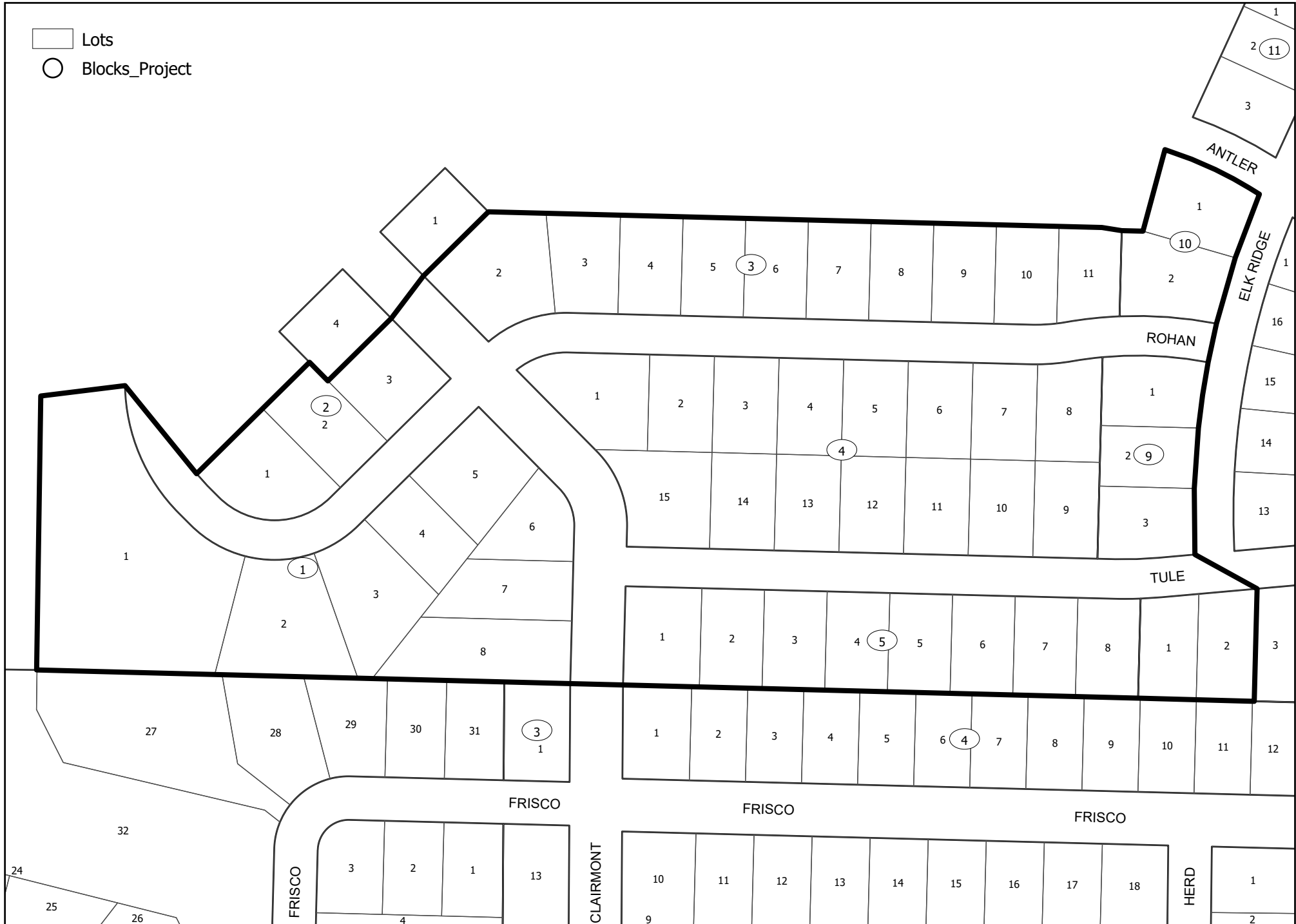
This work was prepared by me or under my direct supervision. We believe this project to be cost effective and reflects our best information at this time.




Michael J. Greer, P.E.
Design and Construction Engineer

SE 587

-  Lots
-  Blocks_Project





Engineering Department

DATE: July 28, 2026

FROM: Gabe Schell, City Engineer

ITEM: Street Improvement District SI 601

REQUEST:

Resolutions for declaring petitions have been received, creating the district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Street Improvement District SI 601.

BACKGROUND INFORMATION:

Street Improvement District 601 consists of one unit of asphalt pavement, curb and gutter, ADA ramps, and related work. The overall length of this project is approximately 2,955 linear feet in Elk Ridge Fourth Addition.

The engineer's report and boundary map for the district are attached. The report will be posted to the city website upon City Commission approval at www.bismarcknd.gov/streets.

Unit No. 1 (100% Petitioned)

Tule Lane – Clairmont Road to 150' west of Elk Ridge Road
Rohan Avenue - Clairmont Road to 150' west of Elk Ridge Road
Clairmont Loop - Clairmont Road to 750' west of Clairmont Road
Clairmont Road – 160' north of Rohan Avenue to 170' south of Tule Lane

Project Schedule

Resolution Creating District	July 28, 2026
Authorization to Advertise	August 11, 2026
Receipt and Opening of Bids	September 1, 2026
Award of Bid	September 8, 2026
Project Completion	Fall 2027

RECOMMENDED CITY COMMISSION ACTION:

Approve resolutions declaring petitions have been received, creating district, ordering the preparation of the engineer's report, approving the engineer's report, and directing the preparation of the plans and specifications for Street Improvement District SI 601.

STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

1. Engineering Report - SI601

ENGINEER'S REPORT

Street Improvement District No. 601

General Nature, Purpose and Benefit

Street Improvement District No. 601 consists of one unit of asphalt pavement, curb and gutter, ADA ramps, and related work. The overall length of this project is approximately 2,955 linear feet in Elk Ridge Fourth Addition.

The streets within this district will extend the City's road network as requested by the majority landowner for the continued growth of the City of Bismarck.

The boundary of the district was drawn to include the parcels which receive a benefit from the improvements of this district as per the current special assessment policy approved by the City Commission. Please see attached map.

Cost Feasibility

Schedule A - Project Costs included as set out in Section 40-22-01 of the NDCC and as advertised under section 40-22-19 of the NDCC:

New Roadway Paving Costs	\$	654,000.00
Subtotal	\$	654,000.00
10% Contingency	\$	65,400.00
Total Schedule A Cost	\$	719,400.00

Schedule B - Other Project Costs not otherwise included above:

Sign Costs	\$	2,000.00
Engineering Fees	\$	71,900.00
Administration Fees	\$	36,100.00
Interest During Construction	\$	21,600.00
Advertising and Legal	\$	14,400.00
Total Schedule B Cost	\$	146,000.00

Project Cost Summary:

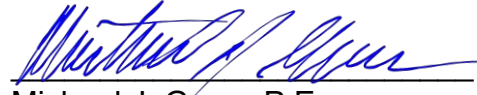
Schedule A Costs	\$	719,400.00
Schedule B Costs	\$	146,000.00
Total Estimated Improvement Cost	\$	865,400.00

Funding Summary:

Special Assessments	\$	865,400.00
Total Funding	\$	865,400.00

This work was prepared by me or under my direct supervision. We believe this project to be cost effective and reflects our best information at this time.




Michael J. Greer, P.E.
Design and Construction Engineer

 Lots
 Pending Lots





Finance Department

DATE: July 28, 2026

FROM: Ryan Skor, Finance Director

ITEM: Application for Abatement

REQUEST:

Application for abatement.

BACKGROUND INFORMATION:

The property owner has met all requirements set forth in North Dakota Century Code (NDCC) to apply for the disabled veteran credit property value reduction.

Application for Abatement for 2025
Property Owner - Earl Wills
Property Address - 1034 N 29th St
Property ID Number - 0410-004-020

RECOMMENDED CITY COMMISSION ACTION:

The Assessing Division recommends approval of the applications for abatement as presented.

STAFF CONTACT INFORMATION:

Allison Jensen, City Assessor, 701-355-1621, ajensen@bismarcknd.gov

ATTACHMENTS:

1. Abatement

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District #1
County of BURLEIGH Property I.D. No. 0410-004-020
Name WILLS, EARL L Telephone No. _____
Address 1034 N 29TH ST, BISMARCK, ND 58501-3157

Legal description of the property involved in this application:

MORNINGSIDE HEIGHTS
Block: 4
LOT 5

Total true and full value of the property described above for the year 2025 is:

Land \$ 54,000
Improvements \$ 239,700
Total \$ 293,700
(1)

Total true and full value of the property described above for the year 2025 should be:

Land \$ 54,000
Improvements \$ 239,700
Total Adj \$ 243,700
(2)

The difference of \$ 50,000 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) (50% Dis)(V2int)

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ _____ Date of purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
Market value estimate: \$ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that the Application be Approved as presented.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____.

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement Or Refund Of Taxes

Name of Applicant

Carl Willis

County Auditor's File No.

210-315

Date Application Was Filed
With The County Auditor

7/13/26

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

(must be within five business days of filing date)

Mark Splonskowski
CR



Legal Department

DATE: July 28, 2026

FROM: Julie Mees, City Attorney

ITEM: Ordinance 6678

REQUEST:

Introduction of and call for a public hearing on Ordinance 6678 to amend sections 5-01-01, 5-01-06, 5-01-07, 5-01-13, 5-03-05, of the City of Bismarck Code of Ordinances Relating to Alcoholic Beverages and Civic Center Exception, and Repeal 5-01-20 Relating to Enclosed Booths and Access to Licensed Premises and 5-10-01 Relating to Sunday Opening of Grocery Stores

BACKGROUND INFORMATION:

This ordinance continues the City's ongoing effort to update the Code of Ordinances by clarifying ordinance language and removing unnecessary or outdated provisions. Ordinance 5-10-01 relating to the Sunday Opening of Grocery Stores was based on N.D.C.C. § 12.1-30-03, which was repealed in 2019.

RECOMMENDED CITY COMMISSION ACTION:

Approval of introduction and call for a public hearing on Ordinance 6678

STAFF CONTACT INFORMATION:

Julie Mees, City Attorney, 701-355-1340, jmees@bismarcknd.gov

ATTACHMENTS:

1. Ordinance 6678

CITY OF BISMARCK
ORDINANCE NO. 6678

First Reading

Second Reading

Final Passage and Adoption

AN ORDINANCE TO AMEND SECTIONS 5-01-01, 5-01-06, 5-01-07, 5-01-13, 5-03-05, OF THE CITY OF BISMARCK CODE OF ORDINANCES (1986 REV.), AS AMENDED, RELATING TO ALCOHOLIC BEVERAGES AND CIVIC CENTER EXCEPTION, AND REPEAL 5-01-20 RELATING TO ENCLOSED BOOTHS AND ACCESS TO LICENSED PREMISES AND 5-10-01 RELATING TO SUNDAY OPENING OF GROCERY STORES.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA:

Section 1. Amend. Section 5-01-01 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Definitions, Alcoholic Beverages, is hereby amended to read as follows:

5-01-01. Definitions. For purposes of this chapter the following words and phrases have the meanings respectively ascribed herein:

* * * * *

~~4. "Growler" means a glass bottle not to exceed 64 ounces that is filled with beer by a licensee or an employee of a licensee with beer from a keg. The sale of growlers, in compliance with this Chapter, is authorized only for class D, E and O licensees approved to sell alcoholic beverages both on sale and off sale. The filling of growlers by means of tapped keg shall not constitute the breaking of a package as defined in this Chapter. Growlers may only be filled from kegs procured by the licensee from a duly licensed wholesaler or produced by the licensee pursuant to applicable laws. Only professionally sanitized and sealed Growlers may be filled and made available for retail sale. The sale of a filled growler shall be considered off sale. A growler with a broken seal shall be considered an open container for the purposes of City Ordinance 6-07-07.~~

~~54. "Licensed premises" means the premises on which alcoholic beverages are normally sold or dispensed and shall be delineated by diagram or blueprint which shall be included with the license application or the license renewal application. Licensed premises includes all areas where alcoholic beverages are routinely stored, displayed, opened or mixed, and all lounges, bars and restaurants where alcoholic beverages are dispensed. Meeting rooms, banquet rooms, the Event Center arena, or other rooms not part of the licensed premises may be~~

~~leased and designated by groups or individuals for events such as receptions, banquets, Event Center events, or similar events at which alcoholic beverages may be consumed provided that the licensee does not open, mix or dispense alcoholic beverages in those areas not licensed.~~

~~65.~~ "Licensee" means the person to whom a license has been issued under the provisions of this chapter.

~~76.~~ "Liquor" means any alcoholic beverage other than beer.

~~87.~~ "Lodge" or "club" means any corporation or association organized for civic, fraternal, social or business purposes, or for the promotion of sports, which has at least 200 members at the time a license is applied for pursuant to this chapter, and was in existence at the time of the adoption of the Liquor Control Act of the state. For the purposes of this section, the date of the adoption of the Liquor Control Act of the state shall be November 3, 1936.

~~98.~~ "Off-sale" means the sale of alcoholic beverages in original packages for consumption off or away from the premises where sold. A licensee with an off-sale license only, however, may periodically provide complimentary samples of alcoholic beverages for promotional purposes, to be consumed on the premises. Whenever any alcoholic beverages or food are served to be consumed "on premises," the licensee shall comply with all ordinances relating to the service of food.

~~109.~~ "On-sale" means the sale of alcoholic beverages for consumption only on the premises where sold except that nothing in this section shall prohibit any person from taking and consuming a lawfully purchased on-sale alcoholic beverage from one licensed premises to another licensed premises located contiguously in the same building

~~110.~~ "Packages" and "original package" means any container or receptacle holding alcoholic beverages which is corked or sealed by the manufacturer and which cork or seal has not been removed or broken prior to the sale of such package to the purchaser.

~~121.~~ "Person" means persons, partnerships, other unincorporated associations and corporations.

~~1312.~~ "Sale" means any transfer, exchange, or barter in any manner or by any means whatsoever for a consideration, and includes all sales made by any person, whether principal proprietor, agent, servant or employee.

~~1413.~~ "Sell at retail" or "sale at retail" means a sale to a consumer for use or consumption and not for the purpose of resale in any form.

~~1514.~~ "Transfer" means any assignment, sale, exchange or other conveyance of any license issued pursuant to the provisions of this chapter. A transfer is deemed to have occurred upon the assignment, sale, exchange or other conveyance of fifty percent or more of the interest in a partnership or stock in a corporation, whether such assignment, sale, exchange or other conveyance

occurred in one single transaction or multiple transactions. However, the term "transfer" does not apply to the following described conveyances:

* * * * *

e. When an individual licensee transfers a license to a blood relative of the first degree, as defined by the North Dakota Century Code, or to a grandchild of the individual licensee if the grandchild's parents are deceased. For purposes of this subsection only, conveyance of shares of stock in a corporate licensee ~~are~~ is not a "transfer" if the person seeking to convey shares of stock owns at least a majority of the outstanding shares of stock in the corporation.

* * * * *

~~46~~15. "Wholesaler" means any person engaged in the sale and distribution of liquor or beer at wholesale to persons holding a retail license for the sale and distribution of alcohol and alcoholic beverages within the state or in interstate commerce.

~~47~~16. "Wine" means the alcoholic beverage obtained by fermentation of agricultural products containing natural or added sugar or such beverage fortified with brandy and containing not more than twenty-four percent alcohol by volume.

Section 2. Amend. Section 5-01-04 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Classes of Retail Licenses, is hereby amended to read as follows:

5-01-04. Classes of Retail Licenses.

2. Licenses for the retail sale of alcoholic beverages ~~liquor or the retail sale of beer~~ are divided into the following classes for the purpose of determining the number of licenses to be issued and outstanding:

* * * * *

b. Class B. All Class B licenses authorize the licensee to sell on-sale.

1. Class B-1. To the operator of the beverage concession at the airport terminal building. The license may not be transferred and must be held only by the operator who has been awarded the concession, and be held only for the period of the operator's concession and shall terminate with the termination of the concession contract or lease. ~~The license fees therefor shall be paid to the airport fund. A Class "B" license shall authorize the licensee to sell "on-sale".~~

* * * * *

3. Class B-3. Food and beverage licenses for liquor, wine and beer for commercial passenger vessels on the Missouri River, not engaged in interstate commerce, subject to the following restrictions and conditions:

* * * * *

(e) ~~Gross sales of alcoholic beverages may not be greater than 45 percent of total gross sales of and alcoholic beverages.~~

(f) The vessel and its operations comply with state law regarding minors in licensed premises as listed in North Dakota Century Code Title 5.

* * * * *

c. Class C. A Class C license authorizes the licensee to sell on-sale only, however, this restriction does not preclude customary room service to registered guests of the licensee.

1. Class C-1. To a hotel or motel that provides at least one hundred rooms for transient guests with continuous service and dining facilities with a seating capacity of at least fifty seats as a part of the hotel or motel operations and a full menu normally provided by a restaurant, and maintained and open seven days a week. The fifty seats for dining facilities are in addition to seating facilities for customers for the liquor facilities. ~~A Class "C" license authorizes the licensee to sell "on-sale" only, however, this restriction does not preclude customary room service to registered guests of the licensee.~~

* * * * *

d. Class D. To any applicant for the sale at retail of alcoholic beverages other than applicants in other classifications. The total number of Class D licenses issued in any year may not exceed twenty-four, plus one additional license for each 2,500 people in excess of 60,000 people, as shown by the most recent official estimated census. New Class D licenses or Class D licenses revoked or not renewed may be issued only pursuant to ~~section~~ Section 5-01-06. ~~A Class D licensee that does not have an "on-sale" location may be issued an event permit under Section 5-01-13 to sell alcoholic beverages "on-sale" at locations as designated in the permit.~~

f. Class F. To any restaurant applicant for a food and beverage license to sell at retail, subject to the following:

Class F-1 - Alcoholic beverages.

Class F-2 - Beer and wine only.

* * * * *

(3) The license is for on-sale only, and off-sale is not permitted. A cessation of business at a licensed location for a period of ninety days or longer shall constitute cause to revoke such license pursuant to ~~section~~ Section 5-01-09.

* * * * *

g. Class G. A license to sell catered alcoholic beverages on-sale only, may be issued subject to the following conditions:

* * * * *

(3) Gross sales of alcoholic beverages may not be greater than 45 percent of the total gross sales of food and alcoholic beverages. All Class G license holders shall file with the application for license renewal a copy of their report of food and alcoholic beverage amounts that they have filed ~~with~~ with the State of North Dakota for their state alcohol permit for the immediately preceding calendar year prior to renewal. The Board of City Commissioners may, in its discretion, require the licensee to provide such additional proof of the licensee's compliance with this section as the Commission deems necessary.

* * * * *

i. Class I.

1. Class I-1. To an applicant for the sale of "on-sale" only beer, wine and liquor, subject to the following conditions:

(d) Once a license has been established at a particular location, the license may not be transferred to another location.
~~The licensee may not sponsor or permit public dances or public dancing at a time when alcoholic beverages are being dispensed or consumed. Minors cannot have view of the location where alcoholic beverages are dispensed.~~

Section 3. Amend. Section 5-01-06 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to License Application, is hereby amended to read as follows:

5-01-06. License Application.

1. Applications for licenses issued pursuant to this chapter must be submitted on an application form provided by the city, ~~under oath~~, and set forth all information as may be required to determine qualifications. Applications not completed in full as required or not accompanied by the required fee must be rejected.

* * * * *

3. Applications to renew a license for a second or subsequent year and required annual license fee, which shall be refunded if the application is not approved, must be filed with the office of city administration no later than July December 1. An application fee is not required for applications for a second or subsequent year.

* * * * *

5. If an application for a license renewal is not filed and approved prior to ~~August~~ December 1, the licensee must cease business after July December 31, and may apply for a new license, if available, pursuant to this section.

Section 4. Amend. Section 5-01-07 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Hearing to Approve License Application and Site Location, is hereby amended to read as follows:

5-01-07. Hearing to Approve License Application and Site Location.

* * * * *

4. A holder of a liquor license may not rent or lease the use of the license to any other party. A holder of a liquor license may not operate more than one entity under a single license except when specifically allowed by the license unless:

* * * * *

~~A licensee may not rent or lease the use of the license to any other party.~~

* * * * *

Section 4. Amend. Section 5-01-13 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Event Permits to Sell at Designated Locations, is hereby amended to read as follows:

5-01-13. Event Permits to Sell at Designated Locations.

1. Pursuant to N.D.C.C. 5-02-01.1, the City Administrator, acting under the authority of the Board of City Commissioners, may by an event permit authorize a licensee to engage in the "on-sale" of alcoholic beverages at events on licensed premises designated by the permit. ~~Except for events at the Bismarck Event Center, the~~ The permit shall not be valid for a period of greater than seven consecutive days. The City Administrator may issue up to 14 permits from one application if the application covers a reoccurring event for consecutive days at one location. ~~For events at the Event Center conducted by the City's liquor vendor, the City Administrator may issue one permit for multiple events for up to one month. For the purposes of this section, the Event Center shall include the Arena, the Exhibit Hall and the Belle Mehus Auditorium.~~

a. An event permit authorizes a qualified licensee to engage in the sale of alcoholic beverages at a non-recurring or one-time event. The event must be held for the purpose of celebrating, commemorating, or

promoting a specific occasion or cause. The ~~vent~~ event must be ~~distinct~~ distinct from the licensee's regular business operations and held at a location other than the licensee's regular business premises. Events must have a defined purpose, date(s), and host. Events shall not be ~~uses~~ used to serve as a recurring or continuous alcohol outlet.

* * * * *

Section 5. Repeal. Section 5-01-20 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Enclosed Booths and Access to Licensed Premises, is hereby repealed:

~~5-01-20. Enclosed Booths and Access to Licensed Premises. A non-sale licensee may not construct, place or maintain in any closed booth, and all booths within licensed premises must be open and readily accessible, and a booth may not have any screen, curtain, partition or blind or obstruction of any kind preventing a clear view into the booth from the main room or aisle of the licensed premises.~~

Section 6. Amend. Section 5-03-05 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Civic Center Exception, is hereby amended to read as follows:

5-03-05. Civic Event Center Exception. The provisions of this chapter relating to permits and fees for shows, circuses and carnivals do not apply to the Event Center~~civic center~~.

Section 7. Repeal. Section 5-01-20 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Sunday Opening of Grocery Stores, is hereby repealed:

~~5-10-01. Sunday Opening of Grocery Stores. Pursuant to N.D.C.C. 12.1-30-03(30), food stores shall be allowed to have not more than one hundred employees working in the store at one time on a Sunday.
(Ord. 4277, 7-25-89)~~

Section 8. Severability. If any section, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 9. Effective Date. This ordinance shall take effect upon final passage and adoption.



Police Department

DATE: July 28, 2026

FROM: Jason Stugelmeyer, Police Chief

ITEM: K-9 Program Donation

REQUEST:

Accept a donation of \$2400.00 from Continental Resources for the K-9 Program.

BACKGROUND INFORMATION:

The Bismarck Police Department (BPD) is requesting to accept a K-9 donation of \$2500.00 from Continental Resources for the K-9 program.

RECOMMENDED CITY COMMISSION ACTION:

Allow BPD to accept the donation.

STAFF CONTACT INFORMATION:

Randy Ziegler, Deputy Police Chief, 701-355-1869, rziegler@bismarcknd.gov

ATTACHMENTS:

None



Public Works Service Operations

DATE: July 28, 2026

FROM: Steve Salwei, Director Public Works Services

ITEM: Sell or Dispose of City Assets at Public Sale

REQUEST:

Permission to sell or dispose of City Assets at Public Sale.

BACKGROUND INFORMATION:

Request permission to sell or dispose of City Assets at Public Sale as listed below.

Division	Asset	Unit #	Asset #	Year	Make	Model	VIN	Meter	Acquire Date
Roads & Streets	15' Batwing Mower	1403	10148	2014	Schulte	FX1800	C18510618403	NA	6/19/2014
Roads & Streets	Mower Hitch	1403	10148	2014	Schulte	FLX1510	A10510295404	NA	6/19/2014
Solid Waste Disposal	Loader Grapple	3296	10004	2013	NAA	LGR96	7688-9278	NA	4/9/2013
Solid Waste Collection	Side Load Garbage Truck	3590	10570	2018	Peterbilt	520	3BPD LJ0XXJF191390	10651 Hours	12/30/201

RECOMMENDED CITY COMMISSION ACTION:

Approve sale or disposal of City Assets from the Division of Solid Waste.

STAFF CONTACT INFORMATION:

Steve Salwei, Director Public Works Services, 701-355-1700 Opt. 3, ssalwei@bismarcknd.gov

Kurt Ohnell, Fleet Manager, 701-355-1711, kohnell@bismarcknd.gov

ATTACHMENTS:

None



Public Works Utility Operations

DATE: July 28, 2026

FROM: Michael Mart, Public Works Utility Operations Director

ITEM: Task Order 38 with AE2S for SCADA Phase IV

REQUEST:

Task Order 38 with Advanced Engineering and Environmental Services, LLC (AE2S) for the SCADA Project, Phase IV.

BACKGROUND INFORMATION:

Task Order No. 38 with AE2S is to provide control drawings, electrical drawings, equipment specifications, programming, and commissioning of controls updates for the New Airport, NPCC, and Southport lift stations as part of the Supervisory Control and Data Acquisition (SCADA) Upgrade Project. This is part of Phase IV of the project. The amount for this task order is in an amount not to exceed \$86,000.00. The task order is attached for review.

RECOMMENDED CITY COMMISSION ACTION:

Approve Task Order 38 with AE2S for the SCADA Phase IV Project.

STAFF CONTACT INFORMATION:

Michael Mart, Public Works Utility Operations Director, 701-355-1704, mmart@bismarcknd.gov

ATTACHMENTS:

1. AE2S_TO38_Phase_IV_I&C

Task Order No. 38

In accordance with Paragraph 1.02 of the Short Form of Task Order Agreement Between Owner and Engineer for Professional Services, dated June 1, 2024 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: July 28, 2026
- b. Owner: City of Bismarck
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Sanitary Sewer Collections Controls System Upgrade Phase IV
- e. Specific Project (description): Provide control drawings, electrical drawings, equipment specifications, programming, and commissioning for controls updates for the Owner's New Airport, NPCC, and Southport Lift Stations. Solicit quotes from 3 (three) panel suppliers for control panels and 1 (one) electrical contractor.

2. Basic Services

The specific services to be provided or furnished by Engineer under this Task Order are as follows:

A. Control Panel Drawings, Electrical Drawings, and Specifications:

- 1. Prepare control drawings and I/O lists to update Programmable Logic Controller (PLC), PLC components, motor starter control panel, network and communication equipment, backup power supply equipment, and other ancillary control equipment at New Airport, NPCC, and Southport Lift Stations for panel supplier quotes.
- 2. Prepare technical specifications to update Programmable Logic Controller (PLC), PLC components, motor starter control panel, network and communication equipment, backup power supply equipment, and other ancillary control equipment at New Airport, NPCC, and Southport Lift Stations for panel supplier quotes.
- 3. Prepare electrical drawings and electrical requirements for installation of Programmable Logic Controller (PLC), PLC components, telemetry equipment, network and communication equipment, backup power supply equipment, and other ancillary control equipment at New Airport, NPCC, and Southport Lift Stations for electrical contractor.
- 4. Communicate requests for quotes from electrical contractor and panel suppliers for New Airport, NPCC, and Southport Lift Stations.
- 5. Provide clarification and responses to panel supplier and electrical contractor inquiries.
- 6. Review submitted quotes from panel supplier and electrical contractor and verify proper equipment and panel components / layouts meet system design requirements.
- 7. Provide recommendation to OWNER of appropriate panel supplier and electrical quote. Assist OWNER with purchase of equipment as requested.

B. Submittal Review & Construction Support:

1. Assist in submittal reviews and provide comments and/or recommendations.
2. Support the construction phase by providing information for RFIs and general field inquiries.

C. PLC, OIT (Operator Interface Terminal), and SCADA (Supervisory Control and Data Acquisition) Programming Services / Commissioning:

1. Develop, program, and commission fully functional PLC and HMI applications to provide supervisory monitoring and control of the lift station processes at the New Airport, NPCC, and Southport Lift Stations.
2. Review and provide formal comments on the control system submittals prepared by the previously selected Systems Integrator (SI).
3. Perform setup, configuration, and comprehensive testing of all network devices and associated communication equipment to ensure proper operation and connectivity.
4. Coordinate with Owner's IT personnel for the configuration and verification of cellular modem telemetry systems and data exchange functionality.
5. Integrate the new lift station control processes for New Airport, NPCC, and Southport Lift Stations into the existing Wonderware InTouch SCADA software and the Win-911 remote alarm notification system.
6. Conduct on-site I/O checkout, alarm validation, and verification of PLC logic and automation functionality for all PLC and HMI systems.
7. Develop and implement historical data logging and trending within the SCADA system to support operational analysis and performance monitoring of the lift station processes.
8. Coordinate with the Systems Integrator and electrician to support startup activities, including device configuration, panel checkout, and overall system validation.
9. Work jointly with the Systems Integrator and electrician to provide updated and accurate panel drawings reflecting all field modifications, revisions, and additions performed during commissioning.

D. Exclusions

1. Mechanical, control, or process equipment supply.
2. Electrical installation and wiring.
3. Field instrumentation supply and calibration.
4. VFD programming, rotation tests, motor, and pump checkout.
5. Cellular service plan (provided by Owner).

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order, or a Future Task Order are as follows: None Identified.

4. Owner's Responsibilities

- A. Owner shall have those responsibilities set forth in the Agreement, subject to the following:
1. Designate a contact person to act as Owner representative with respect to the professional services to be rendered with complete authority to transmit instructions, receive information, and interpret and define the Owner's policies and decisions with respect to engineering services.

5. Task Order Schedule

- A. Basic Services and Additional Services completion shall be no later than December 31, 2027.

6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:
- a. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer's consultants' charges, if any.
 - b. Engineer shall use Standard 2026 Hourly Rates, attached hereto.
 - c. The total compensation for Basic Services including reimbursable expenses will not exceed \$86,000.00.
- B. The terms of payment are set forth in the Agreement.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement: None

9. Attachments:

- 2026 Hourly Fee and Expense Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is July 28, 2026.

OWNER:
City of Bismarck

ENGINEER:
Advanced Engineering and Environmental Services, LLC

By: _____

By: Jordan Geiger

Print Name: Michael Schmitz

Print Name: Jordan Geiger

Title: _____

Title: Operations Manager

DESIGNATED REPRESENTATIVES FOR TASK ORDER:

Name: Jeron Fueller

Name: Mike Chorne

Title: Water Collection and Distribution
Superintendent

Title: I&C Regional Manager

E-Mail jfueller@bismarcknd.gov

E-Mail mike.chorne@ae2s.com

Phone: (701) 355-1700

Phone: (701) 221-0530

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00	IT 1	\$145.00
Administrative 2	\$88.00	IT 2	\$196.00
Administrative 3	\$103.00	IT 3	\$241.00
Communications Specialist 1	\$117.00	Land Surveyor Assistant	\$107.00
Communications Specialist 2	\$137.00	Land Surveyor 1	\$129.00
Communications Specialist 3	\$158.00	Land Surveyor 2	\$156.00
Communications Specialist 4	\$190.00	Land Surveyor 3	\$175.00
Communications Specialist 5	\$210.00	Land Surveyor 4	\$193.00
		Land Surveyor 5	\$213.00
Construction Services 1	\$140.00	Operations Specialist 1	\$112.00
Construction Services 2	\$171.00	Operations Specialist 2	\$140.00
Construction Services 3	\$190.00	Operations Specialist 3	\$173.00
Construction Services 4	\$211.00	Operations Specialist 4	\$198.00
Construction Services 5	\$232.00	Operations Specialist 5	\$222.00
Engineering Assistant 1	\$94.00	Project Coordinator 1	\$130.00
Engineering Assistant 2	\$111.00	Project Coordinator 2	\$145.00
Engineering Assistant 3	\$140.00	Project Coordinator 3	\$162.00
Engineer 1	\$152.00	Project Coordinator 4	\$178.00
Engineer 2	\$182.00	Project Coordinator 5	\$201.00
Engineer 3	\$213.00		
Engineer 4	\$246.00	Project Manager 1	\$229.00
Engineer 5	\$264.00	Project Manager 2	\$251.00
Engineer 6	\$279.00	Project Manager 3	\$269.00
		Project Manager 4	\$284.00
Engineering Technician 1	\$93.00	Project Manager 5	\$303.00
Engineering Technician 2	\$117.00	Project Manager 6	\$317.00
Engineering Technician 3	\$141.00		
Engineering Technician 4	\$158.00	Sr. Designer 1	\$199.00
Engineering Technician 5	\$181.00	Sr. Designer 2	\$221.00
		Sr. Designer 3	\$238.00
Financial Analyst 1	\$126.00		
Financial Analyst 2	\$142.00	Sr. Financial Analyst 1	\$236.00
Financial Analyst 3	\$171.00	Sr. Financial Analyst 2	\$257.00
Financial Analyst 4	\$187.00	Sr. Financial Analyst 3	\$279.00
Financial Analyst 5	\$209.00		
GIS Specialist 1	\$117.00	Technical Expert 1	\$361.00
GIS Specialist 2	\$142.00	Technical Expert 2	Negotiable
GIS Specialist 3	\$168.00		
GIS Specialist 4	\$188.00		
GIS Specialist 5	\$210.00		
I&C Assistant 1	\$112.00		
I&C Assistant 2	\$139.00		
I&C 1	\$166.00		
I&C 2	\$196.00		
I&C 3	\$221.00		
I&C 4	\$234.00		
I&C 5	\$246.00		

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.
These rates are subject to adjustment each year on January 1.



Administration Department

DATE: July 28, 2026

FROM: Jason Tomanek, City Administrator

ITEM: Bismarck-Mandan Convention & Visitors Bureau Annual Report

REQUEST:

Consider the request from Bismarck-Mandan Convention & Visitors Bureau Executive Director, Sheri Grossman, to present the 2025 CVB Annual Report.

BACKGROUND INFORMATION:

The Bismarck-Mandan Convention & Visitors Bureau (CVB), a private, non-profit organization, promotes engaging visitor experiences resulting in community economic growth and quality of place. The CVB is the oldest in North Dakota with over 30 years of experience promoting the attributes of the community. The objective of the CVB is to showcase the community to visitors, influencing them to make Bismarck-Mandan their destination, thereby stimulating economic growth by increasing visitor volume and expenditures, while also fostering community development and benefiting the local population through enhanced cultural, social, and economic opportunities.

RECOMMENDED CITY COMMISSION ACTION:

Receive the presentation.

STAFF CONTACT INFORMATION:

Jason Tomanek, City Administrator, 701-355-1300, jtomanek@bismarcknd.gov

ATTACHMENTS:

1. CVB Annual Report Presentation

Bismarck-Mandan Convention & Visitors Bureau

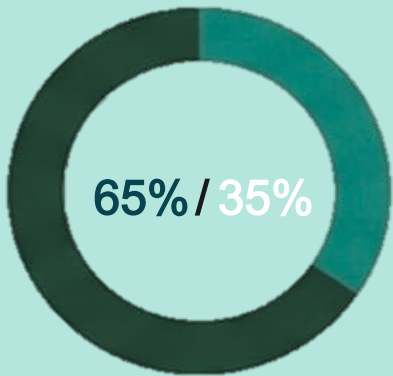
NoBoundariesND.com



**Mission: to promote
engaging visitor
experiences resulting
in community
economic growth and
quality of place.**

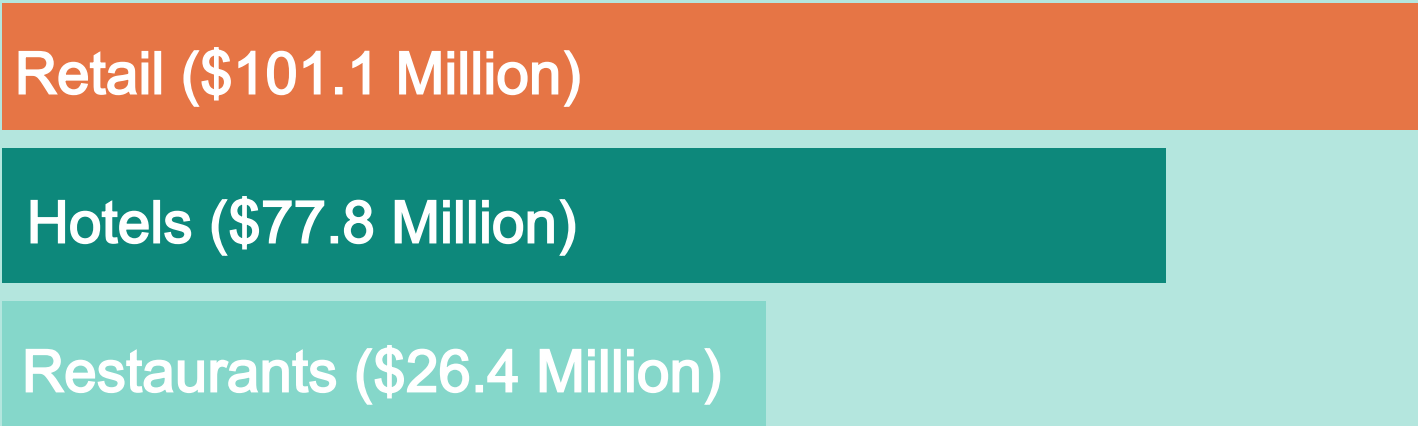
2025 Bismarck

Domestic Travel & Tourism Reports*



Trip Breakdown:
1.1 Million (65%) Overnight Trips
vs. 595.6K (35%) Day Trips

Top 3 Spending Categories



*Placer.ai data



2025 Mandan

Domestic Travel & Tourism Reports*



Total Trips

280.9K

Trips in 2025



Visit Nights

348.6K

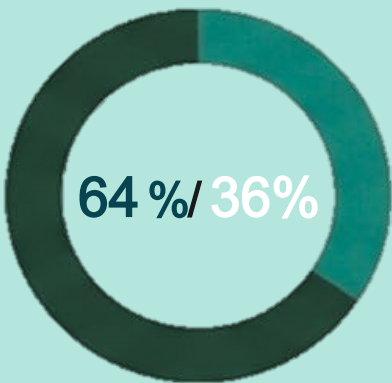
Nights Spent



Total Visitor Spend

\$14.9M

Direct Spending



Trip Breakdown:

179.7K (64%) Overnight Trips vs.
101.2K (36%) Day Trips

Top 3 Spending Categories

Hotels (\$7.0 Million)

Retail (\$2.2 Million)

Restaurants (\$1.1 Million)

*Placer.ai data



NoBoundariesND.com

THE 7 PILLARS



10 YEAR PLAN

YEARS 1- 3

Phase 1: Foundation

- Launch events & riverfront programming
- Hotel Study

YEARS 4 - 6

Phase 2: Build & Activate

- Convention hotel construction
- Larger events and visitor volumes

YEARS 7- 10

Phase 3: Grow & Lead

- Citywide conventions
- Tourism as permanent economic driver



NoBoundariesND.com

New Community Events Calendar

First-of-Its-Kind Community -Wide Event Calendar



Featured Events

Highlighting some of our cannot miss events!



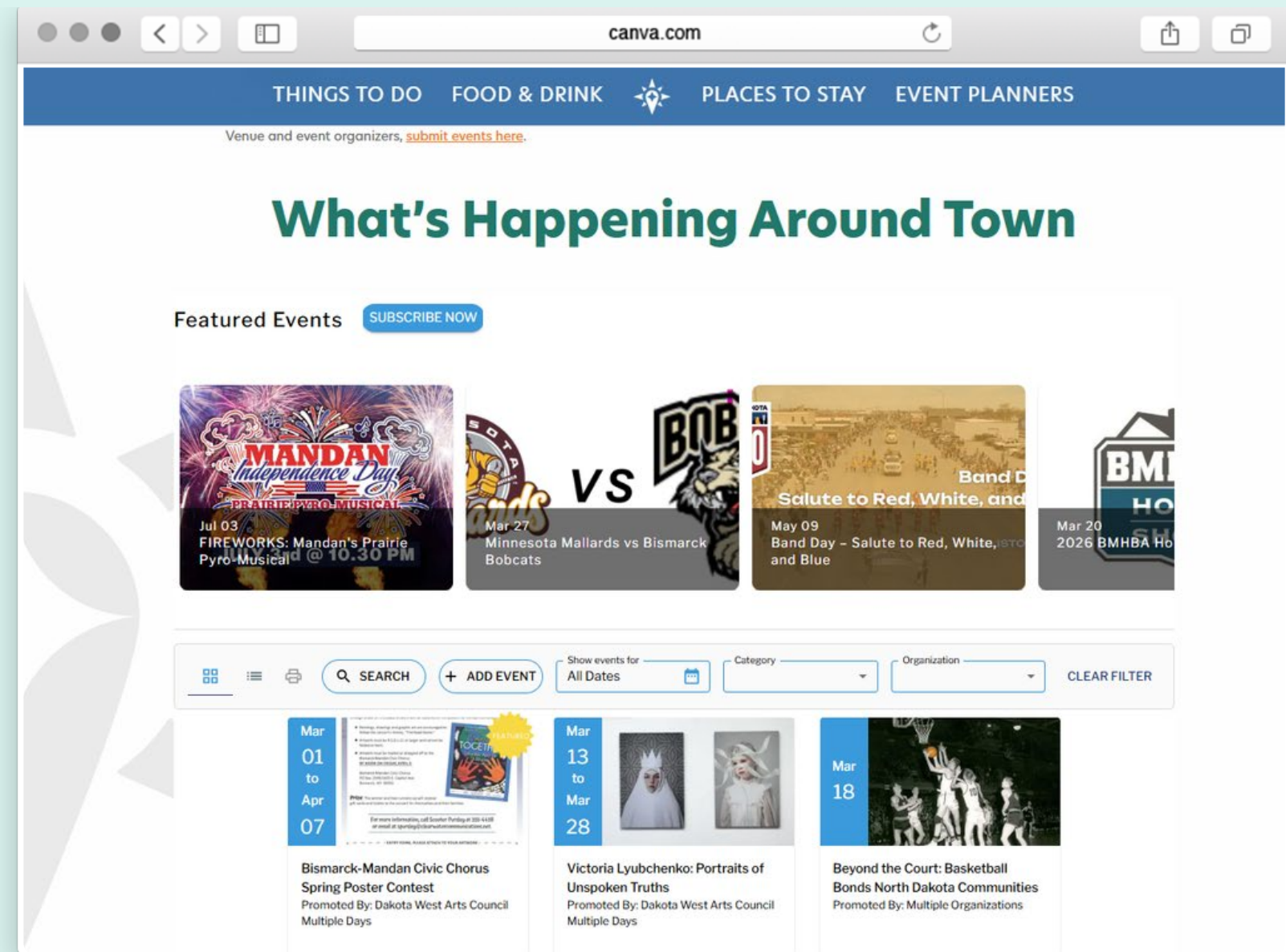
Stay in the Know

Calendar is interactive , continually updated , and inclusive !



Custom Searches

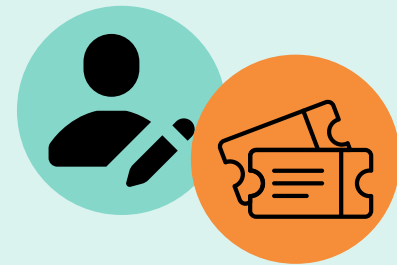
Filter by dates , type of event or organization to match your interests



NoBoundariesND.com

New Event Microsites

Enhancing the registration experience



Registration and Ticket Sales



Accommodations

Find and book your hotel room all in one spot



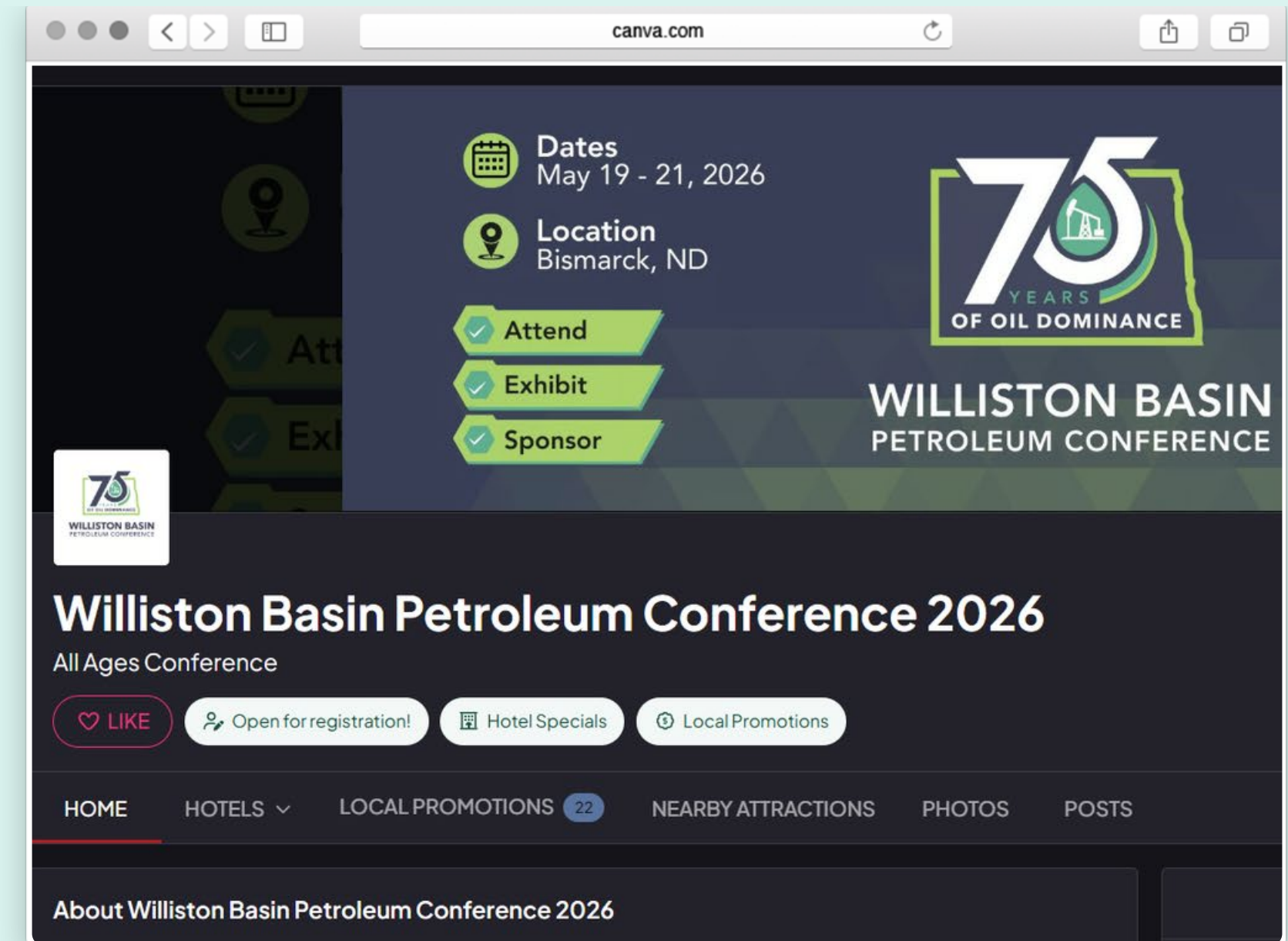
Local Promotions

Find discounts on shopping, dining and entertainment. This is specific to our members.



Area Attractions

Find area restaurants, shopping services and entertainment.



New Online Store

Shop from the comfort of anywhere

Expanded Digital Presence

Extends beyond in-person visitors year-round

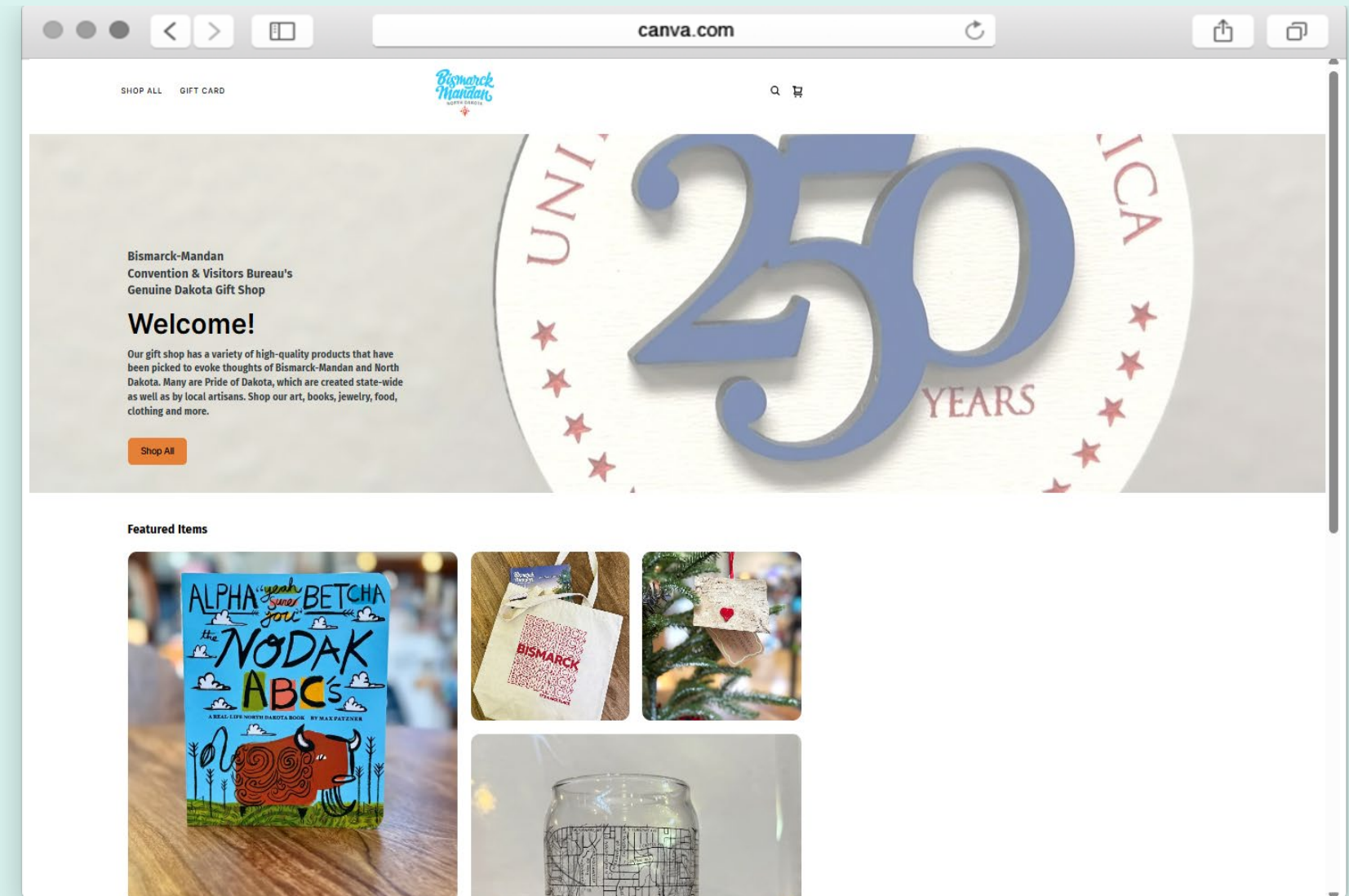
Enhanced Engagement & Revenue Opportunity

Adds a convenient way to connect with audiences and drive sales

Support for Local Artisans & Businesses

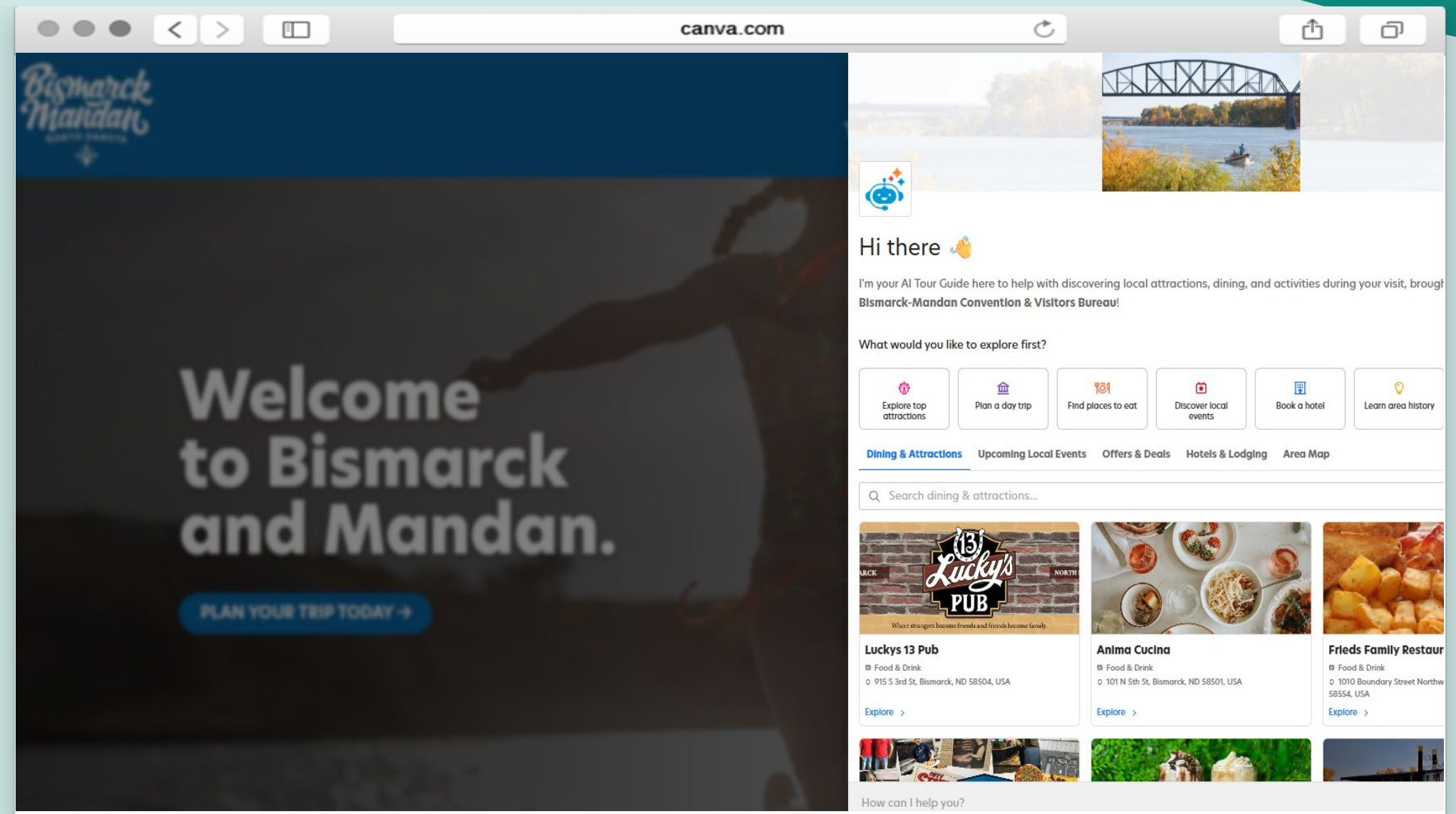
Showcases and supports North Dakota products and small businesses.

 genuinedakotagiftshop.square.site



New AI Tour Guide

Hi 🤖 I'm your AI Tour Guide!
Need help with your stay?



Explore our Calendar of Events.

UPCOMING EVENTS →



Visitor Information Center

Bismarck-Mandan Visitor Information Center Stats January-June 2026

All 50 states except 12 have visited us so far
this year and from them we have awarded
eighty-two "ND Is My 50th State" certificates!

Countries that have visited: Canada, Mexico,
Germany, Italy, Scotland and France

Total visitors = 1,332*



****Does not include visitors from ND***



Administration Department

DATE: July 28, 2026

FROM: Jason Tomanek, City Administrator

ITEM: City/County Building Remodel

REQUEST:

Consider and discuss the five design options and potential project funding for renovations to the City/County Building.

STRATEGIC FOCUS AREA:

Organizational Excellence: The City of Bismarck is committed to achieving organizational excellence by investing in its workforce, optimizing internal operations, and fostering a culture of innovation, accountability, and service. This focus area reflects a strategic commitment to building a high-performing organization that can effectively meet the evolving needs of the community, adapt to future challenges, and deliver high-quality public services.

Goal Four: Improve operational efficiency and effectiveness through streamlined processes, data-driven decision-making and cross-department collaboration.

BACKGROUND INFORMATION:

In July 2025, the City of Bismarck solicited professional design services to consider the planning, design, contract administration, construction administration and inspection and related services necessary to completely remodel the City/County Building. Endeavor North Design Architects was selected to lead the project. Beginning in November 2025, architects Cole Johnson and Nate Hacker have been leading the design process along with a design team including structural, mechanical, and electrical engineers, landscape architects, and City staff.

A significant goal of the project is to determine an appropriate location for a first floor commission chambers that would provide accessibility, security, and technology to facilitate hundreds of public meetings annually. The Tom Baker Meeting Room has served as the lone commission chambers since the mid-1980s and has been shared by the Bismarck Public School District, the Bismarck Parks & Recreation District, Burleigh County and other public agencies for decades. Today, the Tom Baker Room presents challenges to accessibility and is limited in its ability to provide modern technology assets and widely-accepted security standards.

Mr. Hacker and Mr. Johnson will present five options for the Commission to consider. The options range from the minimum level of improvements necessary to continue utilizing the building as-is to an option that considers the construction of a new City Hall facility on a vacant,

City-owned parcel at 5th Street and Thayer Avenue. In addition to the design options, the Commission will be provided with cost estimates for each option. City staff will present potential funding options for the project as well.

RECOMMENDED CITY COMMISSION ACTION:

Consider and discuss the five design options and potential project funding. A final determination would not be required until late-August 2026.

STAFF CONTACT INFORMATION:

Jason Tomanek, City Administrator, 701-355-1300, jtomanek@bismarcknd.gov

ATTACHMENTS:

1. Bismarck City Building Presentation

City of Bismarck - City Hall

Preliminary Design

July 2026



Table of Contents

Project Team

Executive Summary

Guiding Principles

Options Summary Overview

Existing Building Core Elements

Option A: Minimal Renovation of Existing Building
Conceptual floor plans, preliminary construction schedule, cost estimate

Option B: Improved Renovation of Existing Building
Conceptual floor plans, preliminary construction schedule, cost estimate

Option C: Comprehensive Renovation of Existing Building
Conceptual floor plans, preliminary construction schedule, cost estimate

Option D: Comprehensive Renovation and Building Expansion
Conceptual floor plans, preliminary construction schedule, cost estimate

Option E: New Build on New Site
Conceptual floor plans, preliminary construction schedule, cost estimate

Preliminary Project Schedule Overview

Preliminary State of Probable Construction Cost

Guiding Principles Matrix

Steering Committee Matrix

Project Team

Steering Committee

- Jason Tomanek, City Administrator
- Doug Wiles, Assistant City Administrator
- Steve Salwei, Public Works Director
- Gabe Schell, City Engineer
- Tony Swearingen, Facilities Maintenance Manager

Department Directors

- Administration, Jason Tomanek
- Finance, Eric Lund
- Engineering, Gabe Schell
- Planning, Daniel Nairn
- Building Inspections, Brady Blaskowski
- Human Resources, LeAnne Schmidt
- IT/GIS, Tandra Kraft
- Legal, Julie Mees

Design Team

- Architect | Endeavor North Design PLLC
- Civil Engineer | KLJ Engineering
- Landscape Architect | AGL Landscape Architects
- Structural Engineer | CW Structural Engineers
- Mechanical & Plumbing Engineer | Prairie Engineering
- Electrical Engineer | Apex Engineering Group
- Interior Designer | Hardie Design Studio

Executive Summary

Why are we looking at this project?

- Burleigh County Vacating End Of 2027 (~25% Of The Building)
- Aging Mechanical, Electrical, Plumbing Systems
- Oldest Elevator In ND, In Need Of Replacement
- Accessibility Issues
- Chamber Issues (Basement Location, Low Ceilings, Columns, Security)
- Public Interface And Experience
- Secure Boundary Concerns

Work done to date:

- Facility Assessment
- Departmental Interviews
- Space Needs Program
- Multiple Planning And Phasing Scenarios
- Developed 5 Options (Including Scope, Schedule, Budgets)

Guiding Principals

- Accessible And Approachable
- Safety And Security
- Civic Identity
- Systems Efficiency
- Space Optimization
- Operational Impact
- Financial Stewardship

Key Questions To Consider

- Where Should The Commission Chamber Be Located To Improve Public Access, Visibility, Accessibility, Emergency Egress, And Civic Presence For All Political Subs?
- How Should The Vacated Burleigh County First-Floor Space Be Used To Best Serve The Public, City Staff, And Long-Term Operational Needs?
- How Can The Building Create A Clearer, Safer, And More Welcoming Public Experience?
- How Can The Project Better Support Staff Collaboration, Efficiency, Retention, And Future Departmental Flexibility?
- Should The Project Focus On Preserving And Improving The Existing Building, Adding To It, Or Replacing It With A New City Hall?
- How Can City Hall Better Reflect Bismarck's Civic Identity, Heritage, And Role As A Public Gathering Place?
- What Level Of Investment Provides The Best Balance Of Cost, Function, Public Benefit, Long-Term Value, And Alignment With The City's Strategic Plan?



- 1.1 Goal One:** Develop And Maintain City Facilities That Effectively Serve Current Needs And Future Needs Of The Community.
 - 1.1.3:** Modernize And Upgrade The City/County Building To Improve Functionality, Efficiency, Safety And Accessibility
- 6.1 Goal One 6.1.1** Support The Creation And Enhancement Of Public Gathering Spaces That Foster Community Connection And Engagement
- 6.2 Goal Two:** Celebrate And Strengthen Local Heritage, Culture, And Arts To Enrich Community Identity And Quality Of Life
- 7.1 Goal One:** Attract, Develop, And Retain A High-Performing, Diverse, And Engaged Public Service Workforce By Fostering A Supportive Work Environment That Prioritizes Employee Well-Being And Professional Growth.
- 7.4 Goal Four:** Improve Operational Efficiency And Effectiveness Through Streamlined Processes, Data-Driven Decision Making And Cross-Department Collaboration.

Guiding Principles

This project translates the City’s core values into a built environment that is welcoming, safe, efficient, and reflective of the community it serves.

1. Accessible & Approachable

Service • Respect • Care

- Service: Easy-to-navigate spaces, intuitive wayfinding, and responsive design improve the user experience.
- Respect: Inclusive design (ADA, cultural awareness, language access) ensures everyone is treated with dignity.
- Care: A welcoming environment signals that the city values the comfort and experience of its community.

2. Safety & Security

Care • Stewardship • Respect

- Care: Protecting occupants and visitors is a fundamental expression of care.
- Stewardship: Investing in durable, resilient safety systems protects public assets long-term.
- Respect: Safe environments allow people to engage confidently and comfortably.

3. Civic Identity

Service • Respect • Care • Innovation

- Service: The building should clearly represent its civic purpose and be easy to understand and use.
- Respect & Care: Incorporate local culture, history, and community identity.
- Innovation: Use modern design to express a forward-looking city.

4. Systems Efficiency

Stewardship • Innovation • Service

- Stewardship: Efficient systems reduce waste, cost, and environmental impact.
- Innovation: Smart building systems, energy efficiency, and adaptable infrastructure.
- Service: Efficient systems support reliable, uninterrupted public services.

5. Space Optimization

Stewardship • Service • Care

- Stewardship: Maximizing use of space avoids unnecessary expansion and cost.
- Service: Well-organized spaces improve staff effectiveness and public access.
- Care: Thoughtful layouts support employee wellbeing and user comfort.

City of Bismarck Strategic Plan 2026

Values

Our values reflect who we are and guide how we serve. Rooted in our commitment to Bismarck’s vision of an extraordinary quality of life and our mission to deliver exceptional public service together, these values define the way we work, lead, and connect with our community.

- **Service:** We are dedicated to delivering safe, responsive, reliable, and exceptional services.
- **Stewardship:** We manage resources ethically, responsibly, and sustainably.
- **Respect:** We treat all individuals with dignity, fairness, and civility.
- **Care:** We care about our work and the people we serve.
- **Innovation:** We embrace creativity and forward thinking to meet current and emerging needs.

Options Summary Overview

Option A: Minimal Renovation of Existing Building

Work that needs to be completed to keep the building functioning for the next 20 years

- Mechanical, Electrical, Plumbing (MEP) systems upgrades
- Elevator upgrade
- Chamber stays in basement, departments stay in current locations

Option B: Improved Renovation of Existing Building

Work that needs to be completed to keep the building functioning for the next 20 years + Renovation in existing footprint

- MEP systems upgrades
- Elevator upgrade
- Chamber moves to 1st floor (8'-0" ceiling)
- Minor rearrangement of department locations within building
- Shared building amenities (public and staff meeting/conference rooms, break room, wellness center, training room)

Option C: Comprehensive Renovation of Existing Building

Work that needs to be completed to keep the building functioning for the next 20 years + Enhanced Renovation in existing footprint (security, functionality, accessibility)

- MEP systems upgrades
- Main entry vestibule addition on south side to enhance building security
- Upgraded and reconfiguration of elevator & main stairwell
- Chamber moves to 1st floor (14'-0" ceiling height)
- Major rearrangement of department locations within building
- Shared building amenities (public and staff meeting/conference rooms, break room, wellness center, training room)
- Public plaza

Option D: Comprehensive Renovation and Building Expansion

Work that needs to be completed to keep the building functioning for the next 20 years + Renovation in existing footprint + Building Expansion for Chamber

- MEP systems upgrades
- Building expansion for Chamber (expansion can self-function for multi-use events while maintaining building security)
- Rearrangement of department locations within building
- Shared building amenities (public and staff meeting/conference rooms, break room, wellness center, training room)
- Public plaza

Option E: New Build on New Site

New building on site adjacent to the County Court House

- Designed for building use and functions
- Underground parking

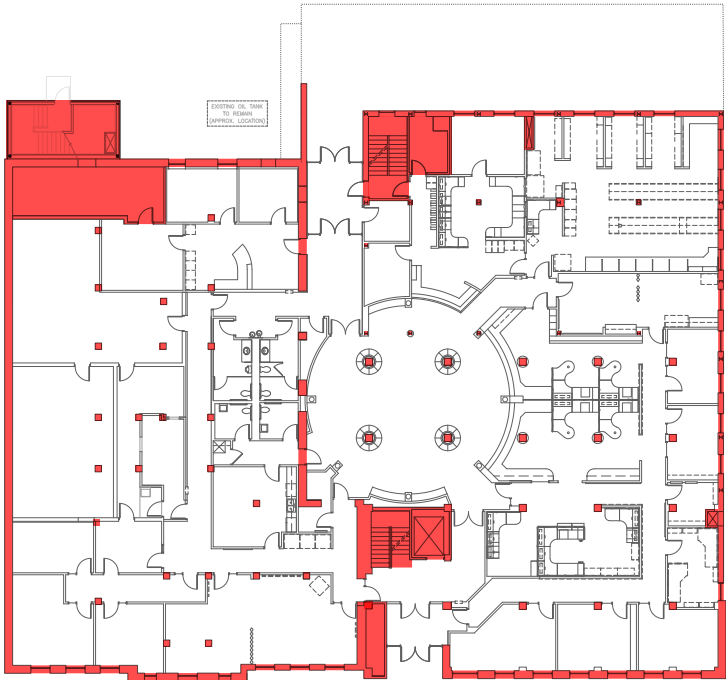
Construction Schedule Estimate

2028				2029				2030			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A: 01/01/28 - 03/22/30, 581 Working Days											
B: 01/01/28 - 07/12/30, 661 Working Days											
C: 01/01/28 - 08/09/30, 681 Working Days											
D: 01/01/28 - 06/14/30, 641 Working Days											
E: 01/01/28 - 10/04/29, 460 Working Days											

Existing Building Core Elements



Basement



First Floor



Second Floor



Third Floor

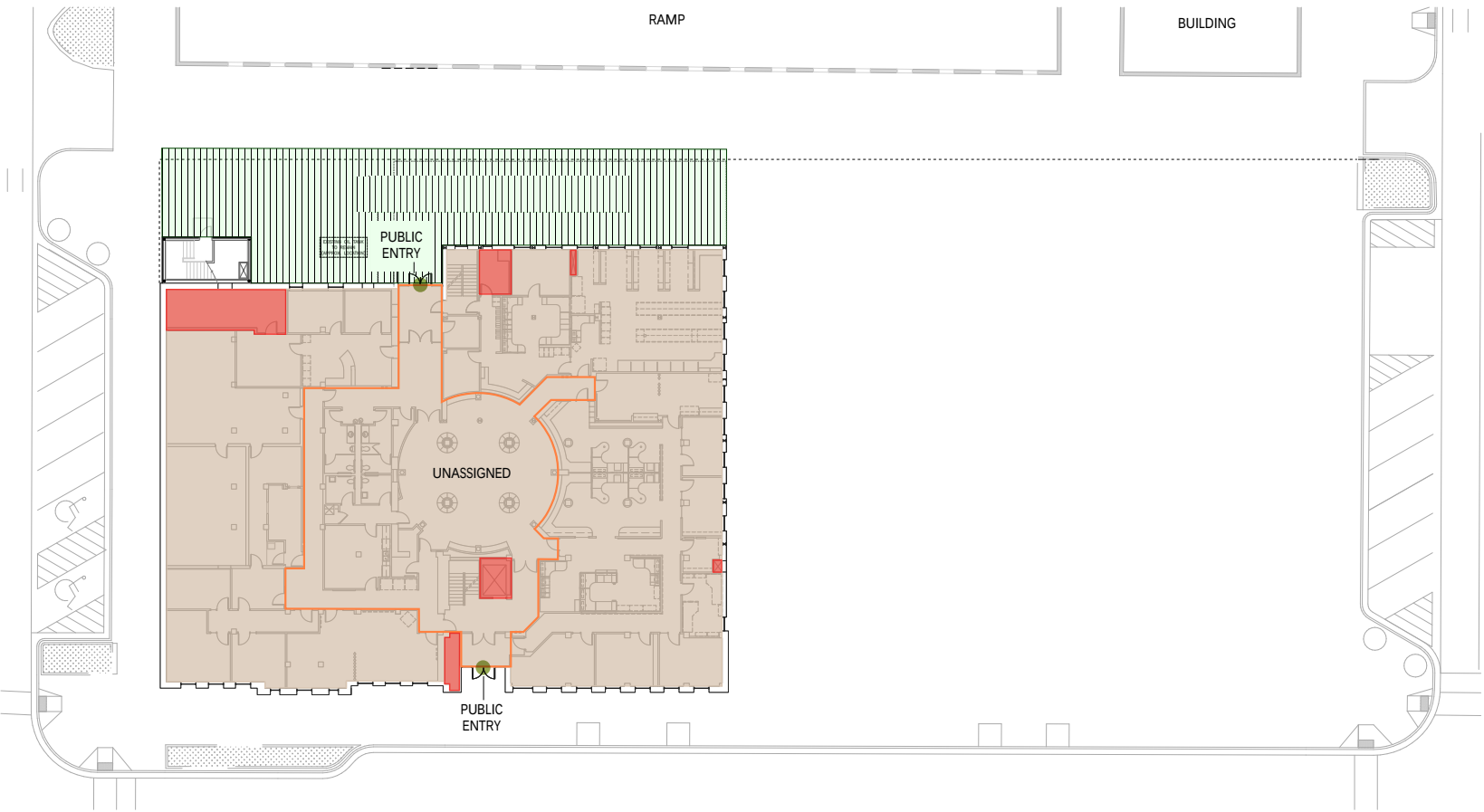


Fourth Floor

RED COMPONENTS ILLUSTRATE EXISTING STAIRS, ELEVATOR, COLUMNS AND BEARING WALLS THAT IMPACT RENOVATION.

Option A

Minimal Renovation of Existing Building



Scope:

All Floors:

- Deferred MEP Systems Upgrades
- Elevator upgrade

Basement:

- No changes

First Floor:

- Fully vacant floor

Second Floor:

- No changes

Third Floor:

- No changes

Fourth Floor:

- No changes
- Roof replacement

Site:

- Mechanical equipment screening
- Dumpster enclosure added to east side
- Minor concrete repairs on east side

Refer to following slides for enlarged plans

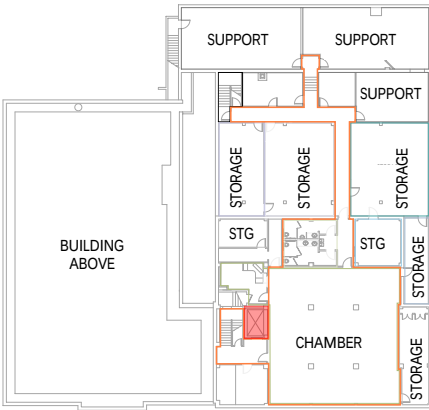
Schedule: 26.5 Months*

Budget: \$11M - \$12.8M**

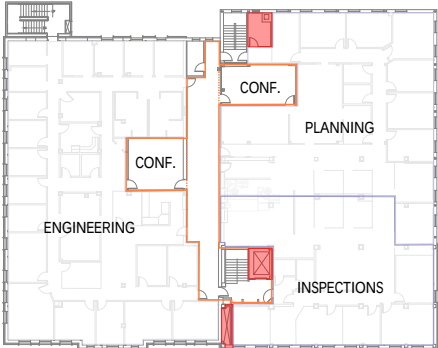
*Assumes multi-phased construction

**Includes construction costs, contingency, and soft costs

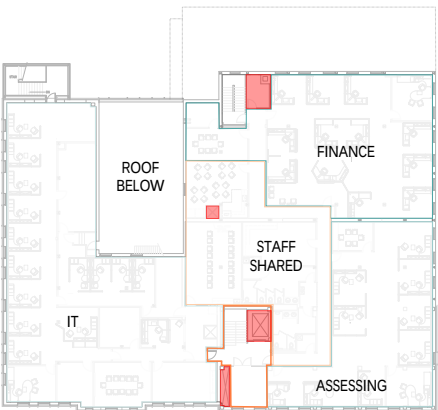
First Floor + Site



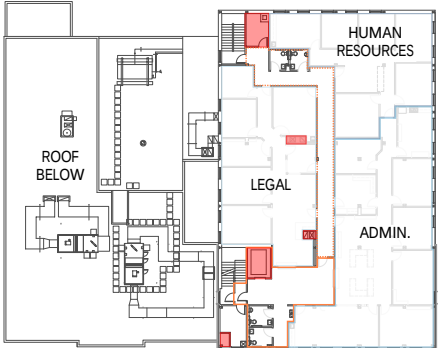
Basement



Second Floor



Third Floor



Fourth Floor

City of Bismarck - City Hall
Option A - Conceptual Floor Plans
July 2026

NOT TO SCALE

- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

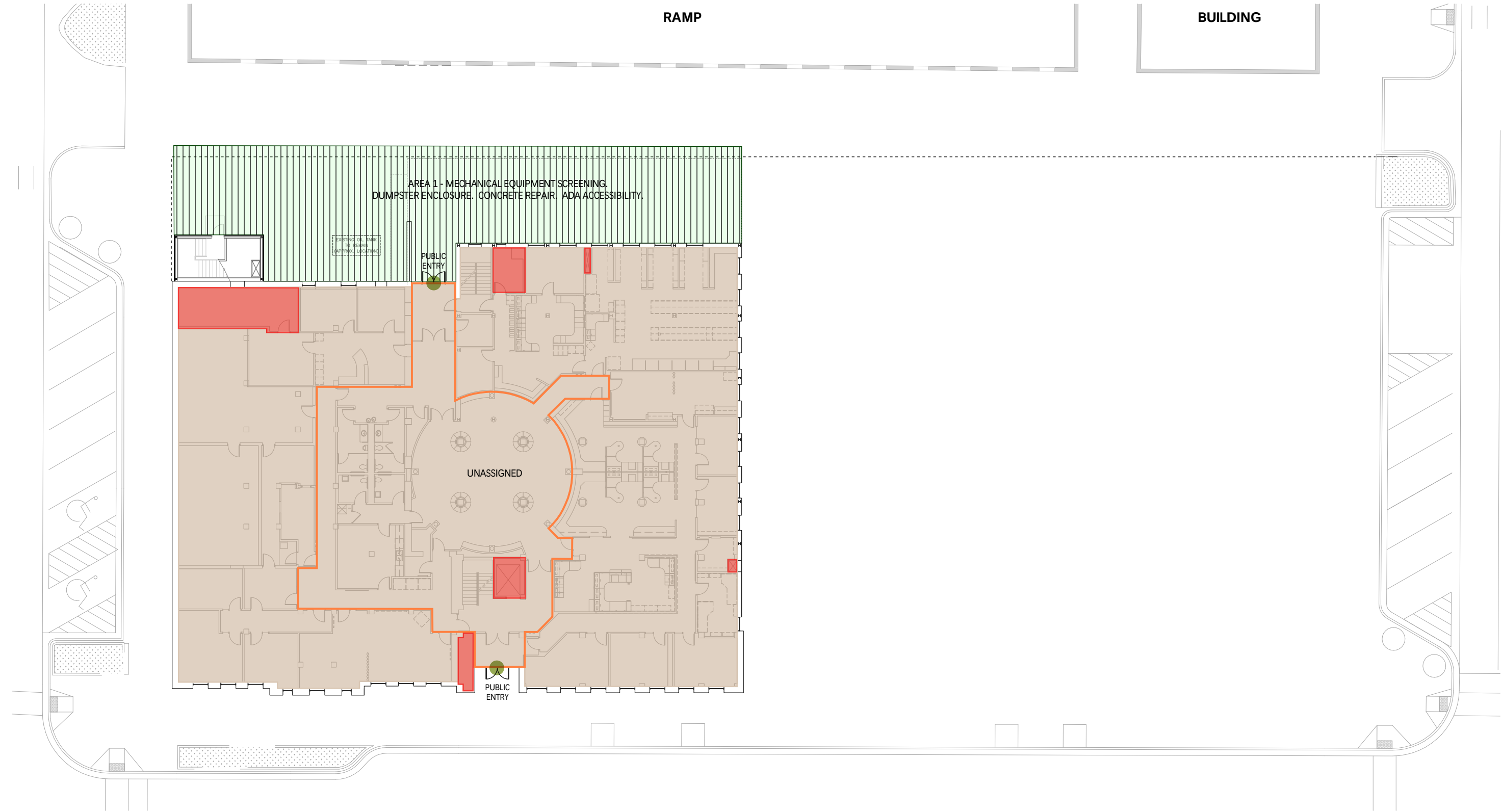
- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

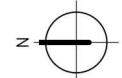




City of Bismarck - City Hall

Appendix: Option A - Conceptual Site and First Floor Plan

July 2026



NOT TO SCALE

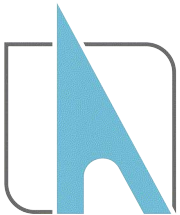
- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

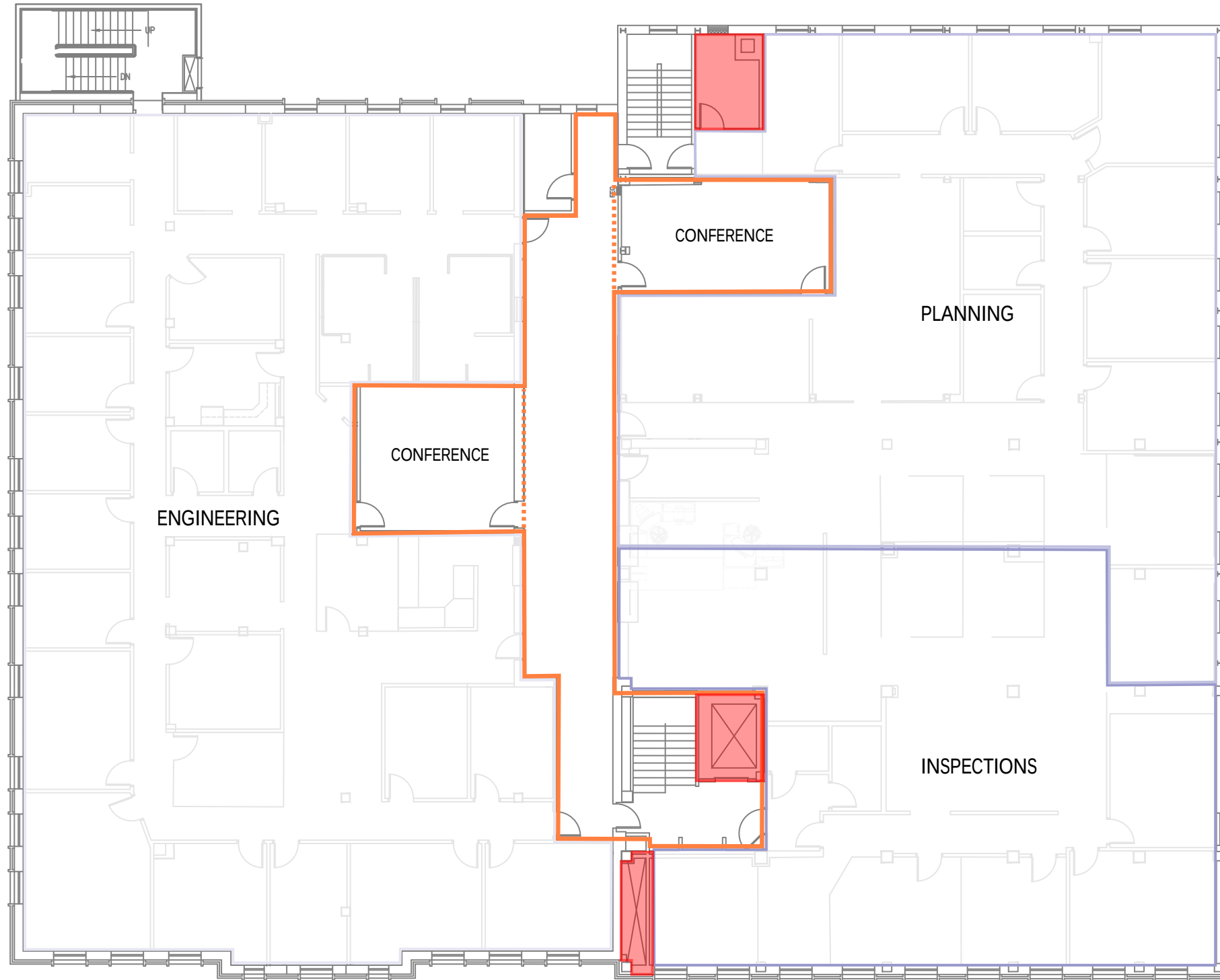
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



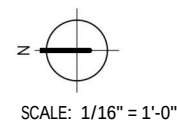
ENDEAVOR
NORTH
DESIGN
architects



City of Bismarck - City Hall

Appendix: Option A - Conceptual Second Floor Plan

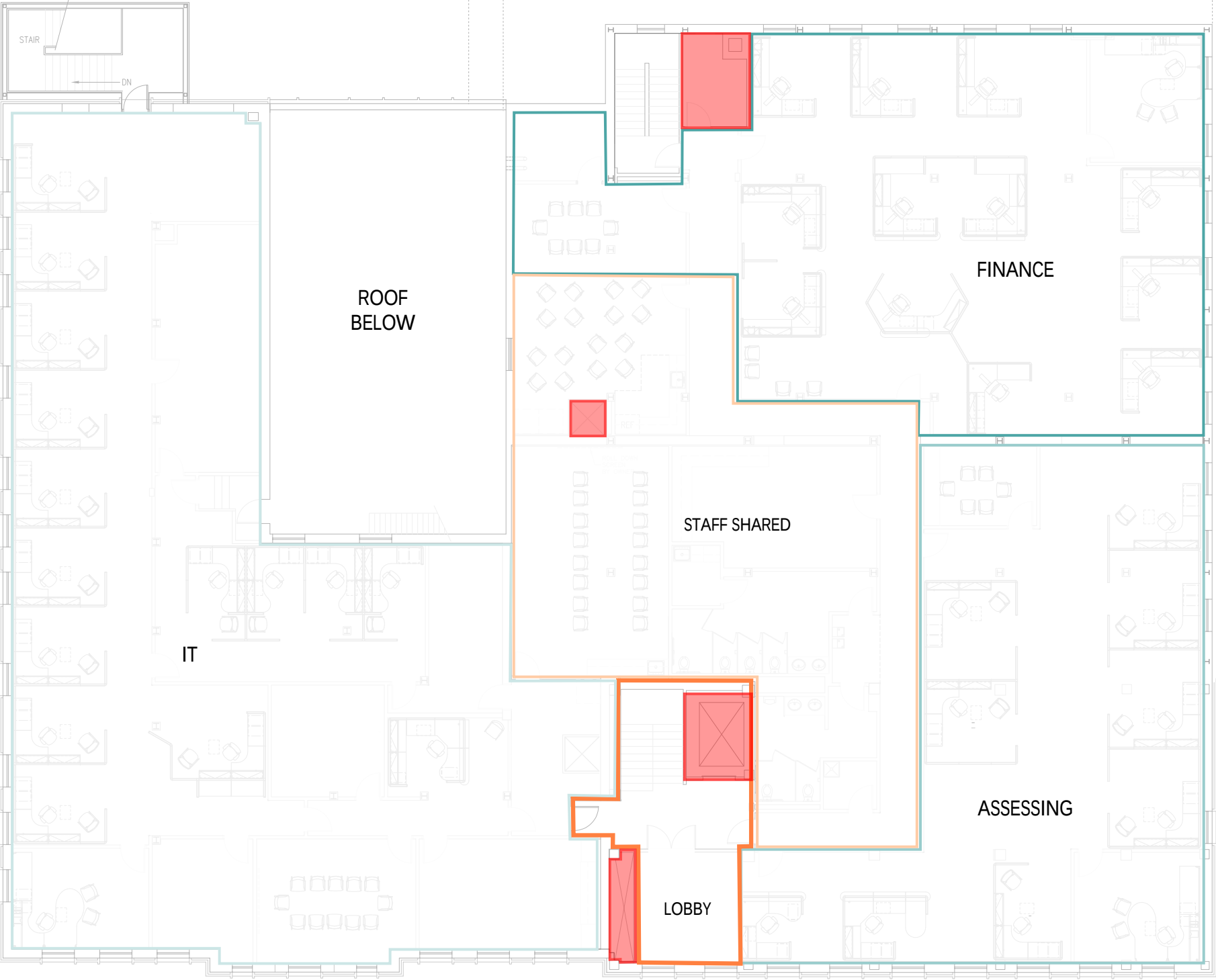
July 2026



- | | | | |
|--|---|---|---|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE |
| PUBLIC | LEGAL | PLANNING | ASSESSING |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT |
| SUPPORT | UNASSIGNED | | |

- SECURE LINE
- SEMI-SECURE LINE

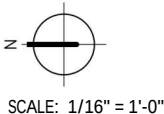




City of Bismarck - City Hall

Appendix: Option A - Conceptual Third Floor Plan

July 2026



- | | | | |
|--|---|--|--|
| ■ CHAMBER | ■ ADMINISTRATION | ■ INSPECTIONS | ■ FINANCE |
| ■ PUBLIC | ■ LEGAL | ■ PLANNING | ■ ASSESSING |
| ■ STAFF SHARED | ■ HUMAN RESOURCES | ■ ENGINEERING | ■ IT |
| ■ SUPPORT | ■ UNASSIGNED | | |

- SECURE LINE
- ... SEMI-SECURE LINE

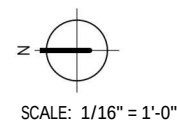




City of Bismarck - City Hall

Appendix: Option A - Conceptual Fourth Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

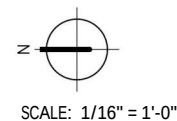




City of Bismarck - City Hall

Appendix: Option A - Conceptual Basement Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

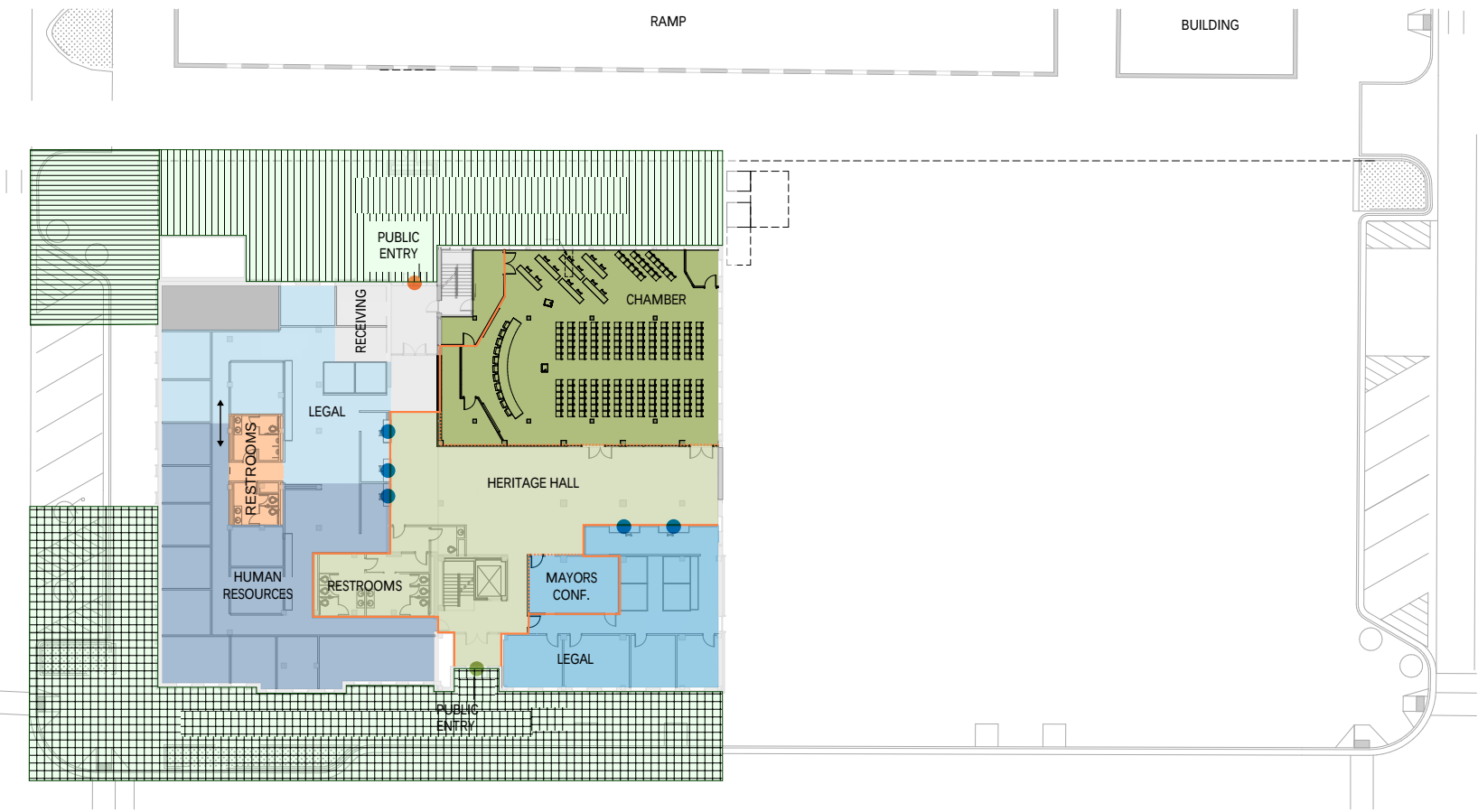
- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



Option B

Improved Renovation of Existing Building



First Floor + Site

Scope:

All Floors:

- Deferred MEP Systems Upgrades
- Elevator upgrade

Basement:

- Added training conference room
- Added wellness center
- Storage for departments

First Floor:

- Chamber relocates from basement to this floor (8'-0" ceiling)
- Relocated Legal, Administration, and Human Resources departments to this floor
- Added Heritage Hall

Second Floor:

- No major changes

Third Floor:

- No major changes

Fourth Floor:

- Shared break room
- Vacant space

Site:

- Mechanical equipment screening and dumpster enclosure added to east side
- Dumpster enclosure added to east side
- Reconfiguration of payment drop box, bike racks, curbing, and landscaping on NE corner

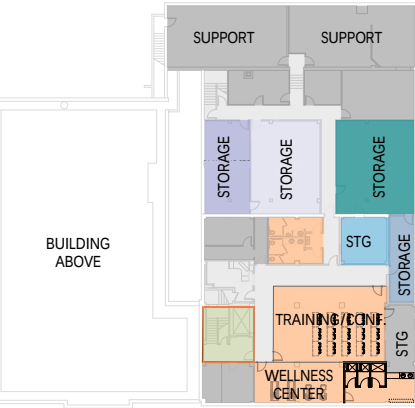
Schedule: 30.5 Months*

Budget: \$26M - \$29.5M**

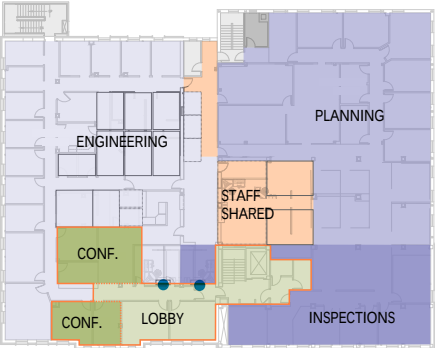
*Assumes multi-phased construction

**Includes construction costs, contingency, and soft costs

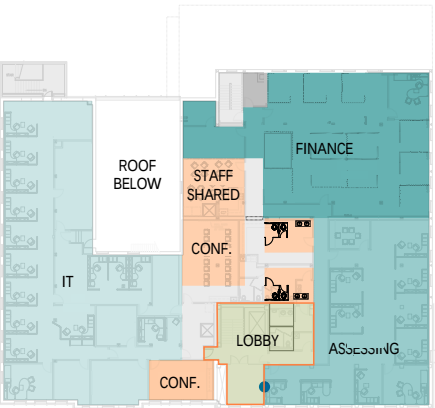
Refer to following slides for enlarged plans



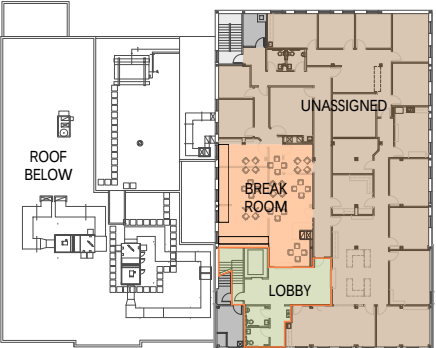
Basement



Second Floor



Third Floor



Fourth Floor

City of Bismarck - City Hall

Option B - Conceptual Floor Plans

July 2026

NOT TO SCALE

- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

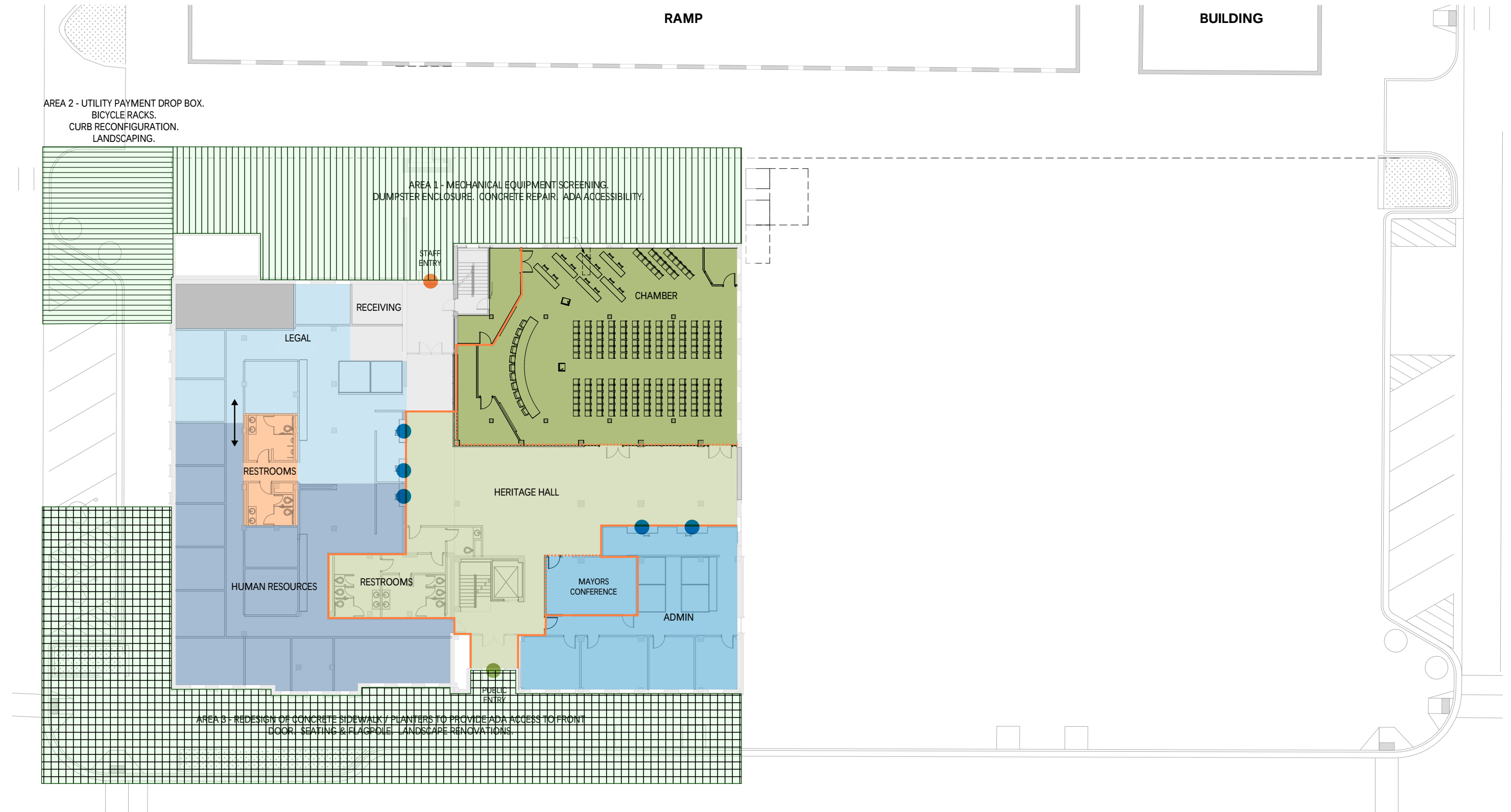
- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

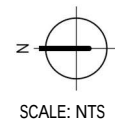




City of Bismarck - City Hall

Appendix: Option B - Conceptual Site and First Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

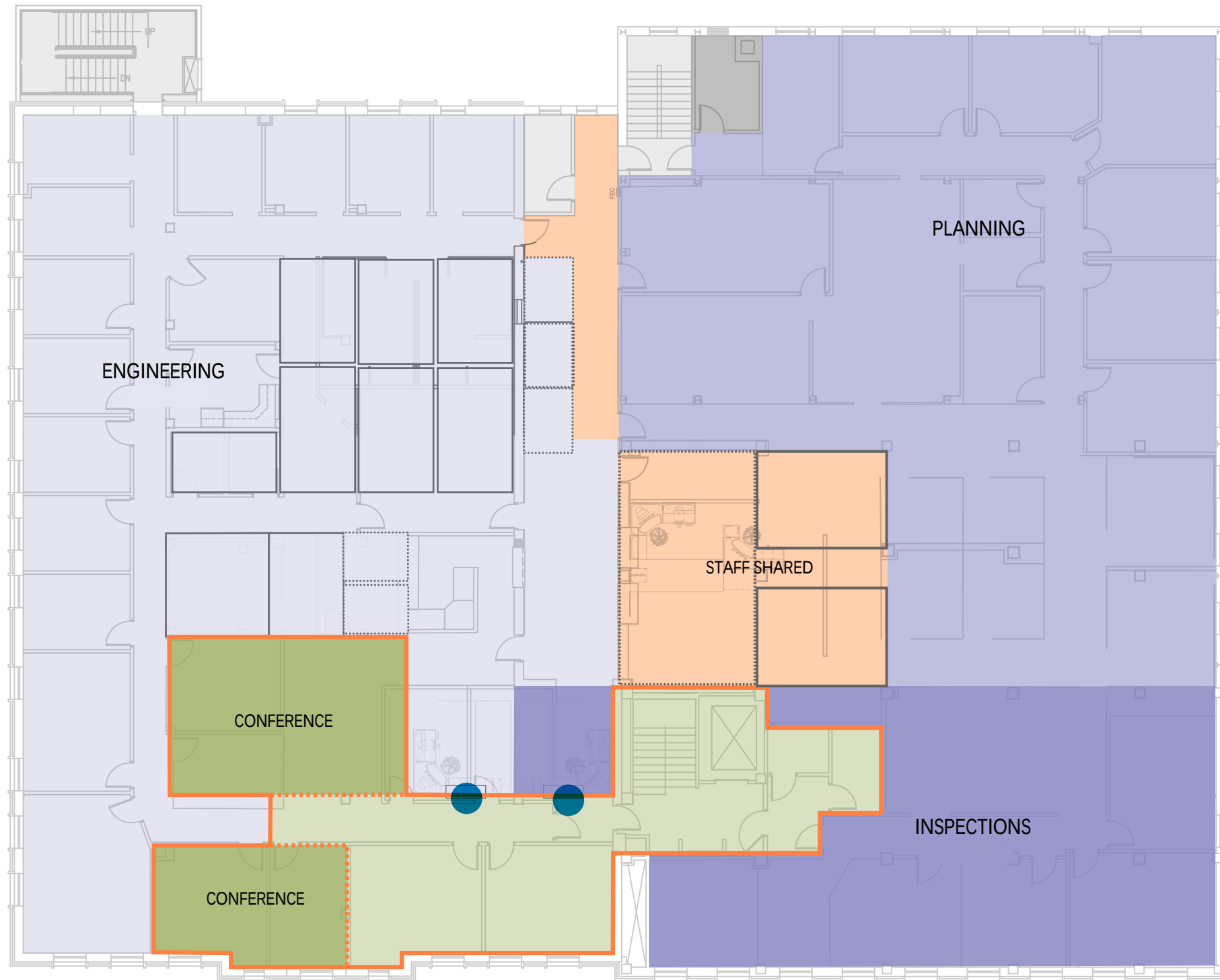
- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

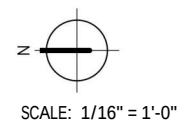




City of Bismarck - City Hall

Appendix: Option B - Conceptual Second Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

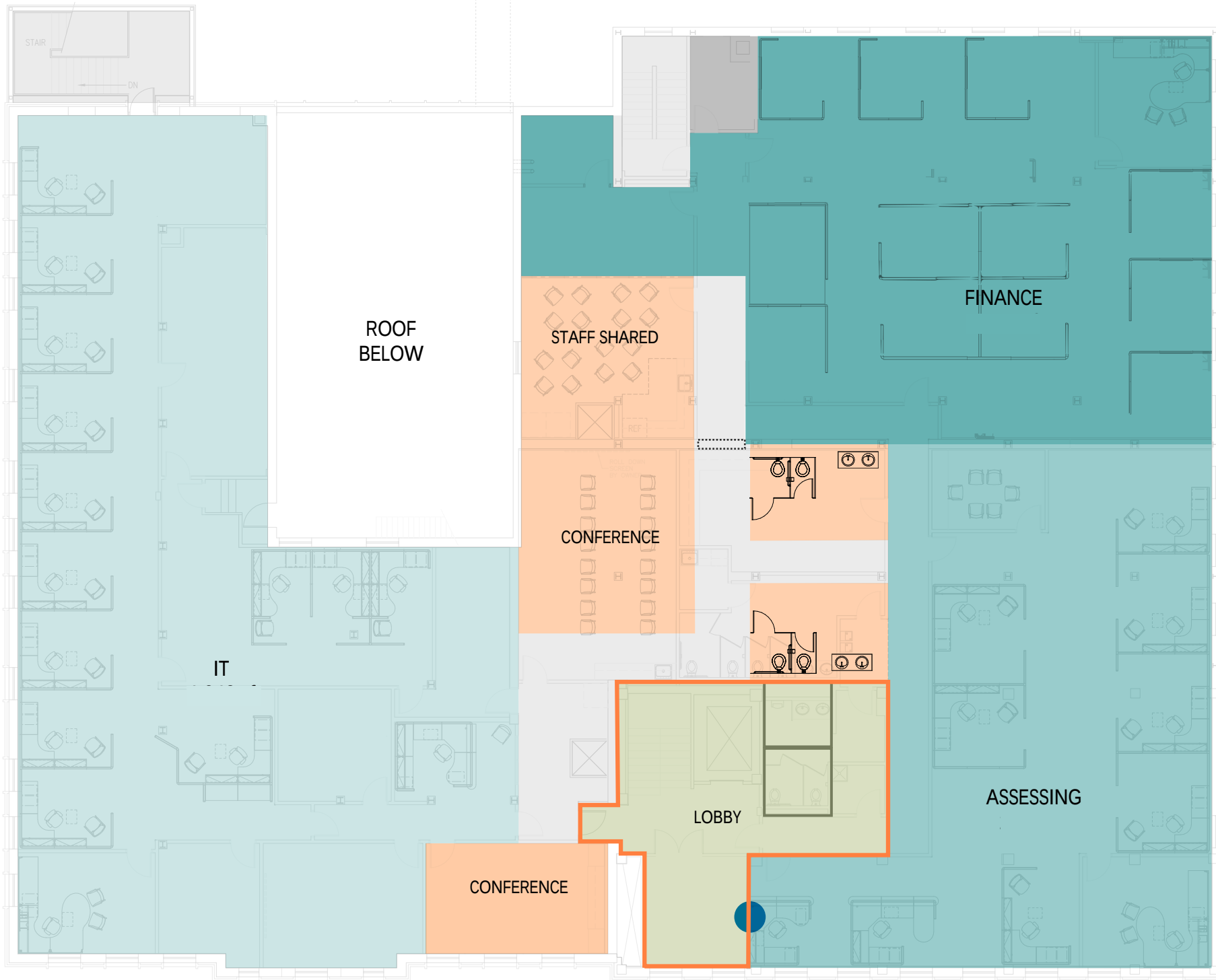
- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

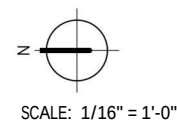




City of Bismarck - City Hall

Appendix: Option B - Conceptual Third Floor Plan

July 2026



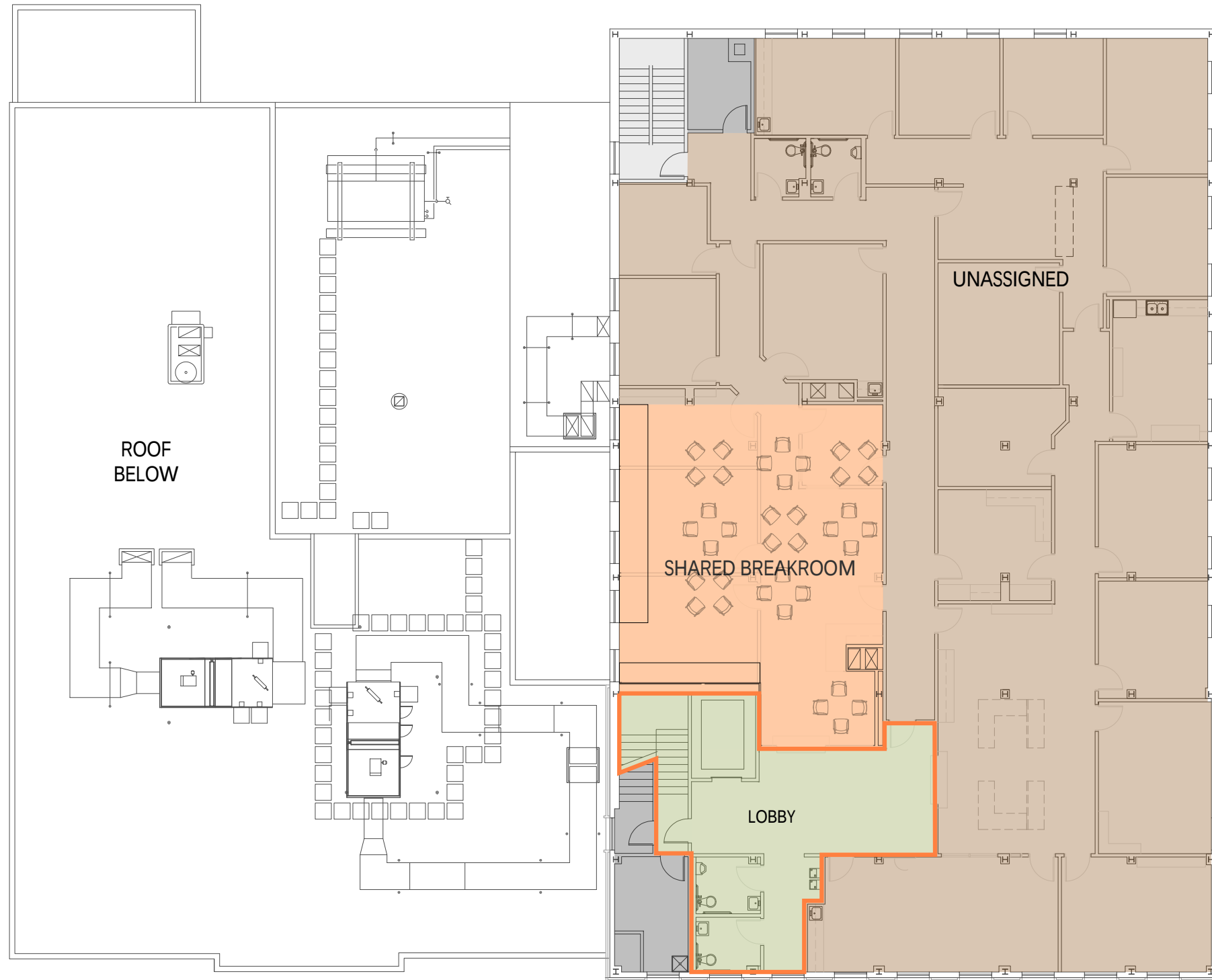
- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

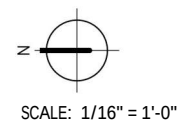




City of Bismarck - City Hall

Appendix: Option B - Conceptual Fourth Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE

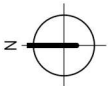




City of Bismarck - City Hall

Appendix: Option B - Conceptual Basement Floor Plan

July 2026



SCALE: 1/16" = 1'-0"

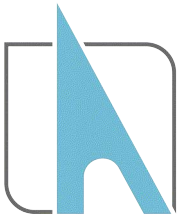
- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



ENDEAVOR
NORTH
DESIGN
architects



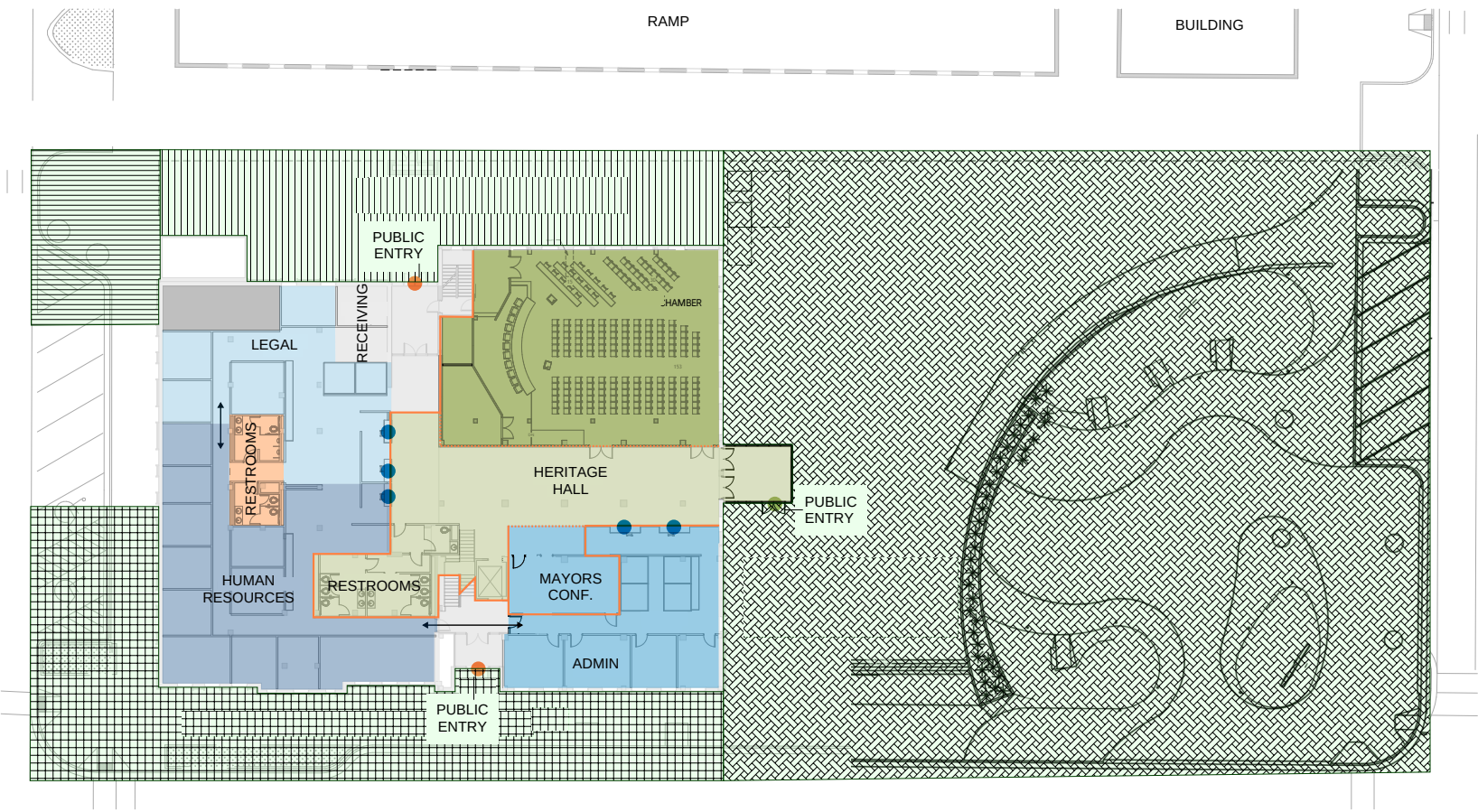
City of Bismarck - City Hall

Appendix: Option B - Chamber View

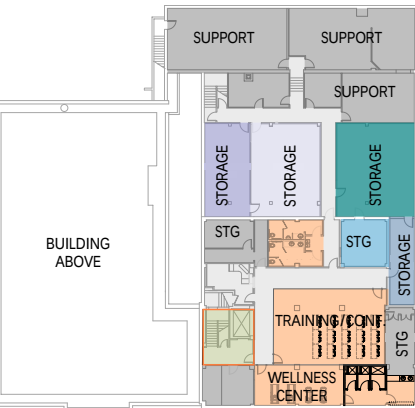
July 2026

Option C

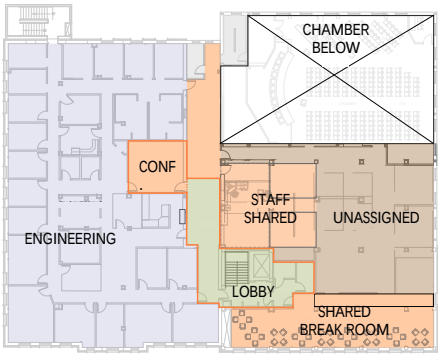
Comprehensive Renovation of Existing Building



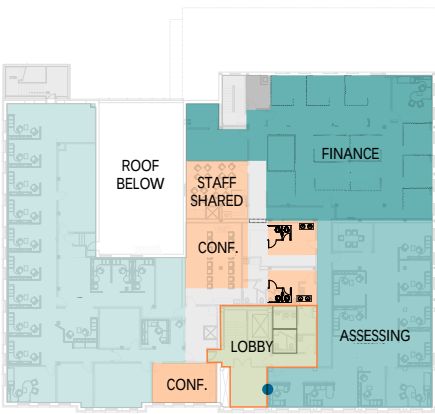
First Floor + Site



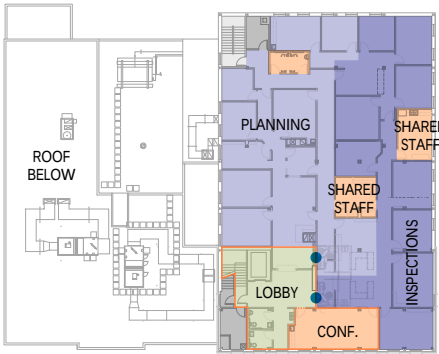
Basement



Second Floor

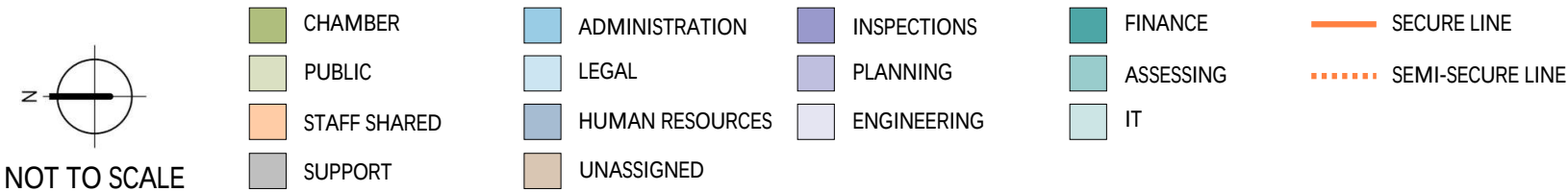


Third Floor



Fourth Floor

City of Bismarck - City Hall
Option C - Conceptual Floor Plans
July 2026



Scope:

All Floors:

- Deferred MEP Systems Upgrades
- Elevator upgrade

Basement:

- Added training conference room
- Added wellness center

First Floor:

- Main entry vestibule addition on south side, added Heritage Hall
- Upgrade and reconfiguration of elevator & main stairwell
- Chamber relocates from basement to first floor (15'-0" ceiling)
- Relocated Legal, Administration, and Human Resources departments to this floor

Second Floor:

- Portion of floor removed to allow taller ceiling height for Chamber on first floor
- Shared break room
- Portion is left as vacant space

Third Floor:

- No major changes

Fourth Floor:

- Relocated Planning and Inspections departments to this floor

Site:

- Mechanical equipment screening and dumpster enclosure added to east side
- Reconfiguration of payment drop box, bike racks, curbing, and landscaping on NE corner
- Public entrance enhancements around new entrance vestibule
- Perimeter landscape improvements to meet ordinance requirements

Schedule: 31 Months*

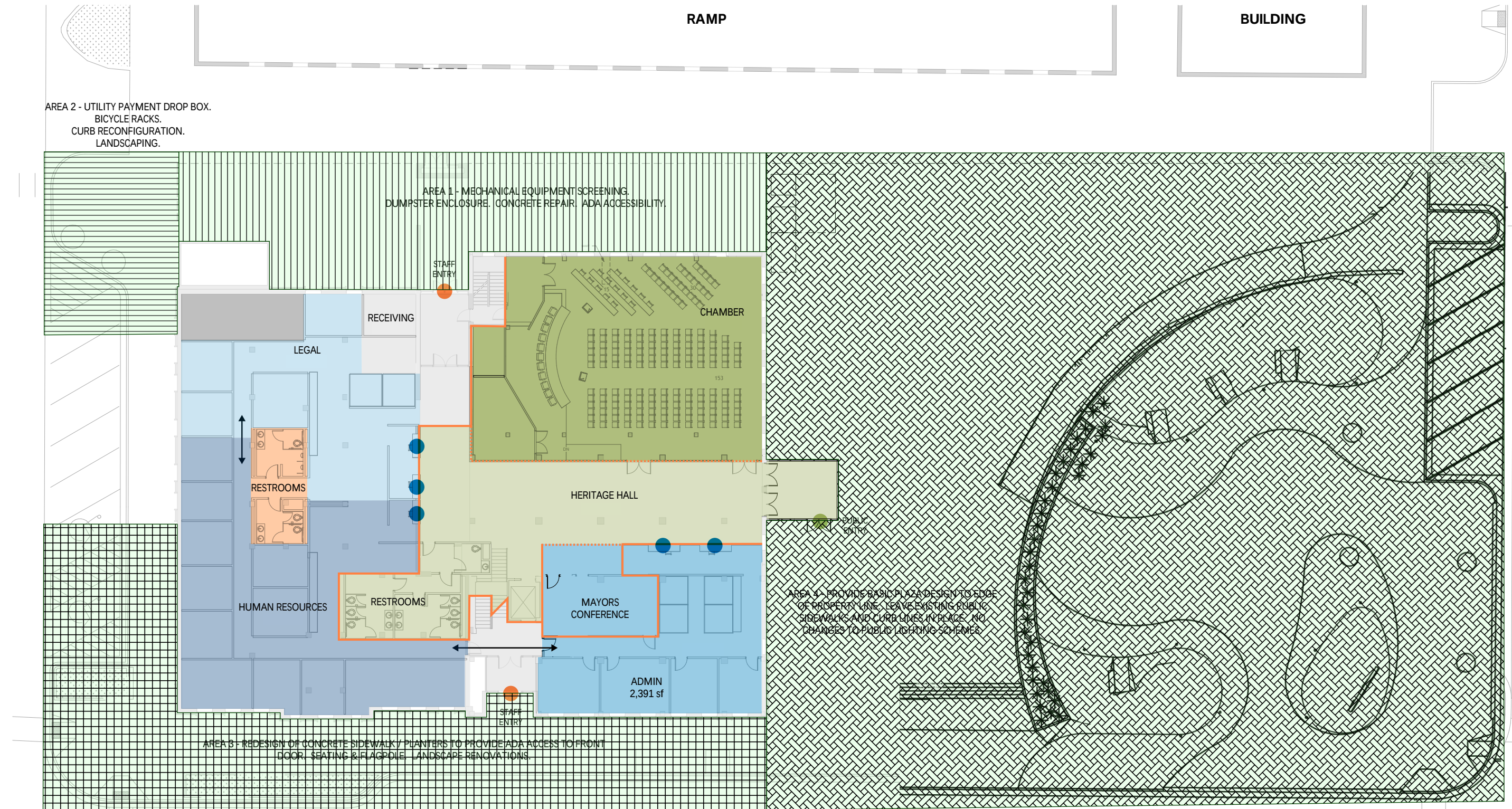
Budget: \$35M - \$39.4M**

*Assumes multi-phased construction

**Includes construction costs, contingency, and soft costs

Refer to following slides for enlarged plans

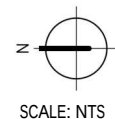




City of Bismarck - City Hall

Appendix: Option C - Conceptual Site and First Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

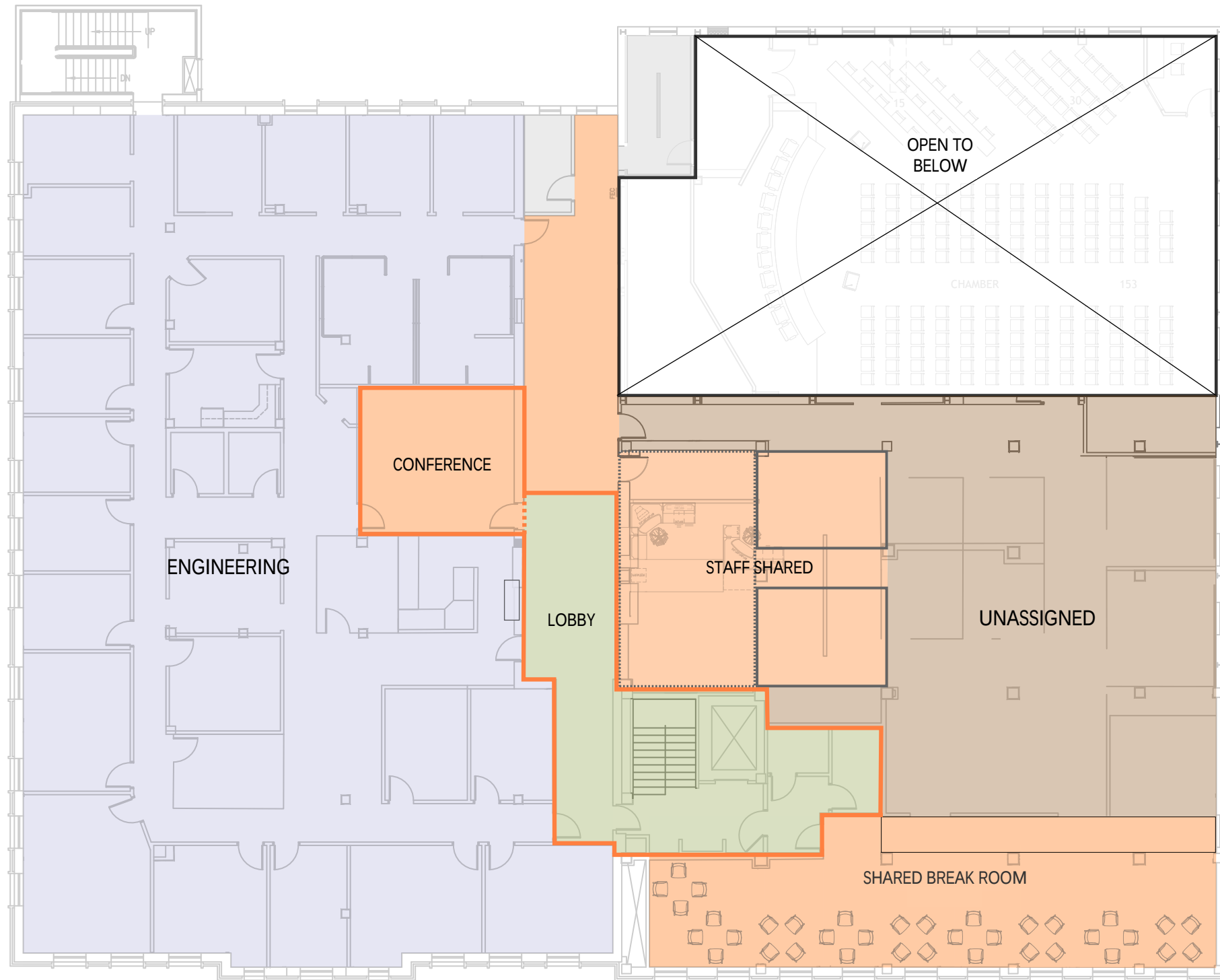
- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

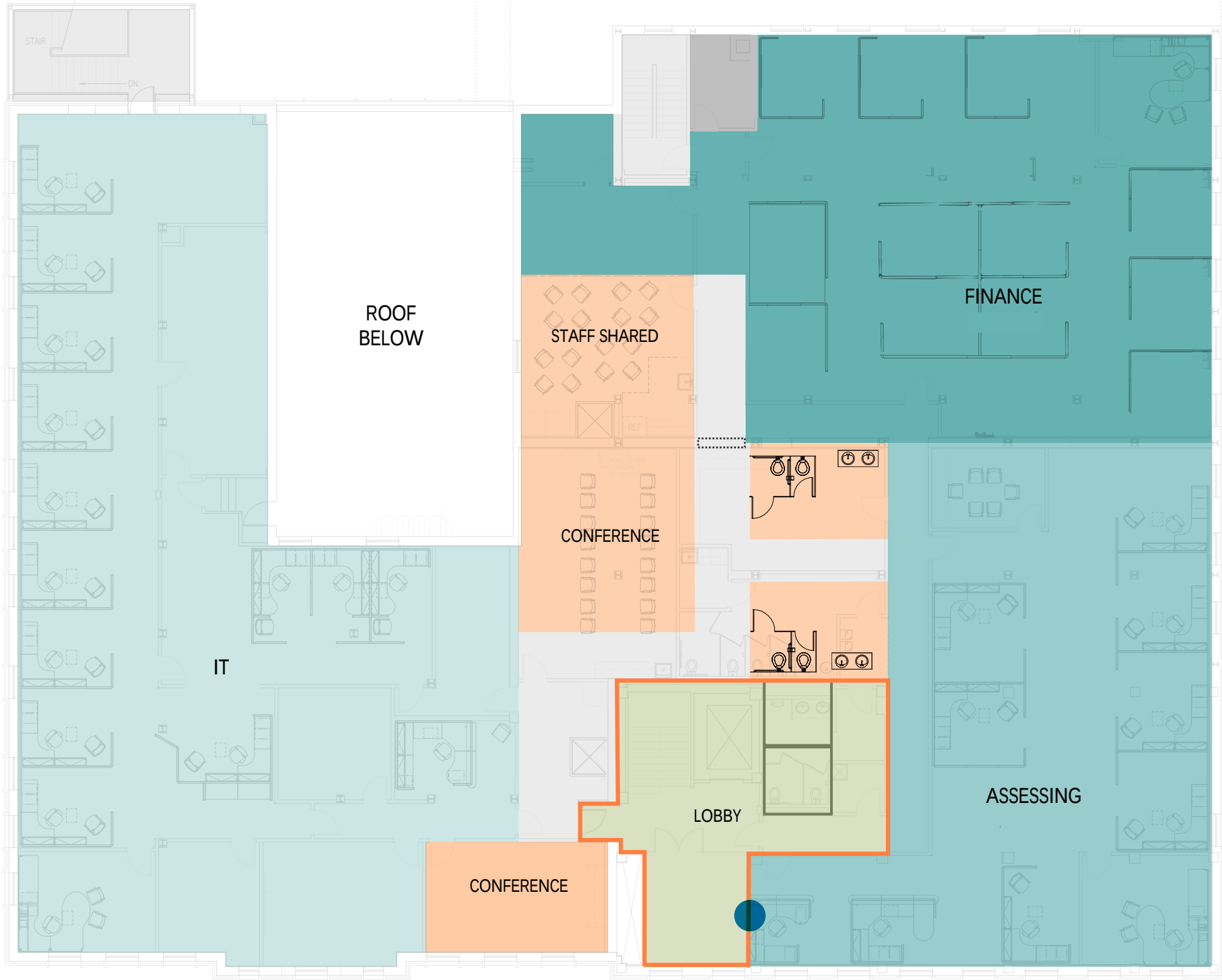
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



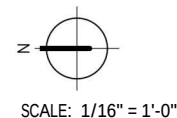




City of Bismarck - City Hall

Appendix: Option C - Conceptual Third Floor Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE





City of Bismarck - City Hall
Appendix: Option C - Conceptual Fourth Floor Plan
July 2026



SCALE: 1/16" = 1'-0"

 CHAMBER	 ADMINISTRATION	 INSPECTIONS	 FINANCE	SECURE LINE SEMI-SECURE LINE
 PUBLIC	 LEGAL	 PLANNING	 ASSESSING	
 STAFF SHARED	 HUMAN RESOURCES	 ENGINEERING	 IT	
 SUPPORT	 UNASSIGNED			

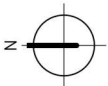




City of Bismarck - City Hall

Appendix: Option C - Conceptual Basement Floor Plan

July 2026



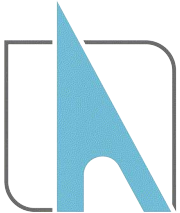
SCALE: 1/16" = 1'-0"

- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



ENDEAVOR
NORTH
DESIGN
architects



City of Bismarck - City Hall
Appendix: Option C - Exterior Rendering
July 2026



City of Bismarck - City Hall
Appendix: Option C - Exterior Rendering
July 2026

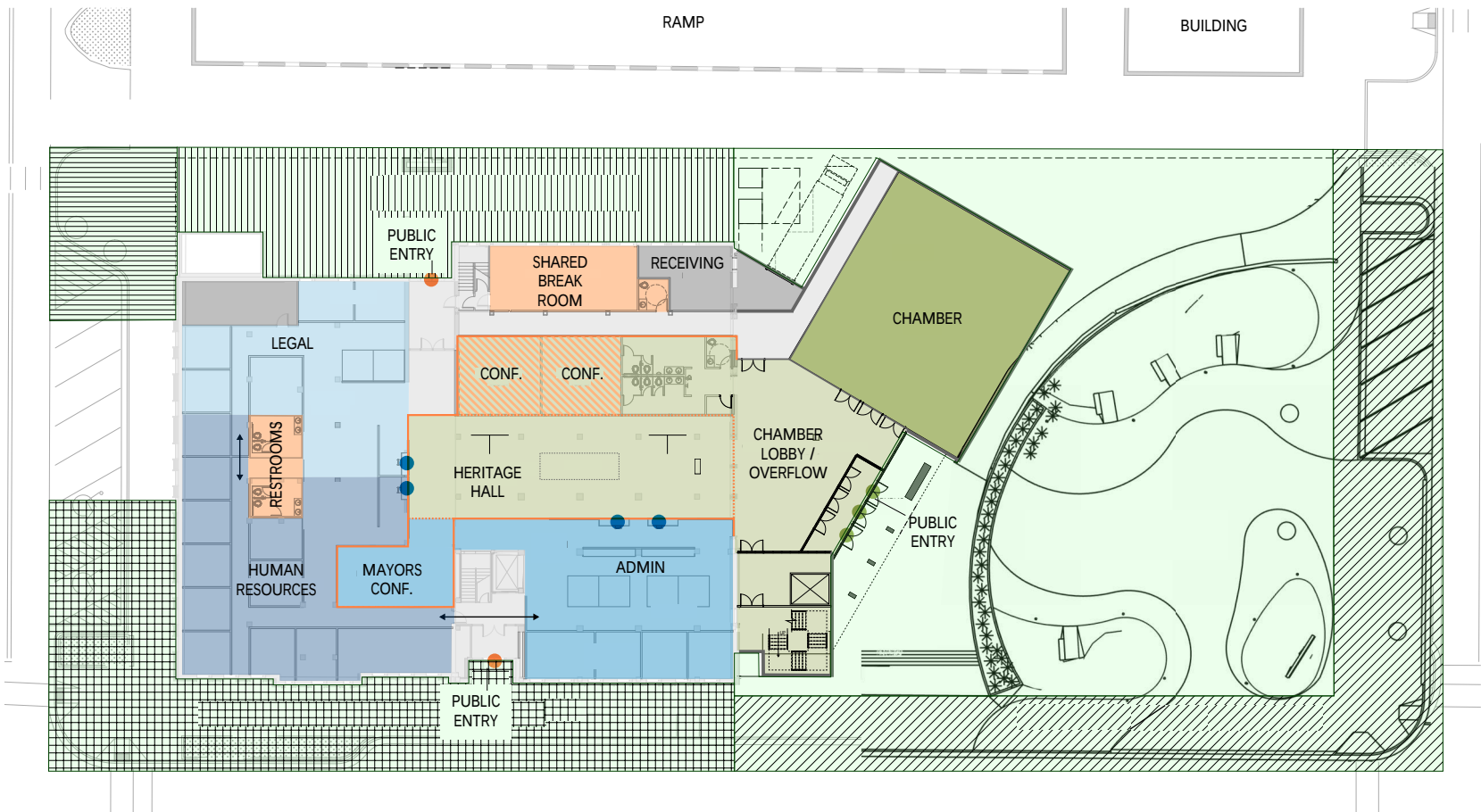


City of Bismarck - City Hall

Appendix: Option C - Chamber View

July 2026

Option D
Comprehensive Renovation and Building Expansion



First Floor + Site

Scope:
All Floors:
MEP Systems Upgrades
Circulation tower, conference room and lobby

Basement:
Added training conference room
Added wellness center
Improved and relocated mechanical and electrical room

First Floor:
Expansion to south for new Chamber, overflow/Chamber lobby space, & circulation tower
Relocated Legal, Administration, and Human Resources departments to this floor
Added Heritage Hall and a shared break room

Second Floor:
Reconfigured Engineering, Planning, and Inspections departments

Third Floor:
No major changes

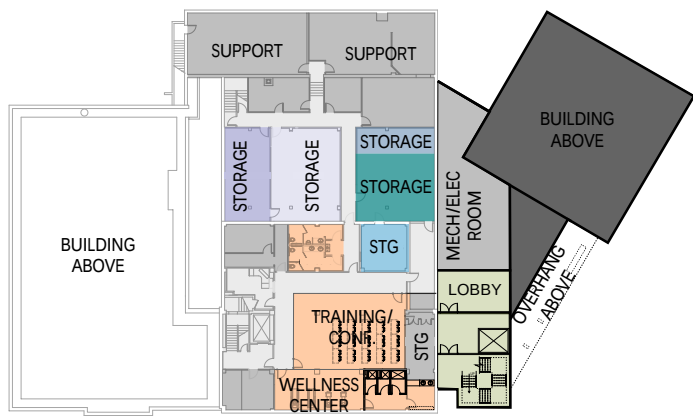
Fourth Floor:
Fully vacant floor

Site:
Basic plaza
Mechanical equipment screening and dumpster enclosure added to east side
Reconfiguration of payment drop box, bike racks, curbing, and landscaping on NE corner
Perimeter landscape improvements to meet ordinance requirements
Added loading dock

Refer to following slides for enlarged plans

Schedule: 29.5 Months*
Budget: \$34M - \$38M**

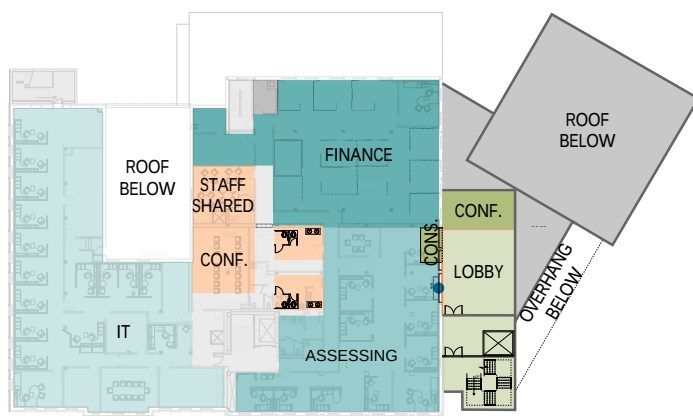
*Assumes multi-phased construction
**Includes construction costs, contingency, and soft costs



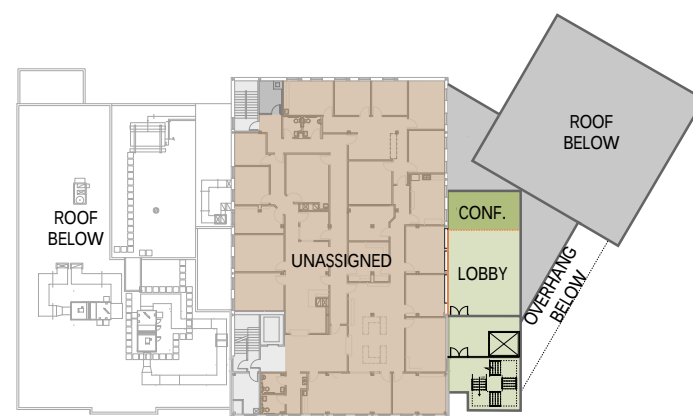
Basement



Second Floor



Third Floor



Fourth Floor

CHAMBER	ADMINISTRATION	INSPECTIONS	FINANCE	SECURE LINE
PUBLIC	LEGAL	PLANNING	ASSESSING	SEMI-SECURE LINE
STAFF SHARED	HUMAN RESOURCES	ENGINEERING	IT	
SUPPORT	UNASSIGNED			

RAMP

BUILDING

AREA 2 - UTILITY PAYMENT DROP BOX.
BICYCLE RACKS.
CURB RECONFIGURATION.
LANDSCAPING.

AREA 1 - MECHANICAL EQUIPMENT SCREENING.
DUMPSTER ENCLOSURE. CONCRETE REPAIR. ADA ACCESSIBILITY.

STAFF
ENTRY

SHARED BREAKROOM

RECEIVING

CHAMBER

CONFERENCE

CONFERENCE

RESTROOMS

LEGAL

RESTROOMS

HERITAGE HALL

CHAMBER LOBBY/OVERFLOW

PUBLIC
ENTRY

AREA 5 - PROVIDE BASIC PLAZA DESIGN TO EDGE
OF PROPERTY LINE. LEAVE EXISTING PUBLIC
SIDEWALKS AND CURB LINES IN PLACE. NO
CHANGES TO PUBLIC LIGHTING SCHEMES.

AREA 3 - REDESIGN OF CONCRETE SIDEWALK / PLANTERS TO PROVIDE ADA ACCESS TO FRONT
DOOR. SEATING & FLAGPOLE. LANDSCAPE RENOVATIONS.

STAFF
ENTRY

ADMIN

MAYORS CONFERENCE

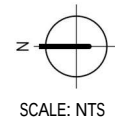
HUMAN RESOURCES

AREA 6 - RENOVATE PUBLIC STREETScape. ALLOWS PLAZA TO EXPAND
INTO PUBLIC RIGHT OF WAY FOR EVENTS.

City of Bismarck - City Hall

Appendix: Option D - Conceptual Site and First Floor Plan

July 2026



CHAMBER
PUBLIC
STAFF SHARED
SUPPORT

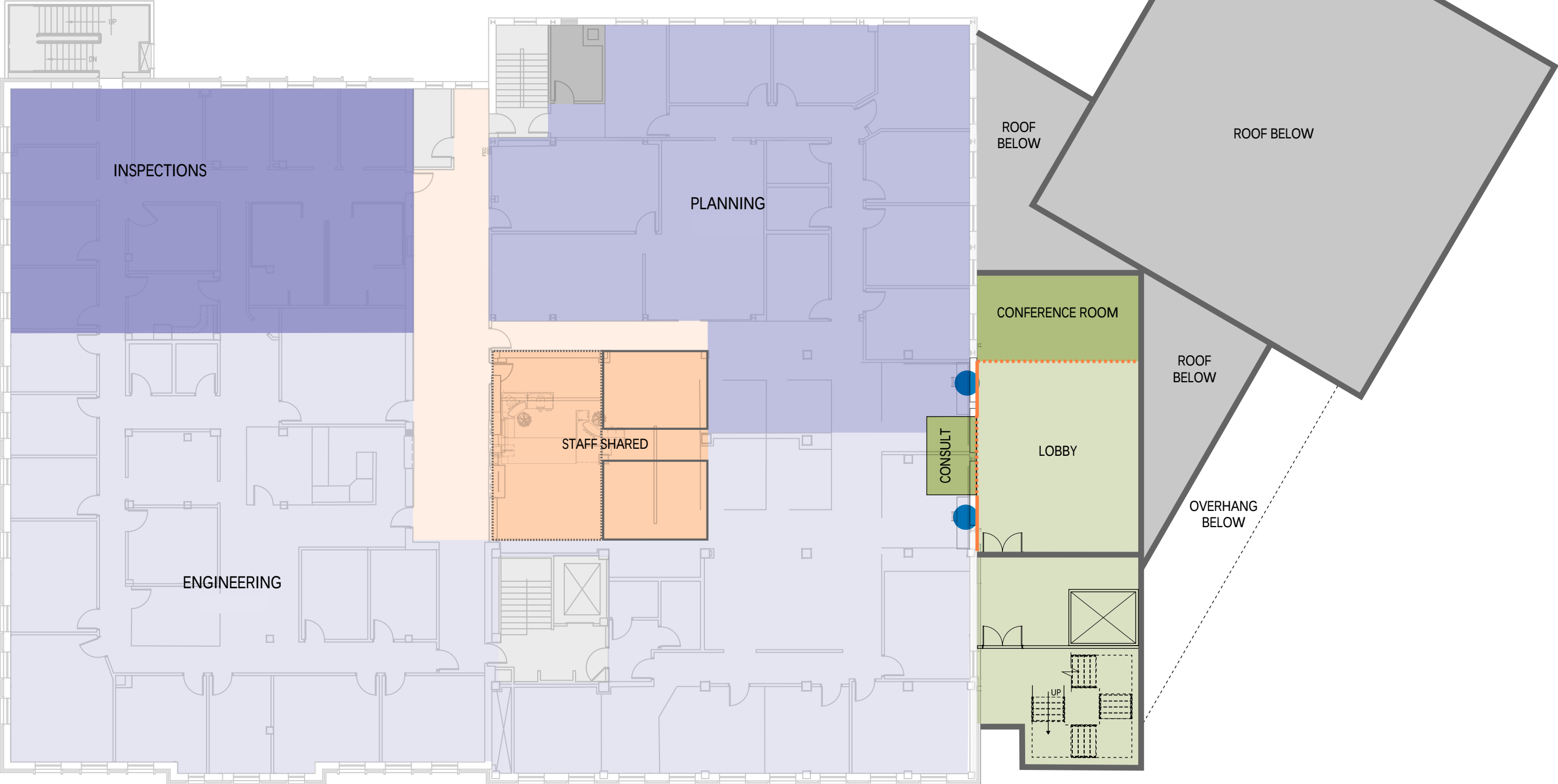
ADMINISTRATION
LEGAL
HUMAN RESOURCES
UNASSIGNED

INSPECTIONS
PLANNING
ENGINEERING

FINANCE
ASSESSING
IT

SECURE LINE
SEMI-SECURE LINE





City of Bismarck - City Hall

Appendix: Option D - Conceptual Second Floor Plan

July 2026

SCALE: 1/16" = 1'-0"

- | | | | | |
|--------------|-----------------|-------------|-----------|------------------|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE | SECURE LINE |
| PUBLIC | LEGAL | PLANNING | ASSESSING | SEMI-SECURE LINE |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT | |
| SUPPORT | UNASSIGNED | | | |





City of Bismarck - City Hall

Appendix: Option D - Conceptual Third Floor Plan
July 2026


SCALE: 1/16" = 1'-0"

- | | | | | |
|--|---|---|---|--|
|  CHAMBER |  ADMINISTRATION |  INSPECTIONS |  FINANCE |  SECURE LINE |
|  PUBLIC |  LEGAL |  PLANNING |  ASSESSING |  SEMI-SECURE LINE |
|  STAFF SHARED |  HUMAN RESOURCES |  ENGINEERING |  IT | |
|  SUPPORT |  UNASSIGNED | | | |



City of Bismarck - City Hall

Appendix: Option D - Conceptual Fourth Floor Plan
July 2026



- | | | | | |
|--|---|---|---|--|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE | SECURE LINE
 SEMI-SECURE LINE |
| PUBLIC | LEGAL | PLANNING | ASSESSING | |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT | |
| SUPPORT | UNASSIGNED | | | |
| | | | | |

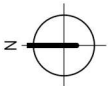




City of Bismarck - City Hall

Appendix: Option D - Conceptual Basement Floor Plan

July 2026



SCALE: 1/16" = 1'-0"

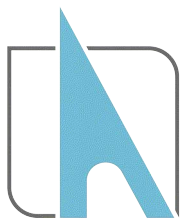
- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

- SECURE LINE
- SEMI-SECURE LINE



ENDEAVOR
NORTH
DESIGN
architects



City of Bismarck - City Hall

Appendix: Option D - Exterior Rendering
July 2026



City of Bismarck - City Hall

Appendix: Option D - Exterior Rendering

July 2026

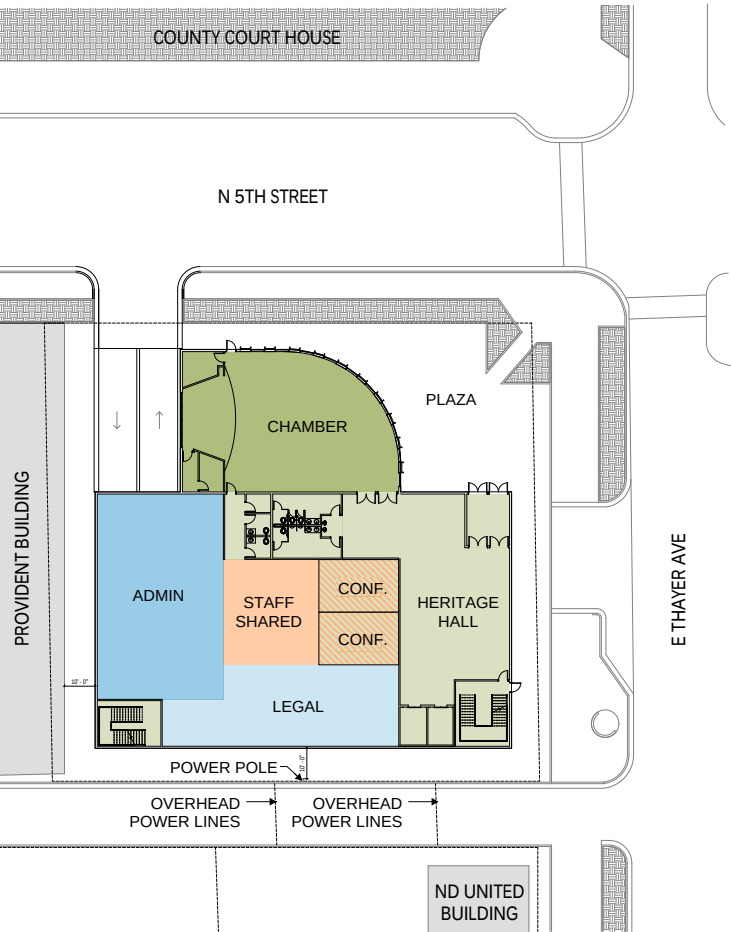


City of Bismarck - City Hall

Appendix: Option D - Chamber View
July 2026

Option E

New Build on New Site



First Floor + Site

Scope:

Underground Parking Level:

- 38 Stalls

First Floor:

- Chamber and Heritage Hall
- Administration and Legal Departments

Second Floor:

- IT and Human Resources Departments

Third Floor:

- Finance and Assessing Departments

Fourth Floor:

- Planning and Inspections Departments

Fifth Floor:

- Engineering Department

Site:

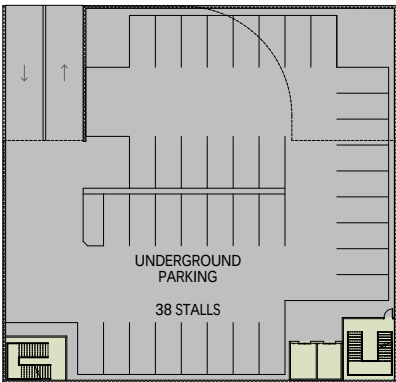
- Basic plaza

Refer to following slides for enlarged plans

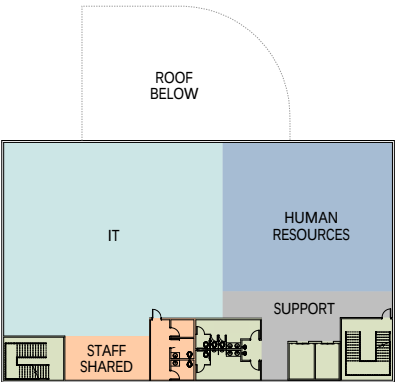
Schedule: 22 Months

Budget: \$46.9M - \$50.1M*

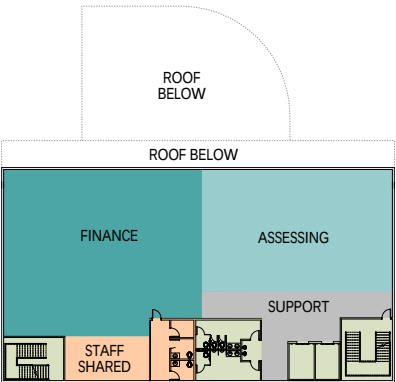
*Includes construction costs, contingency, and soft costs



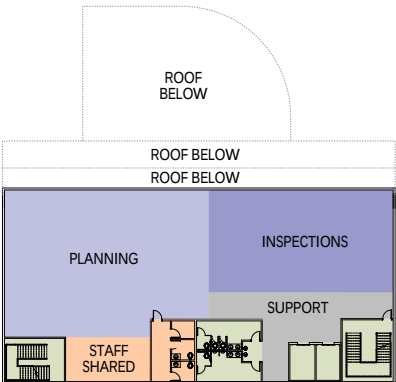
Underground Parking Level



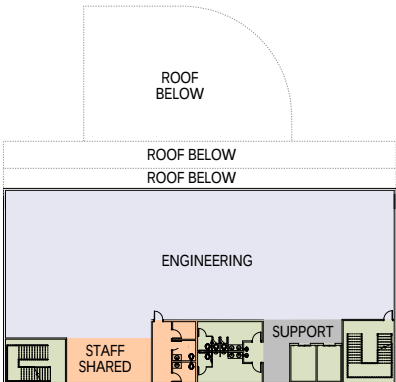
Second Floor



Third Floor



Fourth Floor



Fifth Floor

NOT TO SCALE

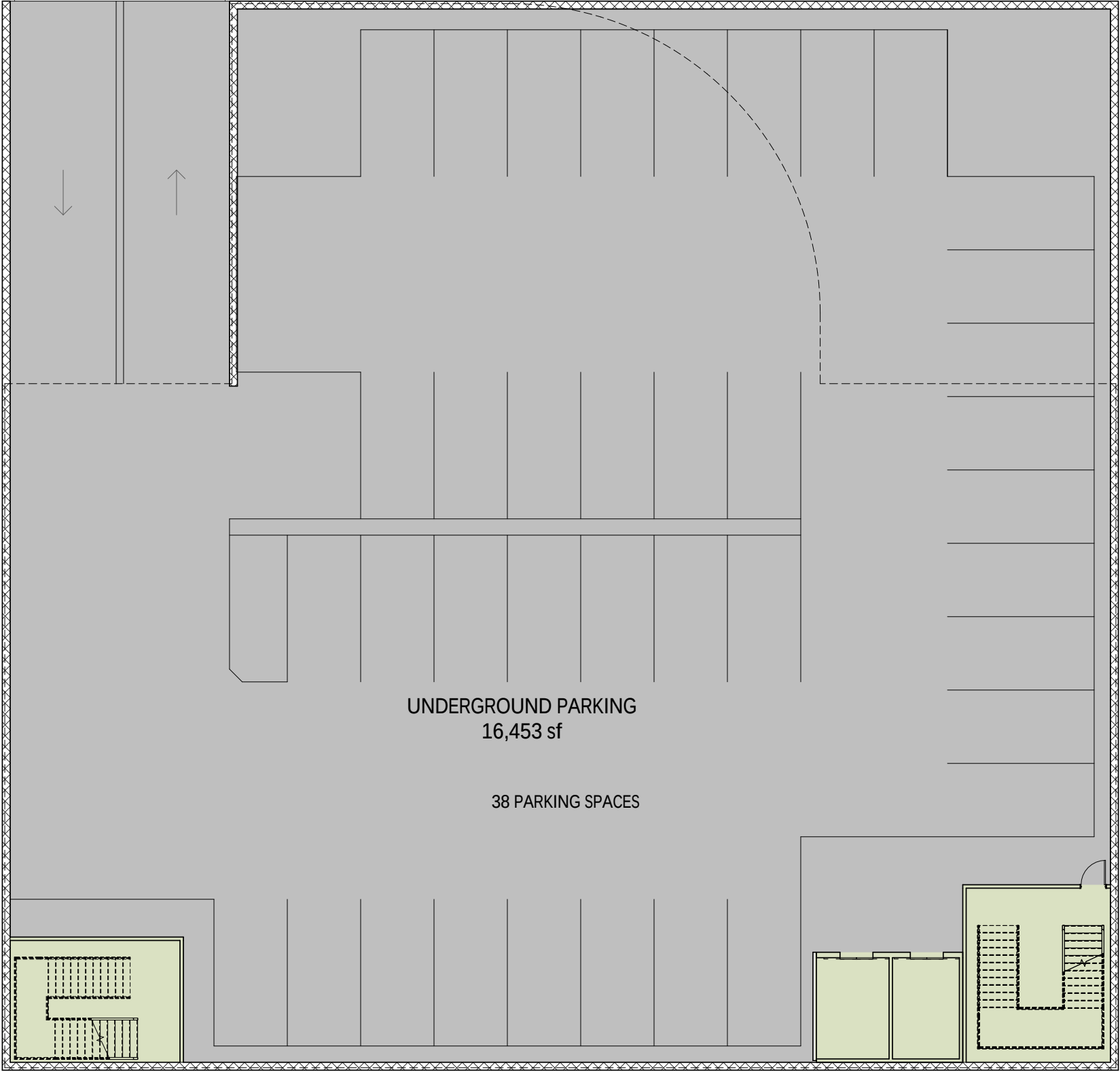
- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED

- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

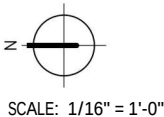
- SECURE LINE
- SEMI-SECURE LINE



City of Bismarck - City Hall

Appendix: Option E - Conceptual Underground Parking Plan

July 2026



- CHAMBER
- PUBLIC
- STAFF SHARED
- SUPPORT

- ADMINISTRATION
- LEGAL
- HUMAN RESOURCES
- UNASSIGNED
- INSPECTIONS
- PLANNING
- ENGINEERING

- FINANCE
- ASSESSING
- IT

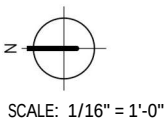
- SECURE LINE
- SEMI-SECURE LINE





City of Bismarck - City Hall

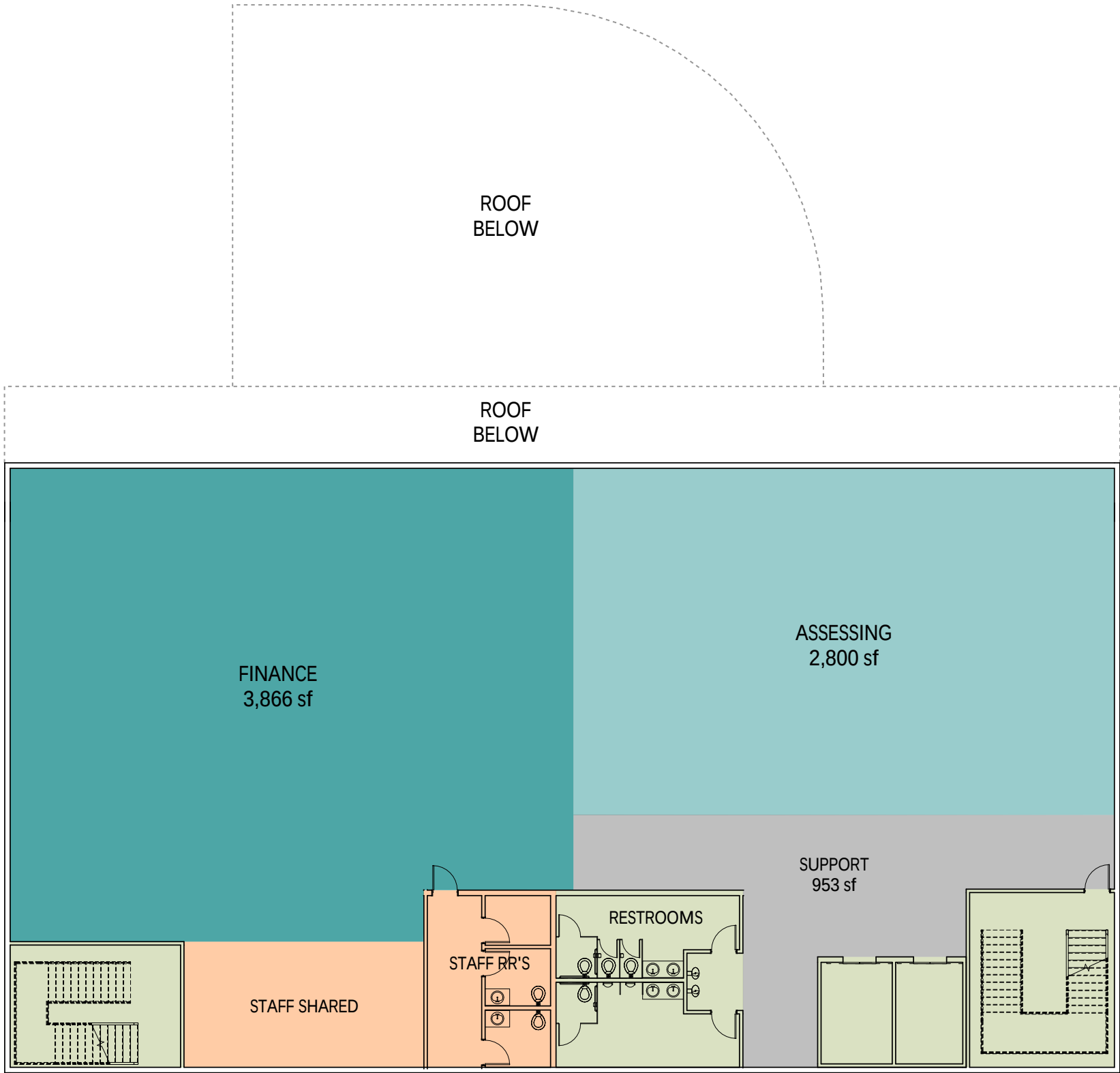
Appendix: Option E - Conceptual Second Floor Plan
 July 2026



- | | | | |
|--------------|-----------------|-------------|-----------|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE |
| PUBLIC | LEGAL | PLANNING | ASSESSING |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT |
| SUPPORT | UNASSIGNED | | |

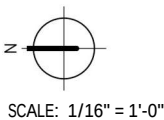
- SECURE LINE
- SEMI-SECURE LINE





City of Bismarck - City Hall

Appendix: Option E - Conceptual Third Floor Plan
July 2026



- | | | | |
|--------------|-----------------|-------------|-----------|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE |
| PUBLIC | LEGAL | PLANNING | ASSESSING |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT |
| SUPPORT | UNASSIGNED | | |

- SECURE LINE
- - - - - SEMI-SECURE LINE

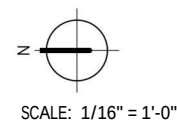




City of Bismarck - City Hall

Appendix: Option E - Conceptual Fourth Floor Plan

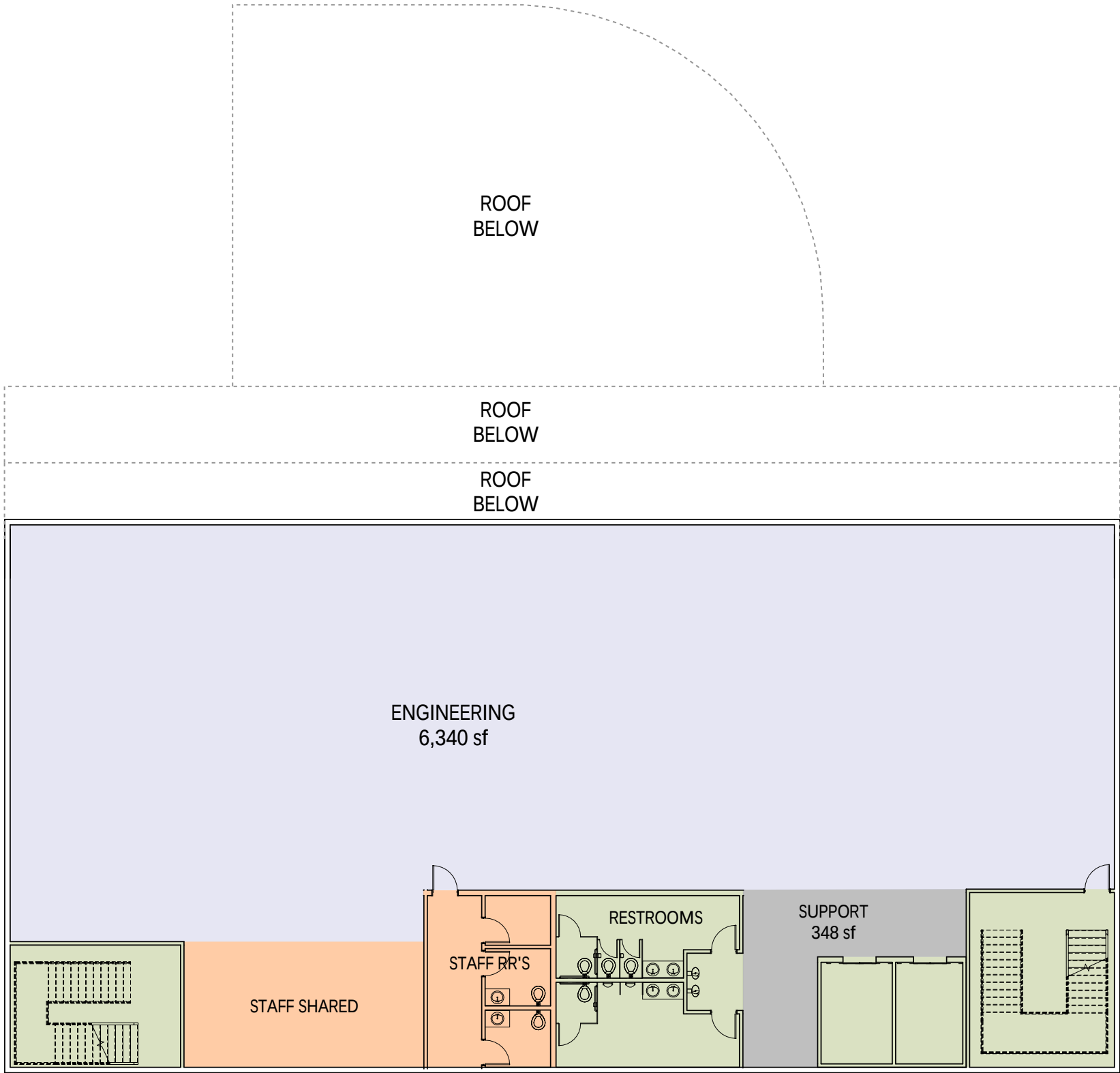
July 2026



- | | | | |
|--------------|-----------------|-------------|-----------|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE |
| PUBLIC | LEGAL | PLANNING | ASSESSING |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT |
| SUPPORT | UNASSIGNED | | |

- SECURE LINE
 SEMI-SECURE LINE

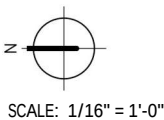




City of Bismarck - City Hall

Appendix: Option E - Conceptual Fifth Floor Plan

July 2026



- | | | | |
|--------------|-----------------|-------------|-----------|
| CHAMBER | ADMINISTRATION | INSPECTIONS | FINANCE |
| PUBLIC | LEGAL | PLANNING | ASSESSING |
| STAFF SHARED | HUMAN RESOURCES | ENGINEERING | IT |
| SUPPORT | UNASSIGNED | | |

- SECURE LINE
- SEMI-SECURE LINE





City of Bismarck - City Hall

Appendix: Option E - Exterior Rendering

July 2026

Preliminary Project Schedule Overview

Project Phase	Start Date	End Date	Durat... ①	Q4Q1Q2Q3Q4Q1Q2Q3Q4Q1Q2Q3Q4Q1Q2Q3Q4Q1Q2Q3Q4Q1																									
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
- Preliminary Design & Construction Schedule	02/04/26	09/25/26	234d	Preliminary Design & Construction Schedule																									
- PRE-DESIGN	02/04/26	09/25/26	234d	PRE-DESIGN																									
+ Programming	02/04/26	05/05/26	91d	Programming																									
+ Facility Assessment	04/08/26	06/01/26	55d	Facility Assessment																									
+ Develop & Refine Concepts, Estimating	04/08/26	07/04/26	88d	Develop & Refine Concepts, Estimating																									
Commission Meeting Presentation	07/28/26	07/28/26	0	Commission Meeting Presentation																									
Phase Approval - Notice to Proceed	07/28/26	09/25/26	60d	Phase Approval - Notice to Proceed																									
- DESIGN	10/01/26	08/11/27	315d	DESIGN																									
- SCHEMATIC DESIGN	10/01/26	01/03/27	95d	SCHEMATIC DESIGN																									
Schematic Design Phase	10/01/26	12/29/26	90d	Schematic Design Phase																									
Phase Approval - Notice to Proceed	01/03/27	01/03/27	0	Phase Approval - Notice to Proceed																									
- DESIGN DEVELOPMENT	01/04/27	04/08/27	95d	DESIGN DEVELOPMENT																									
Design Development Phase	01/04/27	04/03/27	90d	Design Development Phase																									
Phase Approval - Notice to Proceed	04/08/27	04/08/27	0	Phase Approval - Notice to Proceed																									
+ BIDDING (BID PACKAGE NO. 1)	04/09/27	05/08/27	30d	BIDDING (BID PACKAGE NO. 1)																									
- CONSTRUCTION DOCUMENTS	04/09/27	07/12/27	95d	CONSTRUCTION DOCUMENTS																									
Construction Documents Phase	04/09/27	07/07/27	90d	Construction Documents Phase																									
Phase Approval - Notice to Proceed	07/12/27	07/12/27	0	Phase Approval - Notice to Proceed																									
+ BIDDING (BID PACKAGE NO. 2)	07/13/27	08/11/27	30d	BIDDING (BID PACKAGE NO. 2)																									
- CONSTRUCTION	01/01/28	01/14/30	745d	CONSTRUCTION																									
Ground Breaking	01/01/28	01/01/28	0	Ground Breaking																									
Construction	01/01/28	11/30/29	700d	Construction																									
Substantial Completion	11/30/29	11/30/29	0	Substantial Completion																									
- MOVE-IN	12/01/29	01/14/30	45d	MOVE-IN																									
Move-In, Training, Technology, Etc.	12/01/29	01/14/30	45d	Move-In, Training, Technology, Etc.																									
- OCCUPANCY	01/14/30	01/14/30	0	OCCUPANCY																									
Go-Live	01/14/30	01/14/30	0	Go-Live																									

Preliminary State of Probable Construction Cost

CONSTRUCTION COST ESTIMATE	Option A (Low)	Option A (High)	Option B (Low)	Option B (High)	Option C (Low)	Option C (High)	Option D (Low)	Option D (High)	Option E (Low)	Option E (High)
DEMOLITION & NEW CONSTRUCTION										
Option A - Existing Bldg. (MEP Upgrades/Related General)	\$7,479,000	\$8,759,500								
Option A - Plaza & Site Improvements	\$300,000	\$400,000								
Option B - Existing Bldg. Demo and Reno (8' Chamber)			\$17,923,500	\$20,123,500						
Option B - Plaza & Site Improvements			\$400,000	\$500,000						
Option C - Existing Bldg. Demo and Reno (14' Chamber)					\$23,810,113	\$26,645,113				
Option C - Plaza & Site Improvements					\$900,000	\$1,000,000				
Option D - Existing Bldg. Demo, Reno (+ South Addition)							\$23,188,500	\$25,750,500		
Option D - Plaza & Site Improvements							\$750,000	\$850,000		
Option E - New Build (Underground Parking)									\$34,146,250	\$36,845,000
Option E - Plaza & Site Improvements									\$500,000	\$750,000
CONSTRUCTION COST ESTIMATE SUB-TOTAL	\$7,779,000	\$9,159,500	\$18,323,500	\$20,623,500	\$24,710,113	\$27,645,113	\$23,938,500	\$26,600,500	\$34,646,250	\$37,595,000
Contingency & Escalation Sub-Total	\$1,555,800	\$1,831,900	\$3,664,700	\$4,124,700	\$4,942,023	\$5,529,023	\$4,787,700	\$5,320,100	\$6,929,250	\$7,519,000
TOTAL CONSTRUCTION COST ESTIMATE	\$9,334,800	\$10,991,400	\$21,988,200	\$24,748,200	\$29,652,135	\$33,174,135	\$28,726,200	\$31,920,600	\$41,575,500	\$45,114,000
Existing Building Sale (Preliminary Potential Valuation)									\$4,000,000	\$5,000,000
									\$37,575,500	\$40,114,000
SOFT COSTS										
TOTAL SOFT COST ESTIMATE	\$1,666,850	\$1,873,925	\$4,097,935	\$4,830,935	\$5,439,124	\$6,305,474	\$5,277,085	\$6,086,105	\$9,393,875	\$10,028,500
TOTAL PROJECT COSTS (Multi-Phase)	\$11,001,650	\$12,865,325	\$26,086,135	\$29,579,135	\$35,091,259	\$39,479,609	\$34,003,285	\$38,006,705	\$46,969,375	\$50,142,500

Guiding Principles Matrix

	Accessible & Approachable	Safety & Security	Civic Identity	Systems & Efficiency	Space Optimization	Operational Impact & Schedule	Construction Cost	Value	Weighted Score	Steering Committee Score (Average)	Estimated Construction Budget
Option A: Minimal Renovation	1	1	1	3	1	3	5	3	2.6	25.5	\$11M - \$12.8M
Option B: Improved Renovation	3	3	2	3	3	2	2	3	2.6	49.75	\$26M - \$29.5M
Option C: Comprehensive Renovation Within Existing Footprint	4	3	3	3	3	1	2	2	2.5	69.25	\$35M - \$39.4M
Option D: Renovation & Expansion	5	5	5	4	4	3	2	5	4.0	91.75	\$34M - \$38M
Option E: New Building	5	5	5	5	5	5	1	3	3.8	75	\$46.9M - \$50.1M
	10%	10%	10%	10%	10%	10%	20%	20%	Out of 5.0 Points	Out of 100 Points	

Score	Rating
5	Excellent Alignment
4	Strong Alignment
3	Moderate Alignment
2	Needs Improvement
1	Not Well Aligned

Steering Committee Matrix

	Points Available	Option A: Minimal Renovation	Option B: Improved Renovation	Option C: Comprehensive Renovation within Existing Footprint	Option D: Renovation & Expansion	Option E: New Building
SERVICE	25	5	12.5	17.5	25	22.5
STEWARDSHIP	25	8.75	13.75	17.5	22.5	12.5
RESPECT	25	7.5	13.75	17.5	21.25	17.5
CARE	15	3	7.5	11.25	13	12.5
INNOVATION	10	1.25	2.25	5.5	10	10
Total	100	25.5	49.75	69.25	91.75	75

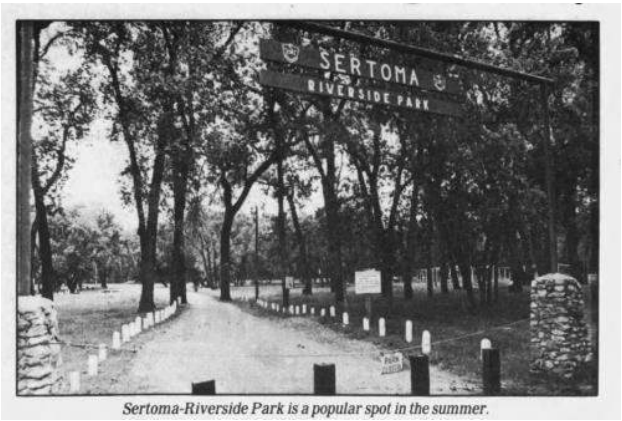
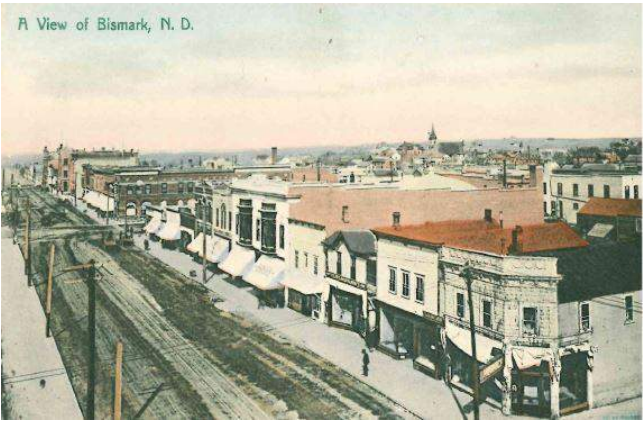
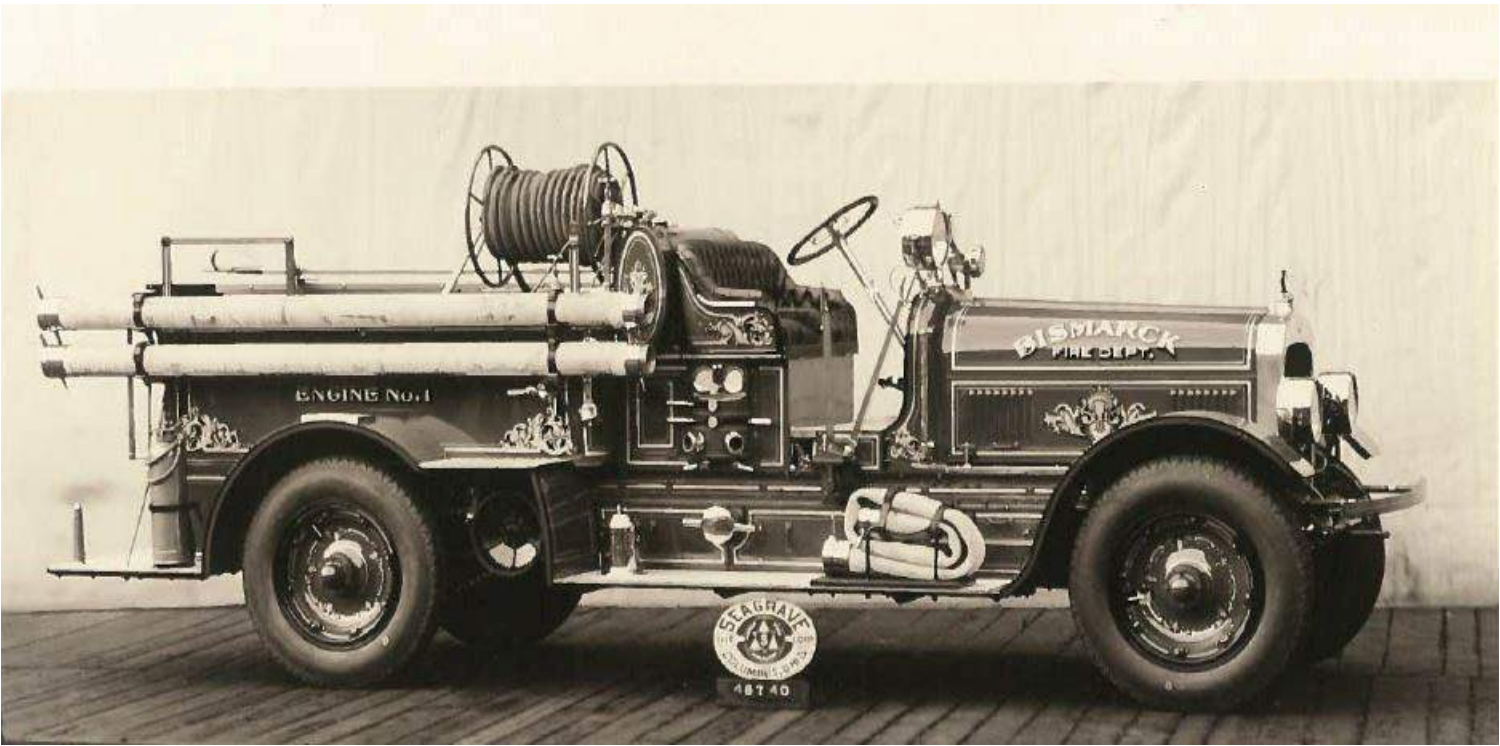
Heritage Hall Summary

Heritage Hall is envisioned as a civic gathering space that celebrates Bismarck's unique history while reinforcing the connection between its past, present, and future. Integrated into the new City Hall, the space is designed to honor the people, events, and accomplishments that have shaped the community of Bismarck's identity, creating a meaningful experience for both residents and visitors.

Distinct from the Heritage Center, which interprets artifacts of broader regional and state significance, Heritage Hall is dedicated exclusively to Bismarck's story from a local standpoint. Through carefully curated displays and historically significant artifacts, the space will preserve and share the milestones that define Bismarck's heritage.

Serving as the centerpiece of the hall, Bismarck's first fire truck will be prominently displayed as a lasting tribute to the community's public safety legacy. As both a civic landmark and an educational feature, the exhibit reflects the city's enduring commitment to service while providing a tangible connection to its history.

More than an exhibit space, Heritage Hall is envisioned as an integral part of the civic experience—welcoming visitors, encouraging reflection, and fostering community pride by celebrating the Bismarck's heritage within the heart of its government center.





Finance Department

DATE: July 28, 2026

FROM: Ryan Skor

ITEM: Ordinance 6673

REQUEST:

Public Hearing on Ordinance 6673 to create a special assessment district for annexed properties.

BACKGROUND INFORMATION:

Sections 40-23-17 through 40-23-21 of the North Dakota Century Code allows assessments on annexed property that previously benefited from the infrastructure constructed before the parcels were annexed. Ordinance 6673 relates to park improvement charges to be assessed to benefiting property that were outside the city limits at the time of construction.

RECOMMENDED CITY COMMISSION ACTION:

Hold a public hearing on Ordinance 6673 and approve as presented.

STAFF CONTACT INFORMATION:

Ryan Skor, Finance Director, 701-355-1601, rskor@bismarcknd.gov

ATTACHMENTS:

1. ORD PI200 Unit 5
2. Boundary Map - PI200

ORDINANCE NO. 6673

First Reading	July 14, 2026	_____
Second Reading	July 28, 2026	_____
Final Passage and Adoption	July 28, 2026	_____

AN ORDINANCE CREATING PARK IMPROVEMENT DISTRICT NUMBER TWO HUNDRED (200), UNIT NUMBER FIVE (5), OF THE CITY OF BISMARCK, NORTH DAKOTA.

BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA.

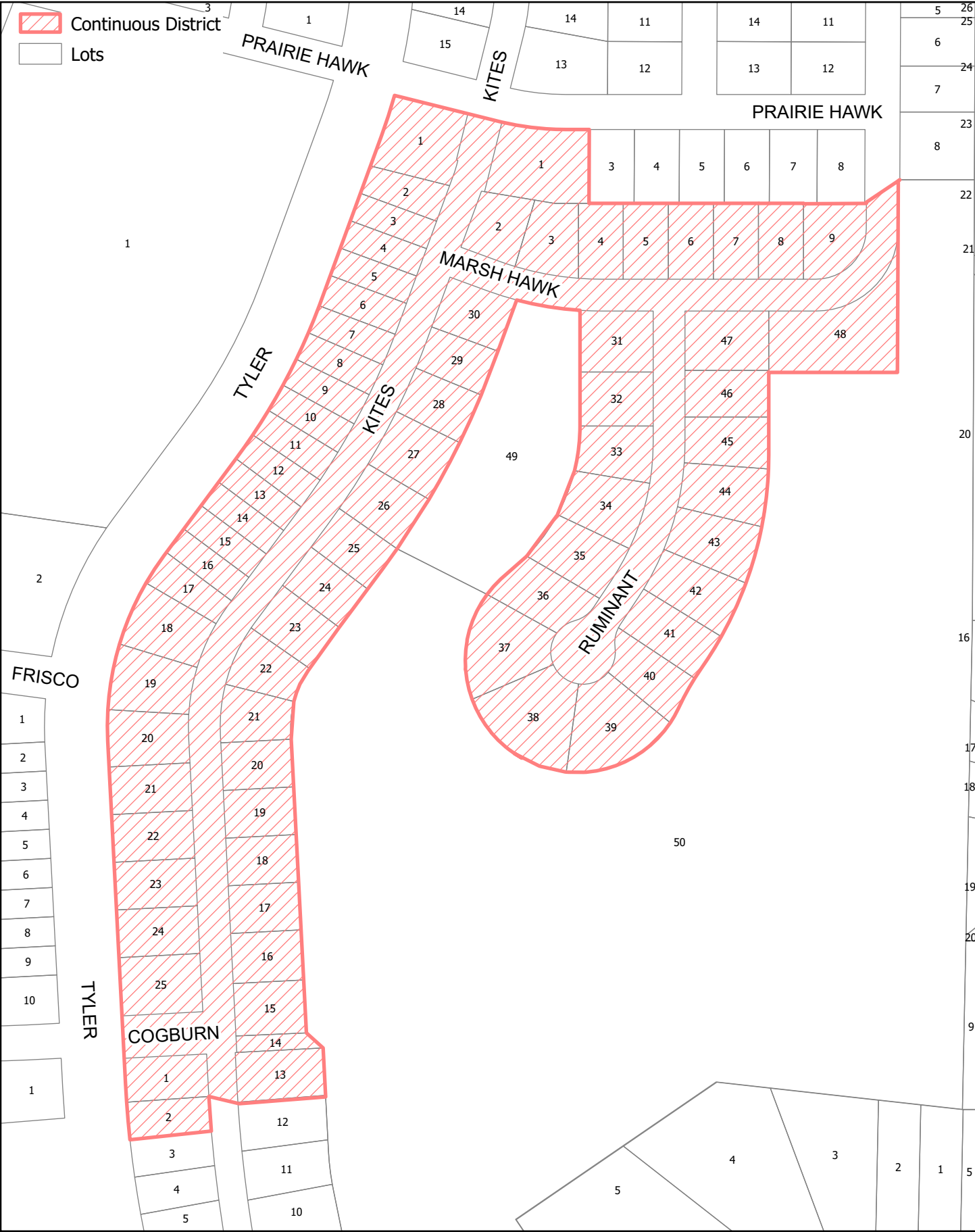
Section 1. Pursuant to the provisions of Sections 40-23-17 through 40-23-21 of the North Dakota Century Code as amended, providing for assessments on annexed property previously benefited, it is hereby determined that the property within the boundary lines as hereinafter set forth was at the time of contracting for a park improvement district, therein located outside the corporate limits and which was benefited by the park improvement was, thereby subsequently annexed to the City of Bismarck, and there is hereby created park improvement district hereinafter designated as Park Improvement District Number Two Hundred (200), Unit Number Five (5) whereas Unit Number Five (5) is associated with a park improvement contracted under PI003.

Section 2. Consultation with respect thereto has been made with the City Engineer of the City of Bismarck, said district shall include all lots, tracts and parcels of land lying within the following described property:

Unit #5	ELK RIDGE 3 RD ADDITION
	Lots 2-25, Block 1; Lots 1 & 2, Block 2; Lots 13-48, Block 3; Lots 2-9, Block 4; Elk Ridge 3 rd Addition

Section 3. Taking Effect. This ordinance shall be in full force and effect from and after its final passage and adoption.

2025 - Elk Ridge Third- PI 200





Planning Department

DATE: July 28, 2026

FROM: Daniel Nairn, Planning Department Director

ITEM: Ordinance 6676 and Berg Acres Addition

REQUEST:

Public hearing on Ordinance 6676, a zoning map amendment from the A – Agriculture and CG – Commercial zoning district to the CG – Commercial zoning district, major subdivision final plat titled Berg Acres Addition, and Development Agreement.

BACKGROUND INFORMATION:

The Land Development Code (LDC) and associated official zoning map was approved by the City Commission on May 26, 2026, taking effect on October 1, 2026. The zoning ordinance for the proposed zoning map amendment will include the existing zoning district and their equivalents outlined in the LDC.

Stephanie Sheets and Dennis Berg are requesting approval of a zoning map amendment from the A – Agriculture and CG – Commercial (CX-Commercial Mixed-Use) zoning district to the CG – Commercial (CG-Commercial General) zoning district and major subdivision final plat titled Berg Acres Addition.

The project is located in east Bismarck, between 52nd Street SE and 66th Street SE, along the south side of East Main Avenue/County Highway 10.

The Planning and Zoning Commission held a public hearing on this request on June 24, 2026, and voted to recommend approval with the condition that a development agreement identifying future improvements to 62nd Street SE along the property's western boundary and the interim use of a private septic system until public sanitary sewer service becomes available is approved by the City Commission prior to recordation of the plat.

The attached staff report contains a complete review of the request, according to the standards of the Comprehensive Plan, city ordinances, and other relevant law.

RECOMMENDED CITY COMMISSION ACTION:

Approve Ordinance 6676, a zoning map amendment from the A – Agriculture and CG – Commercial (CX-Commercial Mixed-Use) zoning district to the CG – Commercial (CG-Commercial General) zoning district, major subdivision final plat titled Berg Acres Addition and Development Agreement.

STAFF CONTACT INFORMATION:

Daniel Nairn, Planning Department Director, 701-355-1854, dnairn@bismarcknd.gov

Jenny Wollmuth, Senior Planner, 701-355-1850, jwollmuth@bismarcknd.gov

ATTACHMENTS:

1. 3C Staff Report

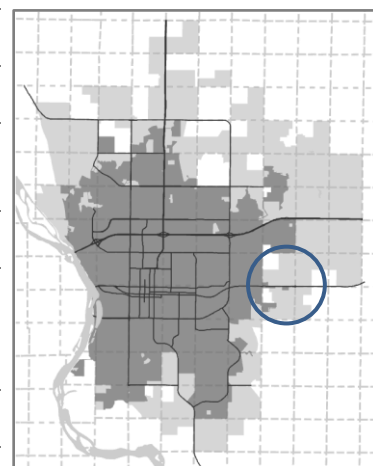
STAFF REPORT

Application for: **Zoning Map Amendment**
Final Plat

Project ID: **ZC2026-003**
FPLT2026-005

Project Summary

<i>Title:</i>	Berg Acres Addition
<i>Status:</i>	Board of City Commissioners - Public Hearing
<i>Property Owner(s):</i>	Stephanie Sheets – Applicant Dennis Berg – Owner
<i>Project Contact:</i>	AJ Tuck, PE, Moore Engineering, Inc.
<i>Project Location:</i>	East Bismarck, between 52nd Street SE and 66th Street SE, along the south side of East Main Avenue/County Highway 10.
<i>Project Size:</i>	6.99 acres, more or less
<i>Applicant Request:</i>	Plat and rezone property for future event venue
<i>PZC Recommendation</i>	Approve with conditions
<i>Staff Recommendation:</i>	Approve with conditions



Site Information

<i>Existing Conditions</i>		<i>Proposed Conditions</i>	
<i>Lots/Blocks:</i>	2 parcels	<i>Lots/Blocks:</i>	2 lots in 1 block
<i>Land Use:</i>	Single-family dwelling	<i>Land Use:</i>	Single-family dwelling and event venue
<i>Future Land Use:</i>	Neighborhood Mixed Use (NMU)	<i>Future Land Use:</i>	No change
<i>Zoning:</i>	A – Agriculture CG – Commercial (CX-Commercial Mixed-Use)	<i>Zoning:</i>	CG – Commercial
<i>Uses Allowed:</i>	A – Agriculture CG – Commercial, multi-family residential, and offices	<i>Uses Allowed:</i>	CG – General commercial, multi-family residential, and offices
<i>Max Density:</i>	A – 1 unit / 40 acres CG – 42 units / acre	<i>Max Density:</i>	CG – 42 units / acre

(continued)

Area Information**Property History**

<i>Zoning Jurisdiction:</i>	Bismarck City Limits	<i>Zoned:</i>	04/1978 (partial CG); (LDC zoning partial CX)
<i>Township:</i>	N/A (City of Bismarck)	<i>Platted:</i>	N/A
<i>Neighborhood:</i>	Old Highway 10	<i>Annexed:</i>	11/1980

Project Narrative

Stephanie Sheets and Dennis Berg are requesting approval of a zoning map amendment from the A – Agriculture and CG – Commercial (CX-Commercial Mixed-Use) zoning district to the CG – Commercial (CG-Commercial General) zoning district and major subdivision final plat titled Berg Acres Addition.

The proposed plat and zoning map amendment are being requested to facilitate an event facility on Lot 2 of the proposed plat. There is an existing single-family dwelling on Lot 1, which will remain, but may be converted to a bridal suite in the future.

Background

The existing single-family dwelling is considered to be non-conforming, as a single-family dwelling is not permitted within the CG – Commercial zoning district unless it is in conjunction with a commercial use on the same lot. The applicant has indicated their preference to not locate the dwelling on the same lot as the event venue. This means the dwelling will continue to be non-conforming.

This property is located within city limits, municipal water will be extended to the property from East Main Avenue. However, sanitary sewer is not yet available in this location. City staff have determined that a private on-site septic system is acceptable for the event center and existing dwelling until municipal sewer is available.

In 2020, a waterline along the south side of East Main Avenue to provide redundant water supply

to the City of Lincoln was installed. An agreement between the City of Bismarck and the City of Lincoln anticipated transfer of ownership of the water line in this location to the City of Bismarck. The City of Lincoln and City of Bismarck have both signed this agreement.

The applicant has indicated that they intend to develop this property in the near future. In order for this to occur, municipal water will need to be provided to this property prior to development. This is a standard requirement for properties within city limits.

South Central Regional Water District currently supplies rural water to the existing dwelling. Once municipal water is extended to the site, rural water service must be disconnected, and the dwelling must be connected to the municipal water line.

During the initial staff review of the proposed plat, it was determined that a roadway along the western side of the property, extending to the south, would be required to provide a corridor for the extension of municipal services and roadway network to the properties to the south for future urban growth.

The proposed plat includes a 45-foot-wide right-of-way, roughly half of the required 80-feet of right-of-way generally required for the type of roadway anticipated. It is expected that the adjacent property owner to the west would dedicate the remainder of the right-of-way when they choose to redevelop their property. The City of Bismarck and the applicant are working to finalize a development agreement that

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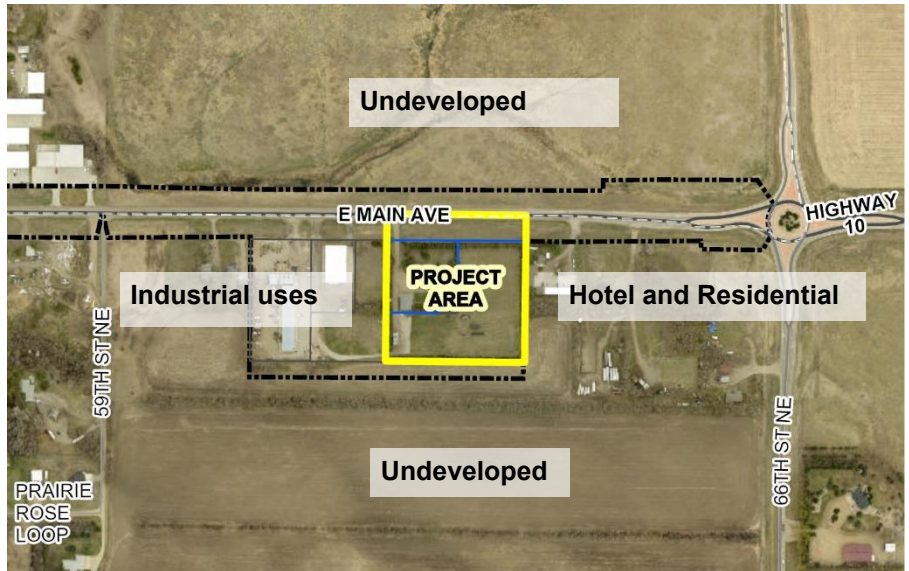
addresses timing of future improvements to 62nd Street SE along the property's western boundary and the interim use of a private septic system until public sanitary sewer service becomes available.

This agreement must be approved by the City Commission prior to recordation of the plat.

Project Context

Land uses adjacent to the project area are depicted on the adjacent map:

A Zoning and Plan Reference Map is attached, including current zoning, the Future Land Use Plan, Major Street Plan, and Active Mobility Plan.



The property has been identified as Neighborhood Mixed Use (NMU) in the Future Land Use Plan. The NMU areas are the social and commercial gathering spaces for the immediate surrounding residential areas. Goals and objectives of this plan as they relate to this request are referenced in review standards below.

The project area is adjacent to undeveloped land to the north across East Main Avenue/County Highway 10, a hotel and residential uses to the east, undeveloped land to the south, and industrial uses to the west.

Public Engagement

Planning and Zoning Commission

The Planning and Zoning Commission considered the preliminary plat and zoning map amendment request on April 22, 2026, and called for a public hearing on this request.

The public was duly notified of this request. A notice was published in the Bismarck Tribune on June 11 and June 18, and 22 postcards were mailed to the owners of nearby properties on June 12, 2026.

A physical sign providing information on the public hearing was placed in a publicly accessible spot at the project location on June 8, 2026.

The Planning and Zoning Commission held a public hearing on this request on June 24, 2026. No members of the public spoke during the hearing, and no written comments were received. At the conclusion of the public hearing and based on the findings in the staff report, the Planning and Zoning Commission voted to recommend approval with the condition that a development agreement identifying future improvements to 62nd Street SE along the property's western boundary and the interim use of a private septic system until public sanitary sewer

(continued)

service becomes available is approved by the City Commission prior to recordation of the plat.

City Commission

This City Commission considered this request on July 14, 2026, and called for a public hearing.

An additional notice was published in the Bismarck Tribune on July 16 and 26, 2026.

All written comments received by staff prior to the public hearing will be distributed to the City Commission and summarized by staff during the oral presentation.

Basic project information, with the ability to contact staff for more details, has been provided publicly online through the Open Development Projects Dashboard and Community Development Activities map.

Review Standards and Findings of Fact

The request is evaluated according to standards contained within the Comprehensive Plan, Bismarck Code of Ordinances, and relevant state law. Findings of fact, related to land use, are presented in response

Zoning Map Amendment

The Future Land Use Plan is adhered to with the proposed zoning map amendment ([Future Land Use Plan](#))

Yes. The proposed zoning map amendment is within the area designated as Neighborhood Mixed Use (NMU) in the Future Land Use Plan, as described in the Project Context section above. The proposed zoning district would generally conform to the character of this district.

The proposed amendment is compatible with adjacent land uses and zoning ([Goal S10-a](#), [S5-a](#))

Yes. Adjacent uses are described in the project context section above. The proposed zoning district would allow for the development of commercial uses; in particular, a wedding venue on Lot 2 of the proposed plat. Development that may be

anticipated from the proposed zoning would have no negative impact on the surrounding properties. Portions of the property are already zoned CG – Commercial (CX-Commercial Mixed-Use).

A change in conditions or by an error in the zoning map has occurred since the previous zoning classification was established ([Goal S9-e](#))

Yes. The current zoning district of CG – Commercial was established in 1978, and the current zoning district of A – Agriculture for the remainder of the project area is the default for any piece of land that has not been otherwise zoned. Conditions have changed since this time.

The City adopted its comprehensive plan Together 2045, and Future Land Use Plan in December of 2022. The land use identifies this area and the surrounding area for residential and commercial uses.

Undue restriction of housing options or access to neighborhood amenities would not result from the proposed zoning map amendment ([Goal S1-a](#), [Goal T1-c](#))

Yes. The proposed zoning map amendment would not adversely impact housing opportunities in any way.

The goals and objectives of Together 2045 Bismarck's Comprehensive Plan would be advanced by the proposed zoning ordinance map amendment ([Comprehensive Plan](#))

Yes. The following objectives of the plan would be advanced through the proposed amendment.

- S9: Provide the means for the adaptation of the built environment to meet complex and changing economic and social demands.
- G3: Coordinate expansion of city infrastructure and services with growth.
- G4(c): During interim periods of development before final completion of a looped water system, only allow

(continued)

development quantity and types that can be adequately protected from fire with available water pressure at time of occupation.

The general intent and purpose of the zoning ordinance would be adhered to with the proposed zoning map amendment (Section 14-02-01; [NDCC 40-27-03](#))

Yes. The proposed zoning map amendment would support the purpose of the zoning ordinance, as stated in the City Code of Ordinances and North Dakota Century Code.

Proper administrative procedures related to the request are being followed (Section 14-07-02, [NDCC Chapter 40-47](#))

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. The applicant has submitted a complete application for a zoning map amendment, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning Commission and City Commission.

The public health, safety and general welfare will not be adversely impacted by the proposed zoning map amendment ([Goal S10-a](#))

Yes. As a cumulative result of all findings contained in this staff report, City of Bismarck staff find that the proposed zoning map amendment would not adversely impact the public health, safety, and general welfare.

Major Subdivision Final Plat

The final plat generally conforms to the preliminary plat for the proposed subdivision that was tentatively approved by the Planning and Zoning Commission

Yes. The proposed final plat is substantially similar to the preliminary plat.

Any and all conditions placed on approval of the preliminary plat by the Planning and Zoning Commission have been satisfied or will remain in place for future completion

Yes, with completion of additional conditions prior to final recordation of the proposed subdivision.

The Planning and Zoning Commission tentatively approved the preliminary plat with the understanding that the waterline in East Main Avenue must extend to the event center and ownership transferred to the City of Bismarck prior to final plat approval by the City Commission. The City of Lincoln and City of Bismarck have finalized this agreement, and this condition is no longer needed. However, a development agreement identifying future improvements to 62nd Street SE along the property's western boundary and the interim use of a private septic system until public sanitary sewer service becomes available must be approved by the City Commission and signed by both parties prior to recordation of the plat. The proposed development agreement is attached.

Sufficient easements and rights-of-way are included on the proposed subdivision to provide for orderly development and provision of municipal services beyond the boundaries of the subdivision ([Goal G3-d](#))

Yes. The proposed subdivision includes easements that extended into and through the plat.

Technical specifications required of the final plat have been met (Section 14-09-07)

Yes. The proposed final plat contains the required information to ensure an accurate and timely review by staff, the Planning and Zoning Commission, City Commission, and the general public.

Proper administrative procedures related to the request are being followed (Section 14-09-04)

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. Upon tentative approval of the preliminary plat, the applicant has submitted a complete application for final plat approval, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning

(continued)

Commission and City Commission. A public hearing was held for this request, and all requirements for notice of that hearing were met, as documented in this report above.

The Major Street Plan is adhered to with the proposed subdivision ([Major Street Plan](#))

Yes. The corridors identified in the Major Street Plan are incorporated into rights-of-way within the proposed subdivision. East Main Avenue is included in the proposed plat and is an existing arterial roadway. The proposed plat also includes 45-feet of right-of-way for a future local roadway, 62nd Street SE, which will provide a roadway connection and utility corridor for the extension of municipal utilities for future development of the properties to the south. A plan reference map is attached to this staff report.

The Active Mobility Plan is adhered to with the proposed subdivision ([Active Mobility Plan](#))

Yes. The corridors identified in the Active Mobility Plan are incorporated into rights-of-way or easements within the proposed subdivision. A future shared use trail could be incorporated into the right-of-way for East Main Avenue. A plan reference map is attached to this staff report.

A neighborhood park will be available within walking distance for all urban residents ([Goal I1-a](#), Section 14-09-04(2)a(vii))

Yes. The provision of neighborhood parks and open space is not needed because the proposed preliminary plat is not an urban subdivision with residential zoning districts.

Vehicle trips generated by the proposed subdivision will be adequately supported by the transportation system ([Goal C3-c](#))

Yes. The proposed subdivision would likely not have a substantial effect on circulation and safety of public roadways in the vicinity, and therefore, no traffic impact study is required at this time. A traffic

impact study may be required during site plan review of the event venue.

Street connectivity is provided for efficient travel and secondary access for emergency services ([Goal C4](#), Section 14-09-05)

Yes. Subdivision design requirements, such as maximum block length, intended to promote street connectivity has been met, and there are no cul-de-sacs or dead-end streets in the proposed subdivision. The City's Secondary Roadway Access Policy has been met allowing alternative routes into and out of the subdivision.

Roadway access is managed to reduce potential points of conflict and improve safety ([Goal C3-b](#))

Yes. Direct access to major public roadways is appropriately limited and spacing of all intersections is adequate to meet the City's access management standards and professional engineering judgement. Non-access lines will be dedicated with the proposed plat to communicate and enforce this access control.

Stormwater runoff impacted by this subdivision is adequately managed to protect public and private investments and the natural environment ([Goal I5](#), Section 14.1-04-03);

Yes. There is a plan to manage any stormwater runoff generated by this subdivision. The City Engineer has conditionally approved the PCSMP for the proposed subdivision.

Dimensional standards of the zoning ordinance are met with the proposed subdivision (Title 14)

Yes. All lots meet area and width requirements of the zoning district within which they are located, and there is sufficient space within each lot for anticipated buildings to meet density, setback, and lot coverage requirements. All rights-of-way and dedicated easements conform to design standards of the subdivision ordinance.

(continued)

Natural hazards and impact to environmentally sensitive land is minimized through the location and design of the proposed subdivision (Goal I6-a)

Yes. The proposed subdivision is not located within the Special Flood Hazard Area (SFHA), also known as the 100-year floodplain, an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or an area that is topographically unsuited for development

Water supply systems will seamlessly transition from a rural to an urban system through cooperation with the South-Central Regional Water District (Goal G3-f, Section 14-09-04(2)d)

Yes, with the understanding that the proposed subdivision will be served with municipal water prior to future development. South Central Regional Water District currently supplies rural water to the existing dwelling. Once municipal water is extended to the site from East Main Avenue, rural water service must be disconnected, and the dwelling must be connected to the municipal water line.

The City's investment in infrastructure associated with the proposed subdivision is expected to receive a proportional long-term return to residents through future revenues or other public goods associated with this subdivision (Goal G3-a)

Yes, with a development agreement to be approved by the City Commission. Public costs associated with provision of municipal water and sewer service to new development will be adequately compensated for through payment of utility capital charges. The initial development will be funded by the developer or through special assessment of properties benefitted by said improvements, as outlined in the Development Cost Policy. Ongoing costs of maintenance and operation of all public facilities will be offset by property and/or sales tax derived from the proposed subdivision.

Proper administrative procedures related to the request are being followed (Section 14-09-04)

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. Staff held a meeting with the applicant to discuss the request prior to submittal of a formal application. A complete application for the final plat was submitted to the Planning Department, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning Commission and City Commission.

The public health, safety and general welfare will not be adversely impacted by the proposed subdivision (Goal S10-a)

Yes. As a cumulative result of all findings contained in this staff report, City of Bismarck staff find that the proposed subdivision would not adversely impact the public health, safety, and general welfare.

Recommendation

Planning and Zoning Commission

Based on the above findings, the Planning and Zoning Commission recommended approval of the zoning map amendment from the A – Agriculture and CG – Commercial (CX-Commercial Mixed-Use) zoning districts to the CG – Commercial (CG-Commercial General) zoning district and the major subdivision final plat for Berg Acres Addition, with the following condition:

1. A development agreement identifying future improvements to 62nd Street SE along the property's western boundary and the interim use of a private septic system until public sanitary sewer service becomes available is approved by the City Commission prior to recordation of the plat.

Planning Staff

Based on the above findings, staff recommends approval of the zoning map amendment from the A – Agriculture and CG – Commercial (CX – Commercial Mixed-Use) zoning districts to the CG

(continued)

– Commercial (CG-Commercial General) zoning district, the major subdivision final plat for Berg Acres Addition and the attached Development Agreement.

Attachments

1. Draft Zoning Ordinance

2. Zoning and Plan Reference Map
3. Proposed Zoning Map
4. Final Plat
5. Preliminary Plat
6. Development Agreement

Staff report prepared by: Jenny Wollmuth, AICP, CFM, Senior Planner
701-355-1845 | jwollmuth@bismarcknd.gov

**CITY OF BISMARCK
ORDINANCE NO. 6676**

<i>First Reading</i>	
<i>Second Reading</i>	
<i>Final Passage and Adoption</i>	
<i>Publication Date</i>	

AN ORDINANCE TO AMEND AND RE-ENACT SECTION 14-03-02 OF THE CITY OF BISMARCK CODE OF ORDINANCES (1986 Rev.), AS AMENDED, RELATING TO THE BOUNDARIES OF ZONING DISTRICTS.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA:

Section 1. Amendment. Section 14-02-02 of the Code of Ordinances of the City of Bismarck, North Dakota, which is effective until October 1, 2026, is hereby amended to read as follows:

The following described property shall be excluded from the A – Agriculture and CG - Commercial zoning districts and included in the CG – Commercial zoning district:

Lot 1 and Lot 2, Block 1, Berg Acres Addition

Section 2. Amendment. Section 14-03-02 of the Code of Ordinances of the City of Bismarck, North Dakota, which will become effective on October 1, 2026, is hereby amended to read as follows:

The following described property shall be excluded from the A – Agriculture and CX-Commercial Mixed-Use zoning districts and included in the CG-Commercial General zoning district:

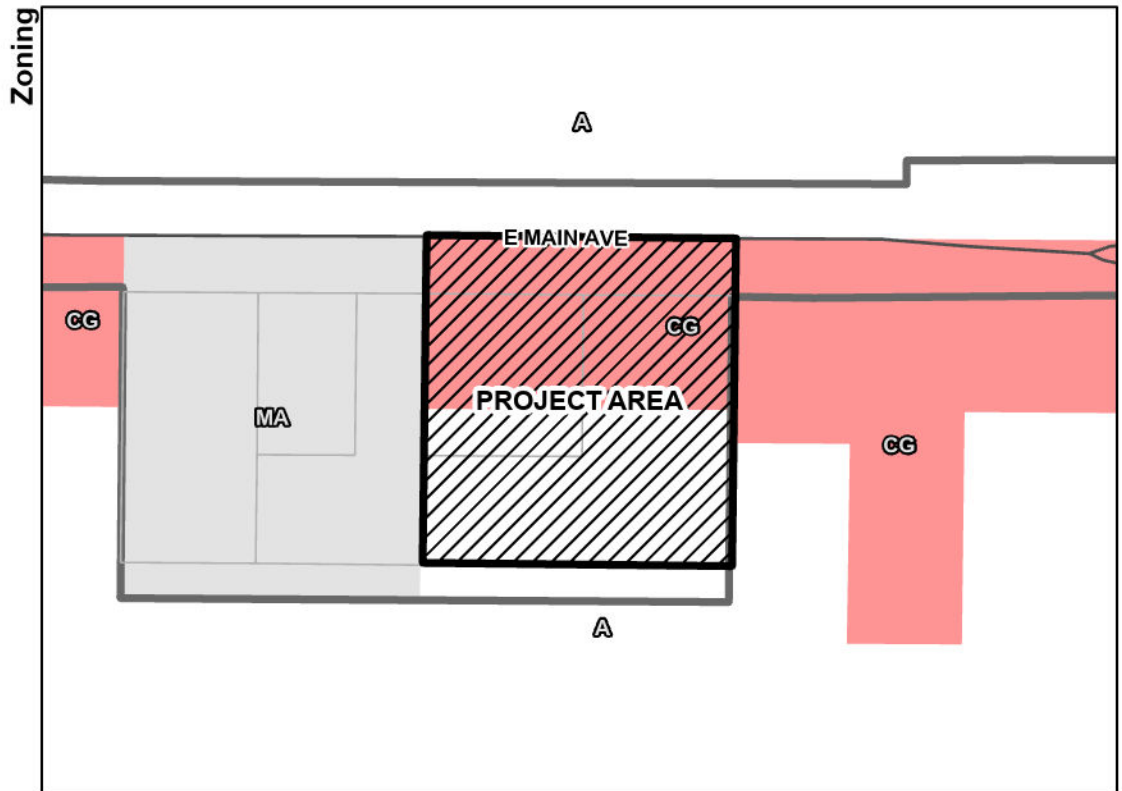
Lot 1 and Lot 2, Block 1, Berg Acres Addition

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Taking Effect. This ordinance shall take effect upon final passage, adoption and publication.

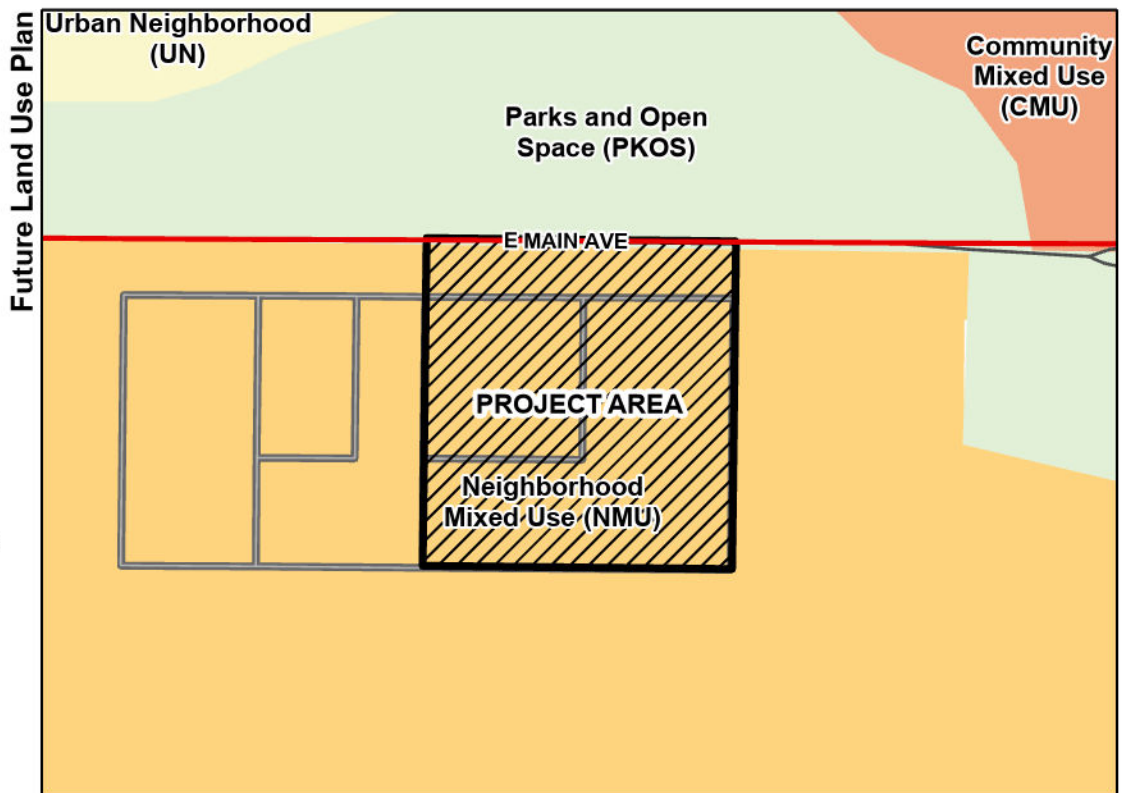
Zoning Districts

A	Agriculture
RR	Rural Residential
R5	Residential
RMH	Manufactured Home Residential
R10	Residential
RM	Residential Multifamily
RT	Residential (Offices)
HM	Health and Medical
CA	Commercial
CG	Commercial
MA	Industrial
MB	Industrial
PUD	Planned Unit Development
DC	Downtown Core
DF	Downtown Fringe



Future Land Use Plan

UN	Urban Neighborhood
NMU	Neighborhood Mixed Use
CMU	Community Mixed Use
DMU	Destination Mixed Use
DT	Downtown
IND	Industrial
IF	Industrial Flex
IMU	Industrial Mixed Use
INS	Institutional
RR	Rural Residential
TR	Transitional Rural
PKOS	Parks/Open Space
URA/URB	Urban Reserve Mid/Long-Term



- Existing Arterial
- - Future Arterial
- Existing Collector
- - Future Collector
- Existing Interstate
- - Future Interstate
- City Limits

This map is for representational use only and does not represent a survey.
No liability is assumed as to the accuracy of the data delineated hereon.

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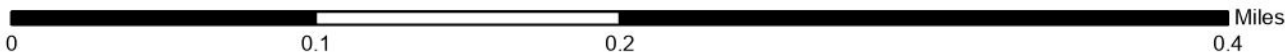
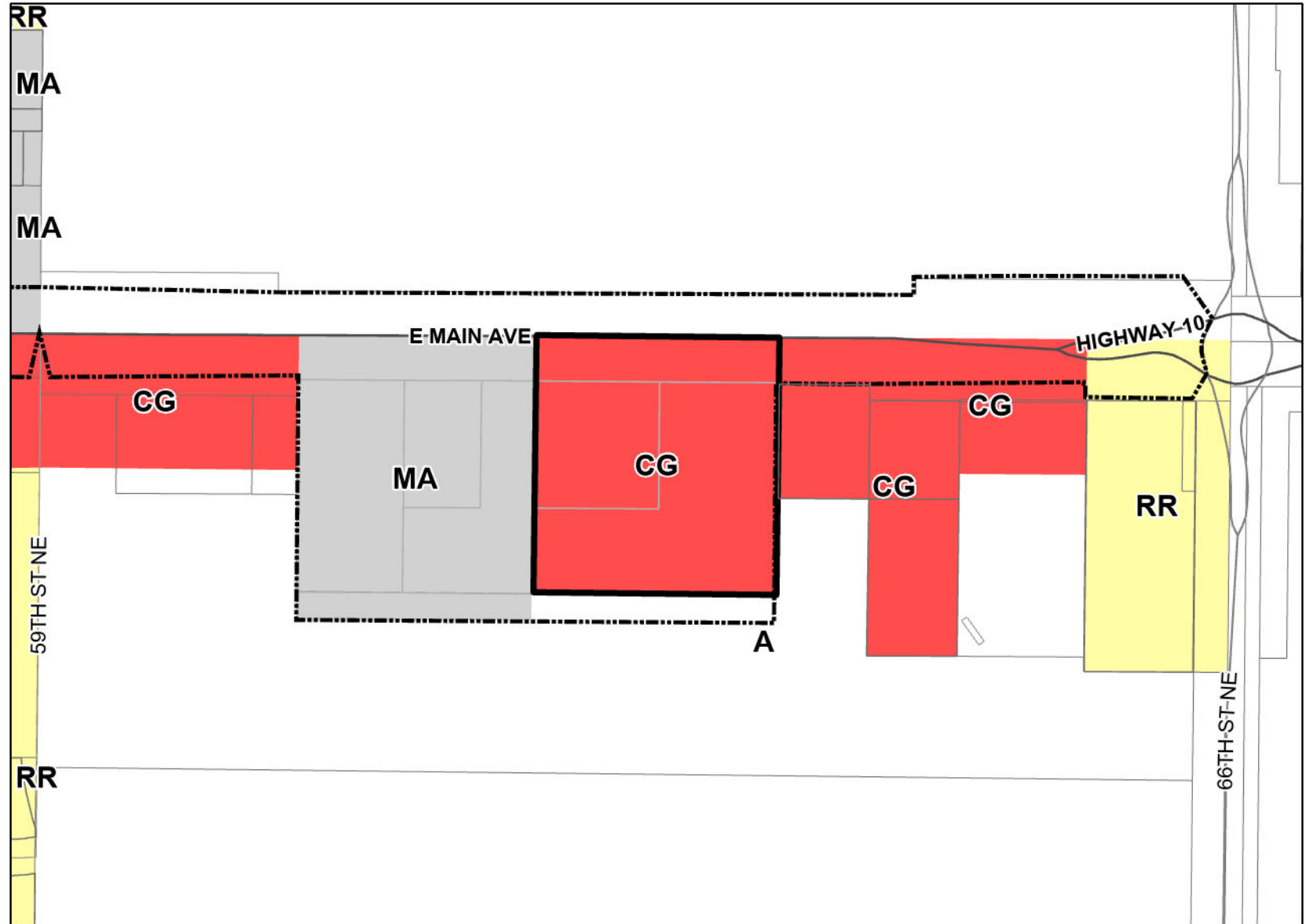
City of Bismarck
Planning Department
July 7, 2026

Proposed New Zoning Map

-  Project Area
-  City Limits
-  Plan Overlay District
-  Project Area Single Zoning

Zoning Districts

- A** Agriculture
- RR** Rural
- R5** Residential
- RMH** Manufactured Home Residential
- R10** Residential
- RM** Residential Multifamily
- RT** Residential (Offices)
- HM** Health and Medical
- CA** Commercial
- CG** Commercial
- MA** Industrial
- MB** Industrial
- PUD** Planned Unit Development
- DC** Downtown Core
- DF** Downtown Fringe



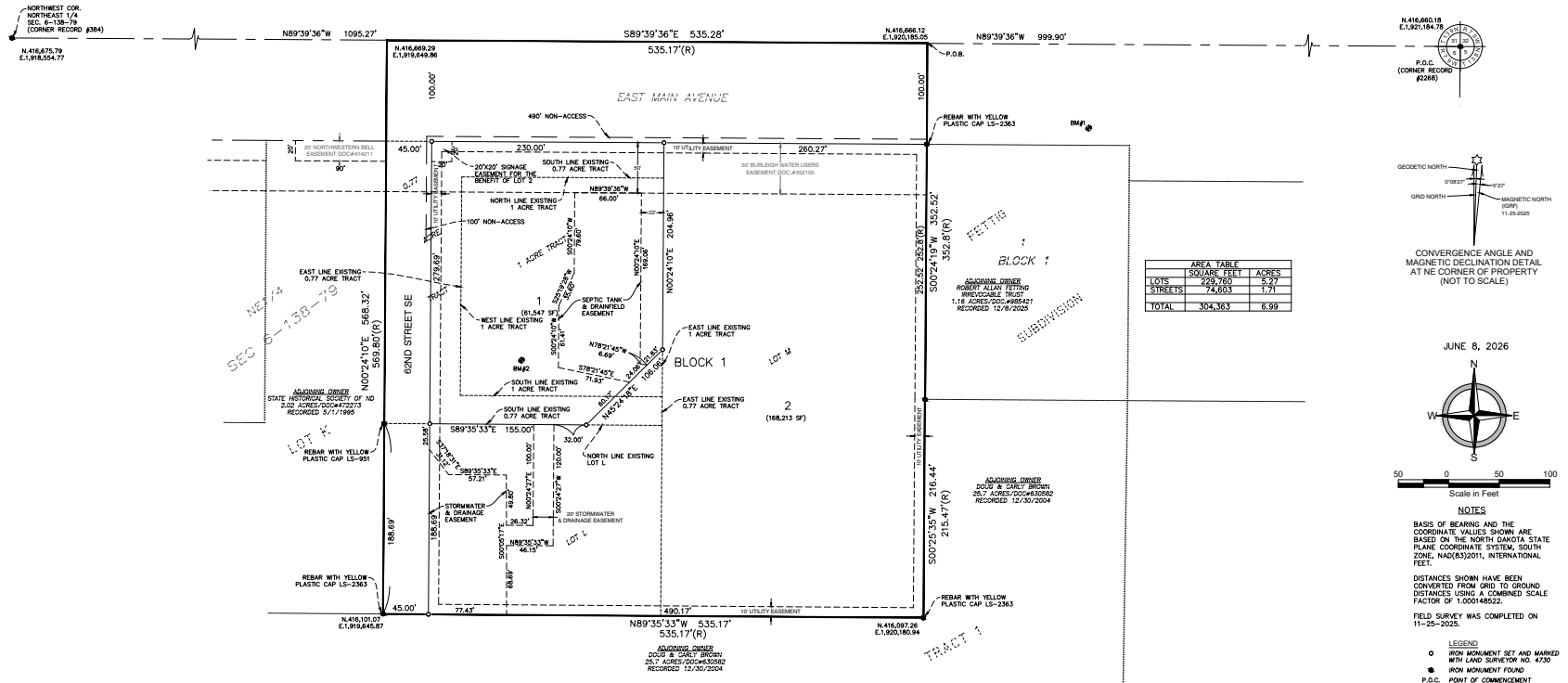
This map is for representational use only and does not represent a survey.
No liability is assumed as to the accuracy of the data delineated hereon.



City of Bismarck
Planning Department
July 7, 2026

PLAT OF
BERG ACRES ADDITION

TO THE CITY OF BISMARCK, BEING ALL OF LOT L, LOT M, A ONE (1) ACRE TRACT, A 0.77 ACRE TRACT AS DESCRIBED IN RECORD DEED FILED AS DOCUMENT NO. 965649 ON MAY 6, 2024 WITH THE BURLEIGH COUNTY RECORDER'S OFFICE AND THE SOUTH HALF OF EAST MAIN AVENUE, LOCATED IN THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 79 WEST, BURLEIGH COUNTY, NORTH DAKOTA



DESCRIPTION

ALL OF LOT L, LOT M, A ONE (1) ACRE TRACT, A 0.77 ACRE TRACT AS DESCRIBED IN RECORD DEED FILED AS DOCUMENT NO. 965649 ON MAY 6, 2024 WITH THE BURLEIGH COUNTY RECORDER'S OFFICE AND THE SOUTH HALF OF EAST MAIN AVENUE, ALL LOCATED IN THAT PART OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 79 WEST OF THE FIFTH PRINCIPAL MERIDIAN, BURLEIGH COUNTY, NORTH DAKOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 39 MINUTES 36 SECONDS WEST ON THE NORTH LINE OF SAID SECTION 6 FOR A DISTANCE OF 999.90 FEET TO NORTHWEST CORNER OF FETTIG SUBDIVISION OF SAID NORTHEAST QUARTER AND THE POINT OF BEGINNING; THENCE SOUTH 90 DEGREES 24 MINUTES 18 SECONDS WEST ON THE WEST LINE OF SAID SUBDIVISION FOR A DISTANCE OF 353.33 FEET TO THE SOUTHWEST CORNER OF SAID SUBDIVISION; THENCE SOUTH 90 DEGREES 25 MINUTES 35 SECONDS WEST ON THE EAST LINE OF SAID LOT M FOR A DISTANCE OF 216.44 FEET TO THE SOUTHEAST CORNER OF SAID LOT M; THENCE NORTH 89 DEGREES 35 MINUTES 33 SECONDS WEST ON THE SOUTH LINE OF SAID LOT M AND THE SOUTH LINE OF SAID LOT L FOR A DISTANCE OF 58.33 FEET TO THE SOUTHWEST CORNER OF SAID LOT L; THENCE NORTH 00 DEGREES 24 MINUTES 18 SECONDS EAST ON THE WEST LINE OF SAID LOT L AND THE EAST LINE OF LOT K OF SAID NORTHEAST QUARTER FOR A DISTANCE OF 588.32 FEET TO THE NORTH LINE OF SAID SECTION 6; THENCE SOUTH 89 DEGREES 39 MINUTES 36 SECONDS EAST ON SAID NORTH LINE FOR A DISTANCE OF 353.28 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 304.363 SQUARE FEET OR 6.99 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD, IF ANY.

SURVEYORS CERTIFICATE

I, JAMES ALBER, HEREBY CERTIFY THAT I AM A LICENSED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, THAT THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION AND SUPERVISION AND THAT THE SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.

JAMES ALBER
PROFESSIONAL LAND SURVEYOR
N.D. REGISTRATION NO. 4730



DATE _____

APPROVAL OF CITY PLANNING AND ZONING COMMISSION

THE SUBDIVISION OF THE LAND AS SHOWN ON THIS PLAT HAS BEEN APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF BISMARCK, NORTH DAKOTA, ON THE _____ DAY OF _____, 20____, IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA AND ORDINANCES OF THE CITY OF BISMARCK.

MICHAEL J. SCHWARTZ - CHAIR

ATTEST: DANIEL NAUM - SECRETARY

APPROVAL OF BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN ON THIS PLAT, HAS APPROVED THE GROUNDS AS SHOWN ON THIS PLAT AS AN AMENDMENT TO THE MASTER PLAN OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS ACCEPTED THE REDEDICATION OF ALL RIGHTS OF WAY AND PUBLIC EASEMENTS SHOWN THEREON, AND DOES HEREBY VACATE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THIS PLAT.

THE FOREGOING ACTION OF THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA, WAS APPROVED THE _____ DAY OF _____, 20____.

MICHAEL J. SCHWARTZ - PRESIDENT

ATTEST: JASON TOMANER - CITY ADMINISTRATOR

APPROVAL OF CITY ENGINEER

I, GABRIEL I. SCHELL, CITY ENGINEER OF THE CITY OF BISMARCK, NORTH DAKOTA, HEREBY APPROVE THIS PLAT.

GABRIEL I. SCHELL
CITY ENGINEER

OWNER'S CERTIFICATE AND DEDICATION

WE, DENNIS A. BERG AND STEPHANIE SHEETS, BEING ALL THE OWNERS OF THE LANDS PLATTED HEREIN, HAVE CAUSED THE LAND TO BE PLATTED AND DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF THIS PLAT TITLED BERG ACRES ADDITION, AND DEDICATE ALL RIGHTS OF WAY AS SHOWN ON THIS PLAT FOR PUBLIC USE, AND CONSENT TO ANY ACCESS CONTROL TO THE PROPERTY AS SHOWN, AND AFFIRM THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT.

WE ALSO DEDICATE TO THE CITY OF BISMARCK ALL EASEMENTS AS SHOWN ON THIS PLAT AS "UTILITY EASEMENT" TO RUN WITH THE LAND FOR GAS, ELECTRIC, COMMUNICATIONS AND/OR OTHER PUBLIC UTILITIES ON OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON.

WE ALSO DEDICATE TO THE CITY OF BISMARCK ALL EASEMENTS AS SHOWN ON THIS PLAT AS "STORMWATER & DRAINAGE EASEMENT" TO RUN WITH THE LAND FOR THE FREE AND UNOBSTRUCTED FLOW OF WATER UNDER AND/OR OVER THOSE AREAS INCLUDING THE CONSTRUCTION AND MAINTENANCE OF STORMWATER UTILITIES TOGETHER WITH NECESSARY APPURTENANCES.

WE ALSO DEDICATE TO ALL LANDOWNING PARTIES ALL PRIVATE EASEMENTS AS SHOWN ON THIS PLAT AS "PRIVATE SEPTIC TANK AND DRAINFIELD EASEMENT" TO RUN WITH THE LAND FOR USE BY ALL LAND-OWNING PARTIES, THEIR TENANTS, VISITORS AND LICENSEES TO CONSTRUCT, OPERATE, MAINTAIN AND REPAIR SANITARY SEWER FACILITIES UNDER OR UPON THOSE AREAS DESIGNATED AS SUCH.

DENNIS A. BERG, LIFE ESTATE

STEPHANIE SHEETS, REMAINDERMAN

STATE OF NORTH DAKOTA)

355

COUNTY OF BURLEIGH)

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY APPEARED STEPHANIE SHEETS, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE WITHIN CERTIFICATE AND THAT SHE ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME.

NOTARY PUBLIC, BURLEIGH COUNTY, NORTH DAKOTA

STATE OF NORTH DAKOTA)

355

COUNTY OF BURLEIGH)

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY APPEARED DENNIS A. BERG, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE WITHIN CERTIFICATE AND THAT HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME.

NOTARY PUBLIC, BURLEIGH COUNTY, NORTH DAKOTA

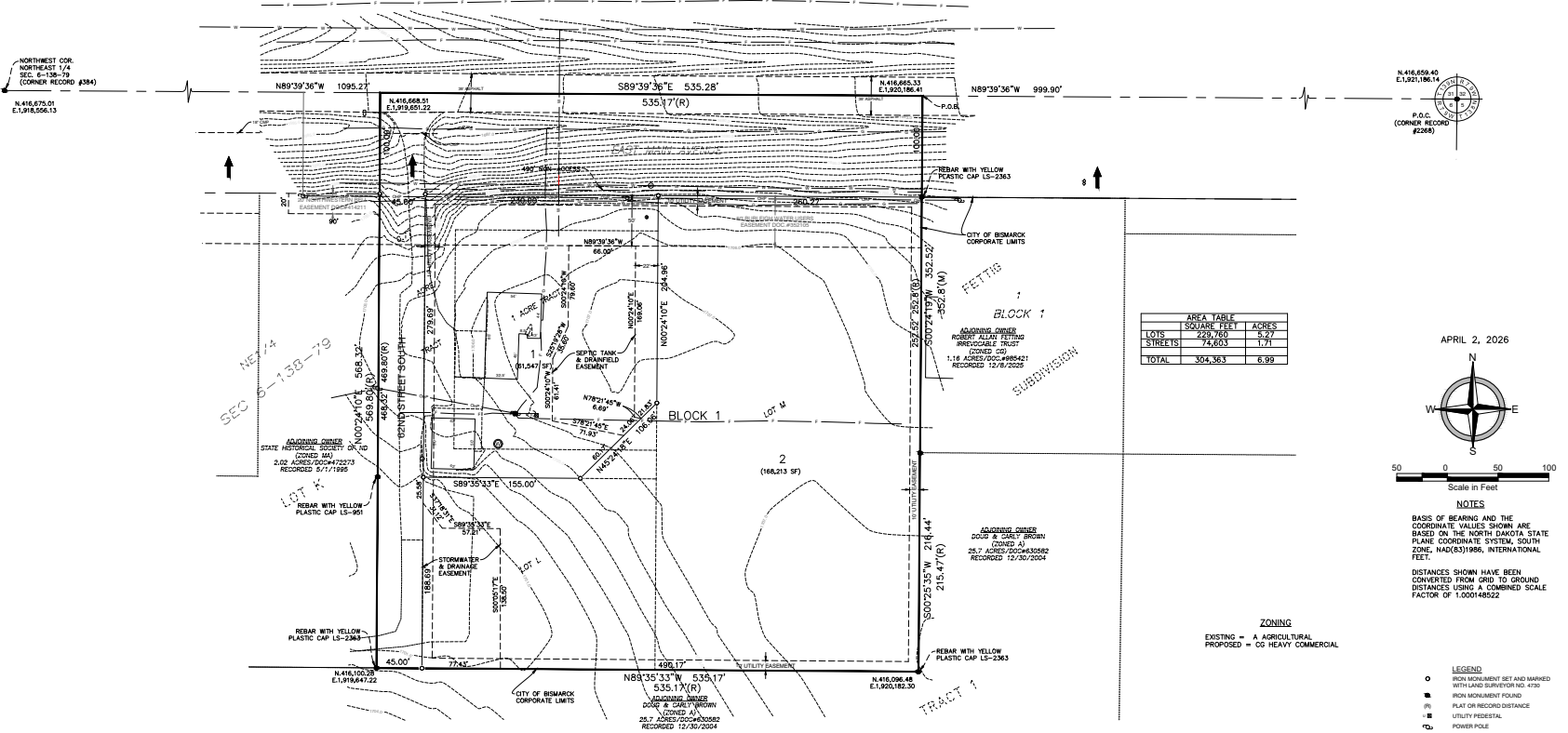
OWNER
DENNIS A. BERG
6301 E MAIN AVE
BISMARCK, ND 58501
701-450-1449

SURVEYOR
JIM ALBER
4501 GOLDMAN STREET
BISMARCK, ND 58501
701-663-0718

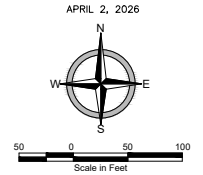


PRELIMINARY PLAT OF
BERG ACRES ADDITION

TO THE CITY OF BISMARCK, BEING ALL OF LOT L, LOT M, A ONE (1) ACRE TRACT AND A
0.77 ACRE TRACT AS DESCRIBED IN RECORD DEED FILED AS DOCUMENT NO. 965649 ON
MAY 6, 2024 WITH THE BURLEIGH COUNTY RECORDER'S OFFICE,
LOCATED IN THE NORTHEAST QUARTER
OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 79 WEST,
BURLEIGH COUNTY, NORTH DAKOTA



AREA TABLE		
LOTS	SQUARE FEET	ACRES
LOT M	429,760	9.77
STREET	74,653	1.71
TOTAL	504,413	11.48



NOTES
BASIS OF BEARING AND THE
COORDINATE VALUES SHOWN ARE
BASED ON THE NORTH DAKOTA STATE
PLANE COORDINATE SYSTEM, SOUTH
ZONE, NAD(83)1986, INTERNATIONAL
FEET.
DISTANCES SHOWN HAVE BEEN
CONVERTED FROM GRID TO GROUND
DISTANCES USING A COMBINED SCALE
FACTOR OF 1.000148522

ZONING
EXISTING = A AGRICULTURAL
PROPOSED = CG HEAVY COMMERCIAL

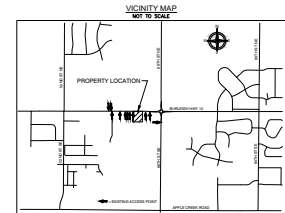
- LEGEND
- IRON MONUMENT SET AND MARKED WITH LAND SURVEYOR NO. 4750
 - IRON MONUMENT FOUND
 - PLAT OR RECORD DISTANCE
 - UTILITY PEDESTAL
 - POWER POLE
 - GUY ANCHOR
 - WATER HYDRANT
 - GATE VALVE
 - WELL
 - SEPTIC TANK RISER
 - STORM SEWER MANHOLE
 - OVERHEAD POWER LINE
 - UNDERGROUND FIBER LINE
 - UNDERGROUND GAS LINE
 - WATER LINE
 - BASEMENT DEDICATED
 - EXISTING ACCESS POINT

DESCRIPTION

THAT PART OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 79 WEST OF THE FIFTH PRINCIPAL MERIDIAN, BURLEIGH COUNTY, NORTH DAKOTA, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 39 MINUTES 36 SECONDS WEST ON THE NORTH LINE OF SAID SECTION 6 FOR A DISTANCE OF 999.90 FEET TO NORTHWEST CORNER OF SAID NORTHEAST QUARTER AND THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 24 MINUTES 55 SECONDS WEST ON THE WEST LINE OF SAID SUBDIVISION FOR A DISTANCE OF 352.32 FEET TO THE SOUTHWEST CORNER OF SAID SUBDIVISION; THENCE SOUTH 00 DEGREES 25 MINUTES 35 SECONDS WEST FOR A DISTANCE OF 216.44 FEET; THENCE NORTH 89 DEGREES 35 MINUTES 33 SECONDS WEST FOR A DISTANCE OF 535.17 FEET; THENCE NORTH 00 DEGREES 24 MINUTES 55 SECONDS EAST FOR A DISTANCE OF 568.33 FEET TO THE NORTH LINE OF SAID SECTION 6; THENCE SOUTH 89 DEGREES 39 MINUTES 36 SECONDS EAST ON SAID NORTH LINE FOR A DISTANCE OF 535.28 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 304,363 SQUARE FEET OR 6.99 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RIGHTS-OF-WAY, AND RESTRICTIONS OF RECORD.

OWNER DENNIS BERG 6041 E MAIN AVE BISMARCK ND, 58501
OWNER STEPHANIE SHEETS 6425 EDGERLY LANE LINCOLN ND, 58504
SURVEYOR JIM ALBERT 4503 COLEMAN STREET BISMARCK, ND, 58501



DEVELOPMENT AGREEMENT BERG ACRES ADDITION

The City of Bismarck (the "**City**"), a municipal corporation, whose post office address is PO Box 5503, Bismarck, ND 58506-5503, and Dennis A. Berg ('Life Tenant') and Stephanie Sheets ('Remainderman'), their successors and assigns (the "**Developer**"), make the following Agreement ("**Agreement**") with regard to public and private infrastructure improvements on public right-of-way adjacent to lands owned by the **Developer** ("**Developer's Property**"), as depicted in Exhibit "A" (Final Plat) attached hereto and incorporated herein by reference, such lands being in and adjacent to land being platted as Berg Acres Addition, located in Section 6, Apple Creek Township, Burleigh County, North Dakota (T138N-R79W).

The **Developer** desires to develop the land known as Berg Acres Addition. This agreement applies to Lots 1 and 2, Block 1, Berg Acres. In exchange for the mutual performance of the parties under this Agreement, the parties hereby agree to the following terms, conditions and obligations:

1. 62nd Street SE
 - a) As depicted in the plat, the **Developer** shall dedicate a 45' right of way for 62nd Street SE from E Main Avenue to the southern boundary of the plat. The **Developer** dedicates said right of way at the request of the **City** without compensation.
 - b) The **Developer** will not be required to construct municipal water, sanitary sewer, or street improvements within the 62nd Street SE right of way as a condition of the **City** issuing excavation permits, approach permits, building permits, or a certificate of occupancy.
 - c) The **Developer** is permitted to improve the 62nd Street SE right of way to serve as a private driveway to access Lots 1 and 2, Block 1, Berg Acres Addition, upon approval of a site plan for the property and the issuance of an approach permit for any work within E Main Avenue right of way. The City shall not maintain improvements constructed by the Developer within 62nd Street SE right of way, and no permit is required for said improvements.
 - d) Stormwater from the **Developer's Property** is permitted to drain to the 62nd Street SE right of way and will be accommodated in the future 62nd Street SE public improvement.
 - e) The **City** will not initiate the construction of a public street and/or municipal infrastructure within the 62nd Street SE right of way until the adjoining property south of the **Developer's Property** is platted and annexed into the **City**.

- f) The parties agree to negotiate in good faith to produce a 62nd Street SE right of way public improvement that provides benefit to the adjoining property to the south and the public while minimizing negative impacts to Berg Acres Addition. The City will grant access to the **Developer's Property**, Lots 1 and 2, Block 1, Berg Acres Addition, via 62nd Street SE. Addresses for the **Developer's Property** will be assigned to both Main Avenue and 62nd Street SE with the **Developer** allowed to choose which address to use.

2. Municipal Services

- a) The parties recognize the **City** does not have a sanitary sewer available to the premises. The **Developer** is permitted to utilize a septic tank and drainfield upon approval of a site plan for the property and any other regulatory approvals as necessary until such time as a public sanitary sewer is available. Septic systems must comply with all state and local health regulations.
- b) The **Developer** is permitted but not required to connect to the future 62nd Street SE watermain, once available, or can maintain its planned connection to the E Main Avenue watermain.

3. Vacation of Right of Way

- a) The **City** would support the vacation of the 62nd Street SE right of way within Berg Acres Addition and an amendment to this development agreement if an 80' right of way corridor, approved by the City, is obtained from the adjoining owner to the west outside of the Berg Acres Addition boundary.

4. Termination

- a) This Agreement terminates on December 31, 2029 unless a Building Permit has been issued for Lot 2, Block 1, in which case the Agreement remains in effect until all obligations herein are satisfied.

5. General Terms

- a) Unless otherwise modified by this Agreement, all City development policies regarding public improvements and private infrastructure must be followed.
- b) This Agreement shall apply to, inure to the benefit of, and be binding upon and enforceable against the parties hereto and their respective transferees, successors, and assigns.

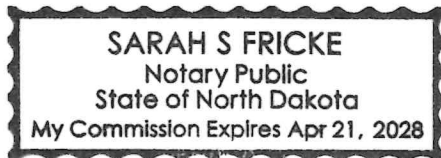
Dated this 5 day of June, 2026

Dennis A Berg
Developer, Dennis A. Berg, Life Tenant

STATE OF North Dakota)
) ss.
COUNTY OF Burleigh)

On this 5th day of June, 2026, before me personally appeared Dennis A. Berg, known to me to be the person who is described in and who executed the within and foregoing instrument, and acknowledged to me that they executed the same.

(SEAL)



[Signature]
Notary Public
State of North Dakota

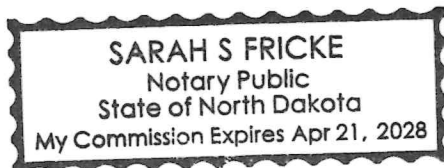
Dated this 5 day of June, 2026

Stephanie Sheets
Developer, Stephanie Sheets, Remainderman

STATE OF North Dakota)
) ss.
COUNTY OF Burleigh)

On this 5th day of June, 2026, before me personally appeared Stephanie Sheets, known to me to be the person who is described in and who executed the within and foregoing instrument, and acknowledged to me that they executed the same.

(SEAL)



[Signature]
Notary Public
State of North Dakota

Dated this ____ day of _____, 20____.

City of Bismarck

Attest: _____

Michael T Schmitz, President,
Board of City Commissioners

Jason Tomanek
City Administrator

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF BURLEIGH)

On this _____ day of _____, 2026 before me personally appeared Michael T Schmitz and Jason Tomanek known to me to be the persons who are described in and who executed the within and foregoing instrument, and acknowledged to me that they executed the same.

(SEAL)

Notary Public
State of North Dakota



Planning Department

DATE: July 28, 2026

FROM: Daniel Nairn, Planning Department Director

ITEM: Ordinance 6677 and DCN Addition

REQUEST:

Public hearing on Ordinance 6677, a zoning map amendment from the A – Agricultural and RT – Residential zoning districts to the RT – Residential zoning district, and major subdivision final plat titled DCN Addition.

BACKGROUND INFORMATION:

The Land Development Code (LDC) and associated official zoning map was approved by the City Commission on May 26, 2026, taking effect on October 1, 2026. The zoning ordinance for the proposed zoning map amendment will include the existing zoning district and their equivalents outlined in the LDC.

DCN, LLC is requesting approval of a zoning map amendment from the A – Agriculture and RT – Residential (OX-Office Mixed-Use) zoning district to the RT – Residential (OX-Office Mixed-Use) zoning district and a major subdivision final plat titled DCN Addition.

The project is located in north-central Bismarck, north of East Calgary Avenue, between North Washington Street and State Street, in the southwest quadrant of the intersection of Coleman Street and 43rd Avenue NE.

The Planning and Zoning Commission held a public hearing on this request on June 24, 2026, and voted to recommend approval.

The attached staff report contains a complete review of the request, according to standards of the Comprehensive Plan, city ordinances, and other relevant law.

RECOMMENDED CITY COMMISSION ACTION:

Approve Ordinance 6677, a zoning map amendment from the A – Agricultural and RT – Residential zoning districts to the RT – Residential zoning district, and major subdivision final plat titled DCN Addition.

STAFF CONTACT INFORMATION:

Daniel Nairn, Planning Department Director, 701-355-1854, dnairn@bismarcknd.gov
Jenny Wollmuth, Senior Planner, 701-355-1850, jwollmuth@bismarcknd.gov

ATTACHMENTS:

1. 3D Staff Report

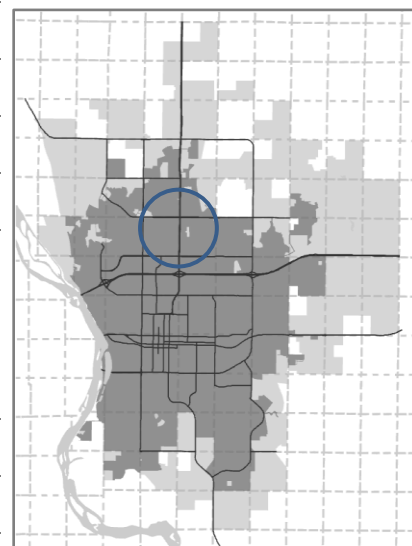
STAFF REPORT

Application for: **Final Plat**
Zoning Map Amendment

Project ID: **FPLT2026-006**
ZC2026-006

Project Summary

<i>Title:</i>	DCN Addition
<i>Status:</i>	Board of City Commissioners - Public Hearing
<i>Property Owner(s):</i>	DCN, LLC
<i>Project Contact:</i>	Brad Krogstad, PE, KLJ Engineering
<i>Project Location:</i>	North-central Bismarck, north of East Calgary Avenue, between North Washington Street and State Street, in the southwest quadrant of the intersection of Coleman Street and 43rd Avenue NE
<i>Project Size:</i>	12.25 acres
<i>Applicant Request:</i>	Plat and zone property for future development
<i>PZC Recommendation:</i>	Approve
<i>Staff Recommendation:</i>	Approve



Site Information

<i>Existing Conditions</i>		<i>Proposed Conditions</i>	
<i>Lots/Blocks:</i>	2 parcels	<i>Lots/Blocks:</i>	1 lot in 1 block
<i>Land Use:</i>	DCN Office/campus	<i>Land Use:</i>	No change
<i>Future Land Use:</i>	Neighborhood Mixed Use (NMU)	<i>Future Land Use:</i>	No change
<i>Zoning:</i>	A – Agriculture RT – Residential	<i>Zoning:</i>	RT – Residential (OX-Office Mixed-Use)
<i>Uses Allowed:</i>	A – Agriculture RT – Offices and multi-family residential	<i>Uses Allowed:</i>	RT – Offices and multi-family residential
<i>Max Density:</i>	A – 1 unit / 40 acres RT – 30 units / acre	<i>Max Density:</i>	RT – 30 units / acre

(continued)

Area Information

Zoning Jurisdiction: Bismarck City Limits
Township: N/A (City of Bismarck)
Neighborhood: North Hills

Property History

Zoned: North Hill 16th Addition (11/2009)
Platted: North Hills 16th Addition (11/2009)
Annexed: North Hills 16th Addition (07/2007)
 Part of Section 21 (09/2015)

Project Narrative

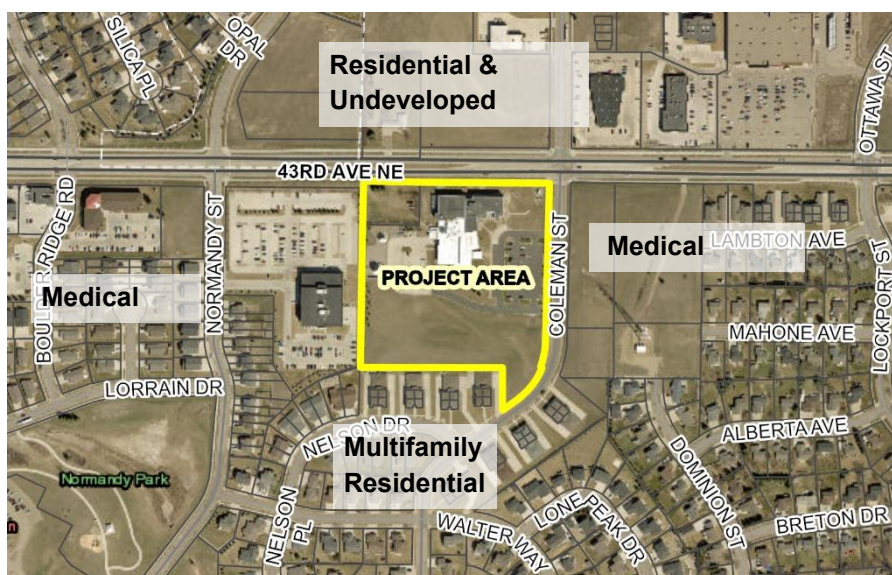
DCN, LLC is requesting approval of a zoning map amendment from the A – Agriculture and RT – Residential (OX-Office Mixed-Use) zoning district to the RT – Residential (OX-Office Mixed-Use) zoning district and a major subdivision final plat titled DCN Addition.

The Land Development Code (LDC) and associated official zoning map was approved by the City Commission on May 26, 2026, taking effect on October 1, 2026. The zoning ordinance for the proposed zoning map amendment will include the existing zoning districts and their equivalents outlined in the LDC.

Project Context

Land uses adjacent to the project area are depicted on the adjacent map:

A Zoning and Plan Reference Map is attached, including current zoning, the Future Land Use Plan, Major Street Plan, and Active Mobility Plan.



The property has been identified as Neighborhood Mixed Use (NMU) in the Future Land Use Plan. The NMU areas are the social and commercial gathering spaces for the immediate surrounding residential areas. Goals and objectives of this plan as they relate to this request are referenced in review standards below.

Adjacent land uses include an existing single-family dwelling and undeveloped land to the north across

43rd Avenue NE, developing medical uses to the east across Coleman Street, multifamily residential to the south, and medical uses to the west.

Public Engagement

Planning and Zoning Commission

The Planning and Zoning Commission considered the preliminary plat and zoning map amendment

(continued)

request on April 22, 2026, and called for a public hearing.

The public has been duly notified of this request. A notice was published in the Bismarck Tribune on June 11 and June 18, and 71 postcards were mailed to the owners of nearby properties on June 12, 2026.

A physical sign providing information on the public hearing was placed in a publicly accessible spot at the project location on June 8, 2026.

The Planning and Zoning Commission held a public hearing on this request on June 24, 2026. Staff received one phone inquiry asking about roundabouts in the area and one in-person inquiry asking about the project, noting they were neither for nor against the project. At the conclusion of the hearing and based on the findings contained in the staff report, the Planning and Zoning Commission voted to recommend approval.

City Commission

The City Commission considered this request on July 14, 2026, and called for a public hearing.

An additional notice was published in the Bismarck Tribune on July 16 and 23, 2026.

All written comments received by staff prior to the public hearing will be distributed to the City Commission and summarized by staff during the oral presentation.

Basic project information, with the ability to contact staff for more details, has been provided publicly online through the Open Development Projects Dashboard and Community Development Activities map.

Review Standards and Findings of Fact

The request is evaluated according to standards contained within the Comprehensive Plan, Bismarck Code of Ordinances, and relevant state law. Findings of

fact, related to land use, are presented in response to each standard.

Zoning Map Amendment

The Future Land Use Plan is adhered to with the proposed zoning map amendment ([Future Land Use Plan](#))

Yes. The proposed zoning map amendment is within the area designated as Neighborhood Mixed Use (NMU) in the Future Land Use Plan, as described in the Project Context section above. The proposed zoning district would generally conform to the character of this district.

The proposed amendment is compatible with adjacent land uses and zoning ([Goal S10-a](#), [S5-a](#))

Yes. Adjacent uses are described in the project context section above. The proposed zoning district would allow for the expansion and continued operations for DCN, LLC. Development that may be anticipated from the proposed zoning would have no negative impact on the surrounding properties.

A change in conditions or by an error in the zoning map has occurred since the previous zoning classification was established ([Goal S9-e](#))

Yes. The current zoning district of A – Agriculture is the default zoning district for land that has not yet been zoned. Conditions have changed. In particular, DCN LLC has acquired the A – Agriculture zoned parcel, demolished the single-family dwelling and accessory buildings, and intends to expand their current use into this parcel. The remainder of the property is currently zoned RT – Residential.

Undue restriction of housing options or access to neighborhood amenities would not result from the proposed zoning map amendment ([Goal S1-a](#), [Goal T1-c](#))

Yes. The proposed zoning map amendment would not adversely impact housing opportunities in any way.

(continued)

The goals and objectives of Together 2045 Bismarck's Comprehensive Plan would be advanced by the proposed zoning ordinance map amendment ([Comprehensive Plan](#))

Yes. The following objectives of the plan would be advanced through the proposed amendment.

G1: Encourage infill and redevelopment of land already connected to municipal services.

The general intent and purpose of the zoning ordinance would be adhered to with the proposed zoning map amendment (Section 14-02-01; [NDCC 40-27-03](#))

Yes. The proposed zoning map amendment would support the purpose of the zoning ordinance, as stated in the City Code of Ordinances and North Dakota Century Code.

Proper administrative procedures related to the request are being followed (Section 14-07-02, [NDCC Chapter 40-47](#))

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. The applicant has submitted a complete application for a zoning map amendment, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning Commission and City Commission.

The public health, safety and general welfare will not be adversely impacted by the proposed zoning map amendment ([Goal S10-a](#))

Yes. As a cumulative result of all findings contained in this staff report, City of Bismarck staff find that the proposed zoning map amendment would not adversely impact the public health, safety, and general welfare.

Major Subdivision Final Plat

The final plat generally conforms to the preliminary plat for the proposed subdivision that was tentatively approved by the Planning and Zoning Commission

Yes. The proposed final plat is substantially similar to the preliminary plat.

Any and all conditions placed on approval of the preliminary plat by the Planning and Zoning Commission have been satisfied or will remain in place for future completion

Yes. No conditions were placed with approval of the preliminary plat by the Planning and Zoning Commission.

Sufficient easements and rights-of-way are included on the proposed subdivision to provide for orderly development and provision of municipal services beyond the boundaries of the subdivision ([Goal G3-d](#))

Yes. The proposed subdivision includes easements that extend into and through the plat. Rights-of-way and easements are included for stormwater and drainage, municipal water and sanitary sewer, access, and other utilities.

Technical specifications required of the final plat have been met (Section 14-09-07)

Yes. The proposed final plat contains the required information to ensure an accurate and timely review by staff, the Planning and Zoning Commission, City Commission, and the general public.

Proper administrative procedures related to the request are being followed (Section 14-09-04)

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. Upon tentative approval of the preliminary plat, the applicant has submitted a complete application for final plat approval, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning Commission and City Commission.

The Major Street Plan is adhered to with the proposed subdivision ([Major Street Plan](#))

(continued)

Yes. The corridors identified in the Major Street Plan are incorporated into rights-of-way within the proposed subdivision. 43rd Avenue NE is included in the proposed plat and is an existing arterial roadway. A plan reference map is attached to this staff report.

The Active Mobility Plan is adhered to with the proposed subdivision ([Active Mobility Plan](#))

Yes. There are no corridors identified in the Active Mobility Plan within or adjacent to the proposed subdivision. A plan reference map is attached to this staff report.

A neighborhood park will be available within walking distance for all urban residents ([Goal I1-a](#), Section 14-09-04(2)a(vii))

Yes. The provision of neighborhood parks and open space is not needed because the proposed preliminary plat is not an urban subdivision with residential zoning districts.

Vehicle trips generated by the proposed subdivision will be adequately supported by the transportation system ([Goal C3-c](#))

Yes. The proposed subdivision would likely not have a substantial effect on circulation and safety of public roadways in the vicinity, and therefore no traffic impact study is required.

Street connectivity is provided for efficient travel and secondary access for emergency services ([Goal C4](#), Section 14-09-05)

Yes. Subdivision design requirements, such as maximum block length, intended to promote street connectivity has been met, and there are no cul-de-sacs or dead-end streets in the proposed subdivision. The City's Secondary Roadway Access Policy has been met allowing alternative routes into and out of the subdivision.

Roadway access is managed to reduce potential points of conflict and improve safety ([Goal C3-b](#))

Yes. Direct access to major public roadways is appropriately limited and spacing of all intersections is adequate to meet the City's access management standards and professional engineering judgement. Non-access lines will be dedicated with the proposed plat to communicate and enforce this access control.

The proposed plat includes two existing access points. The main access is from Coleman Street to the east, and a second access is from 43rd Avenue NE. These access points will remain and are noted on the plat.

Stormwater runoff impacted by this subdivision is adequately managed to protect public and private investments and the natural environment ([Goal I5](#), Section 14.1-04-03);

Yes. There is a plan to manage any stormwater runoff generated by this subdivision. A post-construction stormwater management permit (PCSMP) was conditionally approved by the City Engineer on March 27, 2026.

Dimensional standards of the zoning ordinance are met with the proposed subdivision (Title 14)

Yes. All lots meet area and width requirements of the zoning district within which they are located, and there is sufficient space within each lot for anticipated buildings to meet density, setback, and lot coverage requirements. All rights-of-way and dedicated easements conform to design standards of the subdivision ordinance.

Natural hazards and impact to environmentally sensitive land is minimized through the location and design of the proposed subdivision ([Goal I6-a](#))

Yes. The proposed subdivision is not located within the Special Flood Hazard Area (SFHA), also known as the 100-year floodplain, an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or an area that is topographically unsuited for development

(continued)

Water supply systems will seamlessly transition from a rural to an urban system through cooperation with the South-Central Regional Water District ([Goal G3-f](#), Section 14-09-04(2)d)

Yes. The proposed subdivision will be served with municipal water upon development and no future transition will be necessary.

The City's investment in infrastructure associated with the proposed subdivision is expected to receive a proportional long-term return to residents through future revenues or other public goods associated with this subdivision ([Goal G3-a](#))

Yes. The proposed subdivision involves infill and redevelopment of an area already served by municipal infrastructure. The additional up-front and ongoing costs to the City are expected to be minimal, relative to the benefits provided by the subdivision.

The vacant lot has a utility capital charge vesting for a 2-inch water meter. This vesting will need to be put into use within one year of plat recordation.

Proper administrative procedures related to the request are being followed (Section 14-09-04)

Yes. All administrative procedures of the City Code of Ordinances and North Dakota Century Code have been followed to date. Staff held a meeting with the applicant to discuss the request prior to submittal of a formal application. A complete application for the final plat was submitted to the Planning Department, and the required staff review of all submitted materials has occurred prior to submittal of this report to the Planning and Zoning Commission and City Commission.

The public health, safety and general welfare will not be adversely impacted by the proposed subdivision ([Goal S10-a](#))

Yes. As a cumulative result of all findings contained in this staff report, City of Bismarck staff find that the proposed subdivision would not adversely impact the public health, safety, and general welfare.

Recommendations

Planning and Zoning Commission

Based on the above findings, and at the conclusion of the public hearing, the Planning and Zoning Commission recommended approval of the zoning map amendment from the A – Agriculture and RT – Residential (OX-Office Mixed-Use) zoning district to the RT – Residential zoning district (OX-Office Mixed-Use Zoning District) and approval of the major subdivision final plat titled DCN Addition.

Planning Staff

Based on the above findings, staff recommends approval of the zoning map amendment from the A – Agriculture and RT – Residential (OX-Residential Mixed-Use) zoning district to the RT – Residential zoning district (OX-Office Mixed-Use Zoning District) and approval of the major subdivision final plat titled DCN Addition.

Attachments

1. Draft Zoning Ordinance
2. Zoning and Plan Reference Map
3. Zoning Proposed Map
4. Final Plat
5. Preliminary Plat

Staff report prepared by: Jenny Wollmuth, AICP, CFM, Senior Planner
701-355-1845 | jwollmuth@bismarcknd.gov

**CITY OF BISMARCK
ORDINANCE NO. 6677**

<i>First Reading</i>	
<i>Second Reading</i>	
<i>Final Passage and Adoption</i>	
<i>Publication Date</i>	

AN ORDINANCE TO AMEND AND RE-ENACT SECTION 14-03-02 OF THE CITY OF BISMARCK CODE OF ORDINANCES (1986 Rev.), AS AMENDED, RELATING TO THE BOUNDARIES OF ZONING DISTRICTS.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA:

Section 1. Amendment. Section 14-03-02 of the Code of Ordinances of the City of Bismarck, North Dakota, which is effective until October 1, 2026, is hereby amended to read as follows:

The following described property shall be excluded from the A – Agriculture and RT – Residential zoning district and included in the RT – Residential zoning district:

Lot 1, Block 1, DCN Addition

Section 2. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3. Taking Effect. This ordinance shall take effect upon final passage, adoption and publication.

Zoning Districts

A	Agriculture
RR	Rural
R5	Residential
RMH	Manufactured Home Residential
R10	Residential
RM	Residential Multifamily
RT	Residential (Offices)
HM	Health and Medical
CA	Commercial
CG	Commercial
MA	Industrial
MB	Industrial
PUD	Planned Unit Development
DC	Downtown Core
DF	Downtown Fringe

Future Land Use Plan

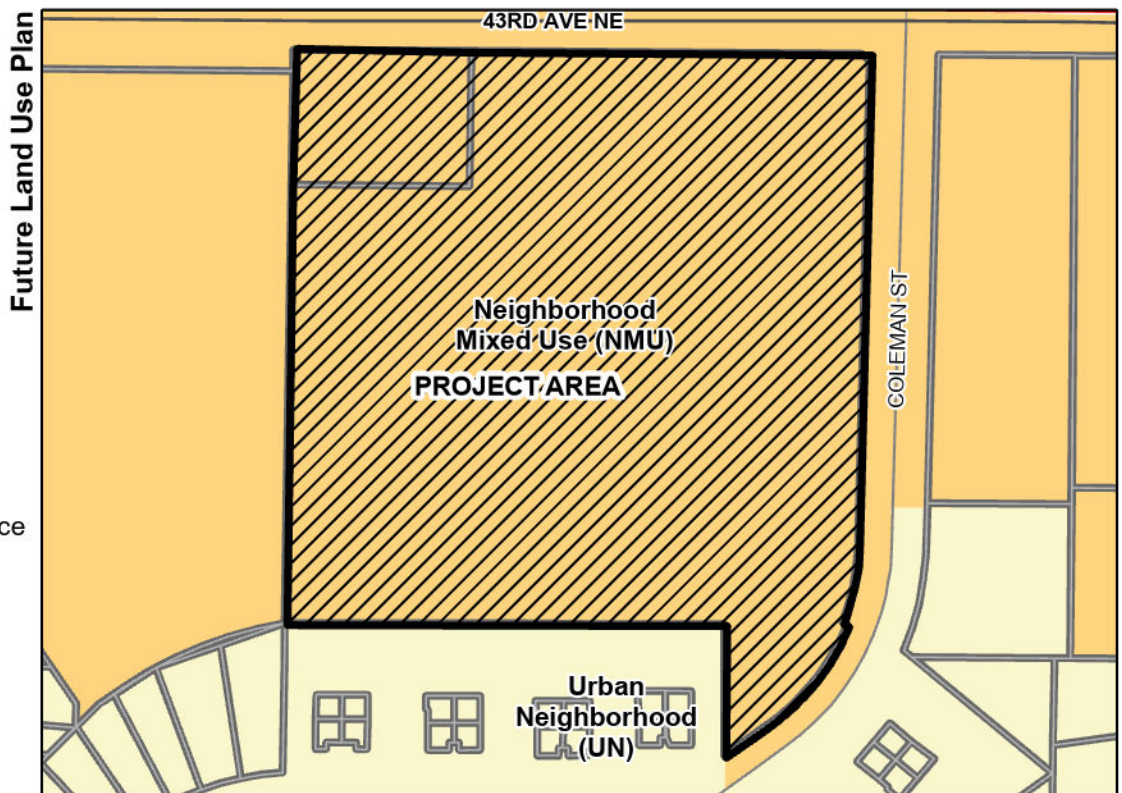
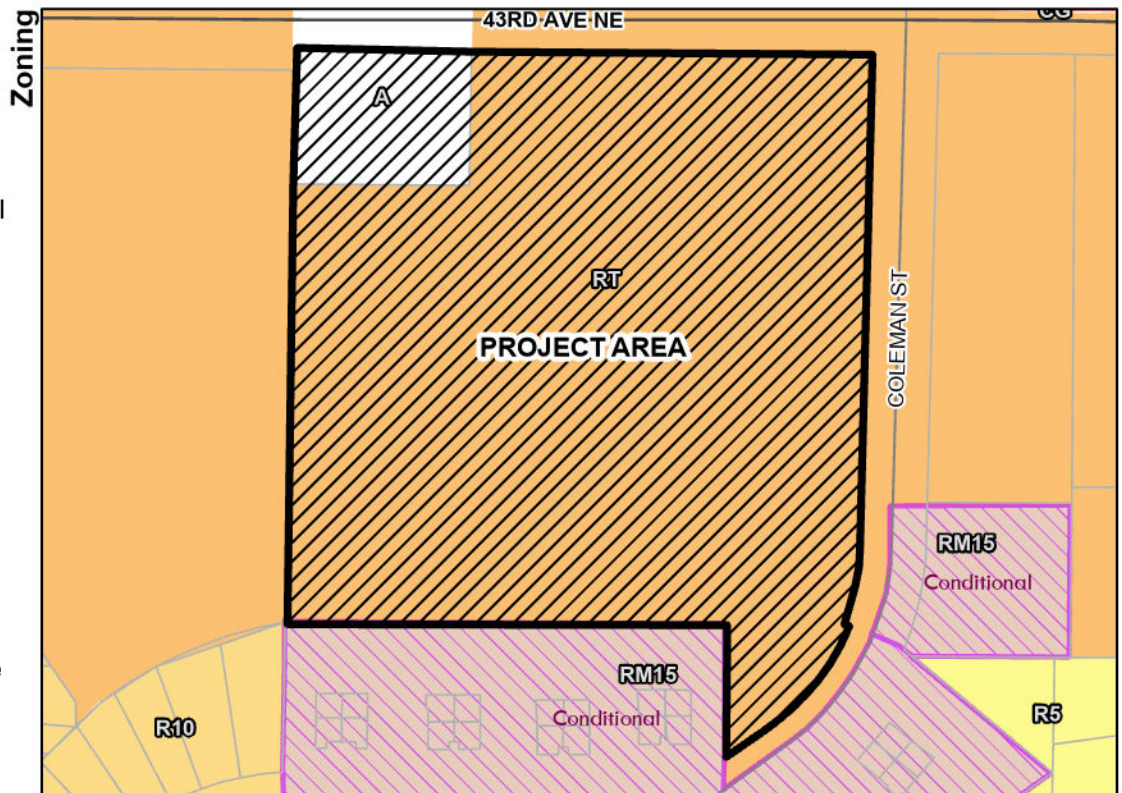
UN	Urban
NMU	Neighborhood Mixed Use
CMU	Community Mixed Use
DMU	Destination Mixed Use
DT	Downtown
IND	Industrial
IF	Industrial Flex
IMU	Industrial Mixed Use
INS	Institutional
RR	Rural
TR	Transitional Rural
PKOS	Parks/Open Space
URA/URB	Urban Reserve Mid/Long-Term

Active Mobility Plan

— Future Shared Trail

Major Street Plan

—	Existing Arterial
- -	Future Arterial
—	Existing Collector
- -	Future Collector
—	Existing Interstate
- -	Future Interstate
—	City Limits

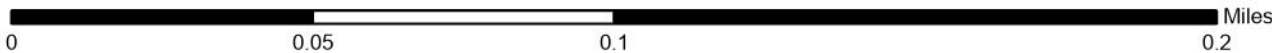
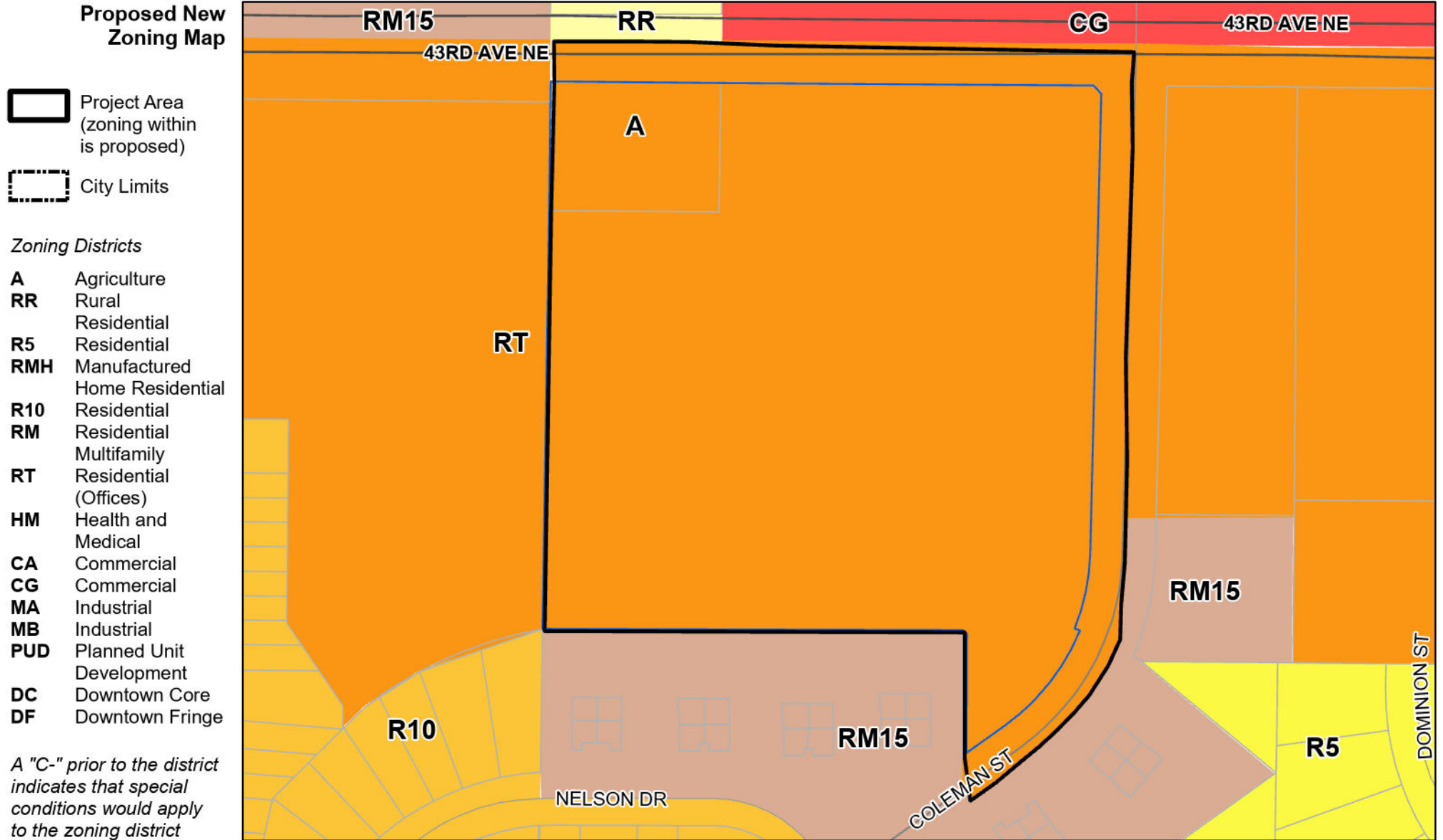


This map is for representational use only and does not represent a survey.
No liability is assumed as to the accuracy of the data delineated herein.

0 165 330 660 Feet



City of Bismarck
Planning Department
April 14, 2026



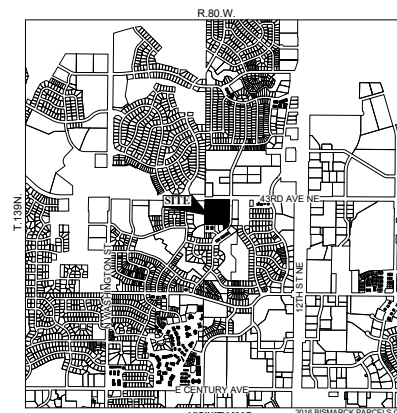
*This map is for representational use only and does not represent a survey.
No liability is assumed as to the accuracy of the data delineated hereon.*



City of Bismarck
Planning Department
April 14, 2026

<u>SURVEYOR:</u>	<u>OWNER:</u>
KLJ ENGINEERING LLC	DAKOTA CARRIER NETWORK
400 EAST BROADWAY AVE, SUITE 600	4202 COLEMAN STREET
BISMARCK, NORTH DAKOTA 58501	BISMARCK, ND 58503

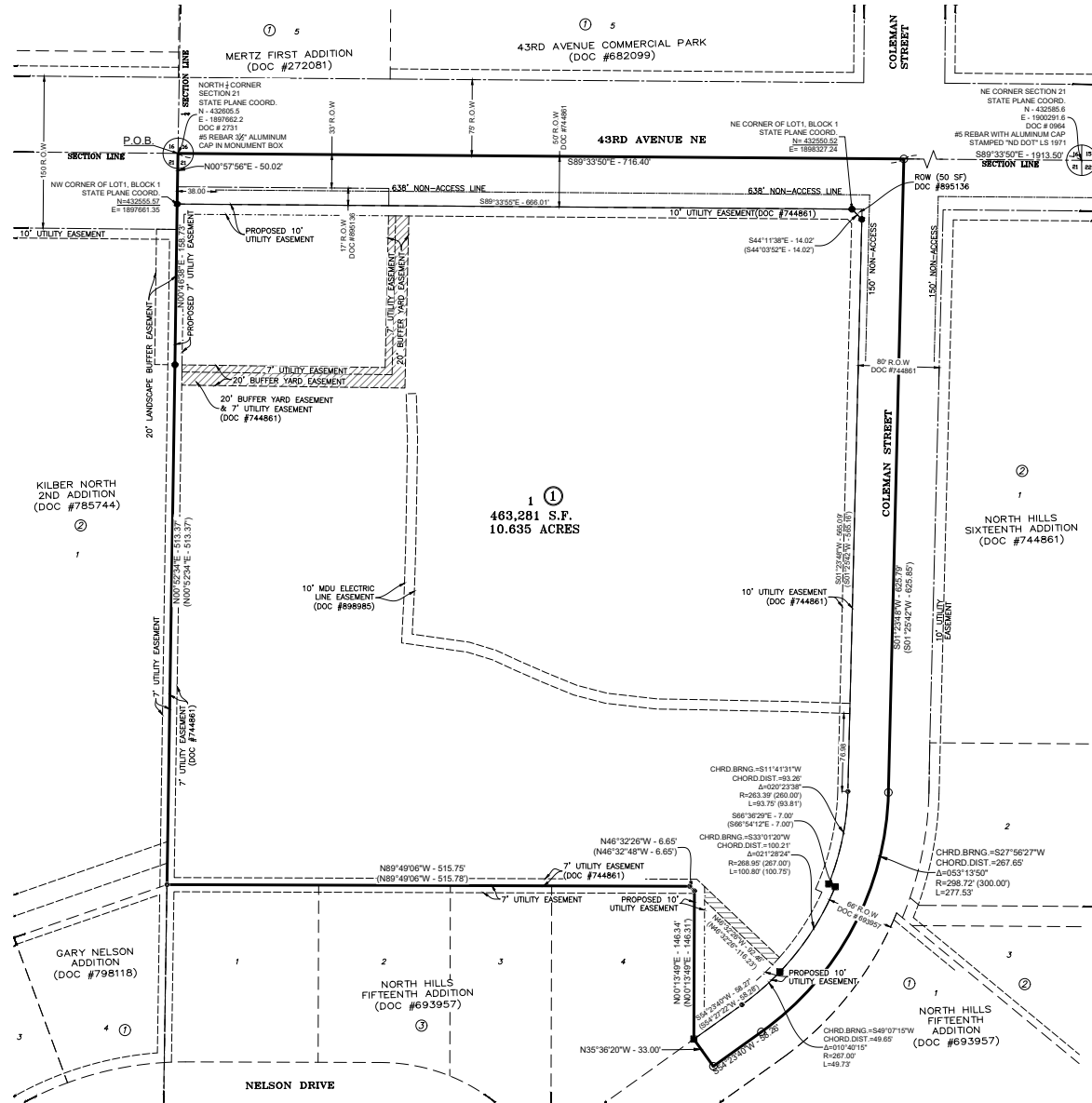
NE CORNER SECTION 21
STATE PLANE COORD.
N - 432585.6
E - 1900291.6
DOC # 0964
#5 REBAR WITH ALUMINUM CAP
STAMPED "ND DOT" LS 1971



THE PROPERTY IS NOT LOCATED IN A FLOOD PLAIN
FIRM PANEL 38015C0785E, ZONE X
EFFECTIVE DATE: 6/6/2024

DCN ADDITION

PART OF LOT 1, BLOCK 1, NORTH HILLS SIXTEENTH ADDITION, LOT 4B OF LOT 4, BLOCK 3, NORTH HILLS FIFTEENTH ADDITION, AND THE UNPLATTED PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 21 AND SOUTH HALF OF THE 43RD AVENUE NE RIGHT-OF-WAY, WEST HALF OF COLEMAN STREET RIGHT-OF-WAY, TOWNSHIP 139 NORTH, RANGE 80 WEST, FIFTH PRINCIPAL MERIDIAN
CITY OF BISMARCK, BURLEIGH COUNTY, NORTH DAKOTA



DESCRIPTION

PART OF LOT 1, BLOCK 1, NORTH HILLS SIXTEENTH ADDITION, LOT 4B OF LOT 4, BLOCK 3, NORTH HILLS FIFTEENTH ADDITION, AND THE UNPLATTED PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 21 AND SOUTH HALF OF THE 43RD AVENUE NE RIGHT-OF-WAY, WEST HALF OF COLEMAN STREET RIGHT-OF-WAY, TOWNSHIP 139 NORTH, RANGE 80 WEST, FIFTH PRINCIPAL MERIDIAN, CITY OF BISMARCK, BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH 1/4 CORNER OF SECTION 21; THENCE S 89°33'50\"

SAID TRACT CONTAINS A TOTAL PLAT AREA OF 12.245 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, SOREN SANDERSON, HEREBY CERTIFY I AM A LICENSED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, THAT THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION AND SUPERVISION AND THAT THE SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.



SOREN SANDERSON
PROFESSIONAL LAND SURVEYOR
N.D. REGISTRATION NO. LS-42051

APPROVAL OF BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN ON THIS PLAT, HAS APPROVED THE GROUNDS AS SHOWN ON THIS PLAT AS AN AMENDMENT TO THE MASTER PLAN OF THE CITY OF BISMARCK, NORTH DAKOTA, HAS ACCEPTED THE DEDICATION AND REDEDICATION OF ALL RIGHTS OF WAY AND PUBLIC EASEMENTS SHOWN THEREON AND DOES HEREBY VACATE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THIS PLAT.

THE FOREGOING ACTION OF THE BOARD OF CITY COMMISSIONERS OF BISMARCK, NORTH DAKOTA, WAS APPROVED THE ____ DAY OF ____ 20__.

MICHAEL T. SCHMITZ - PRESIDENT

ATTEST: JASON TOMANCK - CITY ADMINISTRATOR

APPROVAL OF CITY ENGINEER

I, GABRIEL J. SCHELL, CITY ENGINEER OF THE CITY OF BISMARCK, NORTH DAKOTA, HEREBY APPROVE THIS PLAT.

GABRIEL J. SCHELL, CITY ENGINEER

APPROVAL OF CITY PLANNING AND ZONING COMMISSION

THE SUBDIVISION OF LAND AS SHOWN ON THIS PLAT HAS BEEN APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF BISMARCK, NORTH DAKOTA, ON THE ____ DAY OF ____ 20__ IN ACCORDANCE WITH THE LAWS OF THE STATE OF NORTH DAKOTA AND ORDINANCES OF THE CITY OF BISMARCK.

MICHAEL J. SCHWARTZ - CHAIRMAN

ATTEST: DANIEL NARR - SECRETARY

OWNER'S CERTIFICATE AND DEDICATION

I, SETH ARNDORFER, CEO OF DAKOTA CARRIER NETWORK, BEING THE OWNER OF THE LANDS PLATTED HEREIN, HAVE CAUSED THE LAND TO BE PLATTED AND DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF THIS PLAT TITLED "DCN ADDITION" AND TO THE CITY OF BISMARCK, NORTH DAKOTA, HAS ACCEPTED THE DEDICATION AND REDEDICATION OF ALL RIGHTS OF WAY AND PUBLIC EASEMENTS SHOWN THEREON AND DOES HEREBY VACATE ANY PREVIOUS PLATTING WITHIN THE BOUNDARY OF THIS PLAT.

I ALSO DEDICATE AND REDEDICATE TO THE CITY OF BISMARCK ALL EASEMENTS AS SHOWN ON THIS PLAT AS "UTILITY EASEMENT", EXCEPT THOSE SHOWN TO BE VACATED, TO RUN WITH THE LAND FOR GAS, ELECTRIC, COMMUNICATION AND/OR OTHER PUBLIC UTILITIES OR UNDER THOSE CERTAIN STRIPS OF LAND DESIGNATED HEREON.

I ALSO DEDICATE A TEN-FOOT (10') WIDE MONTANA-DAKOTA UTILITIES CO. (MDU) ELECTRIC LINE EASEMENT, AS SHOWN ON THIS PLAT, BEING THE SAME EASEMENT AS RECORDED UNDER DOCUMENT NO. 744861, BURLEIGH COUNTY, NORTH DAKOTA RECORDS. SAID EASEMENT IS SUBJECT TO ALL PRIOR RIGHTS, CONDITIONS, AND RESTRICTIONS OF RECORD AND IS INTENDED TO CONTINUE WITHOUT INTERRUPTION.

STATE OF NORTH DAKOTA)
COUNTY OF)

SETH ARNDORFER
CEO
DAKOTA CARRIER NETWORK
4202 COLEMAN STREET
BISMARCK, ND 58503
DCN ADDITION

ON THIS ____ DAY OF ____ 20__ BEFORE ME PERSONALLY APPEARED SETH ARNDORFER, KNOWN TO ME TO BE THE PERSON(S) DESCRIBED IN AND WHO EXECUTED THE WITHIN CERTIFICATE AND THEY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

____ COUNTY, NORTH DAKOTA
MY COMMISSION EXPIRES ____

NOTES:

LOT 1, BLOCK 1, NORTH HILLS 16TH ADDITION EXISTING RT - RESIDENTIAL LIGHT COMM PROPOSED RT - RESIDENTIAL LIGHT COMM LOT 4B, BLOCK 3, NORTH HILLS 15TH ADDITION EXISTING RT - RESIDENTIAL LIGHT COMM PROPOSED RT - RESIDENTIAL LIGHT COMM CITY LANDS 139-80, BLOCK 21 EXISTING - A - AGRICULTURAL PROPOSED RT - RESIDENTIAL LIGHT COMM

FLOOD PLAIN INFORMATION:
THE PROPERTY IS NOT LOCATED IN A FLOOD PLAIN.
FIRM PANEL 38015C0785E, ZONE X
EFFECTIVE DATE 6/6/2024

NOTES:

- BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.
- PLAT IS SUBJECT TO ALL PRIOR CONVEYANCES AND EASEMENTS OF RECORD.
- ALL DISTANCES SHOWN ARE MEASURED IN GROUND USING A SCALE FACTOR OF 1.000148221.
- THE ACTUAL DIMENSIONS AND LOCATIONS OF THE 10' MDU ELECTRICAL LINE EASEMENT ARE IDENTIFIED WITHIN THE RECORDED DOCUMENT #898985.
- THE ACTUAL DIMENSIONS AND LOCATIONS AT THE 20' BUFFER YARD EASEMENT AND 7' UTILITY EASEMENT ARE IDENTIFIED WITHIN THE RECORDED DOCUMENT #744861.

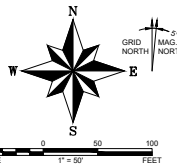
PLAT INFORMATION

- NUMBER OF LOTS: 1
- LOT ACRAGE: 10.635 ACRES
- LOT W. ACRAGE: 1.610 ACRES
- TOTAL ACRAGE: 12.245 ACRES

PLAT LEGEND

- SET 3\"
- FOUND 3\"
- REBAR AND LS 27331 CAP FOUND
- REBAR AND ILLIGIBLE CAP FOUND
- CALCULATED POSITION
- EXISTING EASEMENT
- EXISTING PROPERTY LINE (NOT SURVEYED)
- BOUNDARY LINE
- RIGHT OF WAY LINE
- PROPOSED LOT LINE
- NON-ACCESS LINE
- EASEMENT LINE
- EASEMENT LINE (DEDICATED THIS PLAT)
- EASEMENT TO BE VACATED

1
(S31°11'56\"



DATE: MAY 20, 2026
SURVEY DATE: MARCH 13, 2026
HORIZONTAL DATUM: US STATE PLANE NAD 83 (2011)
NO SOUTH ZONE 3802 (BURLEIGH COUNTY GROUND)
UNITS OF MEASURE: INTERNATIONAL FEET
VERTICAL DATUM: NAVD 83



Administration Department

DATE: July 28, 2026

FROM: Douglas Wiles, Assistant City Administrator

ITEM: Strategic Plan Update

REQUEST:

Consider the request from the Administration Department to provide an update on the Strategic Plan.

STRATEGIC FOCUS AREA:

Engaged and Informed Community: As Bismarck continues to grow and evolve, effective communication must go beyond simply sharing information. It should build trust, bridge divides, and empower residents to actively shape the community's future. An engaged and informed community should view the City of Bismarck as a trusted partner and the City should, in turn, recognize its residents as essential partners in shaping a vibrant and responsive community.

Goal One: Expand and customize the City's communications channels and efforts to increase engagement and public trust.

BACKGROUND INFORMATION:

At the November 13, 2025, City Commission Meeting, the Commission approved the Final Draft of the updated Strategic Plan. During the presentation, the Commission was asked how it preferred to receive progress updates. Commissioners reached consensus to include quarterly progress reports within future Commission Meeting packets.

RECOMMENDED CITY COMMISSION ACTION:

Receive 2026 Q2 Strategic Plan Update.

STAFF CONTACT INFORMATION:

Douglas Wiles, Assistant City Administrator, 701-355-1300, dwiles@bismarcknd.gov

ATTACHMENTS:

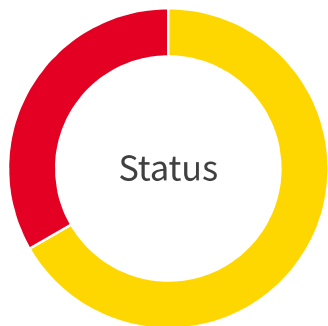
1. Disrupted Task Report
2. Completed to Date Report
3. Detailed Task Report



Disrupted Task Report

City of Bismarck Strategic Plan

Overall Summary



Some Disruption

67

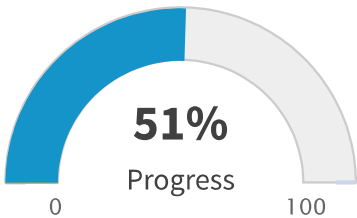
Major Disruption

33

%

67

33



Objective 1.1.2

Plan and construct a new fire station(s) to enhance emergency response capacity and meet the safety needs of a growing community.

Task 1.1.2.1

Sep 01, 2025 - Oct 01, 2026

Some Disruption

Progress 67%

Strategically identify land that will provide efficient community fire protection and procure the site.

Owner: Joel Boespflug

Update provided by Joel Boespflug on Jun 30, 2026 05:00:02

Accomplishments: Land identified for Station 6 that will serve the community well into the future

Roadblocks:

Next Steps: Procurement details and processes

Objective 1.2.1

Evaluate and implement an infrastructure maintenance fee as an alternative to special assessments for funding road maintenance.

Task 1.2.1.1

Dec 01, 2025 - Jul 01, 2026

Major Disruption

Progress 25%

Collect public input, approve home rule charter amendment ballot language, provide information to public prior to June 2026 vote.

Owner: Gabe Schell

Update provided by Douglas Wiles on Jun 30, 2026 05:00:01

Accomplishments: At the February 24, 2026, City Commission Meeting, the commission motioned for staff to conduct a scientifically valid survey to the citizens to determine if there is community support for the City to proceed with the development of a Utility Fee for road maintenance instead of moving forward with ballot language for the primary election in June of 2026.

Roadblocks:

Next Steps: Staff need to work with portfolio holder and commission to determine the scope of the survey and timeline for execution.

Objective 3.3.2

Establish and activate a City Safety Steering Committee, led by executive leadership, to assess safety risks, guide mitigation strategies, and coordinate regular emergency training and exercises.

Task 3.3.2.1

Apr 01, 2026 - Dec 31, 2026

Some Disruption

Progress 20%

Administration will work with Human Resources and Department Directors to determine the composition of the committee and establish the mission.

Owner: Douglas Wiles

Update provided by Douglas Wiles on Jun 30, 2026 05:00:01

Accomplishments: HR Director and City Administrator have had preliminary conversations about the composition and high-level goals but have not started developing the committee.

Roadblocks: HR is still short a senior generalist.

Next Steps: One the new HR Generalist starts in July, HR and Administration will be able to prioritize the development of this committee.

Objective 5.1.1

Enhance existing communication platforms while incorporating innovative methods to proactively increase public engagement across a diverse audience.

Task 5.1.1.1

Apr 01, 2026 - Dec 31, 2026

Major Disruption

Progress 0%

Create an online monthly newsletter to be housed at City's website and distributed through the 'Notify Me' platform

Owner: Douglas Wiles

Update provided by Douglas Wiles on Jun 30, 2026 05:00:01

Accomplishments: No updates at this time. The Strategic Communications Plan Update process, the Public Information Council has identified that a form of newsletter is a priority project in the future.

Roadblocks: The Communications Division has not yet been able to fill a vacancy and are still short staffed and therefore do not currently have the resources to prioritize this project.

Next Steps:

Objective 5.1.2

Ensure communications staff alignment with organizational direction and strategic goals.

Task 5.1.2.1

Jan 01, 2026 - Jul 31, 2026

Some Disruption

Progress 90%

Train staff in the usage of software dedicated to help remedy ADA non-compliant content on the website

Owner: Douglas Wiles

Update provided by Douglas Wiles on Jun 30, 2026 05:00:01

Accomplishments: The City has purchased three modules that work with our website contractor, Civic Plus, that will help us become ADA compliant. Currently, the website is over 90% compliant. One of the solutions allows for all PDFs to be compliant eliminating the need to individually re-format 100,000+ documents for compliance. There is very little staff training that has had to occur.

Roadblocks:

Next Steps: Federal Government has given communities an additional year to become compliant. The City of Bismarck is in a very good position and very near meeting all compliance requirements.

Objective 5.1.5

Train staff in the usage of software dedicated to help remedy ADA non-compliant content on the website

Task 5.1.5.2

Jan 01, 2025 - Dec 31, 2030

Some Disruption

Progress 50%

Conduct monthly meetings with departments to review departmental website content and ADA compliance.

Owner: Douglas Wiles

Update provided by Douglas Wiles on Apr 17, 2026 20:06:37

Accomplishments: The Communications Division has been meeting with departments regarding the upcoming compliance deadlines since 2025 in an effort to eliminate ADA non-compliance. Each month, the City's Communication staff have had scheduled meetings with departments to accomplish this task.

Roadblocks: This is an additional task and an unfunded mandate passed down from the federal government. Limitations of staffing and time to dedicate to this task by all departments has been challenging due to the existing demands and job duties.

Next Steps:

Objective 6.1.2

Collaborate with the Historic Preservation Commission (HPC) to highlight and leverage the community’s historical and natural assets, strengthening cultural identity, community pride, and sustainable development.

Task 6.1.2.1

Jan 01, 2026 - Jul 01, 2026

Some Disruption

Progress 90%

Adopt a Historic Preservation Plan prepared by the HPC and begin implementation of objectives.

Owner: Daniel Nairn

Update provided by Daniel Nairn on Jun 30, 2026 05:00:01

Accomplishments: Final draft of the Plan submitted to the HPC for review. Continued to next meeting.

Roadblocks: Minor changes requested are being implemented

Next Steps: Continue hearing on adoption with HPC and then City Commission at next available meeting.

Objective 7.6.1

Develop and implement a comprehensive procurement policy to ensure transparency, efficiency, and compliance in all purchasing activities.

Task 7.6.1.4

Jan 01, 2026 - Oct 31, 2026

Some Disruption

Progress 60%

Design the procurement application system architecture to handle document storage and compliance requirements.

Owner: Eric Lund

Update provided by Joshua Fern on Jun 30, 2026 05:00:01

Accomplishments: New software has been selected to develop a procurement application that meets the City's functional and compliance requirements. The new platform provides the flexibility needed to support document management, approvals, and procurement workflows.

Roadblocks: Existing City systems were unable to support the SQL database and technical requirements needed for the application. As a result, the original approach was discontinued, and the project was restarted using a different software platform. This change provides the City with a more sustainable long-term solution.

Next Steps: IT has assigned a business analyst to partner with the Procurement Office on application design and development. Development will focus on document storage, workflow automation, and contract approval requirements. Project updates will be provided to both the IT Governance Committee (ITGC) and the Procurement Committee.

Objective 7.6.2

Identify opportunities to enhance contract management processes and implement improvements to increase efficiency, compliance, and accountability.

Task 7.6.2.1

Jan 01, 2026 - Apr 01, 2027

Major Disruption

Progress 60%

Replace DocuSign with a procurement application

Owner: Eric Lund

Update provided by Joshua Fern on Jun 30, 2026 05:00:01

Accomplishments: A replacement strategy has been established to transition procurement approvals from DocuSign to the new procurement application. The selected software provides a long-term solution that better supports procurement workflows and documentation requirements. This transition will streamline approvals while improving document tracking and compliance.

Roadblocks: Previous software solutions were evaluated but did not adequately support the City's procurement processes or reporting needs. Additional time was required to identify a platform capable of meeting both technical and operational requirements. However, the transition remains dependent on the legal compliance features of the new software which we are still exploring.

Next Steps: Development of the procurement application will continue using the newly selected software platform. Procurement workflows and electronic approval processes will be configured and tested throughout development. Once testing is complete, the application will be evaluated for legal compliance and its ability to fully replace DocuSign for procurement related approvals.



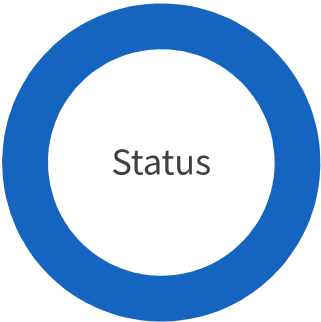
Departmental progress report

City of Bismarck Strategic Plan

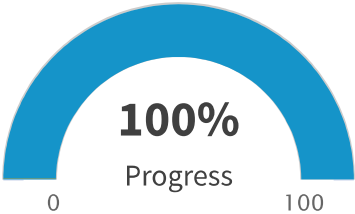
Current Reporting Date: Jul 01, 2026 - Sep 30, 2026

Report Created On: Jul 21, 2026

Overall Summary



● Completed %
100



Report Legend



Priority



No Update



Overdue

Task 1.1.1.1

Jan 01, 2026 - Dec 31, 2026 Completed Progress 100%

Award contracts for Architectural design and engineering and construction of new Police Station.

Owner: Douglas Wiles

Update provided by Steve Salwei on Apr 22, 2026 15:47:15

Accomplishments: The contract was completed on 02/14/2026

Roadblocks:

Next Steps:

Update provided by Douglas Wiles on Mar 23, 2026 17:33:24

Accomplishments: Architectural design contract has been awarded to JLG and Roth Sheppard Consulting for the new police station.

Roadblocks:

Next Steps: RFP for Construction Manager At-Risk has been published.

Task 5.1.5.1

Jan 01, 2026 - Jun 30, 2026 Completed Progress 100%

Research and procure software solutions that will efficiently remediate ADA non-compliance.

Owner: Douglas Wiles

Update provided by Douglas Wiles on Apr 17, 2026 20:02:32

Accomplishments: The City of Bismarck Communications Division has invested in technology to help identify and fix portions of the website that are not ADA compliant. Specifically, the City has procured Audio Eye, Acquia and DocAccess.

Roadblocks:

Next Steps:

Task 7.2.1.3

Apr 01, 2026 - Aug 31, 2026 Completed Progress 100%

Define the composition of the ERC, including department representation, balance of supervisors and employees, member terms and officer roles.

Owner: Douglas Wiles

Update provided by Douglas Wiles on Mar 31, 2026 05:00:01

Accomplishments: Member terms, officer roles, department representation have all been addressed in the newly adopted ERC bylaws.

Roadblocks:

Next Steps:

Task 7.2.1.4

Apr 01, 2026 - Dec 31, 2026 Completed Progress 100%

Develop mission statement for the ERC and begin developing a prioritized list of topics the committee can begin working on for 2026-2027.

Owner: Douglas Wiles

Update provided by Douglas Wiles on Mar 31, 2026 05:00:01

Accomplishments: New statement of purpose was adopted during the March monthly meeting

Roadblocks:

Next Steps:

Task 1.2.2.1

Dec 01, 2025 - Jan 01, 2027 Completed Progress 100%

Collect public input, approve home rule charter amendment ballot language, provide information to public prior to June 2026 vote.

Owner: Gabe Schell

Checklist (No Weighting) : 7/7

- ✓ Develop and implement a plan for collecting comprehensive public input through surveys, forums, and stakeholder meetings.
- ✓ Analyze and synthesize public feedback to inform proposed home rule charter amendment language.
- ✓ Draft amendment ballot language in compliance with legal and regulatory requirements.
- ✓ Facilitate review and approval of final ballot language by appropriate governing bodies.
- ✓ Prepare and distribute clear, accessible informational materials outlining proposed amendments for public awareness.
- ✓ Launch a multi-channel public information campaign to educate voters ahead of the June 2026 election.
- ✓ Monitor and respond to public inquiries regarding the amendments to maintain transparency and trust.

Update provided by Douglas Wiles on Jun 30, 2026 05:00:01

Accomplishments: The proposed half cent sales tax extension passed at the June 9, 2026, primary election.

Roadblocks:

Next Steps: Engineering staff is working to develop a decision tree to determine project priority to present to City Commission for discussion. City Commission will receive information from Engineering and determine which projects are prioritized over the next several years.

- ✓ Prepare and distribute clear, accessible informational materials outlining proposed amendments for public awareness.
- ✓ Launch a multi-channel public information campaign to educate voters ahead of the June 2026 election.
- ✓ Monitor and respond to public inquiries regarding the amendments to maintain transparency and trust.

Update provided by Gabe Schell on Mar 23, 2026 19:33:15

Accomplishments:

- ✓ Developed and implemented a plan for collecting comprehensive public input through surveys, forums, and stakeholder meetings.
- ✓ Analyzed and synthesized public feedback to inform proposed home rule charter amendment language.
- ✓ Drafted amendment ballot language in compliance with legal and regulatory requirements.
- ✓ Facilitated review and approval of final ballot language by appropriate governing bodies.

Roadblocks:

No significant roadblocks reported at this time.

Next Steps:

- ✓ Prepare and distribute clear, accessible informational materials outlining proposed amendments for public awareness.
- ✓ Launch a multi-channel public information campaign to educate voters ahead of the June 2026 election.
- ✓ Monitor and respond to public inquiries regarding the amendments to maintain transparency and trust.

Finance - Fiscal

Task 7.6.1.1

Oct 01, 2025 - Jul 01, 2026

Completed

Progress 100%

Develop a procurement committee to review and debate changes to the existing procurement policy

Owner: Eric Lund

Update provided by Joshua Fern on Mar 31, 2026 05:00:01

Accomplishments: We established a cross-functional Procurement Committee, consisting of representatives from a diverse group of departments and procurement roles. Membership includes Department Directors with approval authority, staff responsible for day-to-day purchasing, personnel managing CMAR contracts, and end users procuring goods and services across varying dollar thresholds. This structure ensures that multiple perspectives are represented and that the policy reflects operational needs across the organization.

Roadblocks: The departure of the Finance Director required onboarding new leadership into the committee, which temporarily slowed decision making and continuity. Additionally, aligning priorities across departments with differing procurement needs has required coordination and discussion.

Next Steps: The committee has transitioned from monthly working sessions focused on drafting the policy to quarterly governance meetings. Moving forward, the committee will serve as a standing body to review procurement performance, address operational challenges, evaluate proposed policy changes, and ensure continued compliance with federal, state, and local requirements.

Finance - IT/GIS

Task 4.1.1.1

Jul 01, 2025 - Jan 01, 2030

Completed

Progress 100%

IT Department will establish a policy for staff to review and approve through the City Commission.

Owner: Tandra Kraft

Update provided by Tandra Kraft on Mar 31, 2026 05:00:01

Accomplishments: The AI policy is now complete and approved by the commission on November 11th 2025

Roadblocks:

Next Steps:

Fire - Administration

Task 1.1.2.2

Sep 01, 2025 - Dec 31, 2025

Completed

Progress 100%

Award contracts for Architectural design and engineering and construction of new Fire Station.

Owner: Joel Boespflug

Update provided by Steve Salwei on Apr 22, 2026 15:50:08

Accomplishments: This contract was awarded to EAPC Architects on February 11, 2026.

Roadblocks:

Next Steps:

Task 1.5.2.2

Apr 01, 2026 - Jun 01, 2026

Completed

Progress 100%

Adoption of the full Land Development Code and new zoning map by the Board of City Commissioners

Owner: Daniel Nairn

Update provided by Daniel Nairn on Jun 02, 2026 15:03:44

Accomplishments: The full Land Development Code and associated zoning map was adopted on May 26, 2026 by the City Commission, to be effective on October 1, 2026.

Roadblocks: None

Next Steps: Prepare for implementation through update of internal processes and stakeholder outreach on changes.

Update provided by Daniel Nairn on Mar 31, 2026 05:00:01

Accomplishments: The full draft has been submitted for consideration to the Planning and Zoning Commission, and final steering committee meetings have been held. One public open house on the full draft has been held.

Roadblocks: No remaining roadblocks anticipated. Project had been previously delayed due to consultant and staffing issues. The Planning and Zoning Commission may choose to continue the hearing if issues are raised that need more discussion. That can be accommodated in the project scheduled, if necessary.

Next Steps: Public hearing is scheduled with the Planning and Zoning Commission in April. Anticipated presentation to City Commission in May for final adoption.

Task 3.3.3.3

Oct 01, 2025 - Apr 01, 2026

Completed

Progress 100%

Adopt a Leadership Commitment and Goal Setting Policy to attain a targeted reduction in fatal and serious injury crashes by 2050 on MPO roadways

Owner: Daniel Nairn

Update provided by Daniel Nairn on Mar 31, 2026 05:00:01

Accomplishments: The MPO Policy Board adopted the region's Safety Policy Study in December of 2025.

Roadblocks: None

Next Steps: Completed

Task 7.4.1.2

Apr 01, 2026 - Dec 31, 2026

Completed

Progress 100%

Reduce the time necessary to obtain final approval of a subdivision, zoning map amendment, and potentially other public development processes by 25%

Owner: Daniel Nairn

Update provided by Daniel Nairn on Jun 30, 2026 05:00:01

Accomplishments: Land Development Code adopted. One meeting cycle is removed from these project types, reducing the time necessary for approval. Code is not effective until October 1, but is already being utilized by applicants.

Roadblocks: None

Next Steps: Completed

Update provided by Daniel Nairn on Mar 31, 2026 05:00:01

Accomplishments: The draft LDC will meet this goal for subdivisions and zoning map amendments. Actual time taken for projects is more difficult to measure, because applicants may delay for many reasons unrelated to city processes. However, without any other external barriers, these projects will become more efficient one adopted.

Roadblocks: None. Steering Committee supports changes.

Next Steps: Prepare for adoption of LDC.

Task 4.3.1.5

Apr 01, 2026 - Apr 01, 2030

Completed

Progress 100%

Create GIS solution to reflecting which lots have a Utility Capital Charge Vesting with the rollout of the new Utility Capitol Charge Collection Policy.

Owner: Michael Mart

Update provided by Michael Mart on Mar 31, 2026 05:00:01

Accomplishments: A map has been created and is public-facing, allowing people to see which properties have a given or paid vesting and what size vesting they have. The map also shows which lots are not vested and are required to pay a UCC at the time of building permit.

Roadblocks:

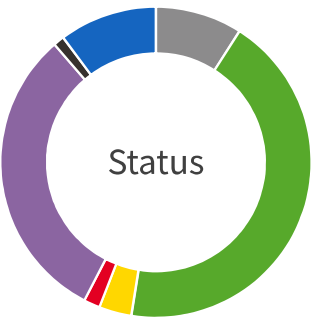
Next Steps: The map will need updating as lots are developed and new lots are created.



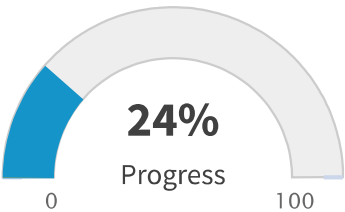
Detailed Task Report - Tabular

City of Bismarck Strategic Plan

Overall Summary



	%
Status Pending	9
In Process	44
Some Disruption	3
Major Disruption	2
Upcoming	31
Discontinued	1
Completed	10



Detailed Task Report - Tabular
City of Bismarck Strategic Plan
Report Created On: Jul 20, 2026

Report Legend  Priority  No Update  Overdue

Completed							
	Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
	Award contracts for Architectural design and engineering and construction of new Police Station.	Completed	100%	Dec 31, 2026	Accomplishments: The contract was completed on 02/14/2026 Roadblocks: Next Steps:	Apr 22, 2026	Douglas Wiles
	Award contracts for Architectural design and engineering and construction of new Fire Station.	Completed	100%	Dec 31, 2025	Accomplishments: This contract was awarded to EAPC Architects on February 11, 2026. Roadblocks: Next Steps:	Apr 22, 2026	Joel Boespflug
	Publish an RFP for architectural services to develop plans for modernization and upgrade of the City/County Building	Completed	100%	Jan 01, 2026	Accomplishments: Roadblocks: Next Steps:	Mar 23, 2026	Steve Salwei
	Award contract for Architectural services to develop conceptual plan for the modernization and upgrade of the City/County Building	Completed	100%	Jan 31, 2026	Accomplishments: Selected Endeavor North to perform Architectural Services Roadblocks: Next Steps:	Mar 23, 2026	Steve Salwei

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Collect public input, approve home rule charter amendment ballot language, provide information to public prior to June 2026 vote.	Completed	100%	Jan 01, 2027	Accomplishments: The proposed half cent sales tax extension passed at the June 9, 2026, primary election. Roadblocks: Next Steps: Engineering staff is working to develop a decision tree to determine project priority to present to City Commission for discussion. City Commission will receive information from Engineering and determine which projects are prioritized over the next several years. ✓Prepare and distribute clear, accessible informational materials outlining proposed amendments for public awareness. ✓Launch a multi-channel public information campaign to educate voters ahead of the June 2026 election. ✓Monitor and respond to public inquiries regarding the amendments to maintain transparency and trust.	Jun 30, 2026	Gabe Schell
Utilize pavement management software to inform capital improvement plan.	Completed		Ongoing	2026 pavement management projects were a result of the 2024 collection and 2025 finalization of the area-wide pavement condition index collection project.	Mar 23, 2026	Gabe Schell
Adoption of the full Land Development Code and new zoning map by the Board of City Commissioners	Completed	100%	Jun 01, 2026	Accomplishments: The full Land Development Code and associated zoning map was adopted on May 26, 2026 by the City Commission, to be effective on October 1, 2026. Roadblocks: None Next Steps: Prepare for implementation through update of internal processes and stakeholder outreach on changes.	Jun 02, 2026	Daniel Nairn
Develop and publish RFP for an Organizational Asset Management System that will also integrate permitting and licensing workflows	Completed	100%	Jan 01, 2030	Accomplishments: RFP has been published. Proposals are due 3/27/2026 Roadblocks: Next Steps: Select contractor, negotiate contract.	Mar 23, 2026	Brady Blaskowski
Adopt a Leadership Commitment and Goal Setting Policy to attain a targeted reduction in fatal and serious injury crashes by 2050 on MPO roadways	Completed	100%	Apr 01, 2026	Accomplishments: The MPO Policy Board adopted the region's Safety Policy Study in December of 2025. Roadblocks: None Next Steps: Completed	Mar 31, 2026	Daniel Nairn

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
IT Department will establish a policy for staff to review and approve through the City Commission.	Completed	100%	Jan 01, 2030	Accomplishments: The AI policy is now complete and approved by the commission on November 11th 2025 Roadblocks: Next Steps:	Mar 31, 2026	Tandra Kraft
Create GIS solution to reflecting which lots have a Utility Capital Charge Vesting with the rollout of the new Utility Capitol Charge Collection Policy.	Completed	100%	Apr 01, 2030	Accomplishments: A map has been created and is public-facing, allowing people to see which properties have a given or paid vesting and what size vesting they have. The map also shows which lots are not vested and are required to pay a UCC at the time of building permit. Roadblocks: Next Steps: The map will need updating as lots are developed and new lots are created.	Mar 31, 2026	Michael Mart
Research and procure software solutions that will efficiently remediate ADA non-compliance.	Completed	100%	Jun 30, 2026	Accomplishments: The City of Bismarck Communications Division has invested in technology to help identify and fix portions of the website that are not ADA compliant. Specifically, the City has procured Audio Eye, Acquia and DocAccess. Roadblocks: Next Steps:	Apr 17, 2026	Douglas Wiles
Survey staff on their awareness, opinions, expectations, and desired organizational role regarding the ERC	Completed	100%	Jan 01, 2026	Accomplishments: Survey Completed in January 2026. Survey results helped ERC members draft new bylaws and policy. Roadblocks: Next Steps: Work to implement new bylaws recently approved at the 3/17/2026 Employee Representative Committee Meeting.	Mar 23, 2026	Douglas Wiles
Review and update the committee's original bylaws to ensure they remain relevant and aligned with the organization's current needs.	Completed	100%	Jun 30, 2026	Accomplishments: Employee Relations Committee drafted bylaws, had City Directors and ERC members review and approved the draft at the 3/17/2026 ERC meeting. Roadblocks: Next Steps: Work toward implementation of newly adopted bylaws throughout 2026. Fill vacant department positions.	Mar 23, 2026	Douglas Wiles
Define the composition of the ERC, including department representation, balance of supervisors and employees, member terms and officer roles.	Completed	100%	Aug 31, 2026	Accomplishments: Member terms, officer roles, department representation have all been addressed in the newly adopted ERC bylaws. Roadblocks: Next Steps:	Mar 31, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Develop mission statement for the ERC and begin developing a prioritized list of topics the committee can begin working on for 2026-2027.	Completed	100%	Dec 31, 2026	Accomplishments: New statement of purpose was adopted during the March monthly meeting Roadblocks: Next Steps:	Mar 31, 2026	Douglas Wiles
Reduce the time necessary to obtain final approval of a subdivision, zoning map amendment, and potentially other public development processes by 25%	Completed	100%	Dec 31, 2026	Accomplishments: Land Development Code adopted. One meeting cycle is removed from these project types, reducing the time necessary for approval. Code is not effective until October 1, but is already being utilized by applicants. Roadblocks: None Next Steps: Completed	Jun 30, 2026	Daniel Nairn
Develop a procurement committee to review and debate changes to the existing procurement policy	Completed	100%	Jul 01, 2026	Accomplishments: We established a cross-functional Procurement Committee, consisting of representatives from a diverse group of departments and procurement roles. Membership includes Department Directors with approval authority, staff responsible for day-to-day purchasing, personnel managing CMAR contracts, and end users procuring goods and services across varying dollar thresholds. This structure ensures that multiple perspectives are represented and that the policy reflects operational needs across the organization. Roadblocks: The departure of the Finance Director required onboarding new leadership into the committee, which temporarily slowed decision making and continuity. Additionally, aligning priorities across departments with differing procurement needs has required coordination and discussion. Next Steps: The committee has transitioned from monthly working sessions focused on drafting the policy to quarterly governance meetings. Moving forward, the committee will serve as a standing body to review procurement performance, address operational challenges, evaluate proposed policy changes, and ensure continued compliance with federal, state, and local requirements.	Mar 31, 2026	Eric Lund

Discontinued

In Process						
Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Research modern police departments to develop a technology strategy for the new police station	In Process	40%	Dec 31, 2026	Accomplishments: PD is engaged with consultants Roth Shephard and JLG and are currently working through the early stages of schematic design. The team is getting closer to needing to engage with the Lenexa PD to observe the lessons they learned through the process and begin developing a technology strategy. Roadblocks: Next Steps: Schedule dates to visit Lenexa and determine which staff should attend.	Jun 30, 2026	Douglas Wiles
In accordance with fire data analysis methodologies to warrant the opening of a fire station, construct and occupy the new fire station(s)	In Process	20%	Jul 31, 2027		Jun 30, 2026	Joel Boespflug
Develop a Capital Improvement Plan for all City facilities and adopt by City Commission	In Process	0%	Dec 31, 2028	Accomplishments: Roadblocks: Next Steps: Ask for funding for the 2027 Budget to have a consultant Develop this plan for all facilities.	Apr 22, 2026	Steve Salwei
If approved, prioritize 5-year CIP and use of funds.	In Process	5%	Jan 01, 2030	Accomplishments: City Commission to be presented with priority ranking of updated project list and recommended initial projects. Roadblocks: Next Steps: Projects selected by City Commission will be programmed and placed into development.	Jun 30, 2026	Gabe Schell
Develop and implement a sanitary sewer master plan.	In Process		Ongoing	Accomplishments: Consultant firm selected and contract executed Roadblocks: Next Steps: System analysis	Jun 17, 2026	Michael Mart

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Collaborate with regional public health, law enforcement, correctional facilities, and behavioral health partners to strengthen coordination across jurisdictions for public health, emergency preparedness, and crisis response systems.	In Process	15%	Jan 01, 2030	Last Update Accomplishments: Continued cross-sector coordination related to behavioral health, homelessness, emergency preparedness, and crisis response. BBPH Director provided an update to the City Commission on the Community Triage Center project and continued partner engagement to advance planning, identify service gaps, and support development of a coordinated regional response model on May 12, 2026. BBPH also assisted with the community response following the Alberta Heights Apartment fire, working with public safety and community partners to help connect impacted residents with appropriate resources and support. BBPH assisted with the apartment fire response by supporting medical sheltering needs for displaced individuals with medical needs and disabilities and provided case management services for individuals not already connected to local service providers. Staff coordinated with public safety and community partners and worked to identify temporary lodging options, including local hotel accommodations, for individuals requiring additional support. This response demonstrated BBPH's role in emergency preparedness and crisis response beyond traditional public health functions and reinforced the importance of coordinated planning with emergency response, housing, healthcare, and community service partners. Roadblocks: Coordination across multiple sectors remains complex during emergent response situations like the fire, particularly when there is a sudden need to align and identify appropriate facilities for individuals with medical needs and disabilities. During the apartment fire response, BBPH assisted with medical sheltering and worked with local hotels for individuals displaced by the fire, however, the event highlighted challenges related to limited facility availability, especially for individuals requiring handicap-accessible accommodations. The response also reinforced the broader community challenge of limited affordable housing options, particularly housing that is accessible for individuals with disabilities or mobility needs. Next Steps: Participate in an after-action meeting with response partners to review the apartment fire response, identify challenges, and improve planning for future events. Use lessons learned to strengthen communication pathways, clarify partner roles, and support future medical sheltering planning for individuals with disabilities, mobility limitations, or other medical needs. Continue advancing Community Triage Center planning and continue working with partners to better understand gaps in temporary lodging, accessible sheltering, and affordable housing resources.	Jun 30, 2026	Renaë Moch

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Regional CO2 storage facility at the WTP with Minot and Jamestown to be constructed in 2027 - further partnerships could be established with these communities	In Process	19%	Jan 01, 2029	Accomplishments: JPA has been signed, tanks have been procured Roadblocks: Next Steps: Finish construction plans in 2026, construct facilities in 2027	Jun 17, 2026	Michael Mart
Collaborate with Planning to promote healthy community design principles such as walkability, access to green space, and proximity to services in zoning and development code updates.	In Process	15%	Jan 01, 2028	Accomplishments: Planning Department continued to lead work related to zoning, subdivision, and land development updates. During this reporting period, the Bismarck City Commission adopted a new zoning and subdivision ordinance, known as the Land Development Code, along with a new zoning map. The Land Development Code and zoning map were adopted on May 26, 2026, and will become effective October 1, 2026. BBPH's role in this objective remains supportive, with continued availability to provide a public health perspective on healthy community design principles such as walkability, access to green space, proximity to services, and other built environment factors that influence community health. Roadblocks: This work is primarily Planning-led, and BBPH does not directly oversee zoning, subdivision, or Land Development Code implementation. BBPH's progress under this objective depends on opportunities to provide public health input as Planning implements the new code and as future development or code-related discussions occur. Next Steps: BBPH will continue to coordinate with Planning as opportunities arise and provide public health input on healthy community design considerations during implementation of the Land Development Code. BBPH will remain available to support discussions related to walkability, access to green space, proximity to services, and other built environment factors that support community health.	Jun 30, 2026	Rena Moch
Select Organizational Asset Management System solution and work with selected vendor to begin integrating data, developing workflows and implementing into organizational processes.	In Process	33%	Jan 01, 2030	Accomplishments: Selection Committee has received RFPs and evaluated. RFPs have been narrowed down to a group that will provide live demos. Companies will be ranked based on demos and then move forward to in-person interviews in August. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Work with architectural and other consultants to develop preliminary plans for Terminal Expansion Project at the Airport	In Process	0%	Jan 01, 2030	Accomplishments: In January 2026, a Selection Committee selected Ubl Design Group as the most qualified architect to provide architectural service for the terminal project. Currently, Airport staff is working with staff from Ubl Design Group, the Federal Aviation Administration and the North Dakota Aeronautic Commission to formalize the detail scope of services for the design and construction administration of the project Roadblocks: Next Steps:	Mar 31, 2026	Gregory Haug
Begin developing a strategy with consulting partners, state and federal agencies, commissioners, and staff to fund the Airport Terminal Expansion Project	In Process	15%	Jan 01, 2030	Accomplishments: Airport staff developed a initial funding strategy for the terminal project and presented to teh 2026 Budget Committee in June 2025. Since the Budget Committee Meeting, Airport staff and terminal study consultants have briefed the Mayor, Commissioners and Local Community Leadership on potential funding opportunities. In January 2026, Airport staff submitted a Airport Terminal Program Grant Application to the Federal Aviation Administration for 50% of the estimated design contract. In February 2026, the Mayor, City Commissioners, City Leadership, Airport Directors along with other City Department Directors met with local State Legislators to discuss priority needs for 2027 Legislative Session. At that meeting, the Airport gave a presentation, provided funding needs, timelines and legislative requests related to funding the terminal expansion project. In February 2026, Senator Hoeven requested a meeting with the Mayor, City Commissioners, City Leadership, and Airport Directors to discuss the terminal expansion project including what Federal funding is going to be needed for the project. Next Steps: Continue conversations about funding with key personnel from Federal, State and Local partners. Provide a presentation of the terminal expansion project to the North Dakota Aeronautics Commission which will include a request for funding a portion of the design contract.	Mar 31, 2026	Gregory Haug

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Begin working with economic development partners to perform a feasibility study and identify potential locations for the next primary sector development	In Process	33%	Jan 01, 2030	Accomplishments: Administration continues to work with Economic Development partners. Potential locations have been identified. Staff is currently working with federal agencies to determine if one of the proposed sites can be used as an industrial site. A developer is also moving forward with an industrial development on the far north end of city limits. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Explore use of tax increment financing for redevelopment or payment in lieu of taxes, as enabled by NDCC 40-58-20, with use of strictly defined boundaries, project scopes and time horizons	In Process	60%	Jan 01, 2030	Accomplishments: No additional updates from previous quarter. Roadblocks: Ready to proceed with policy if directed by portfolio holder. Next Steps: Awaiting direction.	Jun 30, 2026	Daniel Nairn
Fire Department to meet with the Public Works Utility Operations Department and CenCom to discuss current ISO requirements	In Process	28%	Jan 01, 2030	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Joel Boespflug
Conduct data analysis of the fire records system and GIS response components	In Process	26%	Dec 31, 2030	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Joel Boespflug
Conduct annual internal training on community fire protection rating criteria.	In Process	40%	Dec 31, 2030	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Joel Boespflug

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Lead and facilitate the planning, development, and coordination of the Community Triage Center.	In Process	15%	Dec 31, 2030	Accomplishments: BBPH continued to lead and facilitate Phase 2 planning for the Community Triage Center. The Public Health Director provided a progress update to the City Commission on May 12, 2026, including current planning status, partner engagement, and next steps for the project. BBPH also requested permission to apply for Rural Health Transformation grant funds to support development of a financial sustainability plan for the Community Triage Center. City Commission approved this request and a grant application was completed and submitted by the May 26, 2026 deadline. BBPH is awaiting notification of the funding award. Planning efforts continued to focus on partner coordination, service model development, governance considerations, and long-term sustainability. Roadblocks: The Community Triage Center remains a complex, multi-partner initiative that requires alignment across healthcare, behavioral health, public safety, homeless services, local government, and community-based organizations. A key challenge continues to be identifying a sustainable funding and operational model. Progress is also dependent on partner capacity, availability of funding, and continued coordination across organizations with different roles, priorities, and resource limitations. Next Steps: Continue facilitating Phase 2 planning efforts, including partner coordination, governance development, service model refinement, and sustainability planning. Await notification regarding the Rural Health Transformation grant application and, if awarded, use the funding to support development of a financial sustainability plan. Continue preparing for future City Commission updates as needed and maintain communication with community partners regarding roles, responsibilities, and next steps for Community Triage Center development.	Jun 30, 2026	Rena Moch

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Provide updates to the City Commission on progress, barriers, and status of the Community Triage Center project.	In Process	20%	Dec 31, 2030	Accomplishments: BBPH Director provided a Community Triage Center project update to the City Commission on May 12, 2026. The update included progress made during Phase 2 planning, current project status, ongoing partner engagement, barriers, and next steps. BBPH also requested authorization to apply for Rural Health Transformation grant funds to support development of a financial sustainability plan for the Community Triage Center. The grant application was submitted by the May 26, 2026 deadline, and BBPH is awaiting notification of the funding award. Roadblocks: The Community Triage Center remains a complex, multi-partner project with several unresolved operational and financial considerations. A key barrier continues to be identifying a sustainable funding model and determining long-term governance, partner roles, and operational responsibilities. Continued City Commission updates will be important as planning progresses and additional decisions or direction are needed. Next Steps: Await notification regarding the Rural Health Transformation grant application. If awarded, BBPH will develop and release a request for proposals to secure technical assistance for creation of a financial sustainability plan for the Community Triage Center. This work will help identify potential funding sources, governance considerations, operational costs, and long-term sustainability options. Continue monitoring project progress, barriers, partner engagement, and planning milestones, and provide additional updates to the City Commission as needed.	Jun 30, 2026	Rena Moch

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Support community awareness and education on behavioral health and homelessness through strategic communication, partnership coordination, and engagement with the Burleigh-Morton Behavioral Health Coalition.	In Process	20%	Dec 31, 2030	Accomplishments: BBPH continued to support community awareness, education, and partnership coordination related to behavioral health, homelessness, and the Community Triage Center. The Public Health Director provided an update on the Community Triage Center at the Burleigh-Morton Behavioral Health Coalition quarterly meeting on May 19, 2026. Other community organizations also shared updates during the meeting, supporting broader awareness of partner activities, current service needs, emerging issues, and opportunities for coordination. This meeting helped keep coalition partners informed on project status, planning efforts, barriers, and next steps, while supporting continued cross-sector engagement among behavioral health, healthcare, public safety, local government, and community partners. Roadblocks: Community engagement and awareness efforts require ongoing coordination across multiple organizations with competing priorities, limited capacity, and varying levels of involvement in behavioral health and homelessness-related work. Maintaining consistent communication and shared understanding across partners remains important as planning efforts continue. Next Steps: Community engagement and awareness efforts require ongoing coordination across multiple organizations with competing priorities, limited capacity, and varying levels of involvement in behavioral health and homelessness-related work. Maintaining consistent communication and shared understanding across partners remains important as planning efforts continue.	Jun 30, 2026	Rena Moch

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Collaborate with healthcare systems and community partners to expand access to community-based behavioral health and preventive care services.	In Process	15%	Dec 31, 2027	Last Update Accomplishments: BBPH continued collaboration with healthcare systems and community partners to strengthen access to community-based behavioral health, prevention, and support services. BBPH participated in a local hospital community update focused on Emergency Department utilization, community pressures impacting hospital services, and efforts underway to address those concerns. On May 26, 2026, BBPH also met with a local hospital regarding behavioral health expansion efforts to better serve the community and provided education to the hospital leadership team on Community Triage Center planning, service gaps, and opportunities for cross-system coordination. These efforts support continued alignment between healthcare, behavioral health, public health, and community partners. Roadblocks: Behavioral health access remains a significant community challenge, with continued pressure on hospital emergency departments, limited community-based service options, and the need for stronger coordination across systems. Expanding access requires alignment among healthcare systems, behavioral health providers, public health, local government, and community-based organizations. Workforce capacity, funding, facility needs, and long-term sustainability remain ongoing barriers. Next Steps: Continue collaboration with healthcare systems and community partners to support behavioral health expansion efforts and strengthen community-based service options. Continue sharing Community Triage Center planning updates with healthcare partners and identify opportunities to align hospital-based efforts with broader community response planning. Maintain focus on prevention, behavioral health access, care coordination, and strategies that reduce unnecessary reliance on emergency departments when community-based options may be more appropriate.	Jun 30, 2026	Rena Moch

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Participate in and support the pilot Street Outreach Team in collaboration with Heartview, Ministry on the Margins (MOTM), and BBPH to engage unsheltered individuals and connect them to needed services.	In Process	30%	Dec 31, 2027	Accomplishments: Heartview and Ministry on the Margins continued providing street outreach services to engage individuals experiencing homelessness and connect them with needed supports and community resources. BBPH continued to collaborate with these partners as capacity allows and remained engaged in broader coordination efforts related to homelessness, behavioral health, crisis response, and connection to services. During this reporting period, BBPH reassessed its direct role in the pilot Street Outreach Team due to lack of available grant funding to support dedicated BBPH social worker time for street outreach activities. Roadblocks: Sustainable funding remains a significant barrier to BBPH's direct participation in street outreach activities. Due to lack of available grant funds to support BBPH social worker time, street outreach tasks were removed from the social worker's role. Heartview and Ministry on the Margins continue to provide outreach; however, the work involves complex client needs, including behavioral health, substance use, housing instability, medical needs, and coordination across multiple service systems. Next Steps: Continue collaborating with Heartview, Ministry on the Margins, and other community partners as capacity allows. BBPH will remain engaged in broader planning and coordination efforts related to homelessness, behavioral health, and crisis response, while continuing to explore opportunities for sustainable funding and partnership models that could support future outreach or service coordination efforts.	Jun 30, 2026	Rena Moch
Continue researching an appropriate implementation strategy for a drone-as-first-responder program to support emergency response.	In Process	20%	Dec 31, 2030	Accomplishments: The docked drones are installed and ready for the one year testing. Initial indications are that they will be as beneficial as advertised. We submitted to budget for this project after the expiration of the trial in 2027. Early indications are that this program will continue to be funded for the future. Roadblocks: We had a few roadblocks getting the docks to communicate through our State IT Network but those issues were resolved within a few months. Next Steps: Continue to monitor successes and report those to appropriate city leadership.	Jun 30, 2026	Jason Stugelmeyer
Police and Public Works will collaborate to determine whether existing infrastructure can support intersection monitoring through the Fusion Program.	In Process	0%	Dec 31, 2030	Accomplishments: None at this time Roadblocks: Making time for other projects until we can address this project. Next Steps: Meet with public works on collaborating in this project.	Jun 30, 2026	Jason Stugelmeyer

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
The Emergency Manager will collaborate with departments and stakeholders to review, update, and enhance the Emergency Operations Plan and the Emergency Operations Center Guide.	In Process		Ongoing	Accomplishments: No updates at this time. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Maintain and update the Public Health Emergency Operations Plan annually to ensure alignment with City and County Emergency Operations Plans and NDHHS preparedness requirements.	In Process		Ongoing	Accomplishments: BBPH continued work to maintain, review, and update department emergency preparedness plans to support alignment with City, County, and state preparedness requirements. The Emergency Preparedness and Response Coordinator led a Bio-Hazard Detection System Plan training and walkthrough for BBPH staff on May 14, 2026, including review of response roles, dispensing procedures, intake forms, reunification processes, and staff responsibilities. BBPH also participated in airport emergency plan review meetings and continued coordination with local partners on emergency response planning. In addition, the BBPH Director met with Bismarck Event Center leadership to review emergency response planning under the new Oak View Group third-party operations structure. Roadblocks: Emergency planning requires ongoing coordination across multiple agencies, facilities, and response partners. Changes in facility operations, leadership, and partner roles require continued review of plans and communication pathways. Recent emergency response events also highlighted the need to further refine medical sheltering plans, particularly for individuals with medical needs, disabilities, mobility limitations, and accessible accommodation needs. Next Steps: Continue reviewing and updating BBPH emergency preparedness plans and maintaining alignment with City, County, and state preparedness requirements. Continue meeting with Bismarck Event Center leadership and other response partners to clarify emergency response roles, communication pathways, and facility-specific planning needs. Participate in after-action meetings related to the apartment fire displacement response and incorporate lessons learned into future medical sheltering plans as needed.	Jun 30, 2026	Rena Moch
Work with the Emergency Manager to assess facility safety risks, develop and update mitigation and response plans, and establish a schedule for training and exercises.	In Process		Ongoing	Accomplishments: The Emergency Manager is currently working with City Hall Safety Committee to revise the plan to address potential bomb threat/evacuation plan. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Leverage the in-progress Metropolitan Planning Organization (MPO) Safety Policy Study to adopt the Complete Streets policy	In Process	50%	Dec 31, 2026	Accomplishments: MPO Policy Board passed a resolution of adoption for the 2025 Safety Policy Study on December 16, 2025. This resolution also included adopting a vision to eliminate traffic fatalities and life-changing injuries and encouraged all partner jurisdictions to align their local safety initiatives with the Safety Policy Study.	Mar 23, 2026	Gabe Schell
Monitor and revise the Active Mobility Plan to facilitate bicycle and pedestrian connections in new development and support applications for transportation funding.	In Process	50%	Dec 31, 2026	Accomplishments: This is an ongoing task. Data on existing trails was switched to a different source managed by the GIS department which is updated more frequently. Roadblocks: No roadblocks Next Steps: No adjustments anticipated in the near term.	Jun 30, 2026	Daniel Nairn
Enforce environmental health codes and conduct public education to prevent or mitigate health impacts related to sanitation, food safety, and vector control during natural or man-made emergencies.	In Process		Ongoing	Accomplishments: Environmental Health staff continued routine enforcement of environmental health codes and public education related to sanitation, food safety, and vector control. Seasonal vector control staff were hired and began mosquito control activities in mid-May, including routine surveillance, monitoring, and control efforts to reduce mosquito populations and mitigate vector-related health risks. These activities support ongoing preparedness and response capacity for environmental health concerns that may arise during natural or man-made emergencies. Roadblocks: Environmental health and vector control activities are ongoing and seasonal in nature, with workload influenced by weather conditions, mosquito activity, public complaints, staffing capacity, and emergent community needs. Maintaining readiness requires continued coordination, routine monitoring, and the ability to respond when environmental health concerns increase. Next Steps: Continue routine environmental health code enforcement, public education, and seasonal vector control activities. Monitor mosquito activity and respond to complaints or emerging concerns as needed. Maintain readiness to support sanitation, food safety, and vector control needs during emergency response events.	Jun 30, 2026	Reneae Moch
Emergency Manager will work with departments and stakeholders to review, update, and enhance the Continuity of Operations Plan and Hazard Mitigation Plan.	In Process		Ongoing	Accomplishments: Mitigation Plan has been approved by both the State of North Dakota and FEMA. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Implement advanced fire suppression technologies, emergency medical equipment, and protective gear to enhance operational readiness and ensure firefighter safety.	In Process	21%	Dec 31, 2030	Accomplishments: Data analyzed for future planning. Roadblocks: NA Next Steps: Continuous process.	Jun 30, 2026	Joel Boespflug
Maintain the City's ISO Class 1 rating to enhance public safety, reduce insurance costs, and demonstrate continued excellence in fire service delivery.	In Process	24%	Dec 31, 2030	Accomplishments: Pursuing rating criteria requirements in fire protection, communications, and water supply Roadblocks: None at this time. Next Steps: Continuous process.	Jun 30, 2026	Joel Boespflug
Invest in continuous training, certification, and professional development to equip fire personnel for a wide range of emergency response scenarios.	In Process	55%	Dec 31, 2030	Accomplishments: Meeting established expectations. Roadblocks: Striving for consistency. Next Steps: Monitor progress.	Jun 30, 2026	Joel Boespflug
Provide the Administrative organization processes and policies necessary to accomplish the mission of the department in order to provide the best value for the City of Bismarck.	In Process	37%	Dec 31, 2030	Accomplishments: Implemented Power DMS. Roadblocks: None. Next Steps: Ongoing review.	Jun 30, 2026	Joel Boespflug
Fire Code Enforcement in occupancies identified within the city code of ordinances.	In Process	49%	Dec 31, 2030	Accomplishments: Distribution of inspection assignments and code adoption preparation. Roadblocks: None at this time. Next Steps: Implement the 2024 code and complete assignments.	Jun 30, 2026	Joel Boespflug
Provide fire and safety education to reduce the impact of fires on the community.	In Process	15%	Dec 31, 2030	Accomplishments: Initiated preplanning activities for the upcoming public safety season, focusing on fall preparations. Roadblocks: None reported. Next Steps: Continue engagement with the public during fire inspections and public education events throughout the summer and fall to promote fire safety awareness across all age groups.	Jun 30, 2026	Joel Boespflug
Develop a policy that outlines how, moving forward, data will be managed when created. This policy will impact all facets of the data's lifespan, from creation until deletion, if applicable.	In Process	17%	Jan 01, 2030	Accomplishments: IT Data Governance Charter has been established Roadblocks: Next Steps: Policy needs to be started, as we develop retention and guidelines for data.	Jun 30, 2026	Tandra Kraft

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Develop curriculum and schedule for staff training and put into NEOGOV.	In Process	0%	Jan 01, 2030	Accomplishments: Nothing accomplished Roadblocks: Next Steps:	Jun 30, 2026	Tandra Kraft
Establish initial testing group. Copilot Champions, to test use scenarios to evaluate time productivity return.	In Process	0%	Jan 01, 2030	Accomplishments: Testing group was formed, training was given. Roadblocks: Next Steps: Need to get stats on time and areas where time is being saved in production.	Jun 30, 2026	Tandra Kraft
Form Data Governance Committee, initiate data inventory collection, and establish retention needs for each department.	In Process	32%	Jan 01, 2030	Accomplishments: The committee was formed, labels are being applied, and meetings are being held. Roadblocks: Managing time to meet with committee members. Next Steps: Meet with separate departments to finish data collection and classification. Retention will then be the next step after collection and labeling.	Jun 30, 2026	Tandra Kraft
Determine applicable category information for this data such as classification (public, classified, etc.), data retention, regulatory compliance, stakeholder engagement, decision making, etc., that could impact how the organization interacts with, or manages, this information.	In Process	23%	Jan 01, 2030	Accomplishments: We are 75% in cataloging our data. Roadblocks: Next Steps: Data retention guidelines for the city.	Jun 30, 2026	Tandra Kraft
Develop RFP for Organizational Asset Management software solution.	In Process	33%	Jan 01, 2030	Accomplishments: RFP was developed. Roadblocks: Next Steps: Evaluating RFP submittals with committee members and scoring.	Jun 30, 2026	Tandra Kraft
Provide ongoing GIS focused training for all staff (Tech Bytes, Mappy Hour).	In Process	67%	Jan 01, 2030	Accomplishments: Tech Bytes and Mappy hour will kick off this fall again. Roadblocks: Next Steps:	Jun 30, 2026	Tandra Kraft
Evaluate current payment methods and citizen outfacing engagement and determine which platforms provide efficiencies for staff and a simplified user experience	In Process	20%	Jan 01, 2030	Accomplishments: Parking tickets are able to be paid online, new water utility payments was put into place. Roadblocks: Next Steps: Work on permits, licensing, etc as they come to IT.	Jun 30, 2026	Tandra Kraft

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Hire Engagement Officer that was approved in the 2026 budget by the City Commission.	In Process	10%	Oct 31, 2026	Accomplishments: Will advertise for this position in the 3rd quarter of 2026, with the goal of filling the position by the end of the year. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Design tangible assets outlining the organization's Mission, Vision, and Values for distribution to staff and select stakeholders in the community.	In Process	50%	Jul 31, 2026	Accomplishments: Have begun working with a contractor to help with the development of these assets. Have received first draft and provided feedback to the consultant. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Identify staff within each department to manage their department's website content and train them in website administration best practices.	In Process	49%	Dec 31, 2030	Accomplishments: Communications staff has been working with department directors since 2023 to identify who will be responsible for departmental website administration. The Public Information Council has hosted monthly meetings with discuss strategic direction and training for website administration Roadblocks: Next Steps: The Communications Department will look at scheduling "Lunch and Learn" opportunities for website administrators as topics for training become evident.	Apr 17, 2026	Douglas Wiles
Engage the Public Information Council to evaluate the current Communications Strategic Plan and determine the appropriate updates, modifications and revisions.	In Process	5%	Apr 01, 2026	Accomplishments: In March 2026 the PIC identified three general topics (Who, What, How) that subcommittees would tackle answering. Who - what groups did we want to engage asking questions about the City of Bismarck's communications effectiveness? What - What questions did we want to ask these groups about the City of Bismarck's communication's effectiveness? How - what mechanisms did we want to use to gather answers based off these questions? Roadblocks: Budget constraints Next Steps: In The PIC met in April for a 90-minute working meeting	Apr 17, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
The Public Information Council will develop a draft of the 2026 Communications Strategic Plan.	In Process	20%	Apr 01, 2027	Accomplishments: The Public Information Council is in the beginning stages of the 2026 Communications Strategic Plan update. In the April 16, 2026, meeting, the council brainstormed on developing a survey to determine the types of information valued by stakeholders and how they would prefer to receive said information. Roadblocks: Next Steps:	Apr 17, 2026	Douglas Wiles
Through the process of revising the Communications Strategic Plan, engage community stakeholders to gather information and feedback on their preferred method of providing public input and receiving information from the City of Bismarck.	In Process	25%	Apr 01, 2027	Accomplishments: The Public Information Council is currently working on updating the Communications Strategic Plan and have identified stakeholders and methods for receiving feedback from stakeholders. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Analyze existing methods of engagement and evolve strategies based on results of the analysis	In Process	80%	Jan 01, 2027	Accomplishments: Public notice signs were formalized into the Land Development Code, based on data showing their effectiveness. Roadblocks: Adjustments made to the construction of signs based on wind damage occurrence. Next Steps: Continue utilizing all approved communication methods for public hearings. Consider opportunities to amend state law to remove ineffective newspaper advertisements.	Jun 30, 2026	Daniel Nairn
Continue to offer the Bismarck Citizen Academy, Citizen Police Academy	In Process	50%	Jan 01, 2030	Accomplishments: Successfully administered Police Academy and Citizen Academy Roadblocks: Next Steps: Evaluate participant feedback and begin planning for 2027	Jun 24, 2026	Douglas Wiles
Utilize existing professional organizations and industry groups for opportunities to provide input on City processes and procedures.	In Process	60%	Jan 01, 2030	Accomplishments: Discussions initiated with Realtors over future training. Still in planning stage. Roadblocks: No roadblocks Next Steps: Continue meeting with BMHBA and develop format with Realtors.	Jun 30, 2026	Daniel Nairn

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Provide public health input on the design and accessibility of community spaces to ensure they support physical activity, social connection, and health equity.	In Process	10%	Jan 01, 2030	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Rena Moch
Collaborate to integrate public health data on walkability, active transportation, and accessibility into city planning and transportation initiatives.	In Process	10%	Jan 01, 2030	Accomplishments: BBPH staff continued routine public health work that supports healthy community environments and remains available to provide public health data or perspective as city planning and transportation initiatives move forward. Roadblocks: Progress on this objective depends on opportunities to collaborate with Planning, Engineering, transportation partners, and other City departments. BBPH does not directly lead transportation or planning initiatives, so integration of public health data will depend on future projects, planning processes, or requests for input where walkability, active transportation, accessibility, and health equity are being considered. Next Steps: Continue monitoring for opportunities to collaborate with Planning, Engineering, and other partners on city planning and transportation initiatives. Provide public health input or relevant data, when available, to support walkability, active transportation, accessibility, and health equity considerations in future planning efforts.	Jun 30, 2026	Rena Moch
Regularly meet with developers, stakeholders and economic development partners to determine needs of the community and how the City can help facilitate the project.	In Process	15%	Dec 31, 2029	Accomplishments: The City of Bismarck and Bismarck Parks and Recreation District have partnered in a feasibility study to determine if a new recreational asset is needed in our community. We are currently working with CHA on the feasibility study and the kick-off meeting is occurring in July 2026 and the there will be stakeholder, partner and staff meetings in August 2026. Roadblocks: Next Steps: Conduct stakeholder, partner and staff meetings with the consultant to determine the recreational needs, economic impact and location of a new recreational asset.	Jun 30, 2026	Douglas Wiles
Develop a recruitment plan to include strategies to market the diverse employment opportunities in our organization.	In Process	15%	Jan 01, 2030	Accomplishments: List of 9 advertisement avenues to market job openings. Monthly career fair at Job Service. Roadblocks: Next Steps: Determine high-performing recruitments, better market low-performing recruitments.	Jun 22, 2026	Leanne Schmidt

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Launch a workforce attraction campaign that aligns with organizational needs while promoting the City of Bismarck as an employer of choice.	In Process	33%	Jan 03, 2028	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Leanne Schmidt
Invest and expand upon early talent pipeline initiatives, such as internships, apprenticeships, and outreach to local educational institutions.	In Process	0%	Jan 01, 2030	Accomplishments: Partnered with Bismarck Career Academy. Year 4 of hosting a career fair for freshmen to senior HS students. Presented at middle schools. Roadblocks: Next Steps: Continue partnership and outreach. Define a need for internships, job shadowing within the city through department meetings.	Jun 22, 2026	Leanne Schmidt
Conduct annual employee engagement connections (stay interview) with at least 20% of staff in each department to better understand employee satisfaction, engagement, and retention drivers.	In Process	0%	Jan 01, 2030	Accomplishments: Roadblocks: Next Steps:	Jun 30, 2026	Leanne Schmidt
Develop, document and evaluate an onboarding plan	In Process	0%	Jan 01, 2027	Accomplishments: Began meeting with departments to learn about onboarding process. Roadblocks: Next Steps: Continue to schedule meetings with departments.	Jun 22, 2026	Leanne Schmidt
Evaluate and follow the established salary plan for the organization	In Process	50%	Jan 01, 2030	Accomplishments: Projected salary adjustments based on the established salary plan have been programed into the 2027 budget. Roadblocks: Compensation study was proposed for the 2027 budget, however, the City does not have the funds to pay for the study and the subsequent results of the study. Next Steps:	Jun 30, 2026	Leanne Schmidt
Identify and implement administrative salary adjustment strategies to include compression adjustments, equity increases, bonuses, etc.	In Process	20%	Dec 31, 2027	Accomplishments: Administration and Fiscal staff have met with HR to determine what administrative tools are needed to address compression, equity increases and bonuses. Currently, we are discussing different concepts and strategies to address some of these scenarios. Roadblocks: Next Steps:	Jun 30, 2026	Leanne Schmidt

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Utilize peer communities identified in the Comprehensive Plan as references and benchmarks for City ordinances and policies.	In Process	50%	Oct 01, 2031	Accomplishments: Continue to review Roadblocks: None Next Steps: Planners will visit Sioux Falls, an identified peer, in August to attend a conference and learn from planning in this area.	Jun 30, 2026	Daniel Nairn
Regularly evaluate benefits and vendors to maximize dollars spent on benefit plans	In Process	10%	Jan 01, 2030	Accomplishments: Roadblocks: Next Steps: The City Health Insurance Review Committee consists of several department directors and employee representatives.	Jun 30, 2026	Leanne Schmidt
Review cybersecurity policies and procedures annually	In Process	36%	Jan 01, 2030	Accomplishments: Monthly cybersecurity meetings are taking place. Roadblocks: Next Steps: Schedule annual review guidelines.	Jun 30, 2026	Tandra Kraft
Engaging third parties to perform cybersecurity reviews and establish security goals.	In Process	0%	Jan 01, 2030	Accomplishments: Roadblocks: They are very busy and hard to schedule with. Next Steps: Schedule next steps with CISA	Jun 30, 2026	Tandra Kraft
Conduct cybersecurity training and tabletop exercises with staff	In Process	0%	Jan 01, 2030	Accomplishments: Roadblocks: Next Steps: Schedule fall exercises	Jun 30, 2026	Tandra Kraft
Review forms processes to increase efficiencies in Personnel Action workflow	In Process	90%	Jan 01, 2030	Accomplishments: Implemented NeoGov forms April 1st and went paperless. Roadblocks: Next Steps: Continuously train departments on NeoGov forms. Cheat sheets for departments to choose specific PA form. Adopt eForms as needed for new processes. ✓Develop forms in NeoGov ✓Teach and train departments to use forms in NeoGov	Jun 22, 2026	Leanne Schmidt

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Develop regularly scheduled "Lunch and Learn" opportunities hosted by various departments inviting staff to learn and collaborate on processes and share ideas across from across the organization.	In Process	15%	Jan 01, 2030	Accomplishments: There have been no updates at this point. Roadblocks: Next Steps:	Jun 30, 2026	Douglas Wiles
Creation of Organizational Citizen Academy Program to provide staff more exposure to the operations, facilities and staff from across the organization in an effort to foster collaboration and eliminate silos	In Process	25%	Jan 01, 2030	Accomplishment: The ERC has not provided an update on this item. Roadblocks: Next Steps:	Jun 30, 2026	Jason Tomanek
Research program model options and vendors, versus internal program development.	In Process	10%	Dec 31, 2026	Accomplishments: Airport Staff have began discussion on developing a program. Currently, staff has a conceptual ideas for training topics and focus areas. Shared concepts with Airline stakeholders. Roadblocks: Next Steps: Continue to develop and refine training topics and focus areas. Review with the Terminal Stakeholders.	Mar 31, 2026	Gregory Haug
Set baseline of customer experience and service standards	In Process	0%	Jul 31, 2026	Accomplishments: None at this time. Developing training topics and focus areas first. Roadblocks: Next Steps:	Mar 31, 2026	Gregory Haug
Research and identify volunteer programs at other airports and locations.	In Process	10%	Jan 01, 2027	Accomplishments: Assistant Airport Director met with staff to discuss the program objectives and steps forward. Roadblocks: Next Steps:	Mar 31, 2026	Gregory Haug
Coordinate with the CVB, State Tourism and terminal advertising company for brochure rack operation for local information and attractions at terminal visitor information counter.	In Process	10%	Jan 01, 2027	Accomplishments: Assistant Airport Director met with staff to discuss program objectives. Selected a new terminal advertising company. Roadblocks: Next Steps:	Mar 31, 2026	Gregory Haug

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Develop ordinance and policies reflecting the new comprehensive procurement policy and process redesign.	In Process	85%	Dec 31, 2026	Accomplishments: The City Commission approved both the new Procurement Policy and the related ordinance changes. The new policy establishes standardized procurement procedures and aligns City practices with federal, state, and local requirements. This milestone provides us with consistent procurement practices across all City departments. Roadblocks: Policy refinement is an ongoing process as departments continue suggesting new requirements. Several revisions have already been identified, including adjustments to Commission approval thresholds and clarification of specific policy provisions. Additional consideration is also being given to departments, such as the Airport and MPO, that must comply with unique federal procurement requirements (FAA and DOT). Next Steps: The Procurement Committee will continue meeting quarterly to review implementation progress and evaluate proposed policy revisions. Recommended updates will be vetted through the committee before being presented to City leadership. Any necessary policy or ordinance amendments will then be brought to the City Commission for consideration.	Jun 30, 2026	Eric Lund
Create procurement resources to aid staff with implementation of the Comprehensive Procurement Policy	In Process	40%	Jul 31, 2026	Accomplishments: A centralized Procurement SharePoint site has been developed to support implementation of the new Procurement Policy. The site includes policies, templates, forms, instructional guides, and other procurement resources for City staff. These resources provide employees with consistent guidance and improve access to procurement information. Roadblocks: Several departments have requested department specific forms, documentation, and workflow guidance. Balancing standardized processes with unique departmental business needs requires additional coordination and development time. Prioritizing resource requests while supporting policy implementation remains an ongoing challenge. Next Steps: Additional templates, guides, and reference materials will continue to be developed and added to the SharePoint site. A prioritized list of requested resources has been created to guide future development efforts. The Procurement Committee will review the list and assist in establishing priorities based on organizational needs.	Jun 30, 2026	Eric Lund

Major Disruption						
Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Collect public input, approve home rule charter amendment ballot language, provide information to public prior to June 2026 vote.	Major Disruption	25%	Jul 01, 2026	Accomplishments: At the February 24, 2026, City Commission Meeting, the commission motioned for staff to conduct a scientifically valid survey to the citizens to determine if there is community support for the City to proceed with the development of a Utility Fee for road maintenance instead of moving forward with ballot language for the primary election in June of 2026. Roadblocks: Next Steps: Staff need to work with portfolio holder and commission to determine the scope of the survey and timeline for execution.	Jun 30, 2026	Gabe Schell
Create an online monthly newsletter to be housed at City's website and distributed through the 'Notify Me' platform	Major Disruption	0%	Dec 31, 2026	Accomplishments: No updates at this time. The the Strategic Communications Plan Update process, the Public Information Council has identified that a form of newsletter is a priority project in the future. Roadblocks: The Communications Division has not yet been able to fill a vacancy and are still short staffed and therefore do not currently have the resources to prioritize this project. Next Steps:	Jun 30, 2026	Douglas Wiles
Replace Docusign with a procurement application	Major Disruption	60%	Apr 01, 2027	Accomplishments: A replacement strategy has been established to transition procurement approvals from Docusign to the new procurement application. The selected software provides a long-term solution that better supports procurement workflows and documentation requirements. This transition will streamline approvals while improving document tracking and compliance. Roadblocks: Previous software solutions were evaluated but did not adequately support the City's procurement processes or reporting needs. Additional time was required to identify a platform capable of meeting both technical and operational requirements. However, the transition remains dependent on the legal compliance features of the new software which we are still exploring. Next Steps: Development of the procurement application will continue using the newly selected software platform. Procurement workflows and electronic approval processes will be configured and tested throughout development. Once testing is complete, the application will be evaluated for legal compliance and its ability to fully replace Docusign for procurement related approvals.	Jun 30, 2026	Eric Lund

Some Disruption						
Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Strategically identify land that will provide efficient community fire protection and procure the site.	Some Disruption	67%	Oct 01, 2026	Accomplishments: Land identified for Station 6 that will serve the community well into the future Roadblocks: Next Steps: Procurement details and processes	Jun 30, 2026	Joel Boespflug
Administration will work with Human Resources and Department Directors to determine the composition of the committee and establish the mission.	Some Disruption	20%	Dec 31, 2026	Accomplishments: HR Director and City Administrator have had preliminary conversations about the composition and high-level goals but have not started developing the committee. Roadblocks: HR is still short a senior generalist. Next Steps: One the new HR Generalist starts in July, HR and Administration will be able to prioritize the development of this committee.	Jun 30, 2026	Douglas Wiles
Train staff in the usage of software dedicated to help remedy ADA non-compliant content on the website	Some Disruption	90%	Jul 31, 2026	Accomplishments: The City has purchase three modules that work with our website contractor, Civic Plus, that will help us become ADA compliant. Currently, the website is over 90% compliant. One of the solutions allows for all PDFs to be compliant eliminating the need to individually re-format 100,000+ documents for compliance. There is very little staff training that has had to occur. Roadblocks: Next Steps: Federal Government has given communities an additional year to become compliant. The City of Bismarck is in a very good position and very near meeting all compliance requirements.	Jun 30, 2026	Douglas Wiles
Conduct monthly meetings with departments to review departmental website content and ADA compliance.	Some Disruption	50%	Dec 31, 2030	Accomplishments: The Communications Division has been meeting with departments regarding the upcoming compliance deadlines since 2025 in an effort to eliminate ADA non-compliance. Each month, the City's Communication staff have had scheduled meetings with departments to accomplish this task. Roadblocks: This is an additional task and an unfunded mandate passed down from the federal government. Limitations of staffing and time to dedicate to this task by all departments has been challenging due to the existing demands and job duties. Next Steps:	Apr 17, 2026	Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Adopt a Historic Preservation Plan prepared by the HPC and begin implementation of objectives.	Some Disruption	90%	Jul 01, 2026	Accomplishments: Final draft of the Plan submitted to the HPC for review. Continued to next meeting. Roadblocks: Minor changes requested are being implemented Next Steps: Continue hearing on adoption with HPC and then City Commission at next available meeting.	Jun 30, 2026	Daniel Nairn
Design the procurement application system architecture to handle document storage and compliance requirements.	Some Disruption	60%	Oct 31, 2026	Accomplishments: New software has been selected to develop a procurement application that meets the City's functional and compliance requirements. The new platform provides the flexibility needed to support document management, approvals, and procurement workflows. Roadblocks: Existing City systems were unable to support the SQL database and technical requirements needed for the application. As a result, the original approach was discontinued, and the project was restarted using a different software platform. This change provides the City with a more sustainable long-term solution. Next Steps: IT has assigned a business analyst to partner with the Procurement Office on application design and development. Development will focus on document storage, workflow automation, and contract approval requirements. Project updates will be provided to both the IT Governance Committee (ITGC) and the Procurement Committee.	Jun 30, 2026	Eric Lund

Status Pending						
Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
If approved, implement fee effective Jan 1 2028.	Status Pending	0%	Jan 01, 2030			Gabe Schell
Execute design contracts with architect, construction manager at risk partner, and other consultants for overall design and construction administration of the terminal project	Status Pending	0%	Jan 01, 2030			Gregory Haug
Advertise and award bids based on phased construction and funding approach	Status Pending	0%	Jan 01, 2030			Gregory Haug
Begin Terminal construction	Status Pending	0%	Jan 01, 2030			Gregory Haug
Facilitate a workshop between our Economic Development Partners and the Bismarck City Commission to develop and implement a strategy, including investments, to foster economic development opportunities	Status Pending	0%	Jan 01, 2030			Douglas Wiles
Roll out mitigation and response plans, provide education on the developed plans, and engage staff and leadership to implement and model a culture of safety across the organization.	Status Pending		Ongoing			Douglas Wiles
Adopt modern building codes to ensure the use of up-to-date construction methods and materials that protect public health and community safety.	Status Pending	0%	Jan 01, 2027			Brady Blaskowski
Fully integrate GIS into permitting and project tracking software with a new permitting and project management platform.	Status Pending	0%	Jul 01, 2030			Brady Blaskowski
Create a communication project calendar that can help drive communication decisions and planning throughout the year.	Status Pending	0%	Jul 01, 2030			Douglas Wiles
Coordinate and plan for the inclusion of active transportation and/or public transportation infrastructure with street construction/reconstruction projects.	Status Pending	0%	Jan 01, 2030			Gabe Schell
Expand opportunities for leadership training specific to the needs of the leaders in the departments	Status Pending	25%	Jan 01, 2030			Leanne Schmidt
Determine leadership development models for the organization and career advancement strategies	Status Pending	0%	Apr 01, 2027			Leanne Schmidt

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Each department identify peer communities and develop relationship to share ideas, practices and policies in a effort to professionally staff and increase efficiency of the organization	Status Pending	0%	Apr 01, 2027			Jason Tomanek
Conduct a payroll audit to streamline processes and implement identified efficiencies	Status Pending	0%	Jan 01, 2027			Leanne Schmidt
Analyze vancant positions and current workflows to determine if functions can be consolidated, redistributed, or redefined.	Status Pending	0%	Jan 01, 2030			Jason Tomanek
Compare the organization's structure with peer communities to identify innovative or efficient models	Status Pending	0%	Jan 01, 2030			Jason Tomanek

Upcoming						
Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Determine estimated fees and identify a funding source to hire a library consultant.	Upcoming		Dec 31, 2028			Christine Kujawa
Engage a library consultant to assess the feasibility of a branch library, including community needs assessment, demographic analysis, and financial feasibility	Upcoming		Jan 01, 2030			Christine Kujawa
Present the study results to the Library Board of Directors, City Commissioners, and City Administration for guidance on next steps.	Upcoming		Jan 01, 2030			Christine Kujawa
Reassignment of existing PUDs and conditional zoning districts into either new zoning districts for Plan Overlay Districts.	Upcoming		Dec 01, 2028			Daniel Nairn
Revision of procedures manual, website, information guides, and other reference material to align with the adopted Land Development Code.	Upcoming		Jan 01, 2027			Daniel Nairn
Creation of an interpretation ledger in database format to track and reference staff interpretations of the Land Development Code	Upcoming		Oct 01, 2028			Daniel Nairn
Administration will collaborate with the City Commission to review the current agreement and establish a future direction.	Upcoming		Jan 01, 2030			Douglas Wiles
Complete a passenger rail station location study, including options for centrally located, urban stations with an integrated public transit transfer center to provide expanded transportation options for travelers to Bismarck via the regionally planned passenger rail restoration	Upcoming		Jan 01, 2030			Daniel Nairn
Engage community and collaborate with stakeholders to identify transportation system priorities and fiscally constrained means of funding them through the update of the Metropolitan Transportation Plan	Upcoming		Jan 01, 2030			Daniel Nairn
Evaluate new development proposals according to an approved development cost tool and assign a score for recommendation	Upcoming		Jan 01, 2030			Daniel Nairn
Review Growth Phasing Plan annually to adjust for growth trends and forecasts	Upcoming		Jan 01, 2030			Daniel Nairn

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Align Major Street Plan with final recommendations from the Fringe Area Roadway Master Plan study	Upcoming		Jan 01, 2030			Daniel Nairn
Review and update the Comprehensive Plan every ten years to align with community needs and development trends.	Upcoming		Dec 31, 2032			Daniel Nairn
Support state-led affordable housing initiatives through partnership, data sharing, and testimony at legislative or public hearings to advocate for housing as a public health priority.	Upcoming		Apr 30, 2027			Renee Moch
Establish a Community Development Advisory Committee as a commission-appointed body to oversee grant funding project selection.	Upcoming		Dec 31, 2026			Daniel Nairn
Create a brochure of pre-approved housing plans for certain building types, including single-family, two-family, and townhome housing units, to encourage infill development, particularly on smaller lot sizes.	Upcoming		Dec 31, 2026			Daniel Nairn
Police/CenCom/IT collaborate to determine feasibility of a new records management system and report writing system with better support response and enhanced efficiencies. Assess existing contracts and determine if they need to be cancelled or to not renew in the future.	Upcoming		Dec 31, 2030			Jason Stugelmeier
Develop a policy that outlines how, moving forward, data will be managed when created. This policy will impact all facets of the data's lifespan, from creation until deletion, if applicable.	Upcoming		Jan 01, 2030			Tandra Kraft
Make all land project records, including ordinances, resolutions, and final documents available to the public online, properly indexed for discovery.	Upcoming		Jan 01, 2030			Daniel Nairn
Collect parcel-specific data on impervious surpace for potential aulizatin in a stormwater fee structure.	Upcoming		Oct 01, 2030			Daniel Nairn
Establish budget to promote select social media posts throughout the year to extend reach to untapped audiences	Upcoming		May 01, 2027			Douglas Wiles
Begin treating each social media platform as a unique audience and customize messaging for the demographics of each platform	Upcoming		Jan 01, 2030			Douglas Wiles
Analyze platform demographics, analytics and information gathered from the 2026 Communications Strategic Plan to develop a content methodology for creating social media content.	Upcoming		Apr 01, 2027			Douglas Wiles

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Create City of Bismarck social media annual communication calendar to outline schedule and content.	Upcoming		Jan 01, 2030			Douglas Wiles
Present the Communications Strategic Plan to the City Commission for adoption.	Upcoming		Jul 31, 2027			Douglas Wiles
Develop a Public Information Council represented by community stakeholders that will provide regular feedback and suggestions regarding opportunities for public input and the types of communications disseminated by the City.	Upcoming		Oct 31, 2027			Douglas Wiles
Establish relationships with neighborhoods or homeowner associations as a means of disseminating information and provide for opportunities to provide input	Upcoming		Jan 01, 2030			Daniel Nairn
Continue pilot project of public notice sign placement and implement permanently if warranted by outcomes and public support.	Upcoming		Oct 01, 2027			Daniel Nairn
Develop a realtor training program to educate local realtors on City policy, plans and procedures.	Upcoming		Jul 31, 2027			Daniel Nairn
Organize a training presentation to the Bismarck Planning and Zoning Commission through the North Dakota Planning Association.	Upcoming		Apr 01, 2027			Daniel Nairn
Identify and develop a design concept for a public square in a downtown location.	Upcoming		Jan 01, 2030			Daniel Nairn
Collaborate with Missouri Riverfront Festival Grounds and other projects to implement the Missouri Riverfront Revitalization Plan to enhance access and utilization of a key community resource.	Upcoming		Jan 01, 2028			Daniel Nairn
Collaborate with local historical organizations, Native American tribes, and state agencies to promote the rich history of the region and its people	Upcoming		Jan 01, 2030			Daniel Nairn
Develop a high-frequency circulator transit loop between Downtown, the Capitol Grounds and the Riverfront.	Upcoming		Ongoing			Daniel Nairn
Determine estimated fees and identify a funding source to hire a library consultant	Upcoming		Jan 01, 2030			Christine Kujawa

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Engage a library consultant to evaluate the current use of the facility space and recommend strategies to optimize the existing areas and building layout, enhancing the library's role as a focal community gathering space.	Upcoming		Jan 01, 2030			Christine Kujava
Review the study results with input from stakeholders and develop an implementation plan.	Upcoming		Jan 01, 2030			Christine Kujava
Adoption of a Public Arts Policy following the goals and objectives of the adopted Public Art Plan.	Upcoming		Ongoing			Daniel Nairn
Evaluate job classes across the organization and standardize job descriptions across departments	Upcoming		Jan 01, 2028			Leanne Schmidt
Identify career ladders and standardize across the organization	Upcoming		Jan 01, 2028			Leanne Schmidt
Establish clear and transparent career progression pathways to support employee growth and retention.	Upcoming		Jan 01, 2028			Leanne Schmidt
Directors and supervisors create customized development plans for employees based on evaluations and goals of the organization and of employees	Upcoming		Jan 01, 2030			Jason Tomanek
Conduct a benchmark review of job classifications and salary ranges every 3–5 years to ensure market competitiveness and internal equity.	Upcoming		Jan 01, 2030			Leanne Schmidt
Establish a committee to determine what the well-being strategy will be for the organization	Upcoming		Dec 31, 2026			Leanne Schmidt
Identify types of data and metrics to evaluate related to training and development in order to identify return on investment for the organization	Upcoming		Jan 01, 2030			Leanne Schmidt
Institute a recurring random-sample survey of households to gauge public opinion and awareness/satisfaction with city services, to be repeated annually or biannually.	Upcoming		Jan 01, 2030			Daniel Nairn
Develop and implement Train the Trainer Model for various staff and leadership development	Upcoming		Jan 01, 2030			Leanne Schmidt
Identify opportunities for staff to serve other department when expertise may overlap or there is a short-term need	Upcoming		Jan 01, 2030			Jason Tomanek

Description	Status	Progress	End Date	Last Update	Last Update Date	Owner
Review development fees and revise, if warranted, to meet development objectives of the Comprehensive Plan.	Upcoming		Jan 01, 2030			Daniel Nairn
Develop customer service/experience training program with materials.	Upcoming		May 01, 2027			Gregory Haug
Implement training program	Upcoming		Jan 01, 2028			Gregory Haug
Evaluate effectiveness of the program.	Upcoming		Aug 01, 2028			Gregory Haug
Research and identify organizations that could staff the visitor center during peak operational times.	Upcoming		Jun 30, 2027			Gregory Haug
Streamline document retention processes by developing by developing a centralized solution for documents once they are executed	Upcoming		Apr 01, 2027			Eric Lund
Define and publicize a clear Annual Work Plan year-end "Joint Impact Report"	Upcoming		Jan 01, 2030			Jason Tomanek



Finance Department

DATE: July 28, 2026

FROM: Eric Lund, Comptroller
Ryan Skor, Finance Director

ITEM: 2027 Preliminary Budget Presentation and Discussion

REQUEST:

Consider the request to receive and approve the City's 2027 preliminary budget, budget requests, and Budget Committee recommendations.

BACKGROUND INFORMATION:

The City's Budget Committee presents the 2027 preliminary budget review and discussion to the City Commission. The Budget Committee met throughout June 2026, reviewed department requests, and made recommendations to the City Commission. All City Commissioners received the budget request lists prior to this meeting.

Mayor Schmitz, Comptroller, Eric Lund and Finance Director, Ryan Skor, will present the 2027 preliminary budget to the City Commission for review, discussion and further direction. To maintain the required budget schedule, initial approval of the 2027 preliminary budget will need to occur. The 2027 budget ordinance and public hearing will be presented for approval on September 8, 2026, to complete the 2027 budget process.

RECOMMENDED CITY COMMISSION ACTION:

Accept and approve the 2027 preliminary budget, fees and charges, property tax determination, Budget Committee recommendations and presentation. A public hearing for the 2027 budget ordinance will be held on September 8, 2026. This public hearing date must be submitted to the Burleigh County Auditor by August 10, 2026, per NDCC. The 2027 preliminary budget will be posted and made available to the public.

STAFF CONTACT INFORMATION:

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ATTACHMENTS:

None

