MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

10/7/2025 - MINUTES

AGENDA

1. Call to Order

Commissioner Bakken called the meeting to order at 4:00 PM. Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Mayor Mike Schmitz, Burleigh County
Auditor Mark Splonskowski, and Burleigh County Commissioner Steve Bakken

2. Public Comment

The following citizens addressed the committee with comments regarding Regular Agenda item 4.

- Robert Field
- Heidi Schirado
- Katelyn Beau Lac
- Travis Jensen
- Gerald Miller

3. Consider approval of minutes

Mayor Schmitz moved to approve the minutes as presented, and Administrator Tomanek seconded.

4. Extraterritorial Boundary Discussion

Daniel Nairn, Acting Community Development Department Director, provided an update on the city's growth phasing map, noting that while only minor tweaks have been made since the previous presentation, the map remains largely unchanged. Director Nairn noted that zoning changes must align with the City's comprehensive plan. In response to Mayor Schmitz's comments on rural development concerns, Director Nairn explained that the new land development code aims to mirror recent county changes, including allowing accessory buildings to occupy up to 4% of a lot in rural residential areas, easing previous restrictions. He also walked through the color-coded map, detailing how various zones

(urban service areas, reserves, and airport protection zones) reflect projected city growth over the next 25 to 50 years. Areas marked for removal from the ETA are those the city does not expect to grow into within that timeframe. Director Nairn noted that logistical planning with the county is underway to address potential changes, though it will take several months to fully implement any adjustments.

Mitch Flanagan, Burleigh County Building Official-Director, provided

5. Other Business

6. Adjourn

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

9/2/2025 - MINUTES

AGENDA

1. Call to Order

Mayor Schmitz called the meeting to order at 5:00 PM. Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Mayor Mike Schmitz, Burleigh County Auditor Mark Splonskowski, and Burleigh County Commissioner Steve Bakken.

2. Public Comment

The following individuals addressed the committee during public comment:

- Tamara Unterseher
- Nancy Jackson
- Matt Schwab
- Travis Jensen
- Andrew Iverson
- Wayne Munson
- Michael Connelly
- Kelly Benson
- James Wald
- Preston Schaffner

3. Consider approval of minutes

Commissioner Bakken moved to approve the minutes as presented and Administrator Tomanek seconded. Upon a roll call vote, all voted aye. M/C.

4. Extraterritorial Area (ETA)

A. Continued discussion of ETA boundaries

Daniel Nairn, Community Development Planning Manager, provided a presentation on the Extraterritorial Area (ETA). Mr. Nairn's presentation included an overview of how much land the city will need to accommodate projected growth over the next 25 to 50 years, based on trends in the comprehensive plan. The city expects to grow by about 1.2%

annually, requiring approximately 43,000 additional acres if the current population density holds steady. Key planning areas include the Urban Service Area, development within 25 years, and the Urban Reserve, a 25 to 50-year horizon. Some already annexed land isn't yet developed and should be counted as future capacity. Mr. Nairn recommended refining the ETA to focus on undeveloped land needed for future growth, rather than rural residential areas unlikely to urbanize.

- ETA Presentation

B. Agenda items for the next meeting of the combined Bismarck City Commission and Burleigh County Commission

The Committee discussed topics for the upcoming combined meeting of the Bismarck City Commission and Burleigh County Commission. Topics discussed for the combined meeting are as follows:

1. Utility Capital Charge Presentation
2. Planning Task Force Discussion
3. Proposed ETA Map Amendments

5. Other Business

6. Adjourn

There being no further business to discuss, the meeting adjourned at 6:24 PM.

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

9/2/2025 - MINUTES

AGENDA

1. Call to Order

Mayor Schmitz called the meeting to order at 5:00 PM. Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Mayor Mike Schmitz, Burleigh County Auditor Mark Splonskowski, and Burleigh County Commissioner Steve Bakken.

2. Public Comment

The following individuals addressed the committee during public comment:

- Tamara Unterseher
- Nancy Jackson
- Matt Schwab
- Travis Jensen
- Andrew Iverson
- Wayne Munson
- Michael Connelly
- Kelly Benson
- James Wald
- Preston Schaffner

3. Consider approval of minutes

Commissioner Bakken moved to approve the minutes as presented and Administrator Tomanek seconded. Upon a roll call vote, all voted aye. M/C.

4. Extraterritorial Area (ETA)

A. Continued discussion of ETA boundaries

Daniel Nairn, Community Development Planning Manager, provided a presentation on the Extraterritorial Area (ETA). Mr. Nairn's presentation included an overview of how much land the city will need to accommodate projected growth over the next 25 to 50 years, based on trends in the comprehensive plan. The city expects to grow by about 1.2%

annually, requiring approximately 43,000 additional acres if the current population density holds steady. Key planning areas include the Urban Service Area, development within 25 years, and the Urban Reserve, a 25 to 50-year horizon. Some already annexed land isn't yet developed and should be counted as future capacity. Mr. Nairn recommended refining the ETA to focus on undeveloped land needed for future growth, rather than rural residential areas unlikely to urbanize.

- ETA Presentation

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1. Utility Capital Charge Presentation
2. Planning Task Force Discussion
3. Proposed ETA Map Amendments

5. Other Business

6. Adjourn

There being no further business to discuss, the meeting adjourned at 6:24 PM.

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

7/1/2025 - Minutes

AGENDA

1. Call to Order

Commissioner Bakken called the meeting to order at 4:00 PM. Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Mayor Mike Schmitz, Burleigh County Auditor Mark Splonskowski, and Burleigh County Commissioner Steve Bakken.

2. Public Comment

No public comment was received.

3. Approval Of Meeting Minutes

Mayor Schmitz moved to approve the item as presented and Auditor Splonskowski seconded. Upon a roll call vote, all voted aye. M/C.

4. City of Bismarck Land Development Code Project Overview

Elizabeth Garvin, a director with Clarion Associates in Denver, Colorado, presented an update on the Bismarck Land Development Code. The Bismarck Land Development Code will implement the Together 2045 Comprehensive Plan, establish an objective set of development standards, foster predictable development outcomes and create a Land Development Code that is user-friendly, searchable, and easy to understand.

- Land Development Code Presentation

5. Proposed August 5, 2025 - Combined City-County Meeting

Administrator Tomanek explained that not all City Commissioners were able to meet for the July 1, 2025, Commissions Committee meeting, resulting in the proposed meeting date of August 5, 2025. Auditor Splonskowski will notify City staff once he receives confirmation from all County Commission members. The intent of the meeting is to discuss the Extraterritorial Area (ETA) and both the City and County Planning and Building Inspections staff will provide presentations.

6. 2026 Budget Discussion

Administrator Tomanek and Mayor Schmitz requested an update on the County's budget contribution for Bismarck-Burleigh Public Health (BBPH) for 2026. Wayne Munson, County Commissioner, addressed the committee, noting that the County Budget Committee proposed a 60/40 split for BBPH for 2026, but it has not been approved by the County Commission. The County is discussing their preliminary budget on July 21, 2025, and the City will discuss their preliminary budget at its July 22, 2025, meeting.

Commissioner Munson noted that the County Budget Committee was concerned about replacing all the switches at one time, knowing that they will be relocating to the Provident Building in 2027. The Commissions Committee discussed Burleigh County paying for the replacement with an option to be reimbursed for a prorated amount upon vacating the 1st floor of the City/County Building. Both City and County representatives agreed to take this option back to the respective boards.

7. Other Business

8. Adjourn

There being no further business to discuss, the meeting adjourned at 4:42 PM.

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

6/3/2025 - Minutes

CALL TO ORDER

Mayor Schmitz called the meeting to order at 4:00 PM.

ROLL CALL

Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Mayor Mike Schmitz, Burleigh County Auditor Mark Splonskowski, and Borleigh County Commissioner Steve Bakken.

REGULAR AGENDA

1. Approval Of Meeting Minutes

Administrator Tomanek moved to approve the minutes as presented and Commissioner Bakken seconded. Upon a roll call vote, all voted aye. M/C.

2. 2026 Budget Discussion

A. Bismarck Burleigh Public Health

Burleigh County Commissioner Munson referenced the 2026 Budget Report prepared by City staff. He noted three split options, noting it would be his preference to be closer to a 60/40 or 50/50 split for the upcoming 2026 budget.

Commissioner Bakken noted that he could not comment on behalf of the Burleigh County Commission as they have not yet started budget discussions.

Renae Moch, Bismarck-Burleigh Public Health Director, presented a 2026 budget request with an increase of 3% from 2025 to 2026. Commissioner Bakken requested that Director Moch present the 2026 budget request for Bismarck-Burleigh Public Health at the next Burleigh County Commission meeting.

B. City/County Building

3. Provident Building Update

Commissioner Bakken provided an update regarding opening bids for the Provident Building. The bids included a two-year lead time, in which Burleigh County would remain a tenant in the City/County Building for the duration. Burleigh County is planning to keep everything with the City/County Building lease in place for 2026 and into 2027.

Dmitriy Chernyak, City Finance Director, noted that the IT charges for the upcoming years will be increasing as switch replacements will need to be made.

Administrator Tomanek asked if the County planned to continue to use the Tom Baker Meeting Room after the move to the Provident Building. Commissioner Bakken noted that the intent would be to have their own meeting space in the Provident Building, but the topic would need to be discussed with Dakota Media Access and those involved with conducting meetings.

4. Other Business

Commissioner Bakken requested that the full City Commission and full County Commission meet at the next Bismarck-Burleigh Commissions Committee meeting to discuss the extraterritorial area (ETA). This would be an opportunity to provide public education on the ETA and also give the Commissioners time to create a list of concerns to have staff work through. Administrator Tomanek will take the date and time to the City Commission to check the Commissioner's availability.

ADJOURN

There being no further business to discuss, the meeting adjourned at 4:31 PM.

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

5/6/2025 - Minutes

CALL TO ORDER
Commissioner Cleary called the meeting to order at 4:00 PM.

ROLL CALL
Those present included Bismarck City Administrator Jason Tomanek, Bismarck City Commissioner Anne Cleary, Burleigh County Auditor Mark Splonskowski, and Borleigh County Commissioner Wayne Munson.

REGULAR AGENDA

A. Approval Of Meeting Minutes

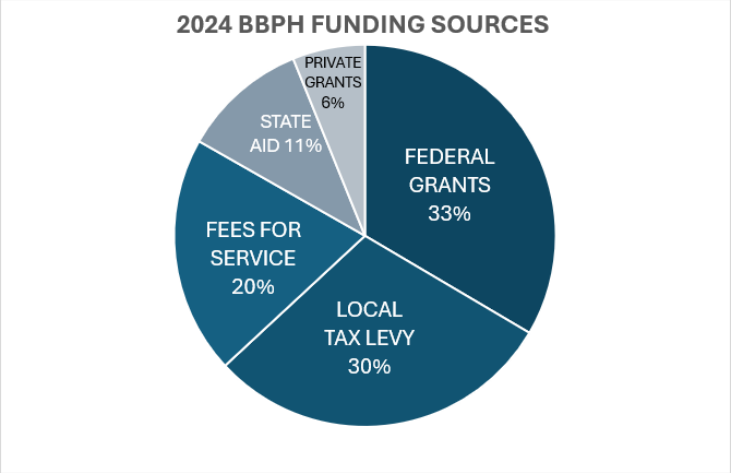
Administrator Tomanek moved to approve the minutes as presented and Commissioner Munson seconded. Upon a roll call vote, all voted aye. M/C

B. 2026 Budget Discussion

1. Bismarck-Burleigh Public Health

Commissioner Munson remarked that he had presented his findings to the Burleigh County Commission, which supports Burleigh County increasing their contributions to Bismarck-Burleigh Public Health (BBPH). He also noted that Burleigh County does not have sufficient funds to create its own public health unit. His recommendation to the Burleigh County Commission would be to increase its contribution to 40% of the total budget.

Renae Moch, Bismarck-Burleigh Public Health Director, provided information on BBPH's upcoming budget and funding sources. She has been advised to plan on level funding for future years. She will prepare documentation showing what the current 75/25 budget split will look like for 2026 as well as a 60/40 split.



2. City/County Building

Commissioner Munson noted that Burleigh County will be opening bids for the Provident Building at the end of the week. The estimated completion timeline for the project is 24 months. They plan to remain in the City/County Building until their project is complete.

3. Burleigh County Courthouse

Administrator Tomanek stated that the City is content with continuing to be a tenant in the Burleigh County Courthouse as long as it continues to work for the landlord as well. He noted that the City understands that rates may need to be adjusted and would appreciate knowing of the rate ahead of time to budget accordingly.

Commissioner Munson stated that the only rate change that he would advocate for would be to change to no-rent, as it is renting to a government entity Burleigh County.

4. Information Technology

Commissioner Munson stated that Burleigh County will continue to contract with City IT for services while they are tenants in the City/County building.

Finance Director, Dmitriy Chernyak noted that there will be an incremental increase in IT charges for the upcoming year.

C. Provident Building Update

Commissioner Munson noted that the County will be opening bids for the Provident Building and holding a special meeting in the near future.

D. Other Business

ADJOURN

There being no further business to discuss, the meeting adjourned at 4:18 PM.

MEETING OF THE BISMARCK-BURLEIGH COMMISSIONS COMMITTEE

3/4/2025 - Minutes

CALL TO ORDER

Commissioner Bakken called the meeting to order at 4:00 PM.

ROLL CALL

Committee members present were City Administrator Jason Tomanek, City of Bismarck Mayor Mike Schmitz, Burleigh County Auditor Mark Splonskowski, and Burleigh County Commissioner Steve Bakken.

REGULAR AGENDA

A. Approval of Meeting Minutes

Mayor Schmitz moved to approve the minutes as presented and Auditor Splonskowski seconded. Upon a roll call vote, all voted aye. M/C.

B. 2026 Budget Discussion

Mayor Schmitz requested an update regarding Burleigh County's plans for the 2026 budget. Commissioner Bakken commented that they will have a better idea of a timeline for the upcoming budget cycle at the next meeting. The general consensus of the group was to discuss 2026 budget planning at the April 1, 2025 meeting.

1. Bismarck-Burleigh Public Health

Burleigh County Commissioner, Wayne Munson, attended the meeting via Teams, and noted his intentions to propose an increase in Burleigh County's contributions to the Bismarck Burleigh Public Health budget at the first Burleigh County Commission meeting in April.

2. City/County Building

3. Burleigh County Courthouse

4. Information Technology

C. Provident Building Update

Commissioner Bakken notified committee members that the deadline for bids for the Provident Building is March 19, 2025. Burleigh County will bring an updated timeline to the next meeting.

D. Other Business

ADJOURN

There being no further business to discuss, the meeting adjourned at 4:10 PM.