



Administration Department

DATE: February 5, 2024

FROM: Jason Tomanek, Assistant City Administrator

ITEM: Vision Fund Committee | Regular Monthly Meeting Schedule

REQUEST:

Consider establishing a set day and time of each month for the Vision Fund Committee to hold regular meetings. Based on current availability, City Administration staff would be available during the following timeslots each month:

- The first Friday of each month at 10AM
- The third Friday of each month at 10AM
- The fourth Friday of each month at 10AM
- Each Thursday at 4PM

Meetings would continue to be held in the 4th Floor Mayor's Conference Room in the City/County Office Building. Each meeting would be available and recorded via Microsoft Teams. All meeting agenda packets, minutes, and recordings will continue to be available through the City of Bismarck website.

Please place this item on the February 16, 2024, Vision Fund Committee meeting agenda.

BACKGROUND INFORMATION:

In the past, the Vision Fund Committee has met as-needed, often based on the submission of applications and proposed projects. Many other City advisory boards and committees have established a schedule of regular monthly meetings which helps board members and staff with scheduling and the routine allows for the workflow to be effectively managed. External communications with project applicants and community stakeholders collaborating on each project would also be simplified with a set schedule for each monthly meeting.

RECOMMENDED CITY COMMISSION ACTION:

Review and discuss the recommendation to establish a reoccurring monthly meeting of the Vision Fund Committee.

STAFF CONTACT INFORMATION:

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