



Bismarck-Burleigh Commissions Committee

3/3/2023 - Minutes

Call to Order

County Commissioner Chair Matthews called the meeting to order at 9:00 AM. Committee members present were City of Bismarck Mayor Schmitz, Burleigh County Commission Chair Becky Matthews, Burleigh County Auditor Leo Vetter, and City Administrator Keith Hunke.

Burleigh County Senior Center Executive Director Renee Kipp, Burleigh County Emergency Management Director Mary Senger, and City Attorney Janelle Combs were also in attendance.

1. Consider approval of minutes of February 17, 2023, meeting.

Burleigh County Chair Matthews called for approval of the minutes from the February 17, 2023, meeting.

Mayor Schmitz motioned to approve the minutes from the February 17, 2023, meeting as presented, and Auditor Vetter seconded. Upon a roll call vote, all voted aye. M/C.

2. Consider discussion of Senior Center- Memorandum of Understanding (MOU) - Operations/Maintenance, Ownership, Insurance.

Burleigh County Senior Center Executive Director Renee Kipp and City Attorney Janelle Combs addressed the committee regarding a Memorandum of Understanding (MOU) for the Senior Center. Attorney Combs will provide a draft MOU addressing changes to the current insurance policies for the City of Bismarck and Burleigh County Council on the Aging relating to annual expenditures and coverage of the boiler and other equipment.

3. Consider review of City/County Building Lease Agreement, City/County IT Services Agreement.

Burleigh County Emergency Management Director Mary Senger addressed the Committee regarding a service agreement for IT with the City. She stated that the County is working on securing its own IT services and would most likely need a contract for City services for three months in the upcoming year and may desire a partial contract for services thereafter. The committee went on to discuss lease agreements for the City/County Building. General consensus is Burleigh County will remain in the facility for 2024 with the understanding that if their current space needs change, notice will be given to the City to allow for adequate

planning for both parties. Attorney Combs will draft lease agreements for the City/County Building and send them to States Attorney Lawyer for her review.

4. Consider Committee meeting schedule- Next meeting March 10th or 17th.

The Committee agreed to meet on March 10th, 2023.

5. Consider meeting topics for March 10th/17th meeting- Prisoner Care, Public Health.

Chair Matthews briefed the Commission on an email from Sheriff Leben regarding the changes in prisoner care rates. The Committee will invite Sheriff Leben and Police Chief Draovitch to the March 10, 2023, meeting to discuss prisoner care.

6. Consider Future meeting dates- April 7th/14th & 21st/28th; May 5th/12th and 19th/26th; June 2nd/9th & 16th/23rd; July 7th /14th and 21st /28th.

Committee members agreed to hold future meetings on the first and third Fridays at 9:00 AM of each month in the Tom Baker Meeting Room.

7. Consider future meeting topics for April 7th/14th; April 21st/28th meetings.

- Extra Territorial Area
- City/County Building Leases
- IT Contract for Service
- Prisoner Care Expense Rates

8. Other business

Adjourn

There being no other items to discuss the meeting adjourned at 9:30 AM.