



## Bismarck-Burleigh Commissions Committee

5/19/2023 - Minutes

Call to Order.

Mayor Mike Schmitz called the meeting to order at 8:30 AM. Committee members present were City of Bismarck Mayor Schmitz, Burleigh County Commission Chair Becky Matthews, Burleigh County Auditor Mark Splonskowski, and City Administrator Keith Hunke.

1. Consider approval of minutes of May 12, 2023, meeting.

Mayor Schmitz called for approval of the minutes from the May 12, 2023, meeting. Chair Matthews motioned to approve the minutes from the May 12, 2023, meeting as presented, and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

2. Consider review of Municipal Court Lease Agreement.

The Committee discussed current lease rates and arrangements between the space leased by the County at the City/County building and Municipal Court at the Burleigh County Courthouse. City Attorney Combs summarized that it is her understanding that Burleigh County Sheriff's Department prefers to be the first agency dispatched to an emergency call to the courthouse, given that they are providing security to the Courthouse daily. Attorney Combs noted that the request could be added to the updated agreement in addition to including the current practice of providing two bailiffs on site when Municipal Court is in session.

Chair Matthews stated that it is her preference to have the lease rates the same at the City/County Building and the Burleigh County Courthouse. Burleigh County Commission indicated a preference of \$13 per square foot (psf) at both locations. The \$13 psf would be a \$2 reduction from the current rate for 2023 for the space leased at the City/County Building.

Mayor Schmitz questioned the need to reduce the current rate in the City/County Building and requested more information so he can validate the request when presented to the City Commission.

Deputy Finance Director Justin Schulz noted a portion of the County's leased space in the City/County Building is storage for election equipment which could be considered at a lower rate than finished office space.

Chair Matthews motioned to recommend a lease rate of \$13 psf at the City/County Building and the Burleigh County Courthouse with the understanding that janitorial services will be

provided by each building's owner, utilities will be paid by the tenant, and guidance from staff on the total area leased including the portions used for storage and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

3. Consider review of updated City/County Building Lease Agreement.
4. Consider continued review of City/County IT Services Agreement.

A discussion was held on the subject of IT services provided by the City of Bismarck to Burleigh County, the timing of Burleigh County's transition to its own IT network and services, and the contract for services between the City and County. It was noted some contractual services or agreements are billed annually and cannot be broken down into a portion of a year. Chair Matthews stated she will have more information from Burleigh County staff relating to this topic at the next meeting.

5. Consider review of Public Health Joint Powers Agreement.

The committee discussed the formation of a single Board of Health composed of one City Commissioner, one County Commissioner, and other members who are within the professional healthcare field. No decision was made on the final number of board members. Officials appointed to the Board of Health would be agreed upon by both the City Commission and the County Commission prior to service. Discussion was held regarding the enforcement of health-related issues or zoning-related violations in Burleigh County. Environmental health issues would fall under the purview of the Board of Health for health and safety concerns. Zoning violations, including those in the extraterritorial area (ETA), would continue to be the responsibility of the City of Bismarck Community Development Department. Zoning violations outside the ETA would continue to be the responsibility of Burleigh County. The general consensus was to continue the discussion at the next meeting, at which time Mayor Schmitz will provide potential scenarios to consider shifting the Public Health budget to reflect a greater portion supported by Burleigh County.

6. Consider future meeting dates.

Administrator Hunke requested that the group review proposed meeting dates through the end of 2023 to facilitate the scheduling of staff at Dakota Media Access. Chair Matthews noted that she may have a conflict on Friday, August 4th, and will confirm in the future.

7. Other business.

Adjourn.

There being no further business, the meeting adjourned at 10:00 AM.