



Bismarck-Burleigh Commissions Committee

6/16/2023 - Minutes

Call To Order

Mayor Mike Schmitz 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 Mark Splonskowski, and City Administrator Keith Hunke.

1. Consider approval of minutes of June 2, 2023, meeting.

Mayor Schmitz called for approval of the minutes from the June 2, 2023, meeting. Chair Matthews motioned to approve the minutes from the June 2, 2023, meeting as presented, and Auditor Splonskowski seconded. Upon a roll call vote, all voted aye. M/C.

2. Consider review of updated City/County Building Lease Agreement.

Mayor Schmitz provide an update on the City's action from the June 13, 2023, City Commission meeting where the lease agreement between the City and the County for the first-floor space and additional storage area at \$13 per/sq foot was approved.

Chair Matthews informed the committee the item is on the Burleigh County agenda for consideration and approval at their June 19, 2023, County Commission meeting.

Auditor Splonskowski noted that he recommended approval in his memorandum to the County Commission.

3. Consider review of updated Municipal Court lease agreement.

General consensus amongst the committee members will be to recommend a lease rate of \$13 per sq/ft for the area occupied by the Municipal Court in the Burleigh County Courthouse. The lease will also contain details relating to the services in the building. Bismarck City Commission will consider the recommendation at its June 27, 2023 meeting and Burleigh County Commission will consider the recommendation at its July 5, 2023 meeting.

4. Consider review of Public Health Joint Powers Agreement.

The committee discussed the governance relating to the formation of a new Board of Health. Administrator Hunke reported that he will be meeting with the Burleigh County Budget

Committee next week to present the Public Health proposal for the 2024 budget.

Director Moch informed the committee the budget is an estimate with the cost share split 75% to the City and 25% to the County.

Mayor Schmitz encouraged consideration for a month-to-month retainer with a true-up at the end of each year to ensure the services equal the expenses.

Auditor Splonskowski commented it is his belief Burleigh County should bear 100% of the levy to support Public Health; and also agrees with Mayor Schmitz, there will need to be a transition plan to shift from a City department to a County department.

Chair Matthews motioned to recommend to respective boards the Bismarck Burleigh Public Health budget be presented with a 75% City responsibility and a 25% County responsibility as presented in the Joint Powers Agreement, and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

5. Consider continued review of City/County IT Services Agreement.

The committee discussed the need for a 12-month agreement between the City and the County for the City to provide IT services as Burleigh County works to establish its own network in 2024. Both Chair Matthews and Auditor Splonskowski noted that it is Burleigh County's intention to pay for City IT services through the end of 2024.

Chair Matthews recommended approval of the IT Services Agreement for a total of \$154,339.00 for the entirety of 2024 as presented, and Keith Hunke seconded. Upon a roll call vote, all voted aye. M/C.

6. Other Business

The committee discussed the next meeting's agenda to include the following topics:

1. Extraterritorial Area (ETA)
2. Coordination between agencies relating to grants and applications.

Adjourn

There being no further business to discuss, the meeting adjourned at 9:25 AM.