



Bismarck-Burleigh Commissions Committee

4/28/2023 - Minutes

Call to Order.

City 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, and Burleigh County Auditor Mark Splonskowski.

Future Meeting Dates.

1. Consider approval of minutes of March 31, 2023, meeting.

Mayor Schmitz called for approval of the minutes from the March 31, 2023, meeting.

Chair Matthews motioned to approve the minutes as drafted and Mayor Schmitz seconded. Upon a roll call vote, those present voted aye. M/C.

2. Consider continued review of Public Health Joint Powers Agreement.

The BBCC discussed various options for the structure of the Board of Health (BOH), its composition and members, and its potential role in guiding the Public Health Department. The general consensus of the members present would be to have an elected official from both Burleigh County and the City of Bismarck as representatives, in addition to others with experience in healthcare services. The committee agreed the non-elected positions should be jointly approved by the City and the County. Commissioner Cleary will lead the conversation at the May 9, 2023, City Commission meeting.

Mayor Schmitz and Dmitry Chernyak, Finance Director, provided an overview of revenue grants and expenses incurred by Public Health throughout 2022. There was approximately \$946,000 collected from services provided; this is non-tax collection revenue. There were roughly \$3.6 million in grants received and spent and \$2.7 million in operating expenses for the department. Mayor Schmitz noted that there is a deficit of roughly \$1.7 million before facility expenses and rent.

The committee agreed to continue the discussion at a future meeting.

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

Mary Senger, Burleigh County Emergency Manager, addressed the committee and

discussed Burleigh County's desire to transition away from the City's IT services and create its own IT department to meet the technology needs of Burleigh County. Ms. Senger mentioned a desire to have a partial IT services agreement with the City during the transition. Mayor Schmitz expressed concerns with the partial contract citing cyber security issues and unforeseen challenges. City and County staff will meet to discuss potential next steps and update the committee at a future meeting.

4. Consider meeting topics for future meetings- ETA and Municipal Court Lease Agreement

Chair Matthews suggested discussing the ETA at a later date as budget items take precedence. Top priorities for discussion include the lease agreement for the City/County Building, the lease agreement for Municipal Court, the IT services agreement, and the Public Health Joint Powers Agreement.

5. Consider future meeting dates.

The committee is unable to meet on the first Friday of May, so the meeting has been scheduled for May 12, 2023, at 8:30 AM. City Attorney, Janelle Combs will invite Judge Severin to the May 12, 2023 meeting so he can take part in the Municipal Court Lease discussion. A second item for discussion at the May 12, 2023, meeting will be an update on the IT Services Contract.

Chair Matthews requested that the subject of Public Health and the Joint Powers agreement be scheduled for May 19, 2023, so she has time to brief the Burleigh County Commission Members and seek their input on the subject.

6. Other business.

Adjourn.

There being for further business to discuss the meeting adjourned at 9:47 AM.



Bismarck-Burleigh Commissions Committee

3/31/2023 - 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.

Others present included: Janelle Combs (City Attorney), Dmitriy Chernyak (City Finance Director), Justin Schulz (County Deputy Finance Director), Renae Moch (Public Health Director), Trent Wangen (Burleigh County Sherriff's Department), Kelly Leben (Burleigh County Sherriff), Tandra Kraft (City IT Manager), Brandon Yoder (City IT), Dave Draovitch (City Police Chief), Susan Dingle (Citizen), Anne Cleary (City Commissioner), Wayne Munson (County Commissioner), Mary Senger (Burleigh County Emergency Manager), and Mark Splonskowski (County Auditor Elect).

Future Meeting Dates.

- April 21, 2023
- May 5, 2023
- May 19, 2023

1. Consider approval of minutes of March 10, 2023, meeting.

Chair Matthews called for approval of the minutes from the March 10, 2023, meeting.

Auditor Vetter motioned to approve the minutes from the March 10, 2023, meeting as presented, and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

2. Consider final review of the updated Senior Center- Memorandum of Understanding (MOU).

Chair Matthews indicated that Renee Kipp had reviewed the changes to the agreement and was comfortable with the changes as drafted. City Attorney Combs concurred and recommended presenting the agreement to both Commissions.

Mayor Schmitz motioned to have the information presented at a future City and County Commission meeting for each board to review and approve, and Chair Matthews seconded. Upon a roll call vote, all voted aye. M/C.

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

Chair Matthews requested that the IT service agreement be tabled for a later meeting as they waiting on additional information.

4. Consider continued review of Prisoner Care Agreement.

City Attorney Combs stated she contacted Municipal Judges Severin and Kautzman regarding potential changes to how prisoner care is administered and billed. It was noted there are still concerns that need to be discussed between the municipal judges and the detention center board. The general consensus is to also have an explanation of the processes relating to billing as part of the agreement.

The committee discussed current practices involving at-risk youth and the expenses associated with those services. Sherriff Leben and Chief Draovitch concurred the current practice is working and would need no changes concerning future contract amendments.

The group agreed to discuss practices relating to billing for prisoner care and other services provided during future discussions regarding the leased space for Municipal Court in the Burleigh County Courthouse.

5. Consider review of Public Health Joint Powers Agreement.

The group discussed the various funding sources for Bismarck Burleigh Public Health (BBPH) and requested Director Moch provide a comprehensive list of the various funding sources required to satisfy the BBPH annual budget. Director Moch noted in addition to general fund sources State aid, grants, and fees for services help compile the annual budget.

6. Consider meeting topics for April 21, 2023 meeting.

The group rescheduled the April 21, 2023 meeting to April 28, 2023, at which time they will discuss the City/County IT contract and BBPH budgeting.

7. Consider future meeting topics.

8. Other business.

Adjourn.

There being no further business to discuss, the meeting adjourned at 9:55 AM.



Bismarck-Burleigh Commissions Committee

3/10/2023 - Minutes

Call to Order.

Mayor 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 Leo Vetter, and City Administrator Keith Hunke.

Future Meeting Dates.

1. Consider approval of minutes of March 10, 2023, meeting.

Mayor Schmitz called for approval of the minutes from the March 3, 2023, meeting.

Chair Matthews motioned to approve the minutes from the March 3, 2023, meeting as presented, and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

2. Consider review of updated of Senior Center- Memorandum of Understanding (MOU).

The committee discussed revisions to the Memorandum of Understanding (MOU) between the City of Bismarck as the building owner and the Burleigh County Senior Center as the tenant/operator. The consensus of the group was to table the item until more information is available from the States Attorney regarding value-added updates to the insurance policy carried by Burleigh County Senior Center.

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

Chair Matthews motioned to take the 2024 Lease agreement between the City of Bismarck and Burleigh County for space in the City-County Office Building to the respective commissions for review, and Administrator Hunke seconded. Upon a roll call vote, all voted aye. M/C.

4. Consider review of Prisoner Care Agreement.

Sheriff Leben provided an overview of the current Sheriff's Department budget, the ownership and operations of the Burleigh-Morton Detention Center (BMDC), and the costs associated with operating the jail. The general consensus of the Committee is for Sheriff Leben to provide additional information to help clarify and define the process of billing between the Burleigh County Sheriff's Department and the City of Bismarck Police

Department to include the determination of the rate structure, shelter care expenses, revenue sources, and an exhibit of current rates for the various entities utilizing the BMDC.

5. Consider review of Public Health Joint Powers Agreement.
6. Consider alternate date for April 7, 2023 due to Good Friday holiday and discuss meeting topics.

The committee will meet on March 31, 2023.

7. Consider meeting topics for April 21, 2023 meeting.
8. Other business.

Adjourn.

There being no further items to discuss the meeting adjourned at 10:15 AM.



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.



Bismarck-Burleigh Commissions Committee

2/17/2023 - Minutes

Call to Order

City of Bismarck Mayor Mike Schmitz called the meeting to order at 8:00 AM.

1. Introductions

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 Commissioner Wayne Munson and Burleigh County Human Resources Director Pam Binder were also in attendance.

2. Review Committee composition, other participants, and meeting details

Bismarck Mayor Schmitz opened the meeting with a description of the committee and outlined the committee's goals.

3. Determine meeting frequency and dates

Burleigh County Chair Matthews requested that future meetings occur in the Tom Baker Meeting Room. City Administrator Hunke will coordinate with Dakota Media Access to determine times they are available to record the meetings. The general consensus was to try to meet two times a month initially to gain momentum on discussion items. The group also agreed morning meetings are preferred for future dates.

4. Determine meeting topics

City Administrator Hunke provided a list of possible meeting topics. The group discussed the topics, including the City/County Building costs, lease agreements, and responsibilities of all parties involved, the City of Bismarck providing technology support to Burleigh County, the Burleigh County Senior Center Building, Bismarck Burleigh Public Health, prisoner care costs at the Burleigh-Morton Detention Center and existing contracts and agreements relating to other matters.

5. Other business

Adjourn

There being no further business, the meeting adjourned at 8:40 AM.