

## MINUTES

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Chairman Wes Bieritz called the meeting to order at 5:00 p.m. Upon the call of roll, the following members were present: Wes Bieritz, Greg Thatcher, Dan Wright, & Diana Frazier-Brenneman. 4 present, 3 absent. Joe Eakle, Adam Hart, and Mitch Weaver were excused.

Also present were: Larry Baughn- Chairman, Craig Golden- Vice-Chairman, Doug Toole- Health Department, Bill Donahue- Risk Consultant, Erika Briggs- Financial Resources Director, and Jennifer Jenkins -CB Office Manager.

### **Agenda Item 2 - Adoption/Amendment to the Agenda**

A motion was made by Wright, second by Frazier-Brenneman, to adopt the agenda as presented.

### **Agenda Item 3 – Approval of minutes- June 17, 2019**

A motion was made by Frazier-Brenneman, second by Thatcher, to approve the June 17, 2019 minutes as presented.

### **Agenda Item 4 - Audience Comments**

None.

### **Agenda Item 5A – Budget- Building and Grounds 2019-2020 Fiscal Year Budget**

Bieritz explained that the item in front of the committee is the 2019-2020 Fiscal Year Building and Grounds budget proposal. Bieritz explained to the committee that there is savings across the board with this budget due to the reduction in work force. There was one position that was not filled after a departure of an employee as well as the Superintendent position that was not filled however, the job responsibilities were divided. Bieritz also asked about the cost of the “telephone” line on the budget. It was significant at the previous fiscal years budget however, it is now zero. That is due to the IT Dept. working with Call One, our current provider, to decrease this line as we are replacing phone circuits, etc. throughout the Courthouse, etc. This line will decrease immensely over the next year. The IT Dept. has taken over the phone system therefore, they will be responsible for paying the monthly bill.

Overall the 2019-2020 Building and Grounds budget is \$243,000 less than the prior year.

Frazier-Brenneman made a motion to approve the 2019-2020 B&G budget proposal, seconded by Wright. Upon the call of roll, the following members voted yes to-wit: Bieritz, Thatcher, Wright, and Frazier-Brenneman. 4-yes and 3-absent.

### **Agenda Item 5B – Budget- 2019-2024 Capital Improvements Plan Budget/B&G 5 Year Plan**

Bieritz provided a description of what the Capital Improvements Plan/5 year Budget plan is. He explained that we design this plan for the upkeep/maintenance to our buildings and properties. It is somewhat of a wish list but, also, a plan for the County Building and Grounds team. Currently our Capital Fund has a total balance of \$1,075,000 remaining. Several items on this list have already been started or will soon be started. Otherwise this money will be utilized for any upcoming significant projects within the County as needed.

Wright made a motion to approve the 2019-2024 B&G Capital Improvements Plan Budget/B&G 5Year Plan., seconded by Thatcher. Upon the call of roll, the following members voted yes to-wit: Bieritz, Thatcher, Wright, and Frazier-Brenneman. 4-yes and 3-absent.

**Agenda Item 6 – Discussion – Rose Cemetery – Consideration of Transfer or Lease to Rose Cemetery Association**

Bieritz asked Baughn Jr. to explain what this is actually for. Baughn Jr. advised the committee that this is a discussion of Rose Cemetery, located in rural Bismarck. Back in 1990 Rose Cemetery approached the County as they were unable to manage the upkeep of the cemetery. They provided the County with 50% ownership of the cemetery and the County agreed to maintain the landscaping, mowing, etc. for them. However, now they have come into funds and are able to manage the property without the need of assistance from the County. Discussion ensued.

**Agenda Item 7- Executive Session**

Not necessary.

**Agenda Item 8- Items of Information and Committee Concerns**

Chairman Baughn shared a quick update of the EMA facility located on Georgetown Road. It has been estimated at \$106,000 worth of hail damage. This includes two buildings at this location.

Also, the IT Dept is currently working on our telephone system which will provide a significant decrease in our monthly charges.

**Agenda Item 9 – Adjournment**

Bieritz adjourned the meeting at 5:34, until the next meeting scheduled for Monday September 16<sup>th</sup> @ 5:00 P.M.

Minutes by: Jennifer Jenkins, CB Office