

# North Dakota Ethics Commission Meeting

Minutes of Special Meeting November 7, 2022

Live Stream MS Teams

1. **Call to Order:** The meeting was called to order by Chairman Paul Richard at 9:00 a.m. The following members of the Ethics Commission were also present: Vice Chair David Anderson, Commissioners Ron Goodman, Ward Koeser and Cynthia Lindquist, Legal Counsel Allyson Hicks, Executive Director Rebecca Binstock, and Office Manager Holly Gaugler.
2. **Instructions for Special Meeting:** Chair Richard instructed the Commission on order of business for the special meeting: The meeting will be limited to the single agenda item to discuss the Lease for the North Dakota Ethics Commission's Office Space and Potential New Office Space.
3. **Current Lease Space Discussion:**

Executive Director Binstock briefed the Commission on the status of the current office space lease. She had been notified that a potential new tenant has been found and they would like to move in by December 1, 2022, or earlier, if possible. In order for the Ethics Commission to end their current lease a brokerage fee of \$4,752 would need to be paid for the cost of the realtor incurred by the landlord. Terminating the lease would also require an amendment to the current lease document. Binstock also discussed options for the disposition of the furniture: the first option would be to move it to the capitol and be used by capitol facilities to furnish a "hoteling" area designated for agencies during the legislative session; the second option would be to secure a storage area until an alternate location for the Commission's office could be found; and the third option to sell the furniture to the new tenant going through state surplus property.

**Motion:** Commissioner Goodman moved to approve termination of the Ethics Commission's current office space and a payment of \$4,752 brokerage fee. Motion was seconded by Commissioner Koeser. Chair Richard called for a roll call vote. The motion was approved by unanimous roll call vote.



4. **Future Office Space Discussion:**

Executive Director Binstock briefed the Commission on options for future office space to include: commercial leasing, office location at the capitol, and teleworking. The Commission favored leasing space at the capitol.. Binstock briefed the Commission on options available at the capitol which included two locations: a conference room in the judicial wing, available within weeks, and a partial suite on the 5<sup>th</sup> floor, available in May 2023.

**Motion:** Commissioner Anderson moved to approve Executive Director Binstock to pursue finalizing details for relocating the Ethics Commission's office space to the partial suite on the fifth floor of the state capitol and providing those details to the Commission at the next regular meeting for discussion. Motion was seconded by Commissioner Lindquist. Chair Richard called for a roll call vote. The motion was approved by unanimous roll call vote.

5. **Discussion on Disposition of Furniture:** The Commission decided that the furniture could be housed at the fifth floor and that Executive Director Binstock choose the best option for disposing and/storing furniture not able to be utilized by OMB for the purpose of hoteling the area on the fifth floor.

**Motion:** Commissioner Anderson moved to approve Executive Director Binstock to utilize the best method of disposing of furniture that is not able to be housed on the fifth floor of the capitol through surplus property or storage. Motion was seconded by Commissioner Koeser. Chair Richard called for a roll call vote. The motion was approved by unanimous roll call vote.

The Commission also discussed the disposition of the current printer. The Commission was in favor of keeping the current leased printer. The printer would most likely be located on the fifth floor along with furniture until the Commission is able to move into a new space.

6. **Adjourn:** Commission, having no further business, was adjourned at 10:13 a.m.

Approved on 11/30/2022

Rebecca Binstock, Executive Director, North Dakota Ethics Commission

