

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
December 21, 2020

5:00 P.M.

Vice Chairman Jones called the regular meeting of the Burleigh County Commission to order.

Roll call of the members; Commissioner, Matthews, Bitner, Peluso, and Jones present in person, Commissioner Armstrong in attendance by zoom.

Motion by Comm. Peluso, 2nd by Comm. Bitner for the approval of the December 7, 2020 meeting minutes and bills. All members voted "AYE"; motion carried.

Motion by Comm. Peluso and seconded by Comm. Bitner to convene in executive session pursuant to N.D.C.C. § 40-04-17.1(2) for attorney consultation regarding anticipated litigation of a contract. All members voted "AYE"; motion carried.

The executive session was called to order at 5:05 p.m. with Commissioners Bitner, Jones, Mathews, and Peluso in attendance in person and Commissioner Armstrong in attendance by phone. Pursuant to N.D.C.C. § 44-04-19.1(2), commissioners engaged in attorney consultation with State's Attorney Julie Lawyer regarding anticipated litigation on a contract. The executive session was adjourned at 5:14 p.m.

The Burleigh County Commission reconvened from executive session at 5:16 p.m. with all members present in person or by phone. Motion by Comm. Peluso, 2nd by Comm. Bitner to accept the recommendation from the executive session. All members voted "AYE"; motion carried.

State's Attorney Lawyer updated the Commissioners on the open records and open meetings requirements and on conflicts of interest.

Commissioner Bitner gave an update on the court remodel project. Comm. Bitner made a motion to proceed with submitting the grant application to meet for the court remodel project, 2nd by Comm. Matthews. All members voted "AYE"; motion carried.

Engineer Hall made a recommendation to accept the right of away on Hay Creek township on the Misty Waters 1st replat. Motion by Comm. Bitner, 2nd by Comm. Peluso to accept the recommendation. All members voted "AYE"; motion carried.

Building/Planning Director Flanagan made a recommendation for approval of final plat for Wolf Acres Subdivision and Zone Change for 18798 NW Hwy 1804, Baldwin, ND. Motion by Comm. Peluso, 2nd by Comm. Bitner for approval. All members voted "AYE"; motion carried.

Motion by Comm. Bitner, 2nd by Comm. Armstrong to appoint Gaylynn Becker and Jim Hulm to the Human Service Zone Board. All members voted "AYE"; motion carried.

Motion by Comm. Peluso, 2nd by Comm. Bitner to appoint Comm. Becky Matthews to the Human Service Zone Board. All members voted "AYE"; motion carried.

Motion by Comm. Armstrong, 2nd by Comm. Matthews to appoint Tracy Farnias to the Human Service Zone Board. All members voted "AYE"; motion carried.

Vice Chairman Jones gave an update on the Kimball boat ramp.

The following abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Bitner to approve the Bentz Capital Investments, Conlon and Davenport abatements and the remainder of the consent agenda. All members voted "AYE"; motion carried.

HR Director Binder made a recommendation for a salary variance for Attorney 2, State's Attorney Office. Motion by Comm. Peluso and seconded by Comm. Matthews to accept the recommendation.

On a motion made, seconded, and carried, the Board adjourned.

Leo Vetter, Auditor/Treasurer

Kathleen Jones, Vice Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
December 7, 2020**

5:00 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order.

South Central Judicial District Presiding Judge Romanick administered the Oath of Office for the newly elected Commissioners, Becky Mathews and Brian Bitner, and, Auditor/Treasurer Leo Vetter.

Allan Vietmeier awarded a plaque to Jerry Woodcox for serving as a County Commissioner for 20 years.

Comm. Jones asked for a roll call of the members; Comm. Peluso, Bitner, Armstrong, Matthews, and Jones present.

Motion by Comm. Peluso, 2nd by Comm. Bitner for approval of the November 16, 2020 meeting minutes and bills. All members voted "AYE"; motion carried.

Motion by Comm. Peluso, 2nd by Comm. Bitner to appoint Bitner the Buildings and Grounds portfolio holder. All members voted "AYE"; motion carried.

Motion by Comm. Peluso, 2nd by Comm. Bitner to move forward with Judge Romanick and an Architect to try to get a proposal in before the end of year deadline. All members voted "AYE"; motion carried.

Comm. Jones updated the Commissioners on the Kniefel Landing and Dakota Media Access.

Engineer Hall made a recommendation to accept the high bid for the grazing rights. Motion by Comm. Bitner, 2nd by Comm. Peluso to accept the bid. All members voted "AYE"; motion carried.

Engineer Hall made a recommendation to accept the low bid for two bridge building grant projects. Motion by Comm. Bitner, 2nd by Comm. Matthews to accept the bid. All members voted "AYE"; motion carried.

Engineer Hall mentioned the city of Lincoln needs the county to act as agent for the City of Lincoln for projects receiving Federal Funds for city projects. Motion by Comm. Bitner, 2nd by Comm. Peluso to work with the city of Lincoln in so they are able to receive Federal Urban Transportation dollars for projects. All members voted "AYE"; motion carried.

HR Director Binder explained the need to extend the employee leave for an additional 14 days. Motion by Comm. Matthews 2nd by Comm. Peluso to extend the FFCRA program until the end of February 2021. All members voted "AYE"; motion carried.

Motion by Comm. Peluso, 2nd by Comm. Armstrong to give a three-day pass for employees unable to take leave during the Pandemic. All members voted "AYE"; motion carried.

Motion made by Comm. Peluso, 2nd by Comm. Armstrong to approve the Alcohol and Controlled Substance Policy. All members voted "AYE"; motion carried.

Motion made by Comm. Peluso, 2nd by Comm. Bitner to accept the Sheriff/Jail Administrator reclassification request. All members voted "AYE"; motion carried.

Sheriff Leben asked for approval to use funds from the Equipment Purchases from Asset Forfeiture Account to purchase specialized lighting and pepper ball guns. Motion made by Comm. Bitner, 2nd by Comm. Peluso for approval. All members voted "AYE"; motion carried.

Building/Planning Director Flanagan asked for approval for the Thomas Acres Subdivision. Motion by Comm. Bitner, 2nd by Comm. Matthews for approval. All members voted "AYE"; motion carried.

Tax Equalization Director Vietmeier recommended to accept tax abatement 20-207. Motion by Comm. Bitner, 2nd by Armstrong to accept the recommendation. All members voted "AYE"; motion carried.

Tax Equalization Director Vietmeier recommended denial of tax abatements 20-194, 20-199, 20-200, 20-201, 20-202. Motion by Comm. Armstrong, 2nd by Comm. Bitner to accept the recommendation. All members voted "AYE"; motion carried.

Tax Equalization Director Vietmeier recommended to deny tax abatement 20-203. Motion by Comm. Peluso, 2nd by Comm. Bitner to accept the recommendation. All members voted "AYE"; motion carried.

The Auxiliary Board Appointments were discussed and Comm. Peluso made a motion to give the decision 2 more weeks and was 2nd by Comm. Armstrong. All members voted "AYE"; motion carried.

Motion by Comm. Armstrong, 2nd by Comm. Peluso to accept Cory Palm for Water Board member. All members voted "AYE"; motion carried.

Motion made by Comm. Matthews, 2nd by Comm. Peluso to accept the Lost Instrument Surety Bond. All members voted "AYE"; motion carried.

Leo Vetter, Auditor/Treasurer

Kathleen Jones, Vice Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
November 16, 2020**

5:16 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Jones, Bitner, Armstrong and Woodcox present.

Motion by Comm. Peluso and seconded by Comm. Jones for approval of the November 5, 2020 meeting minutes and bills. All members present voted "AYE"; motion carried.

Jackie Buckley appeared requesting a donation to the North Dakota 4H camp for an outdoor dining shelter. This shelter will be dedicated in the names of Pat Carpenter and Elroy Haadem. Elroy was the Burleigh County Extension Agent for over 35 years. The commission requested that the states attorney look into the legalities of making this donation and report back at a future meeting.

Emergency Manager Senger requested the annual approval of the joint power's agreement with Emmons County. Commissioner Bitner asked if it was running smoothly to which Senger stated it is and this is the eleventh year of the agreement. Motion by Comm. Bitner, 2nd by Comm. Jones to approve the Joint Power's Agreement contract between Burleigh and Emmons County. All members present voted "AYE"; motion carried.

Engineer Hall seeks consulting engineering services for to federally funded bridge projects. Hall said that this work will begin this summer and that because the Highway Department Engineering Staff will be focusing on the 43rd project they will need consulting engineering service on these bridge projects.

Motion by Comm. Jones, 2nd by Comm. Peluso to authorize the County Highway Department to seek a consultant engineering firm to perform construction engineering services for the reconstruction of Bridges 08-110-21.1 and 08-123-18.0. All members present voted "AYE"; motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to accept the low bid for 3 new motor graders. All members present voted "AYE"; motion carried.

Chairman Woodcox opened a discussion related to the Executive Order he put in place for mask mandates in the county owned/leased property. Motion by Comm. Bitner, 2nd by Comm. Jones to allow the Executive Order for mask mandates in Burleigh County owned/leased property to expire. Discussion: Emergency Manager Senger explained that it does coincide with the Governors mandate but this is a policy that would allow it to remain in effect when other mandates expire. Bitner, Peluso, Jones, and Armstrong voted "AYE", Woodcox voted "NAY"; motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Armstrong, 2nd by Comm. Jones to approve the Ackerman & Hessman abatements and the remainder of consent agenda as presented. All members present voted "AYE"; motion carried.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
November 5, 2020**

5:00 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Jones, Woodcox present, Armstrong and Bitner via zoom.

Motion by Comm. Peluso and seconded by Comm. Jones for approval of the October 19, 2020 meeting minutes and bills. All members present voted "AYE"; motion carried.

Chairman Woodcox congratulated Allan Vietmeier on (10) years of employment with Burleigh County and presented Vietmeier with a commemorative plaque. He then congratulated Comm. Bitner on a successful reelection and newly elected Becky Matthews to the commission.

Chairman Woodcox opened the public hearing for TEFRA regarding the public Finance Authority tax exempt loan to the University of Mary for educational facilities improvement. Mr. Richter, University of Mary, explained the resolution asking the county to pass a bond, not to exceed 5.7 million dollars and the University of Mary is requesting 5.4 million dollars. The monies will be used to finish off projects within the 2030 Vision and will cover some deficits in the engineering department funding shortfall. The bond will cover 40,000 sq. ft of unfinished space and will be used for PT, OT, Athletic Training and some remaining Engineering Department space.

Public Hearing was closed. Motion by Comm. Armstrong and seconded by Comm. Jones to approve the financing package presented by the University of Mary. All members present voted "AYE"; motion carried.

Chairman Woodcox opened the hearing for certification of special assessments to the following SAD districts: #65 RayMar 3rd Subdivision, #66 Twin Buttes Subdivision, #67 Vista South and Southridge Subdivisions, #68 Rustic Acres Subdivision, and #69 Hay Creek Pines Subdivision. Auditor Vietmeier explained that the public hearings were held previously with the Special Assessment Commission, and no one appeared at those hearings. This is the final step in certifying the assessments to the properties with those amounts being included on the 2020 tax statements. As no one from the public was present, the public hearing was closed.

Motion by Comm. Jones, 2nd by Comm Bitner to approve Special Assessment Districts 65, 66, 67, 68, and 69 as presented. All members present voted "AYE"; motion carried.

Motion by Comm. Peluso, 2nd By Comm. Jones to approve the variance in the starting salary policy for returning detention officer. All members present voted "AYE"; motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the variance to hire temporary back fill position within the Sheriff's Department. All members present voted "AYE"; motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the Spaedy, Daniels (2), and Morast (2) abatements and the remainder of the consent agenda as presented. All members present voted "AYE"; motion carried.

In other business, Sheriff Leben shared that the Joint Powers Agreement with Morton County has been updated and approved.

Auditor Vietmeier thanked the area churches and facilities that allowed elections to be held in them, election workers, as well as the Auditor's office staff and the excellent work that Elections Manager Erika White did during the election. He shared that the county had a 69% turnout which is a tremendous. Chairman Woodcox agreed that the vote center and the election overall in Burleigh was handled very well.

Commissioner Peluso thanked Commissioner Woodcox for his time, service, and commitment that he gave to the citizens of Burleigh County over the past years.

Meeting adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
October 19, 2020**

5:00 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Bitner, Jones, Armstrong and Woodcox present.

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the October 5, 2020 minutes and vouchers. All members present voted "AYE"; motion carried.

A public hearing was called concerning any objections to the minimum sales price for the annual tax sale on November 17, 2020. Motion by Comm. Peluso, 2nd by Comm. Jones to approve the minimum sales prices as presented. All members present voted "AYE"; motion carried.

NDSU Extension service Kelsey Deckert and Tyler Kralicek presented information to what the Extension service is providing the community in the COVID – 19 era. Both agents discussed the newsletters they have put out to assist with programs they are offering along with collaborative efforts they are doing in the office and with community partners.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the proposed resolution relating to all federal aid highway and roadway projects and their safe maintenance. All members present voted "AYE"; motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to authorize bids for haying and grazing on Burleigh County land controlled by the Highway Department. All members present voted "AYE"; motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to authorize the Burleigh County Highway Department to sell used equipment that is no longer in service. All members present voted "AYE"; motion carried.

Highway Engineer Hall informed the Commissioners that we have been able to add 150 miles of to the federal highway system. Hall stated that this allows us to use federal dollars on these routes, brings them in line with how our county highways are operated, and has a positive effect on the amount of money we get in federal aid.

HR Director Binder gave the commissioners an update relating to the position of Burleigh County as it relates to COVID – 19. Binder shared some statistics that we have seen for each month of the year for COVID emergency paid sick leave. Binder stated that she has real concerns come January 1st when we lose the 80 hours of emergency sick leave.

Sheriff Leben appeared to discuss the Joint Powers Agreement and the Sheriff Department overtime hours. Leben stated that the governance committee unanimously agreed to the changes to the joint power's agreement.

Motion by Comm. Peluso, 2nd by Comm. Bitner to approve the amendments to the Burleigh/Morton Joint Powers Agreement for the Combined Detention Center. All members present voted "AYE"; motion carried.

Sheriff Leben informed the Commissioners that we are still transferring NDDOCR prisoners out of the Burleigh/Morton facility. Leben is hoping that by the end of 2020 he is hoping that we no longer have any DOCR inmates in our facility.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Bitner, to approve the Feist Properties, Johnson, ARD Properties, Splane, Rausch, Diocese of Bismarck, Krein, Iris-Heflin, Doll, Transition Florida, Silbernagel, and Thom abatements and the remainder of the consent agenda as presented. All members present voted "AYE"; motion carried.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
October 5, 2020**

5:00 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Bitner, Jones, Armstrong and Woodcox present.

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the bills, vouchers, and September 16, 2020 meeting minutes. All members voted 'AYE', motion carried.

Scott Wegner presented the final MIDA Bond Financing Resolution for the Missouri Slope North Campus project not to exceed \$170,000,000.00. This amount includes the construction and permanent financing. In the end the long-term outstanding bonds will be approximately \$90,000,000.00. Motion by Comm. Jones, 2nd by Comm. Peluso to pass a resolution authorizing up to \$170,000,000 in financing and authorizing the Burleigh County Chairman and Burleigh County Auditor to sign the appropriate documents. All members voted 'AYE', motion carried.

Engineer Hall appeared and presented the commission with the following items; Maintenance agreement with the County Highway Department and the organized and unorganized townships, annual fee schedule, 2nd approach permit for Lot 12 Blk 4 Spiritwood Estates, and authorization to advertise for bids for 3 new motor graders.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the proposed resolution for the 2021 maintenance agreement as the Burleigh County Commission. All members voted 'AYE', motion carried.

Chairman Woodcox recessed the County Commission and convened as the unorganized township boards of Lincoln, Fort Rice, Riverview, Burnt Creek, Canfield, Lyman, and Phoenix.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the proposed resolution for the 2021 maintenance agreement as the Unorganized Township Boards. All members voted 'AYE', motion carried.

Chairman Woodcox reconvened as the Burleigh County Commission.

Motion by Comm. Jones, 2nd by Comm. Peluso to set the 2021 fee schedule for annual maintenance to provide those services from the Burleigh County Highway Department and to get the townships closer to them paying a 50% cost share up to a total of 18 mills. All members voted 'AYE', motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the 2nd approach for Lot 12 Block 4 of Spiritwood Estates. All members voted 'AYE', motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to authorize the advertising of bids for 3 new motor graders in the 2021 year. All members voted 'AYE', motion carried.

Wade Moser appeared to discuss the amount of garbage being dumped into the section lines south of Lincoln. In the past Moser stated that he would contact the Highway Department and they would come down and pick it up. This time he contacted the Highway Department and then waited. After about three weeks he contacted the Highway department again as nothing had been cleaned up. The Highway Department stated that they had notified the township but they had never heard back from them. Moser stated that now some of the additional cardboard has been dumped which included a name of a person. That has been turned over to the Sheriff Department to investigate the littering. Hall stated that the reason for contact with the townships is because we have an associated tipping fee for disposing of the garbage and the township is responsible as these are their roadways and there is associated county costs. Sheriff Leben stated that there is an ongoing investigation into the matter but us unaware of the status.

Building/Planning/Zoning Director Flanagan the finding of facts for the Miller/Ecklund appeal as it related to the zoning change and presentation of the applicants to fill the vacant position on the Burleigh County Planning Commission.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the finding of facts for the Miller/Ecklund appeal of the zoning change from Agricultural to R2 zoning. Commissioners Jones, Armstrong, Bitner, and Woodcox voted 'AYE'. Commissioner Peluso voted 'NAY'. Motion Carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to appoint Brian Zuroff to fill the unexpired term on the Burleigh County Planning Commission. All members voted 'AYE', motion carried.

Sheriff Leben presented the quarterly jail report. Leben stated that we are running at an average daily population of 258 and that he hopes by the end of the year that app of the ND DOCR inmates are back in the state facilities.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the New Life Worship Center, Bismarck Public School District (4), City of Bismarck %Blue Wing Holdings, Schick, K & L Investments, and Brotton Abatements and the remainder of the consent agenda as presented. All members voted 'AYE', motion carried.

Auditor/Treasurer/Tax Equalization Director Vietmeier gave an update as to the status of the election and how the process is going.

Tom Dutton Chairman of the Burleigh County Township Officers Association appeared and expressed his concern with raising of the maintenance agreement fees considering that he feels that the work they are receiving is inadequate. After further discussion with the commission no action was taken.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
September 16, 2020**

5:11 PM

Meeting called to order by Chairman Woodcox with a roll call of the members taken. All members present.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the September 2, 2020 minutes and bills. All members voted "AYE". Motion Carried.

Mike Manstrom with Colliers presented a parameters resolution for an advanced refunding of the 2015 sales tax bonds, saving the county 3 years off of the maturity date and a savings of approximately 6.7 million dollars. Currently, we are seeing two times coverage of bond payments. We can use this excess money to super sink the bond payments after the call date of Nov 1, 2025.

Motion by Comm. Peluso, 2nd by Comm. Jones to approve the parameters resolution as presented by Mike Manstrom and Scott Wagner. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve a resolution of necessity for Country Creek 1st – 5th subdivisions special assessment district (SAD) and authorize the County Auditor and County Engineer to call for a public hearing. All Members voted "AYE". Motion carried.

Motion by Comm. Peluso, 2nd by Comm. Bitner to approve the replat of lot 1 blk 2, lots 27 and 28 blk 3, and vacated Woodview Drive in Briardale Subdivision into Lots 1 and 2 Blk 1, Briardale Subdivision Replat. All members voted "AYE". Motion carried.

Motion by Comm. Bitner, 2nd Comm. Jones to approve Hagerott Subdivision in Section 26, Township 140 N, Range 80 W. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to uphold the decision of the Planning Commission to deny the special use permit for Tyler Kindseth Black Rhino Airsoft. All members voted "AYE". Motion carried.

Chairman Woodcox presented information regarding the 4H Building at the Missouri Valley Complex. Comm. Jones stated that it was agreed in 1991 that the building would be sold to the 4H Council when the bonds were paid off, which they are now; Burleigh County currently owns that land the building sits with a 99-year lease on the site. Comm Jones continued that Shawn Smith is drawing up a lease for the county to rent the space from the 4H Council for Burleigh County Extension. Chairman Woodcox suggested a 5-year lease with a 1% escalator from the 4H Council with a 5-year option. Woodcox continued that he would also a set fee to include all expenses with monthly lease. Therefore, Burleigh County Extension would pay a set fee of \$5,400 per month and all services will be provided.

Motion by Comm. Bitner, 2nd by Comm. Peluso to proceed with the writing of the lease to present to the 4H Council for the use of the building by the Burleigh County Extension service. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to accept the minimum sales prices as presented by Auditor/Treasurer/Tax Director Vietmeier for the properties that are 3 years' delinquent. All members voted "AYE". Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Felchle, Dockter, Balzer, and Olson abatements along with the remainder of the consent agenda as presented. All members present voted "AYE". Motion carried.

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the election inspectors for the 2020 General Election. All members voted "AYE". Motion carried.

Motion by Comm. Peluso, 2nd by Comm. Jones to approve the 2021 meeting schedule of the Burleigh County Commission. All members voted "AYE". Motion carried.

Motion by Comm. Bitner, 2nd by Comm. Peluso to accept the resignation of Ervin Mund from the Burleigh County Planning Commission. All members voted "AYE". Motion carried.

5:54 P.M.

The Burleigh County Commission recessed until 6:00 P.M.

6:00 P.M.

The Burleigh County Commission reconvened with all members present.

This was the hour and date set for the PUBLIC HEARING regarding the proposed budget and adoption of the final budget for the year ending December 31, 2021.

Rich Skjonsby appeared with questions regarding the notices he received regarding several of his properties that are located in the City of Bismarck. The increases on the county portion of Skjonsby's properties were due to increases in the assessment which are conducted by the Bismarck City Assessment Division.

Auditor/Treasurer/Tax Equalization Director Vietmeier explained the increases in value and the reason for the increases in taxes proportionally to the increases in value. Vietmeier offered assistance to Mr. Skjonsby. Vietmeier stated he will be looking at all of his properties on the spreadsheet and encouraged him to call into the office to discuss further.

Chairman Woodcox called for further testimony. Hearing none the public hearing was closed.

Finance director Grenz presented the commission with the estimates inside and outside of the City of Bismarck. Grenz stated that outside the city there was a decrease in the county portion because there was a reduction in the Weed Board mill levy. This doesn't affect the city portion because they do not pay the weed portion of the county levy. Grenz continued that we did receive the 2.175 million in COVID relief funds. Seeing no reason that we cannot move forward with using these funds Grenz recommends using the monies to fund the new radios for the sheriff department and having additional monies available to buy down the mill levy to 2019 mills or below. Grenz stated that if we wanted to reduce the mills to 25.89 mills,

which is 1 mill lower than 2019 mill levy, we would still have approximately 1 million dollars remaining of the COVID funds.

Chairman Woodcox gave an overview of what the budget committee was able to accomplish through meeting with all of the departments.

The County Commission recessed and immediately sat as the Township Boards for each unorganized township for the following motion:

Motion by Comm., 2nd by Comm., to approve and authorize the maximum mill levies for the Unorganized Townships of Lincoln, Burnt Creek, Canfield, Riverview, Ft. Rice, Lyman, and Phoenix. All members voted "AYE". Motion carried.

The Burleigh County Commission immediately reconvened with all members present.

Motion by Comm. Peluso, 2nd by Comm. Bitner to amend the 2021 preliminary budget to use the COVID funding to fund the SERN radios, reduce the budget by the equivalent dollars equal to a one mill reduction from 2020 final mill levy. All members voted "AYE". Motion carried.

Motion by Comm. Bitner, 2nd by Comm. Jones to approve and adopt the final 2021 Burleigh County budget and appropriate 2020 mill levies as per the preliminary budget as amended. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the Agreement for the Joint Exercise of Governmental Powers with the City of Bismarck relating to the contract for Police Youth Bureau services. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve the contract with Centre, Inc., for Community Service & Misdemeanor Probation services. All members voted "AYE". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve the contract with Mountain Plains Youth Services (Youthworks) for the provision of Attendant Care and Emergency Shelter Care Services. All members voted "AYE". Motion carried.

On a motion made, seconded and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
September 2, 2020

5:10 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Bitner, Jones, Armstrong and Woodcox present.

Motion by Jones, 2nd by Peluso to approve the bills and vouchers and August 17, 2020 meeting minutes. Commissioner Bitner abstained. All members except Bitner voted 'AYE', motion carried.

Scott Wegner appeared to request a Public Hearing regarding the issuance of a series of temporary bonds to be rolled into permanent financing at a later date. However, the result of that means that Missouri Slope will exceed the 90 million that was initially the total of the previous bond issuance. The public hearing notice that was published prior to this meeting authorizes up to \$189,500,000.

Chairman Woodcox stated this is a public hearing and called for any to speak regarding the issuance of the Missouri Slope MIDA Bonds for \$189,500,000. Hearing none Chairman Woodcox closed the public hearing.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the following resolution:

1.01. For the purpose of promotion, attraction, encouragement, and development of economically sound commerce and encouraging employment opportunities for the citizens of the County, the County is authorized by Chapter 40-57, North Dakota Century Code (the "Act"), to issue revenue bonds of the County and to loan the proceeds to nonprofit corporations to provide senior housing and nursing facilities.

1.02. Missouri Slope Lutheran Care Center, Inc., a North Dakota nonprofit corporation and Missouri Slope North Campus – SNF, LLC, a North Dakota limited liability company (together, the "Obligated Group"), have jointly requested the County to issue its Healthcare Revenue Bonds in one or more series (the "Bonds"). Proceeds of the Bonds will be used to finance the construction and equipping of a skilled nursing facility, refinance outstanding bonds, fund reserves, and pay costs of issuance of the Bonds.

1.03. In accordance with the Act, after notice given according to law, a public hearing was conducted on the project, and the financing thereof, and persons in attendance wishing to speak regarding the Project and financing thereof were given an opportunity to do so at the hearing.

1.04. Subject to the mutual agreement of the County, the Obligated Group and the purchaser of the Bonds as to the details of the Bonds, the trust indentures, the loan agreements, the purchase agreements and other necessary documents, the issuance of the Bonds of the County, in one or more series, is hereby approved.

All members present voted 'AYE', motion carried.

County Engineer Hall presented the board with a proposed resolution for a chip seal project in County Creek (1st – 5th) Subdivision. This proposal is the request of the Gibbs Township Board.

Motion by Comm. Jones, 2nd by Comm. Armstrong to authorize the proper county officials are hereby required to create and number the Country Creek (1st – 5th) Subdivisions special assessment district (SAD), and direct the County Engineer to prepare a report as to the general nature, purpose, feasibility and estimate of probable cost. All members present voted 'AYE', motion carried.

County Engineer Hall Continued with a Developers Waiver to the county paving requirements for Chad Ternes. Motion by Comm. Jones, 2nd by Comm. Peluso to grant Chad Ternes a request to waive the paving requirements listed in the Burleigh County Pavement Policy in conjunction with the approval of the Ternes Subdivision. All members present voted 'AYE', motion carried.

County engineer Hall's final item is an authorization to enter into design agreements for Phase 1 of the 66th Street SE Railroad Overpass Project.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the following resolution:

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with Apex Engineering Group for \$99,385.00 to perform Hydrologic Analysis and Design work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000.

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with BARR Engineering for \$121,800.00 to perform Geotechnical Evaluation work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000.

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with HDR for \$34,998.00 to perform Traffic Operations Report work and Pavement Design work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000.

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with Houston Engineering Inc. for \$80,546.00 to perform Ground Survey and Control work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000.

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with Kadmas, Lee & Jackson, Inc. for \$20,351.00 to perform Cultural Review and Reports and Phase 1 - Right of Way Negotiation work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000.

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to enter into an agreement with Ulteig for \$40,575.00 to perform Wetland Delineation Report and Soil Survey work on the 66th Street SE Railroad Overpass Project. Additional services, requested by the County, will be paid for hourly up to a maximum of \$10,000. All members present voted 'AYE', motion carried.

Sheriff Leben presented the commission with JAG and 2020/2021 ND DOT Traffic Assistance Safety Grant. Motion by Comm. Peluso, 2nd by Comm. Jones to accept the JAG and ND DOT Traffic Safety Grants as presented by the Sheriff. All members present voted 'AYE', motion carried.

Finance Director Grenz presented the information regarding the CARES funding of 2.1 million dollars that was received by Burleigh County. Grenz stated that she is checking with the State Auditors and Association of County's on the uses of the monies and is encouraging that we wait till the final budget to make any final decisions regarding the use of this money. Commissioner Woodcox stated that the directive given was to use this for property tax relief.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Bitner, 2nd by Comm. Armstrong to approve the Truth Fellowship & Klinger abatements along with the remainder of the consent agenda as presented. All members present voted 'AYE', motion carried.

Commissioner Woodcox shared information provided by Burleigh County Superintendent of Schools Mike Heilman about the rural schools and their COVID 19 plans. All rural schools have a face to face learning with a distance learning option for people that choose that option.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
AUGUST 17, 2020**

5:19 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso, Bitner, Jone, and Woodcox present, Commissioner Armstrong was absent.

Motion by Bitner, 2nd by Peluso to approve the bills and vouchers and August 3, 2020 meeting minutes. All members present voted 'AYE', motion carried.

Chairman Woodcox presented Kevin Quinn with an award for 25 years of service to Burleigh County.

Mike Manstrom with Colliers appeared to present a refunding sale of sales tax bonds. Currently we have 9.6 million going into paying the sales tax off. Manstrom stated that with this proposal the principle and interest payments can stay the same but with the interest rates so much cheaper we can cut 3 years off the maturity. This would be a total of 6.9 million of actual total savings. This is refunding 3 - 5% bonds with 1 - 2.5% bonds. After the 2024 call date we can begin super sink the bonds with the savings. There is no board action required at this time. Manstrom said at this point there is no board action needed and he will be back in October with the sale results.

Motion by Comm. Jones, 2nd by Comm. Bitner to waive the paving requirement for the Haggrott Subdivision at this time to allow the plat to be approved and does not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways in the future. All members present voted 'AYE', motion carried.

Hall continued with discussion on choosing the LoadPass advisory designees. Motion by Comm. Peluso, 2nd by Comm. Bitner to have Comm. Jones and Sheriff Leben as the Burleigh County LoadPass Designees. All members present voted 'AYE', motion carried.

Hall gave an update on the 15th Street/Tyler Parkway project. Hall stated that we have completed the construction phase of that project and the only remaining portions are to apply the dust control products. Hall continued with three options that can be done to try and eliminate the dust on this 1.5 miles of county road. Calcium Chloride is approximate \$10,000 per mile with 2 applications likely before winter. Hall said the Highway Department is also looking at the possibility of doing a double chip seal on the gravel road surface. Should last 5-6 years under normal traffic but he feels that it may wear out quicker with the heavy construction traffic in the area. The low quote to do this work was \$97,000 for the 1.5 miles of roadway. Hall said the final option is paving the roadway at this time. Would be approximately \$400,000. After further discussion the following motion was made.

Motion by Comm. Peluso, 2nd by Comm. Jones to authorize the highway department to do double chip seal on the 15th St/Tyler Parkway project with the funding coming from the general fund. All members present voted 'AYE', motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the replat of lots of lots 1 and lots 2, Block 1 K and R Subdivision Replat. All members present voted 'AYE', motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve a hiring variance as presented by HR Director Binder for the Victim Witness Coordinator position. All members present voted 'AYE', motion carried.

Comm. Woodcox discussion regarding budgets. Comm. Peluso stated that he feels the Budget Committee did a great job and there is nothing left to cut. Peluso stated that he is comfortable with where we are at. Finance Director Grenz presented the commission with information regarding the CARES funding and what Burleigh County could see at this time. Grenz stated that Burleigh County is looking at approximately 2 million dollars in funds. It is the counties monies to do as they choose but it was the intent to offset the mill levy. Peluso stated that he wants to see cuts of 1 to 1.5 mills.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Jones to approve the Fuller & Nemec abatements and the remainder of the consent agenda as presented. All members present voted 'AYE', motion carried.

General discussion by the commission regarding the election and the absentee process and the COVID task force.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
Aug 3, 2020**

5:00 p.m.

Vice Chairman Jones called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Comm. Peluso, Jones, Bitner, and Armstrong present, and Comm. Woodcox absent.

Motion by Comm. Peluso, 2nd by Comm. Armstrong to approve July 20, 2020 meeting minutes, bills and vouchers. Commissioners Peluso, Armstrong, and Jones voted "AYE". Comm. Bitner abstained. motion carried.

Scott Wegner with Arntson Stewart Wegner appeared to request a public hearing at a future meeting to approve Missouri Slope MIDA Bonds. Motion by Comm. Peluso, 2nd by Comm. Bitner to allow Scott Wegner to work with the Burleigh County Auditor to schedule a public hearing at a future meeting for Missouri Slope MIDA Bonds. All members present voted "AYE", motion carried.

Pam Binder, Burleigh County Human Resources Director requested that the commission respectfully reconsider the 2nd pay step to the Sheriff position. Binder prefers that the position go through the reclassification process. Binder stated that the position was not reclassified when the Burleigh/Morton Combined Detention Center was opened. The Jail Administrator was not formally added to the job description and the current job description for the jail administrator portion is vague. Commissioner Peluso stated the he is willing to rescind his motion, Comm. Armstrong rescinded his second of the original motion. All members present voted "AYE", motion carried.

Motion by Comm. Peluso, 2nd by Comm. Armstrong to authorize HR Director Binder to do a reclassification of the Sheriff position to include the Jail Administrator and determine the open market salary for the reclassified position. All members present voted "AYE", motion carried.

Motion by Comm. Armstrong, 2nd by Comm. Peluso to authorize a variance to the hire a legal secretary at a grade 3 step 6. Comm. Bitner asked if we are in a below market situation in the State's Attorney's Office. State's Attorney Lawyer stated that we have a under market situation in the office. Comm. Bitner stated that we will have to pay closer attention to that moving forward. All members present voted "AYE", motion carried.

Building/Planning Director Flanagan appeared with the tabled motion for the Air Soft Special Use Permit. The Burleigh County Planning Board denied the special use permit on a 5 to 4 vote. Flanagan stated there 5 reasons for the denial. Comm. Peluso asked if this is a daily event. Flanagan stated this is 1 to 2 times per month for 6 months. Comm. Peluso asked how many people are expected for these events. Flanagan stated the said 15-20 people for these events. The reason for the special use permit is because the applicant is not the owner of the property and it is a use that is not allowed in agricultural zoning. Flanagan stated that if this is sent back to the Planning Commission then there should be some guideposts for the applicant to follow as part

of the recommendation. This will not involve any building or infrastructure therefore revoking a permit should be fairly simple if that is necessary.

Motion by Comm. Armstrong, 2nd by Comm. Peluso to send the special use permit back to the Planning Commission for reconsideration. Comm. Armstrong, Peluso, and Jones voted "AYE". Comm Bitner voted "NAY". Motion carried.

Finance Director Grenz appeared with an update on the budgeting process. Grenz stated that with the adopted changes we are now looking at a county general fund mill levy of 27.12. Grenz stated that on a 225,000 home in the City of Bismarck they will see an increase of \$3.74 on there county portion of their taxes. Outside the City of Bismarck on the same value of home they are going down -\$5.77. Grenz gave an update on the cares funding Burleigh County could receive.

Auditor/Treasurer Vietmeier briefed the commission on the planned changes for in person voting during the 2020 general election. Vietmeier stated that after meeting with several local legislators that any changes that are made are only for the 2020 general election. Barb Knudson appeared and shared her concerns with consolidating the rural precincts any further they currently are. Barb feels that it as important for the rural voters to have the ability to vote in person the same as City of Bismarck voters. Vietmeier stated that he is comfortable with keeping the 4 rural precincts open. Barb Knudson stated that she will assist with the finding of the election workers in the rural area.

Motion by Comm. Peluso, 2nd by Comm. Bitner to approve the consolidated polling places as presented for the 2020 General Election; authorize the Auditor to select the polling locations for precincts 2801 & 2802 for the 2020 General Election; authorize the Auditor to select the polling location for precincts 3001 & 3004 dependent on of House of Prayer Church; authorize an absentee ballot precinct to process absentee ballots; and, to authorize the County Auditor to establish and operate an early vote precinct(s) for the 2020 General Election as necessary. All members present voted "AYE", motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Bitner to approve the Archambault, Grossman, Schmitcke, Hagler, Hennessy, Szymanski and Doll/Timmreck abatements and the remainder of the consent agenda as presented. All members present voted "AYE", motion carried.

Commissioner Jones gave an update regarding the conditions of McLean Bottoms boat ramp and parking.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
July 20, 2020

8:31 AM

The regular monthly meeting of the Burleigh County Commission was called to order by Chairman Woodcox who requested a roll call from the Auditor/Treasurer/Tax Equalization Director. Roll call: Comm. Jones, Comm. Armstrong via phone, and Chairman Woodcox. Commissioners Bitner and Peluso absent.

Approval of the July 2020 minutes and bills. Comm. Armstrong reviewed the bills and minutes and recommended them for approval. Comm. Armstrong motioned to approve and seconded by Comm. Jones. All members present voted "AYE." Motion carried.

Sheriff Leben presented the quarterly jail report. He shared that the Detention Center is continuing to struggle with COVID related issues that included isolating and quarantine of inmates and flow of people coming into the building, and stated that the Detention Center is beginning to see COVID infections due to inmate's close contact with employees causing increased absences from work daily. A complete copy of Sheriff Leben's report is on file and available for reviewing at the Auditors office.

Motion to approve a request by Sheriff Leben for a variance to the starting salary for a reinstatement of a veteran detention officer at pay grade 6 step 12, with a probationary increase after six months to pay grade 6, Step 13, Comm. Jones and seconded by Comm. Armstrong. All members present voted "AYE." Motion carried.

Comm. Jones motioned to approve resolution that the County Auditor and the County Engineer be authorized to advertise to seek design service proposals for the 66th Street SE Railroad Overpass Project. Seconded by Comm. Armstrong. All members present voted "AYE." Motion carried.

Comm. Jones motion to approve resolution from Engineer Hall to negotiate a cost sharing agreement with the City of Lincoln and that the County Board of Commissioners strongly feel that the city of Lincoln should financially contribute to the 66th Street SE Railroad Overpass project, and therefore direct the county Engineer and the Commissioner Jones to work with the City of Lincoln to achieve those ends. Seconded by Comm. Armstrong. Discussion: Comm. Armstrong asked Engineer Hall for an estimate of financial obligation to taxpayers. Engineer Hall stated that 4-5 Million dollars is estimated on the nearly 18-million-dollar project. Chairman Woodcox clarified that what is currently being discussed is a study to determine viability of the project. All members present voted "AYE." Motion carried.

Comm. Jones motioned to approve a proposed resolution allowing the proper County officials to sign the standard Cost Participation, Construction and Maintenance Agreement for the City of Lincoln Sidewalk, lighting and Sign project. Seconded by Comm. Armstrong. Discussion: Engineer Hall explained the resolution will allow Lincoln to receive Federal Aid for transportation projects that require the County to act as the agent with the ND Department of Transportation. Total project costs are estimated at \$222,896 and the County will act as a pass-through agency only for this federal funding. All members present voted "AYE." Motion carried.

Mitch Flanagan, Burleigh Planning & Zoning, presented a request that was made of the Planning Commission to expand the notification distance which is currently at 1,320 ft. Reasons for increasing the distance include the notifying all neighboring owners impacted by issues, a great number of property owners testifying at public hearings, and the ability of informing larger groups of adjacent properties of any proposed land use changes that may be allowed by zoning ordinance. He also presented the Commission with reasons against an increased notification that included creating an undercurrent of disapproval, Burleigh County having a reputation of the land of protest, up to 200-500 property owners will be notified of any land use change, increased mailing expenses to the County, and if the distance is greater than 1 mile, Burleigh county will have the highest notification distance in the State. area and examples of other counties and their requirements.

Chairman Woodcox suggested involving the townships in the notification process and although he acknowledges Flanagan's reasons against, he would like to see people informed of changes that may affect them. Comm. Armstrong also suggest using electronic notification to property owners. Armstrong would like to include the disclaimer like what Grand Forks County uses and requested Flanagan to incorporate that wording.

Motion to give Flanagan the authority to redraft the Planning Ordinance adding township involvement and a disclaimer, Comm. Armstrong and seconded by Comm. Jones. All members present vote "AYE." Motion carried.

Flanagan presented an application of appeal, due to a denial of a special use permit from the Planning Commission from Tyler Kindseth. The special use permit is for an airsoft range located at 12950 NW 34th St in Riverview Township. Finding of facts for the denial on 06-10-2020 Burleigh County Planning Commission meeting included: impact of traffic on roads, increased amount of dust affecting adjoining properties and animals, concerns of fire safety, current conditions of roads and letter from surrounding neighbors not in favor of the airsoft range.

Tyler and Jessica Kindseth addressed the Commission requesting an approval to the Special Use permit that was denied by the Planning Commission. Jessica informed that they currently have special Use Permit a couple miles away, but are looking for a better space and larger parking area that would fit the needs of their business. The second permit is still active, but they would abandon that permit if the current application was approved; they would not be operating on both.

After discussion, Comm. Jones moved to table the appeal of the Special Use Permit allowing for input from Commissioners not in attendance, and seconded by Comm. Armstrong. All members present voted "AYE." Motion carried.

Rene Moch, Burleigh County Health gave a COVID-19 update. She stated that Burleigh County is second in the state for total cases and has the highest number of active cases. Burleigh County has a positive testing rate of 3% and has had its first death from the virus. She is working on testing, contact tracing, public education and assistance, working with rural schools on a return to school program and still providing normal public health duties. At the time of this meeting, there is not a need for a task force, but the situation will be monitored. Comm. Armstrong commended Moch for her work for the County.

Chairman Woodcox recessed the meeting,

Chairman Woodcox reconvened the Burleigh County Commission Meeting with Commissioner Peluso now in attendance.

Election Manager, Erika White, gave an Election update to the Commission, and thanked the City of Bismarck and County Staff for hard work in the 2020 Primary Election; noting there was a high return on the absentee balloting process (28,025 total ballot requests).

White requested the approval to establish polling locations for the 2020 General Election per NDCC 16.1-04, 16.1-07, and 16.1-11.1.

The proposal included consolidating polling locations throughout Burleigh County in an effort to slow the spread of COVIC-19. Locations were identified that have adequate parking, space to accommodate voters, and are handicap accessible, and the locations have fewer Burleigh County residents in the facility throughout the day, assisting in the ability to maintain social distancing and slowing the spread of the virus. The proposal included a vote by mail for the following precincts: Wilton County Shop, Wilton County Shop, Regan, Wing Fire Hall, Sterling School, and Menoken School. The Burleigh County East Shop will serve as an Election Day polling location for the Vote by Mail precincts.

The Early Vote precinct will be conducted at the Bismarck Event Center in the main arena. The size of the space and accessibility will allow for increased voter turnout at the Early Vote precinct. White informed that 20,000 absentee requests have been placed already for the 2020 General Election and this number equates to 68% of the average votes cast in 2016 and 2018 on election day. Expanding Early Vote capacity along with the high number of absentee requests reduces the number of votes cast on Election Day.

Motion to approve the resolution as presented, by Comm. Jones. Chairman Woodcox called for a second three times, motion dies for a lack of second.

Comm. Armstrong agreed with prior comments from Chairman Woodcox and requested that Election Manager White to contact Township Officers and Party Chairs notifying them of proposed changes allowing for their input.

White requested an increase in pay for Election Workers. She informed that Burleigh County is low for pay compared to other Counties and is looking to get an increase for workers; an increase is within the budget. Comm. Jones moved to increase election worker pay to \$15.00 per hour and seconded by Comm. Armstrong. Roll call: all members present voted "AYE." Motion carried.

Finance Director Grenz, presented information for the 2021 Burleigh County Preliminary Budget with final budget in September. Estimated taxable value for the county is \$543,930,000 an increase of 3.6 % from 2020. In 2021 a mill will be \$543,930 and in 2020 a mill generated 524,218. 1.2% increase in the taxable value is due to mandatory reporting changes from the State on Homestead Tax information. The new value will be \$7,871,166 and based on the mill levy is 278,000 in new taxes. The preliminary budget does not include salary increases at this time and will require a property levy of \$19,391,123 and is 3.2% or 625,788 above last year's final budget \$18,765,335. The levy required to fund the estimated 2021 Preliminary Budget is 40.26 mills compared to 2020, 41.13 and is a .87 mill decrease for rural Burleigh County but .11 mill increase within the City of Bismarck. Things to note there is a split between the Auditor and Tax Equalization Budget. The City

Maintenance budget at the City County budget is increased from 14000 to 135,000 due to city replacing air handlers and we are obligated to participate. County Extension has increase due to staffing increases. The Sheriff budget accounts for 62% of total general fund and included a transfer in from Missouri Valley Complex of 650,000 for the siren 2020 project.

Grenz informed that Florence Lake will be unorganized as of January 2021, Road and Bridge has not requested a mill increase so at 2.5 mills, and there is no budget from Social Services. Job Development Authority remains the same, Child Support is not renewing the lease in the Provident Building. The Weed control mill levy is down due to prior years' funds be unexpended-going from 2.7 mills to 1.7 mills.

Comm. Jones stated the highway department has large projects coming up and there is a need for 7.5 million in matching funds. She suggests establishing a reserve for federal matching funds required and would like use 1 mill from the Missouri Valley Complex Fund. Grenz added that the 1 mill is included from the Missouri Valley Complex budget. Motion by Comm. Jones to create Road and Bridge matching fund reserve by moving (1) mill from the complex fund and remains under control of the Commission, seconded by comm. Armstrong. All members present voted "AYE." Motion carried.

She added that there is a quote from BEK on a phone system change and there may need to be adjustments to department budgets to allow for a change in the quote. She also added a substantial change in salary for the Weed Officer.

Motion to approve a one (1) step increase for County employees and seconded by Comm. Peluso. All members present voted "AYE." Motion carried.

Comm. Peluso motioned to also included and additional (1) step increase for Sheriff Leben and seconded by Comm. Jones. All members present voted "AYE." Motion carried.

Motion by Comm. Armstrong, 2nd by Comm. Jones to approve the preliminary budget as amended. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the Vetter, Sherwin, Derrick and Nelson abatements along with the remainder of the consent agenda as presented. All members present voted "AYE." Motion carried.

Other business.

Comm. Peluso would like 15th Street to be addressed as the dust control is a huge concern and the road needs to be finished. He said chloride is kept on the road, but is close to Bismarck and needs to be paved. He furthered that it will be approximately 750,000 to redo and would need to come out of general fund as it is too late to prioritize the road and possibly close it if it is unable to be paved.

Engineer Hall weighed in on the topic and stated that he intends is to finish the construction and graveling, and chloride it to help keep the dust down. He will monitor the road but advises that the road will need to be paved in the near future.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
July 6, 2020

5:00 PM

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Comm. Peluso, Jones, Bitner, and Woodcox present, and Comm. Armstrong absent.

Motion to approve June 15, 2020 meeting minutes, Comm. Jones, 2nd by Comm. Bitner. All members present voted "AYE." Motion carried.

Motion to approve bills and vouchers as presented, Comm. Jones and seconded by Comm. Bitner. All members present voted "AYE." Motion carried.

Pam Binder, Burleigh County Human Resources Director presented the Commission with a change to the Annual Leave Policy for Burleigh County, Chapter 4, section 8. The amendment changes the maximum hours of accrued annual leave beyond the second pay period in June requirement to December of each year. Comm. Jones, 2nd by Comm. Peluso. All members present voted "AYE." Motion carried.

Motion to extend the leave requirement for 2020 to the end of 2020, therefore waiving December 2020 current requirement, Comm. Jones, 2nd by Comm. Peluso. All members present voted "AYE." Motion carried.

Planning & Building Office, Mitch Flanagan addressed the Commission with an appeal from Brad Miller, on behalf of the Al & Vi Ecklund Miller family. At the P & Z meeting on June 10th Planning Commission meeting, a zone change application was denied with a vote of 8 to 1. Mr. Miller is requesting a change from Agricultural Zone to a R-2 Zone located at intersection of 110th Ave NW and NW 26th St, Forrest Ecklund Estate. Reasons for the denial were provided to the Burleigh County Commission for review from Auditor/Treasurer/Tax Equalization Director Vietmeier.

After lengthy discussion that included testimony from Mr. Miller and Forest Ecklund, Flanagan clarified for the Commission that the approval of a R-2 Zone, would only give approval for a zoning change, not the particulars of a planned subdivision, as was discussed.

Motion by Comm. Peluso to approve the application for a zoning change from Agricultural to R-2 for Brad Miller, Chairman Woodcox called for a second three times. Motion failed for lack of a second.

Motion by Comm. Jones, 2nd by Comm. Bitner to deny the appeal from Brad Miller for a zoning change from Agriculture to R-2 Discussion: Bitner commented that he received numerous comments in opposition from people. Jones commented that the people she talked to want to know what will transpire with this property prior to any action from the County Commission.

Roll call: Comm. Bitner, "AYE", Comm. Peluso, "NAY", Comm. Jones, "AYE", Chairman Woodcox, "AYE", Armstrong, absent. Motion carried.

Mitch Flanagan, Burleigh County Planning Director recommending approval to amended facts and findings documentation for the Stonegate Appeal from Stonegate Developers, LLC and Dakota Land Company, LLC for a zoning change from Agricultural to PUD. Under the advisement of Burleigh County States Attorney, the Burleigh County Planning Commission reviewed and approved, with minor change, the Finding of Facts regarding the Denial for the Stonegate Estates PUD Zoning Change.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the Finding of Facts for the appeal to District Court on the rezoning of Stonegate Estates, Comm. Jones, 2nd by Comm. Bitner. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to present the City of Wilton a contract for inspection services through Burleigh County Planning. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to restrict all out of state travel cut from department budgets with the exception for CE credits, and at the discretion of the portfolio holder. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to request a long-term plan be developed by each department and presented to the budget committee (1) year from now in order to establish a needs and priorities listing for budgeting purposes for 2021. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to allow no new hires and positions that were previously approved, but have not been filled to date, be cancelled, but approval to hire replacement personnel. This excludes the Burleigh County Sheriff Department and Detention Center. All members present voted "AYE." Motion carried.

The Burleigh County Commission presented Sheriff Leben with a 30-year Service award and thanked him for his service to the County.

Motion by Comm. Jones, 2nd by Comm. Bitner to dissolve a 1% service charge (of total departmental budget) to the following departments: Veterans Service, County Agent, Weed Control, Water Board, and Highway Department. Auditor/Treasurer/Tax Equalization Director Vietmeier explained that this was set up at a time when the general was struggling. These were mill levied departments that weren't part of the general fund, but the general fund was doing their bill paying and administration, so the services were paid through this service charge. At the time it was set up a mill was much less than it is now. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Bitner, to approve the Wheeler, Eckhart, Campbell, O'Brien, Satern, Schaffer, Derrick, Kuntz, Graff, Unruh and Babel abatements along with the consent agenda as presented. All members present voted "AYE." Motion carried.

Comm. Peluso commented on the upcoming election, wanting to note the importance of recruiting poll workers through an ad campaign, etc. He continued that the people who are complaining about the mail in election need to step up and do their part and states there are numerous people who want to work, but do not know how to go about it. Comm. Jones commented that work is currently being done and through the Auditor's Office but also suggested contacting the Association of Counties. Vietmeier shared that Election Manager White is working on consolidating precincts and will present at the next meeting.

Comm. Woodcox shared information on a letter from the MPO regarding the next 4 years of projects that are on the list. The County will need matching funds for 43rd Street and the Lincoln overpass 66th St. and the need for \$4.7 million in matching funds that needs to be save for.

The Association of Counties will be here on July 22nd to tour the remodeled areas of the Courthouse and we need commissioners to meet with the group.

The Public Service Commission is looking again at the regulations on the setbacks on the wind farm in Wilton and the requirements of turbine heights on non-participating owners. As Comm. Bitner was involved in this prior, Chairman Woodcox will turn the information over to him and a decision on testifying needs to be decided by July 14th. This is a request for information on a 10-year plan.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
June 15, 2020

5:06 P.M.

Chairman Woodcox called the regular meeting of the Burleigh County Commission to order and asked Auditor/Treasurer/Tax Equalization Director Vietmeier for a roll call of the members; Commissioner Peluso and Commissioner Jones present, Commissioner Armstrong via phone, and Commissioner Bitner was absent.

Motion by Peluso, 2nd by Jones to approve the bills and vouchers and June 1, 2020 meeting minutes. All members present voted 'AYE', motion carried.

Brian Ritter, President, Bismarck Mandan EDC, provided an update to the Commission on economic development in the area. He discussed the chambers (3) primary roles during the Corona Virus outbreak. The first, was to serve as an advocate through regular reports on how the business community is being impacted. The second is through a new web services and contests to spur economic activity and business to retail members, and thirdly, to provide resources to impacted businesses by answering questions on financing programs and expanded unemployment benefits reactively, as well as through a new website, bismarckmandan.com/covid19, that has put all the information in one spot for businesses to easily find.

The EDC has developed new guides for businesses, renewed efforts to communicate and market directly to corporate site selectors across the county who may be looking to expand or relocate their business, developed a new internship focused- website stating that despite the current unemployment rate, the Bismarck Mandan area currently has approximate 2000 jobs available. Workforce is the biggest barrier to area growth. A new market update has recently been released for people in the business community that informs on projects in the area and illustrates to people in the business community that there is still a large amount of activity.

The EDC continues to advocate for cities in the legislature and has started the process of vetting the draft agenda. After the election, but before the organizational session, the EDC will host a meeting to determine the legislative agenda and decide what topics to pursue.

Community Development projects currently being worked on include Ducks Unlimited planned 140-acre park and a PACE interest rate buy down for Cloverdale Foods for a \$20-Million-dollar expansion in Mandan that will add up to 70 new jobs for the area.

Ritter shared statistics on Sales & Use and Occupancy Tax, from Quarter 1, 2020, and stated it indicates the economy is still strong. He continued that Quarter 2 is expected to be down, however building permits, home sales, and wages are up and the Census estimates Burleigh County is still growing.

Assistant Engineer Schriock with an application for Grand Prairie Estates III, Block 7, Lot 4, that does not meet the 100 feet of separation between approaches requirement. He stated it does not have impact to safety due to low speed, and is requesting board action as it is outside current requirements.

Motion by Comm. Peluso, 2nd by Comm. Jones to approve a request from Thomas Newton for a 2nd approach permit. All members present voted "AYE", motion carried.

Comm. Jones informed on the Extension Service and the new District Manager, Dena Kemmet. The Extension Service currently has an opening as a Youth Development Agent who will cover the normal 4H activity of the past, but will also be active with various youth groups throughout the community.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Armstrong, 2nd by Comm. Jones to approve the Fuller & Grosz abatements, 2020 liquor licenses, Nicholson Enterprises, LLC (\$1150), Menoken 4-H Picnic Park Raffle Permit, James K McAleer Post 20, Gaming Site Authorization, Driscoll Betterment Club, Raffle Permit, Second Approach permit for Durwin & Dawn Power, Country Creek 5th Subdivision, Lot 2 Block 1, Second Approach permit for Steven and Denise Turner, Copper Ridge 3rd Subdivision, Lot 17 Block 5, Second Approach permit for Trevor Heidt and Shanda Blotske, Sabot's First Subdivision, Lot 2 Block 3. All members present voted "AYE", motion carried.

Mitch Flanagan, Building and Planning, presented a request for a variance for an oversized building on a lot without a primary structure; the application was previously approved by the County Planning Commission.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the application of an accessory building without a primary structure. Chairman Woodcox stated this item was discussed at length during the Burleigh County Planning and Zoning meeting and although there were a couple of objections, it was passed. The owners plan to build the primary structure within a year after the accessory building. Flanagan added that 60% of the homeowners in the subdivision signed off in approval. All members present voted "AYE", motion carried.

Chairman Woodcox informed that the City-County Building will be open to the public as of June 16th, 2020. Auditor/Treasurer/Tax Equalization Director Vietmeier added that the front doors off 5th Street will be open, but alley doors will remain locked and a key card needed to enter. This is in an attempt to funnel traffic through the 5th Street entrance.

Pam Binder, Burleigh County Human Resource Director, requested an annual leave variance for Mary Senger, Emergency Services Director. Senger has an annual leave balance over the 240 hours' maximum and as the Emergency Manager during the pandemic, she was not able to take leave.

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve an annual leave variance for Mary Senger, Emergency Manager. Chairman Woodcox asked what the extension timeline would be. Bender stated there was not a timeframe, but thought it would be soon. All members present voted "AYE", motion carried.

Bender requested an exception to the policy requiring the reception to be held in a County building during business hours for Gwen Tardiff. Tardiff is retiring after 35 years of service in the Burleigh County States Attorney's Office. Due to social distancing requirements, Bender requests the reception to be held at the Eagles Park in Mandan, and from 5:30-8:00 p.m.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the exception for retirement party for Gwen Tardiff at Eagles Park in Mandan rather than a county building. All members present voted "AYE", motion carried.

Chairman Woodcox announced that budget committee meetings will be held beginning Wednesday at 9:00 a.m., to go over initial budget reports. The committee consists of Chairman Woodcox, Commissioner Jones, Finance Director Grenz and Auditor Auditor/Treasurer/Tax Equalization Director Vietmeier.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
June 1, 2020

3:00 P.M.

The Burleigh County Commission convened pursuant to law as the County Board of Equalization. Chairman Woodcox called the Board of Equalization to order with all members present.

Auditor/Treasurer/Tax Equalization Director Vietmeier appeared and reviewed the statutes and duties of the Board of Equalization explaining the state requirements related to the sales ratio statistics. Chairman Woodcox noted that the Board of Equalization must meet during the first ten (10) days in June to equalize and correct the assessment rolls and that the Board of Equalization is responsible for rendering uniform and just taxation.

Vietmeier presented the annual report of assessments for Burleigh County. Vietmeier reported that the total 2020 market value increased overall by 2.38% (including AG land values at 90% - 100% of the State Tax Dept recommendation). Vietmeier reported the main reason for the increase is due to new construction, non-exempt remodeling and improvements, property classification changes, market changes, abatements, and reappraisals. Vietmeier stated the average county AG land value, as certified by the ND State Tax Dept., is \$495.33 per acre. Vietmeier recommended an average value per acre of \$451.16 to keep Burleigh County within tolerance of the state's recommended average. Vietmeier stated all values are as of February 1, 2020.

Vietmeier presented a detailed summary of changes in market valuations within the City of Bismarck, organized townships, unorganized townships and AG land. Vietmeier also presented a summary of mobile home valuations and the rural properties qualifying for homestead credits, veteran's credits, new home exemptions, new commercial properties, remodeling exemptions and geothermal exemptions.

The County Board of Equalization recessed to immediately sit as the Township Boards of Equalization for the unorganized townships of Lincoln, Riverview, Ft. Rice, Burnt Creek, Canfield, Lyman, and Phoenix.

Chairman Woodcox called for any testimony from those in attendance regarding the assessment of property within the unorganized townships.

As no one present appeared, the following motion was made:

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve and accept the assessments of the unorganized Townships of Burnt Creek, Ft. Rice, Lincoln, Canfield, Lyman, Phoenix, and Riverview as recommended by the Auditor/Treasurer/Tax Equalization Director. All members voted "AYE." Motion carried.

The respective Unorganized Township Boards of Equalization adjourned and the County Board of Equalization immediately reconvened with all members present.

Motion by Comm. Jones, 2nd by Comm. Peluso, to accept the Auditor/ Treasurer/Tax Equalization Director's recommendation of an average of \$451.16 per acre on Ag land values. All members voted "AYE." Motion carried.

The Board then reviewed the assessments of the Cities of Bismarck, Lincoln, Regan, South Wilton, and Wing.

Vietmeier explained that Main Ave Properties is appealing the City of Bismarck value for 2020 on the parking lot (Parcel # 0001-004-001) of \$248,500. A copy of the appeal letter has been given to the Burleigh County Board of Equalization and is in the Office of County Tax Equalization.

Vietmeier stated when reviewing the sales of similar properties in the vicinity of the subject property it appears as though the city's assessment is fair and equalized. Vietmeier added the City Commission sitting as the Board of Equalization accepted the assessments as submitted for the City of Bismarck.

Chairman Woodcox called for any testimony/comments relating to the assessments of the Cities of Regan, Wing, Lincoln, Bismarck, and South Wilton. No one present appeared.

Motion by Comm. Jones, 2nd by Comm. Bitner, to deny the appeal of Main Ave Properties (Parcel # 0001-004-001, 123 E Main Ave) as the value is equitable and just when compared with other similar properties within Bismarck. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner, to approve the assessments of the Cities of South Wilton, Regan, Wing, Lincoln, and Bismarck as adopted and recommended by the local Boards of Equalization. All members voted "AYE." Motion carried.

The Board then reviewed the assessments of the Organized Townships.

Chairman Woodcox called for any testimony/comments relating to the assessments of the organized townships.

As no one present appeared, the following motion was made:

Motion by Comm. Bitner, 2nd by Comm. Jones, to approve and accept the assessments of the organized and unorganized townships as adopted by the local Boards of Equalization and recommended by the Deputy Auditor/Tax Equalization Director. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner, to approve the Application for Property Tax Exemption for improvements to Commercial and Residential Buildings N.D.C.C 57-02.2 as recommended by the Deputy Auditor/Tax Equalization Director. All members voted "AYE". Motion carried.

Motion by Comm. Bitner, 2nd by Comm. Jones, to approve and accept the 2020 real property assessments as equalized, including an average AG value of \$451.16 per acre, and to authorize the Auditor/Treasurer/Tax Equalization Director to make corrections to property values on inundated lands in Burleigh County as needed, and further to adjourn sine die. All members voted "AYE." Motion carried.

5:00PM

Commissioner Woodcox called the Burleigh County Commission meeting to order.

A roll call was taken with Commissioners Peluso, Jones, Bitner, Armstrong via phone and Woodcox present.

Motion by Comm. Peluso, 2nd by Comm. Jones to approve the May 18, 2020 meeting minutes and vouchers as presented. All members voted "AYE." Motion carried.

Mike Gardner Bismarck Mandan Symphony Orchestra requested the Burleigh County contribution of \$5,000 for the 4th of July fireworks at the North Dakota State Capitol. Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the \$5,000 donation to Bismarck Mandan Symphony Orchestra for the 4th of July fireworks at the ND State Capitol. Comm. Jones, Armstrong, Bitner and Woodcox voted "AYE". Comm. Peluso voted "NAY". Motion carried.

County Engineer Hall presented an 2nd approach permit appeal to the county commission. Hall stated that because it didn't meet the minimum requirements his office was required to deny the permit. Hall stated that this is a low volume and speed road. Motion by Comm. Peluso, 2nd by Comm. Jones to approve the 2nd approach permit for Derek Anderson. All members voted "AYE." Motion carried.

County Engineer Hall continued with the Hay Creek Floodway. This includes all current and future development along the floodway. Motion by Comm. Jones, 2nd by Comm. Armstrong to recommend that FEMA and the North Dakota Water Commission use the 1-foot surcharge line in developing the Hay Creek Floodway North of 71st Avenue NE. Furthermore, this criterion may be extended south of 71st Avenue NE to 43rd Avenue NE if recommended by the Bismarck City Commission. All members voted "AYE." Motion carried.

Commissioner Jones continued the discussion regarding the reopening of the Burleigh County Offices in the City/County building. Comm. Jones stated that she is still in favor of the June 22nd open date. After further discussion no decision was reached at this time.

Commissioner Jones continued with a discussion related canker worms. Jones stated that there are a few people that have brought concerns related to these. Jones is directing them to the NDSU Extension office to get information on the handling of the canker worms.

The abatement was presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the Kroh abatement along with the consent agenda as presented. All members voted "AYE." Motion carried.

Commissioner Woodcox informed the public that there will be a public hearing at the Burleigh County Highway Shop on June 10, 2020 at 5:15 PM. This is when they will hear the request for zoning changes for the Auditors Lots B, C, & D in Section 22 Burnt Creek Township.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
May 18, 2020

5:05 PM.

Commissioner Jones called the Burleigh County Commission meeting to order.

A roll call was taken with Commissioners Peluso, Jones, Bitner and Armstrong present. Commissioner Woodcox absent.

Motion by Comm. Bitner, 2nd by Comm. Peluso to approve the May 4, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

Assistant Engineer Schriock presented the Township Highway Mileage Certification. Motion by Comm. Bitner, 2nd By Comm Peluso to approve the Township Highway Millage Certification. All members present voted "AYE." Motion carried.

Assistant Engineer Schriock continued with a request for acceptance of Right of Way for Apple Meadows 3rd Subdivision. Comm Bitner declared a possible conflict of interest and chose to abstain from voting. Motion by Comm. Peluso, 2nd by Comm. Armstrong to accept the ROW for Apple Meadows 3rd Subdivision. Comm. Peluso, Armstrong, and Jones voted "AYE". Comm. Bitner abstained from voting. Motion carried.

Sheriff Leben presented the letter requesting continued services with the ND Youth Correctional Center. Motion by Comm. Armstrong, 2nd by Comm Peluso to continue utilizing the services of the ND Youth Correctional Center for Burleigh Counties youth correctional needs. Comm Armstrong asked Sheriff Leben if he knew how many counties contracted with them. Sheriff Leben was unsure but assumed that it was most of western ND with Burleigh and Morton contributing the most to the facticity. Comm. Bitner asked it there was going to be a time when the simply ran out of space to fulfill our needs. Sheriff Leben did look at using the extra pod in the facility to house juveniles but the rules and regulations makes that difficult. At this time Leben feels that this is the best option right now. All members present voted "AYE." Motion carried.

Comm. Bitner declared a conflict and will abstain. Sheriff Leben continued with the bids regarding the cold storage building at Burleigh/Morton Detention Center. There were 4 bids received with Bitco Builders as the low bid at \$57,250. It was decided by the board of the Burleigh/Morton Combined Detention Center to accept the low bid from Bitco Builders. This project will be paid for by the sales tax revenues. Motion by Comm. Peluso, 2nd by Comm Armstrong to accept the bid with the provision that cocompletion be done 180 days after the permit is issued. Comm. Armstrong asked if there is any concerns with accepting a commissioners' company's bid for county work. States Attorney Lawyer stated that as long as all of the bid parameters were met, it was accepted by the board, and Comm Bitner has disqualified himself from voting therefore there isn't an issue with it. Comm. Peluso, Armstrong, and Jones voted "AYE". Comm. Bitner abstained from voting. Motion carried.

Sheriff Leben requested acceptance of a \$58,008 Justice Assistance Grant funds to make COVID – 19 related purchases of personal protective equipment. Motion by Comm. Bitner, 2nd by Comm. Peluso to accept the Justice Assistance Grant for the purchase of COVID – 19 related personal protective equipment. All members present voted "AYE." Motion carried.

Commissioner Jones continued the discussion of opening the county offices to the public in the City/County Building. Election/Office Manager Erika White appeared and gave an update on the election and discussed the need for continued closure of the first-floor rotunda to complete our vote by mail election process. This allows us the ability to maintain the safety and security of the election process as well as the health and safety of all of the employees that it requires to complete the vote by mail election. After further discussion it was decided to revisit the matter at the June 1, 2020 commission meeting.

Commissioner Jones provided some information regarding the shared Horticultural Agent between Burleigh and Morton County Extension Services.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Sukauskas, Kientopf, Bauman, and O'Grady abatements along with the rest of the consent agenda as presented. All members present voted "AYE." Motion carried.

Commissioner Jones added that Chairman Woodcox would like to add to his April 20, 2020 budget recommendations that we suspend all out of state travel for the remainder 2020 and all of 2021 with the exception of necessary travel approved by the commission. Commissioner Armstrong and Commissioner Peluso both believe that the recommendations are good starting points for us to work off of for the budget process.

On a motion made, seconded, and carried, the board adjourned.

Allan Vietmeier, Auditor/Treasurer

Kathleen Jones, Vice Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
May 4, 2020

5:00 PM.

Commissioner Woodcox called the Burleigh County Commission meeting to order.

A roll call was taken with Commissioners Woodcox, Peluso, Jones, Bitner and Armstrong present.

Motion by Comm. Bitner, 2nd by Comm. Peluso to approve the April 20, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

Planning/Building Director Flanagan presented the commission with final approval recommendation of Wheatberry Acres Subdivision. Motion by Comm. Jones, 2nd by Comm Bitner to approve Wheatberry Subdivision: A two (2) lot subdivision located on forty (40) acres more or less. Located on a parcel of land legally described as Auditor's Lot F of Lot B of the NW 1/4 in the N 1/2 of the N 1/2 of the SW 1/4 of Section 2, Burnt Creek Township. All members present voted "AYE." Motion carried.

Communications Director Dannenfelzer presented a lease/purchase agreement for a new CenCom Console Upgrade. The CenCom Executive Committee and Board of Directors voted to finance the purchase of a Motorola MCC7500 radio console system. Funding for the purchase will be from the 911 Enhancement Account. \$218,223.48 will be paid in 2020 for a down payment with the remaining \$509,188.13 to be financed over three (3) years (\$179,287.14 per year with interest payments totaling \$28,673.29) for the total cost of \$756,084.90. Motion by Comm. Peluso, 2nd by Comm. Jones to authorize the Chairman to sign a finance agreement with Motorola Solutions Credit Company LLC on behalf of Burleigh County for CenCom to purchase and install the new MCC7500 radio console system. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to enter into contract with Advanced Mechanical for \$461,900 to replace the 3rd floor heat pump system in the county courthouse. All members present voted "AYE." Motion carried.

Auditor/Treasurer/Tax Director Vietmeier requested that the rotunda area of the City/County Building remain closed until the primary election is over. The process to complete this mail in election has required the Auditor/Treasurer office to take over a majority of the space for election. Comm. Jones requested that we revisit it at the next meeting but she feels that anything before June 22nd for reopening the rotunda would not to our advantage. Comm. Bitner feels that it makes good sense to keep that area closed for the security of the election. After further election discussion it was decided that we will revisit the item at the next meeting.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Bulman, Davenport and Gumke abatements along with the rest of the consent agenda as presented. All members present voted "AYE." Motion carried.

Emergency Manager Senger gave an update on weather conditions, control burn procedures, and COVID-19.

Comm. Jones recognized County Engineer Hall for receiving a national award. Hall was selected as National County Engineer of the Year.

On a motion made, seconded, and carried, the board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
April 20, 2020

5:30 PM.

Commissioner Woodcox called the Burleigh County Commission meeting to order.

A roll call was taken with Commissioners Woodcox, Peluso, Jones, and Armstrong present. Commissioner Bitner absent.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the April 6, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

Finance Director Grenz appeared and presented the fraud risk assessment to the commission. This is a recommendation from the ND State Auditors that Burleigh County should have in place. Grenz recommended the commissioner approve the risk assessment as presented. Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Burleigh County Fraud Risk Assessment as presented by Finance Director Grenz. All members present voted "AYE." Motion carried.

Sheriff Leben appeared and presented the quarterly Burleigh/Morton detention center report. Leben continued with an update on his staff and how they are handling COVID-19. Leben stated that we are currently housing ND DOCR inmates in our facility/ State facilities are on lockdown and currently are not accepting any of their inmates. Sheriff Leben presented a resolution for the 2019/2020 ND Dot Traffic Safety Grant amendment in the amount of \$2,000. Motion by Comm Peluso, 2nd by Comm. Jones to approve the 2019/2020 ND Dot Traffic Safety Grant amendment in the amount of \$2,000. All member presented "AYE". Motion carried.

Commissioner Woodcox started a general discussion relating to the proposed budget and income projections for the upcoming year. Woodcox stated that he would like to see a budget committee made up of two commissioners, finance director, and auditor. This committee would hold budget meetings with each department and then bring that information forward to the full commission at budget hearings.

Engineer Hall had two items for the board. The first being the progress of the haul road. Hall stated that the contractor has begun the final grading of the road in preparation of the pavement placement starting on Wednesday. Hall continued with a projection of the gas tax and what reductions we could potentially see. Hall stated that after some discussions with other counties it was determined that Burleigh County could see approximately a 20% reduction in gas tax. This amounts to approximately a 1.4-million-dollar reduction to the highway department income for 2020. Hall said with this gas tax revenue reduction considered, the highway department is showing a negative income projection of \$583,000 at the end of 2020. Hall went through a list of projects that have been proposed that he thinks can be held off on for now. Motion by Comm. Jones, 2nd by Comm. Armstrong to postpone the Apple Creek Road overlay and River Road landside projects. All members present voted "AYE". Motion carried.

Finance Director Grenz gave an update for state aid distribution. The state is projecting that we could see a reduction that was similar to 2016 when oil revenues fell. This projection could be a reduction of up to 25% which could be seen as early as the July 2020 distribution payment. This equates to approximately a \$900,000 revenue reduction. Grenz stated that we will likely see a sales tax collection shortfall, but we have a good safety net overall.

Auditor/Treasurer Vietmeier stated that with the economic uncertainty we could see a reduction in collections of property taxes in the coming year. Historically we have 90% or greater of our property taxes collected by February 15th of each year. If people do not have the ability to pay these taxes we could see collections drawn out for up to three years before some are collected.

Commissioner Woodcox proposed a list of things he thinks that we should consider. The list includes a hiring freeze for 2020 and 2021 with all vacancies being filled after consultation with the portfolio holder. Examine all current projects, equipment and vehicle purchases. Holding salaries at current levels for 2021 with no step or cost of living. Hold real estate values at 2019 values. Woodcox continued that he would like see some action on the budget committee this evening. Motion by Comm. Peluso, 2nd by Comm. Jones to create a Budget committee consisting of two county commissioners, county auditor, and county finance director. Peluso suggests that the Chairman serve with another Commissioner. Commissioner Jones volunteered to serve. All members present voted "AYE". Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Jones to approve the Rippley, Larson, Dean, Graff and Gluesing abatements also including items 1-3 of the consent agenda as presented. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to appoint Julie Dethloff to serve the remainder of the vacated term on the Burleigh County Park Board. All members present voted "AYE." Motion carried.

Emergency Manager Senger presented a COVID – 19 update. Senger stated that the county's Emergency Operation Center has been activated virtually with ongoing contact with all department heads. Cases of sanitizing wipes have been distributed to all departments on March 25th. Senger stated that we are ordering response supplies for our first responders through the states emergency cache but they are only for first responders.

Burleigh County has issued control burn procedures last week to let the public know what our process is. Please call us if you start a fire and be prepared to give your name, address, what and how long you plan to burn.

Human Resource Director Binder presented a telework policy to the commission. Binder stated that we have 50% of our work force teleworking but do not have a policy in place at this time. Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Burleigh County Telework Policy. All members present voted "AYE." Motion carried.

Commissioner Jones discussed the shared horticulture agent position and the salary of \$51,000 annually for the 2021 budget. Jones continued that it is National Library and National Volunteer week so she wanted to thank all that use the library and those that volunteer.

On a motion made, seconded, and carried, the board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
April 6, 2020

5:00 PM.

The regularly scheduled meeting of the Burleigh County Commission convened with a roll call of all members present.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the March 16, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

This was the hour and date set for a Public Hearing regarding the proposed lot modification of Lot 1, Block 1, Skogen First Subdivision.

Building Official/Director Flanagan appeared and explained the request for the lot modification. Flanagan recommended approval of the request.

Chairman Woodcox opened the public hearing. As no one present appeared the following motion was made:

Motion by Comm. Bitner, 2nd by Comm. Jones, to approve the lot modification of Lot 1, Block 1, Skogen First Subdivision. All members voted "AYE." Motion carried.

Motion by Comm. Peluso, 2 by Comm. Bitner that the Burleigh County Commissioners joins the Central Dakota Communications Center Board of Directors and declares April 12th – 18th, 2020 as National Public Safety Telecommunications Week in Burleigh County. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd By Comm. Peluso that Burleigh County Board of Commissioners under their authority provided by NDCC 16.1-04-02 & 16.1-1-1-1-01 and in consideration of the Governor's declared emergency in response to the COVID-19 pandemic hereby declares by resolution that all previous polling places shall be eliminated for the June 9, 2020 primary election as allowed by the March 26, 2020 Governor executive order. Further declares under their authority to the greatest extent possible to conduct the June 9, 2020 Primary Election by way of a mail in ballot. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to accept the right of way for Dunn Subdivision at the corner of Oahe Bend and South 12th Street. All members present voted "AYE." Motion carried.

Motion by Comm. Peluso, 2nd by Comm. Bitner to grant a second access permit to Issac and Kathleen Bekkerus for Lot 1 Block 9 Crested Butte Addition. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to confirm the County Highway Department's new maintenance schedule until the health emergency is lifted or the department can develop other methods of ensuring the health and safety of our employees. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong to pay the additional 80 hours of COVID-19 leave under the FFCRA at a full rate of pay for all 6 categories. All members present voted "AYE." Motion carried.

Comm. Peluso and Comm. Jones gave an update on the boat ramps and the fish cleaning stations. Game and fish recommend that the fish cleaning stations remain closed until a further date due to COVID – 19.

Commission Jones continued with the extension business regarding cost-sharing of a cellular phone with Morton County for the joint extension agent.

Motion by Comm. Jones, 2nd by Comm. Armstrong to allow the joint extension agent to use a county highway department vehicle to make house calls. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Bitner, 2nd by Comm. Peluso to approve the Jaeger, Wolbaum, Quinn, Bergstad, Housley, Kraning, Wolf, Kingsley and Endres abatements as requested along with the remainder of the consent agenda. All members present voted "AYE." Motion carried.

On a motion made, seconded, and carried, the board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
March 16, 2020**

5:08 PM.

The regularly scheduled meeting of the Burleigh County Commission convened with a roll call of all members present and Commissioner Armstrong via telephone.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the March 2, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

Mike Manstrom, on behalf of Arntson, Stewart and Wegner, presented a proposed resolution to begin the process of refinancing the 2015A sales tax bonds used to build the Detention Center. Initial estimate of savings is 3.5 million dollars. He assured the Commissioners that if rates are too high or final numbers are not what were expected, the Commission can decline the refunding at any time.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve a resolution providing for sale of sales tax revenue refunding bonds, Series 2020. All members present voted "AYE." Motion carried.

Rene Mock, Burleigh County Public Health gave the commission an update on current guidelines and procedures on dealing with COVID-19. To date 124 tests have been performed and one positive result in Ward County. Her office is focused on preventing the disease and overloading of the healthcare system.

Comm. Armstrong thanked Rene for her work and dedication to the public's health when everything is changing hour to hour.

Emergency Manager, Mary Senger, gave an update on Burleigh County and Declaration of Emergency.

Motion by Comm. Armstrong, 2nd by Comm. Jones to approve the Emergency Declaration for Burleigh County. Discussion: this is the formalizing of an emergency declaration made by the Commission Chairman previously. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the Emergency Operation Plan. Discussion: This is updated annually and is approved with all the small cities within Burleigh County. It prescribes who does what, not how they do it. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the Multi-Hazard Mitigation Plan-designed to mitigate hazards in our smaller communities. Discussion: this plan started updating in 2019 and is to reduce and eliminate hazards within our communities. There has been a public survey, public input meeting and numerous stages of development. The county goes through an approval process every 5 years through the Federal Emergency Management Agency and the plan makes the county eligible for assistance and applications for grants. All members present voted "AYE." Motion carried.

Senger provided a brief flood outlook to the commission and stating that Apple Creek continues to be an area of concern, but no immediate concerns for the rest of Burleigh County

Human Resource Assistant Hillbourn informed the commission that Pam Binder has accepted the position of Burleigh County Human Resource Director and requested approval to offer the position of Finance Director to a candidate at a Grade 16, Step 1 salary with agreement of obtaining CPA license within (3) years.

Motion by Comm. Jones, 2nd By Comm. Peluso to approve Pam Binder as Burleigh County Human Resource Director, effective March 23, 2020. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve an offer to a candidate as Finance Director at a Grade 16, Step 1 with agreement of obtaining CPA license within (3) years. All members present voted "AYE." Motion carried.

Comm. Woodcox presented retiring Finance Director, Clyde Thompson with a plaque in appreciation for 37 years of dedicated service to Burleigh County.

Rachel Drewlow, City of Bismarck, with a final presentation and consideration of the Arrive 2045 MTP. Key process to the Arrive 2045 MTP include: Identify the baseline and future conditions based on historic growth and development, analyze the region's transportation system, and evaluate existing issues and needs, create a transportation vision, goals, and objectives to guide the development, establish a fiscal constraint, evaluate options and alternatives that will address the region's transportation issues and needs and help meet the overall transportation vision for Bismarck-Mandan.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the adoption of the Arrive 2045 MTP. All members present voted "AYE." Motion carried.

Art Goldammer, Dakota Pioneer Land Co, requesting an appeal of the decision of the Burleigh County Planning & Zone Board decision on Stonegate Subdivision.

Motion by Comm. Peluso, 2nd by Comm. Armstrong to follow the recommendation from the Planning & Zone Board and deny the request by Mr. Goldammer. All members present voted "AYE." Motion carried.

Marcus Hall, Burleigh County Engineer presented items for the Commission to review.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for bids for Chip Seal Projects. Bids were opened on March 9, 2020 and two bids were received and Asphalt Surface Technologies was the low bid in the amount of \$417,405.35, and Hall recommended approval to the commission.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the acceptance of the bid from Asphalt Surface Technologies in the amount of \$417,405.35 for chip sealing in the townships of Burnt Creek, Hay Creek, Glenview & Sterling and to authorize the proper County officials to enter contracts with said bidder. Acting as a Burleigh Board. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner to approve the award of chip seal project from Asphalt Surface Technologies for \$182,014.20, as Burnt Creek Township. All members present voted "AYE." Motion carried.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for supplying and applying Magnesium Chloride for the purpose of dust control during upcoming projects. Bids were opened on March 9, 2020 and two bids were received; Envirotech Services was low bid with \$109,590 and Hall recommended approval to the commission

Motion by Comm. Jones, 2nd by Comm. Peluso to award bid for the supplying and applying of Magnesium Chloride to Envirotech Services for \$109,590 and to authorize the proper County officials to enter contracts with said bidder. All members present voted "AYE." Motion carried.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for Crushing of Gravel. Bids were opened on March 9, 2020, three bids were received with Gravel Products, Inc. being the lowest with \$3.60 per CuYd, and Hall recommended approval to the commission.

Motion by Comm. Peluso, 2nd by Comm. Jones to award bid for gravel crushing to Gravel Products, Inc. at a rate of \$3.60 per CuYD and to authorize the proper County officials to enter contracts with said bidder. All members present voted "AYE." Motion carried.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for Township Gravel Hauling. Bids were opened on March 9, 2020, five bids were received with Guthmiller & Son being the lowest \$302,000, and Hall recommended approval to the commission.

Motion by Comm. Jones, 2nd by Comm. Bitner to award bid for Township Gravel Hauling to Guthmiller & Son for \$302,000 and to authorize the proper County officials to enter contracts with said bidder. All members present voted "AYE." Motion carried.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for bids for Furnishing Concrete and Metal Culverts. Bids were opened on March 9, 2020, two bids were received with Forterra Concrete Products, Inc for concrete culverts and TrueNorth Steel for metal culverts. Hall recommended approval to the commission.

Motion by Comm. Jones, 2nd By Comm. Peluso to award bid for the furnishing of concrete and metal culverts to Forterra Concrete Products, Inc for concrete culverts and TrueNorth Steel for metal culverts and to authorize the proper County officials to enter contracts with said bidder. All members present voted "AYE." Motion carried.

On January 6, 2020, the County Board authorized the County Auditor and County Engineer to advertise for painted pavement markings. Bids were opened on March 9, 2020, one bid was received from J & J Striping in the amount of \$189,284, and Hall recommended approval to the commission.

Motion by Comm. Jones, 2nd by Comm Peluso to award bid for painted pavement markings to J & J Striping in the amount of \$189,284 and to authorize the proper County officials to enter contracts with said bidder. All members present voted "AYE." Motion carried.

Hall advised the Commission of upcoming public input meeting regarding the 43rd Street to Roosevelt project scheduled for March 24th, 5:30-8:00 at the Burleigh County Highway Department; if the meeting does not take place the county risks losing federal funding, therefore, the meeting will go on as scheduled

with public input being gather in by email, can stop in to the office and meeting one on one with engineers or fill out a input form and submit it for engineers.

Motion by Comm. Jones, 2nd by Comm. Peluso to approve change the second meeting in November 2020, currently scheduled for November 23, 2020, to November 16, 2020. All members present voted "AYE." Motion carried.

Motion by Comm. Armstrong, 2^{dn} By Comm. Bitner to approve the wording to be included on the June 2020 ballot regarding an amendment to the Burleigh County Home Rule Charter as follows:

Shall the Burleigh County Home Rule Charter Amendment, as published in the Bismarck Tribune, be approved to remove the requirement that the office of the County Auditor/Treasurer and the County Recorder be elected positions?

A YES vote means you approve the Burleigh County Home Rule Charter Amendment,

A NO vote means you do not approve the Burleigh County Home Rule Charter Amendment.

All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Armstrong, 2nd by Comm. Jones to approve the Lincoln Park District, Fogel and Kress abatements and the remainder of consent agenda as presented. All members present voted "AYE." Motion carried.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

**BURLEIGH COUNTY COMMISSION
MEETING MINUTES
March 2, 2020**

5:00 PM.

The Burleigh County Commission convened a regular meeting. A roll call was taken with Commissioners Woodcox, Peluso, Bitner, and Jones present. Commissioner Armstrong was absent.

Motion by Comm. Bitner, 2nd by Comm. Jones to approve the February 19, 2020 meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

County Engineer Hall appeared with three items for discussion. The first item, a request authorization to seek a consultant engineering firm to study and recommend proposed solutions for River Road slide areas. Hall continued that there have been a number of slides over the years the latest being December 2019. At that time, discussion was held on how to best approach the current situation, one being consulting with a geotechnical firm to assess the area and give possible solutions. The Highway department would then develop a plan, cost, select the most qualified, and bring back to the board with a final proposal.

Motion by Comm. Jones, 2nd by Comm. Peluso, to authorize the proper county officials to advertise to seek engineering design service proposals to study and recommend proposed solutions to River Road slide areas.

Peluso asked for clarification on what type of solutions the Highway Dept. will be looking for. Hall stated that he will be looking for a solution that will not include a dramatic change, but still work long term in the area, possibly moving the road minimally. He continued that he is expecting the cost of a geotechnical study to be approximately \$200,000-\$250,000. Bitner asked about a funding source for the study and how access to private lands would be accomplished. Hall answered that he would be working with land owners and is hopeful private owners will be willing to cooperate. The Highway Department currently has money for the project with \$100,000 being set aside for River Road as well a savings from a previous project that will be utilized.

Bitner stated that he believes a study will not offer any new information on the problem and would rather focus on moving forward with planning new solutions for the area.

Woodcox asked Hall if Burleigh County owns the right of ways along River Road, to which Hall informed the County Commission that Burleigh County does not own the right of way.

All members present voted "Aye". Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner, to authorize the proper county officials to advertise for bids for the Apple Creek Road resurfacing project. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Peluso, to authorize the proper County Officials to enter into an engineering consultant agreement with KLJ for \$145,603 to perform design services for the reconstruction of Bridge 08-110-21.1 and 08-123-18.0. Additional services, requested by the County, will be paid for hourly up to a maximum of \$15,000. All members present voted "AYE." Motion carried.

Finance Director Thompson appeared to present the 2019 budget amendments. Thompson explained that amendments are done annually and more than half of the amendments are related to rural special assessment districts.

Motion by Comm. Jones, 2nd by Comm. Peluso, to accept the 2019 budget amendments as presented by Finance Director Thompson. All members present voted "AYE." Motion carried.

Auditor/Treasurer Vietmeier presented the commission with information regarding the ballot language for the Burleigh County Home Rule Charter change. Comm. Woodcox stated he wouldn't mind postponing this for 2 (two) more weeks to allow for discussion as to whether the timing of a June ballot question is the proper time. Comm. Peluso said he couldn't agree more. Comm. Jones concurred.

Motion by Comm. Jones, 2nd by Comm. Peluso, to reassign the discussion of the ballot question to the March 16, 2020 meeting of the Burleigh County Commission. All members present voted "AYE." Motion carried.

Human Resource Assistant Hilborn presented the recommendation of the interview panel for the Human Resource Director position.

Motion by Comm. Peluso, 2nd by Comm. Jones to move forward with an offer for the Human Resource Director to Pamela Binder at a Grade 15 Step 3. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Peluso to approve the Minlikeera, Pickard, Vannett, Marquart, Grinsteiner and Symington abatements as requested along with the remainder of the consent agenda. All members present voted "AYE." Motion carried.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
February 19, 2020

5:00 PM.

The Burleigh County Commission convened a regular meeting. A roll call was taken with all members present.

Motion by Comm. Armstrong, 2nd by Comm. Peluso, to approve the February 3rd, 2020 and February 7th, 2020, meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

County Engineer Hall appeared to authorize county officials to sign the NDDOT LPA Bridge Inspection and Load Rating Agreement. Hall stated that the current contract with NDDOT for services is more than forty years old and both parties felt that an updated agreement was in order.

Motion by Comm. Jones, 2nd by Comm. Armstrong to authorize the proper County Officials to sign NDDOT LPA Bridge Inspection and Load Rating Agreement. All members present voted "AYE." Motion carried.

Sheriff Leben appeared and requested to re-classify (3) court security positions from Grade 6 to Grade 7. Sheriff Leben stated that the primary duties of the three positions is to provide building security to Burleigh County properties but is currently conducted by non-sworn employees. Leben continued that the goal is to staff Court Security with sworn law enforcement officers in an effort to streamline operations, and enhance security operations for county property.

Motion by Comm. Jones, 2nd by Comm. Peluso to authorize the re-classification of three Court Security positions from Grade 6 to Deputy Sheriff Grade 7. All members present voted "AYE." Motion carried.

County Recorder Kroshus appeared with a request of interim pay for Human Resource assistants as they are taking on additional department responsibilities in the absence of a Human Resource Director. Kroshus proposed an increase of \$2.24/per hour increase for 3 months and requested that the pay be made retroactive to the February 2nd pay period.

Motion by Comm. Peluso, 2nd by Comm. Jones to approve an interim pay increase of \$2.24 per hour for the Humans Resource assistants effective February 2, 2020. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Armstrong to approve the Pride Inc, Leingang, Tibke/Rebenitsch, Schlafman, Geohring, Hoechst, Metzger, Olson, Wangler, Haff, Sutton, Liechty Homes, Quinn, Vandewalle, Davis, Young, Heinle, Dehaven, O'Grady, Glaser, Schneider, Hagel, Thompson, Schlosser, and Zeeb abatements as requested along with the remainder of the consent agenda. All members present voted "AYE." Motion carried.

Commissioner Woodcox gave an update on information he received regarding refugee resettlement in Burleigh County. Woodcox stated that to date there has been one family resettled in Burleigh County with eight members and they are of Ukrainian nationality. Commissioner Woodcox furthered that Burleigh County has included zero dollars for refugee resettlement in the 2020 budget.

Commissioner Bitner stated that he was unable to find good cost information and that Lutheran Social Services used information from an organization called New American. Bitner continued that this information was not relative to refugees but was relative to foreign born individuals and it was derived from census data.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
February 7, 2020

11:02 AM.

A Special meeting of the Burleigh County Commission convened in the Human Resources Conference Room. A roll call was taken with all members present except Comm. Jones and Comm. Armstrong.

The commission discussed the Human Resource Director position and the path forward after the first offer was declined by the top candidate. After discussion it was decided to reopen the position. It was further discussed if a new interview panel was needed. After additional discussion the following motion was made:

Motion by Comm. Peluso, 2nd by Comm. Bitner, to repost the Human Resource Director position for two weeks. After the closing of the job posting, a new interview committee will be selected and qualifying candidates will be interviewed. All members present voted "AYE". Motion carried.

Commission continued with a discussion regarding the Finance Director position. There was discussion on the necessity of a CPA for the position. There was further discussion about adding an underfill to the posting for applicants with a Bachelor's Degree in Accounting and working towards the CPA over a three-year period. After additional discussion the following motion was made:

Motion by Comm. Bitner, 2nd by Comm. Peluso, to repost the Finance Director position for an additional two weeks. The new posting will include the addition of an underfill option with a minimum of a Bachelor's in Accounting and working towards a CPA over the next three years. The incentive for acquiring the CPA would be an increase in the step plan after it is obtained. All members present voted "AYE". Motion carried.

Commission discussed the possibility of retaining the current Finance Director on a contract basis after his retirement to train the new finance director and complete the Burleigh County audit. After additional discussion the following motion was made:

Motion by Comm. Peluso, 2nd by Comm. Bitner, to work on a contract for the Finance Director's services after his retirement. Chairman Woodcox and States Attorney Lawyer will draft the contract. All members present voted "AYE". Motion carried.

As there was no further business, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
February 3, 2020

5:00 PM.

The Burleigh County Commission convened a regular meeting. A roll call was taken with all members present except Comm. Jones.

Motion by Comm. Armstrong, 2nd by Comm. Bitner, to approve the January 21, 2020, meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

Mike Manstrom, Dougherty & Company LLC, and Scott Wegner, Arntson, Stewart, Wegner Bond Counsel, appeared and presented the results of the bond sale for the Special Assessment District Bonds #65, #66, #67, #68, and #69. Manstrom stated Bonds in the amount of \$1,475,000 were sold at a net interest rate of 2.03%. Manstrom recommended the County Commission approve the sale of the bonds. Wegner presented the bond and warrant resolutions to award the sale of the Revenue Bonds.

Motion by Comm. Armstrong, 2nd by Comm. Bitner, to approve a bond resolution authorizing the issuance of \$1,475,000 (warrants) payable from funds of SAD's #65, #66, #67, #68, and #69 described in the resolution. All members present voted "AYE." Motion carried.

Motion by Comm. Armstrong, 2nd by Comm. Bitner, to approve a warrant resolution creating the funds of improvement districts #65, #66, #67, #68 and #69 and authorize the issuance of improvement warrants as described in the resolution. All members present voted "AYE." Motion carried.

Mike Manstrom, Dougherty & Company LLC, and Scott Wegner, Arntson, Stewart, Wegner Bond Counsel, continued with request for approval of the Healthcare Revenue Bond anticipation notes not to exceed \$15,000,000 for Missouri Slope North Campus.

Motion by Comm. Armstrong, 2nd by Comm. Bitner, to approve the issuance of Healthcare Revenue bond anticipation notes not to exceed \$15,000,000 for Missouri Slope North Campus. All members present voted "AYE." Motion carried.

Sheriff Leben and Mike Dannenfelzer appeared and presented information related to the 2020 SIREN radio project. This radio system will allow interagency communication throughout the county and with other agencies throughout the state. This update is a cost of \$623,085.61 with Burleigh County's portion being \$435,585.61 which will be budgeted in the 2021 budget cycle. No action taken at this time.

Sheriff Leben continued with a request to approve the agreement between Sgt Elliot Carvell and the Burleigh County Sheriff's Department to allow Sgt Carvell to take ownership of his law enforcement K-9 upon the retirement of the dog.

Motion by Comm. Peluso, 2nd by Comm. Bitner, to authorize proper County officials to enter into an agreement with Sgt Elliot Carvell to take ownership of his Burleigh County Law Enforcement K-9. All members present voted "AYE." Motion carried.

Engineer Hall appeared and presented a developer's request for a waiver to the County pavement policy. This property is located along 110th Ave NE and 41st St NE. The request is to allow a four-lot subdivision without requiring 110th Ave NE to be paved to 26th St NE.

Motion by Armstrong, 2nd by Comm. Peluso, to approve the proposed resolution that the County Board of Commissioners grant Seth Sandness a request to waive the paving requirements to the Pavement Policy, in conjunction with the approval of the Plains Ridge Subdivision. Furthermore, the waiving of the Pavement Policy at this time is only to allow the proposed plat to be approved and does not preclude the County/Township from requiring the property owner(s) from sharing in the cost to construct and pave these roadways in the future. All members present voted "AYE." Motion carried.

Engineer Hall continued with the awarding of bids for SAD's #70, #71 and #72 to the low bidder. The following bids were received from Northern Improvement (\$536,927.92) and Strata Corporation (\$619,808.17).

Motion by Comm. Peluso, 2nd by Comm. Bitner, to accept the SAD low bid from Northern Improvement Co. for \$536,927.92 and to authorize proper County officials to enter into contracts with said bidder. All members present voted "AYE." Motion carried.

County Recorder Kroshus, appeared with an update on the Human Resource Director position. She stated that after the interview process the panel recommends making an offer to the top candidate. Commissioner Peluso commented that the position should be reopened if the top candidate doesn't accept the offer.

Motion by Comm. Armstrong, 2nd by Comm. Peluso, to make an offer for the Human Resources Director position to the top candidate. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Armstrong, 2nd By Comm. Peluso, to approve the Kriechbaumer, Bolinske, Feist, Gnirk, Jacobs, Biegler, Rants, Knudson, Liechty Homes, Bonagofsky, Bowers, Taylor, Fleury, Weigel, Volk, Nicholes, Schmidt, Lehr, Schuler, Conlon, Kuntz, Hawkenson, Farrell, Jungling, One Feather and Swiftbird abatements as requested along with the remainder of the consent agenda. All members voted "AYE." Motion carried.

Auditor/Treasurer Vietmeier updated the commission about the shared Horticultural Agent position at Burleigh County Extension. He indicated that Morton County signed the agreement and for for the 2020-calendar year NDSU is paying 100% of this position's salary and benefits. For the 2021 budget Burleigh County will be responsible for 25% of the salary and benefits for this position. No action required.

On a motion made, seconded, and carried, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
January 21, 2020

5:00 PM.

The Burleigh County Commission convened a regular meeting. A roll call was taken with all members present except Comm. Bitner.

Motion by Comm. Peluso, 2nd by Comm. Armstrong, to approve the January 7, 2019, meeting minutes and vouchers as presented. All members present voted "AYE." Motion carried.

County Engineer Hall appeared and presented the following item for the Board's consideration:
Authorization to seek a consultant engineering firm to design the reconstruction of bridge projects 08-110-21.1 and 08-123-18.0.

Motion by Comm. Jones, 2nd by Comm. Armstrong, authorizing the County Auditor and the County Engineer to advertise for engineering design service proposals for the reconstruction of Bridges 08-110-21.1 and 08-123-18.0. All members present voted "AYE." Motion carried.

Commissioner Jones provided information related to the horticultural and agricultural agent positions, available within the Burleigh County Extension. The horticultural position would be a 50/50 position with Morton County Extension with NDSU paying 100% of 2020 costs. In 2021 it will be the responsibility of each county to pay 25% of the salary and benefits, with NDSU picking of the remaining 50%.

Commissioner Jones continued with the discussion of hiring an agricultural agent at a wage \$15,000 higher than what is currently budgeted in 2020. She stated that this is a cost share with NDSU, therefore, actual costs to Burleigh County will be \$7,500 for 2020.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to sign the partnership for a shared horticultural Extension agent with Morton County. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve an additional \$15,000 for the agricultural agent position at Burleigh County Extension. All members present voted "AYE." Motion carried.

HR Director Terras appeared and presented a light duty policy for commission approval. Terras stated that the county does not currently have a policy for light/restricted duty in the workplace. Sheriff Leben also appeared and voiced his support of the new policy stating he assisted with the writing of this policy to address issues that he currently has within the Sheriff Department. Leben stated that the policy is to protect both the employees and the county.

Motion by Comm. Armstrong, 2nd by Comm. Jones, to approve the light duty policy as presented. All members present voted "AYE." Motion carried.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the Conlin, Pic, Gieser, Grafsgaard, Wesson, Fleckenstein, Thomsen, Masters, Sattler Homes (2), Labrensz, Walker, Edgerly, Uskevicz, Frohlich, Gross, Krueger, Neumiller, Pfaff, Gregerson, Wald, Christianson, Martin and VCZ abatements as requested along with the remainder of the consent agenda. All members present voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Commissioner Armstrong, to appoint Lois Sundquist to serve on the Burleigh County Housing Authority. All members present voted "AYE." Motion carried.

On a motion made, seconded, and carried, the Board adjourned

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman

BURLEIGH COUNTY COMMISSION
MEETING MINUTES
January 6, 2020

5:00 PM.

The Burleigh County Commission convened a regular meeting. A roll call was taken with all members present.

County Auditor/Treasurer Vietmeier called the meeting to order and immediately called for nominations for Chairperson for 2020.

Comm. Armstrong nominated Comm. Woodcox for the Chairmanship. As there were no additional nominations, the following motion was made:

Motion by Comm. Peluso, 2nd by Comm. Bitner, to cease nominations and to cast a unanimous ballot to elect Comm. Woodcox as Chairman for 2020. All members voted "AYE." Motion carried.

Commissioner Woodcox then assumed the Chair.

Chairman Woodcox then called for nominations for Vice-Chairperson for 2020.

Comm. Armstrong nominated Comm. Jones as Vice-Chairman. As there were no additional nominations, the following motion was made:

Motion by Comm. Armstrong, 2nd by Comm. Peluso, to cease nominations and to cast a unanimous ballot to elect Comm. Jones as Vice-Chairman. All members voted "AYE." Motion carried.

Motion by Comm. Peluso, 2nd by Comm. Jones, to approve the December 16th meeting minutes and vouchers as presented. All members voted "AYE." Motion carried.

The commission then reviewed portfolio assignments for 2020. Motion by Comm. Armstrong, 2nd by Comm. Jones, to keep the current portfolios for the 2020 calendar year. All members voted "AYE." Motion carried.

County Engineer Hall appeared regarding authorization to advertise bids for: Painted Pavement Markings, Furnishing Concrete and Metal Culverts, Crushing of Gravel, Township Gravel Hauling, Dust Control, and Chip Seal projects.

Motion by Comm. Jones, 2nd by Comm. Peluso, to authorize the advertisement of bids for Painted Pavement Markings, Furnishing Concrete and Metal Culverts, Crushing of Gravel, Township Gravel Hauling, Dust Control, and Chip Seal projects. All members voted "AYE." Motion carried.

County Engineer Hall provided commissioners with the 2020 project priority list and discussed prioritization needs and future project proposals. After commission discussion the following motions we made:

Motion by Comm. Jones, 2nd by Comm. Armstrong, to move Apple Creek road milling and resurfacing to item 9 on the project list and suspend the county chip seal projects for 2020. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to fix the existing slide area and move forward with the Emergency Relief funds from the state. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to review other potential slide areas and to report back to the commission on the findings. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to adopt the 2020 Burleigh County Project Priority List, and authorizes the Highway Department to allocate resources to design, acquire right of way and construct the prioritized projects under the North Dakota Century Code and Burleigh County policies.

Sheriff Leben appeared and presented the quarterly jail report. The average daily population in December 2019 was 284. The daily population for the same period the year prior was 247. Sheriff Leben informed the Commission that we incurred 172 prisoner nights for Department of Corrections and Rehabilitation (DOCR) prisoners that were housed in our facility. At Burleigh County's daily rate of \$75 per prisoner per day, this amounted to \$13,500 of incurred costs. Also, there was a medical incident for a DOCR inmate in our facility that cost an additional \$1,403.

HR Director Terras appeared with an update to the Finance Director position. She stated an offer was made to a top candidate, but it was declined. Therefore, we are currently advertising for that position.

Terras continued the discussion from December 16, 2020 commission meeting for interim pay to the current finance director. She proposed an increase of \$400 per pay period. The commission had a discussion.

Motion by Comm. Jones, 2nd by Comm. Armstrong, for an additional \$400 per pay period to the finance director position retroactively to December 15, 2019. "AYE" votes: Jones, Woodcox. "NAY" votes: Bitner, Armstrong, Peluso. Motion failed.

Motion by Comm. Peluso, 2nd by Comm. Jones, for an additional \$200 per pay period to the finance director position retroactively to December 15, 2019. All members voted "AYE." Motion carried.

HR Director Terras continued with a proposal for the appointment of the new weed officer.

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve the appointment of Burleigh County Weed Officer Dylan Ripplinger. All members voted "AYE." Motion carried.

HR Director Terras requested a variance to the starting salary policy for an attorney in the States Attorney's office that is above step five.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to approve the variance to the personal policy and hire at Grade 11 Step 6. All members voted "AYE." Motion carried.

HR Director Terras took this time to inform the commission that she will be resigning her position with Burleigh County effective January 31, 2020.

Commissioner Jones discussed the chip seal parking lot project at the Burleigh County Extension building that was completed by the Burleigh County Highway Department. Currently, there is a remaining balance of \$11,868.50 for the work that was completed.

Motion by Comm. Jones, 2nd by Comm. Peluso, to authorize the use of excess 2019 NDSU Extension budget to pay, to the Burleigh County Highway Department in the amount of \$11,868.50 for the remaining balance of the chip seal project. All members voted "AYE." Motion carried.

A discussion was held amongst the commissioners regarding citizens' requests to place future refugee resettlement questions on the ballot.

Motion by Comm. Peluso, 2nd by Comm. Bitner, to place a non-binding question on the ballot regarding future refugee resettlement. "AYE" votes: Peluso, Bitner. "NAY" votes: Armstrong, Jones, Woodcox. Motion failed.

The abatements were presented for the Board's consideration; a complete copy of which are on file and available for inspection in the Office of the County Auditor/Treasurer:

Motion by Comm. Jones, 2nd by Comm. Peluso, to approve the Durgan, Feiner, Mena, Twardoski, Spitzer, Zimbelman, Ecklund, Kraft, Creed and Thompson abatements as requested along with the remainder of the consent agenda. All members voted "AYE." Motion carried.

Motion by Comm. Bitner 2nd by Comm. Peluso, to appoint Trent Wangen to serve on the Bismarck City Planning Commission. All members voted "AYE." Motion carried.

Motion by Comm. Bitner, 2nd by Comm. Armstrong, to appoint Bea Streifel to serve on the Burleigh County Planning Commission. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to appoint Dennis Agnew to serve on the Burleigh County Planning Commission. "AYE" votes: Jones, Armstrong, Peluso, Woodcox. "NAY" votes: Bitner. Motion carried.

Motion by Comm. Armstrong, 2nd by Commissioner Jones, to appoint Cynthia Chavez to serve on the Burleigh County Housing Authority. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Armstrong, to appoint Dennis Reep and James Landenberger to serve on the Burleigh County Water Resource District. All members voted "AYE." Motion carried.

Motion by Comm. Jones, 2nd by Comm. Bitner, to appoint Raymond Skoglund and David Nehring to serve on the Burleigh County Weed Board. All members voted "AYE." Motion carried.

As there was no further business, the Board adjourned.

Allan Vietmeier, Auditor/Treasurer

Jerry Woodcox, Chairman