



Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix
Unorganized Townships



Burleigh County Commission Meeting Agenda

Tom Baker Meeting Room, City/County Office Building, 221 N 5th St, Bismarck

Attend in Person | Watch live on Government Access Channels 2 or 602 | Listen to Radio Access 102.5 FM |
Stream on [freetv.org](https://www.freetv.org) or [Dakota Media Access Facebook Live](https://www.facebook.com/DakotaMediaAccess) | Replay later from [freetv.org](https://www.freetv.org)

March 4, 2024

5:00 PM

COUNTY COMMISSION

Invocation and Pledge of Allegiance presented by Chaplain.

1. Meeting called to order by the Chairman of the Board.
2. Roll call of members.
3. Approval of Agenda.
4. Consideration and approval of the February 21, 2024, meeting minutes and bills.
5. Consent Agenda:
 - a. Abatements.
 - b. Applications for licenses, raffles, and special events permits.
 - c. Painted Woods Township Service Agreement.
6. County Planning Director Flanagan:
 - a. Special use permit.
7. County HR Director Binder:
 - a. Travel Reimbursement Policy
 - b. Electronic Communication Devices & Internet Usage Policy
 - c. Weed Control Officer Job Description and Update
8. Deputy Auditor/Treasurer Caya:
 - a. Applications for Bismarck Planning and Zoning Commission.
9. County Engineer Hall
 - a. Vacate Section Line – Public Hearing
10. Other Business
11. Adjourn.

The next regularly scheduled Commission meeting will be on March 18th, 2024.

Mark Splonskowski, Burleigh County Auditor/Treasurer

**BURLEIGH COUNTY COMMISSION
MEETING**

FEBRUARY 21ST, 2024

5:00 PM *Invocation by Chaplain and Pledge of Allegiance*

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

Roll call of the members: Commissioners Woodcox, Munson, Schwab, Bakken, and Chairman Bitner were present.

Motion by Comm. Munson, 2nd by Comm. Bakken to approve the meeting agenda. All members present voted "AYE". Motion carried.

Motion by Comm. Schwab, 2nd by Comm. Bakken to approve the February 5th, 2024 meeting minutes and bills. All members present voted, "AYE". Motion carried.

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 Burleigh County Auditor/Treasurer.

Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
Harbor Properties LLC	2023	Replat Tibesar's 1st Sub, Block 16, Lots 1-2, less S 5' of Lot 2	Error in property description	\$1,053,700	\$924,900
Ronald D Wahl	2023	Pt Outlot A of NW1/4, City of Wing	100% Disabled Veteran	\$92,200	\$0
Barb Knutson	2022	McKenzie Township Section 29 NE 1/4	Inundated acres	\$125,000	\$122,900
Barb Knutson	2023	McKenzie Township Section 29 NE 1/4	Inundated acres	\$130,200	\$128,100
Barb Knutson	2022	McKenzie Township Section 29 NW 1/4	Inundated acres	\$9,300	\$6,100
Barb Knutson	2023	McKenzie Township Section 29 NW 1/4	Inundated acres	\$9,800	\$6,700
Barb Knutson	2022	McKenzie Township Section 29 N1/2 S1/2	Inundated acres	\$24,500	\$22,700
Barb Knutson	2023	McKenzie Township Section 29 N1/2 S1/2	Inundated acres	\$26,000	\$24,200
Joyann Holsten	2023	Lots 13-16, Block 10, City of Wing	100% Disabled Veteran	\$47,800	\$0
Dennis W & Donte Adams	2023	Lot 21, Block 2, Southland Addition	100% Disabled Veteran	\$409,300	\$229,300

Tomi & Scott J Collins	2023	Block 21, Lounsberry Outlots, beg 61' N of SW cor N 53' E 148.5' S 53' W 148.5 to beg	Error in property description	\$195,800	\$161,900
Timarra & Jordan Kenner	2022	Lot 19, Block 2, Indian Hills	Error in property description	\$280,400	\$255,600
Timarra & Jordan Kenner	2023	Lot 19, Block 2, Indian Hills	Error in property description	\$291,600	\$266,800
Vicki Knopp	2022	Lot 6, Block 11, City of Wing	Residential land & structure taxed w/ commercial rate	\$58,500	\$58,500
Vicki Knopp	2023	Lot 6, Block 11, City of Wing	Residential land & structure taxed w/ commercial rate	\$60,300	\$60,300
Allen R & Nancy G Bittner	2023	Block 13, Replat Homan Acres, Lot E of Lot 1 Washington Court Condominiums Building 2033 Unit 4 & Garage 5	50% / 80% Homestead Credit / Disabled Veteran	\$112,400	\$11,240
Todd Perman	2023	Lots 7-9, Block 9, Sturgis	Error in property description	\$93,500	\$85,200
Todd & Terry Perman	2023	Lots 10-12, Block 9, Sturgis	Error in property description	\$182,500	\$172,500
Herbert Klaus Davis II & Ashten M Bristow	2023	Lot 8, Block 4, Washington Meadows 2nd	90% Disabled Veteran	\$317,500	\$223,000
Adam & Shiela Mae Otteson	2023	Lot 14, Block 2, Sattler's Sunrise 8th	Error in property description	\$397,200	\$365,300
Kohl & Andrea Stewart	2023	Lot 7 & undivided interest in common areas, Block 7, Southbay 2nd Addition	Error in property description	\$605,700	\$601,100
James W & Peggy A Rudick	2023	Lot 17, Block 4, Cottonwood Parkview Addition	50% Disabled Veteran	\$335,600	\$283,100

Kimberly A Speidel	2023	Lot 18, Block 18, Morningside Heights	Error in property description	\$197,600	\$175,200
Gale & Beverly Taverna	2023	Lot 9, Block 8, Casey's 2nd	100% Homestead Credit	\$194,800	\$0
Michael & Laurel Ahneman	2023	Lot 10, Block 17, Northern Pacific	100% Homestead Credit	\$243,400	\$43,400
Terrence R & Lori J Droll	2023	Lots 7-8 & E 10' of Lot 9, Block 4, McKenzie's	50% Homestead Credit	\$278,600	\$178,600
Elroy F Nelson	2023	Lot 24, Block 18, Meadow Valley 4th	50% Homestead Credit	\$245,900	\$145,900
Debra K Kramer	2023	Block 19, Morningside Heights, Lot 8 less SLY portion that's 4' wide at front & 0' wide at rear	100% Homestead Credit	\$223,000	\$123,000
Arlen Seeberg	2023	Block 2, Park Hill (Aud Lots), N182.95' of E75' of W125.9' of Auditor's Lot 2	50% Homestead Credit	\$181,600	\$90,800
David & Connie Friez	2023	Lot 8, Block 25, Wachter's 3rd	50% Homestead Credit	\$109,900	\$54,950
Noreen A Olson	2023	Block 1, Sleepy Hollow Heights 3rd, Lots 6-7 Sleepy Hollow heights 3rd Addn Condominium V Unit 2 of Bldg 1	50% Homestead Credit	\$307,300	\$207,300
Edward R & Madonna L Buth	2023	Lot 2, Block 2, Parkview	50% Homestead Credit	\$213,200	\$113,200
Patricia M Jergenson	2023	Lot 23 less E 1/2, Block 26, Stein's 4th	50% Homestead Credit	\$214,500	\$114,500
Norman & Genevieve Meidinger	2023	Block 2, Cottonwood Lake 4th, 2-3 & E 10.53' of Lot 4 Cottonwood Condo Assoc Unit 3	50% Homestead Credit	\$163,600	\$81,800
Larry & Karen L Jahnke	2023	Lot 9, Block 7, Pett's 5th	100% Homestead Credit	\$305,900	\$105,900
Brett & Amy Ruff	2023	Lot 10, Block 6, Centennial Park	80% Disabled Veteran	\$289,500	\$145,500

Real Estate Bel LLC	2023	Lot 19, Block 2, Meadow Valley	Error in property description	\$333,800	\$190,100
Jon J Rykowski Et Al	2023	Lot 25, Block 4, Edgewood Village 1st	Error in property description	\$527,000	\$510,500
Sean G & Lisa J Lund	2023	Lot 8, Block 3, High Meadows 6th	60% Disabled Veteran	\$342,200	\$324,200
Lyla Kaseman	2023	Block 38, Northern Pacific, Lot 1 less W 8' for alley Brownstone Condo Unit A	50% Homestead Credit	\$96,000	\$56,000
Larry Aichele	2023	Block 8, Eastside Heights, Lot 14-B desc as beg at SE cor Lot 14; th NWLY along E line 33rd St 121.32'; NWLY 10.18'; NELY 60.27'; E 27.02' to NW cor Lot 12, Blk 6 Eastview (etc)	50% Homestead Credit	\$256,300	\$156,300
Lynn M & Cathy A Anwiler	2023	Lot 7, Block 15, Stein's 3rd	100% Homestead Credit	\$276,300	\$76,300
Deborah Arnold	2023	Lot 19, Block 2, Northridge	50% Homestead Credit	\$136,000	\$68,000
Mary & Reede Benning	2023	Lot 6, Block 4, Stein's 2nd	50% Homestead Credit	\$280,200	\$180,200
Lowell & Terri Camp	2022	Lot 2, Block 1, Keating	100% Homestead Credit	\$228,900	\$103,900
Lowell & Terri Camp	2023	Lot 2, Block 1, Keating	100% Homestead Credit	\$233,900	\$33,900
Gerald A Carman	2023	Lot 24, Block 42, Flannery & Wetherby	50% Homestead Credit	\$133,300	\$66,650
James R & Linda F Faber	2023	Lot 13, Block 5, East View	50% Homestead Credit	\$221,500	\$121,500
Jerry & Sharon Franklin	2023	Block 2, Eastview, 520A of Lot 22 less S 50' of W 22' of said L22	50% Homestead Credit	\$191,800	\$95,900
Chester Haux	2023	Block 2, Cottonwood Lake 5th, 12 & L13 less W 35' 806 Bridgeport Dr Condo Assoc Unit 2	100% Homestead Credit	\$173,100	\$0

Roger A Kolling	2023	Lot 47, Block 14, Highland Acres	50% Homestead Credit	\$239,000	\$189,000
Michael J & Ardyth Renden	2023	Lot 10, Block 1, Kilber 3rd	50% Homestead Credit	\$337,500	\$237,500
Kevin Soule	2023	Block 21, Lounsberry Outlots, beg pt 500' S & 180' E of NW cor E 117' S 50' W 117' N 50' to beg	100% Homestead Credit	\$163,900	\$0
Patricia K Splonskowski	2023	Lot 9 & N 20' of Lot 10, Block 4, Highland Acres	100% Homestead Credit	\$299,900	\$99,900
Anna Vogel	2022	Lot 6, Block 7, Sasse	100% Homestead Credit	\$131,900	\$6,900
Orlyn & Darlene Wanstrom	2023	Lot 19, Block 3, Keating	50% Homestead Credit	\$212,400	\$112,400
Wayne Helm	2023	Lot 5, Block 3, City View Heights	100% Homestead Credit	\$333,800	\$133,800
Barbara & Steve Conley	2024	2015 Schult 32 x 60, #RED366005MNAB	50% Homestead Credit	\$119,808	\$59,904
John A & Janelle H Bitz	2023	Lot 8, Block 4, Dakota Sand 1st	50% Homestead Credit	\$369,000	\$269,000
Elva A Blumhagen	2023	Lot 13, Block 16, Washington Heights 4th	50% Homestead Credit	\$218,500	\$118,500
Mavis Buchholz	2023	Lot 1, Block 2, Edgewood Village 4th	100% Homestead Credit	\$442,400	\$242,400
Shirley Ann Christenson	2023	Block 8, Park Hill (Aud Lots), S 1/2 of E 1/2 of Aud Lot 8 less E 9' & less N 30' of S 1/2 E 1/2 less E 9' & less S 33'	100% Homestead Credit	\$232,900	\$32,900
Kathy Hammerel	2023	Lot 10, Block 8, Register's 2nd	100% Homestead Credit	\$202,800	\$2,800
Leona O Hartman Trust	2023	E 50' of W 100' of Lots 13-16, Block 47, Governor Pierce	50% Homestead Credit	\$204,500	\$104,500

Connie Hodge	2023	Lot 4 & Auditors Lot D of Lot 22, Block, 23, Wachter's 9th	50% Homestead Credit	\$451,700	\$351,700
Mabel J Keller	2023	Lot 2, Block 1, Pebble Creek 9th	100% Homestead Credit	\$259,200	\$59,200
Gloria Olson	2023	ELY 62.50' of Lot 4, Block 3, North Hills 14th	50% Homestead Credit	\$294,400	\$194,400
David Pederson Et Al -Benai A Pederson-	2023	Block 1, Marymarc Meadows Addn, Lot 3 Wilshire Ridge Condo Unit 3 & Garage 3, Building 2	100% Homestead Credit	\$133,000	\$0
Daniel Taszarek	2023	Block 17, Wachter's 2nd, S 76' of Lot 2 all Lot 3 & N 34' of Lot 4 South Aires Condo Unit 18	100% Homestead Credit	\$97,200	\$0
Douglas A Weiland	2023	Block 19, Morningside Heights, Lot 8 less SLY portion that's 4' wide at front & 0' wide at rear	50% Homestead Credit	\$223,000	\$173,000
Debbie A Opp	2023	Lot 13, Block 7, Replat of Calkins	50% Homestead Credit	\$219,900	\$119,900
Dean & Donella Johnson	2023	S 50' of N 300' of W 1/2 less W 30', Block 17, Lincoln	50% Homestead Credit	\$203,300	\$103,300
Ruby Unrath	2024	1978 Rollohome 24 x 56, #33413	100% Homestead Credit	\$13,751	\$0
Jason Bankston	2022	Lot 7, Block 2, Prairiewood Estates	80% Homestead Credit	\$67,400	\$13,480
Jason Bankston	2023	Lot 7, Block 2, Prairiewood Estates	100% Homestead Credit	\$97,000	\$0
Corinne J Lee Living Trust	2023	N 50' Lot 3, Block 3, Northern Pacific	Error in property description	\$188,400	\$141,000
Paula Mann	2024	1983 Innsbruck 14 x 76, #1264V8014	100% Homestead Credit	\$19,767	\$0
Diane Bauer	2024	2000 Friendship 28 x 56, #ABV6428	100% Homestead Credit	\$57,201	\$0

Paul & Mary Patera	2023	Lots 5 & 6 S 60' of Lot 5 & all of 6, Block 2, Glenwood Estates	50% Homestead Credit	\$333,100	\$233,100
Leory & Carol Humann	2023	Lot 12, Block 1, Apple Valley	50% Homestead Credit	\$171,800	\$71,800
Dan & Pam Bauer	2024	1975 Marshfield 14 x 70, #19236	100% Homestead Credit	\$7,526	\$0
Frank E & Margot C Kohl	2023	W 1/2 of Lot 4 & all Lot 5, Block 9, Riverview	50% Homestead Credit	\$124,900	\$62,450
Thomas S & Joyce M Walker	2023	Lot 5, & E 41' of Lot 6, Block 1, Marian Park	Error in property description	\$411,700	\$379,300
Anna Vogel	2023	Lot 6, Block 7, Sasse	Error in property description	\$211,000	\$181,600
Roberta Hoff	2024	2005 Schult 16 x 76, #RED355848MN	100% Homestead Credit	\$55,778	\$0
James H Ell	2023	Lot 13, Block 15, Lincoln Replat B 15	100% Homestead Credit	\$162,400	\$0
Janet Frohlech	2023	Lot 6 Brandon Heights Condominiums Six Unit 205, Block 1, Brandon Heights	50% Homestead Credit	\$199,800	\$99,900
Ethen Roemmich	2023	E 80' of Lots 1-4, Block 14, Fisher	Error in property description	\$238,700	\$187,600
Willard C Brunsoman Jr	2023	S 4' of Lot 5 & all Lot 6 less S 3', Block 11, Replat Homan Acres	100% Homestead Credit	\$304,300	\$104,300
Merle Bennett	2023	Lot 12, Block 12, Stein's 3rd	50% Homestead Credit	\$253,300	\$153,300
Duane Schuh	2023	Block 6, Cottonwood Lake 5th, Lot 1 & N 50' Lot 2; 717 Bridgeport Dr Condo Assoc Unit 3	50% Homestead Credit	\$179,100	\$89,550
Ludwina Faller	2023	Lot 17, Block 2, Vision Heights	50% Homestead Credit	\$217,100	\$117,100

John & Patricia Reinert	2023	Lot 1, Block 29, Wachter's 3rd	50% Homestead Credit	\$321,800	\$221,800
Barbara Brotten	2023	Lot 6, Block 18, Southwood Terrace 2nd Rep	100% Homestead Credit	\$282,500	\$82,500
Grant I & Lois E Kalbfleisch	2023	Lot 14 EXC S 48' all Lot 15 EXC N 12', Block 8, Replat Homan Acres	100% Homestead Credit	\$296,700	\$96,700
Gale McHenry	2023	Lot 3, Block 10, Replat of Calkins	50% Homestead Credit	\$238,300	\$188,300
Jeffery Conlon	2023	Lot 2, Block 3, Highland Acres	100% Homestead Credit	\$99,600	\$49,800
Sylvia Giesinger	2023	Lot 22, Block 3, Peet's 2nd	50% Homestead Credit	\$252,000	\$152,000
Alvin J & Rosemary Glaser	2023	Lot 2, Block 1, Country West XII	50% Homestead Credit	\$507,100	\$407,100
Laura Hirvela	2023	Block 4, East Hills Addition Replat, Lot 8 Baumgartner's Sharloh Loop Condominiums Unit 6 Building 1403	50% Homestead Credit	\$179,400	\$89,700
Harmon & Ruby Jackson	2023	Lot 5, Block 9, Jennings's 2nd	50% Homestead Credit	\$219,400	\$119,400
Matt & Virginia Kraft	2022	Lot 8, Block 6, Nagel's 2nd Replat	20% Homestead Credit	\$303,400	\$278,400
Matt & Virginia Kraft	2023	Lot 8, Block 6, Nagel's 2nd Replat	100% Homestead Credit	\$340,400	\$140,400
Debra K Orley	2023	Lot 10, Block 7, Promontory Point VI	50% Homestead Credit	\$549,100	\$449,100
Deloris Page	2023	Lot 3 & S 5' of Lot 4, Block 12, Register's 2nd	100% Homestead Credit	\$233,900	\$33,900
Regina Roehrich	2023	Lot 12, Block 20, Homan Acres 6th	50% Homestead Credit	\$417,800	\$317,800

James L Schmidt	2023	N 50' of Lot 5, Block 19, Lincoln Subdivision of Block 19	100% Homestead Credit	\$202,600	\$2,600
Francis & Brenda Elwood	2024	2014 Schult 30 x 72, #RED365653MN	90% Disabled Veteran	\$134,784	\$13,478
Claude Richter	2023	Lot 17, Block 4, Circle K Estates Second	50% Homestead Credit	\$249,700	\$149,700
Kathleen Meckler	2023	SE1/4 3-137-79	50% Homestead Credit	\$94,000	\$42,100
Joshua Jenkins	2024	2016 Harmony 28 x 60, #MY1620357AK	100% Disabled Veteran	\$107,016	\$0
Charles E & Maxine M Walby	2023	Lot 10, Block 5, Sattler's Sunrise	50% Homestead Credit	\$268,200	\$168,200
Norman J & Carol M Swindling	2023	Lot 2, Block 3, Sattler's Sunrise 9th	50% Homestead Credit	\$329,700	\$229,700
Brandon Schmitcke	2022	Lot 16, Block 7, Island Park Estates	60% Disabled Veteran	\$333,300	\$225,300
Brandon Schmitcke	2023	Lot 16, Block 7, Island Park Estates	60% Disabled Veteran	\$370,300	\$262,300
Eugene O & Eileen A Berg	2023	Lot 1, Block 1, Countryside Estates	50% Homestead Credit	\$332,200	\$240,534
Jerry & Margaret Zimmerman	2023	1995 Schult 28 x 56, #R263761AB	50% Homestead Credit	\$48,263	\$24,132
Schwindt Family Trust	2023	Lot 11, Block 2, K + L's 4th Addition	50% Homestead Credit	\$346,300	\$246,300
Carl Vandetti	2023	Lot 1, Block 8, Eastside Heights	50% Homestead Credit	\$255,400	\$155,400
Cleone & Sharon Jensen	2024	2008 Friendship 32 x 64, #31087	50% Homestead Credit	\$118,477	\$59,238
Andrew & Terry Leingang	2023	SE1/4 beg @ SE cor then W 1502', N 2597.15', E 1160.44, SE on R/W to 970.76' N of SE cor th S to POB	100% Homestead Credit	\$215,200	\$15,200
Brian Hanna	2023	1999 Champion 28 x 68, #0599484360	50% Disabled Veteran	\$69,458	\$32,292

Brian Hanna	2024	1999 Champion 28 x 68, #0599484360	50% Disabled Veteran	\$69,458	\$32,292
Cynthia M Welk	2023	Lot 11, Block 9, Meadow Valley 2nd Addn	100% Homestead Credit	\$241,600	\$41,600
Rita Albrecht	2023	Block 13, Replat Homan Acres, Lot D of Lot 1 Washington Court Condominiums Building 2026 Unit 1 Garage 12	100% Homestead Credit	\$112,800	\$0
Daniel & Pauline Baker Family Revocable Trust	2023	Lot 24, Block 1, North Hills 3rd	50% Homestead Credit	\$399,500	\$299,500
Floyd & Janice M Gillenberg	2023	Lot 26, Block 1, Evergreen Ridge Addition	100% Homestead Credit	\$295,500	\$95,500
Nancy Cerkony	2023	Lot 4, Block 7, Jennings's 2nd	100% Homestead Credit	\$229,600	\$29,600
Gerald R & Shirley A Kroh	2023	Lot 2, Block 15, Casey's 3rd	100% Homestead Credit	\$177,900	\$0
Steve Sharkey	2023	Lot 14, Block 11, Register's 2nd	50% Homestead Credit	\$203,600	\$103,600
Jack & Merilynn Starck	2023	Lot 1, Block 8, Sattler's Sunrise 7th	50% Homestead Credit	\$334,300	\$234,300
Betty J Teske	2023	N 67' of Lot 2, Block 4, Jennings 1st	50% Homestead Credit	\$269,200	\$169,200
Irene M Rankin	2023	2 Private Road Access, Block 3, Eastbluff Village	50% Homestead Credit	\$311,500	\$211,500
Marian & Marvin Hochhalter	2023	E 1/2 of E 1/2 of S 199.5' of N 217.5' of Aud Lot 6, Block 6, Park Hill (Aud Lots)	100% Homestead Credit	\$210,600	\$10,600
Grant I & Lois E Kalbfleisch	2022	Lot 14 EXC S 48' all Lot 15 EXC N 12', Block 8, Replat Homan Acres	100% Homestead Credit	\$272,400	\$147,400
Darlene Boustead	2023	Lot 4, Block 1, Sandy River Estates	100% Homestead Credit	\$362,900	\$162,900
Rebecca Hermanson	2023	N 1/2 NE 1/4 12-141-80	100% Homestead Credit	\$136,900	\$0

Motion by Comm. Bakken, 2nd by Comm. Munson to approve the Harbor Properties LLC, Ronald D. Wahl, Barb Knutson (6), Joyann Holsten, Dennis W. & Donte Adams, Tomi & Scott Collins, Timarra & Jordan Kenner (2), Vicki Knopp (2), Allen R. & Nancy G. Bittner, Todd Perman, Todd & Terry Perman, Herbert Klaus Davis II & Ashten M. Bristow, Adam & Shiela Mae Otteson, Kohl & Andrea Stewart, James W. & Peggy A. Rudick, Kimberly A. Speidel, Gale & Beverly Taverna, Michael & Laurel Ahneman, Terrence R. & Lori J. Droll, Elroy F. Nelson, Debra K. Kramer, Arlen Seeberg, David & Connie Friez, Noreen A. Olson, Edward R. & Madonna L. Buth, Patricia M. Jergenson, Norman & Genevieve Meidinger, Larry & Karen L. Jahnke, Brett & Amy Ruff, Real Estate Bel LLC, Jon J. Rykowsky Et Al, Sean G. & Lisa J. Lund, Lyla Kaseman, Larry Aichele, Lynn M. & Cathy A. Anwiler, Deborah Arnold, Mary & Reede Benning, Lowell & Terri Camp (2), Gerald A. Carman, James R. & Linda F. Faber, Jerry & Sharon Franklin, Chester Haux, Roger A. Kolling, Michael J. & Ardyth Renden, Kevin Soule, Patricia K. Splonskowski, Anna Vogel, Orlyn & Darlene Wanstrom, Wayne Helm, Barbara & Steve Conley, John A. & Janelle H. Bitz, Elva A. Blumhagen, Mavis Buchholz, Shirley Ann Christenson, Kathy Hammerel, Leona O. Hartman Trust, Connie Hodge, Mabel J. Keller, Gloria Olson, David Pederson Et Al -Benai A. Pederson, Daniel Taszarek, Douglas A. Weiland, Debbie A. Opp, Dean & Donella Johnson, Ruby Unrath, Jason Bankston (2), Corinne J. Lee Living Trust, Paula Mann, Diane Bauer, Paul & Mary Patera, Leory & Carol Humann, Dan & Pam Bauer, Frank E. & Margot C. Kohl, Thomas S. & Joyce M. Walker, Anna Vogel, Roberta Hoff, James H. Ell, Janet Frohlich, Ethen Roemmich, Willard C. Brunsoman Jr., Merle Bennett, Duane Schuh, Ludwina Faller, John & Patricia Reinert, Barbara Brotten, Grant I. & Lois E. Kalbfleisch, Gale McHenry, Jeffery Conlon, Sylvia Giesinger, Alvin J. & Rosemary Glaser, Laura Hirvela, Harmon & Ruby Jackson, Matt & Virginia Kraft (2), Debra K. Orley, Deloris Page, Regina Roehrich, James L. Schmidt, Francis & Brenda Elwood, Claude Richter, Kathleen Meckler, Joshua Jenkins, Charles E. & Maxine M. Walby, Norman J. & Carol M. Swindling, Brandon Schmitcke (2), Eugene O. & Eileen A. Berg, Jerry & Margaret Zimmerman, Schwindt Family Trust, Carl Vandetti, Cleone & Sharon Jensen, Andrew & Terry Leingang, Brian Hanna (2), Cynthia M. Welk, Rita Albrecht, Daniel & Pauline Baker Family Revocable Trust, Floyd & Janice M. Gillenberg, Nancy Cerkony, Gerald R. & Shirley A. Kroh, Steve Sharkey, Jack & Merylynn Starck, Betty J Teske, Irene M. Rankin, Marian & Marvin Hochhalter, Grant I. & Lois E. Kalbfleisch, Darlene Boustead, and the Rebecca Hermanson abatements plus the remainder of the consent agenda in its entirety. All members present voted "AYE". Motion carried.

County Tax Director Al Vietmeier presented a discussion on the State Tax Credit. He reminded everyone of the Mar. 31st deadline and encouraged everyone to apply. He also reminded everyone of the Homestead Property Tax Credit and said that there were some changes this year with income and value on homes and people can apply in person, online, or call the office for help. There is also a Disabled Veterans Property Tax Credit that people can apply for if they are a disabled veteran as a thank you for their service. The office will receive the last two applications after the Mar. 31st deadline.

County Engineer Marcus Hall presented a Developer Waiver Request for Dorothy Baker who wanted a three-lot subdivision (Baker Subdivision) and requested a waiver of the Pavement Policy. Motion by Comm. Bakken, 2nd by Comm. Woodcox to grant Dorothy Baker's request to waive the construction and paving requirements "paving of all internal roadways and adjacent section line roads" listed in the Pavement Policy and does not preclude the County/Township from requiring the property owner from sharing in the cost to construct and pave these roadways that benefit this property in the future. All members present voted "AYE". Motion carried.

State's Attorney Julie Lawyer presented a Public Service Commission Order regarding Summit Carbon Solutions and hazardous liquid pipelines. The order states that North Dakota Century Code 49.22.1-13

automatically supersedes and preempts any local land use or zoning regulations for a gas or liquid transmission facility route permit. She stated the commission has three options: Accept the order, file a reconsideration by Feb. 27th, or appeal that order to the District Court by March 11th. She stated we would have to file the reconsideration first and then if that is denied, file an appeal. She felt the PSC was cutting corners and blurring lines on this process. Motion by Comm. Munson, 2nd by Comm. Bakken to file a reconsideration back to the PSC by Feb. 27th and hire outside counsel to do that as the State's Attorney's Office has lost two more attorneys. All members present voted "AYE". Motion carried.

Auditor/Treasurer Mark Splonskowski presented a funds transfer request to transfer all the 2024 budgeted money and any necessary 2023 available funds from the account to the special assessments account to pay off the balance of specials and refund the Auditor's Office budget for the paid installments. Also requested was to eliminate the account associated with the 4th street parking lot. Motion by Comm. Munson, 2nd by Comm. Bakken to approve this request. All members present voted "AYE". Motion carried.

Comm. Munson stated that they have received some applications for the Missouri Valley Complex Committee and people were wondering how to apply. He then stated that they can go to the county website and the Auxiliary Board Application form can be printed out from there and sent to the auditor. Chair Bitner then added that they are taking applications for the City Planning Commission as well. They must be from the ETA area.

Finally, there was a discussion on the Home Rule Charter Committee. Comm. Munson stated that they are working on finalizing the language for the ballot and they are meeting with Morton County next week to work on this as to the dollars involved. The goal is to approve a one percent sales tax to help with property tax reform. From collecting this tax, up to \$22 million of Burleigh County's portion of property taxes could be eliminated.

Meeting Adjourned.

Mark Splonskowski, County Auditor/Treasurer

Brian Bitner, Chairman

The following list of abatements and settlement of taxes is forwarded for action to the Burleigh County Commission:

Abate #	Owner	Tax Year	Legal Description	Credit Type	Current MV	Reduced MV
24-359	Melina Rios Rivera & Kiara Aponte	2023	E 50' of Lots 8-11, Block 16, Governor Pierce	Error in property description	\$244,100	\$222,900
24-370	Melinda K Teske	2022	1980 Bonnavilla 28' x 48', #08A10171	100% Homestead Credit	\$14,472	\$0
24-371	Melinda K Teske	2023	1980 Bonnavilla 28' x 48', #08A10171	100% Homestead Credit	\$15,278	\$0
24-372	Melinda K Teske	2024	1980 Bonnavilla 28' x 48', #08A10171	100% Homestead Credit	\$15,278	\$0
24-373	Thomas Jenö	2024	1971 Rollohome 14 x 60, #GA040014	Mobile home demolished late 2023	\$7,550	\$0
24-374	Jesse Weber	2024	1974 Blair 14 x 56, #S90862	Mobile home demolished late 2023	\$6,213	\$0
24-375	Chuck & Mary Vetter	2024	1998 Schult 16 x 76, #R280469	50% Homestead Credit	\$36,675	\$18,338
24-376	Gerald Goldade	2022	Lot 1, Block 2, Countryside Estates	100% Homestead Credit	\$253,700	\$128,700
24-377	Gerald Goldade	2023	Lot 1, Block 2, Countryside Estates	100% Homestead Credit	\$271,700	\$71,700
24-378	Carole Koester	2023	Block 14, Wachter's 2nd, Lots 9-12 & W 10.2' of Lot 13 Pinecrest Condominium Unit 116	100% Homestead Credit	\$105,800	\$0
24-379	Delaney McCormick	2022	2012 Schult 30 x 76, #364454	100% Homestead Credit	\$129,010	\$4,010
24-380	Delaney McCormick	2023	2012 Schult 30 x 76, #364454	100% Homestead Credit	\$139,612	\$0
24-381	Delaney McCormick	2024	2012 Schult 30 x 76, #364454	100% Homestead Credit	\$139,612	\$0
24-382	Donna A Schmidt	2023	Lot 20, Block 20, Meadow Valley 4th	100% Homestead Credit	\$103,600	\$0
24-383	Marlinda Bender	2023	Lot 2, Block 9, Wachter's 7th Addition	50% Homestead Credit	\$282,400	\$182,400
24-384	Toni J Daede	2023	Lot 4, Block 2, Northridge	50% Homestead Credit	\$211,900	\$111,900

			Block 17, Wachter's 2nd, S 76' of Lot 2 all Lot 3 & N 34' of Lot 4 South Aires Condo			
24-385	Daniel Taszarek	2022	Unit 18	80% Homestead Credit	\$106,900	\$21,380
24-386	Alicia Ann Fischer	2023	Lot 3, Block 1, Calgary Count Addition	100% Homestead Credit	\$302,500	\$102,500
24-387	Marcia Schuler	2022	Lot 11, Block 1, Edgewood Village 5th	10% Homestead Credit	\$343,600	\$331,089
24-388	Marcia Schuler	2023	Lot 11, Block 1, Edgewood Village 5th	100% Homestead Credit	\$367,700	\$167,700
24-389	Julie Taylor	2023	28 x 60 2012 Schults, # RED364354MN	100% Disabled Veteran	\$101,556	\$0
			Section 27, Painted Woods Township, Lot			
24-390	Philip Axt	2023	A NW 1/4 less S 59.15' (.613 AC to -410)	50% Disabled Veteran	\$530,900	\$440,900
24-391	Lucy Dahner	2024	1980 Detroitter 14 x 67, #044D0515441A	100% Homestead Credit	\$9,341	\$0
24-392	Linda Brunner	2024	1980 Sharlo 14 x 66, #7882	100% Homestead Credit	\$9,164	\$0
24-393	Paul A & Helen M Senger	2023	Lot 3, Block 3, High Meadows 2nd	50% Homestead Credit	\$346,000	\$246,000
			Block 6, Lincoln, beg on W Ln 295' S & 125' E of NW cor E 75' N 95' W 75' to beg			
24-394	Marilyn J Miller	2023	#13802	100% Homestead Credit	\$215,400	\$15,400
24-395	Scott A & Brenda L Kilber	2023	Tract B, Block 3, East View	100% Homestead Credit	\$248,000	\$148,000
24-396	Anna Vogel	2023	Lot 6, Block 7, Sasse	100% Homestead Credit	\$181,600	\$0
	Ronald Fischer Etal -					
24-397	Mathilda Fischer-	2023	Lot 17, Block 4, Morningside Heights	100% Homestead Credit	\$225,200	\$25,200
24-398	Claudette A Doppler	2023	Lot 8, Block 4, Eastview	50% Homestead Credit	\$207,500	\$107,500
24-401	Leeila M Bina	2023	Lot 8, Block 3, Meadow Valley	50% Homestead Credit	\$280,200	\$180,200

24-402	Rebecca Christensen	2023	Block 2, Pebble Creek 9th, Lot 5 3515 N 19th St Condo Assoc Unit 3	50% Homestead Credit	\$198,400	\$99,200
24-403	Deborah Dobler	2023	Block 4, Pebble Creek, Lot 3, Block 4 Pebble Creek & Lot 2 less S 25.80', Block 1, Pebble Creek 5th 2004 Oregon Dr Condo Assoc Unit 1, Garage 1	50% Homestead Credit	\$179,600	\$89,800
24-404	Diane Haan	2023	Lot 2AR of Lot 2, Block 1, Replat pt North Hills 10th	50% Homestead Credit	\$300,500	\$200,500
24-405	Ralph J Halter	2023	Lot 34, Block 2, Southland Addition	50% Homestead Credit	\$412,700	\$312,700
24-406	Michael R & Carol L Heyd	2023	Lot 4, Block 5, Parkview	50% Homestead Credit	\$211,900	\$111,900
24-407	Doris E Nordgaard	2023	Block 1, Haight & Little's, S 6.25' of Lot 3, Lots 4-5, & N 11.26' of Lot 6 Williamsburg Condo Assoc Unit 2 Building 1934	100% Homestead Credit	\$177,000	\$0
24-408	David & Wanda Schnase	2023	S 8' of Lot 7 & all Lot 8, Block 7, Replat Homan Acres	50% Homestead Credit	\$285,700	\$185,700
24-409	Albert & Kathryn Mettler	2023	Lot 6 & Lot E of Lot 2, Block 1, K & L's 4th Addition	50% Homestead Credit	\$383,600	\$283,600
24-410	Dallus L Hochhalter	2023	Lot 10, Block 4, Rolling Meadows	50% Homestead Credit	\$255,700	\$155,700
24-411	Carol Thompson	2022	S 10' of Lot 1, all Lots 2-4, E 100' of Lot 5, Block 8, Rolling Hills 1st	100% Homestead Credit	\$138,900	\$13,900
24-412	Susan Wagner	2024	2014 Dutch Champion 76 x 16	Moved to McLean County for year	\$70,042	\$0
24-413	Herbert & Charlotte Ebel	2023	Lot 3, Block 1, Northwood Estates Replat	100% Homestead Credit	\$402,100	\$202,100



GAMING SITE AUTHORIZATION
 ND OFFICE OF ATTORNEY GENERAL
 SFN 17996 (4-2023)

G - _____ (_____) _____
 Site License Number
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization
Driscoll Betterment Club

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location
TNT TAVERN

Street <i>31 Main St</i>	City <i>Driscoll</i>	ZIP Code <i>58532</i>	County <i>Burleigh</i>
-----------------------------	-------------------------	--------------------------	---------------------------

Beginning Date(s) Authorized <i>07-01-2024</i>	Ending Date(s) Authorized <i>06-30-2025</i>	Number of Twenty-One tables, if zero, enter "0" <i>0</i>
---	--	--

Specific location where games of chance will be conducted and played at the site (required)
bar area - excluding restrooms

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

- | | | |
|--|--|---|
| <input type="checkbox"/> Bingo | <input type="checkbox"/> Club Special | <input type="checkbox"/> Sports Pools |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo | <input type="checkbox"/> Tip Board | <input type="checkbox"/> Twenty-One |
| <input checked="" type="checkbox"/> Raffles | <input type="checkbox"/> Seal Board | <input type="checkbox"/> Poker |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle | <input type="checkbox"/> Punchboard | <input type="checkbox"/> Calcuttas |
| <input type="checkbox"/> Pull Tab Jar | <input type="checkbox"/> Prize Board | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table |
| <input type="checkbox"/> ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
 Licensing Section
 600 E Boulevard Ave, Dept. 125
 Bismarck, ND 58505-0040
 Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
 OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) <i>Travis Kocourek</i>		Site Name <i>TNT Tavern</i>		Site Phone Number <i>701-387-9425</i>
Site Address <i>31 Main St S</i>	City <i>DRISCOLL</i>	State <i>ND</i>	Zip Code <i>58532</i>	County <i>Burleigh</i>
Organization <i>Driscoll Betterment Club</i>	Rental Period <i>07-01-2024 to 6-30-2025</i>		Monthly Rent Amount	
1. Is Bingo going to be conducted at the site?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <i>150.00</i>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
Total Monthly Rent				\$ <i>150.00</i>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance. The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <i>Travis Kocourek</i>	Title <i>Bar Owner</i>	Date <i>2/17/24</i>
Signature of Lessee <i>Ellen Steen</i>	Title <i>Gaming Manager</i>	Date <i>2-17-24</i>

All Items required for this Permit have been meet.

These Items are on file and can be seen upon request.

Burleigh County and
Painted Woods Township Service Agreement

This is a service Agreement between the Burleigh County Building/ Planning/ Zoning Department (hereinafter "Burleigh County") and PW Township, wherein Burleigh County will provide permit issuance, floodplain regulation and building inspection services to PW Township.

In consideration of the conditions contained herein, Burleigh County and PW Township agree as follows:

1. **Services Provided:** Burleigh County will issue all Building, Septic System, Plumbing and Mechanical permits for PW Township, including all Regulatory Floodplain requirements. Burleigh County code enforcement inspectors shall provide building, mechanical inspections and septic system inspections in _____ Township pursuant to the State Building codes. Burleigh County will integrate the PW Township inspections into its daily inspection schedule.
2. **Standards:** The construction, design, erection, alteration, demolition, removal, conversion, repair and maintenance of all buildings and structures on any properties within the jurisdiction of PW Township shall be done in accordance with standards contained in the North Dakota State Building Code including the appendices contained therein except such portions as may be deleted, modified or amended by the Board of County Commissioners.
3. **Floodplain Regulations Specific Standards;** In all special flood hazards areas where base flood elevation data has not been determined or provided by FEMA FIRM Mapping, the following provisions shall be required:
 - a. Reference BLE Base Level Engineering as best available information in review and issuance of all development permit applications and non-structural development permit applications.
4. **Hours:** The hours of inspection services will be normal Burleigh County working hours, generally 8:00AM—5:00PM Monday through Friday, excepting holidays.
5. **Employment Status:** The inspectors performing the services under this Agreement are employees of Burleigh County and not employees of PW Township. Burleigh County agrees to pay the inspectors performing services under this Agreement. PW Township shall not be responsible for, and Burleigh County agrees to indemnify and hold _____ Township harmless, from liability for all costs of the inspectors related to the work of the inspectors for PW Township, including and limited to work of the inspectors for PW Township.
6. **Supervision:** Burleigh County agrees that it will supervise its inspectors and provide administrative and technical support as is necessary to fulfill the requirements of this Agreement.

7. **Reliance on Information:** Burleigh County inspectors are not responsible for relying or acting upon any incorrect information provided by a permit holder or for actions resulting from information not provided by a permit holder.
8. **Payment Terms:** PW Township agrees that Burleigh County will collect and retain all fees related to inspection services rendered during the term of this Agreement. Such fees shall be according to Burleigh County's fee schedule which may be amended by the Burleigh County Commission from time to time.
9. **Representations as to Adequate Insurance Coverage:** Each party to this Agreement represents and warrants to the other that it has and shall maintain in effect liability insurance coverage in an amount of not less than \$1 workforce safety, and other appropriate forms of insurance coverage sufficient to generally protect the respective parties and their employees in carrying out the objectives of this Agreement.
10. **Liability:** Each party to this Agreement agrees to be responsible for its own negligent acts and the negligent acts of its respective officers, officials, employees or agents.
11. **Term of Agreement:** The term of this Agreement shall be for a period of one year from the date of approval noted below and shall automatically renew for successive five- year terms unless terminated pursuant to Paragraph 10.
12. **Termination:** This Agreement may be terminated by either party upon at least a thirty—day written notice.
13. **Modification or Alteration:** This Agreement may be modified or altered only by the mutual written agreement of both parties

Burleigh County

Dated this _____ day of _____, 2023

Mark Splonskowski, Auditor, Treasurer

Abigail Franklund 2/20/24
Painted Woods, Township Clerk

Burleigh County Commission, Chair

Don Crist 2/20/24
Painted woods, Township Chairman

ITEM

6



Burleigh County Building, Planning & Zoning
PO Box 5518
Bismarck ND 58506

burleighcobuilding@nd.gov
701-221-3727

To: Burleigh County Commission.
Re: Findings of Burleigh County Planning Commission
Date: 2-26-2024
From: Mitch Flanagan, Burleigh County Planning Director. *MF*

ITEM 1

Special Use Permit for a Retail Exempt Meat Market

On February 14, 2024, a public hearing was held for Leon and Susan Bauer for a Special Use Permit to allow the use of a limited meat packing facility on their property located at 21175 26th Street NE, Baldwin, ND. The Bauer's have applied with the State Department of Health and Human Services regarding permits, licensing and conditions required for the operation of the facility. NDHHS requires all local zoning to be approved prior to issuing their license.

The application for the Special Use Permit was recommended for approval by a vote of 8-0.

ACTION REQUESTED:

Consider to approve a Special Use Permit for a limited meat packing facility.

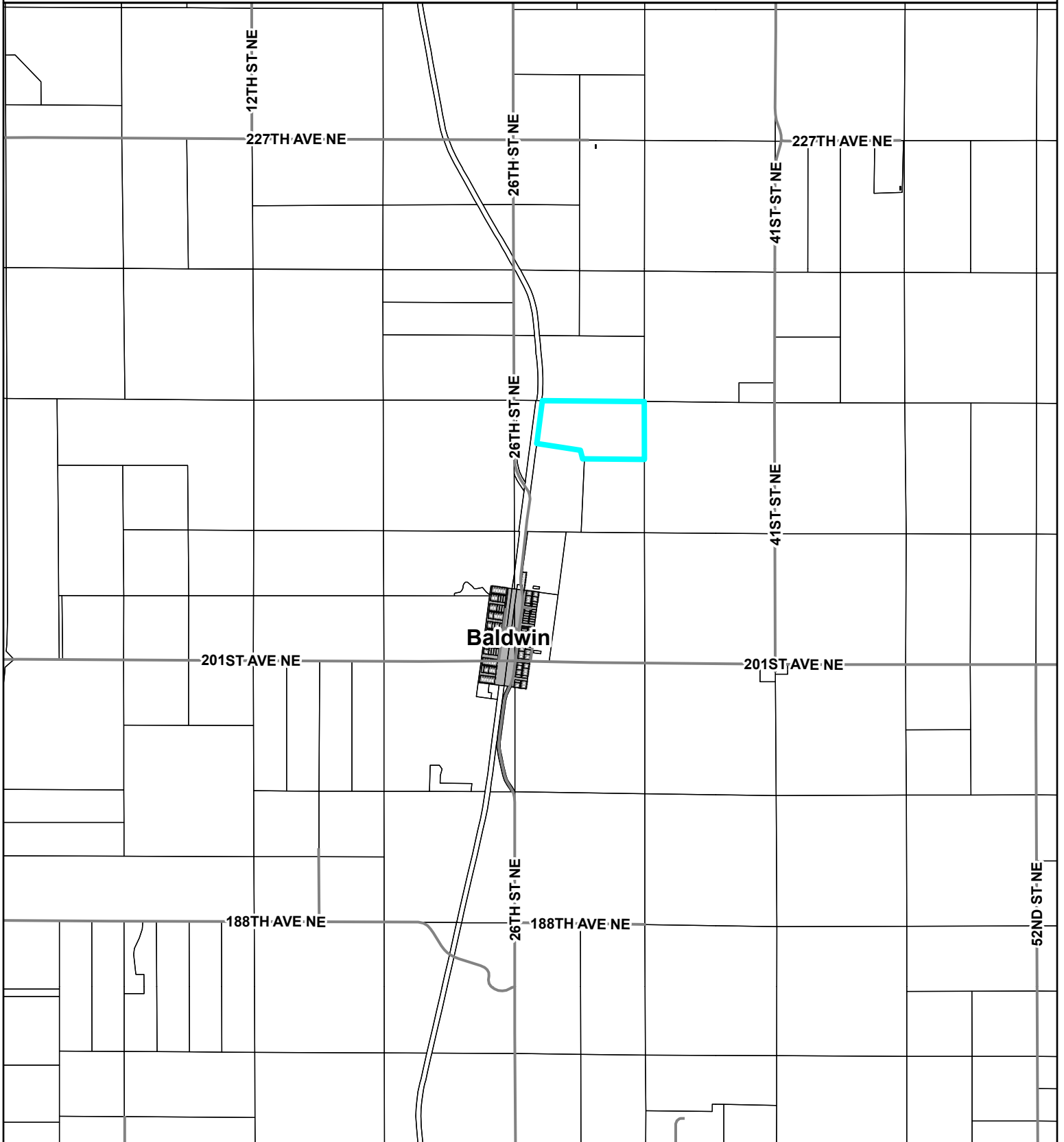
Attachments:

Ex. 1- Site Location

Ex. 2- SUP Application Letter

BURLEIGH COUNTY, NORTH DAKOTA LOCATION MAP

N
2/12/2024



PARCEL ID: 52-141-79-00-18-410

OWNER: BAUER, SUSAN L & LEON J

ACRES: 52.57

SITE ADDRESS: 21175 NE 26TH ST

MAIL ADDRESS: 21175 26TH ST NE, BALDWIN, ND 58521

LEGAL: CROFTE TOWNSHIP Section 18 LOT C OF GOVERNMENT LOT 1 & E1/2 IRR PLAT 729972; 730693 18-141-79

From: Leon, Susan and Ryan Bauer

Date: January 5, 2024

RE: Custom Exempt and Retail Exempt Meat Processing facility

Nestled on our family ranch north of Baldwin we are looking to begin the endeavor of starting a Custom Exempt and Retail Exempt livestock processing facility. A business we would proudly call Bauer's Butcher Barn.

We feel there is a great need for more livestock processing facilities in our area. North Dakota prides itself as an agricultural dominated state. There are roughly 1.85 million cattle that roam this great state alone (ND.gov) Where in comparison there are only 113 meat processors in North Dakota as of January 1st, 2024 (NDDA.ND.gov). By adding our Custom Exempt/Retail Exempt facility to that list we would be able to keep more North Dakota raised animals processed locally.

Our youngest of three sons, Ryan who is nineteen, is currently enrolled in the Meat Processing program through North Dakota School of Science and North Dakota State University. Where he is learning through hands-on experience this trade. He is set to graduate in May of 2024. It is his passion that has fueled this project.

The size of our facility will be a 64x60 building where we would be able to process approximately 15-20 animals per month. We plan on processing mainly cattle and pigs. We have approvals for rural water use from South Central Regional Water and a local Sanitation company who will be picking up our inedible. We would like to start construction early this spring.

Leon and Ryan will be the partners in this exciting venture. They feel confident that this will be a very welcome service to the surrounding ranchers in our rural community. Their goal is to keep farm to table local, ethical, and sourceable to all.

Thank you for your time and consideration in helping a young man keep a dying trade alive.

Sincerely,


Leon, Susan and Ryan Bauer

21175 26th St NE

Baldwin, ND 58521

ITEM

7

	Travel Reimbursement	BCHR - 17 Approved by Commissioners PJB
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PURPOSE:

The purpose of this policy is to explain how Burleigh County provides for reimbursement of expenses incurred by any elected or appointed officer, employee, representative or agent (Employee) of Burleigh County for mileage, airfare, meals, incidental expenses, and lodging while engaging in the discharge of a public duty away from their normal working and living residence for all or any part of any quarter of a day.

Employee’s submitting claims under this policy shall assure that the expenses incurred are not being reimbursed by any other governmental agency or private business.

POLICY:

In State Travel

Mileage Reimbursement

Personal vehicle mileage reimbursement rate will be as defined by the Internal Revenue Service. Personal aircraft mileage will be reimbursed at the same rate as established by the United States General Services Administration for privately owned vehicles.

Meals and Incidental Expenses Reimbursement

NDCC 44-08-04 provides for reimbursement of employee expenses for meals and lodging while an employee is away from their normal working and living residence.

If meals are included as part of a registration fee for a conference, seminar, or other meeting, the employee should be reimbursed for the entire registration fee, if paid by the employee. However, the employee cannot claim reimbursement for the applicable meal allowance for the quarter. An employee should be reimbursed for meals paid by the employee while attending a meeting at the request of, or on behalf of, Burleigh County up to the allowable rates.

Chapter 44-08-04 provides that reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Employees will not be reimbursed for the first quarter if travel began after 7:00a.m. in order to claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. Receipts are not required for the

first three quarters The federal per diem expense allowance for each quarter of any 24-hour period effective August 1, 2023, is as follows:

<u>Meal Allowance</u>	<u>In-State Rate</u>
First quarter, 6 a.m. to 12 noon	\$9.00
Second quarter, 12 noon to 6 p.m.	\$14.00
Third quarter, 6 p.m. to 12 midnight	\$22.00
Fourth quarter, 12 midnight to 6 a.m.	

If an employee is claiming reimbursement for meals for travel when no overnight stay is involved, the meal reimbursement is taxable and will be processed through the payroll system.

Lodging Expense Reimbursement

Original lodging receipt(s) are required for the Fourth quarter. All lodging is reimbursed at the actual cost under the maximum United States General Service Administration (GSA) rate for lodging in North Dakota.

Out of State Travel

Mileage Reimbursement

When for reason of personal preference or convenience, the employee uses a motor vehicle for out of state travel, reimbursement will be limited to either the estimated commercial airfare rate or the Internal Revenue Service mileage rate.

Commercial Air Travel Reimbursement

Employees may be reimbursed for actual airfares paid for travel on official Burleigh County business. This reimbursement should occur as soon as possible after the purchase is made. Proper supporting documentation must be attached to the Burleigh County Travel Expense Voucher Form as a receipt. Employees are strongly encouraged to purchase airline tickets in advance of anticipated travel to take advantage of reduced or discounted fares. Employees should be reimbursed for their first piece of checked personal luggage. Any other pieces of checked personal luggage will need to be approved by the Department Head.

Meals and Incidental Expenses Reimbursement

The allowance for out of state meals, within the continental United States, is equal to the per diem meals and incidental expense allowance rate in the city for which a claim is made on that day as established by the rule for federal employees by the GSA and must be allocated using the table below:

<u>Meal Allowance</u>	<u>Out-of-State Rate</u>
First quarter, 6 a.m. to 12 noon	20% of GSA M&IE Rate
Second quarter, 12 noon to 6 p.m.	30% of GSA M&IE Rate
Third quarter, 6 p.m. to 12 midnight	50% of GSA M&IE Rate

Fourth quarter, 12 midnight to 6 a.m.

Lodging Expense Reimbursement

Reimbursement for out-of-state lodging is allowed at actual cost to the employee (including applicable taxes), an original receipt is required for reimbursement.

Non-Reimbursable Expenses

Burleigh County will not provide reimbursement to an employee for the following expenses:

- Alcoholic beverages
- Entertainment
- Late check-out charges
- Parking tickets or other traffic tickets
- Laundry

Travel Advances

Burleigh County shall advance at the request of the Department Head; for employees of that department; funds to be used for payment of meal and lodging expenses incurred while the employee is traveling on official business of Burleigh County, provided that such travel must be planned to be in excess of five days per month, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period. Travel advances must be approved by the Department Head involved. Funds advanced for meals and lodging under this section shall be accounted for as required under NDCC 44-08-04 for travel.

Travel Expense Voucher

Burleigh County has a Travel Expense Voucher Form that must be completed in order for an elected or appointed officer, employee, representative or agent to claim expenses incurred for reimbursement through the County. The Burleigh County Travel Expense Voucher form is sent to employees annually from the Auditor/Treasurer's office. The procedures on the completion, authorization, and submission for processing this form are listed below:

Burleigh County Travel Expense Voucher Form Procedures

You must complete the Burleigh County Travel Expense Voucher Form to receive reimbursement for eligible expenses incurred. No other Travel Expense Voucher Form will be accepted. *The only exception to this would be the Reimbursement For Meals (without an overnight stay) Voucher Form that is used by the Burleigh County Human Service Zone employees and this form will be sent directly to the Human Resources Department for processing.* If you do not have a copy of the Burleigh County Travel Expense Voucher Form, please contact the Auditor/Treasurer's office to obtain this form.

1. Each employee claiming travel expense reimbursement shall submit only one Burleigh County Travel Expense Voucher form (Voucher) for each calendar month.
2. Vouchers must be submitted to the Auditor/Treasurer's office in a reasonable time frame in order for reimbursement to occur. It is preferred that employees submit Vouchers on a monthly basis. Vouchers submitted on a quarterly basis are also acceptable.
3. The information on the Voucher must be either typewritten or legibly printed.
4. Receipts are required for each expenditure for commercial transportation except taxi fare of \$10.00 or less. Receipts are required for each miscellaneous expenditure exceeding \$2.00.
5. Chapters of the NDCC pertaining to travel expenses are located at 44-08, 54-06. And 54-14. Penalties for filing false claims are stated in these sections.
6. All receipts for lodging must be original receipts. Credit card receipts cannot be substituted for original lodging receipts.
7. The purpose of the travel and other explanation of expenses shall be entered in the space provided for this purpose. The employee must enter the times of travel in the allotted spaces on the Voucher.
8. Please itemize each expense on the Voucher, i.e., Mileage, Meals, Miscellaneous Expenses and Lodging.
9. When the Voucher has been completed, attach any required receipts to the Voucher.
10. The employee must sign the Voucher and have their Department Head sign the Voucher prior to sending the Voucher to the Auditor/Treasurer's office for final authorization and processing.
11. An employee claiming reimbursement for meals for travel when there is no overnight stay involved, will be taxed for the meal reimbursement. When completing the Voucher, taxable meals must be noted in the space accordingly. The employee will receive the full meal reimbursement and the taxes will be withheld through the payroll system during the next administratively feasible payroll cycle.
12. Should Burleigh County approve advances for travel expenses, the present Voucher would require the addition of an extra space to enter the amount advanced.

	Electronic Communication Devices & Internet Usage Policy	BCHR - 14 Policy Revised: 02/25/2024 Board Approved:
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Purpose:

To provide guidance for County Commissioners, elected and appointed officials, supervisors, and employees regarding the policy and procedures for the appropriate use of all electronic communications devices (ECDs) used and owned by Burleigh County or owned personally and used in the workplace. The County has established the following policies for employee use of information technology (IT) infrastructure and communication networks (County owned and/or contracted), including the internet, email, and social media resources in an appropriate, ethical, and professional manner.

Introduction and Purpose

Burleigh County provides ECDs, and an IT infrastructure designed to facilitate business communications. These devices include telephones (desk phones, cell phones and smart phones), facsimile (Fax) machines, multi-function printers, tablets, mobile computing devices, workstations, video equipment, all computer desktops and laptops and network related hardware, software (including email and Internet), and/or peripheral devices. These devices are connected to the County’s IT infrastructure or contracted Wi-Fi and public scrutiny and/or disclosure or usage must not damage the reputation of Burleigh County, nor jeopardize the technology systems integrity.

This policy must be followed in conjunction with other Burleigh County policies governing appropriate workplace conduct and behavior. Any employee who abuses the County-provided access to email, the internet, social media, or other IT infrastructure may be denied future access and may be subject to disciplinary action up to and including termination of employment. Burleigh County complies with all applicable federal, state, and local laws as they concern the employee/employer relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Employees Provided ECDs and Personally Owned ECDs

Many Burleigh County employees have job duties that require access to a desktop or laptop computer. Burleigh County provides these devices and is responsible for the maintenance and replacement of such devices.

In addition, some positions may require the use of mobile computing devices such as cell phones, smart phones, or tablets.

Department Heads are responsible for determining if a County-issued mobile computing device should be provided to an employee or if an employee will be allowed to sync or directly attach a personal mobile computing device to Burleigh County's IT infrastructure.

The Department Head must assess the need and cost effectiveness for employees to have a County-issued mobile computing device. Each situation should be considered individually and be based on the employee's work or position.

Factors to be considered in determining if an employee should have a county-issued mobile device or be permitted to sync or directly attach a personal device to the County's IT infrastructure include, but are not limited to, the following:

- The frequency that employees conduct business off-site or away from the office setting and landline phones or radio communications are inaccessible or inefficient.
- Communication is required for safety purposes or to respond to emergencies.
- The extent to which an employee is required to be in regular or immediate contact with the office when out of the office or after hours.
- The extent to which a mobile device will increase an employee's productivity.
- The extent to which a mobile device will provide quality customer service and enhance business operations.
- The extent to which the position requires mobile email access.
- The determination of whether the position is exempt or non-exempt under the Fair Labor Standards Act (FLSA).
- A County-issued ECD should be used if an employee works outside the office and requires a VPN connection.
- Any other unique aspects of the position.

Authorized Use

Burleigh County's policy is to limit the use of County-issued ECDs to official business; however, users may be permitted to utilize ECDs for personal use, if in compliance with the following terms of this policy:

- Does not interfere with the performance of the user's public duties.
- Is of nominal cost or value.
- Does not create the appearance of impropriety.
- Is not for a political or personal commercial purpose.
- Is reasonable in time, duration, and frequency.
- Makes minimal use of hardware and software resources.
- Does not affect the safety of the employee or employee's coworkers.
- Uses only software that has been licensed by Burleigh County. Unauthorized downloading of software/shareware is prohibited; ECD's may be audited at any time.

Standards of Conduct

Users shall be held personally liable (legally, financially, or otherwise) for the use of ECDs not in compliance with the County's policy. ECDs should be used in a professional and ethical manner as noted below:

- Must not use ECDs to distribute, access, or store content that is harassing, bullying, discriminatory, defamatory, insulting, sexually explicit, offensive, or erotic.
- No messages with derogatory or inflammatory remarks about an individual's race, age, sex, disability, religion, national origin, physical attributes, gender identity, sexual preference or any other protected class may be transmitted. Harassment of any kind is prohibited.
- Abusive, profane, or offensive language and any illegal activities – including piracy, cracking, extortion, blackmail, and unauthorized access to any ECDs on the internet or email – are forbidden.
- Must not create, distribute, copy, store, or knowingly use unauthorized copies of copyrighted material on Burleigh County ECDs, or transmit them over the County's IT infrastructure; approval for the use and distribution of such information must be obtained from the owner/author.
- Must limit the use of non-business related "streaming" audio & video (including Internet radio, stock/news tickers, and software such as Weather Bug, etc.) that use significant amounts of the County's bandwidth.
- Must not use the County issued ECDs for accessing external email.
- Must not use County issued ECDs for the purposes of probing or hacking.
- Must not use County issued ECDs for any illegal activity, gambling, trading in illegal substances, etc.
- Must not use ECDs to download, copy, distribute, store, or use pirated software. Only software approved by the IT Manager will be installed on any County-issued ECD. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into the County's IT infrastructure.
- Must not use ECD's with photo/video capability in restricted-access areas and areas where personal privacy would be expected (e.g., restrooms) or electronically transmit images, video, or audio recorded on such devices without permission.
- Must not create or distribute a virus or intentionally cause damage to any ECDs or bypass any County virus detection system(s) in place.
- Must protect the ECD from theft, damage, abuse, or unauthorized use.
- Must immediately report suspicious activity or unauthorized access of an ECD.
- Must report a lost or stolen ECD immediately.
- Must conform to County procurement policies when making business-related purchases using an ECD.

Email Use:

Communication via email is approved by Burleigh County but caution should be exercised in its use. This guidance applies to all ECDs:

- Email messages and attachments are not encrypted by default and are vulnerable to interception by persons with malicious intent.
- Encryption is not needed when sending email, messages, and attachments within the "nd.gov" domain as these items do not go outside of the State of North Dakota firewall environment.
- All email messages including personal email messages are the property of Burleigh County and may be examined if deemed necessary by the Burleigh County IT Division.

- Email users will not permit unauthorized individuals to access their Burleigh County email account.
- Email users should exercise caution when receiving unsolicited email messages or attachments:
 - Unsolicited messages may be spam or junk mail and could be part of a phishing attack.
 - Clicking a link or opening an attachment may initiate the download of malicious software.
- Burleigh County does not permit accessing external email on County issued ECDs.
- Access to many external email sites has been blocked to prevent checking personal email. (May need to change due to google and apple ID accounts for software and other applications.)
- Contacts made through email should not be trusted with the County's information unless due diligence has first been performed.
- The County's email system does provide some protection against spam:
 - All inbound/outbound messages are scanned for common malware and spam filters are in place:
 - Suspicious spam emails are dropped
 - Emails identified with malicious attachments are dropped.
 - Specific file type attachments are automatically removed from messages before the message is forwarded to the recipient.
 - If you are expecting an email message that may have been removed or an attachment that may have been removed, contact the Burleigh County IT Division.

Additional Responsibilities of Employees Using Personally Owned ECDs:

The owner of a personally owned ECD is responsible for ensuring the device is protected, has antivirus software installed, enabled, and the antivirus software remains updated. Burleigh County is not responsible for providing antivirus software for personally owned ECDs.

The Owner of a personally owned ECD is responsible for ensuring that data exchanged with Burleigh County is free from viruses and other forms of malware.

The owner of a personally owned ECD is responsible for ensuring the latest operating system updates are applied, including all applicable security patches.

Social Media:

Social media is a means of communication using web-based and mobile technologies for the exchange or publication of information. Social media includes but is not limited to social networking sites, blogging, instant messaging, etc.

Department Heads have authority to determine and establish social media programs at their department level. Access to social media networks form within the IT infrastructure should be limited to employees performing official county business. Department social media sites will be monitored regularly, and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the County at risk. An employee's use of social media must

comply with all current Burleigh County policies such as, but not limited to Employer Responsibilities, Confidentiality, Employment Practices, and Use of Electronic Communications Devices.

- Every social medium utilized must be branded with the Burleigh County logo or the Department logo.
- Sites shall inform visitors of the intended purpose of the site and provide a statement regarding public comments so that the public is aware that inappropriate posts are subject to removal. Conversations are expected to be respectful. Each department is responsible for monitoring postings, and taking appropriate action, when necessary, to protect general site visitors from appropriate or technically harmful information and links.
- Users will not post copyrighted/trademark materials without permission from the originator.
- Employees must follow the site policies and adhere to the Burleigh County HR policies.
- Departments will maintain a record of social media sites created for County use, including, but not limited to a log file containing the name of the social media network, account identification, password, and list of authorized site editors/administrators. Every site shall have more than one editor/administrator to ensure continuity. This log file will be kept in the IT Division.

Confidentiality and Monitoring

All technology provided by Burleigh County including ECDs, and IT infrastructure, county-related work records and other information stored electronically, is the property of Burleigh County and not the employee. Burleigh County reserves the right to examine, monitor and regulate email, and electronic communications, directories, files, and all other content, including internet use, transmitted by, or stored in the IT infrastructure, whether onsite or offsite.

It is important for all employees to understand that Burleigh County is subject to the North Dakota Open Records Law, and, as such, all records, including information contained within internal and external email, voicemail, text messages, and other electronic communications are considered open records unless an exemption is otherwise noted in the Open Records Laws N.D.C.C. §44-04-17.1 and as such are open to the public upon request. Employees must be aware of this possibility when communicating electronically within and outside of the County.

- Except where precluded by law, Burleigh County has the right to monitor the usage of ECDs. Monitoring includes but is not limited to, reviewing, storing, accessing, auditing, and intercepting information received or sent through email, texting, instant messaging, voicemail, or over the Internet.
- The tools available from the Information Technology Division may allow for monitoring of an employee's Internet usage.
- Burleigh County reserves the right to block any Internet sites deemed by the County to be unrelated to the employee's responsibilities.
- Burleigh County will disclose records to law enforcement, management, government officials, or third parties through subpoena or other process. Consequently, employees should always ensure that their communications are accurate, appropriate, and lawful.

Employee Usage Responsibilities

Every employee of Burleigh County is responsible for the content of all text, audio, video, or image files that he or she places or sends over the County’s internet and email systems or downloads onto a County-owned ECD. No email or other electronic communication may be sent that hides the identity of the sender or represents the sender as someone else. Burleigh County’s government identity is attached to all outgoing email communications, which should reflect county values and appropriate workplace language and conduct.

Nothing in this policy is intended to, nor should it be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act (NLRA), including Section 7 and 8(a)(1) rights to organize and engage in protected , concerted activities regarding the terms and conditions of employment.

The above listed rules, obligations, and standards apply to all Burleigh County employees, part-time employees, contractors, and volunteers and other individuals who are provided access to the Burleigh County IT infrastructure. As such, each of these individuals acknowledge and agree that it is his/her responsibility to ensure the security of the Burleigh County technology system. Each individual understands that there should be no expectation of privacy of any kind related to the usage of the County-issued ECDs and the IT infrastructure, and consents to random monitoring of the Burleigh County technology systems and all County-issued ECDs.

I have read, and fully understand this policy. I understand that my use of Burleigh County’s ECDs, IT infrastructure and IT communication systems constitutes full acceptance of the terms of this policy and consent to monitoring. I understand that a violation of the above policy will result in disciplinary action, up to and including termination of employment.

Printed Name of User

Signature of User

Date



ELECTRONIC COMMUNICATIONS DEVICE AUTHORIZATION

Authorized employees with duties/responsibilities requiring them to carry an electronic communications device to conduct business on behalf of Burleigh County are subject to the Electronic Communication Devices & Internet Usage Policy.

Electronic Communication Device (ECD) Definition

Any device that makes or receives phone calls, leaves messages, sends text messages, accesses the internet, or downloads and allows for the reading and responding to e-mail.

Requirements and Responsibilities

Department Heads will determine which employees require a County ECD and complete the “Burleigh County Electronic Communications Device (ECD) Authorization Form.” The form will become part of the employee’s personnel file. The Department Head must also verify the employee has signed the Electronic Communication Devices & Internet Usage Policy.

The ECD and associated service will be provided by the County-designated vendor. communication plan services will be grouped in pooled plans to minimize cost.

If an employee declines a County owned ECD and associated service plan, the County will not pay a stipend for the employee’s personal ECD.

Employees utilizing a ECD to perform County business are encouraged to utilize hands-free talking while driving and operating equipment. All employees are prohibited from texting while driving.

Employees receiving a County ECD will be responsible for:

- Retrieving and responding to missed messages (phone calls, text messages, e-mails) in a timely manner.
- Having the ECD available for use during all hours of work and when the employee is on call.
- Limiting personal/incidental use which will be monitored by the Department Head.
- Caring for the ECD in a responsible manner, minimizing the chance of loss or damage.
- Providing adequate security for the ECD to prevent unauthorized users from finding work-related contact information stored in the device’s memory.

Privacy

Billing invoices associated with a County ECD are subject to the open records law.

ECDs in the Workplace

Burleigh County is aware that employees own personal ECDs. It is common courtesy to turn phones off or place in vibrate mode while at work to ensure effectiveness in the workplace. Employees can make calls and reply to messages on their break time.

BURLEIGH COUNTY
ELECTRONIC COMMUNICATIONS DEVICE AUTHORIZATION FORM

Employee Name: _____

Department: _____

Employee Authorization:

I certify that the employee requires a County-issued electronic communications device (ECD) as a routine and regular part of their job duties. The plan cost is based on work utilization, consistent with the County Electronic Communication Devices & Internet Usage Policy. The County agrees to maintain records sufficient to document compliance with this policy.

The form will become part of the employee's personnel file and remain in effect until employee separation, or the Department Head revokes the use of the County-issued ECD.

Department Head Signature

Date

Employee certification:

I have reviewed the Burleigh County Electronic Communication Devices & Internet Usage Policy and agree to abide by the current policy and subsequent revisions.

Employee Signature

Date



**Burleigh County, North
Dakota
Job Description**

Last Date Revised:
02/26/2024
Job Description #:
01-49130

Employee: _____
Job Title: Weed Control Officer
Job Status: Non-exempt
Salary Grade: 6

Location: Bismarck
Department: Weed Control
Reports to: Weed Board/Road Superintendent
DBM Rating: B23

Job Summary: Under the supervision of the Weed Board and the approval of the Burleigh County Commission, this position is responsible for the enforcement of applicable regulations under the North Dakota Century Code (NDCC) 4.1-47 Noxious Weed Control. The Burleigh County Weed Control Officer may enter upon any land within the jurisdiction of the officer to perform duties and to exercise powers under NDCC sections 4.1-47-01 through 4.1-47-30, including taking specimens of weeds or other materials, without the consent of the landowner or other person responsible for the land and without being subject to any action for trespass or damages, provided reasonable care is exercised. This position will also assist in the Highway department when needed.

Responsibilities:

- 30 % time 1. Cooperate with the weed board and the county commission to be responsible for the operation and enforcement of NDCC.4.1-47 within the county.
- 25 % time 2. Encourage noxious weed control by all landowners and land occupants within the county. Become acquainted with the location of noxious weeds within the county and investigate all signed complaints received by the Weed Board or County Commission regarding noxious weeds.
- 25 % time 3. Prepare reports as requested by the Weed Board, County Commission or Agriculture Commissioner and, attend meetings called by any of the above-mentioned parties, or any designee to further noxious weed control following the Noxious Weed Control regulations.
- 20 % time 4. Responsible for assisting with general labor duties on Road and Bridge projects including but not limited to snow removal, etc.

Essential Job Duties:

1. Applies chemicals for the control of noxious weeds on State, County and Township Right-of-Way, public and private land by using spraying equipment and correct formulas.
2. Work with township officials in identifying areas of need within appropriate areas and notifying where and when spraying will be done.
3. Surveys and plots noxious weeds and biological control areas (insectaries) and after determining needs, arranges for distribution.
4. Receive calls and information regarding noxious weed issues in the county, work with farmers, homeowners, and other members of the public to address needs and answer questions.
5. Provides information and education to the public and users through newsletters and other methods of communication.
6. Updates mapping program of pesticides and noxious weeds designed for spraying on a systematic basis.
7. Documents applications of pesticides and insecticides and ensures master sheets by township and highways are completed.
8. Prepares and files reports in compliance with federal and state laws.
9. Prepares and updates contracts and calls for bids when needed.
10. Ensures other sprayers keep accurate and detailed records for each spraying, checks records for accuracy and completeness.
11. Investigates complaints and reports findings to appropriate County Officials.



**Burleigh County, North
Dakota
Job Description**

Last Date Revised:
02/26/2024
Job Description #:
01-49130

12. Maintain Material Safety Data Sheets on all insecticides and pesticides for Weed Control and its storage facility and provides training to any staff at least annually.
13. Ensures proper storage of chemicals and inspects storage areas at least monthly.
14. Updates inventory and maintenance logs for chemicals, insects and equipment that are county owned at least monthly.
15. Provides progress reports to the Weed Board monthly, and to the County Commission at least quarterly.
16. Provides assistance to highway maintenance crews with general labor duties using hand tools including but not limited to shovels, rakes, post hole diggers, brooms, scrapers, etc. for use in shop and grounds maintenance, snow removal, etc. Operate heavy equipment on a limited basis to assist the highway department.
17. Observe established safety practices and procedures when working with tools and equipment including the wearing of orange per DOT regulations.
18. Create a positive and productive work atmosphere by communicating, maintaining a professional manner, with supervisors, employees, and the general public.
19. Performs other duties required and/or assigned.

Job Qualifications, Experience and Education

1. Requires Associates Degree (A.S., A.A.) or two-year technical certificate in Agriculture or related field, and three (3) years of herbicide application experience: or the equivalent combination of education, training and/or experience that provides required knowledge and abilities.
2. B.S. Degree in agriculture or related field preferred.
3. Must have or be able to obtain a commercial applicator's certification from the North Dakota State University Pesticide Division. Upon hire, must obtain and maintain Commercial Applicator's License in the following categories: CORE, Agricultural Pest Control, and Right-of-Way.
4. Must possess and retain at the employee's expense, a Class D driver's license as issued by the Driver's License Division of the State of North Dakota, and a clean driving record.
5. Prefer a Class A commercial driver's license.
6. Working knowledge of pesticide application, federal and state weed control laws, identification of noxious weeds, and application formulas and distribution.
7. Required skills include word processing, spreadsheets, email, internet, and other general computer usage skills, familiarity with GPS data recorders and mapping software.

Working Conditions/ Physical and Mental Demands

1. Physical environment consists of indoor/outdoor exposure to various extremes of climate and weather.
2. Will include physical motions of sitting, standing, walking, bending, pushing, pulling, crouching, twisting, grasping, climbing, lifting, and carrying heavy items, and other physical motions.
3. Employees in this position are subject to random alcohol and controlled substance testing in accordance with the federal mandated Omnibus Transportation Employee Act of 1991.
4. Occasionally required to respond to call back, emergency and overtime procedures.

Clarification Clause:

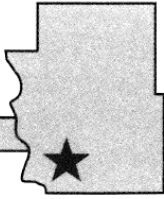
This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining the Weed Control Officer related position. The job description is not a contract for employment. Burleigh County reserves the right to modify job descriptions at any time.

Employee Signature

Date

ITEM

8



Request for County Board Action

DATE: March 4, 2024

TO: Burleigh County Commission

FROM: Mark Splonskowski

ITEM: Bismarck Planning and Zoning Applications.

REQUEST: Consider the applications received for the Bismarck planning and zoning Commission.

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Lora Wilson

Address: 515 Greenfield Lane Bismarck, ND 58503

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

Bismarck Planning and Zoning

List below the skills or qualifications you could bring to this Board or Commission:

I am a stay at home mom to 7 children ages 14 and under and care about the future of our city and county.

If you have any special interest or reason for serving on this Board or Commission, please explain below.

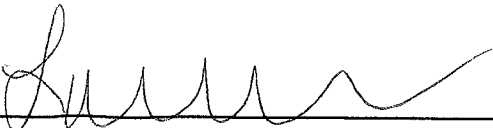
I watch the Burleigh Commission meetings and saw that you need someone to serve from the ETA.

Principal Occupation/Source of Income (check one)

- | | | | |
|-------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Farmer | <input type="checkbox"/> Military | <input type="checkbox"/> Investor/Retired | <input type="checkbox"/> Clerical & Sales |
| <input type="checkbox"/> Laborer | <input type="checkbox"/> Craftsman | <input checked="" type="checkbox"/> Business Owner | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Government | <input type="checkbox"/> Student | <input type="checkbox"/> Other | |

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest: Luigi's Ice Cream

List below the associations or institutions with which you are closely associated, or serve as a director or officer: Cathedral School PTO Vice President

Signature:  Date: 2-23-24

Please return application to: Burleigh County Auditor/Treasurer - PO Box 5518 - Bismarck ND 58506

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Larry Riedinger

Address: 4251 Apple Creek Road Bismarck ND 58504

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

city planning and zoning (ETA)

List below the skills or qualifications you could bring to this Board or Commission:

If you have any special interest or reason for serving on this Board or Commission, please explain below.

Principal Occupation/Source of Income (check one)

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Farmer | <input type="checkbox"/> Military | <input checked="" type="checkbox"/> Investor/Retired | <input type="checkbox"/> Clerical & Sales |
| <input type="checkbox"/> Laborer | <input checked="" type="checkbox"/> Craftsman | <input type="checkbox"/> Business Owner | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Government | <input type="checkbox"/> Student | <input type="checkbox"/> Other | |

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:

List below the associations or institutions with which you are closely associated, or serve as a director or officer:

Signature: Larry Riedinger Date: Feb-5-24

Please return application to: Burleigh County Auditor/Treasurer - PO Box 5518 - Bismarck ND 58506

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Chettie Greer

Address: 8021 Beacon Loop, Bismarck, ND, 58501

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

Bismarck Planning and Zoning Advisory Committee

List below the skills or qualifications you could bring to this Board or Commission:

As an experienced ER nurse and ND Department of Health and Human Services employee, I bring a unique perspective on development and how issues and choices can impact the broader spectrum of people in this community.

If you have any special interest or reason for serving on this Board or Commission, please explain below. I would like to serve on this board to bring a voice to those impacted by development choices and how the City can better the situation for all. With the City initiating a new zoning ordinance rewrite, I want to ensure the ETA resident voice is heard.

Principal Occupation/Source of Income (check one)

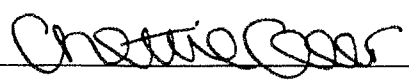
- | | | | |
|-------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> Farmer | <input type="checkbox"/> Military | <input type="checkbox"/> Investor/Retired | <input type="checkbox"/> Clerical & Sales |
| <input type="checkbox"/> Laborer | <input type="checkbox"/> Craftsman | <input type="checkbox"/> Business Owner | <input checked="" type="checkbox"/> Professional |
| <input type="checkbox"/> Government | <input type="checkbox"/> Student | <input type="checkbox"/> Other | |

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:

No financial interests to disclose.

List below the associations or institutions with which you are closely associated, or serve as a director or officer:

None

Signature:  Date: 12/17/23

Please return application to: Burleigh County Auditor/Treasurer - PO Box 5518 - Bismarck ND 58506

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

BURLEIGH COUNTY
AUXILIARY BOARD
APPLICATION FORM

Name: Sheldon A. Sivak

Address: 7115 30th Ave NE Bismarck, ND 58501

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Board or Commission on which you prefer to serve:

Bismarck Planning & Zoning Commission

List below the skills or qualifications you could bring to this Board or Commission:

I've been involved in the industry (went through the planning & zoning process) on my own property.

If you have any special interest or reason for serving on this Board or Commission, please explain below.

I have lived here in Burleigh County for over 30yrs and want to help make it a better place. I have served in the military and have experience in Law Enforcement.

- Principal Occupation/Source of Income (check one)
- | | | | |
|-------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Farmer | <input type="checkbox"/> Military | <input type="checkbox"/> Investor/Retired | <input type="checkbox"/> Clerical & Sales |
| <input type="checkbox"/> Laborer | <input type="checkbox"/> Craftsman | <input type="checkbox"/> Business Owner | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Government | <input type="checkbox"/> Student | <input checked="" type="checkbox"/> Other | |

List the name of each business or trust that is NOT the principal source of income, in which you have a financial interest:

Rock Hills Storage, LLC

Rock Hills Investments, LLC

List below the associations or institutions with which you are closely associated, or serve as a director or officer:

I work closely with the Bismarck/Mandan

Lacrosse Association and help out with Legacy High School Sports

Signature: [Signature] Date: 2-5-24

Please return application to: Burleigh County Auditor/Treasurer - PO Box 5518 - Bismarck ND 58506

OFFICE USE ONLY

Date Appointed by Commission _____

Term Start Date _____

Term End Date _____

Oath Returned _____

ITEM

9



BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43RD AVENUE NE
BISMARCK, ND 58503
701-204-7748
FAX 701-204-7749
www.burleighco.com

Request for County Board Action

DATE: March 4, 2024
TO: Mark Splonskowski
County Auditor
FROM: Marcus J. Hall
County Engineer

RE: Petition to Vacate Section line – PUBLIC HEARING

Please place the following item on the next Burleigh County Board agenda.

ACTION REQUESTED:

Review petition to vacate section line, conduct Public Hearing, and direct staff on how to proceed.

BACKGROUND:

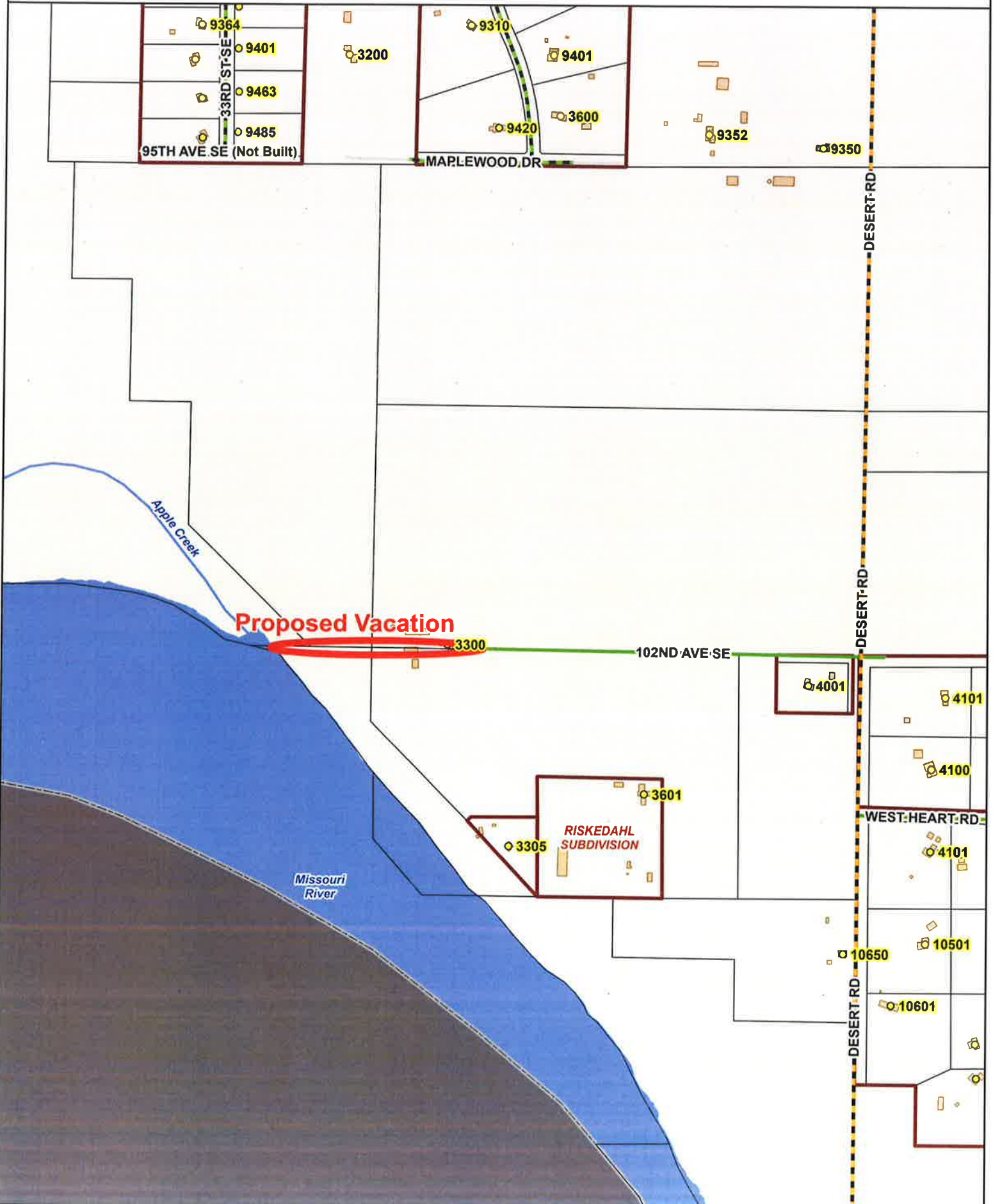
Under North Dakota Century Code (NDCC 24-07-03), the Board of County Commissioners may close a section line if the request meets certain criteria (if petitioned by a person having an interest in the adjoining land and after a public hearing). A property owner, as part of the Peaceful Valley Subdivision, has filed a petition (see attached Application) with the County (Under NDCC 24-07) to vacate a portion of a section line on their property. In order to vacate this section line, the County/Township must conduct a Public Hearing, determine the public benefit of vacating this section line and ascertain any damages that are caused by discontinuing this roadway.

RECOMMENDATION:

It is recommended that the Board review the attached application, conduct the Public Hearing and direct staff on how to proceed.

BURLEIGH COUNTY, NORTH DAKOTA
LOCATION MAP

N
1/31/2024



**BURLEIGH COUNTY, NORTH DAKOTA
LOCATION MAP**

N
1/31/2024





BURLEIGH COUNTY UNIFIED DEVELOPMENT APPLICATION

Application submitted for (check all that apply):

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Minor Plat Modification | <input type="checkbox"/> Plat Vacation |
| <input checked="" type="checkbox"/> Road Vacation | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Development Permit | <input type="checkbox"/> Special Use Permit |

PROPERTY INFORMATION:			
Name of plat: <p style="text-align: center; margin: 0;">PEACEFUL VALLEY SUBDIVISION</p>			
Legal description of property (lot, block, addition): <p style="margin: 0;">PART OF SEC. 11 & PART OF SEC. 14 IN TOWNSHIP 137 NORTH, RANGE 80 WEST</p>			
Street address of property: <p style="margin: 0;">3300 102ND AVENUE SE, BISMARCK, ND 58504</p>			
Existing Zoning: <p style="text-align: center; margin: 0;">AG</p>		Proposed zoning: <p style="text-align: center; margin: 0;">AG</p>	
Acreage: <p style="text-align: center; margin: 0;">17.89</p>		Number of lots: <p style="text-align: center; margin: 0;">1</p>	
Description of development proposal, including reason(s) for the request: <p style="text-align: center; margin: 0; font-size: 1.2em;">VACATE SECTION LINE ON COMMON LINE OF 11 & 14</p>			
APPLICANT/DEVELOPER:			
Name: <p style="margin: 0;">DUANE SMALL</p>		Mailing address: <p style="margin: 0;">3300 102ND AVE SE, BISMARCK, ND 58504</p>	
Daytime telephone number: <p style="margin: 0;">701-391-5320</p>	FAX number:	E-mail address:	
PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):			
Name:		Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:	
CONTACT PERSON/AGENT:			
Name/Firm: <p style="margin: 0;">MARK R. ISAACS / ILSE, INC.</p>		Mailing address: <p style="margin: 0;">4215 OLD RED TRAIL NW, MANDAN, ND 58554</p>	
Daytime telephone number: <p style="margin: 0;">701-595-2079</p>	FAX number:	E-mail address: <p style="margin: 0;">mark@ilsurveyand.com</p>	

NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED

This application is filed complete with the required information as outlined in the attached submission checklist. I understand the regulations of the Burleigh County Zoning Ordinance as they pertain to this request(s). I certify that all property owners have signed or ratified this application. I hereby request favorable consideration of the above described development application.

Duane Small
(Applicant's Signature)

1-31-24
(Date)

(Owner's Signature, if different)

(Date)

(Additional Owner's Signature, if applicable)

(Date)

VERIFICATION FOR ROADWAY VACATION REQUESTS:

The oath of at least one petitioner is required for road vacations only.

STATE OF NORTH DAKOTA)
) SS
COUNTY OF BURLEIGH)

On this 31ST day of January, 2024, before me, a notary public in and for said county and state, appeared Duane Small, known to be personally to be the same person described in and whom executed the above instrument, and severally acknowledged that he/she executed the same.

Mark R Isaacs
Notary Public
State of North Dakota
My Comm. Expires 6/30/2027

Mark R Isaacs
Notary Public
Burleigh County, State of North Dakota
My Commission Expires: 6/30/27

Submission Deadlines:

The County Planning and Zoning Commission regularly meets on the second Wednesday of each month. All development applications are due at 5:00 p.m., 21 calendar days prior to the meeting.

The following checklist must be completed and submitted with the application form.

COUNTY SUBMISSION CHECKLIST			
Applying for:		Submitted	N/A
Preliminary Plat	Required pre-application meeting	Date:	
	Fee determined by lot number: 1 – 2 lots \$200, 3 – 10 lots \$300, 11 – 20 lots \$400, 21 or more lots \$900.		
	Preliminary plat checklist, completed by applicant		
	8 ½ " x 11" reduction of plat		
	6 prints of plat including items listed in preliminary plat checklist		
	Digital Copy of plat per County Digital Plat Submittal Requirements		
	Road master plan & adjacent owner's consent (if required)		
	For subdivisions proposed in areas not under the zoning jurisdiction of Burleigh County: Documentation of subdivisions compliance with the zoning regulations of the township		
	Written request for amendment to Fringe Area Road Master Plan		
	Final Plat	Final plat fee \$250.00	
Stormwater Management Plan Review Fee \$200.00 (includes permit if approved)			
Final plat checklist, completed by applicant			
8 ½" X 11" reduction of plat			
6 prints of plat including items listed on the final plat checklist			
Digital Copy of plat per County Digital Plat Submittal Requirements			
Attorney's opinion of ownership, including all easement owners			
Development Application Review Fee	Fee Determined by number of lots: 1 – 2 lots = \$25, 3 to 10 lots = \$ 100, 11 – 20 lots \$200. 21+ lots \$600.		
	Site plan , drawn to scale (no larger than 1" x 17")		
	Completed Development Application and all exhibits		
Development Permit & Field Review	Fee determined by number of lots: 1 – 2 lots = \$200.00 3 – 10 lots = \$400.00 11 – 20 lots = \$1,500 21+ lots = \$2,500		
	Review and approval of Development Application		
Minor Plat/Lot Modification	(Only applies to 3 lots or less) Fee \$200.00		
	Sketch of Survey, showing how the lot(s) are to be modified		
	Digital Copy of modifications per County Digital Plat Submittal Requirements		
	Legal description of lot (s), both existing & proposed modification with square footage/acreage		
Plat Vacation	Fee \$300.00		
	Map of property to be vacated		
	Digital Copy of modifications per County Digital Plat Submittal Requirements		
	Legal description of property to be vacated		

Zoning Change	Fee \$500.00		
	Description of zoning change by legal description if multiple districts involved		
<i>For PUD Only</i>	➤ Architectural/Engineered Drawings		
	➤ One print of site plan, at 1" = 100' scale		
	➤ 8 ½" x 11" reduction of site plan		
	➤ Written statement		
Special Use	Fee \$300.00		
	Three prints of site plan at 1" = 20' or larger scale		
	8 ½" x 11" reduction of site plan		
	Photograph of building (for building movement only)		
	Adjacent property owner petition (required for moving of building, trap or skeet shooting range, vehicular racetrack, rodeo or rodeo event and solid waste disposal facility only)		

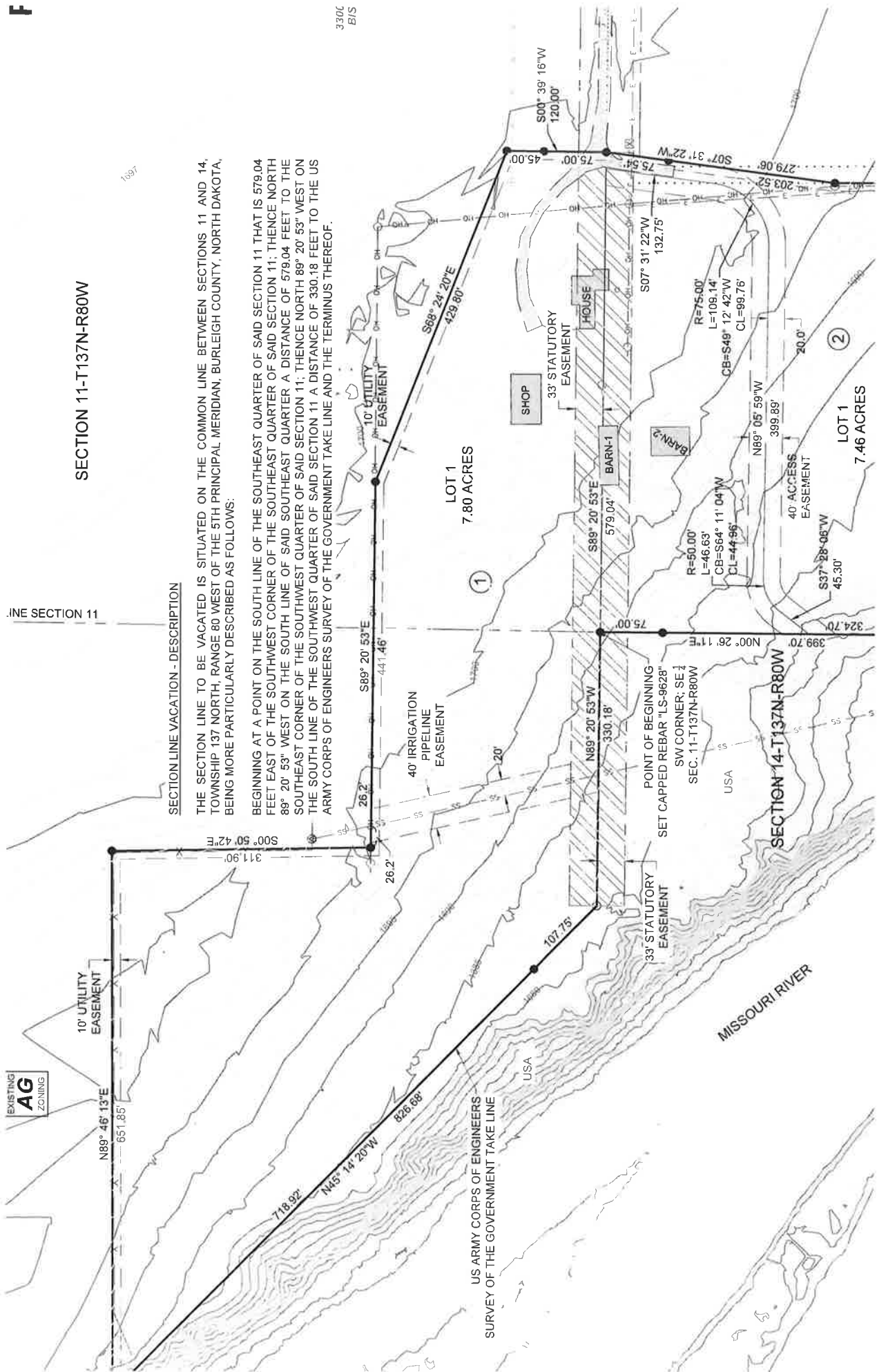
SECTION 11-T137N-R80W

LINE SECTION 11

SECTION LINE VACATION - DESCRIPTION

THE SECTION LINE TO BE VACATED IS SITUATED ON THE COMMON LINE BETWEEN SECTIONS 11 AND 14, TOWNSHIP 137 NORTH, RANGE 80 WEST OF THE 5TH PRINCIPAL MERIDIAN, BURLEIGH COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11 THAT IS 579.04 FEET EAST OF THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 11; THENCE NORTH 89° 20' 53" WEST ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 579.04 FEET TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 11; THENCE NORTH 89° 20' 53" WEST ON THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 11 A DISTANCE OF 330.18 FEET TO THE US ARMY CORPS OF ENGINEERS SURVEY OF THE GOVERNMENT TAKE LINE AND THE TERMINUS THEREOF.



330C
BIS

EXISTING
ZONING
AG

US ARMY CORPS OF ENGINEERS
SURVEY OF THE GOVERNMENT TAKE LINE

MISSOURI RIVER

SECTION 14-T137N-R80W

LOT 1
7.80 ACRES

LOT 2
7.46 ACRES

1597