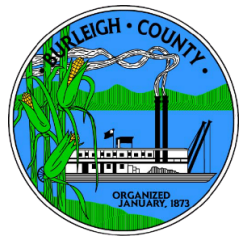




Lincoln, Fort Rice, Riverview, Florence Lake, Burnt Creek, Canfield, Lyman, & Phoenix  
Unorganized Townships



## Burleigh County Commission Meeting Agenda

Tom Baker Meeting Room, City/County Office Building, 221 N 5<sup>th</sup> 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)

**April 1, 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 March 18, 2024, meeting minutes and bills and the February 27, 2024, special meeting minutes.
5. Consent Agenda:
  - a. Abatements.
  - b. Applications for licenses, raffles, gaming site authorization and special events permits.
6. Telecommunications Week Proclamation.
7. County Human Resources Director Binder:
  - a. Employee Turnover report.
  - b. RFP – Draft for Timekeeping, Payroll and HRIS System.
  - c. Salary variance request.
8. County Finance Director Jacobs:
  - a. Update on Detention Center sales Tax.
  - b. 2023 Year-end budget variance and General Fund balance update.
9. County Engineer Hall:
  - a. County Highway 10 mill and overlay project concurrence letter.

- b. Petition to vacate section line.
- c. Award of bids for chip seal projects.
- d. Award of bids for Special Assessment District #76.
- e. Approve selection of consultant firm for Hwy 10 mill and overlay.

10. County Sheriff Leben:

- a. Traffic safety grant.
- b. Update on Detention Center Lawsuit.

11. Comm. Munson:

- a. Home Rule Charter measure discussion.

<https://www.youtube.com/watch?v=A4UDOIQJVoY>

12. Auditor/Treasurer Splonskowski:

- a. Missouri Valley Complex land lease discussion.

13. Other Business

14. Adjourn.

The next regularly scheduled Commission meeting will be on April 15<sup>th</sup>, 2024.

*Mark Splonskowski*

Burleigh County Auditor/Treasurer

**BURLEIGH COUNTY COMMISSION  
MEETING**

**MARCH 18<sup>TH</sup>, 2024**

**5:08 PM** *Invocation by Chaplain and Pledge of Allegiance*

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

Roll Call of members: Commissioners Bakken, Schwab, Woodcox, Munson, and Chairman Bitner present.

Chairman Bitner requested to add two items to the agenda. A request for a resolution for an ordinance public Hearing for the Planning Commission, and an item from the States Attorney for a salary variance request for an applicant for a senior attorney position. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Woodcox to approve agenda with proposed changes. All members present voted "AYE." Motion carried.

Motion by Comm. Woodcox, 2<sup>nd</sup> by Comm. Bakken to approve minutes and bills, all members present voted "AYE." Motion carried.

County Planning Director Flanagan presented the request for a resolution for an ordinance in reference to the flood plain ordinances that needs to go into effect in June. It requires two public hearings since it is a change to ordinance the 1<sup>st</sup> one to be at the Planning Commission at the April 10<sup>th</sup> meeting. Motion by Comm. Munson 2<sup>nd</sup> by Comm. Bakken to approve the resolution, all members present voted, "AYE." Motion carried.

States Attorney Lawyer presented the request for a salary variance request for a senior attorney position applicant. She wanted to adjust the offered salary from step 5 to step 9 based on the applicant's experience. Lawyer stated this is a very difficult position to fill and the applicant is qualified. She stated that she reached out to the HR Director, and she agreed with the variance. Motion by Comm. Schwab 2<sup>nd</sup> by Comm. Munson to approve the variance. All members present voted, "AYE," motion carried. Comm. Bakken asked how many positions will be open after this one is hired. Lawyer stated that all the senior positions would be filled but they would still have 5 assistant States Attorney positions open.

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.

<b>Owner</b>	<b>Tax Year</b>	<b>Legal Description</b>	<b>Credit Type</b>	<b>Current MV</b>	<b>Reduced MV</b>
LaSalle Shopping Center LLC	2022	Lot 1, Block 1, Hay Creek Commercial Add	True and full value exceeds market value		City denied abatement
LaSalle Shopping Center LLC	2023	Lot 1, Block 1, Hay Creek Commercial Add	True and full value exceeds market value		City denied abatement

LaSalle Shopping Center LLC	2022	Lot 1, Block 2, Hay Creek Commercial Add	True and full value exceeds market value	\$32,858,600	\$26,624,800
LaSalle Shopping Center LLC	2023	Lot 1, Block 2, Hay Creek Commercial Add	True and full value exceeds market value	\$35,815,900	\$27,979,500
Joyal & Joel Meyer	2022	Lot 1, Block 2, Sunnyview Acres 9th	50% Disabled Veteran	\$408,500	\$318,500
Joyal & Joel Meyer	2023	Lot 1, Block 2, Sunnyview Acres 9th	50% Disabled Veteran	\$434,000	\$344,000
Trent & Rachel Coleman	2023	Lot 12, Block 6, Wachter's 6th	50% Disabled Veteran	\$293,100	\$203,100
Dawson Brost & Megan Krebs	2023	Lot 24, Block 6, Gateway Addition	100% Disabled Veteran	\$364,700	\$274,700
Jessica Lawler	2023	Lots 1-2, Block 1, River Heights Addition	100% Disabled Veteran	\$204,100	\$24,100
Trent & Rachel Coleman	2022	Lot 12, Block 6, Wachter's 6th Addition	50% Disabled Veteran	\$286,300	\$196,300
Dana Clairmont	2023	Lot 4, Block 21, Morningside Heights Addition	50% Disabled Veteran	\$203,400	\$113,400
Laura & Marc Knutson	2022	Lot 5, Block 3, Boulder Ridge 3rd Addition	Error in property description	\$436,100	\$398,800
Laura & Marc Knutson	2023	Lot 5, Block 3, Boulder Ridge 3rd Addition	Error in property description	\$494,600	\$457,300
Gayler L & Sharon D Korsmo	2023	W 70' of Lots 13-16, Block 34, Fisher's Addition	100% Homestead Credit	\$224,300	\$24,300
Karla Kilen	2023	Block 5, North Hills 3rd, all Lots 1 & 25 and W pt. of Lot 24 that contains 3494 sq ft North Estevan Condos unit 102	50% Homestead Credit	\$210,300	\$110,300
Walter Reisenauer Jr	2023	Lot 1, Block 2, Prairie Place	100% Homestead Credit	\$524,500	\$324,500
Deanna & Robert Wahl	2023	Lot 7, Block 3, Apple Valley	100% Homestead Credit	\$205,500	\$5,500

Patricia Walbert	2023	All Lots 6-7 & N 1/2 of Lot 8, Block 43, Flannery & Wetherby	100% Homestead Credit	\$195,800	\$0
Joseph Jr & Mary Vetter	2023	Block 3, Cottonwood Lake 5th, Lot 2 875 San Angelo Dr Condo Assoc Unit 2 & Garage 2	100% Homestead Credit	\$28,700	\$0
Eileen R Elhard	2023	Lot 9, Block 1, Bar D Estates	50% Homestead Credit	\$236,600	\$136,600
Nicole Hanson & Jillian Lapoint	2024	1972 Blair House 66 x 14, VIN # N/A	Moved to landfill 2023	\$7,096	\$0
Don & Marcella Lammert	2023	Block 11, Moffit Township, Part of Lot 1 beg @ pt 690' S of NE cor L1 th S 261.6', NWLY 159', N 309.6', E40', S 110', E 100' to pt of beg	50% Homestead Credit	\$75,400	\$37,700
Darcy Jo Frantz	2023	2006 Friendship 28 x 64, # MY0628896AB	Moved out of state Aug 2023	\$99,008	\$0
Corinne Trusty	2023	Block 13, Replat Homan Acres, Lot D of Lot 1 Washington Court Condominiums Building 2026 Unit 5 Garage 11	100% Homestead Credit	\$110,800	\$0
Robert E Krieger	2023	Lot 8, Block 4, Valley View Terrace	50% Homestead Credit	\$245,900	\$145,900
Vera Donaldson	2023	Lot 11, Block 30, Wachter's 3rd	50% Homestead Credit	\$286,200	\$186,200
Judene Julson	2023	Lot 11, Block 1, Ridgfield 2nd Add	50% Homestead Credit	\$256,900	\$156,900
Grace Lauinger	2023	Lot 26, Block 1, Huntington Cottages 1st Addition	50% Homestead Credit	\$416,200	\$316,200
Anthony W & Lucille Goldade	2023	Lot 3, Block 21, Jennings 4th	50% Homestead Credit	\$262,300	\$162,300
Mary Laduke	2023	Block 20, Casey's 4th, N 12' of Lot 14 & S 59' of Lot 15	50% Homestead Credit	\$220,500	\$120,500
Stephanie Reidy	2023	Lots 13-14, Block 79, William's Survey	100% Homestead Credit	\$355,000	\$155,000

Linda Black	2023	Lot 19A of Lot 19, Block 1, Huntington Cottages 1st Addition	50% Homestead Credit	\$354,800	\$254,800
George & Carol Behrens	2023	Block 1, Sonnet Heights Subdivision 4th replat, Lot 7 Lasalle Acres Homeowners Assoc Inc Unit 2 Bldg 4	50% Homestead Credit	\$167,300	\$83,650
Mark D & Nancy S Berger	2023	Lot 65, Block 2, Sonnet Hgts Subdiv 1st Rep	50% Homestead Credit	\$395,500	\$295,500
Darcel A Hochhalter	2022	Block 11, Gateway Addition, Lot 3 less W 2', all Lot 4 & W 2' of Lot 5 Lambton Heights Condo Unit 1 garage 1 Building 900	40% Homestead Credit	\$168,800	\$118,800
Darcel A Hochhalter	2023	Block 11, Gateway Addition, Lot 3 less W 2', all Lot 4 & W 2' of Lot 5 Lambton Heights Condo Unit 1 garage 1 Building 900	50% Homestead Credit	\$186,800	\$93,400
Gary & Madonna Wald	2023	Lot 6, Block 3, Southbay 5th Add	100% Homestead Credit	\$512,600	\$312,600
Marlys Heidrich	2023	Lot 22, Block 1, Kamrose Crossing Addition 2nd Replat	50% Homestead Credit	\$243,700	\$143,700
Michael John Super	2023	Block 8, McKenzie's, W 18' of Lot 11 all Lot 12 E 23' of Lot 13	100% Homestead Credit	\$210,500	\$10,500
Jerry & Katherine Branson	2023	Block 1, Koch Addition, Lot 5 3812 Koch Dr Condo Assoc unit 2 & garage unit 2	100% Homestead Credit	\$240,400	\$40,400
Becky L Vandal	2022	Block 26, Governor Pierce, Lots 20-22 & S 10.5' VAC Ave A	40% Homestead Credit	\$233,200	\$183,200
Becky L Vandal	2023	Block 26, Governor Pierce, Lots 20-22 & S 10.5' VAC Ave A	100% Homestead Credit	\$232,800	\$32,800

Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to approve the LaSalle Shopping Center LLC (4), Meyer (2), Coleman (2), Brost, Lawler, Clairmont, Knutson (2), Korsmo, Kilen, Reisenauer, Wahl, Walbert, Vetter,

Elhard, Hanson, Lammert, Frantz, Trusty, Krieger, Donaldson, Julson, Lauinger, Goldade, Laduke, Reidy, Black, Behrens, Berger, Hochhalter (2), Wald, Heidrich, Super, Branson, and Vandal (2) abatements and the rest of the consent agenda in its entirety. All members present voted, "AYE." Motion carried.

County Engineer Hall presented a request to award the bid for grazing rights on a section of property owned by the County for a gravel source, part of which is rented out for grazing. He recommended that the bid be awarded to Fettig Cattle Company for \$21,000. Motion by Comm. Woodcox, 2<sup>nd</sup> by Comm. Bakken to accept the high bid for Fettig Cattle Company for \$21,000 for the 2024 grazing rights on Section 9, T 141N, R76W, and authorize the proper County officials to enter into a contract with said bidder. All members present voted, "AYE." Motion carried. Engineer Hall then presented a request to award a bid for Township Gravel Hauling, he recommended awarding the contract to Scepaniak Inc. Motion by Comm. Woodcox, 2<sup>nd</sup> by Comm. Munson to award bid as recommended. All members present voted, "AYE." Motion carried. Engineer Hall then presented a request to award a bid for painting pavement markers. Motion by Comm. Munson 2<sup>nd</sup> by Comm. Bakken to award the bid to Traffic Safety Services INC. All members present voted, "AYE." Motion carried. Engineer Hall Then presented a request to award the bid for Magnesium Chloride used for Dust Control. He recommended award the bid to Dust busters. Motion by Comm. Munson 2<sup>nd</sup> by Comm. Bakken to award the Bid to Dustbusters Enterprises INC. All members present voted, "AYE." Motion carried. Engineer Hall presented a request to award the bid for the crushing of gravel, he recommended awarding it to Central Specialties Inc. He stated the bid was higher than expected but it was not unexpected due to a change in the way they are doing gravel crushing this year in an effort to get better gravel, but they did have enough money to cover the added costs. Motion by Comm. Schwab, 2<sup>nd</sup> by Comm. Bakken to award the bid to Central Specialties Inc. All members present voted "AYE." Motion Carried.

County Finance Director Leigh Jacobs presented an update to the Commission on the status of the Burleigh Morton Detention Center sales tax collections. He explained that the outstanding principle is approximately \$44,00,000.00. The total amount needed to stop the collection of the sales tax is \$4.2 million and it can be invested, and the interest can be used against the payoff. The earliest payoff date is November 2025. Burleigh County currently had \$29,900,000 in the Bank of North Dakota and needs another \$1.1 million to collect the amount due to Bureigh County on the bond. Morton County has about \$4.7 million in the Bank of North Dakota and needs an additional \$1.5 million to pay off their amount due. The sales tax cannot be stopped until the total amount due to pay off the entire bond is in the account at the Bank of North Dakota. Option 1 would be for Burleigh County to transfer approximately \$200,000 into the Bank of North Dakota from the General fund and Morton County to transfer approximately \$1.3-1.4 million. In order to shut down collections early. Jacobs stated that shutting off collection at the end of the 2<sup>nd</sup> Quarter is almost impossible at this point because of the time it would take to verify everything. Option 2 is for Burleigh County to wait until the end of the 2<sup>nd</sup> quarter to notify the State to shut off the sales tax collection. Burleigh County would by then have enough money to pay off the entirety of the bond. Burleigh County could then pay the balance of Morton County's share and acquire a higher percentage of ownership of the detention Center. He did not see any benefits to Burleigh County to acquire more ownership of the Detention Center. Option 3 is to wait until Morton County has collected the full amount due for their portion, which they should have by November, I which case both Counties would continue collecting the sales tax until the end of the 1<sup>st</sup> quarter of 2025. Any excess collections are available to the Commission the use at their discretion. The Commission chose to table the discussion until the April 1<sup>st</sup> Commission Meeting.

Comm. Munson presented the discussion for the changed to the Home Rule Charter ballot Language. He shared concerns of having language stating collections from July 1 through June 30. States Attorney Lawyers inform the Commission that if they were to change the language, they would have to redo the Public Hearings and the process to get the measure in the ballot. Considering that information the Commission chose to leave the ballot language as approved. Comm. Munson presented the applications for the Missouri Valley Complex Committee. Motion by Comm. Munson, 2<sup>nd</sup> by Comm. Bakken to appoint Wayne Martineson to a 2-year term, Kay Lacoé to a 3-year term, and Dustin Gawrylow for a 4-year term. Comm. Woodcox and Schwab, "NAY." Comm. Bakken, Comm. Munson, and Chairman Bitner "AYE." Motion carried.

County elections Coordinator Hart presented a proposed resolution to approve the list of election inspectors and give the Auditor/ Elections Coordinator to fill any vacancies that may exist for the 2024 Primary and General elections. Motion by Comm. Munson, 2<sup>nd</sup> by Comm Bakken to approve the resolution. All members present voted, "AYE." Motion carried. Hart then presented a County Employee workers resolution. This helps recruit election workers if needed for the 2024 Primary and General elections. Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Woodcox to approve the resolution, all members present voted, "AYE." Motion carried.

County Auditor/ treasurer Splonskowski presented the applications for the Bismarck planning Commission. Splonskowski informed the board that at the March 5<sup>th</sup> meeting the commission appointed two individuals for the position but there was only one position available. So, he placed the two approved individuals in the packet for their consideration. Motion by Comm. Bakken 2<sup>nd</sup> by Comm. Munson to appoint Sheldon Sivak to the position. All members present voted, "AYE." Motion carried.

Under other business Chairman Bitner presented an update to the Commission on the Environmental impact study for the CO2 Pipeline project. He stated that the Army Corps of Engineers has classified the project as a minor project although claims have been made that the project is the largest of its kind in the world. This classification would not include an environmental impact study. Bitner stated they are going to submit an open record request in reference to this and further action may be necessary on this classification. Comm. Woodcox encouraged the Commission to continue to fight the project. Bitner Stated that the Public Service Commission heard Burleigh County's appeal of their decision and denied the appeal.

Meeting Adjourned.

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Mark Splonskowski, County Auditor/Treasurer

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Brian Bitner, Chairman



**BURLEIGH COUNTY AND MORTON COUNTY  
JOINT COMMISSION MEETING  
February 27<sup>TH</sup> , 2024**

The Morton County Commission Joint Meeting with Burleigh County was called to order on February 27, 2024 at 6:11 PM by Chair Boehm at the Morton County Courthouse, 210 Second Avenue NW, Mandan, North Dakota.

Roll Call of members: Morton County Commissioners Zachmeier, Leingang, Buckley, and Morrell and Auditor Rhone. Burleigh County Commissioners Woodcox, Bitner, Schwab and Bakken present.

Motion by Comm. Bakken, 2<sup>nd</sup> by Comm. Woodcox to approve the Resolution providing for Bond Redemption. Comm. Schwab, "NAY," Comm. Woodcox, Bakken, and Chairman Bitner, "YEA." Motion carried.

Chair Boehm adjourned the joint meeting at 7:01 PM.

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Mark Splonskowski, Auditor/Treasurer

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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
24-250	Bitco Inc	2023	Clerical error by local assessor	Lot 2, Block 2, Apple Meadows 3rd	\$36,200	\$36,000
24-251	Brian Bitner	2023	Clerical error by local assessor	Lot 1, Block 2, Apple Meadows 3rd	\$57,800	\$36,000
24-338	Angie & James Gross	2023	Lot 2, Block 1, WDH	100% Disabled Veteran	\$307,000	\$271,000
24-106	Charles Welch	2023	NW 1/4, Section 32, Boyd Township	Property qualifies for farm res exemption	\$119,700	\$65,800
24-461	Henry Vannett	2023	Lot 1, Block 1, Breens	50% Homestead Credit	\$244,300	\$144,300
24-462	Doran & Lori Alfstad	2023	Lot 6, Block 1, Valcor	100% Homestead Credit	\$526,500	\$326,500
24-463	Milton & Lovella Wanner	2023	Lot 3, Block 3, Grande Prairie Est 3rd	50% Homestead Credit	\$379,900	\$279,900
24-464	Keane A Just	2024	2012 Friendship 28' x 52', #MY1334305AB	50% Homestead Credit	\$90,098	\$45,049
24-465	Monty Snyder	2023	S1/2 SE1/4 13-141-78	100% Homestead Credit	\$164,200	\$0
24-466	Edmund Wagner	2024	1971 Detroitter 14 x 64, #6A040801	Moved to landfill	\$6,881	\$0
24-467	Lyle Jacobon	2024	1972 Artcraft 14 x 66, #AC5153	Moved to landfill	\$7,096	\$0
24-468	Perry Kupfer	2024	1965 Rollohome 61 x 12, #K21594	Moved to landfill	\$5,622	\$0
24-469	Doris I Falconer	2023	Block 1, Replat of Calkins, Lots 3-6 Capitol View Estates Unit 10 & parking space 20 & undivided interest in common area	100% Homestead Credit	\$84,000	\$0
24-470	Laverne & Beverly Zink	2023	Block 1, Replat North Hills 4th, Tract J & an undiv interest in L.31 Common Area Knoll Wood Condominium Central Association Unit 28	50% Homestead Credit	\$231,900	\$131,900

24-471	Alice Morris	2023	Block 1, Replat of Calkins, Lots 3-6 Capitol View Estates Unit 20 & parking space 4 & storage area 18 & undivided interest in common area	50% Homestead Credit	\$85,600	\$42,800
24-472	Norbert & Sharon Mayer Clarence M & Marilyn K	2023	Lot 15, Block 7, Rolling Hills 2nd	50% Homestead Credit	\$292,200	\$192,200
24-473	Hust	2023	Lot 9, Block 2, Wachter's 6th	50% Homestead Credit	\$239,000	\$139,000
24-474	Cathy Darbe	2023	Lot 6, Block 4, Replat of Calkins	100% Homestead Credit	\$229,600	\$29,600
24-477	Lenis Volk	2024	1977 Bonnavilla 26 x 44, #77S6328	100% Homestead Credit	\$11,645	\$0
24-478	Earl Hannel	2024	1980 Rollohome 28' x 40', #35254	50% Homestead Credit	\$12,624	\$6,312
24-479	Donna O'Shaughnessy Paul L & Colleen M	2023	Block 2, East Hills Addition Replat, Lots 2-4 less S 179.10' & Lots 5-7 Hay Creek Condos Unit 5 of Bldg 1	50% Homestead Credit	\$222,500	\$112,500
24-480	McGraw Richard E & Judith A	2023	Lot 11, Block 1, Tatley Meadows VIII	50% Homestead Credit	\$420,600	\$320,600
24-481	Mason	2023	Lot 2, Block 3, High Meadows 2nd	50% Homestead Credit	\$366,900	\$266,900
24-482	Shirley Jacob	2023	E 57' of S 1/2 of W 1 acre, Block 3, Park Hill (Aud lots)	50% Homestead Credit	\$166,000	\$83,000
24-483	Ardythe K Kurle	2023	Lot 4, Block 6, Boulder Ridge 7th Addition 1st Replat	50% Homestead Credit	\$427,600	\$327,600
24-484	James & Sharon Eslinger	2023	Lot 13, Block 1, Glenwood Estates	50% Homestead Credit	\$377,700	\$277,700
24-485	Sharon L Durling	2023	Lot 29, Block 7, Rolling Hills 2nd	50% Homestead Credit	\$234,700	\$134,700
24-486	Vincent Swenson	2023	Lot 1, Block 34, Northern Pacific 2nd	100% Homestead Credit	\$195,800	\$0
24-487	Mary Bullinger	2023	W 80' of Lots 19-22, Block 7, Fisher	100% Homestead Credit	\$233,500	\$33,500

24-488	Rick Carman	2024	1976 Schult 24 x 48, #135340	Moved out to dump in 2023	\$11,751	\$0
24-491	Mary K Odegaard	2023	Lot 4, Block 2, Riverside Second	50% Homestead Credit	\$392,900	\$292,900
24-492	Susan Hoff	2023	Lot 5 of Govt Lot 4 28-138-80	100% Homestead Credit	\$270,700	\$70,700
24-493	Vernon Reiger	2024	1978 Buddy 14 x 66, #04560303L	100% Homestead Credit	\$8,199	\$0
24-494	Marilyn M Zins	2023	Lot 7, Block 5, Centennial Park 4th Block 1, North Hills 6th, part Lots 7-8 Dakota Condominiums Unit 125 & Garage	100% Homestead Credit	\$107,500	\$0
24-495	Marlene Flowers	2023	G-21 & parking space P-6	100% Homestead Credit	\$198,000	\$0
24-496	Gary Nelson	2023	Lot 11, Block 2, Sibley Island Estates	Condition of property	\$381,000	\$344,700
24-497	Donnalee S Ritter	2023	Block 27, Stein's 4th, Lots 25-26 & E 21' of Lot 27 Oaklawn Townhomes Unit 10B	50% Homestead Credit	\$225,400	\$125,400
24-498	Janice Hoff	2022	Block 1, Tatley Meadows VII, Lot 21 & N 10' of Lot 5 London Heights Condominiums Unit 3	10% Homestead Credit	\$158,800	\$146,289
24-499	Janice Hoff	2023	Block 1, Tatley Meadows VII, Lot 21 & N 10' of Lot 5 London Heights Condominiums Unit 3	100% Homestead Credit	\$180,700	\$0
24-500	James & Sharon Raile	2024	2012 Schult Timberland 68 x 28, #364202MNAB	50% Homestead Credit	\$124,025	\$62,013
24-501	Nancy Olson	2024	1974 Metamora 14 x 66, #0275	50% Homestead Credit	\$7,384	\$3,692
24-502	David & Marian Ellefson	2023	Lot 21 & 1/2 VAC Alley Adj, Block 3, Morningside Heights	50% Homestead Credit	\$216,300	\$116,300
24-503	Donald S & Linda L Mertz Kenneth M & Brenda	2023	Lot 12, Block 1, Gateway Commons	50% Homestead Credit	\$247,600	\$147,600
24-504	Torkelson	2023	Lot 7 & N 1/2 of Lot 8, Block 43, Fisher	50% Homestead Credit	\$209,300	\$109,300

24-505	Frank A Banyai	2023	L 7-8 E 80 ft, Block 6, Govern Pierce	50% Homestead Credit	\$207,700	\$107,700
24-506	William James Goldade	2023	Block 1, North Hills 15th, Lot 4 less NE 22' 4005 Coleman St Condo Assoc Unit 2	100% Homestead Credit	\$244,100	\$44,100
24-507	Patricia Kershaw	2024	1974 Champion 66 x 14, #0549841864S	100% Homestead Credit	\$7,096	\$0
24-508	Adam R Volk	2023	Lot 4, Block 4, Prairie View	100% Homestead Credit	\$236,000	\$36,000
24-509	Andrew & Shirley Schaffner	2023	Lot 23, Block 29, Wachter's 3rd	50% Homestead Credit	\$270,500	\$170,500
24-510	Robert & Sheila O'Shaughnessy	2023	Block 2, East Hills Addition Replat, Lots 2-4 less S 179.10' & Lots 5-7 Hay Creek Condos Unit 6 of Bldg 1	50% Homestead Credit	\$222,500	\$122,500
24-511	Krisandra M Higgins	2023	Block 1, Pebble Creek 10th, Lots 7-8 3313-3327 Arrow Head Ranch Condos Unit 1 Building 33273	50% Homestead Credit	\$210,000	\$160,000
24-512	Barry L Higgins	2023	Block 1, Pebble Creek 10th, Lots 7-8 3313-3327 Arrow Head Ranch Condos Unit 1 Building 33273	100% Homestead Credit	\$310,000	\$210,000
24-513	Carmen Hickle	2023	Lot 2, Block 1, Tatley Meadows VII	50% Homestead Credit	\$280,800	\$180,800
24-514	Margaret Loritz	2023	Block 1, Haight & Little's, N 18.49' of Lot 26 & all Lots 27-28 Williamsburg Condos Assoc Unit 1 Building 1945	100% Homestead Credit	\$177,800	\$0
24-515	Vaughn Chesrown	2023	Block 6, North Hills 1st, Lot 2 except E 2' & E 4' of Lot 1	50% Homestead Credit	\$234,400	\$134,400
24-516	Kathlene D Poppe	2023	Block 22, Register's 3rd, Lots 1-3 & N 18' of Lot 4 Far West Condo Unit 103	100% Homestead Credit	\$79,900	\$0
24-517	Marlene Roles	2023	Lot 8, Block 2, Horizon Heights 4th	100% Homestead Credit	\$289,900	\$89,900



**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

**James K McAleer AMVETS Post 20**

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

**Flash's Place**

Street <b>1401 Highway 83 NE</b>	City <b>Sterling</b>	ZIP Code <b>58572</b>	County <b>Burleigh</b>
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Beginning Date(s) Authorized <b>7/1/2024</b>	Ending Date(s) Authorized <b>6/30/2025</b>	Number of Twenty-One tables, if zero, enter "0" <b>0</b>
---	---	--

Specific location where games of chance will be conducted and played at the site (required)

**pull tabs will be conducted in the bar area not to include bathrooms**

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 checked="" type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input checked="" type="checkbox"/> Sports Pools
<input type="checkbox"/> <b>ELECTRONIC</b> Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> <b>ELECTRONIC</b> 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 checked="" type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> <b>ELECTRONIC</b> 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) <b>Wendelyn Krous</b>		Site Name <b>Flash's Place</b>		Site Phone Number <b>701-387-5817</b>
Site Address <b>1401 Highway 83 NE</b>	City <b>Sterling</b>	State <b>ND</b>	Zip Code <b>58572</b>	County <b>Burleigh</b>
Organization <b>James K McAlleer AMVETS Post 20</b>		Rental Period <b>7/1/2024</b> to <b>6/30/2025</b>		Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		<input type="checkbox"/> No	<input checked="" 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 checked="" 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	\$ <b>400.00</b>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <u>8</u>		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <b>1100.00</b>
Total Monthly Rent				\$ <b>1500.00</b>
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>Wendelyn Krous</i>	Title <b>owner</b>	Date <b>3-12-24</b>
Signature of Lessee <i>R. Bartlett</i>	Title <b>Commander</b>	Date <b>3-8-24</b>

**ITEM**

**# 6**



# National Public Safety Telecommunications Week

April 14 – 20, 2024

**Whereas**, emergencies can occur at any time that require law enforcement, fire, or emergency medical services; and

**Whereas**, when an emergency occurs, the prompt response of law enforcement officers, firefighters, and emergency medical personnel is critical to the protection of life and preservation of property; and

**Whereas**, the safety of our law enforcement officers, firefighters, and emergency medical personnel is dependent upon the quality and accuracy of information obtained from citizens who call the Central Dakota Communications Center; and

**Whereas**, Public Safety Communications Specialists are the first, first responders, delivering essential pre-arrival instructions, and providing the most critical link that our citizens have with emergency services; and

**Whereas**, Public Safety Communications Specialists are the single vital link for our law enforcement officers, firefighters, and emergency medical personnel by monitoring their activities by radio, providing them information and insuring their safety; and

**Whereas**, Public Safety Communications Specialists of the Central Dakota Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

**Whereas**, each Communications Specialist has exhibited compassion, understanding and professionalism during the performance of their duties in the past year;

**Whereas**, the Central Dakota Communications Center Board of Directors has declared April 14<sup>th</sup> – 20<sup>th</sup>, 2024 as National Public Safety Telecommunications to honor the men and women of the Central Dakota Communications Center who dedicate themselves to helping keep our communities and our citizens safe;

**Therefore, Be it Resolved** that the Board of Commissioners for Burleigh County joins the Central Dakota Communications Center Board of Directors and declares April 14<sup>th</sup> – 20<sup>th</sup>, 2024 as National Public Safety Telecommunications Week in Burleigh County.

Signed this \_\_\_\_\_ day of April, 2024.

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Chair  
Burleigh County Commission  
Burleigh County, ND

**ITEM**

**# 7**

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN  
LINDSAY BROWER

### Memorandum

To: Chairman Brian Bitner  
Commissioner Steve Bakken  
Commissioner Wayne Munson  
Commissioner Steve Schwab  
Commissioner Jerry Woodcox

From: Pam Binder, SPHR, SHRM-SCP  
HR Director

Date: March 27, 2024

Re: Human Resource's Agenda items for April 1, 2024, Commission Meeting

**Subject 1:** 2023 Burleigh County Human Resources Report (Turnover Analysis)

#### **BACKGROUND:**

Please see attached report. This is informational and no action is needed.

**Subject 2:** Timekeeping/Payroll/HRIS RFP - Draft

#### **BACKGROUND:**

At the request of the Burleigh County Commission to obtain a universal timekeeping system, and with the current payroll software issues that we are experiencing due to not getting timely upgrades to the current payroll system that is a server-based system and not a cloud-based system, The HR department has developed a Request for Proposal (RFP) for a universal timekeeping system, payroll system and human resources information system (HRIS). We have performed the research on how these products are provided. These are cloud-based products with system redundancy and disaster recovery processes built into the system.

#### **RECOMMENDATION:**

I recommend that the Burleigh County Commission approve moving forward with having the HR Director finalize the Timekeeping/Payroll/HRIS RFP document, distribute the finalized

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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DIRECTOR

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LINDSAY BROWER

RFP document, and collect and rank the responses. The HR Director will provide a recommendation for timekeeping and payroll services based on the responses received and research done regarding the best systems for Burleigh County.

**Subject 3:** Systems Administrator Salary Variance

### **BACKGROUND:**

We have; per our 2024 budget; recruited and found a very qualified applicant for our IT Systems Administrator position. The Systems Administrator position is the backup for the IT Manager and also will work on implementing the needed systems and programs for the Burleigh County IT division. We would like to offer this applicant the Systems Administrator position as he has over twenty (20) years of Systems Administration experience and is familiar with our IT systems in the Sheriff's department and at the Burleigh-Morton Detention Center (BMDC). With this level of experience comes a cost. The market salary level for this experience is higher than a Pay Step 5 on the Grade 11 Pay Grade for the Systems Administrator.

### **RECOMMENDATION:**

I recommend that the Burleigh County Commission approve a variance for the Systems Administrator applicant to a Pay Step 9. At this Pay Step the annual salary would be \$87,276.80. This would be a \$9,630.40 annual increase from the Pay Step 5 annual salary of \$77,646.40. The 2024 Budget would be able to support this variance. We would offer the applicant the Systems Administrator position at a Grade 11, Pay Step 9 which represents the market rate for this position.

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

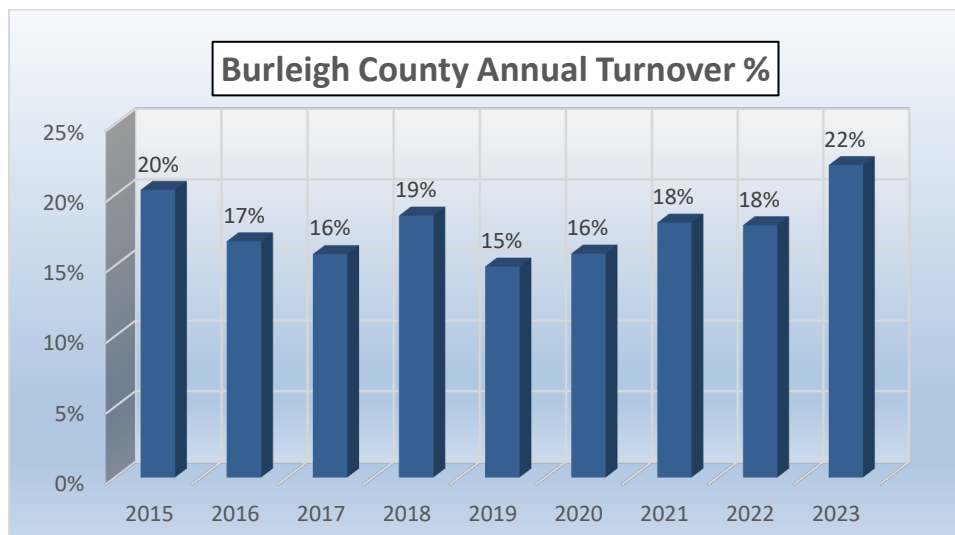
PAM BINDER, SPHR, SHRM-SCP  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
MEGAN MARTIN  
DESIREE HILBORN  
LINDSAY BROWER

### 2023 Burleigh County Human Resources Report (Turnover Analysis)

The turnover report for 2023 has been manually calculated and the summary is listed below:

The chart below provides a year-over-year review of the annual turnover percentage for Burleigh County. This chart represents all departments including the Human Service Zone.



In the year-over-year turnover analysis, we can see that Burleigh County's turnover percentage shows a cyclical pattern. With years 2015, 2018 and 2023 being the higher turnover percentage years for Burleigh County.

The range for the nine (9) year tracking period is from 15% in 2019 as the lowest turnover percentage to 22% in 2023 which to date has been the highest turnover percentage. The turnover percentages in the other years are within a couple of percentage points from each other. This leads us to believe that the turnover rate for the most part has been steady.

The turnover percentage of 22% in 2023 reflects the Great Resignation as so called by the national trends in the Society for Human Resources Management (SHRM).

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

**PAM BINDER, SPHR, SHRM-SCP**  
DIRECTOR

HUMAN RESOURCE ASSISTANTS:  
**MEGAN MARTIN**  
**DESIREE HILBORN**  
**LINDSAY BROWER**

Below is a breakdown of the departments that experienced turnover in 2020, 2021, 2022, and 2023:

Department	2020	%	Total Ees
Auditor/Treasurer	1	1.92%	
Bldgs & Grounds	1	1.92%	
Detention Center	22	42.31%	
Extension	1	1.92%	
Highway	3	5.77%	
Human Resources	1	1.92%	
Weed Board	0	0.00%	
Planning	1	1.92%	
Sheriff	3	5.77%	
Human Service Zone	13	25.00%	
States Attorney	6	11.54%	
Countywide Total	52	15.85%	328

Department	2022	%	Total Ees
Auditor/Treasurer/Tax	3	5.00%	
Detention Center	16	26.67%	
Emergency Management	1	1.67%	
Extension	2	3.33%	
Finance	1	1.67%	
Highway	3	5.00%	
Weed Board	1	1.67%	
Recorders	1	1.67%	
Sheriff	5	8.33%	
Human Service Zone	21	35.00%	
States Attorney	6	10.00%	
Countywide Total	60	17.86%	336

Department	2021	%	Total Ees
Detention Center	22	37.29%	
Emergency Management	1	1.69%	
Extension	4	6.78%	
Highway	1	1.69%	
Weed Board	1	1.69%	
Recorders	1	1.69%	
Sheriff	6	10.17%	
Human Service Zone	17	28.81%	
States Attorney	6	10.17%	
Countywide Total	59	18.04%	327

Department	2023	%	Total Ees
Auditor/Treasurer/Tax	5	6.67%	
Detention Center	22	29.33%	
Emergency Management	1	1.33%	
Finance	1	1.33%	
Highway	11	14.67%	
Weed Board	1	1.33%	
Sheriff	10	13.33%	
Human Service Zone	13	17.33%	
States Attorney	11	14.67%	
Countywide Total	75	22.12%	339

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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LINDSAY BROWER

When we review the turnover analysis by department, we can see several reasons for the turnover percentages, and they are not all the same for each department. It is important to note that not all turnover is necessarily bad turnover:

- Auditor/Treasurer/Tax Equalization – The election of a new Auditor and staff turnover. As of January, 2024 this office is fully staffed. Training new staff and staff burnout are the main concern in this department.
- The Burleigh-Morton Detention Center has been a challenge as well for staffing. As this is a 24/7 facility, the detention officers who are working shiftwork can get burned out and the turnover has caused the remaining detention officers to work overtime, as well as some of the sheriff deputies who have picked up overtime shifts at the Detention Center over the timeframe shown above. We are receiving applications for these open positions. However, we are also disqualifying many more applicants prior hire than we have done in the past years This adds work to the Administrative Sergeant and Human Resources department. Additional costs for pre-hire required testing also continues to add to the recruitment costs for the department.
- Sheriff – The Sheriff's department had turnover due to retirement and other turnover from various reasons. We are continuing to see a trend of tenured employees leave law enforcement as their career and that trend is concerning. Starting Salary for the Deputy Sheriff positions, as well as salary levels for Sergeants and Corporals are a concern. We are in the process of performing a compensation study for this department.
- States Attorney – The turnover rate is higher due to larger caseloads. The State's Attorney has been challenging to recruit and retain employees. The majority of these positions are the Attorneys themselves. The marketplace is so competitive for Attorneys that we need to constantly perform research into whether we are competitive in our salary structure for these positions. We are working with States Attorney Lawyer to create an advertising and retention plan to help her fill these open positions and retain her current Attorneys.
- The Highway department had some turnover mainly due to retirement and other reasons. The salary level is a concern, and we are in the process of performing a compensation study and possible job reclassification process for the Highway Maintenance Worker positions.
- The Human Service Zone has experienced turnover in the last four years. There is a pattern of cultural issues within the Human Service Zone. It is important to note the Human Service Zone employees have been transitioned to their own policies and procedures and have been under the State of North Dakota's Merit Pay Policy for the three years shown above. The Human Service Zone has experienced turnover due to

# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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systems design and some turnover was based on the change in leadership structure in the Human Service Zones themselves. Some of the turnover within the Human Service Zone is due to culture changes and more perceptive leadership. It is important to note that the Burleigh County Human Service Zone employees are still considered to be Burleigh County employees even though they have their own policies and merit pay structure.

Retention is a key factor in controlling costs for Burleigh County. Turnover costs money not just in employee salaries. There are also training costs to consider and other employee's morale when working excessive overtime shifts that need to go into the equation. Employees that are trainers for new employees are in danger of being burned out due to not getting a break from training new employees. Retention of our good employees is needed to operate Burleigh County efficiently. Addendum A shows our 2024 CEG – WSI Premium Billing allocation. This is an example of the hidden costs of turnover.

According to Breezy HR, the Applicant Tracking System that we use at Burleigh County, the Human Resources Department processed five hundred and thirty-three (533) applications for our open positions in 2023. Ninety-nine (99) Candidates were hired in 2023. We had 46,948 position views in 2023, and we disqualified 206 Candidates for various reasons in 2023.

The positions that were the most challenging to recruit and fill in 2023 due to industry availability and highly competitive salaries were the following:

- States Attorney (I, II, and Senior)
- Jail Nurse (LPN or RN)

The positions that we struggled to get qualified candidates to fill in 2023 were the following:

- Sheriff Deputy
- Highway Maintenance Worker II
- Detention Officer

Currently, we have twenty-one (21) open positions. This number does not include any temporary or seasonal vacancies that we are recruiting to fill for the 2024 summer season.

We are working with the various department heads to find creative programs that will give us the edge when recruiting these challenging positions. Such programs are tuition reimbursement, CDL training, career pathing, and flexible shift scheduling where possible.



# BURLEIGH COUNTY

## HUMAN RESOURCES DEPARTMENT

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### Demographics For Burleigh County

A demographics breakdown both by age and by gender were done for Burleigh County (Countywide). Below is the breakdown information:

Overall County Age Breakdown		
Age Category	Number	Percentages
Employees Under 26	40	12%
Employees 26-29	32	9%
Employees 30-39	78	22%
Employees 40-49	91	26%
Employees 50-59	77	22%
Employees 60 -64	21	6%
Employees 65 Plus	8	2%
Total	347	100%

Overall County Gender Breakdown		
Age Category	Number	Percentage
Female	157	45%
Male	190	55%
Total	347	100%

The age category where we have the most employees in the county is 40-49 years of age at 26%. Where the 30-39 and 50-59 years of age categories at both at 22%. This shows a good range of ages, and it also shows that Burleigh County has an appropriate spread of ages in its employee base. The concerning age groups are highlighted in red. The 60+ ages represent possible retirements in the near future so planning for succession is extremely important.

The female to male demographic percentages were a bit of a surprise as some of our departments within the County are traditionally male dominated occupations. This shows a good balance of male to female employees overall within Burleigh County. Drilling down into the individual departments we can see some variances in the female to male percentages within the departments. Some departments that are heavily female or male exclusive are Veteran Services, Human Resources, Recorder and Highway. This is the norm within the overall industry averages.

Rate Class	Rate Description	Taxable Payroll	Premium Rates Per \$100.00	Premium Amount
0100Z	Poisoning & Spraying	\$ 16,320.00	1.88	\$ 306.82
3630Z	Auto Repair - Body Shops- Mech	\$ 367,200.00	2.38	\$ 8,739.36
5603Z	Counseling Engineers	\$ 285,600.00	0.34	\$ 971.04
6042Z	Street and Road Construction	\$ 1,086,449.42	2.86	\$ 31,072.45
7720Z	Law Enforcement	\$ 5,344,407.74	2.72	\$ 145,367.89
8747Z	Professional/ Business Reps	\$ 3,248,971.05	0.26	\$ 8,447.32
8805Z	Clerical Office Employees	\$ 439,497.93	0.16	\$ 703.20
9007Z	Building Custodians & Janitorial Service	\$ 218,529.90	2.07	\$ 4,523.57
Estimated Gross Premium				\$ 200,131.65
Experience Rate:				119.6% \$ 239,357.45
Estimated Premium Period				01/01/2024 - 12/31/2024 \$ 439,489.10
Discount Applied:				
NDA Co Member Employer Group Adjustment:				\$ -
Safety Adjustment:				\$ -
Other Adjustment:				
<b>TOTAL PREMIUM DUE:</b>				<b>\$ 439,489.10</b>

Department	GL #	0010Z	3630Z	5603Z	6042Z	7720Z	8747Z	8805Z	9007Z	Total	Exp Totals	Grand Totals
County Extension	2960-48110-00211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170.65	\$ -	\$ -	\$ 170.65	\$ -	\$ 170.65
County Auditor	1001.41110.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597.29	\$ 70.32	\$ -	\$ 667.61	\$ 5,200.59	\$ 5,868.20
Bldgs & Grounds	1001.41610.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,618.92	\$ 3,618.92	\$ 3,036.59	\$ 6,655.51
Provident Building	2913-49182-00211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 904.65	\$ 904.65	\$ 1,253.75	\$ 2,158.40
Commission	1001.41110.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 682.61	\$ -	\$ -	\$ 682.61	\$ 3,620.93	\$ 4,303.54
Detention	1001-42120-00241	\$ -	\$ -	\$ -	\$ -	\$ 87,985.83	\$ 511.96	\$ -	\$ -	\$ 88,497.79	\$ 66,323.20	\$ 154,820.99
Elections	1001.41710.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency Mngmt	1001.42140.00211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170.65	\$ -	\$ -	\$ 170.65	\$ 1,490.60	\$ 1,661.25
Human Resources	1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341.31	\$ -	\$ -	\$ 341.31	\$ 3,553.52	\$ 3,894.83
Highway	2140-43120-00241	\$ -	\$ 8,526.20	\$ 971.04	\$ 31,072.45	\$ -	\$ 426.63	\$ -	\$ -	\$ 40,996.32	\$ 40,057.34	\$ 81,053.66
County Park Board	2980-45110-00211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170.65	\$ -	\$ -	\$ 170.65	\$ 5.77	\$ 176.42
Recorder	1001.41450.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170.65	\$ 93.76	\$ -	\$ 264.41	\$ 4,026.34	\$ 4,290.75
Sheriff	1001.42110.00241 /1001-41930-00241	\$ -	\$ 213.16	\$ -	\$ -	\$ 57,382.06	\$ 767.94	\$ -	\$ -	\$ 58,363.16	\$ 64,055.20	\$ 122,418.36
States Attorney	1001.41430.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,559.79	\$ 539.12	\$ -	\$ 3,098.91	\$ 35,409.36	\$ 38,508.27
Tax	1001.41420.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426.63	\$ -	\$ -	\$ 426.63	\$ 3,452.19	\$ 3,878.82
Veteran Services	2920-41460-00211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341.31	\$ -	\$ -	\$ 341.31	\$ 3,971.09	\$ 4,312.40
Weed Control	2970-49130-00211	\$ 306.82	\$ -	\$ -	\$ -	\$ -	\$ 341.31	\$ -	\$ -	\$ 648.13	\$ 626.09	\$ 1,274.22
Planning & Zoning	1001.41980.00241 /1001-41930-00241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767.94	\$ -	\$ -	\$ 767.94	\$ 3,274.90	\$ 4,042.84
<b>TOTALS</b>		<b>\$ 306.82</b>	<b>\$ 8,739.36</b>	<b>\$ 971.04</b>	<b>\$ 31,072.45</b>	<b>\$ 145,367.89</b>	<b>\$ 8,447.32</b>	<b>\$ 703.20</b>	<b>\$ 4,523.57</b>	<b>\$ 200,131.65</b>	<b>\$ 239,357.45</b>	<b>\$ 439,489.10</b>

### Burleigh County Overview

Company Name:	Burleigh County , ND
Web page:	<a href="http://www.burleigh.gov">www.burleigh.gov</a>
Number of Employees:	450 when fully staffed - includes permanent and temporary staff
Overview of Departments:	Auditor/Treasurer, Planning, Buildings & Grounds, Emergency Management, Extension, HR & Risk Management, Highway, Recorder, Sheriff & Detention, Social Services, State's Attorney, Veteran's Service, Weed Control
System Requirements:	Upload from the following programs: Kronos and RTVision - Download to Tyler GL system
Time Frame:	2025
Current Systems:	
Payroll	Infinite Visions - Tyler ERP
HRIS	None
Central Time Keeping	None - Highway uses RTVision, Social Services uses Kronos
ATS	Breezy HR
Minimum Required Systems	ATS, HRIS, Payroll, Centralized Time Keeping, Scheduling, Benefits - Cloud Based

### About You

Your Company Name	
Vendor Details	
System Pricing	
Implimentation Costs	
Maintenance Charges	
Training Included	
Support Costs	
Licensing Fees - charged by # of users?	
Supported Technology	
Customer Support Options	
Training Options	
Local References	
Sample Contract	

### Required Features - ATS

1. Does it "spider" out to different recruiting sites? Which recruiting sites?	
2. Can we choose to pay for advertising? If so how is it billed?	
3. Can hiring managers see the	
4. Can we choose what the hiring managers see?	
5. Can applications be uploaded manually?	
6. Does your system have the ability for applicants to view application history, including job ID, title, location, and date applied?	
7. Can we message applicants via email and SMS?	
8. Store applications of successful and unsuccessful candidates	
9. Compatible with multiple web browsers?	
10. Does your system have the capability to set up email/SMS templates? If so is there a limit?	
11. Can job posting be set up for cinsisten outreach - "evergreen" requisitions? (i.e. Deputy Sheriff, Detention, State's Attorney)	
12. Reporting and analyitcal capabilities.	
13. Upload of multiple document types.	
14. Ability to search for jobs and apply via mobile	
15. Provides a configurable manager portal or dashboard for recruiting and onboarding	

### Required Features -Onboarding

1. Is this solution unified with the payroll solution? Please explain.	
2. Describe how your self-service solution can be used to guide employees through benefits enrollment.	
3. Ability to click a button to hire the person, and data is automatically routed to payroll, benefits, and other applicable areas.	
4. How does your system help organize electronic new hire paperwork?	
5. Automatically assign an employee number.	
6. What is the length of time to move a new hire from the ATS to the HRIS?	
7. Describe the onboarding process in your solution.	
8. Can managers receive notifications when new employees have completed their new-hire paperwork?	
9. Does the solution support E-Verify integration? Please describe.	
10. Ability to provide a wizard based checklist of activities that associates need to perform to complete the onboarding process (e.g. update marital status, update address, submit W4/T1, etc.).	
11. Candidate self service is available for profile management, job application, talent pool engagement and other functions.	

### Required Features -HRIS

1. Does the solution record and track the organization's employee hierarchy information including reporting employees, supervisor, and delegates?	
2. Describe any delivered capabilities your solution has to provide detailed labor analytics to help managers and business leaders analyze workforce productivity.	
2. Describe how salary ranges/grades are established in the system, grades are assigned to positions, and positions are assigned to employees.	
3. Does the system maintain a complete history of employment (wages, hours, departments, title, status (FT, PT, etc.)) for all employees?	
4. Provides ability to analyze and chart salary data by title, salary range or other appropriate fields.	
5. Supports HR workflow.	
6. Allow user to design screens.	
7. Use internet or intranet as self service tools.	
8. Ability to suspend accrual benefits during leave of	
9. Ability to override all date and salary fields with proper security.	
10. Provides for multiple salary schedules.	
11. Generate a separate payroll and tracking for employee on worker's compensation.	
12. Auto-number position codes.	
13. Verity job number, cost code etc. upon entry.	

14. Ability to perform EEOC 4 reporting.	
15. Perform all required HR reporting functions on-line that including the ability to store complete history files to meet the needs of the county.	
16. Ability to hire/start employees at anytime duing the pay period.	
17. Ability to transfer employees to a new position at anytime during the payperiod.	
18. Employees and positions are separate for position tracking purposes.	
19. Ability to print out a County directory from HR system - phone numbers, emails, department, locations, position title.	
20. Update all benefits and deductions online and perform all maintenance online	
21. Can personnel files be uploaded into the system and allow employees to view them?	
22. What are the reporting capabilities?	
23. How often are updates completed? Are they done automatically or are the users notified?	
24. Ability to notify supervisors of employee's upcoming probationary completion.	
25. Access by multiple users at once.	
26. Is there a limit of admin users?	
27. Ability to make completion of one task a firm prerequisite to the initiation of other tasks.	

28. Facilitates base salary, merit increase, and annual incentive planning with managers via self-service.	
29. Employee onboarding and termination checklist.	

Draft



### Required Features -Payroll

1. Support user defined employee types (temps, interns, etc.).	
2. Employees can model their paycheck for changes including deductions, marital status, and exemptions.	
3. Establishes and maintains salary structure and ranges by grade, location, and other factors.	
4. How do you support garnishment issues and what is the process for paying garnishment vendors?	
5. Supports automatic retroactive pay calculations and payments.	
6. Can the system extend the garnishment or stop payments?	
7. Report an unlimited number of earning for each employee?	
8. Define an unlimited number of shifts and shift differentials?	
9. Support exception-based and positive pay time reporting and calculation.	
10. Support multiple employee calendars?	
11. Process overtime against multiple processing rules and employee schedules?	
12. Provide for user-defined timesheets?	
13. Define default entries for earnings, hours and labour distributions.	
14. Support earning and deduction codes that do a variety of calculations.	

15. Track grant-funded positions and allocated to various departments by percentabe or fixed amounts.	
16. Produce a "what-if" Pay analysis based upon user defined criteria.	
17. separate base pay for longevity pay and to track a variety of longevity pays separately.	
18. Provide leave time calculations for part-time part-employees by percentate of time worked.	
19. calculate leave time according to different rules for part-time and full-time employees	
20. Calculate FLSA based on varying calculations	
21. Computed retroactive pay by actualy hours worked during the period, and with the ability to adjust for salary step increases and overtime during that period.	
22. Accommodate unlimited paycodes.	
23. Update the general ledger for all payroll transations; salary/wages, deductions, etc.	
24. Interface with AO to create deduction transactions.	
25. Start/terminate employees mid-pay without having to readjust the overall pay cycle or employee records.	
26. Allows for permanent leave banks that don't reset: Sick, Vacation.	
27. Multiple leave bank accruals rates based on time in bank or bank start date.	
28. Docks annual bank accrual with employee does not compled contracted days - without paydays.	

29. Define leave categories that reduce/increases the balance of antother leave bank, such as defining family, personal and bereavement leave to reduce the sick leave balance. (Bank Factoring)	
30. Software accomodates ballon/triple payrolls.	
31. Abilty to pay employees for work done that's not associated to a position: workshops, meetings, ect.	
32. Supports all Federal & State taxes.	
33. Maintains old tax tables.	
34. Allows employees to pay additional amount or % over and above tax tables for FIT & SIT.	
35. Defines voluntary deductionas as amounts and/or percentages of gross or base pay.	
36. There is a maintenance process to globally update deduction rates and/or limits.	
37. Notification when an employee does not have enough gross wages to pay deductions.	
38. Allwes for deduction and overrides at payroll time.	
39. Ability to globally manage salary/wage increases during the fiscal year.	
40. Restart/recovery procedures when printing checks.	
41. All transactions are time/operator stamped.	
42. Allow access to payroll hisotry date on current system - through new payroll system.	

43. Check reconciliation for payroll checks, accepts file downloaded from bank.	
44. Notification when an employee is payroll is not active for payroll.	
45. Notification when an employee's agsence bank will be negative after absences posted.	
46. Notification when an employee is missing the FIT or SIT marital status.	
47. Notification if benefits can't be distributed if no REG, CONT, or TERM pay.	
48. Notification if an employee's gross pay is negative.	
49. Solution supports ACA compliance reporting (such as 1094 and 1095 C generation).	
50. Describe your general ledger (GL) interface.	

**Required Features -Time Keeping & Scheduling**

<p>1. Provide the ability to report on employees scheduled to be at work and those who have called-off (notified the organization of an unplanned absence), submitted an absence request online or had an absence request previously</p>	
<p>2. Does the solution allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the solution?</p>	
<p>3. Can the solution report time on an exception basis (solution generates scheduled time and exceptions are reported when the time is not worked as scheduled)?</p>	
<p>4. Electronic time card with ability to enter daily time, exception time, etc.</p>	
<p>5. Describe in detail PTO carryover policy capabilities/configuration options and limitations.</p>	
<p>6. Ability to schedule employees down to the last minute.</p>	
<p>7. Is this timekeeping solution unified with the payroll solution? Please explain.</p>	
<p>8. Explain how employee timesheets can be entered on-line. How are these timesheets approved?</p>	
<p>9. Does the solution allow managers/supervisors to view/approve time entries?</p>	
<p>10. Can the solution require comments to identify reasons for the manual change (e.g., duplicate, missed punch, etc.)?</p>	
<p>11. Describe how employees can request time off and how the manager can approve.</p>	
<p>12. Describe any delivered options for enabling employee shift swapping via self service.</p>	

13. Can corrections be easily made to update employee time, fix incorrect time, record hours and departments, etc.?	
14. Can the solution pre-populate timecard from scheduled hours? Can it be disabled?	
15. Does the solution have the option to restrict entries to inactive/terminated employees?	
16. Can the solution secure the timesheet data from any updates or changes after a designated sign-off?	
17. Does the system have the ability to make a historical edit to specific users?	
violations/overages as soft or hard errors during the shift swapping process	
19. Please describe experiences with shifts, OT, lunch and punches that crossing midnight.	
20. Provides multiple options for employee time capture.	

### Required Features - Scheduling

1. Accommodate unlimited schedule changes and adjustments on demand?	
2. Define schedules with varying lengths (e.g., four hours per day, eight hours per day, etc.)?	
3. Create schedule patterns that repeat?	
4. View an employee's complete work history from the date of go-live?	
5. View an employee's complete future (projected) work schedule?	
6. Create user-defined shifts? If yes, please specify the maximum number of shifts allowed in the solution.	
7. Allow schedule shift patterns to be automatically repeated, or rolled forward to future weeks?	
8. Does the solution allow a payroll administrator or manager/supervisor to enter or create schedules for employees?	
9. Define shift start and stop times using a 24-hour clock?	
10. Attach employees to shifts at any point in the rotation?	
11. Schedule meals and breaks, as well as start and end	
12. Save "templates" of the most commonly used shifts so that these can be used for ease of editing?	
13. Ability to track employee preferences and availability?	
14. Describe the types of notifications delivered to managers during the scheduling process to ensure both compliance and conformance to business unit guidelines.	

15. Employees are able to perform shift swapping through self service	
16. The system allows simulated changes to rosters and impact of changes and allowing the user to use 'what if' scenarios to review impact of proposed change to roster.	
17. Ability to designate a proxy user that can enter time off taken on the employee's behalf and/or provide manager approvals.	
18. The system can generate monthly rosters in for operational staff in line with agreed rostering principles and ensuring allocations for daily staff requirements including meal and fatigue breaks	
19. The enables staff to apply for annual leave (in block or ad-hoc) , and applies rules to disposition request (staff numbers, ratings, etc.)	
20. Systems supports notification to administrators when critical date thresholds are imminent (e.g., sick pay exhausted, Annual Leave, FMLA)	
21. Describe the types of notifications that can be configured to support managers during pay period time collection to ensure compliance and conformance to business unit	
22. The solution supports salary modeling based on	
23. Supports a driver-based model for determining needed headcount.	
24. Provide holistic model that includes not only the headcount demand, but also internal labor movement (hiring, promotions, transfers, leaves, separations, etc.) and span of	
25. The solution can integrate business operations data and workforce management data to calculate target resource levels per department or skill according to planned business activities and volumes.	



### Required Features - Benefits


1. Maintain multiple types of plans (e.g. health, dental, life & AD&D, long-term disability, retirement and pension, EAP, and non-financial benefits)	
2. System supports mass changes (benefit plan changes, enrollment data, etc.) by administrative staff	
3. Does your system include on-line benefits enrollment via employee self-service?	
4. Are capabilities enabled via mobile devices for Employees?	
5. Do you have any tools to facilitate managing the open enrollment process?	
6. Does your system include on-line benefits enrollment via employee self-service?	
7. Describe how your system handles any benefit deductions not taken and any rules / options for arrears processing.	
8. Describe any tools included in your solution to support or facilitate benefits billing reconciliation.	
9. Describe any tools or processes delivered with your solution to support benefit self-billing.	
10. Defines employee's COBRA status, date of qualifying COBRA event, description of COBRA event, and date the COBRA notification letter was sent.	
11. Describe the system capabilities for benefits enrollment.	
12. Explain how pay changes are entered in the system.	
13. Provides email reminders and overdue notices throughout the process.	

### Required Features - Reporting

1. Please provide a brief overview of your reporting and analytic capabilities.	
2. How can reports be sorted?	
3. Please provide a list of all standard reports.	
4. Describe standard and ad hoc reporting functionality.	
5. Are reports able to be scheduled for generation and distribution?	
6. How are custom reports created?	
7. Provide the ability to report on Overtime submitted on timesheets.	
8. Describe any limitations creating online reports? (e.g. formatting, fields, tables)	
9. Describe your ability to create workforce alerts (e.g., email reminders, reports, etc.).	
10. Supervisor reporting structure.	
11. Does the system have the ability to export reports in a format that may be sent to recipients electronically without manual reformatting?	
12. Managers can see in real time how much of the budget as been allocated/spent as allocations are made; visualizations include graphical display (pie chart, other)	
13. Solution aggregates results of compensation planning for review and adjustment by multiple levels of management and provides an audit trail of all revisions	
14. Supports creation, generation, distribution and online access of total compensation statements (describe).	

**Required Features - Employee Communications**

<p>1. System must have capability to house Company policies once signed/acknowledged by employees, and provide an "alert" if new policies have not been acknowledged within a specified number of days.</p>	
<p>2. Allow employees to update personal information, such as address, tax withholdings, direct deposit, etc.</p>	
<p>3. Maintain employee data, dependent data, and elections. Enable employees to view and change dependent and beneficiary data online</p>	
<p>4. Employees can access links that can launch: E-mails</p>	
<p>5. Allow employees to upload documents with change</p>	
<p>6. Employees can perform paycheck modeling.</p>	
<p>7. The ability to send out mass messages to employees.</p>	
<p>8. Allow employees to access paycheck information in multiple formats.</p>	
<p>9. Employees have access to their own personnel file.</p>	
<p>10. Administrative ability to control employee access.</p>	

	<b>Burleigh County, North Dakota</b>  <b>Job Description</b>	<b>Last Date Revised:</b> 03/7/2024 <b>Job Description #</b> 02-41860
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**Employee:** \_\_\_\_\_  
**Job Title:** Systems Administrator  
**Job Status:** Exempt  
**Salary Grade:** 11

**Location:** Bismarck  
**Department:** IT Division  
**Reports to:** IT Manager  
**DBM Rating:** C43

**Job Summary:** Under the supervision of the IT Manager, the Systems Administrator will manage the Burleigh County servers, desktop and mobile equipment, and software. This position will ensure that email and data storage networks within the county's computer systems work properly. Responsible for the installation and configuration of software and system updates and will monitor system performance to ensure that employees' workstations are working to optimum efficiency.

**Responsibilities:**


- 35 % time      1. Maintain and administer computer systems and any related computing environments, including computer hardware, systems software, applications software, and all configurations.
- 30 % time      2. Analyze equipment performance records to determine the need for repair or replacement. Diagnose, troubleshoot, and resolve hardware, software, or other system problems, and replace defective components when necessary.
- 20 % time      3. Configure, monitor, and maintain email applications or virus protection software.
- 15 % time      4. Recommend changes to improve systems and network configurations and determine hardware or software requirements related to such changes.

**Essential Job Duties:**

1. Maintain computer systems to enhance performance and user access.
2. Implement security measures for computer or information systems.
3. Create electronic data backup to prevent loss of information.
4. Resolve computer software problems.
5. Troubleshoot issues with computer applications or systems.
6. Monitor the performance of computer systems.
7. Analyze data to identify or resolve operational problems.
8. Recommend changes to improve computer or information systems.
9. Test computer hardware and software performance.
10. Install computer hardware and software.
11. Conduct research to gain information about products or processes.
12. Maintain the inventory of equipment.
13. Update knowledge about emerging industry or technology trends.
14. Perform other duties as required and/or assigned.

**Job Qualifications, Experience and Education**

1. Must be a US Citizen, eighteen (18) years of age or older; high school graduate or GED certified; preference given to those with either a two- or four-year college degree in information technology or related field.
2. Five (5) to eight (8) years of experience in installing, maintaining, and upgrading computer hardware and software in a government IT environment. Or a combination of education and experience.

	<b>Burleigh County, North Dakota</b>  <b>Job Description</b>	<b>Last Date Revised:</b> 03/7/2024 <b>Job Description #</b> <b>02-41860</b>
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3. Experience in Windows operating systems, voice over IP, Microsoft Office Products, and computer hardware preferred.
4. Must be customer service oriented and have the ability to work with fellow employees both in person and over the telephone or while accessing the employee’s computer using remote access tools.
5. Must possess a valid driver’s license, with no serious traffic violations, and no felony or misdemeanor convictions.
6. Must be able to pass civil, criminal, and driver’s license background checks.

**Working Conditions/ Physical and Mental Demands**

1. Physical environment consists of a desk job in the standard environment, repetitive motion, sitting and standing.
2. Mental demands require the ability to analyze circumstances and interpret guidelines to select appropriate procedures, which provide analysis, recommendation, or advice used by others in making decisions.
3. Frequent use of PC Keyboard and monitor. Will include physical motions of finger dexterity for use of keyboard, and other office equipment.

**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 Information Technology related positions. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Job Title:		Systems Administrator			11		
Salary Grade:		15.1244.00					
DBM Rating:		C43					
Under the supervision of the Emergency Management Director, the Systems Administrator will manage the Burleigh County servers and desktop and mobile equipment and software. This position will ensure that email and data storage networks within the county's computer system work properly. Responsible for the installation and configuration of software and system updates and will monitor system performance to ensure that employees' workstations are working to optimum efficiency.							
Responsibilities:		Percentage of Time (Annualized)			DBM Ranking		
1	Maintain and administer computer systems and any related computing environments, including computer hardware, systems software, applications software, and all configurations.	35%			D	2	N/A
2	Analyze equipment performance records to determine the need for repair or replacement. Diagnose, troubleshoot, and resolve hardware, software, or other systems problems, and replace defective components when necessary.	30%			D	1	N/A
3	Configure, monitor, and maintain email applications or virus protection software.	20%			C	2	N/A
4	Recommend changes to improve systems and network configurations and determine hardware or software requirements related to such changes.	15%			D	1	N/A
Essential Duties:		Decisions Required (Programming, Interpretive, Process, Operational, Defined)	Frequency (Daily, Weekly, Monthly, Quarterly, Annually)	Percentage of time	BAND	GRADE	SUB GRADE CALCULATION
1	Maintain computer systems to enhance performance and user access.	Process	Daily	*	C	2	300
2	Implement security measures for computer or information systems.	Interpretive	Daily	*	D	1	500
3	Create electronic data backup to prevent loss of information.	Operational	Daily	*	B	2	200
4	Resolve computer software problems.	Process	As needed	*	C	1	375
5	Troubleshoot issues with computer applications or systems.	Interpretive	As needed	*	D	1	500
6	Monitor the performance of computer systems.	Operational	Daily	*	B	2	200
7	Analyze data to identify or resolve operational problems.	Process	Weekly	*	C	1	375
8	Recommend changes to improve computer or information systems.	Interpretive	As needed	*	D	1	500
9	Test computer hardware and software performance.	Process	Monthly	*	C	1	375
10	Install computer hardware and software.	Operational	Daily	*	B	2	200
11	Conduct research to gain information about products or processes.	Interpretive	As needed	*	D	1	500
12	Maintain the inventory of equipment.	Operational	Annually	*	B	2	200
13	Update knowledge about emerging industry or technology trends.	Interpretive	As needed	*	D	1	500
14	Other duties as required or assigned.	Defined	As needed	*	A	2	100
KNOWLEDGE		Percentage of Time (Annualized)			TOTAL		4825
1	Computer and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	99%				
2	Telecommunications	Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.	70%				
3	Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	61%				
4	Engineering and Technology	Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.	60%				
5	English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of compensation, and grammar.	73%				
6	Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	53%				
7	Communications and Media	Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.	50%				
8	Education and Training	Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	49%				
9	Administrative	Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	48%				
10	Design	Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models	41%				
SKILLS		Percentage of Time (Annualized)					
1	Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	69%				

2	Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	63%
3	Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.	60%
4	Reading Comprehension	Understanding written sentences and paragraphs in work-related documents.	60%
5	Active Learning	Understanding the implications of new information for both current and future problem-solving and decision making.	56%
6	Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	56%
7	Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	56%
8	Speaking	Talking to others to convey information effectively.	56%
9	Systems Analysis	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	53%
10	Troubleshooting	Determining causes of operating errors and deciding what to do about it.	53%
<b>ABILITIES</b>		<b>Percentage of Time (Annualized)</b>	
1	Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.	72%
2	Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.	72%
3	Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognition that there is a problem.	72%
4	Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events.)	69%
2	Oral Expression	The ability to communicate information and ideas in speaking so others will understand.	69%
3	Written Comprehension	The ability to read and understand information and ideas presented in writing.	66%
5	Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (patterns of numbers, letters, words, pictures, mathematical operations).	63%
4	Near Vision	The ability to see details at close range (within a few feet of the observer).	60%
6	Speech Clarity	The ability to speak clearly so others can understand you.	60%
9	Speech Recognition	The ability to identify and understand the speech of another person.	60%
<b>OCCUPATIONAL INTERESTS</b>		<b>Percentage of Time (Annualized)</b>	
1	Work involves following procedures and regulations to organize information or data, typically in a business setting. Conventional occupations are often associated with office work, accounting, mathematics/Statistics, information technology, finance, or human resources.	Conventional	86%
3	Work involves designing, building, or repairing of equipment, materials, or structures, engaging in physical activity, or working outdoors. Realistic occupations are often associated with engineering, mechanics and electronics, construction, woodworking, transportation, machine operation, agriculture, animal services, physical or manual labor, athletics, or protective services.	Realistic	53%
4	Work involves studying and researching non-living objects, living organisms, disease or other forms of impairment, or human behavior. Investigative occupations are often associated with physical, life, medical, or social sciences, and can be found in the fields of humanities, mathematics/statistics, information technology, or health care service.	Investigative	51%
5	Work involves managing, negotiating, marketing, or selling, typically in a business setting, or leading or advising people in political and legal situations. Enterprising occupations are often associated with business initiatives, sales, marketing/advertising, finance, management/administration, professional advising, public speaking, politics, or law.	Enterprising	41%
6	Work involves helping, teaching, advising, assisting, or providing service to others. Social occupations are often associated with social, health care, personal service, teaching/education, or religious activities.	Social	20%

Work involves creating original visual artwork, performances, written works, food or music for a variety of media, or applying artistic principles to the design of various objects and materials. Artistic occupations are often associated with visual arts, applied arts and design, performing arts, music, creative writing, media, or culinary art.	Artistic	0%
<b>Job Qualifications, Experience and Education</b>		
Must be a US Citizen, eighteen (18) years of age or older; high school graduate or GED certified; preference given to those with either a two- or four-year college degree		
1 Information technology or related field. A combination of education and experience can be substituted for a degree.		
2 Five (5) to eight (8) years of experience in installing, maintaining, and upgrading computer hardware and software in a government IT environment.		
3 Experience in Windows operating systems, voice over IP, Microsoft Office Products, and computer hardware preferred.		
4 Must be customer service oriented and have the ability to work with fellow employees both in person and over the telephone or while accessing the employee's computer using remote access tools.		
5 Must possess a valid driver's license, with no serious traffic violations, and no felony or misdemeanor convictions.		
6 Must be able to pass civil, criminal, and driver's license background checks.		

Wage Analysis						
Network & Computer Systems Administrators	15-1244.00	Minimum	25%	Market	75%	Maximum
O-NET Research	Bismarck-Mandan Area	\$ 63,060.00	\$ 74,540.00	\$ 80,080.00	\$ 97,260.00	\$ 105,930.00
O-NET Research	North Dakota	\$ 62,280.00	\$ 66,770.00	\$ 79,580.00	\$ 97,000.00	\$ 107,820.00
O-NET Research	United States	\$ 56,260.00	\$ 70,120.00	\$ 90,520.00	\$ 115,070.00	\$ 140,430.00

Burleigh County Similar Jobs in Pay Grade 11	Burleigh County Pay Grade	Step 1	Step 5	Step 9	Step 13	Step 17
Buildings & Grounds Manager	Grade 10	\$ 65,977.60	\$ 73,257.60	\$ 82,326.40	\$ 92,248.00	\$ 102,148.80
Veteran Service Officer	Grade 11	\$ 69,950.40	\$ 77,646.40	\$ 87,276.80	\$ 97,801.60	\$ 108,284.80
	Grade 12	\$ 74,152.00	\$ 82,284.80	\$ 92,539.20	\$ 103,667.20	\$ 114,732.80

IT Coordinator	NDASCo Salary Survey Reports	Budget Low	Budget High	Budget Average
Full-time 40 hours per week	Barnes County	\$ 90,584.00	\$ 90,584.00	\$ 90,584.00
Full-time 40 hours per week	Cass County	\$ 113,021.00	\$ 113,021.00	\$ 113,021.00
Full-time 40 hours per week	Grand Forks County	\$ 106,072.00	\$ 106,072.00	\$ 106,072.00
Full-time 40 hours per week	Pembina County	\$ 77,340.00	\$ 77,340.00	\$ 77,340.00
Full-time 40 hours per week	Richland County	\$ 77,272.00	\$ 77,272.00	\$ 77,272.00
Full-time 40 hours per week	Stutsman County	\$ 126,964.00	\$ 126,964.00	\$ 126,964.00
Full-time 40 hours per week	Ward County	\$ 96,445.00	\$ 96,445.00	\$ 96,445.00
Full-time 40 hours per week	Williams County	\$ 111,613.00	\$ 111,613.00	\$ 111,613.00
	Averages	\$ 107,449.83	\$ 107,449.83	\$ 107,449.83



**ITEM**

**# 8**

**ITEM**

**# 9**



# BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleighco.com](http://www.burleighco.com)

## Request for County Board Action

**DATE:** April 1, 2024

**TO:** Mark Splonskowski  
County Auditor

**FROM:** Marcus J. Hall P.E.  
County Engineer

**RE:** County Highway 10 mill and overlay project Concurrence Letter

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

### **ACTION REQUESTED:**

Approve the estimated amounts for the County Highway 10 from 66<sup>th</sup> Street NE to 197<sup>th</sup> Street NE mill and overlay project.

### **BACKGROUND:**

The North Dakota Department of Transportation (NDDOT) is requesting that Burleigh County concur with the estimated cost sharing amounts for the County Highway 10 from 66<sup>th</sup> Street NE to 197<sup>th</sup> Street NE mill and overlay project. On March 15, 2024 the NDDOT opened bids for the County Highway 10 project.

<u>Contractor:</u>	<u>Bid Amount:</u>
Border States Paving Inc.	\$3,344,028.70
Mayo Construction Co.	\$3,544,069.76
Knife River Material	\$3,791,652.76
Central Specialties Inc.	\$4,027,555.79
Northern Improvement Co.	\$4,256,433.84
Anderson Western Inc.	\$4,612,678.18
Strata Corporation	\$4,655,566.66
Engineers Estimate	\$3,969,968.48

Cost Breakdown:

County Highway 10 Project:

Total Cost (Construction)	\$3,344,028.70
Federal Funds	\$2,680,907.81
County Funds	\$663,120.89

2024 Budgeted Amount: \$838,906.00

**RECOMMENDATION:**

It is recommended that the County Board adopt the attached proposed resolution.

**PROPOSED RESOLUTION:**

THEREFORE, BE IT RESOLVED: That the proper County officials are hereby authorized to sign the attached resolution informing the NDDOT that Burleigh County concurs with the selection of Border States Paving Inc for the construction of the County Highway 10 from 66<sup>th</sup> Street NE to 197<sup>th</sup> Street NE mill and overlay project.

NORTH  
**Dakota** | Transportation  
Be Legendary.

March 18, 2024

Brian Bitner  
Burleigh County Chairperson  
C/O County Auditor  
PO Box 5518  
Bismarck, ND 58501

PROJECT NO. – SC-0836(067)  
66<sup>th</sup> E to US 83 PHASE 1  
MILL & HMA OVERLAY – 10.050 MI

Enclosed is a Resolution for the above project in the March 15, 2024 bid opening. The apparent low bidder is Border States Paving Inc. in the amount of \$3,344,028.70. If the County concurs in awarding, please execute the Resolution, and return to our office.

With Gratitude,

*Paul M. Benning*

PAUL M. BENNING, P.E.,  
Local Government Engineer

38/ss  
Enclosure

# RESOLUTION

WHEREAS, the bid in the amount of \$ 3,344,028.70 from Border States Paving Inc. received in the bid opening of March 15, 2024 for Project SC-0836(067) was the low bid received.

WHEREAS, this bid is considered reasonable.

NOW THEREFORE, be it resolved by the Board of County Commissioners of BURLEIGH County will award to Border States Paving Inc. the contract for Project SC-0836(067) and hereby authorizes the Chairman of the Board to sign said contract.

It is further understood that the County shall reimburse the North Dakota Department of Transportation for any payments made under this contract, which are not collectible from the Federal Highway Administration.

ATTEST:

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Chairman, Board of County  
Commissioners

County: BURLEIGH\_\_\_\_\_

This is to certify that the above resolution was adopted and passed at a meeting of the Board of County Commissioners at \_\_\_\_\_ County on \_\_\_\_\_.

\_\_\_\_\_  
County Auditor



# BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleighco.com](http://www.burleighco.com)

## Request for County Board Action

**DATE:** April 1, 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 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, Tony Fettig, 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:**

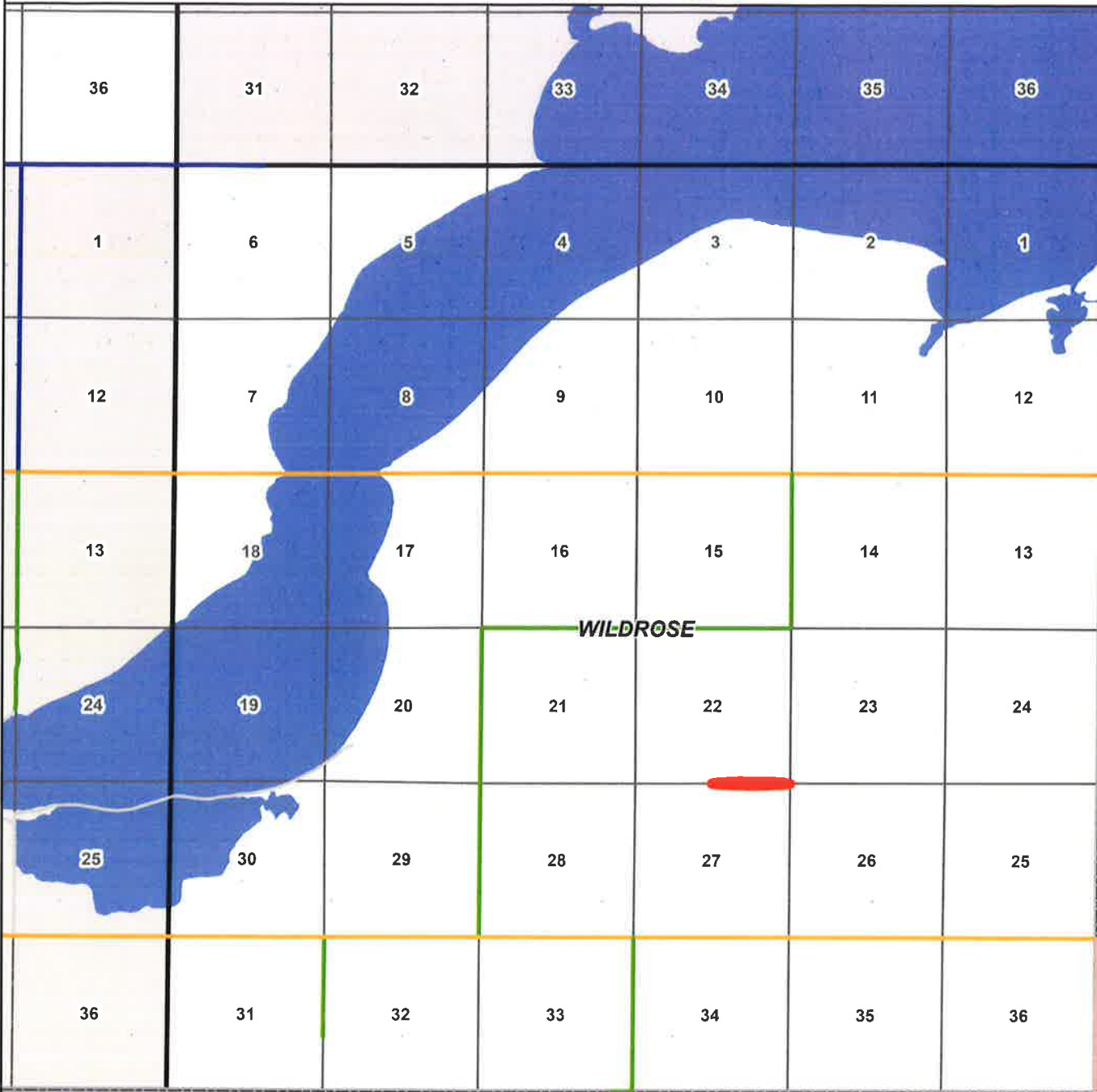
It is recommended that the Board adopt the attached proposed resolution.

### **PROPOSED RESOLUTION:**

**THEREFORE, BE IT RESOLVED:** That Burleigh County hereby accepts the petition to vacate said section line, and sets May 6, 2024 at 5:00 p.m. as the time and date for a Public Hearing to review discontinuing this section line and ascertain any damages that are caused by this action.

# BURLEIGH COUNTY, NORTH DAKOTA LOCATION MAP

N  
3/25/2024

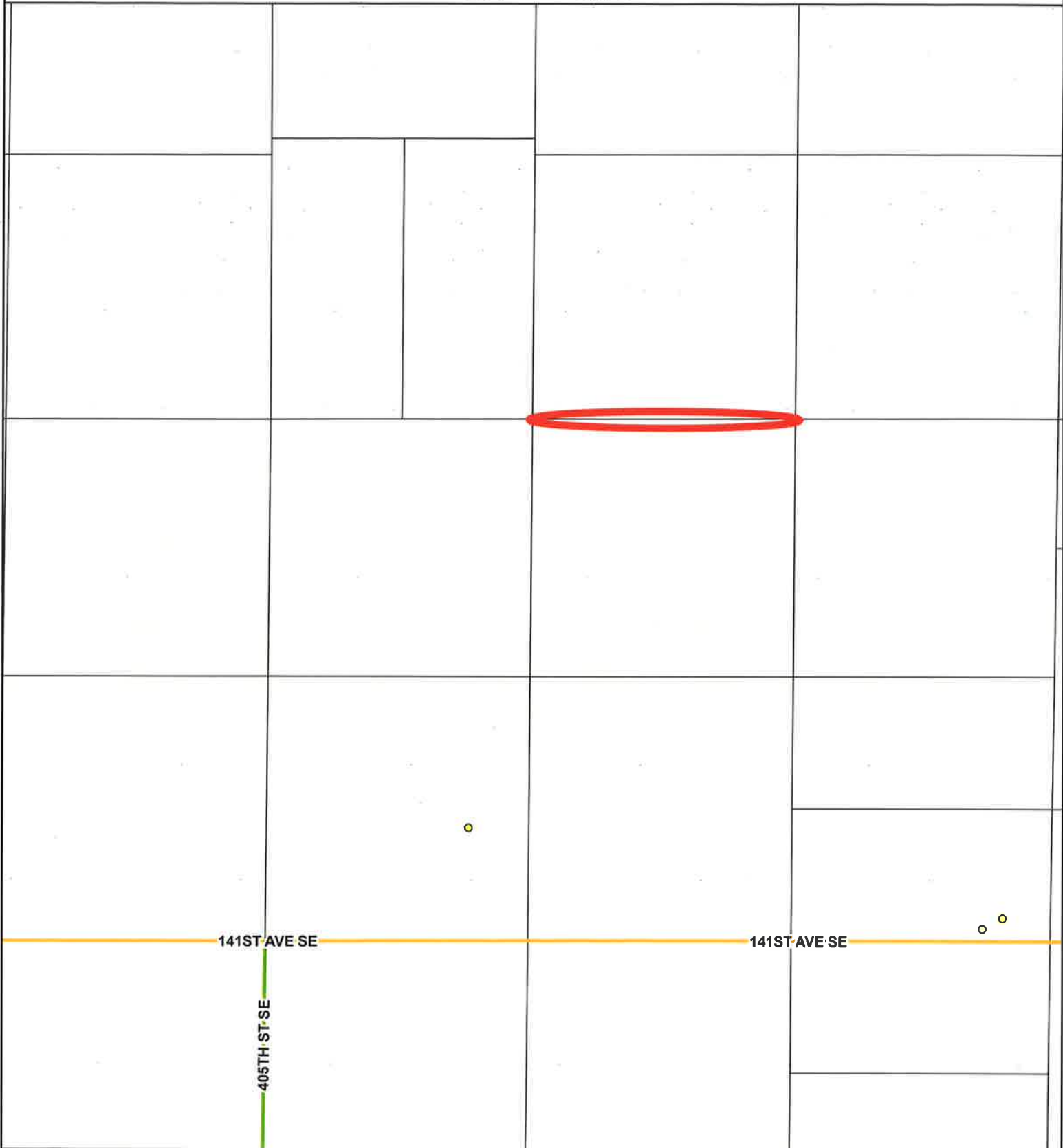


PARCEL ID: 32-139-79-16-05-100    OWNER: ANDERSON, DUSTY    ACRES: 2.55  
SITE ADDRESS: 7900 BELAIRE DR  
MAIL ADDRESS: 7888 BELAIRE DR, BISMARCK, ND 58501  
LEGAL: BROOKFIELD ESTATES Block 05 LOT 10 797510



**BURLEIGH COUNTY, NORTH DAKOTA  
LOCATION MAP**

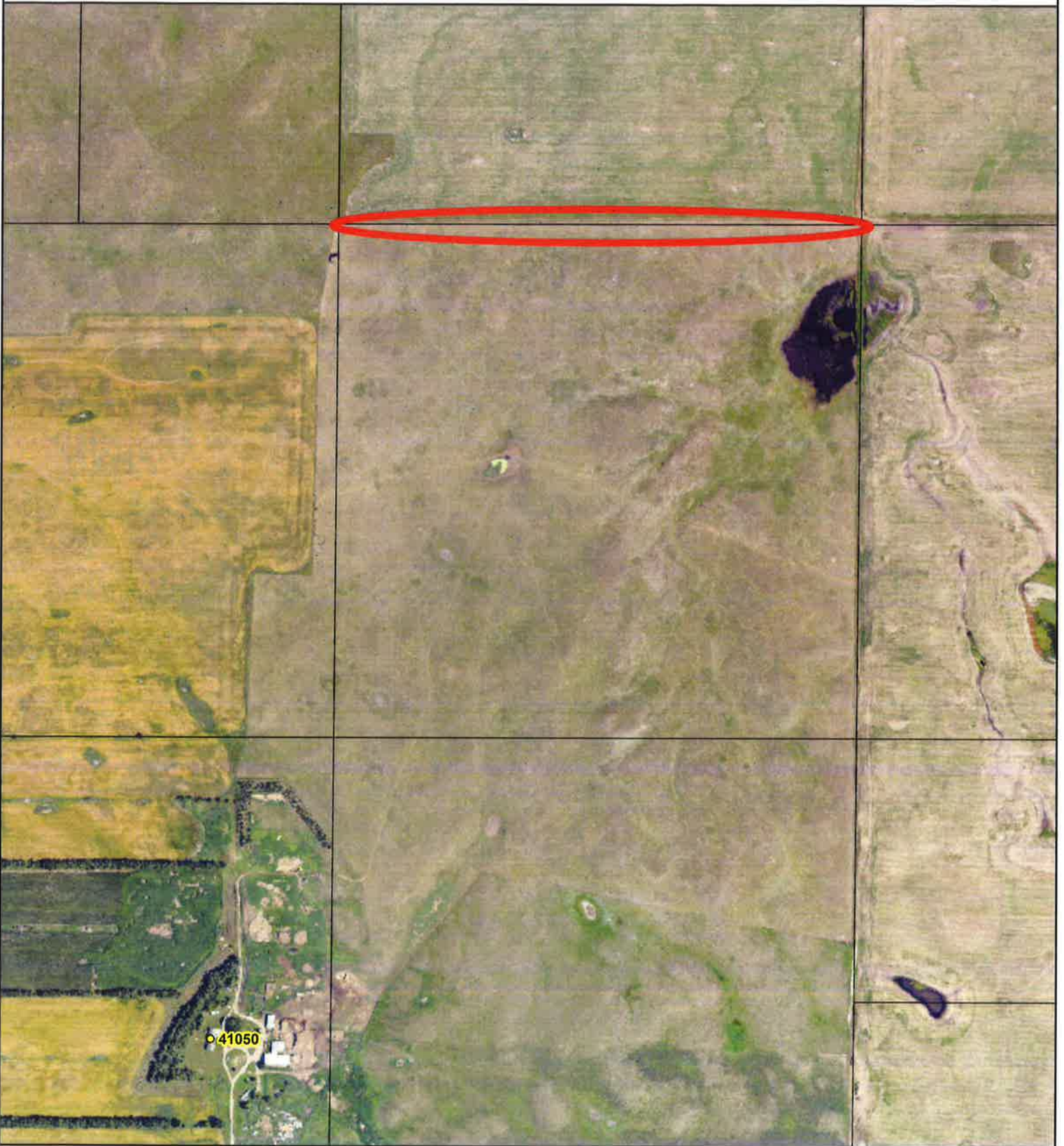
N  
3/25/2024



PARCEL ID: 32-139-79-16-05-100      OWNER: ANDERSON, DUSTY      ACRES: 2.55  
SITE ADDRESS: 7900 BELAIRE DR  
MAIL ADDRESS: 7888 BELAIRE DR, BISMARCK, ND 58501  
LEGAL: BROOKFIELD ESTATES Block 05 LOT 10 797510

**BURLEIGH COUNTY, NORTH DAKOTA  
LOCATION MAP**

N  
3/25/2024



PARCEL ID: 32-139-79-16-05-100      OWNER: ANDERSON, DUSTY      ACRES: 2.55  
SITE ADDRESS: 7900 BELAIRE DR  
MAIL ADDRESS: 7888 BELAIRE DR, BISMARCK, ND 58501  
LEGAL: BROOKFIELD ESTATES Block 05 LOT 10 797510



**BURLEIGH COUNTY**  
**UNIFIED DEVELOPMENT APPLICATION**

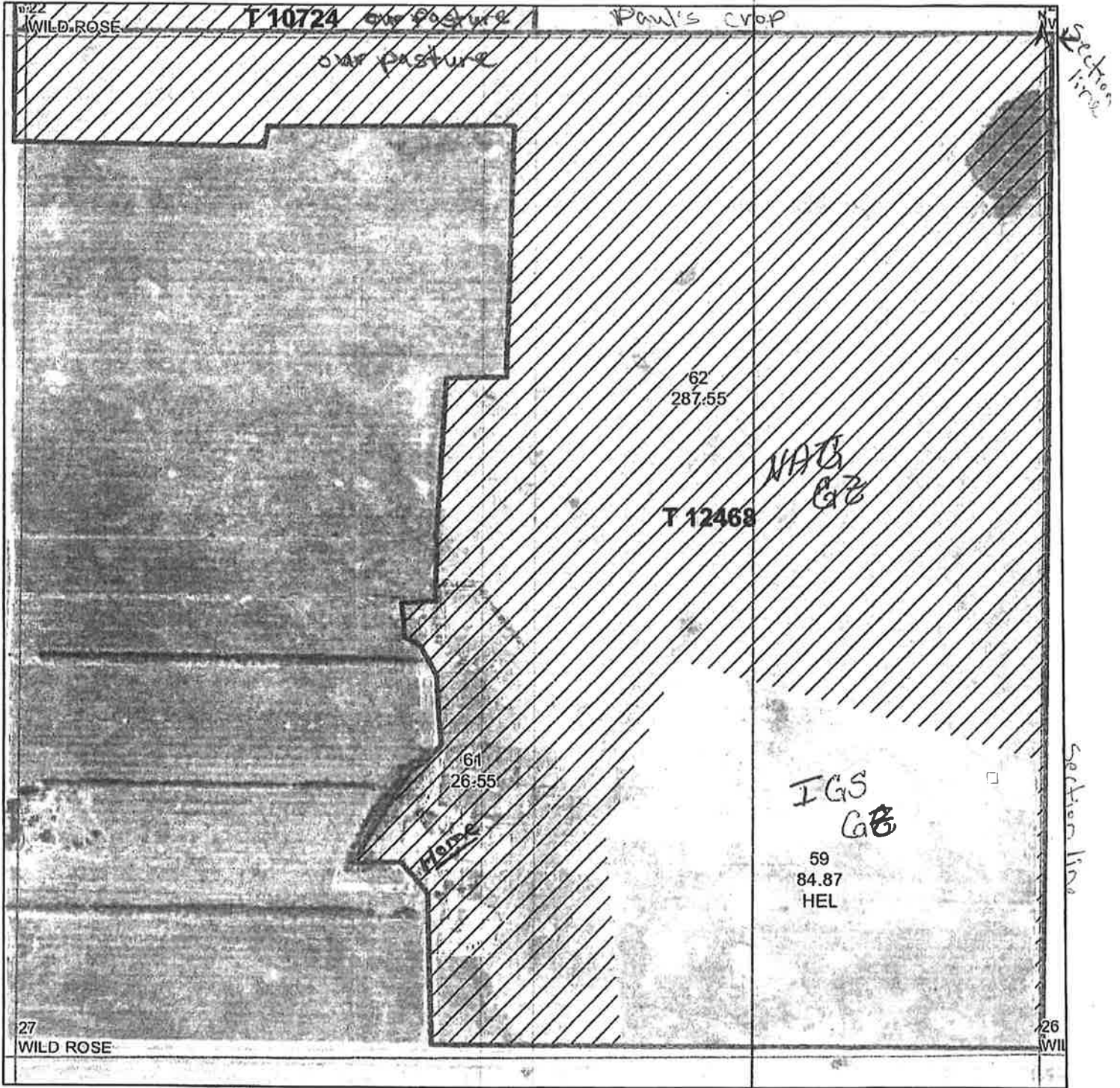
**Application submitted for (check all that apply):**

- |   |  |  |   |
|---|--|--|---|
| <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 |
| <input type="checkbox"/> Lot Modification         |  |  |   |

<b>PROPERTY INFORMATION:</b>		
Name of plat: Township 137 N Range 75 W		
Legal description of property (lot, block, addition): NE Section 27 (section line)		
Street address of property:		
Existing Zoning:	Proposed zoning:	
Acreage:	Number of lots:	
Description of development proposal, including reason(s) for the request: non passable and runs into pasture		
<b>APPLICANT/DEVELOPER:</b>		
Name: Tony Fettis	Mailing address: 41050 141 <sup>st</sup> Ave SE Braddock 58524	
Daytime telephone number: 701-321-1368	FAX number:	E-mail address: tadairy@yahoo.com
<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>		
Name:	Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:
<b>CONTACT PERSON/AGENT:</b>		
Name/Firm:	Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:

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





**Common Land Unit**  Tract Boundary  
 PLSS

Non-Cropland  
 Cropland

**Wetland Determination Identifiers**

- Restricted Use
- Limited Restrictions
- Exempt from Conservation
- Compliance Provisions

**Unless Otherwise Noted:**

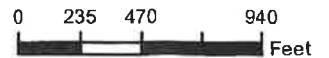
All crops are for grain  
 All crops are non-irrigated  
 Shares are 100% to Operator

**2022 Program Year**

Map Created February 02, 2022

**S27 T137N R75W**

Phy Cnty: Burleigh



United States Department of Agriculture (USDA) Farm Service Agency (FSA) maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership; rather it depicts the information provided directly from the producer and/or National Agricultural Imagery Program (NAIP) imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. USDA-FSA assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact

BURLEIGH COUNTY, NORTH DAKOTA  
LOCATION MAP

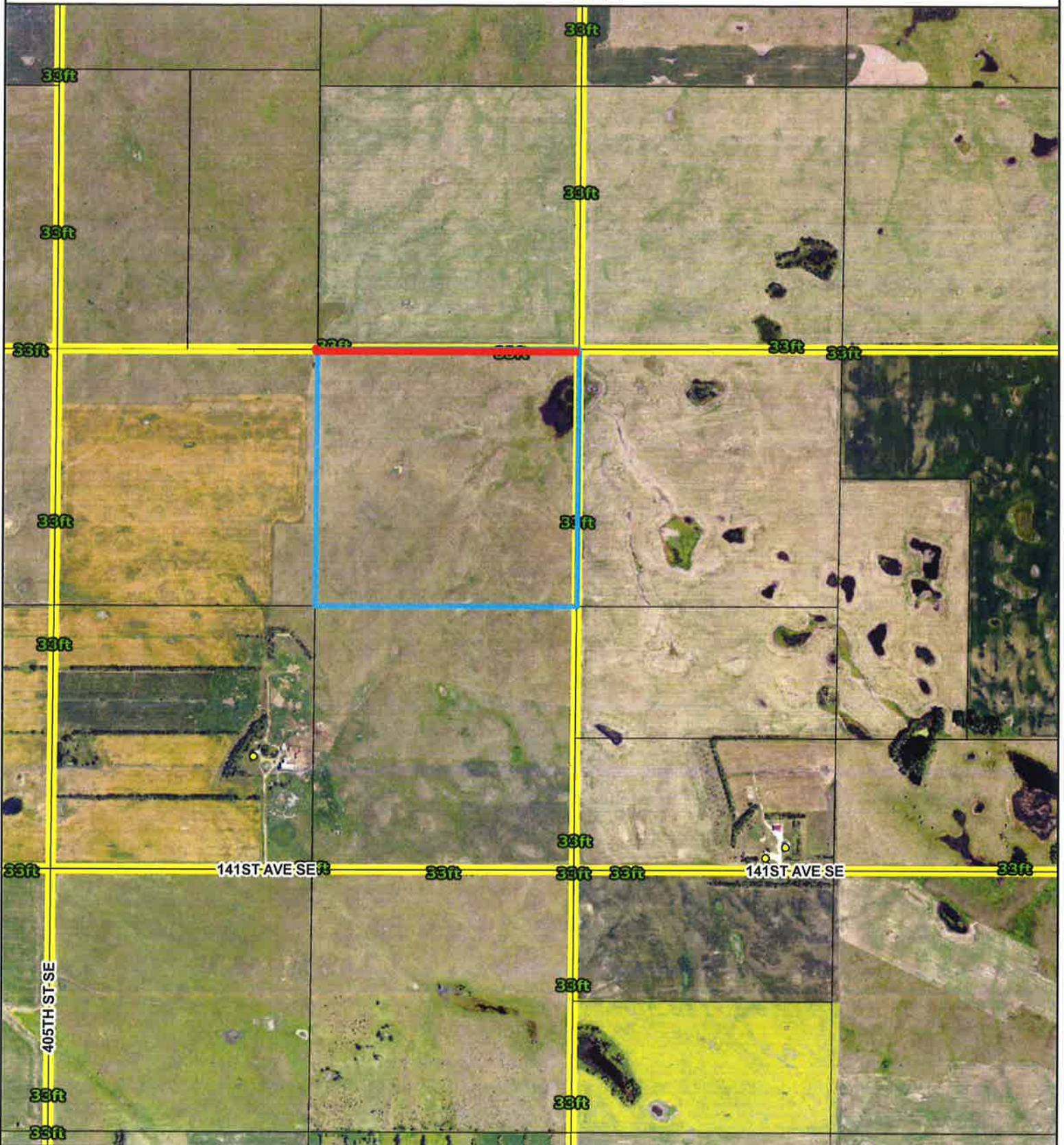
N  
3/18/2024



Map created from Burleigh County's web mapping application. This map is for representation use only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated hereon.

# BURLEIGH COUNTY, NORTH DAKOTA LOCATION MAP

N  
3/22/2024



PARCEL ID: 54-137-75-00-27-200    OWNER: FISCHER, NICHOLE ETAL    ACRES: 160  
SITE ADDRESS:  
MAIL ADDRESS: FETTIG, ANTHONY J & ARLEEN C LE 41050 141ST AVE SE, BRADDOCK, ND 58524-9303  
LEGAL: WILD ROSE TOWNSHIP Section 27 NE1/4 27-137-75



# BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleighco.com](http://www.burleighco.com)

## Request for County Board Action

**DATE:** April 1, 2024

**TO:** Mark Splonskowski  
County Auditor

**FROM:** Marcus J. Hall  
County Engineer

**RE:** Award of Bids

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

### **ACTION REQUESTED:**

Authorize the proper County officials to enter into a contract with the low bidder for Hay Creek Township, Riverview Township and County Roadway Chip Seal Projects.

### **BACKGROUND:**

On January 4, 2024, the County Board authorized the County Auditor and the County Engineer to advertise for bids for Chip Seal Projects. Bids were opened on April 25, 2024 and the following bids were received:

Asphalt Preservation Company	\$918,871.21 (County Project \$667,651.90)
Asphalt Surface Technologies	\$1,043,158.40 (County Project \$740,425.50)
Engineers Estimate:	\$1,116,918.73 (County Project \$769,442.60)
Budget Amount (County only)	\$850,000.00

### **RECOMMENDATION:**

It is recommended the Board adopt the attached proposed resolution.

### **PROPOSED RESOLUTION:**

THEREFORE, BE IT RESOLVED: That the County Board hereby accepts the Chip Seal Project low bid from Asphalt Preservation Company for \$918,871.21 and authorize the proper County officials to enter into contracts with said bidder.





# BURLEIGH COUNTY HIGHWAY DEPARTMENT

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## Request for County Board Action

**DATE:** April 1, 2024

**TO:** Mark Splonskowski  
County Auditor

**FROM:** Marcus J. Hall  
County Engineer

**RE:** Award of Bids

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

### **ACTION REQUESTED:**

Authorize the proper County officials to enter into a contract with the low bidder for SAD #76.

### **BACKGROUND:**

On February 5, 2024, the County Board authorized the County Auditor and the County Engineer to advertise for bids for SAD #76. Bids were opened on March 25, 2024 and the following bids were received:

Northern Improvement Co.	\$148,867.79
Strata Corporation	\$166,333.25
Engineers Estimate:	\$110,340.90
Budget Amount / Petition Amount:	\$198,635.00

### **RECOMMENDATION:**

It is recommended the Board adopt the attached proposed resolution.

### **PROPOSED RESOLUTION:**

THEREFORE, BE IT RESOLVED: That the County Board hereby accepts the SAD low bid from Northern Improvement Co. for \$148,867.79 and authorize the proper County officials to enter into contracts with said bidder.



# BURLEIGH COUNTY HIGHWAY DEPARTMENT

8100 43<sup>RD</sup> AVENUE NE  
BISMARCK, ND 58503  
701-204-7748  
FAX 701-204-7749  
[www.burleighco.com](http://www.burleighco.com)

## **Request for County Board Action**

**DATE:** April 1, 2024

**TO:** Mark Splonskowski  
County Auditor

**FROM:** Marcus J. Hall  
County Engineer

**RE:** Approve the selection of an engineering consultant firm for the  
Construction Engineering of County Highway 10 Mill and Overlay Project.

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

### **ACTION REQUESTED:**

Approve the selection of Bartlett & West to perform construction engineering services for County Highway 10 Mill and Overlay Project (SC-0836(067), PCN 24164).

### **BACKGROUND:**

The project would include providing the construction engineering services for the County Highway 10 Mill and Overlay Project from 66<sup>th</sup> Street NE to 197<sup>th</sup> Street NE (Federally funded project). The construction engineering services will be 80% federal funds and 20% local funds.

At the January 3, 2024 County Board Meeting, the Board approved the Highway Department's request to seek construction engineering service proposals for the County Highway 10 Project. On March 19<sup>th</sup>, we opened proposals for this project. Three consulting firms submitted proposals, and after a thorough review of their proposals and interviews conducted on March 26<sup>th</sup>, the selection committee ranked Bartlett & West as the most qualified firm to perform services for this project.

The negotiation of services and fees for this project will be done between the North Dakota Department of Transportation, Burleigh County Highway Department, and Bartlett & West. It is estimated that the total cost of design services for this project will be around \$350,000.

**RECOMMENDATION:**

It is recommended that the County Board adopt the attached proposed resolution.

**PROPOSED RESOLUTION:**

THEREFORE, BE IT RESOLVED: That the County Board of Commissioners approves of the selection of Bartlett & West to perform construction engineering services for the County Highway 10 Mill and Overlay Project (SC-0836(067), PCN 24164).

**ITEM**

**# 10**



# BURLEIGH COUNTY SHERIFF'S DEPARTMENT

KELLY LEBEN  
SHERIFF

## Request for County Commission Action

**Date:** March 26, 2024

**To:** Mark Splonskowski  
Burleigh County Auditor

**From:** Kelly Leben   
Burleigh County Sheriff

**Re:** 2023/2024 North Dakota Department Of Transportation Traffic Safety Grant

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

### Action Requested:

Approve the Amendment to the 2023/2024 ND DOT Traffic Safety Grant. The grant is available for review in the Burleigh County Auditor's Office.

### Background:

The ND DOT Traffic Safety Grant is an annual grant awarded to Burleigh County. The grant award is used to fund additional traffic safety enforcement and equipment in high risk areas such as Impaired Driving, Distracted Driving, Occupant Protection, and Speed Enforcement.

### Recommendation:

It is recommended that the County Commission approve the grant agreement amendment.

### Proposed Resolution:

THEREFORE BE IT RESOLVED: That the proper County officials are hereby authorized to authorize the ND DOT Traffic Safety Grant Amendment between Burleigh County and the State of North Dakota.

#### COURTHOUSE

514 E. Thayer • PO Box 1416  
Bismarck, ND 58502-1416  
P 701-222-6651 • F 701-221-6899

 [www.facebook.com/BurleighCountySheriffsDepartment](https://www.facebook.com/BurleighCountySheriffsDepartment)

#### BURLEIGH MORTON DETENTION CENTER

4000 Apple Creek Road • PO Box 2499  
Bismarck, ND 58502-2499  
P 701-255-3113 • F 701-258-5319

**MEMO:** Ronald J. Henke  
Director

**FROM:** Sheila Kitzan  
Highway Safety Division

**DATE:** March 12, 2024

**SUBJECT:** Contract Amendment Explanation

The purpose of this contract amendment is to provide funding to the Burleigh County Sheriff's Department to purchase radar and video camera surveillance equipment.

The contract amendment budget is \$9,500.

The total contract budget is \$27,350.

The contact person is Sheila Kitzan (328-2402).

12/slk

NDDOT Contract No. 12231129A

**North Dakota Department of Transportation  
AMENDMENT TO CONTRACT NO. 12231129**

**Project No. PHSPSC2407-02-00  
ALN No.: 20.600  
ALN Title: State & Community  
Highway Safety**

**Project No. PHSPID2410-05-00  
ALN No.: 20.608  
ALN Title: Minimum Penalties for  
Repeat Offenders for  
Driving While Intoxicated**

**Award Name: Speed Management  
Federal Award Date: November 30, 2022  
FAIN No.: 69A3752330SUP4020ND0  
Federal Award Amount: \$161,055.00**

**Award Name: Surveillance Equipment  
Federal Award Date: February 14, 2023  
FAIN No.: 69A37523300001640NDA  
Federal Award Amount: \$905,069.00**

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Burleigh County Sheriff's Department, hereinafter known as the Contractor, whose address is 514 East Thayer Avenue, Bismarck, North Dakota 58502-1416.

WHEREAS, the parties entered into a contract on October 1, 2023; and

WHEREAS, the Contractor requested additional funding to purchase radar and video camera surveillance equipment; and

WHEREAS, additional funding is available; and

WHEREAS, the Contractor will perform the scope of work in Attachment 1, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the NDDOT and the Contractor agree this amendment will be effective March 15, 2024; and

WHEREAS, the contract will be increased by \$1,500 for radar equipment and \$8,000 for video camera surveillance equipment; and

NOW THEREFORE, the Contractor and NDDOT agree that effective March 15, 2024, the contract will be increased by \$1,500 for Project No. PHSPSC2407-02-00 for the purchase of radar equipment and \$8,000 for Project No. PHSPID2410-05-00 for the purchase of video camera surveillance equipment; the Contractor will perform the scope of work shown on Attachment 1; the total contract amount for these projects is \$9,500, and the total contract amount is \$27,350.



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

CONTRACTOR:

NAME (TYPE OR PRINT)

COMPANY NAME

SIGNATURE

OFFICER'S NAME (TYPE OR PRINT)

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

SIGNATURE

TITLE

DATE

WITNESS:

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

NAME (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

SIGNATURE

SIGNATURE

SS

DATE

APPROVED as to substance by:

DIVISION DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

CLA 52494 (Div. 06)  
L.D. Approved 5-19-00; 5-03





**RADAR/LIDAR EQUIPMENT****PROJECT NO. PHSPSC2407-02-00****SCOPE OF WORK**

The Contractor will be responsible to:

- Order the approved radar or LIDAR equipment by **September 30, 2024**. *The equipment must be received on or before September 30, 2024. (Note: This contract will reimburse 75% of the cost, up to \$1,500 per unit only.)*
- Assure the radar or LIDAR unit purchased is certified and included in the International Association of Chiefs of Police (IACP) Consumer Product List. The purchased unit must meet or exceed NHTSA/IACP model specifications.
- Install the radar equipment at the expense of the Contractor.
- Maintain the equipment in good working order and make the equipment available for inspection upon request.
- Any equipment purchases required to be maintained on equipment inventory should be available for inspection.
- Assure that all officers are trained in the correct operation of equipment and procedures for securing quality, evidentiary digital files.

An emphasis must be placed on speed enforcement, impaired driving, and safety belt use. The Contractor is encouraged to follow the guidelines for vehicular pursuits issued by the IACP that are currently in effect.

**VIDEO CAMERA SURVEILLANCE EQUIPMENT****PROJECT NO. PHSPID2410-05-00****SCOPE OF WORK**

The Contractor will be responsible to:

- Order the approved digital or video camera surveillance equipment by **September 30, 2024**. *The equipment must be received on or before September 30, 2024. (Note: This contract will reimburse up to \$4,000 per camera only.)*
- Assure equipment purchase is for in-car video equipment only and does not include body cameras and those specific associated components.
- Warranty costs are not included in the reimbursement and are the responsibility of the Contractor.
- Install the digital or video camera surveillance equipment at the expense of the Contractor.
- Maintain the equipment in good working order and make the equipment available for inspection upon request.
- Keep an inventory of equipment valued at \$5,000 or more consistent with NDCC § 54-27-21.
- Assure that all officers are trained in the correct operation of equipment and procedures for securing quality, evidentiary digital files.

The primary use of this equipment must be for the enforcement and adjudication of impaired driving.

**REPORTING AND REIMBURSEMENT / ALL PROJECTS****Reporting**

The Contractor must retain for a minimum of three years, copies of timesheets, payroll, agency work schedules, and any other supporting documentation.

The Contractor conducts overtime activities throughout the fiscal year and those activities will be monitored to justify the purchase of the equipment. The monitoring of overtime activities by the NDDOT will be in lieu of an end-of-year report.

**Reimbursement**

This contract will reimburse allowable expenses up to each project's total budget for costs incurred through completion of the scope of work and/or at the direction of the program manager (up to \$1,500 for radar equipment, and up to \$4,000 for video camera surveillance equipment.) The Highway Safety Division reserves the right to deny payment for unallowable expenses identified in the applicable cost principles.

***At the close of the state fiscal year, which is June 30, reimbursement vouchers must be submitted no later than July 15 for any purchase that took place on or before June 30. Vouchers received after July 15 may not be reimbursed. Please note: only equipment that has been received by June 30 is affected by this due date.***

**RADAR/LIDAR EQUIPMENT BUDGET****PROJECT NO. PHSPSC2407-02-00 / ALN NO. 20.600****DIRECT COSTS**

Radar/LIDAR Units		\$2,000
<b>PROJECT TOTAL</b>		<b><u>\$2,000</u></b>

**Participation**

Federal	75%	\$1,500
State	-	
Local	25%	\$ 500

**VIDEO CAMERA SURVEILLANCE EQUIPMENT BUDGET****PROJECT NO. PHSPID2410-05-00 / ALN NO. 20.608****DIRECT COSTS**

In-car video cameras		\$8,000
<b>PROJECT TOTAL</b>		<b><u>\$8,000</u></b>

**Participation**

Federal	100%	\$8,000
State	-	
Local	-	

**Certificate Of Completion**

Envelope Id: 9F5FF3050F704B6E80E4DFE8520202C6  
Subject: Contract Amend #12231129A for Burleigh So  
Contract Number: 12231129A  
PCN:  
Source Envelope:  
Document Pages: 5  
Certificate Pages: 3  
AutoNav: Enabled  
EnvelopeId Stamping: Enabled  
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:  
Sheila Kitzan  
608 E Boulevard Ave  
Bismarck, ND 58505  
skitzan@nd.gov  
IP Address: 165.234.92.5

Signatures: 0  
Initials: 1

**Record Tracking**

Status: Original  
3/15/2024 9:18:15 AM  
Security Appliance Status: Connected  
Storage Appliance Status: Connected

Holder: Sheila Kitzan  
skitzan@nd.gov  
Pool: StateLocal  
Pool: Carahsoft OBO North Dakota Department of  
Transportation CLOUD

Location: DocuSign  
Location: DocuSign

**Signer Events**

Shannon Sauer  
ssauer@nd.gov  
Security Level: Email, Account Authentication  
(None), Authentication

**Signature**

Signature Adoption: Pre-selected Style  
Using IP Address: 165.234.253.12

**Timestamp**

Sent: 3/18/2024 7:20:56 AM  
Viewed: 3/18/2024 4:45:44 PM  
Signed: 3/18/2024 4:45:51 PM

**Authentication Details**

SMS Auth:  
Transaction: b5cd78f1-01cd-4379-b034-f6bf559b3a13  
Result: passed  
Vendor ID: TeleSign  
Type: SMSAuth  
Performed: 3/18/2024 4:45:39 PM  
Phone: +1 701-426-9825

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Karin Mongeon  
kamongeon@nd.gov  
Security Level: Email, Account Authentication  
(None), Authentication

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Signer Events****Signature****Timestamp**

Clint Morgenstern

cdmorgenstern@nd.gov

Security Level: Email, Account Authentication  
(None), Authentication

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Robin R. Rehborg

rrehborg@nd.gov

Security Level: Email, Account Authentication  
(None), Authentication

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Laureen Martin

lmartin@nd.gov

Security Level: Email, Account Authentication  
(None), Authentication

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

Sheila Kitzan

skitzan@nd.gov

North Dakota Highway Patrol

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**VIEWED**

Using IP Address: 165.234.252.245

Sent: 3/15/2024 9:18:27 AM

Viewed: 3/18/2024 7:17:19 AM

Completed: 3/18/2024 7:20:55 AM

**Agent Delivery Events****Status****Timestamp**

Tracy Nelson

tnelson@burleighsd.com

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sent: 3/18/2024 4:45:53 PM

Viewed: 3/18/2024 4:55:16 PM

**Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Sheila Kitzan

skitzan@nd.gov

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp**

DOT Legal Admin

dotlegaladmin@nd.gov

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp**

DOT Legal Admin

dotlegaladmin@nd.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Kelly Aberle

kaberle@nd.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

3/15/2024 9:18:27 AM

Envelope Updated

Security Checked

3/18/2024 7:20:56 AM

Envelope Updated

Security Checked

3/18/2024 7:20:56 AM

Envelope Updated

Security Checked

3/18/2024 7:20:56 AM

Envelope Updated

Security Checked

3/18/2024 7:20:56 AM

**Payment Events****Status****Timestamps**

**ITEM**

**# 11**

**ITEM**

**# 12**